

LIBRARIAN REPORT

December 12, 2017

Building

The meeting room is complete and the foyer drain has been replaced. Now we just need to schedule a time for the restoration of the ceiling in the foyer. We are hoping there won't be mold. Tremco is still working on figuring out where the leak is happening in the storyhour room. Once we have that mystery solved, we will fix the storyhour room wall. We did put a dehumidifier in the storyhour room to help discourage the further growth of mold behind the wallpaper.

Patron and Meeting Room Policies

Our scheduled policies to review are patron and meeting room policies. These policies have been attached to the agenda.

Long Range Plan

The big changes that our patrons would like to see and are covered in the Long Range Plan are:

- Investigate building a Branch in the Southern Part of the County
- Reorganize the Main Library's spaces to better serve the changing community needs including a larger space for Teens, a makerspace for STEAM activities, more meeting room space (which we now offer with The Parlor), up-to-date technology in our meeting rooms and study rooms and moving the Indiana Room downstairs to better accommodate that patron base.

These would require the renewal of our Bond. I have reached out to Umbaugh the company that advises the bond process and Zachery Benedict from MKM that assesses library spaces. Zach has come highly recommended by Kendeville, Nappanee, Huntington and Chad Kline. Zach's mother is a librarian and his passion is working with libraries, within their budget, to find the best possible solution for their spaces. It is my hope that we could also include the restoration of the metal roof, LED light updates, updated furniture in the library and noise reduction in the main branch within this construction bond.

Notary Changes

Indiana Senate passed Notary changes going forward as of December 31, 2017. The notary official seal of a notary public must include the following: The words "Notary Public", "State of

Indiana", "Seal", name of Notary Public, "Commission Number" & the actual commission number, "my commission expires" & then date of expiration. We just ordered 4 new stamps that are now up-to-code.

Then they are making the bonds of each notary to go from \$5,000 bond to a \$25,000 bond starting July 1, 2018. You will be required to take courses and test every 2 years in order to stay active as a notary public. You will also have to show proof of your notary bond as well when you renew. I was told from our insurance rep that it looks like these bonds will be going up \$100 maybe more. We have 4 notaries who all currently have a \$5,000 notary bond and are grandfathered in, so we do not have to renew our bonds until their next expiration date.

They also raised the fee that we can charge to up to \$10 a notary. Currently, we do not charge for a notary. It is quite possible that we are the only place in town that does not charge for a notary. Because we do not charge, Dawn and Danielle are constantly being asked to notarize throughout the week. What are your thoughts on charging \$2 per notary? \$2 would still be inexpensive compared to other places in town and the state allowed fee.

Updates

Dates: Closed for the Holidays: December 23, 25, 26 and January 1.