

July 20, 2021

The Marion Public Library Board of Trustees met Tuesday, July 20, 2021, at 6 p.m. in the 2<sup>nd</sup> floor Library Program Room of the Marion Public Library. Present were Mrs. Nicholson, Mr. Breen, Mr. Cline, Ms. Sumpter, Mrs. Cline, Mr. Lutton and Dr. Case. Also present were Jonie Riddle and Mary Eckerle. This meeting was zoomed but there weren't any viewers.

Ms. Sumpter called the meeting to order at 6 p.m.

On motion of Mr. Cline, seconded by Mr. Breen, the minutes of the June 15, 2021, meeting was unanimously approved.

On motion of Mr. Breen, seconded by Mr. Cline, the Treasurer's report and payment of the docket was unanimously accepted and payment authorized. The register of claims is made a part of these minutes.

The Treasurer's report showed a balance of \$2,181,067.79 in the Library Operating Fund as of June 30, 2021.

**New Business:**

**Travel, meeting attendance:** On motion of Mrs. Cline, seconded by Mrs. Nicholson, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) August 13, Greenwood, InSIRSI 2021 Annual Conference, Joe Fox, registration, mileage.

**Budget Preparation:** The DLGF notified libraries (and other governmental entities) that the Growth Quotient for the 2022 budget is 4.300%. Jonie Riddle and Mary Eckerle will meet with MPL's DLGF district rep on July 22 to work on the budget. Mrs. Eckerle reviewed the budget calendar (Public Hearing is Tuesday, September 21 and Adoption is October 19) and other information pertaining to budgeting.

**Public Library Standards:** At its June 25 meeting, the Indiana Library & Historical Board found Marion Public Library to be in compliance with the Public Library Standards for 2020.

**Library Cataloging Vendor:** The Library has used OCLC for years to catalog materials. OCLC prices have gone up and it is currently \$9,530 a year. Response time and downtime has been more frequent. MPL will move to SkyRiver this month. The transition should be easy, and the cost is cheaper. One year cost will be \$4320, and this includes implementation which is spread out over 2 years at 1800 each year.

**American Rescue Plan:** The process for American Rescue Plan grants has now been opened by the Indiana State Library. Department heads met regarding the process and the possibilities. This will be shared at the meeting. The mayor has not yet convened his City ARP group but intends to do this in early August. Mrs. Eckerle will report on the process of obtaining this grant.

**Cybersecurity:** Please see the memorandum at the end of the agenda.

**Fine-Free libraries:** A plan is being put in place to see if this would be of benefit to the Marion Community and how it can be put into effect in a measured manner.

**Bus shelter:** The bench has been removed at the bus shelter. There is more of a police presence across the street in the Firestone lot. One of the glass sides of the shelter was broken out on July 10. The police and the head of Marion Transportation were informed of this.

**Director's Report:** The following report was approved by consensus of the Board:

**Materials and Services:** Statistics will be presented at the meeting.

**Staff:** 1) Brandon Houser's last day in Reference/Adult programming was June 29, 2021. A replacement is being sought; 2) The Head of Museum Services position has been advertised with applications due on July 28; 3) Alex Rayment, Children's Department page, will be starting at Purdue in August and a replacement is being sought; and 4) Betty Reynolds, long-time staff member in Indiana History & Genealogy is retiring. At this time, her hours are being re-evaluated.

**Properties:** 1) Roger Marx re-plastered and painted the Forrest Room in anticipation of the Quilters Hall of Fame celebration; 2) Chambers Maintenance dusted and mopped and vacuumed the museum in anticipation of reopening; 3) Mr. Marx is drawing up plans for parking lot repair and repaving which will be shared with the board; and 4) Mr. Marx is interviewing pest control companies as the head of Grant County Pest Control retired.

**Children's/Youth Services:** a) In-person programming included weekly Outdoor storytimes with 15 children and 7 adults. Meeting Room A is now being used for rainy weather days; b) At the Library – During June, there were 5 curbside orders. 625 grab and go crafts were prepared; c) There were two Summer STEAM programs with 26 children and 11 adults; d) Two programs were held at the Matter Park Bandshell; and 3) 58 children showed up for the Sign Language Program.

**Reference Services/Adult Programming:** 1) The Summer Reading Club began in June. People are enjoying the prizes and several have already completed the program; 2) *From the Museum to the Library* – a display case features museum items for an "Opening Doors to Communication" display; 3) Other displays in June included insects, Superman, LGBTQ awareness, grilling, container gardening and racial equity; 4) As part of the *One State, One Story* grant, the movie *Hoosiers* was shown; 5) Barbara Dixon did a Smart Art Video with a paper bowl decoupage craft which was posted on June 23. She did the same craft in-house and six people attended; 6) Christina Rowland hosted a craft with the new CriCut machine and six people attended; and f) The June Book Discussion group went very well in 12 attending and one by Zoom.

**Teen Programming:** 1) 118 teens signed up for the Summer Reading Club; and 2) Kristen Gioe is planning a program called *Teen Tuesdays* with video games, board games, snacks, and an occasional craft available from 4 to 6 p.m. two Tuesdays a month.

**Indiana History:** 1) The Virtual Genealogy Club continues to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. On July 22, the program will be Cemetery Restoration and Repairs with cemetery restorationist and stone carver Casey Winningham; and 2. Update on the county records digitization project – Rhonda Stoffer is waiting to hear from Pam Harris on the status of purchasing supplies for the probate packet project. Hopefully, the project can start soon.

**Circulation:** Michelle Morgan reports that the Garfield status in the Library has been a popular destination this summer.

