

Librarian's Report

February 13, 2018

Staff Report

Vi Tester will be presenting on the Winter Reading Program.

Building Updates

Service Master's has been working on the Foyer ceiling this week. They are hoping to have the drywall up by next week.

Tremco came out and caulked the seam between the sections of building and sealed the limestone around the crack. Now we just need to wait for rain or a lot of melting snow to see if that has fixed our leaking problem in the storyhour room.

Library Reorganization-Now that we have finished our Long Range Plan, we need to decide if we are going to pursue the reorganization of the Main Branch. From the community input, we need to look at creating a larger Teen Space, adding additional study rooms that can hold more people, possibly moving the Indiana Room downstairs, adding a public restroom upstairs, creating a makerspace, finding a way to dampen our sound issues, adding an emergency exit in the children's department, replacing our tables and chairs with something more tech friendly, restoring our metal roof, updating our lights to LED and adding a nursing room/space. I mentioned before that I reached out to Zachary Benedict from MKM Architecture and Design. I heard Zach speak at ILF about the future of libraries and he is very passionate about creating functional space for libraries to better serve their communities. I also reached out to Katie Mullins from Kendallville and Fonda Owens from LaPorte County. They have both worked with Zach and MKM in the past and sing his praises. One of the things they were most impressed with was his passion for libraries. Zach spoke at our Continuous Improvement meeting that we held at Wells County. He seemed to think we had a lot of potential with the space we have for the needs we would like to meet. I think we should at least see what his thoughts are for a master plan to meet our community needs in our building. However, if there is another architect you think I need to reach out to before you make a decision, please let me know. Our bond rolls off in 2020, so if we are going to do all of this with a new bond, which I think is the only way we could afford it, we need to have a master plan and numbers to present to Umbaugh by the end of this year/beginning of next year. So, I want and need your full support on this and approval for the architect we choose.

Southern Wells- I attended the Strategic Planning meeting for Southern Wells Schools last month. There is a committee for creating more collaboration with the Wells County Public Library. We are in the process of creating a survey to be sent to the Southern Wells parents and churches in the Southern part of the county. I think our biggest issue, if there is enough support/demand for a branch, will be finding land to build on. The land the church owns is behind the volunteer fire department and there is a field in-between the land and the school.

I'm not sure how wise that would be as far as access is concerned. It would be wonderful if the school was willing to sell us land, but they have a lot of structural wishes for their strategic plan, so I'm not sure if they are at a point where they would be willing to sell land. I'm afraid that even if there were enough demand from the community, we probably would not have the time to find/buy land and create a master plan for a branch to be part of our new bond process. That being said, if the demand is there and we do find land that is ideal to build on, there may be other options for building. Quite often there are grants for building libraries/community buildings in rural settings and this is something we could look into.

2017 Review

I have compiled a review of the Library's accomplishments for 2016. Our circulation is up by 8% and we have seen a 46% increase in Teen program attendance. Our staff have been very involved with community collaboration for the Parlor City Christmas, Theatre Thursday and Senior Exploration with the Parks Department and a very successful Solar Eclipse program series with the Upper Wabash Conservation and Science Center. 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 2016 total expenditures (\$1,954,524) per capita (27,188) is 71.89. By law, we need to set our non-resident fee to be at least \$71.89. Currently our non-resident fee is \$70. So, we can set the amount at \$72 or we could jump to \$75 and possibly not change the amount for a few years.

Landscape/Snow Removal Contract

Outdoor concepts presented their 2018 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, 2018-February 28, 2019. 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.

Spring In-Service Date

The spring in-service date for this year is May 18th. The library will be closed from 8-1. In-service will run from 8-12 and then staff will have an hour for lunch.

New Hire

Meredythe Smith, one of our Reference/Genealogy library clerks resigned to spend more time with her family. To replace Meredythe, we have hired KaylaAnn Villanueva. KaylaAnn has her MLS and worked for us a summer intern a few years ago. We were very impressed with her work as an intern and are excited to have as a permanent staff member. She will be starting as a Library Clerk 1 at 12 hours per week with a pay rate of \$11.58/hour. Her first day was February 7th.

Other Items for Consideration

The winter Friends of the Library book sale will be February 20-24. We will be setting up the sale on Tuesday the 20th, since the Library is closed for President's day on Monday. Tuesday the 20th will be the Friend's only sale from 5-8pm.

Adult Literacy Coalition-Mike Landram from The Literacy Alliance reached out to me this past month. They have been awarded Wells and Adams counties along with already servicing Allen County for Adult Literacy Education. They are attempting to host classes at WorkOne, but they are needing a place with more consistent hours. Adult Literacy is something that is being pushed by our State Library as well. Since, this is something that aligns with our mission and long range plan, I have offered them the use of one of our meeting rooms. It would most likely be for two days a week for 3 hours. The best room might be our board room. I'm waiting to hear from their programmer to schedule a meeting to look at spaces.

Boys&Girls Club/Y/FCS Collaboration-I recently met with the directors for the Boys&Girls Club, the YMCA, FCS and Childcare solutions. We have decided to pool our efforts for reaching the unsupervised youth of Bluffton. There are quite a few teens that hang-out at the library after school because they have nowhere to go and mom and dad are either working or don't care. They are typically hungry and need a lot of coaching on how to behave in a public space. Vicki Bell from the Boys&Girls club gave us a survey for them to fill-out asking why they prefer the library and why they don't participate in the Boys&Girls club. Most of the answers were that they feel safe with our staff, our place is welcoming for them to hang out with friends and they can't walk home from the Boys&Girls club. So, we are going to try at first two nights a week to offer them a meal provided by the Boys&Girls club and activities provided by the club and the Y in our Parlor meeting room. The hope is to draw them in with food and then create relationships that can positively affect these teens. We even have an officer that is willing to help occasionally off-duty and out of uniform to create a positive relationship with our police force. We are still working on the logistics, but I wanted to give you a heads-up on our hopes/plans.