

# LIBRARIAN'S REPORT

April 12, 2016

## **Building**

The second set of replacement restroom partitions are in route. Hopefully, they will be straight and can be installed soon.

No word yet from Luther Mock on roof project. I did reach out to him this week for an update, but I always seem to hear back right after our board meetings.

The additional cameras have been installed at Bluffton and Ossian.

Our new phone system is ordered and installation will take place at the end of the month.

## **Policy**

This month we are reviewing chapter 7 of IN the Public Trust. I also received notice that PNC automatically increased our credit card limit from \$6000 to \$7000. We can either change our policy or I can ask to have it reduced.

## **National Library Week**

This week I forwarded everyone the email from our National Library Week committee highlighting the week's activities.

On Thursday, the Friends' annual meeting will feature a tour of the Indiana Room.

Monday our library is hosting the Kendallville Public Library. They are very interested in learning about our word-based classification system.

## **Strategic Plan Update**

The department heads met to review our plan and target some activities for this year. I have attached a chart of our 4 goals. We have checks by activities we have implemented or continue to create. We have not found that statistics are a good measure of most of our goals. Our traditional stats are staying either stagnant or decreasing. However, many are not hard fast numbers. Program attendance, is often somewhat of a guess as we do not always require registration or take attendance. Our wireless stats changed drastically last year as the company completely changed their method. Our increased online offerings may be cause for a decrease in visits. The thing is we really do not know. Our present focus is to look for ways to measure customer satisfaction and opinion.

## **Hoosier S.T.A.R.T.**

Please review your materials and we can continue our discussion

### **Internal Control Policy**

The state's financial focus for governmental units this year is internal control. They wish to make sure that all the units are good stewards of the people's money and to minimize the likelihood of financial loss through theft or violation. In this effort they are requiring all units to have a board approved written internal control policy. In addition, we are required to provide training for our board and staff and each person must complete a form certifying that training.

As I may have mentioned I have been working on this policy for a couple months. I feel as though we have good procedures in place and it was just a matter of putting what we do in writing and in the appropriate format. For your training the State Board of Accounts has an exciting (not!) PowerPoint in video format for you to view. Rather than show it to the group, I thought that I could just give you the link for you to view on your own. <http://www.in.gov/sboa/5071.htm> (halfway down the page)

If you wish, we can review any parts of it at the meeting and you can sign your training certifications. I have placed the draft of my policy in your agenda files and attached it to your agendas. I welcome hearing from you concerning grammatical and spelling errors and we can discuss content at the meeting. If the board is ready we can approve the policy at this meeting or hold it over until the May meeting. The state's deadline is June 30 and I would like to use our May in-service as an opportunity to offer staff training on the policy.

Once approved I will date and print the official copy to be included in our library policies.

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Please note that our May meeting will be at the Ossian Branch.