

Librarian's Report

April 9, 2019

Staff Report

Our staff report will be about Adult Services with Jason.

Building Updates

County Council Meetings

We have 2 meetings scheduled with our County Council Members:

April 11@8am in the Library Board Room: Steve Huggins, Mike Mossburg and Todd Mahnensmith

April 18@4pm in the Library Board Room: Vicki Andrews, Chuck King and Jim Oswalt

Seth Whicker will be traveling for work during this time and I offered to email him all the information we will be presenting and then meet with him one-on-one either in person or over the phone if he had any questions.

The County Council meeting on May 8th at 7:00 pm will be at the Carnegie Annex Building (223 W Washington Street). This meeting will be the official presentation/request for our bond. Then most likely the County Council will vote on the approval of our bond at the next County Council meeting on June 4th at 7:00 pm at the Carnegie Annex Building (223 W Washington Street).

Budget

The budget calendar for 2019 is attached to the agenda. Below, I have listed the major dates that affect us:

June 30-Assessed Value Growth Quotient (AVGQ) is provided

July 14-Beginning of Department Budget Workshops

July 14-Receive our estimate of permissible property tax levy

July 14-Receive our estimate of the miscellaneous revenue

July 31-Circuit Breaker estimates

August 1-Receive Net Assessed values

August 13-Board meeting: Approve Salary Resolution and Proposed Budget

- Hold Hearing on Additional Appropriation

- Adopt Additional Appropriation resolution

- Adopt Final Bond Resolution

- Adopt Resolution accepting Post-Issuance procedures

September 10-Board meeting: Public Hearing on Proposed Budget
October 8-Adopt 2020 budget

Policy, By-laws and Insurance

Our policies to review are Donor, Exhibit and Fixed Asset Policies

Public Awareness

The Indiana Library Federation has started a state-wide campaign with We Love our Library Yard signs. The Friends of the Library were gracious enough to purchase enough signs for staff, FOL board and Library board to participate. Any signs that staff cannot use, are being given to our volunteers and any patrons that ask to display a sign. The signs are for the month of April since April 7-13 is National Library Week.

Ossian Industrial Park Economic Development Area

I have attached a notice about the Ossian Industrial Park Economic Development Area. The notice is to inform all taxing units that overlap the Allocation Area of the potential amendment to the Ossian Industrial Park Economic Development Area and Allocation Area. In this notice they explain that this amendment will not have a negative impact on anticipated revenues or the tax rates. This is for your information only and does not require any action from the board.

Baker Tilly Bond Presentation

Ryan Fetters from Baker Tilly (formerly Umbaugh) will be presenting about the different options to structure our bond and the bond process.

Other Items for Consideration

Director Updates

Community Meetings/Activities attended outside the library:

- Creative Arts Board Meeting
- YMCA Board Meeting
- Early Education Committee Meeting
- Chamber Board meeting
- Chamber Executive Meeting
- Rotary Meetings
- United Way Board meeting-do not meet in March
- Leadership Academy Level 3
- Friends of the Library Meeting
- WRAPP meeting

Economic Development Council Meeting
Bluffton NOW!
IFL Advocacy web meeting

Library Meeting Updates:

Department Head meeting

- We discussed finalized plans for the May in-service
- We reviewed the submitted applicants for our 2 summer intern positions
- Discussed the bond process and informed department heads of the upcoming meetings
- Discussed the Library sign campaign
- Discussed needing a better idea of each departments' chain of command
- Discussed having a more structured training process for new staff within departments
- Talked about 2020 budget requests
- Reviewed the Word Wise Categories: Cooking, Crafts and Curiosities

Current Projects/Big Programs/News:

Programming Highlight

Over Spring Break, our Children's Department did not host story times and other regularly scheduled programs but instead hosted "passive" activities throughout the week. These activities included Block Play, Crafty Kids and a Discovery Day. We had approximately 200 people come through and participate throughout the week. Our Teen department also hosted an After-Hours Program. After-Hours Programs are for grades 4-8 and the teens can hang-out while playing the Wii on the big screens in the meeting rooms along with other games and board games. We offer them pizza and snacks and then for the last half of the night, they get to play hide-and-go-seek in the library. We had 47 teens attend the After-hours program on the Friday of Spring Break!

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. We will be using the tools we learned from the Harwood Training to create our Corporate Culture.

-Policy Committee is starting to review and update the Emergency Response Plan.

Grants:

-Our Teen department was once again awarded a \$7,040 grant for the Wells County Foundation. This grant covers all programming and supply costs for Teen Services. Without this generous gift from the foundation, we would not be able to offer the level of programming we have available for teens in our community.