

LIBRARIAN'S REPORT

April 18, 2017

Building

The latest leak in the foyer has been repaired. The sealant around the drain needed attention. While the roofers were repairing the leak, they informed me that we had about 6 months to a year left on the life of that section of roof. I have been in contact with a company called Tremco. Tremco had talked with Stephanie before she retired as well. They specialize in roof product manufacturing and roof restoration. I had Tremco do an initial assessment of the roof, and they agreed with the 6 months to a year assumption. They are hopeful that we are a good candidate for restoration instead of replacement. They will begin diagnostics to determine this once we have their e-verify form and the weather is agreeable. If we are a candidate for restoration, they will apply a product called GeoGaurd. This is a seamless insulation which should prevent further leaks like the drain leak. Tremco will supply a 10 year warranty with any of their products along with 24-48 hour response time for leaks.

I returned from COSUGI today to another leak in the small meeting room. When Tremco did a visual assessment of the whole roof, they did have some concerns for the foam roof. Essentially, the roof above the meeting rooms is sprayed with foam insulation and then coated with silicon. This was last done in 2014 and Stephanie was informed that it should last 7 years. We have no warranty on this part of the roof. The issue is that the silicon is starting to crack and break down. If this happens to the point of water getting through, the foam acts as a sponge and we have major water issues. After the leak today, I have contacted Tremco to take a closer look at this part of the roof and to see what their thoughts are on a course of action.

CJ's Flooring came and replaced the foyer flooring this past weekend now that our leak has been fixed.

I have had a few inquiries about the lease space but no one has given me a letter of business intent. After dealing with all the alterations and changes to that space, which we will now need to fix, I believe it would be best utilized as meeting room and programming space. We will be able to cover the additional property tax we will need to pay for this space by renting the space as a meeting room just 4 times a month. We still have many patrons ask if it is available to rent. In addition, to use the space for programming will be very beneficial to our staff and free up the large and small meeting rooms for our public to rent.

Our outdoor LED lighting has been completed and we have been reimbursed \$7,680 of the \$10,240 total cost from BlufftonNow's Community Re-Investment Program.

The circulation and reference copiers need replaced. After taking three quotes from Cannon, RICOH and OCI, we have decided to go with RICOH. We currently work with RICOH for the Admin copier/printer and have had no complaints. Their customer service is wonderful and the ease of material replacement ordering is very efficient. We are going to remove the coin-op machines, since they limit the functions of the newer copiers and do not always work as they should. The circulation copier will be moved behind the desk yet still accessible by patrons. This should make it easier for the circulation staff to know when the machine is being used to collect payment and to

give assistance to patrons. Both machines will be able to fax, eliminating the need for our separate fax unit and subscription to a faxing service. The circulation staff will also now use this machine as their printer, eliminating an additional printer at the circulation desk. The reference machine will be able to provide mobile printing. This will allow our patrons to print from any mobile device including cell phones and tablets.

Policy and By-Laws

The policies on the schedule to review this month are donor, exhibit and fixed assets. They should be attached to the agenda or accessible through the board drive.

Public Awareness / Outreach

The dates for our Strategic Plan's Community Conversations will be: Monday, May 8th at the Main Library Branch, Monday, May 15th at Southern Wells, and Monday, May 22nd at the Ossian Library Branch from 6-8pm. Erin Prible will be facilitating all three conversations. We did receive some responses to our online survey. Leah has also sent those surveys out to our schools. We had the survey out for patrons to submit during National Library Week and had a few responses. We will now have this survey available on our website from now until the end of May. Now that we have dates chosen and scheduled, I will start compiling contact information for those we wish to personally invite to join us for one of these three evenings or fill out the survey online. If you know of anyone you think I should include in these personal invites, please let me know.

Hire Approvals

Approval is needed for our two EARN Indiana Summer Interns. Lauren Brinneman will be returning from last year and Payton Roush is our new intern for this year. We will be scheduling our interns from 35-40 hours a week starting Monday, May 8th. Lauren's rate of pay will be 9.99/hour and Payton Roush's rate of pay will be 9.70/hour. Both interns are interested in working with libraries as their career and I am working on finding a way to give them experiences in the many different aspects of our library.

Miscellaneous

Graduation for Leadership Academy participants Cindy Burchell and Sarah MacNeill is Wednesday, May 10th. I will attend in support of Cindy and as a Graduate.