

LIBRARIAN REPORT

November 15, 2018

Building

After the heavy rains we received over the last 2 weeks, we have had no leaks in the storyhour room. Nate has contacted Protech's to schedule the work to be done. We are hoping for work to be done on Monday, November 12 and 19th to avoid Children's programming. We have not heard back about the cost to add barriers in the heavily used areas of the flat roof.

Update 11/19/18: All drywall is up and mudded. The crews should be back on Tuesday to sand and hopefully have paint done by Wednesday.

I have attached the draft for the Library Master Plan. I have received one call about not discontinuing the use of the meeting rooms after hours. The concern my staff have about having people in our meeting rooms after hours is mostly about liability and safety to the point that staff members are taking their personal time to come back in the evenings to double check things. I have attached stats on our after-hours meeting room use for us to discuss.

Compensation and Workplace Policies

Our scheduled policy to review is the compensation and workplace policies. These policies have been attached to the agenda.

New Hires

As we feared, Austin did not improve enough over the last 5 months to continue as a shelver and he was dismissed at his 6-month review. Austin had wonderful work ethic and a great personality for this position, but he struggled with the filing aspect of shelving books. Shelving the books in the correct order is the most important part of a shelver's job and needs to be done well and consistently. Teresa worked with Austin and gave him 5 months of training hoping that the job would become easier for Austin, but it seems this just is not a good fit for him. So, we are needing to approve the hiring of Kim Konuch as our new shelver. Kim's starting date was 11/7/18. This position is part-time, no benefits and her starting wage will be \$7.25/hour for 8-12 hours.

I am also asking for the approval of Jason Habegger as our new Head of Adult Services.

Vi will be retiring on December 31 of this year. Jason has been the Adult Services (Reference) Assistant for the past year and was the only person who applied in-house for the Head of Adult Services position. Jason started as a volunteer in the Genealogy department and was then hired as a Clerk in 2012 because of the promise he showed. He has a passion for this library and librarianship. While working as a Clerk he applied for Library Certification classes and then decided to continue on and pursue his Masters in Library Science. His dedication and passion for being a servant leader in his department and the library as a whole make him a wonderful choice for the Adult Services Department. Based on his years of experience, education and certification level, Jason will be starting at \$17.83/hour. This position is full-time at 40 hours/week, exempt with benefits.

Last but not least, I am asking for approval of Rachel Maggard was a Clerk 1 in the Teen Department. With Jason moving into the Head librarian position, we shuffled staff and hours around. Catherine was originally in the Teen department, but her job as become predominately more adult services in nature, so we have moved Catherine to be in the Adult Services department. KaylaAnn increased her hours and will be the Adult Services Assistant. This left a 16-hour void in the Teen Department. Lana increased her hours by 4 to be the Teen Assistant leaving a 12-hour Clerk 1 position open in the Teen Department. Rachel and her family are avid library users. Rachel currently has a blog for Teen Literature and a passion for programming. Rachel's start date will be November 27th. Her position will be Library Clerk 1 for 12 hours at \$10.92/hour based on her having a 4-year degree.

Umbaugh Agreement

Attached to the agenda is the agreement to use Umbaugh for our financial consultant in the bond renewal process. Once this agreement is signed, we can start talking about specifics for our process. Also, Ryan, our Umbaugh rep, would then be able to come and talk at our board meeting about the process and how that will affect the library and the board.

ICE Miller Agreement

Attached to the agenda is the agreement to use ICE Miller for our bond counsel in the bond renewal process. Once this agreement is signed, we can start talking about specifics for our process. Also, Kristen, our ICE Miller rep, would then be able to come and talk at our board meeting about the process and how that will affect the library and the board.

Once these agreements are signed, Danielle and I will be meeting with both Ryan and Kristen on timeline and process details. Would any of you like to be a part of this discussion?

Resolution 18-06 Indiana Internet Consortium

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2019 – June 2020 funding year. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service. Being a part of this consortium gives us a 70% savings in internet/wireless costs.

Cafeteria Plan-Resolution 18-07

Every year we need to have board approval for our staff to be offered a section 125 Cafeteria Plan. These plans simply allow employees to withhold a portion of their salary on a pre-tax basis to cover the cost of qualifying insurance premiums, medical expenses, dependent care expenses and other benefits. This is how we are able to offer Colonial and HoosierStart to our employees. These are both very valuable benefit options to our employees especially our part-time employees. So, I am proposing for the approval of Resolution 18-07 for the adoption of the Wells County Public Library Cafeteria Plan.

Health Insurance

Since our health insurance now renews January 1 instead of December, we do not need to approve health insurance packages until the December board meeting. However, I have been in contact with Consolidated Union and told them I would like all quotes before the December board meeting so you have time to look them over. Once I get those quotes, I will send them to you by email.

Harwood Grant Support

As I mentioned last month, we would like to apply for the Harwood Grant hosted by Midwest Collaborative for Library Services. This grant would fully fund tuition, training, lodging and some meals for up to 5 staff members to participate in a 2.5 day Harwood Public Innovators Lab. The goal of the lab is to help libraries learn what it is to “Turn Outward” and use our community, not our conference room, as your reference point for choices and actions. Personally, I think our staff do an excellent job of this, but it is always good to be re-inspired to think of our community and patrons needs first. The

grant requires proof of board of trustee support for the training and ensuing engagement work.

Reciprocal Borrowing

Teresa and I talked with Beka and Kay from Huntington about our policy for Reciprocal Borrowing. We think the policy is working fine, but there is one thing we would like to update. Currently, our procedure is that a Reciprocal Borrowing card expires on December 31st. We would like to alter that to a Reciprocal Borrowing card expires 1 year from date of issuance. It is frustrating to tell a patron that receives a card on November 25th that they will need to come back in one month to renew their card again; this is the reason we would like your approval for this change.

