

LIBRARIAN'S REPORT

August 9, 2016

Annual Meeting – agenda item

The Annual Meeting of the Board of Trustees will take place immediately following the regular board meeting. The agenda is included at the bottom of the regular agenda.

Board Appointments

We had five applicants for our two board appointments. They were Peggy Eschenbacher, Kim Gentis, Gayla Gerber, Arlin Pitts, and Ted Ramsey. The Commissioners met Monday morning and appointed Ted Ramsey. The Council met Tuesday evening and appointed Kim Gentis. While we will most certainly miss Glenn and Graig, we look forward to the contributions that Ted and Kim will bring to our board. September will be their first official meeting.

Building

No update from Lock or Dahm concerning the start of the roof repairs. I did inform them of the dates for Street Fair so they could take that into consideration in their timeline.

At the meeting I would like to share some information from Energy Harness, a LED lighting solution company. Several libraries have moved to LED lighting with this company. This may be something you will want to consider as both an energy and financial savings.

Budget Approval – agenda item

You will find all the 2017 budget forms in the budget materials folder. The files you need to approve are linked to the agenda for your convenience. At this point we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials folder --[www.wellscolibrary.org/board/budget materials/2017 budget/](http://www.wellscolibrary.org/board/budget%20materials/2017%20budget/) -
--- you will find:

- 2017 Detailed Operating Budget – This is the detailed spreadsheet of all my proposed expenses for next year's operating fund. There is also the total expenditures from the 2015 budget and where we stand at mid-year in this 2016 budget.
- 2017 Equipment-Software-Database Budget List -- This itemizes some of the expenses I plan to take out of some of the categories. These tend to be the higher dollar areas of our budget and the ones I actually have some control over. Most of the other categories are pretty much the same every year --- utilities, supplies, books...
- 2017 Salary Resolution --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 2% cost of living in addition to the step raises for some staff as specified in the salary schedules. I did not attach the actual salary schedules to this email, but you will find them in the folder. These will indicate to you how each person's wage is determined. I use the same schedules each year and just multiply the entry level wage by the cost of living raise I give and it increases the entire schedule.

- 2017 Budgets for all Funds --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are “just in case” budgets of money in areas where we are most likely to need it. The amount I budget is based on the money we have in that fund and how much I have left to budget in order to keep the total of all budgets under the 3.8% increase over last year. Last year our 4 budgets totaled \$3,036,600. I can budget up to \$3,151,990 this year without County Council Review. The budget total I am presenting you is \$3,151,200.

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, and Library Improvement Reserve Fund. Note: Gateway refers to our Operating Fund as General Fund; Gateway’s Debt Service Fund is our Bond & Interest Fund.

The revenues are very conservative and the Assessed Valuation is listed at 90% of the present number. Therefore, the proposed tax levies and rates are higher than the actual will be.

Nothing I have done to date is final. It can all be changed by the board. In fact even the published figures are not final. The board can make changes (as long as the advertised levies are not increased) up until they actually adopt the budget on October 11th. The budget committee has reviewed all the above forms and has not made any suggestion for change.

Once you have approved the notice to the taxpayers, I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption everything will be submitted to Gateway for public review.

Indiana Internet Consortium Commitment – agenda item

It is time to renew the library’s membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2017 – June 2018 funding year. It is time to start the e-rate funding process and membership commitment is needed. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service.

Conferences

Judy, Travis and I will attend the IN Sirsi Users Group Meeting at the Indianapolis Public Library Service Center next Friday, August 12th.

Cindy, Allysa Sarah, Leah, Lana and Janelle will attend the Children and Young People Conference August 21-22, in Indianapolis.

Several staff will attend the Indiana Library Federation Conference in Indianapolis on November 8-10. Board members wishing to attend all or part of the conference should let me know. Hopefully, all of you received registration material via email. If not, and you are interested, please let me know. The Federation is bringing in James Patterson as the keynote speaker.

CONGRATULATIONS are in order for the Ossian Branch that was named the Business of the Month for August. The presentation was held on Wednesday, August 3rd at the branch.