

Librarian's Report

March 12, 2019

Staff Report

Our staff report will be about Media Services with Jackie. We can also take a look at the server room.

Building Updates

HVAC unit

Brain said the new HVAC unit for the server room is wonderful. We now have more space, the room is quitter with no danger of water spitting on the units and the temperature is holding beautifully. He wanted to let you know he was very grateful for your approval to install the unit.

County Council Meetings

These are the responses I have received so far from the County Council members on having small preliminary meetings about the library's bond proposal.

"Options for me are most mornings until about 9:30 am, after 4 pm most days. I do have some days that I have meetings but I am fairly flexible. -Vicki

I'm flexible to meet in the morning around 9:00 AM during the week. -Todd

I am very flexible on days....anytime after 2pm works best for me. -Chuck

Mike, Steve, Seth-Flexible"

I would propose 1 meeting at 8 am, 1 meeting at 9 am and one meeting around 3 pm. In the month of April what days would work best for you to meet during one of these times?

I am completely open on Thursday, April 4 and 11. Friday, April 12. Wednesday, April 17. Monday, April 1 and 29.

Plans

Attached to the agenda are the latest plans for the master plan. Zach is working on giving us a final and updated draft before we have our meetings with our County Council members.

Policy, By-laws and Insurance

Our policies to review are circulation and collection policies.

Foundation Distribution

The Board of Director of the Wells County Foundation, Inc. has approved a 4.25% payout for distributions made in 2019 on endowed funds. This year we may choose to accept \$13,000 in annual payout or designate the payout as Remaining Undistributed Return and the amount will be reinvested for future years' distributions. Currently, I do not see a need for these funds. Staff Education has enough funds and 1,000 books is sufficient. I did talk to Zach about including Ossian's bathrooms in the bond and he said it would most likely be cheaper for us to bid out Ossian's bathrooms as a small project to three contractors instead of trying to wrap that project into the bond as well. He is going to take a look at the bathrooms and give us an estimated cost for the types of cosmetic changes we are wanting so we have a better idea of cost. We have \$21,236.34 in remaining undistributed return from the foundation not including the \$13,000 for this year. Ossian's bathrooms are something I could see some of the remaining undistributed return going towards and also using LIRF and/or Rainy Day. Though I propose we choose to add the \$13,000 from this year into our remaining undistributed fund with the foundation until we have a better idea of the cost of updating Ossian's bathrooms.

Resolution 19-03 Declaration of Official Intent to Reimburse Expenditures

EXECUTIVE SUMMARY OF REQUESTED ACTION BY BOARD DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES (EXHIBIT A)

If the Library pays any preliminary costs related to the project in advance of receiving the bond proceeds, it may want to reserve its ability to be reimbursed from bond proceeds after the closing. The Internal Revenue Service requires that a Library declare its official intent to reimburse as documented in this resolution in order to reserve this ability to reimburse.

Policy Approvals

The policy committee this year has a question and then based on your answer potentially a request. They are wondering why the board always approves the policy changes in June instead of closer to the end of the year? By approving policies in the middle of our year, it causes inconsistencies for our benefits as well as any changes that would affect the public that were advertised in January.

For example, current Employee Benefit Personnel Policy:

"Any policy change that affects a benefit earned on January 1st will take effect January 1st following the policy change approval. Any policy change that affects a benefit earned during the year (vacation, etc.) is effective immediately upon policy approval. Employees receive the new benefit on their anniversary date following the policy change approval."

Danielle prints out what everyone's benefits will be starting January 1 when we do reviews in November/December. She then enters all of that information into Keystone for January 1 onward. As the policy is stated now, if benefits are changed, she then has to go back into Keystone and change vacation half-way through the year on their anniversary date if the anniversary date is in the second part of the year. Not only is this cumbersome but someone who already had their vacation in the first part of the year does not get the change simply because their anniversary date is in the wrong part of the year. Another issue with policies changing half-way through the year is holidays and times the library is open. We advertise our holidays and times in January and if someone is still referencing the holidays and times we advertised at the beginning of the year and then we change something in June, there is no guarantee the patron will know of the change.

So, the policy committee is wondering if it wouldn't make more sense for the sake of consistency to approve policy changes in November and state that all policy changes would take place January 1 of the following year? I told them I would see what you think and if there was reasoning behind approving policy changes in June.

Past Meeting Material

The past meeting material has yet to be transferred onto the new site. If we transfer everything we currently have in past meeting material, it will take up a lot of space. Do you think it is necessary to have all of the past meeting material on the website? If not, how many years of past material is necessary? We will still have the material in print and saved on our U:drive.

Other Items for Consideration

Director Updates

Community Meetings/Activities attended outside the library:

- YMCA Board Meeting
- Chamber Board meeting
- Chamber Executive Meeting
- Rotary Meetings
- United Way Board meeting
- Brrr Fest 2019
- WRAPP Board
- Leadership Academy Level 3
- Harwood Public Innovators Training

Library Meeting Updates:

Department Head meeting –

- Reviewed plans for Spring In-service and possibilities for Fall in-service

- Discussed the Member2Member program offered through the Chamber of Commerce
- Discussed the Customer Service Workshop offered through the Chamber of Commerce
- Reevaluated the Weeding Schedule
- Discussed the time frame for our Discipline Procedure
- Reviewed WordWise subjects: Careers, Collecting and Computers

Current Projects/Big Programs/News:

Winter Reading Program

We met the challenge set for our patrons for Winter Reading and will be donating 125 books to Kate's Kart. We had 551 patrons sign up, with 71% reading at least 300 pages. **506,610** pages were read in total!

The complete Winter Reading stats are attached to the agenda if you want to see them.

Harwood Innovators Lab

Jason, Jackie, Emily and I went to the Harwood Innovators Lab on March 5-7. The lab was made possible through a grant with MCLS and was a great experience. We covered a lot of material in the 3 days and are excited to start some community conversations with our staff and patrons to help develop a corporate culture for the library. This is something that I have been wanting to do for a while and this lab has given us the tools to make it happen. Also, the Harwood approach will be very beneficial for our next long range plan.

HR/Leadership Conference

Danielle and I will be attending the HR Conference and Expo hosted by the Indiana Chamber of Commerce from April 23-25. This conference covers a lot information on current HR and Leadership issues. This will be the first year we have attended this conference so we are hoping it will be a valuable resource.

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.

-Creating a Corporate Culture for the library for staff to reference our mentality and values when interacting with staff and patrons.

Grants: