

**La Porte County Public Library**  
**Board of Trustees Meeting Minutes**  
**Thursday, December 18<sup>th</sup>, 2025**

**Call to Order**

President Dara Jeffries call the meeting to order at 5:40 PM.

**Roll Call**

**In Attendance:** Dara Jeffries, President, Nicole Florek, Bonnie Snider, Gina Alber, Jamie Novak.

**Absent:** Amy Jackson, Tucker King

**Public Forum**

No comments were made by the public.

**Consent Agenda**

- a. Minutes of the November 20<sup>th</sup>, 2025 Board of Trustees Meeting
- b. Memorandum of Minutes of the December 18<sup>th</sup>, 2025 Executive Session
- c. Financial Reports

Motion to approve the consent agenda was made by Bonnie Snider and seconded by Jamie Novak. Motion carried.

**Reports**

**Managers Reports**

Toni Kester Bulger and Holly Trott presented highlights from their monthly reports.

**Director Report**

Director Fonda Owens shared the following updates:

- Working with MKM to refresh public spaces across all locations, incorporating both new furniture and existing pieces in good condition. A request for approval to order replacement furniture will be presented later in the meeting.
- In communication with City of La Porte and La Porte County Museum on digitizing their records.
- The shade structure project remains incomplete due to the use of an incorrect concrete mix. Stamping continued after the issue was identified, causing pitting and leveling problems. The floor will need to be removed and re-poured.

**Legal Counsel**

No report from Attorney Novak.

**Unfinished Business**

**Financial Report Presentation by Baker Tilly**

Ethan Melton and Matt Bubness from Baker Tilly appeared via Zoom to review and answer questions about the Library's Comprehensive Financial Report.

- Director Fonda Owens asked about using a 4% levy growth quotient the standard moving forward and do they believe this number will be a reality moving forward. Mr. Melton responded that the 4% levy growth was approved by the State for 2026 and is a good number to use as a benchmark. He did acknowledge that if legislation changes had not occurred, the number for 2026 would have been 5.6%. Ms. Owens wanted to know what happened to the 1.6% growth not available to units. Mr. Melton responded that he doesn't know.
- Director Owens asked about the option presented for paying 100% for health care costs in the future. Mr. Melton recommended that the library avoid assuming a higher percentage of costs that are outside its control.
- Director Owens asked if Baker Tilly has performed this type of SB1 analysis for other units, and if so, whether there were any useful takeaways. Mr. Melton responded that there has not been anything particularly useful from prior analyses, though there is discussion about potential upcoming legislative changes. He also noted the importance of exploring alternative methods to fund capital outlay projects, such as the use of general obligation bonds or LIT. Director Owens asked for input on whether the county council would be more likely to approve bonds vs LIT. He indicated he was unsure which option the county council would favor.

- Director Owens inquired about the debit service and cash flow policies from Lisa Huntington, which have not been received. Mr. Melton will follow up on getting those sent to the library.

## New Business

### Request to Approve Replacement Furniture

Director Owens discussed plans to purchase new furniture for all library locations. The furniture will include booths with tables, single and double chairs, and soft seating for youth areas. The library will use the Indiana State purchasing program, which allows the library to purchase the furniture without soliciting three quotes.

A motion was made by Gina Alber and seconded by Bonnie Snider to accept quote from Office Interiors in the amount of \$229,725.98 for new furniture. This expenditure will be funded by the Operating, Rainy Day and LIRF funds. Motion carried.

### Resolution of 2026 Wages/Salaries/Classifications/Benefits

Director Owens noted that portions of this resolution have already been approved by the Board at previous meetings. Combining all the components into a single resolution is required by the State Board of Accounts.

Motion was made by Nicole Florek and seconded by Bonnie Snider to approve the 2026 Salary Resolution as presented.

#### La Porte County Public Library 2026 Salary Resolution

**WHEREAS**, all compensation and benefits paid to officials and employees must be included in an annual resolution adopted by the La Porte County Public Library Board of Trustees per IC 36-12-2-24 (a) & (b). The following are presented for the year 2025. Motion carried.

