

LIBRARIAN'S REPORT

August 8, 2017

Annual Meeting

The Annual Meeting of the Board of Trustees will take place immediately following the regular board meeting. The agenda is included at the bottom of the regular agenda.

Building

Tremco has started repairing the roof and hope to be finished by next week. I had Tremco go ahead and measure the dimensions of the metal roof as well, so they have those numbers in case we need them in the next year or two.

Budget

Budget Calendar

June 30th-SBA provides AVGQ (4%)

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.

You will find all the 2018 budget forms in the budget materials folder. The files you need to approve are linked to the agenda for your convenience. At this point we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials folder --www.wellscolibrary.org/board/budget materials/2018 budget/ ---

- you will find:

- 2018 Detailed Operating Budget – This is the detailed spreadsheet of all my proposed expenses for next year's operating fund. Also, there is the total expenditures from the 2016 budget and where we stand at mid-year in this 2017 budget.
- 2018 Equipment-Software-Database Budget List -- This itemizes some of the expenses I plan to take out of some the categories. These tend to be the higher dollar areas of our budget and the ones I actually have some control over. Most of the other categories are pretty much the same every year --- utilities, supplies, books...
- 2018 Salary Resolution --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 3% cost of living in

addition to the step raises for staff as specified in the salary schedules. I did not attach the actual salary schedules to this email, but you will find them in the folder. These will indicate to you how each person's wage is determined. I used the same schedules but tweaked a few areas and just multiplied the entry level wage by the cost of living raise. The areas I changed are adding a second level to the Admin/Bookkeeper schedule. Emily is on this schedule because her certification is a Special (SP). However, she also has the highest level of this certification from the State Library and works in many ways like a department head. By expanding the SP2+ column in the salary scale to SP2 and SP1, I have made her pay closer to that of someone at her level on the Department Head scale. I also increased the lower levels of all the salary scales to 1.5 from 1.0, so our most devoted staff members are still making a slight step increase from the cost of living increase.

- 2018 Form 1 Budgets for all Funds --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are "just in case" budgets of money in areas where we are most likely to need it. The amount I budget is based on the money we have in that fund and how much I have left to budget in order to keep the total of all budgets under the 3.8% increase over last year. Last year our certified budget was 3,147,919.00. I can budget up to \$3,273,835.00 this year without County Council Review. The budget total I am presenting you is \$3,273,835.

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, (Rental Lease Payment and Library Non-Unit-Ignore these two funds-Rental Lease was set-up for the Café and Non-Unit is our gift fund) Library Improvement Reserve Fund. Note: Gateway refers to our Operating Fund as General Fund; Gateway's Debt Service Fund is our Bond & Interest Fund.

I had Stephanie come on Friday and look over the finalized forms with me. She thought they looked correct. She showed me how to be very conservative for revenues and adjust the Assessed Valuation to 86% of the present number. Therefore, the proposed tax levies and rates are higher than the actual levies and rates will be. Stephanie explained that once these numbers are advertised they can go down but they cannot be raised, so we plan for less revenues than what we are promised as a safety measure.

Nothing I have done to date is final. It can all be changed by the board. In fact, even the published figures are not final. You can make changes (as long as the advertised levies are not increased) up until you actually adopt the budget on October 11th.

Once you have approved the notice to the taxpayers, I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption everything will be submitted to Gateway for public review.

New Hire

I am asking for approval to hire Grace Zoll for the position of Library Shelver in the Circulation Department. Grace's starting date will be August 9th. This position is part-time, no benefits. Grace's starting wage will be \$7.25/hour for 10 hours. Grace will be replacing Brianna Bertsch, who is heading to college this fall.

I am also asking for approval to promote Cindy Burchell from Assistant of Children's Services to the Department Head of Children's Services. Amy's last day will be August 31st, so Cindy's first day as the Department Head will be August 22nd. This is a Full-time position with benefits. Since Cindy has her LC4, her rate of pay will be 23.56/hour.

Indiana Internet Consortium Commitment

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2018 – June 2019 funding year. It is time to start the e-rate funding process and membership commitment is needed. 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.

Board Appointments

We had three applicants for our one board appointment. The Council met Tuesday evening and appointed Dustin Brown. While we will most certainly miss Jackie, we look forward to the contributions that Dustin will bring to our board. September will be his first official meeting.