

LIBRARIAN'S REPORT

June 13, 2016

Building

The small roof above the entrance has been restored and our warranty has been issued. The diagnostics for the foam sections of the roof were conducted and we are at 4% wet insulation. This means it is not an emergency but it will only get worse. As a reminder, the options we were given by Tremco are: Option 1: Tremco would patch only where needed and provide one free leak response visit. Total of \$2,000. Option 1 would most likely need to be repeated once a year. Option 2: Pending diagnostics, if the roof is water tight, the roof would be cleaned and repaired. Then they would apply 2 layers of sealant over the whole roof and re-seal any coping laps. Option 2 comes with a 12-year warranty. Total of \$18,410.00-\$910 (diagnostics)=\$17,500. There is an additional option that we could conduct within option 2. Tremco would restore the sections that are wet now and then restore the rest of the roof next year. The cost to restore the wet portions this year would be subtracted from the total restoration cost. This cost is \$5,640.00 so that would leave us with \$18,410-\$910-\$5640=\$11,860 next year.

We had a patron complain about the difficulty of opening our bathroom doors stating that they are not ADA compliant. The doors are heavy and I can see if you were attempting to open them while in a wheelchair or using a walker, you would have difficulty. I contacted A-1 Door Specialties to look at our options to make this a friendlier situation for those with physical disabilities. I have attached the quote from A-1 to have the doors be handicap accessible with buttons on either side. Since the doors are required to withstand a 20-minute firehose blast, they need to have locking mechanisms. I did research this matter and we are ADA compliant and the complaint is coming from a patron who is upset we no longer have paper towels to open the doors. They do not want to touch the door handle because not everyone washes their hands. I think a compromise on this issue would be to mount hand sanitizer by the drinking fountain.

I spoke with Snyder Food Services about the vending machines. He gave me a few options. We can either have the machines with no profit, 5% profit or 10% profit. The profit would be put in our general fund as miscellaneous fees or with a resolution/ordinance it can be given to our Friends of the Library group and used for programming requests. The prices would be effected as follows:

- No-profit- 20oz bottle of soda \$1.50
- 5% profit- 20oz bottle of soda \$1.60
- 10% profit- 20oz bottle of soda \$1.70

I reached out to Katie Mullins from Kendallville who also works with Snyder to see what they do and what the process would be if we chose having a profit. She said they do not have a profit, to keep prices affordable. I do not believe the profit option is necessary, since this is a service we are providing, but if you feel it is, I don't think we should go above %5.

Policy Changes

The Board's Policy committee of Chair Steve, Ted and Robin have the policy changes suggested by the staff policy committee to review. The list of proposed changes is included on the board drive in the "Draft Staff Handbook – 2018" folder under "agenda files." I will update this folder with any updates/changes that the board committee makes. The committee will bring their proposal before the board for approval in July.

This month we are reviewing the Internet Use Policy.

Public Awareness/Outreach

We have completed our Community Conversations. I am now compiling the different ideas and suggestions from the online surveys and am waiting for Erin to give us her final write-up for the suggestions given at the Community Conversations. Once this is completed, department heads will start meeting bi-weekly and then weekly if necessary to write the final plan for 2018-2022. We plan to have the finished rough draft to the Public Awareness and Outreach committee by October.

Nomination-Board Appointments / Officers

Jackie is ending her fourth term and cannot be re-appointed. I will send letters informing the County Council of their need to make new appointments.

In honor of Jackie's 16-year service, there will be a small reception prior to the August 8th meeting. Please mark your calendars for an earlier-than-usual start to that meeting.

Suggested names I have been given for new appointments are: Rebecca or Dustin Brown, Greg Werich, Greg Stettner, Gayla Gerber, Peggy Eschenbacher

Steve is responsible for compiling a slate of officers for the August annual meeting.

Budget

As a reminder, the budget committee is chair Nancy, Steve and Kim. I have attached the DLGF's 2018 Budget Calendar. The dates that affect the library are:

June 30th-SBA provides AVGQ

July 1-Beginning of Budget workshops

July 14-DLGF provides est max levy-change 1782 information

July 31-DLGF provides est of circuit breakers

August 8-The board approves the budget and Form 3 for publication on Gateway

September 12-Public Hearing for the budget during board meeting

October 10-The board adopts the budget for next year at the regular board meeting. Form 4 is signed and uploaded into Gateway no later than the 12th.

While I haven't actually started on next year's budget, since I lack the AVGQ, I have been collecting requests from the departments and making the changes that I am aware of for staff positions.

New Hire

I am asking for approval to hire Nathanael Reinhard for the Maintenance Manager position. This position is full-time, non-exempt with benefits. Nathanael's starting wage will be \$18/hour. Nathanael is currently working as the assistant maintenance technician for the Marriot in Fort Wayne. When asked what he was expecting from this job, his response was to make this building presentable and functional for the betterment of our community.

Street Fair Request

The Street Fair Association is again requesting to rent our Annex parking lot for Saturday, September 16 – Sunday, September 24 for \$150.

Summer Reading Program

The summer is off to a great start. We have 1750 patrons registered for our Summer Reading Programs and we are only 2 weeks into the program. We had a good turnout of 202 attendees for the bubble show on our opening week and 27 teens attended the build a better pizza program.