

Librarian's Report

February 12, 2019

Staff Report

Robin Barton from Material Services (Tech Services) will be presenting.

Building Updates

Attached to the agenda is the latest set of building plans with staff suggestions/questions and the bond process timetable. The government body our bond approval will be presented to is the County Council. I spoke with Ryan, our Umbaugh rep, and he said after running the numbers, the amount we can borrow without a tax impact is \$4.33 million, which is more than the proposed amount of our project. We can either put some of our LIRF and RainyDay funds towards the final amount to lower our bond amount, so we can put our LIRF and RainyDay funds towards any costs that are in excess of our bond amount. To keep our levy from dropping, we will be applying for our new bond to overlap with our current bond in 2020. This will allow us to use up the excess amount of payment in our B&I account. This will mean that we will go to binding review for our budget, but the additional appropriation will have already been approved by the County Council allowing us to create new debt. Our next steps are to meet with County Council members about the project ahead of time before we present the project to them in May. Umbaugh and ICE Miller both encouraged these meetings to involve small groups of library board members and small groups of County Council members. So, we need to decide which board members would like to meet with which County Council members. I can attend all of these meetings with you and we can host them here at the library, if you would like. The idea behind these meetings is to have an open conversation for any questions or concerns our Council members might have before we are presenting our project to them.

2018 Review

I have compiled a review of the Library's accomplishments for 2018. Our circulation of physical items is down by 8% but our circulation of eMaterials is up by 20%. We have seen a 46% increase in Teen program attendance. The Library took part in Ossian Days, Street Fair, Boo-in-Bluffton, Festival of Wreaths, Wonderland of Lights and helped plan Parlor City Christmas.

We partnered with the Creative Arts Council for a Murder Mystery, The Parks Department and Bluffton Regional for Theatre Thursday, The YMCA for summer teen programming, Purdue Extension for Adult programming, Community Harvest for Teen/Family food packs and the Historical Society for a historical homes tour and cemetery walk. Thank you for your support to make this possible.

Annual Report

The Library's annual report has been completed online. I have linked a copy to the agenda. The report shows this year's information as well as last year's information. The information used to generate the annual report can be found in the year-end financial reports and circulation statistics. These reports can be found in the Appropriation Reports and Monthly statistics folder.

Non-Resident Fee

Our 2018 total expenditures (\$1,9214,656) per capita (27,188) is 70.68. By law, we need to set our non-resident fee to be at least \$70.68. Currently our non-resident fee is \$75, so I propose we keep the fee the same for 2019.

Landscape/Snow Removal Contract

Outdoor concepts presented their 2019 contracts for lawn care and snow removal. We have used Outdoor Concepts for several years for landscape maintenance with no complaint. The contract runs from March 1, 2019-February 28, 2020. For Ossian the contract includes lawn and landscape maintenance, snow removal and sidewalk shoveling and salt application at the time of snow removal. For the Main building, the contract includes landscape maintenance and snow removal. I have included a scan of the contract in the agenda. The amount for the contract is: \$3,363 for Ossian and \$3,135 for the Main Branch, which is a total of \$6,498. This is the same cost as last year.

Server Room Air Unit

The air conditioning unit we have in the server room has started to freeze over and quite periodically. Last weekend Brian had to come in and unthaw the unit while blowing cool air into the server room because the temperature had reached 80 degrees and was rising. This unit is only 1-year-old and because of the set-up of our room, not eligible for warranty. Unfortunately, our server room was not created with its own professional grade HVAC unit like most server rooms and the non-commercial standalone air units are not keeping up with the demand on the room. Also, when the unit de-ices, it spits water which means the unit cannot face our server directly for fear of getting the server wet. The unit we currently have is around \$500 to replace with no guarantee it will last more than 1 year. Attached to the agenda is a quote from FelgerHart to install a unit in our server room that will behave as a server room unit should and then be included in our service agreement with our other units.

ViewScan Microfilm Reader/Scanner/Printer

A new microfilm reader/scanner/printer was included in our itemized list during budget approval. However, when we went to purchase the new item at the end of the year, we discovered that we were given a quote on a lesser unit than what we currently have and use. So, I am representing this item for consideration again, since the unit we want is more expensive than what was originally budgeted. We do have the funds available for the difference in price because of encumbering 2018 funds to purchase 2019 budgeted

technology items and I budgeted a cushion in this line for unexpected costs. The unit we originally priced was \$7,600 and this unit with set-up and training is \$10,285. Our microfilm readers are used quite often by staff, patrons and volunteers. This new unit would replace an older unit that no longer prints and cannot be updated.