Updates

Closed for the Holidays: 5 pm November 21-23
 All day Monday December 24-26
 5 pm December 31-January 1

Director Updates-

Community Meetings/Activities attended outside the library:

- Creative Arts Council Auction Committee Meeting
- Creative Arts Council Board Meeting
- YMCA Board Meeting
- Business After Hours-Jerry Flack's Office
- Groups Recover Together Open House
- Friends of the Library Board Meeting
- Bluffton NOW! Board Meeting & Events Committee Meeting
- Chamber Board meeting
- Rotary Meeting
- Bluffton NOW! Chili Cook-off
- LiGHT Meeting
- Leadership Academy-Level 3 meeting
- HR Session
- Generations in the Workplace Lunch and Learn
- Leadership Academy Alumni Luncheon-Real Colors
- Women's Reading Day-New Life Christian Preschool
- WRAPP Community Meeting
- Indiana Library Federation-Annual Conference
- Indiana State Library Annual Report and Bookkeeper all day webinar

Meeting Updates inside the library:

Department Head meeting – due to little to no use, we will be scaling our Novelist package down to just the database and stop buying LibraryAware, NextReads and Select. This will allow us to purchase Syndetics Unbound to have all cover art for our items in Enterprise and better additional information within the catalog.

Evaluations are going well.

We will be looking into PayPal for online donations and potentially Square to process credit cards. PLAC cards will now be able to check-out Launchpads.

Due to us no longer having numbers in our “call numbers”, in our Enterprise catalog, it will now say Self Location instead of Call Number. This was confusing patrons, and rightly so, because they were trying to find a number.

Digital cards are going well. We now have 19 Adult digital cards and 114 Teen digital cards.

Tech Team meeting – discussed where to begin with a Technology Competency Program for staff. As technology is changing, we want to give our staff the tools and training they need to function with new technology in the workplace and be comfortable helping patrons with basic technology questions. Several us have attended break-out sessions to hear how other libraries are doing this.

Current Projects/Big Programs/News:

Murder Mystery Program

The Murder Mystery Program was a huge hit. We had 55 people attend and multiple people asked when we would be hosting another. This is a wonderful collaboration with our Creative Arts Council and greatly appreciate working with the Community Theatre.

Parlor City Christmas Saturday, December 8

Check out the schedule of events for this fun, family-friendly event taking place throughout downtown Bluffton. Enjoy carriage rides, trolley rides, musical entertainment at the library, wood carvings, a shopping fair with more than 35 vendors and lots more!



BLUFFTON, INDIANA

SATURDAY, DECEMBER 8

8-10am

- Cookie Walk
(The Connecting Center - 116 S. Johnson St.)

8:30-10:30am

- Breakfast with Santa (Masonic Lodge)
- Breakfast (American Legion)

10am-5pm

- Trolley Rides - *Sponsored by Profed*
- Parlor City Shopping Fair and Festival of Wreaths
(Arts, Commerce & Visitors Centre - 211 W. Water St.)
Shop local with more than 35 artisans & vendors
Sponsored by River Terrace Retirement Community
- Warm up by the outdoor fire on the patio, with hot cocoa (*provided by Ouabache State Park*)

11am-1pm

- Grandpa Don's "train" rides
(Train station at the Courthouse Plaza)
Sponsored by Coldwell Banker Holloway

11am-2pm

- Sentimental Journeys horse-drawn wagon rides -
Sponsored by Lowes
- Musical Entertainment featuring Studio 88,
Plisco Music Studio, Musiclectics, and
Jeanette Lundeen (Wells County Public Library)
Sponsored by Metropolitan Title

11am-2pm

- Goodie Walk - *Free food & treats by local businesses throughout Downtown Bluffton*
- Wood Carvings by Ryan Frauhiger
(Arts, Commerce & Visitors Centre - patio)
Sponsored by Andrews & Crell

11am-6pm

- Christmas at the Mansion
(Wells County Historical Museum)

12-2pm

- Visit with Santa (Street Fair office - 113 S. Johnston St.)

1-3pm

- Human Truck Pull (Market St.)
*Sponsored by FirstFleet, NESCO Specialty Rentals,
L.A. Brown Inc., and Peyton's Northern.*

6pm

- Santa Reading and Caroling by Joe Welches
(Ouabache State Park)

6-9pm

- Wonderland of Lights (Ouabache State Park)

Throughout the Day

- Check out the Planter Decorating Contest winners
Sponsored by Outdoor Concepts



Thank you to our event sponsors. Visit the Parlor City Christmas page on Facebook. For a full schedule of events, contact the Wells County Chamber of Commerce (260.824.0510 or wellsoc.com) or the Wells County Public Library (260.824.1612 or wellsco library.org).

Christmas Outreach

The library will be participating in many community decorating activities including: Winter Wonderland of Lights (Ouabache State Park), Festival of Wreaths (Creative Arts Council), Parlor City Christmas Downtown Planter, Ossian Hometown Christmas (Tree in Ossian Library) and Christmas at the Museum Christmas Tree. Our overarching theme is Hometown Heroes and we have our Veterans Tree already on display by the front desk for Veterans Day.

Lawyers in Libraries

We participated in a regional program, with ILF and the Volunteer Lawyers group from Fort Wayne, in which we offered free Skyping sessions for our patrons with Lawyers on family and civil law. This was during ProBono Day. We had 5 participants and everyone thought it went really well.

Upcoming: Creating a Technology Training program for Staff

Grants: Harwood Grant