

## **Librarian's Report**

May 14, 2019

### **Staff Report**

Our staff report will be presented by the LouAnn from our Ossian Branch on the Lego Club at Ossian.

### **Building Updates**

#### **County Council Meetings**

County Council will vote on the approval of our bond at the next County Council meeting on June 4<sup>th</sup> at 7:00 pm at the Carnegie Annex Building (223 W Washington Street). The decision for our bond was tabled because of the new proposal to build a \$5-million-dollar highway garage. I have explained this to Kiristin (IceMiller), Ryan (BakerTilly), Zach (MKM) and I have talked to Chuck King personally. I will hopefully have more to tell you when I hear back from Chuck, Kristin, Ryan and Zach on how we need to proceed. I think we need to talk about the amount the library is willing to put towards the project from our LIRF and Rainy Day funds if we are asked to reduce the amount we are requesting for the Tax Levy and discuss what aspects of the project are the most important.

### **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 Services and Small Purchase Policies

### **New Hires**

I am requesting the approval to hire two summer interns. Our summer interns will be working throughout the summer to assist with Summer Reading. They will have at least one desk shift at Ossian, Circulation, Teen/Reference and Children's. Megan Dettmer is our first summer intern. Megan has been our High School intern this year and we are excited to be able to keep her through the summer. Megan's start date will be 5/14/2019 for 35-40 hours at \$10.24/hour and no benefits. Our second intern is Paw Soe. Paw Soe grew-up using our library as a child. She now lives in Fort Wayne where she is working towards her degree in English and Journalism. Paw Soe's start date will be 5/15/2019 for 35-40 hours at \$10.24/hour and no benefits.

### **Other Items for Consideration**

#### **Board Terms**

Steve is our board member that has a term coming to the end. I just need to know if Steve plans to continue serving on the Library Board, and if he does not, I will let Bluffton-Harrison MSD know that they need to replace a board member.

#### **Challenged Material**

Recently, a patron filled out a Request for Reconsideration Form for the movie *Knock Knock*. The movie is rated R for disturbing violent behavior, strong sexual content, nudity and language. The item was checked-out on 2/26/2019 and the form was turned in on 3/26/2019. The warning for the movie is visible on the back of the cover. The patron stated that their fear was children would be able to check this movie out. I wrote him a letter stating the library bill of rights and explained that the movie has been circulating above the requirement we have for requested titles. I also explained that children would only be able to view this movie if their children allowed them too, since children and teens are not allowed to check-out movies on their cards.

#### **Upcoming Surgery**

I will be having a hysterectomy Wednesday, May 22 and will be working from home until at least June 7<sup>th</sup>.

#### **Director Updates**

#### **Community Meetings/Activities attended outside the library:**

- Creative Arts Board Meeting
- YMCA Board Meeting
- Chamber Board meeting

Chamber Executive Meeting  
Rotary Meetings  
United Way Board meeting-did not attend at a conference  
Leadership Academy Level 3  
Friends of the Library Meeting  
WRAPP meeting  
Economic Development Council Meeting  
Bluffton NOW!  
IFL Advocacy web meeting  
Friends of the Library Board  
Continuous Improvement Meeting  
Indiana Chamber HR/Leadership Conference  
Chamber Quarterly Luncheon

### **Library Meeting Updates:**

#### **Department Head** meeting

Great things shared:

- Susan reported that Melanie used a promotion for Libby to create a bookmark of some things that our patrons can find using Libby.
- Check out Rachel's meme's in the Teen area. They are GREAT!
- Genealogy requests have increased partly due to the improvements on our genealogy databases which have made them and searching for information very user friendly.
- Soon we would like to get the mayor's live radio program recordings in Portfolio as well.
- The Mental Health Resource Center has a number of brochures on the column by the entrance to the Children's Room. A few more brochure holders are being added. Cindy was told that many of the calls that the Mental Health Resource Center receives came about from resources people have picked up at the library.
  
- We discussed finalized plans for the May in-service
- We talked potential Summer Interns
- Discussed the bond process and informed department heads of the upcoming meetings
- Discussed having written policies on when to call 911, non-salaried staff checking email off the clock and paid time for community involvement while representing the library.
- Discussed updating our process with Lost and Missing lists
- Talked about 2020 budget requests
- Talked about schedules for the Harwood Department Meetings
- Introduced our first department head book club book: Staying Power by Cara Silletto

## **Current Projects/Big Programs/News:**

### **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:**