#### Section I: 2026 Wage/Salary Ranges and Positions and Classifications

The La Porte County Public Library Board of Trustees, hereby reaffirms the salaries and pay schedule for employees as adopted at the October 23, 2025 Library Board of Trustees meeting and for the Director as adopted at the October 23, 2025 meeting. The schedule is effective January 1, 2026. The Library shall consist of the following job classifications, except as otherwise authorized. Employees herein may receive compensation as set forth or within the respective ranges of amounts set herein. Wage and salary ranges do not specify starting wages or salary. The starting wage or salary is dependent on qualifications.

#### Wage/Salary Ranges 2026

2026		2026 Proposed Salaried/Annual			2026 Hourly Ranges		
Position	Pay Grade	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director		\$88,171	\$109,158	\$130,166	\$42.39	\$52.48	\$62.58
Manager	II	\$69,326	\$83,366	\$97,406	\$33.33	\$40.08	46.83
Manager	I	\$60,320	\$74,360	\$88,400	\$29.00	\$35.75	\$42.50
Professional	II	\$52,000	\$63,960	\$75,920	\$25.00	\$30.75	\$36.50
Professional	I				\$21.00	\$25.75	\$30.50
Clerical	III				\$17.00	\$20.75	\$24.50
Clerical	II				\$15.00	\$18.25	\$21.50
Clerical	I				\$14.00	\$17.00	\$20.00
Maintenance	III				\$21.00	\$25.75	\$30.50
Maintenance	II				\$17.00	\$20.75	\$24.50
Maintenance	I				\$14.00	\$17.00	\$20.00
Interns	I				\$14.00	\$17.00	\$20.00

**Section II: Across-the-Board Increase for all Current Employees**

The wage and salary plan for 2026 is two parts. The first part is to increase across the board wages and salaries by 2% for employees hired prior to 7/01/2025 who have successfully completed their probationary period of employment. The second part is that bonuses may be paid to staff hired prior to 7/01/2025 who have successfully completed their probationary period for employment. Bonus amounts will not exceed 2% of an eligible staff member's 2025 wage or salary. An evaluation of available funds for the bonus recommendation will be conducted no later than October 31, 2026. The final determination for the payment of any bonus will be based, in part, on availability of funds and shall be approved of the La Porte County Public Library Board of Trustees.

**Section III: Longevity Pay**

Employees receive a 2% increase at each 3-year milestone of employment up to a maximum of 21 years, payable on the first pay following their employment anniversary.

Employees whose wage adjustments or increases put them at the top end of the current wage range, receive a lump sum adjustment for the amount of the increase.

**Section IV: Leave Benefits – 2025**

10 Paid Holidays payable as approved at the November 20, 2025 Board of Trustees meeting.  
Paid Time Off – schedule as of January 1, 2026 and paid out as outlined in Employee Handbook.

Years of Service	Number of Hours Scheduled Per Week				
	Less than 20	20-29 hours	30-39 hours	40 hours	Professional Employees
	0	Pro-rated	Pro-rated	Pro-rated	Pro-rated
1 through 4 years	0	60	90	120	170
5 through 9 years	0	80	120	160	210
10+ years	0	100	150	200	250

**Section V: HSA contribution – 2026**

Employees who have coverage under the Library's group health insurance and completed a wellness check in 2025 will receive a \$1,000 contribution to a health savings account established by the employee as per the payout schedule determined by the Library.

**Section VI: Wellness Clinic – 2026**

Employees who chose to participate will have the wellness clinic monthly program cost paid at 100% of the cost.

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 18th day of December, 2025, by the following aye and nay vote.

**Resolutions of Encumbrance**

Director Owens explained that the encumbrance lists consist of outstanding purchase orders that were issued in 2025 but not yet received. Approval of the resolutions will allow these purchases orders to be carried over into 2026. The items will be expended in 2026 but will not be part of the 2026 budget.

**a. Operating Fund**

A motion was made by Bonnie Snider and seconded by Nicole Florek to approve Resolution to Encumber Operating Fund in the amount of \$210,157.33. Motion carried.

