

Librarian's Report

March 13, 2018

Staff Report

We had planned to do a behind the scenes tour of the library for the March staff report. Some of you already looked at the storage space during last meeting. If you would like, we can take a tour of the different spaces of our building.

Building Updates

Storyhour Room- Well sadly the crake only fixed part of our problem. The water coming into the storyhour room is now considerably less but there is still moisture at the base of the wall. We are going to do some further investigations and see what else could be causing this issue.

Library Reorganization-I have reached out to Zachary Benedict from MKM to get us a proposal of fees and costs. I have his proposal attached under "reorganization" on the agenda. I attached their brochure for libraries under "Library" on the agenda. The fees for the project would be \$22,000-24,000. We have \$1,000 budgeting for architects in Operating, \$20,000 budgeting for professional services in LIRF and \$25,000 budgeted for professional services in Rainy Day.

Southern Wells- Currently, we have 143 responses to the survey about adding a branch in the southern part of our county. 93% are in favor. However, about half of the responses are students. How many responses would you like to have to this survey to make an informed decision?

Ossian Bathrooms- Something that Stephanie mentioned needing to be done eventually are the bathrooms at Ossian. Ossian's bathrooms were not updated when they did their remodel. Do we want to work with Basic Elements and Design again had have them orchestrate the remodel? Their architect fees for the bathrooms at Main were \$2,000. We would be looking at: new flooring, new paint, new hand dryers, new stalls, new toilets and sinks. So pretty much everything. They would need to share their staff restroom with the public during this time, but that shouldn't be a huge issue. The next issue would be funds. I did budget 11,000 extra in building repairs for the Ossian Bathroom. We have 12,800 in Endowment income distribution from the Foundation this year. We could use LIRF for any difference in price? Or, we could add the Foundation distribution back into our found and combine it with whatever amount we get next year and do Ossian's bathroom next year.

Policy, By-laws and Insurance

Our policies to review are circulation and collection policies.

We recently found out that the library's credit card was not processed correctly when we switched everything from Stephanie's name to mine. The account was switched but the card was still in Stephanie's name with me as an additional user. I contacted the person over Business Banking and she has now fixed the issue. However, we now have a new Business Credit Card account and the limit has been set to \$10,000. This limit was set based on how low they can go according to our usage. I asked Dawn and Danielle if the \$7,000 limit was working and the answer is maybe 75% of the time. Then just this week I had to put something on my card to be reimbursed since the payment for the credit card had yet to go through. More and more companies will only take credit card and we are needing to purchase more items from Amazon, since local companies do not have what we are needing. So, do you want to change the policy for credit cards to allow a \$10,000 limit, or do you want me to try and get special approval for a lower limit with PNC?

Foundation Distribution

The Board of Director of the Wells County Foundation, Inc. has approved a 4% payout for distributions made in 2018 on endowed funds. This year we may choose to accept \$12,800 in annual payout or designate the payout as Remaining Undistributed Return and the amount will be reinvested for future years' distributions.

Pest Control Contract

Over the past nearly two years, we have had American Pest Professionals do our monthly pest control maintenance. We are not really impressed with the job they are performing and the customer service of our rep is not great. So, I had Nate get two additional quotes from companies that the library has used or Nate has worked with at the hotel. The quotes for service are attached to the agenda. We have quotes for:

Orkin: \$369 for the first month and \$135/month after that.

Ecolab: \$445 for the first month and \$222.50/month after that.

American Pest: Currently \$86/month