

LIBRARIAN'S REPORT

February 9, 2016

2015 Financial Reports

Danielle made all the necessary transfers and encumbrances to the 2015 Final Operating Fund Report. You can review this report. It is located on your drive in the Appropriations Report... folder. The file is the End of the Year Appropriation Report – Operating. The final report for the B&I and LIRF funds are there also, but there were no changes to those funds. Danielle is still working on the 2015 Annual Financial Report. It will be submitted and printed in the two newspapers prior to the end of the month.

Building

The restroom project is drawing to a close. The floors were finished last Wednesday, partitions on Friday, and plumbing fixtures on Monday. By the board meeting the work should be close to complete. Work has proceeded as planned with only a few minor changes. The new LED lights lit the rooms so well that re-lamping and re-installing the wall fixtures are not necessary. However, we do need to replace the doors. The finish around the door handles was worn into the wood surface. If refinished that area would be darker and still appear dirty. I asked if they could just cover that area with a metal plate to match the handle, but the area was too large to make this an attractive and cheap alternative. Since we will save some on updating the wall fixtures, I approved adding new doors.

No word from Luther Mock. Since the repairs involve sealant and warmer temps, our project does not seem to be an immediate priority.

I feel like Santa Claus this week! In preparation for the remodeling of the Teen/Reference office, I have been worried about what to do with the desks and tables that are being replaced. We are blessed to have that large storage area upstairs, but with all the programming we do, we utilize some of the open space to make games, decorations and projects. It is nice to have a space to leave the work in progress. That free space is a premium as the room also houses all of our retention records, excess building supplies, excess shelving, Christmas trees, newspaper back issues, equipment discards awaiting sale, café furniture, and extra furniture we had after the remodel. The room fills up easily, so I decided it was time to part with the extra desks, tables and portable walls that we have been storing and not using for the past 10 years.

I could give them to the Friends to sell in the sale, but most of the book sale patrons are not in the market for office furnishings and I really did not want to haul items downstairs just to have them not sell. So I decided to offer it out to other tax-supported or non-profit entities in the community. (If a for-profit business was interested, a donation to the Friends was requested.)

I sent a list of the desks, walls, and tables I had to the "It's a WRAPP" listserv. (The WRAPP group is a network of non-profits that provide social services in our community. We meet monthly at the library.) Within minutes I had calls and emails expressing interest in our excess stuff from Family Centered Services, the City of Bluffton, schools and others. Everyone had a need and were so excited to take the furnishings. The best part is – they will come and get it! I only have 2 desks left.

IN the Public Trust Review

As requested I placed an answer sheet to the questions listed in last month's reviewed section of IN the Public Trust in the Board List, By-Laws... folder of your board drive. The file is the IN the Public Trust Q&A.

This month's section is on developing policy. It is linked to your agenda and can also be found in your Board List, By-Laws... folder.

Park Pass

I think I forgot to discuss the park pass with you last month. The DNR and the State Library collaborated to give every library system a park pass to loan to patrons. The pass will provide free entrance into any Indiana state park. In order to not seriously decrease the gate receipts for the parks, every library, no matter how large, only received one pass. Libraries were given permission to purchase one additional pass for each branch. We did, so we have 2 passes for our patrons to borrow. They can only loan for 1 week, no renewals and there is a \$1.00 per day fine for overdue passes. Passes can be placed on hold, but not booked for specific dates. While patrons will not be able to book a vacation around the free pass, they could try to take advantage of it as much as possible when they have it. Hopefully, it will encourage more attendance at the parks and encourage more patrons to purchase their own park passes.

2015 Review – Agenda Item

Each year while completing the annual report, I go through the board book and my reports and make a list of the library's accomplishments. In the past a library's success was always based on increases in circulation numbers. Pretty much in all libraries, circulation is declining. Ours is down 5% from last year. However, our ebook, eaudio, emagazine, and emusic stats more than make up for that. Our door count is also on the plus side. Libraries may be changing, but that in no way means their worth is diminishing. Our 2015 in Review is linked to your agenda. You need to feel proud of the accomplishments you supported.

Annual Report – Agenda Item

The annual report for the Wells County Public Library has been completed online and the required signatures have been sent to the State Library. I linked a copy to your agenda and I will store it in the archive folder for future reference, but frankly the report does not print out in a format that makes much sense. It combines the numbers in at least 2 different ways – one for the state and one for the national stats. The information the state requests is the information you have in the year-end financial reports and circulation statistics. You will find those reports in the Appropriation Reports and Monthly Stats folder and they are much more relevant.

Our annual report, along with all Indiana Libraries, is available for view online at the State Library website. Every bit of data from circulation to salaries is accessible by library, by county, or by population. The 2015 figures are made available online as they are checked and confirmed by staff at the State Library. Part of the purpose of the annual report is to verify a library's adherence

to the Indiana Public Library Standards.

Non-Resident Card -- Agenda Item

Our 2015 total expenditures (\$1,800,808) per capita (27,188) is \$66.24. Since we were very close to our \$65 non-resident fee last year, as expected we are over this year. By law, we need to set our non-resident fee to be at least \$66.24. I recommend \$70.

Landscape Contracts - Agenda Item

Outdoor Concepts presented their 2015 contracts for lawn care. The costs remain the same except that snow removal is now included in Ossian's as well as the Main quote. However, Ossian's quote does not include additional walk clearing and salt. The contract covers monthly service from March through November. If we pay by the year, the snow removal ends up costing us approximately \$700 for each building. For normal winters, that is a bargain.

Since payment is requested in February and we have contracted with Outdoor Concepts for several years now, I did have Danielle include payment on the register of claims for this month. Thus, we should probably bring this up for discussion prior to approving the current register of claims.

Therapy Dog – Agenda Item

For years we have been following libraries who offer “Paws to Read” programs. They have set times when children can come to the library and read with a special dog. The programs seem to be immensely popular as it gives children an unthreatening and fun opportunity to read aloud. The only obstacle in offering this program at WCPL was the unavailability of a special therapy dog to participate.

Recently the owner of a trained therapy dog and a new community resident, contacted us about offering such a program at the library. The dog's services would be free. We have a scheduled meeting with the dog and owner and I will have more details to bring to the meeting.

Hoosier S.T.A.R.T – Agenda Item

Graig and I met with a representative from the state of Indiana's deferred compensation plan, Hoosier S.T.A.R.T. (Save today and retire tomorrow). Admittedly, I know close to nothing about investment funds, so I asked Graig to join me in the meeting. I felt certain he would have a greater understanding, ask the right questions, and be able to explain the program to you much better than I.

Presently, we offer PERF to our full-time staff and an optional supplemental annuity from Lincoln to all staff. This could be a better replacement for Lincoln. I will let Graig contribute his insight and then if the board is interested the representative would be more than willing to present more details at a future meeting.

Winter Reading Program

Adults may choose to earn a book for Kate's Cart as their prize for completing the Winter Reading Program. Families may work together and participate in the children's department's Family Winter Reading Program. The unseasonably warm weather encouraged a great turnout for the Hot Cocoa Tasting Musical event we hosted on Tuesday. The reading program runs the month of February.

We have a wonderful Golden Age of Indiana Literature display in the main area of the library during the month of February provided by the Indiana Historical Society.

Book Sale: February 10-13 (Tonight 5-8 pm -- Friends Only Sale)