

# **Librarian's Report**

## **January 10, 2017**

We will have approximately 6 boy scouts attending our meeting this month. Their attendance aids in their requirements for a badge.

### **Board of Finance Meeting**

The Board of Finance will meet following the regular meeting. Robin is president and Nancy is secretary. Please review our investment and credit card policies. We will review these policies as part of the finance meeting rather than the regular meeting.

I also attached the tax receipt calculations for 2016. This is a spreadsheet that Danielle keeps for me listing the amounts we expect to receive from tax distributions, what we do receive, and the total year-end balance for both the operating and debt service funds. Things were good this year as we received sizably more than expected.

### **Year-End Housekeeping**

The December 2016 register of claims will have many more items than normal on it. Danielle included all the invoices that we had to pay through December 31<sup>st</sup>. This allows us to spend as much of our 2016 budget as possible and reduce the number of encumbrances we will need to make.

The board needs to approve the encumbering of 2016 funds to cover all outstanding orders. We will be carrying over funds into the 2017 operating budget and increasing the designated appropriation lines. This is covered with resolution 17-01.

Resolution 17-02 is the reconciliation of operating accounts. As usual, we have overspent in a few accounts and have extra money in others, but our carryover is adequate. This resolution will allow Danielle to move money from one line to another within the same major category to cover all expenditures, eliminating all negative line item balances in our final 2016 year-end financial report.

I felt we had enough carry-over money to easily transfer \$100,000 to LIRF even though we only had budgeted \$50,000. Since we do not need to spend it now, we might as well save it for future needs. We still have more in our beginning operating balance for 2017 than we did for 2016. We are beginning the year with almost ½ of our budget in the bank, giving us a nice cash flow.

Even though these are routine financial board actions, I pulled these resolutions out of the consent agenda. Following the passage of these resolutions, Danielle will make the transfers and adjustments and provide you with a final year-end report at the February meeting. I will also begin work on the library's annual report for the state.

## **Staff Report**

I did not line anyone up for this month. I would like to take suggestions from the board. Sarah will be attending our meeting, so we can use this time to acquaint her with the board and our meeting format.

## **Building Updates**

The countertop is installed. Some of our LED exterior lights are installed.

We were having hot water issues on the east end of the building. Schwartz replaced a mixing valve on the hot water reheat system. I have also asked them for a quote to move the ice machine from the RE: space to a library storage room. The library uses the ice for programs and RE: rarely needs it. It makes more sense to have it more accessible to the staff. RE: management had no problem with the relocation.

## **Board Calendar**

This year we are going back to reviewing a part of the library and personnel handbook each month. This process helps to refresh tenure members of the board with the policies as well as inform newer members. Feel free to ask question and make suggestions for changes. Unless the board wants to implement the change immediately, change suggestions are collected and added to the staff suggestions for the annual handbook update in the summer.

## **Strategic Plan**

Sarah and the department heads are beginning to discuss the process for our next Strategic Plan that we will need to have in place by the end of the year. No matter what process they choose, board and community input will be involved. The Public Awareness & Outreach committee is involved in this process. That committee is Deb, Jackie and Nancy.

## **New Hires**

The hire of Sarah MacNeill as Director created a few additional changes. Sarah and Leah job-shared the position of Head of Teen Services. Leah has agreed to accept all of the responsibility as a full-time employee. However, Sarah and Leah each worked 24 hours leaving 8 hours to fill. We are presently advertising to fill that position. We are looking for certain qualifications. If we do not find someone right now, we have a plan B. Judy will continue to work a shift and Kara from children's services will cover another shift. We will, however, continue to look for a permanent solution.

I ask you to approve Leah's full-time position. Her salary (\$20.92/hr.) will remain the same with an increase to 40 hours weekly.

Stef Kipfer asked for a reduction of hours from January through August. She presently works 24 hours per week and wants to reduce temporarily to 8 hours per week. Veronica Runyon worked for Stef during her maternity leave and would like to continue on and cover those hours. "Roni" has worked summers for us through the internship program for the past three years and

is considering making librarianship her career. Children's Service staff love her and with the future job changes in the department, there may be more opportunity for her.

I ask you to approve Veronica at 16 hours per week the beginning clerk salary with a BA degree at \$10.60/hr.

### **Banking Changes**

With the change in directorship we will need to make changes at all the financial institutions where we have accounts. Many banks require a resolution or board minutes to verify that the Library Board has approved and delegated banking authority to specific people.

Resolution 17-03 covers all the changes in authority that I can presently come to mind.

### **Staff News**

The staff enjoyed the board's cheese tray for several days. Thanks so much. It was so thoughtful.

We are again hosting Susan Dailey's Caldecott Workshop this Friday, January 20<sup>th</sup>.