Bed Bug Policy and Procedure

While at our Continuous Improvement meeting, I learned about bed bug issues Nappanee has been struggling with because of library items being in places with bed bugs and then being returned. Lissa, Nappanee's director, was kind enough to share her policy and procedures that her library created and a wonderful PowerPoint presentation from ALA. I had bed bug training while working at the Knoxville Public Library in Tennessee and will be training our staff during our May in-service. In the meantime, I think we need to have a proactive approach by approving a pest containment policy and making sure we have procedures in place. Attached to the agenda is the proposed policy, procedure and general questions for patrons for you to look over. Nate also has a lot of experience with bed bugs from working in the hotel environment. We already have the ZapBug Oven purchased and we are now waiting on the cleaning supplies to have on hand.

Spring In-Service Date

The spring in-service date for this year is May 17th. The library will be closed from 8-1. In-service will run from 8-12 and then staff will have an hour for lunch.

Other Items for Consideration

Director Updates

Community Meetings/Activities attended outside the library:

- Creative Arts Council Board Meeting
- YMCA Board Meeting
- YMCA Early Education Committee
- Bluffton NOW! Board Meeting
- Chamber Board meeting
- Chamber Executive Meeting
- Chamber Education Committee
- Chamber Annual Dinner
- Economic Development Council
- Rotary Meetings
- United Way Board meeting
- United Way Executive meeting
- Brrr Fest 2019 Planning meeting

Library Meeting Updates:

Department Head meeting –

- Reviewed 2018 Statistics
- Discussed changing Reference materials to a 21-day loan
- Reviewed the Annual Report
- Discussed update to TimeClock+
- Reviewed the last set of building plans
- Went over bed bug policy and procedure
- Reviewed WordWise subjects: Animals, Art and Business

Friends of the Library meeting –

The next Friends of the Library Book sale will be February 12-16th. The Tuesday night is a Friends only pre-sale.

The FOL will be offering a little free library to the Friends of the Ouabache State Park and potentially to the YMCA.

ENA meeting – We had our yearly meeting with our ENA rep to discuss our internet agreement. This agreement through the State Library Consortium allows us to receive 50MB of internet at both locations and a 100MB WAN line between Bluffton and Ossian with an 80% discount rate with ERate Funding.

TimeClock+ training – our version of TimeClock was been acting very odd lately and dropping staff's clock-in or out information. Also, it will no longer report our accruals correctly. So, we have upgraded to the next version of TimeClock+ and should be going live for staff use on the 11th or 12th.

Continuous Improvement meeting – Directors had a separate meeting while staff discussed Summer Reading Program ideas. The most informative part of our directors meeting was learning from Nappanee's recent experience with bed bugs and discussing job descriptions.

Current Projects/Big Programs/News:

Winter Reading Program is now going on throughout the month of February.

Everyone who registers will receive a piece of candy or a pencil. Come to the Main Library (Bluffton) or Ossian Branch to pick them up.

All participants who read or listen to at least 300 pages will earn a coupon for a free mini-Blizzard provided by Dairy Queen and also be entered to win a prize basket.

Everyone's page totals will be combined to determine how many books are donated to [Kate's Kart](#) at Bluffton Regional Hospital.

- 100,000 pages read=25 books donated
- 200,000 pages read=50 books donated
- 300,000 pages read=75 books donated
- 400,000 pages read=100 books donated
- 450,000+ pages read=125 books donated

Funds for the prize basket and Kate's Kart books have been donated by the Friends of the Library.

From Farm to Fabric

2/28/2019

6:30 PM - 8:00 PM

Main Library

Small Meeting Room

Janel Franks from Liberty Farm & Yarn will talk about the process of how an item goes from farm to mill to dyer to spinner to fabric. This fun program will feature a spinning demo and potentially a weaving demonstration as well. More info coming soon.

Christian Care Programming

KaylaAnn and Jason have reached out to Christian Care to start offering Library programs at Christian Care or Christian Care bringing residents to us for a program. Some of the program ideas included: a teen board game night, story time for Alzheimer residents, a book club and cooking demonstration classes.

Upcoming:

-Creating a Technology Training program for Staff-have had communication from Huntington and Carmel Clay on their Tech Competency Training program. They were very kind to share with us all of their forms and processes.

Grants:

-Harwood Grant-We were approved to take 4 staff members to the Harwood Conference. The staff attending will be Sarah, Jason, Jackie and Emily.