

LIBRARIAN REPORT

December 11, 2018

Staff Report

We will be attending the Cook, Talk, Taste program for a little bit as our Staff Report.

Building

The storyhour room is completed and so far no leaks.

Patron and Meeting Room Policies

Our scheduled policies to review are the patron and meeting room policies. These policies have been attached to the agenda. Changes to the meeting room policy will be discussed in New Business.

Health Insurance

I have attached the plan proposal, which includes a summary on why this package is being presented, and a cost breakdown for the insurance options. Insurance rates have risen across the board for companies going into 2019. There is an explanation at the beginning of the proposal for the choices that are presented. A benefit of insurance plans since ACA is that we will be refunded anything we pay in our premiums that isn't for health needs because of lower claims. So, the healthier our staff are, the larger the reimbursement. This reimbursement has a 6-month lag. So, we won't know the exact reimbursement amount for 2018 until June/July of 2019. Right now it is only around \$1,969 because a staff member had a major surgery this year. This reimbursement in the past was then used to lower the amount staff pay at the end of the year.

A downside of our best option is that we would be expecting our staff pay \$180.76 a month for insurance and vision. I have also attached a breakdown from Danielle on what the cost of insurance has been in the past and a comparison on the library's yearly cost if we increased what the library pays so staff are only expected to pay \$100 a month.

Meeting Room Policy

Attached are the two policy options for the meeting room policy. While talking with staff these past weeks, many have expressed great concerns about having two staff members stay after for time and a half while the meeting rooms are in use on Saturday. A lot of staff expressed they wouldn't feel right being paid extra to sit and watch the meeting rooms during a time that the library wasn't busy enough to be open. Also, since we are not open, we would still need to have the outside doors locked and police who should and shouldn't be coming in for a meeting room event. They are afraid how it would appear to younger meeting room guests that even though they are in the building and their librarians are at the front desk, they are not allowed to take their friends back to the children's department and enjoy the library. The staff members that deal mostly with the meeting rooms are concerned that we would still have people try to use the library or be extremely needy asking us for things that would take us away from the desk and therefore no longer watching the meeting room doors. Then the biggest concern was the scheduling. Most likely we would ask our staff that are scheduled for the Saturday if they would be willing to stay after. The problem with this is we schedule the meeting rooms 6 months out and we do not know our Saturday schedules 6 months out. Then if someone has agreed to do both shifts of the Saturday and they now need to switch they would need to find someone willing to switch and cover both shifts or find two people to cover their Saturday shift one during the normal hours and the other for the after-hours. Of all the staff I talked to, I only had a few say that they would be okay with staying after with a meeting. Those two staff members do not currently work the front desk or deal with the events in our meeting rooms.

We are also presenting the change in scheduling time and pricing structure for the meeting rooms. Currently, you can only rent the rooms for 4 hour increments. We are proposing renting the rooms for 2 hour increments. This would allow a group to have the room for 2, 4, 6 or 8 hours. We have quite a few meetings that don't use the rooms for their full 4 or 8 hours and would be grateful for this option. Also, this would allow a 2-hour program/event in the morning and afternoon on a Saturday. The proposed pricing schedule is attached to the agenda.

Hot Spots

Hot spot lending is something libraries in rural areas are starting to offer their patrons. The hotspots can be checked out by patrons for a period of time. Jason looked into three different options of hot spots for a class project. The hot spots that were tested were on the Sprint and T-Mobile networks. Verizon and AT&T refused to let us trial their hot spots. The pricing for T-Mobile and Sprint is similar. The pricing for TechSoup's Mobile Beacon is about half the price, but it requires a contract and is grant based, so there is no guarantee that the pricing would stay the same. Sprint did not perform as

well as the T-Mobile service outside of Bluffton in our rural areas. TechSoup's Mobile Beacon unfortunately uses Sprint for their carrier. Also, all of the other carriers other than T-Mobile throttle their data throughout the month. So, if a patron were to check-out a hotspot and use most of the data at the beginning of the month, the next patron to check-out the hotspot would have diminished data speeds.

Here are the pricing structures:

T-Mobile

Hotspots-no charge

Replacement-\$70

No contract

2 free months of service

T-Mobile 4g Unlimited Data

10 devices

Online portal accessible to staff to turn off the service

\$3,387.00

Sprint

Hotspots-no charge

Replacement-\$50

Sprint-4g Data

No contract

10 devices

Contact rep to turn off the device service

\$3,718.00

TechSoup

Have to apply for grant approval

Hotspots-\$108 admin fee

Replacement - \$70

1-year Contract

10 devices

Must contact a company to turn off the device service

\$1,548.00

Updates

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

Director Updates-

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting
YMCA Board Meeting
Business After Hours-Jerry Flack's Office
Groups Recover Together Open House
Bluffton NOW! Board Meeting
Chamber Board meeting
Rotary Meeting
Leadership Academy-Level 3 meeting
United Way Board meeting
Brrr Fest 2019 Planning meeting

Meeting Updates inside the library:

Department Head meeting –

- Reviewed the Long Range Plan for 2018
- Discussed changing Tech services to Material Services
- New HS Intern and what schedule to give her
- You can now view your check-out history in your online patron account
- Talked about the meeting rooms and new pricing structures
- December 25th payroll
- Possibly doing a mini-golf fundraiser in the library with the FOL

Current Projects/Big Programs/News:

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!



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 wellsccc.com) or the Wells County Public Library (260.824.1612 or wellscolibrary.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.

Ossian Hometown Christmas

-Ossian Hometown Christmas was a big hit for the library. We handed out over 90 treats and helped children do over 50 crafts. Had some great help from two Norwell National Honor Society members.

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.

Grants:

- Harwood Grant-application submitted

- Jason and Catherine attended an information session on Indiana Humanities Grants and are looking at potentially applying for one of their grant options with One Book One County.