

# **LIBRARIAN'S REPORT**

July 12, 2016

## **Staff Report**

It has been such a busy month that I did not ask anyone to report this month.

## **Building**

We have an actuator going out, causing some heat to escape into our under-window radiators. They were turned off and the part if ordered.

Work has begun on the changes to the Ossian landscape.

I attached the Roof Repair Project Manual to the agenda under building committee reports. .Our roof repair bids were opened last Friday and the bid sheet and Luther Mock's recommendation letter is attached to your agenda. Luther is unable to be at our meeting, but I have a planned conversation with him prior to the meeting. Hopefully, I will be prepared to answer most of your questions.

## **Policy**

The policy committee has changes to submit for board approval. There is an itemized list of the changes located in the Staff Handbook 2016 Draft folder in the agenda files folder. Also in that Draft folder you will find each individual policy in both a word and pdf format. The pdf format will open better on your iPad. The proposed changes have been highlighted in each policy, so that you can read it in context. Most of the changes are grammar, clarifications, and the mere insert of already approved policies (donor and internal controls). There are a few staff-requested changes to the benefits section of the personnel policy.

Steve prepared a chart document that includes the staff's proposed changes and the board committee's recommendation. There are a couple items still in discussion.

## **Budget**

I was on vacation the first week of July, so I am still working on budget. Our AVGQ (average growth quotient) will be 3.8% for 2017. This is a 1.2% increase over last year. I am still waiting to receive revenue figures from the auditor. As soon as I have everything together, I will send my drafts to the budget committee (Glenn, Nancy, and Graig) for consideration. The board will be approving the committee-approved budgets for publication at the August meeting.

## **Street Fair Request**

The Street Fair Association is again requesting to rent our Annex parking lot for Saturday, September 17 – Sunday, September 25 for \$150.