**LA PORTE COUNTY PUBLIC LIBRARY  
RESOLUTION TO ENCUMBER OPERATING FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2025.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte 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 –

PO#	Vendor	Amount
4792	MKM ARCHITECTURE + DESIGN	\$18,000.00
4818	INGRAM BOOK COMPANY	\$48.70
4854	INGRAM BOOK COMPANY	\$75.61
4855	INGRAM BOOK COMPANY	\$91.09
4859	INGRAM BOOK COMPANY	\$71.80
4860	INGRAM BOOK COMPANY	\$71.88
4861	INGRAM BOOK COMPANY	\$24.49
4862	INGRAM BOOK COMPANY	\$73.98
4864	OVERDRIVE	\$109.00
4888	INGRAM BOOK COMPANY	\$85.66
4889	INGRAM BOOK COMPANY	\$66.63
4891	INGRAM BOOK COMPANY	\$12.34
4900	INGRAM BOOK COMPANY	\$341.20
4901	INGRAM BOOK COMPANY	\$766.49
4902	INGRAM BOOK COMPANY	\$1,060.52
4903	INGRAM BOOK COMPANY	\$129.98
4912	INGRAM BOOK COMPANY	\$95.76
4913	INGRAM BOOK COMPANY	\$72.25
4914	MIDWEST TAPE	\$263.10
4919	INGRAM BOOK COMPANY	\$35.75
4920	INGRAM BOOK COMPANY	\$29.90
4923	INGRAM BOOK COMPANY	\$183.99
4932	OVERDRIVE	\$27.50
4943	KOORSEN FIRE & SECURITY	\$1,635.00
4944	K-LOG, INC.	\$1,424.88
4945	CHALK SPINNER LLC	\$2,300.00
4946	AMAZON CAPITAL SERVICES	\$71.88
4947	MIDWEST TAPE	\$142.24
4948	MIDWEST TAPE	\$4,661.12
4950	LAKESHORE LEARNING MATERIALS	\$1,038.99
4953	PAYROLL	\$129,548.99
4954	AMAZON CAPITAL SERVICES	\$424.16
4955	AMAZON CAPITAL SERVICES	\$210.63
4956	AMAZON CAPITAL SERVICES	\$119.68
4959	OFFICE INTERIORS	\$45,477.14
4960	AMAZON CAPITAL SERVICES	\$1,365.00
	TOTAL	\$210,157.33

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 18<sup>th</sup> day of December, 2025, by the following aye and nay vote.

**b. Rainy Day Fund**

A motion was made by Nicole Florek and seconded by Bonnie Snider to approve Resolution to Encumber Rainy Day fund in the amount of \$86,316.57. Motion carried.

**LA PORTE COUNTY PUBLIC LIBRARY  
RESOLUTION TO ENCUMBER RAINY DAY FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Rainy Day Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2025.

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

PO#	Vendor	Amount
4682	LARSON DANIELSON CONSTRUCTION CO., INC.	\$46,316.57
4959	OFFICE INTERIORS	\$40,000.00
<b>TOTAL</b>		<b>\$86,316.57</b>

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 18<sup>th</sup> day of December, 2025, by the following aye and nay vote.

**c. Library Improvement Reserve Fund**

A motion was made by Bonnie Snider and seconded by Jamie Novak to approve Resolution to Encumber Library Improvement Reserve Fund in the amount of \$29,348.84. Motion carried.

**LA PORTE COUNTY PUBLIC LIBRARY  
RESOLUTION TO ENCUMBER LIBRARY IMPROVEMENT RESERVE FUND**

WHEREAS, it has been determined that it is now necessary to encumber funds from the Library Improvement Reserve Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2025.

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

PO#	Vendor	Amount
4959	OFFICE INTERIORS	\$29,348.84
<b>TOTAL</b>		<b>\$29,348.84</b>

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 18<sup>th</sup> day of December, 2025, by the following aye and nay vote.

**d. Gift Fund**

No resolution was presented.

**Resolution of Transfer**

**a. Operating**

No resolution was presented.

**Approval and Payment of Claims – APV Batch December 18<sup>th</sup>, 2025**

A motion to approve the payment of claims was made by Nicole Florek and seconded by Bonnie Snider. Motion carried.

**Questions or Comments from the Public**

No questions or comments were made.

**Questions or Comments from the Board**

Director Owens let the board know that the January 15<sup>th</sup>, 2026 meeting will be a longer meeting. Both the Board of Trustees and Board of Finance meetings will take place.

**Adjournment**

Motion to adjourn was made by Gina Alber and seconded by Bonnie Snider. Motion carried. Meeting adjourned at 6:20 PM.