**Head of Technical Services/System Administrator:** 1) Kristie Fuller will assist in Technical Services with some needed tasks. Recently, Ms. Fuller has been updating signage in the adult fiction area; 2) Mr. Fox and Mrs. Eckerle met with SkyRiver cataloging utility and plan to make a switch from OCLC to SkyRiver at the end of July. This is a less expensive and still very robust operation; and the location of the graphic novels collection was switched to the second floor.

**Network Manager:** Paul Burritt is the Library's reporter for any Cyber-attacks that occur on the MPL network. These must be reported to the State of Indiana as per a new law that took effect on July 1, 2021.

**Marketing:** Mary Eckerle was the guest on WBAT on Friday, July 2.

**Marion Community Schools:** Joe Fox, Mary Eckerle, Michelle Morgan and Tylanna Jones met with Scott Hoeksema, Technology Officer and Laycee Brunner, from Marion Community Schools on July 9. Three

items were discussed. 1) School textbooks – MPL wishes to update the textbook collection. Mr. Hoeksema will provide the Library with necessary textbooks so that students can have access this next school year; 2) Digital cards – MCS will work with MPL to do find a way to allow students to have online cards giving access to Hoopla, Overdrive and Library databases. Justice will be the first school to try this to see how it works. There will be an “opt in”/”opt out” feature should parents not want this for their students; and 3) MCS will work with Children’s/Youth Services in the Battle of the Books challenge and is willing to work on after-school programming with MPL.

**Christmas in July:** On Friday, July 23, Downtown Marion is celebrating Christmas in July. The MPL staff is hoping to participate by displays, music, and getting in the holiday spirit. In addition, The Knights of Columbus at St. Paul Catholic Church will be offering a free book give away on Friday, July 23 in partnership with the Marion Public Library’s Christmas in July from 10AM-6PM. The Knights of Columbus is a group of Catholic Men who have a passion for giving back to the community of Marion and Grant County while promoting the St. Paul Catholic Church. The books are 100% new and are targeted for Toddlers to 3<sup>rd</sup> grade. Last year, the Knights of Columbus donated a set of books to every single enrolled student of the Little Giants Program within the Marion Community School Corporation.

**Community Outreach:** 1) Celebration 2021 of the Quilters Hall of Fame takes place July 15-17. There are events scheduled in Meeting Rooms A and B and the quilts are hung in the Forrest Room and the Carnegie Room; and 2) the Library will participate in a Taste of Marion on Friday, September 3 at IWU and at Voices of Recovery in the Gas City Park on Saturday, September 11.

**Appreciations:** Paula Cox thanked Debbie Ruth: “Thank you so very much for locating information about Charles Floyd Mann.”

**Adjournment/Next meeting:** Tuesday, July 20, 2021, at 6 p.m.

\_\_\_\_\_ President \_\_\_\_\_ Secretary

\_\_\_\_\_ Member \_\_\_\_\_ Member

# INDIANA OFFICE OF TECHNOLOGY:

## Reporting Cybersecurity Incidents

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Dear colleagues,

During the recently concluded General Assembly, legislators unanimously passed HEA 1169, which requires all political subdivisions and state agencies to report cybersecurity incidents to the Indiana Office of Technology (IOT). The law allows IOT to share anonymous attack information to warn others and provides an overview of cybersecurity attacks. Learn more about the law at <https://on.in.gov/1169>.

### **Which political subdivisions are required to report cybersecurity incidents to IOT?**

Within 48 hours of discovery, the following political subdivisions are required to report:

Counties, fire protection districts, library districts, local airport authorities, local building authorities, local hospital authorities or corporations, local housing authorities, municipalities, public transportation corporations, school corporations, special service districts, special taxing districts, townships, or other separate local governmental entities that may sue and be sued.

### **What is a cybersecurity incident?**

A malicious or suspicious occurrence that causes one or more of the following:

- Jeopardizes or may potentially jeopardize the confidentiality, integrity, or availability of an information system, an operational system, or the information that such system processes, stores, or transmits;
- Jeopardizes or may potentially jeopardize the health and safety of the public; or
- Violates security policies, security procedures, or acceptable use policies.

### **Which attacks must be reported?**

- Ransomware - Malicious software designed to block access to a computer system until the criminals are paid a sum of money.
- Business Email Compromise - Scams targeting organizations, government, and others, who conduct wire transfers or electronic payments. The scheme leverages email accounts of executives or high-level employees

involved with wire transfer payments to do fraudulent transfers.

- Vulnerability Exploitation - Vulnerabilities in a system, including the operating system, software, or application, are leveraged to force the system to enable unauthorized activities.
- Zero-day exploitation - An unknown exploit that exposes a vulnerability in software or hardware before the vulnerability can be patched or fixed by the creator of the product.
- Distributed Denial of Service - The intentional blocking of a website or application by flooding it with data.
- Website defacement - An attack on a website that changes its visual appearance or content on a website or a web page.

### **How do I report an incident if I am a government entity?**

Report incidents by going to <https://www.in.gov/cybersecurity>.

Additionally, the law requires a primary contact for each governmental organization. Organizations can provide multiple contacts as long as they are authorized to report incidents and receive any information resulting from incident reporting.

Sign up to be a point of contact for your organization: <https://public.govdelivery.com/accounts/INIOT/signup/26666>.

Cybersecurity incidents and attacks are on the rise. While IOT is not staffed to support local government recovery efforts, we can facilitate sharing the information so that your local government neighbors have their defenses prepared.

Thank you for your work supporting and providing service for Hoosiers.

Sincerely,

Tracy Barnes  
Chief Information Officer  
State of Indiana

### **Attachments:**

- INDIANA OFFICE OF TECHNOLOGY: [Reporting Cybersecurity Incidents](#) - July 14, 2021
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