

LIBRARIAN'S REPORT

September 13, 2016

Public Hearing on 2017 Budget

Tonight at the top of our agenda will be an opportunity for the public to discuss our proposed budget for next year.

Building

Contractors from Dahm Bros. are here this week working on the removal and reseal of the limestone around the tower. This is one of the most time consuming parts of the repair project. They are hoping to be done by the fair. If not, they will pull out and return after the fair.

I have obtained quotes from both Fairway Flooring and CJ Flooring for the replacement of the entry walk-off tiles. Both companies quoted replacing the tile we presently have, but both also suggested we look at other tiles. They both felt that the tile we have is too expensive. They both quoted tiles that they felt would do the job for the same 10 year life expectancy.

I think I am inclined to try one of their suggestions. Most of the options are half the price, so if they only look good for 5 years, we will get the same value. I also contacted Randy Buuck from Mr. B's for his opinion since he cleans our carpet. He says our tiles are denser, but they also get hard which he feels negates their effectiveness and makes them difficult to clean. He is also surprised at how faded they have become. He said that he doesn't see our tiles anywhere else. While the tile seems to do its job of keeping the rest of our carpet clean, he doesn't feel that they are twice as effective as other entry tiles he sees.

I will have the suggested samples for your opinions. I have no plan to move forward with this until the repairs are all done and the ceiling work is done.

Concerning the LED lighting audits, I did approach Energy Harness to do our audit for free and they agreed. At the same time I contacted Vision Lighting Corporation in Ft. Wayne that Glenn recommended. Both companies have been here. I have the proposal back from Energy Harness, but have not yet heard from Vision Lighting. When I have both proposals, I will bring it back to the board. I do know that there is still money available through the Bluffton NOW exterior lighting program to assist us with the exterior conversion. The exterior lights will only take a couple thousand dollars, but 75% is reimbursable, so that is something we should definitely consider.

Fair Weeks

The library will again be represented in both the Ossian Days Parade and the opening Street Fair parade. We will again have the 1000 Book finishers and the book cart team in the parades. There have been several recent finishers who earned the right to join the

parade.

The week will again be filled with shelf reading, carpet cleaning, and all those odd jobs that we do not seem to find the time to do.

Thursday will be our all-staff in-service day. We have a good day planned. I am starting the day with a big reveal of the library's Outstanding Library Award. I have tried very hard to keep the announcement a secret only to see it published in the latest ILF Focus newsletter! Of course most of the staff are not members and do not automatically get the newsletter. Those that did see the Focus are biting their tongues!

Lynn Hobbs, director of the Pendleton Public Library and chair of the state's INSPIRE committee, will be here to introduce the staff to all the over 2 dozen new additions to INSPIRE. Rosetta Stone, the popular language learning database is the hottest new addition.

Matthew Bates from Hoosier S.T.A.R.T. will have the opportunity to introduce himself to the staff, talk again about the importance of retirement saving, answer general questions, and set up times to meet individually with staff in October so we are prepared to begin payroll deductions in January.

After lunch new board member Ted Ramsey will present a session on change and how the staff can prepare for it, survive it, and even thrive as a result of it.

The day will end with Teresa Dustman sharing some of the things she learned from her Harwood Institute classes. She will lead the staff in a "community conversation" about how the library can better meet the community needs and where we should be looking to form additional partnerships.

ILF Conference

The Indiana Library Federation Annual Conference is November 8-10 at the Indianapolis Marriott East Conference Center. At this time six staff members and trustee Debbie Acord are attending. Trustees are still welcome to register. There is a Trustee Track on Thursday, November 10th. The schedule with sessions geared to trustees is posted in your agenda files folder. Thursday is also the day of the Awards Luncheon where the library will be recognized with two awards. I am also linking it here for your convenience. http://www.wellscolibrary.org/board/agenda_files/ILF_Annual_Conference_Trustee_Track.pdf

If this is something that interests you and fits into your schedule, let me know and I will register you.

Banking Changes

Danielle is busy setting up our new accounting and payroll system. Setting up a new system always seems to lead to more changes. Presently we have most of our banking with Ossian State Bank because they give us the most free-services and the best rates.

We have also have 2 accounts at Wells Fargo left from the day when we issued payroll checks and kept accounting and payroll at separate banks. I still think it is a good idea to deal with more than one bank, however, we do not need 2 accounts at Wells Fargo that earn almost no interest. Presently, our payroll taxes are electronically paid from the Wells Fargo money market account and our credit card payments are deposited into our Wells Fargo checking. We do not yet have enough monthly credit card revenue to pay the payroll taxes, so we always need to transfer funds from Ossian to Wells Fargo.

With the new system, it will be easier to make that electronic tax transfer from OSB, so we are planning to change the credit card deposits to the WF money market account and close the WF checking account.

Our business credit card is with PNC and it is now giving us rewards in the form of a cash percentage of our purchases. This money is periodically distributed to us either through a credit to our business card or as a deposit into a PNC account. For a clearer money trail, we would prefer that they not credit our account, so I have asked for information on the best type of account we can open (no charges, best interest). If they come through with a better deal than our Wells Fargo account, we might consider closing that account all together and switching our credit card deposits to PNC.

No action is needed from the board at this time. I just wanted to let you know that we are changing some accounts and their purpose. Of course, if we do open up something at PNC, I will need your approval.

RE: Lease

We are approaching the end of our first year lease with RE: on October 31, 2016. According to our contract I will start invoicing for additional \$325 beginning November 1.

School Visits

Staff again attended all the school registration days to issue library cards to those students who need them. This was not a good use of our time this year as we only issued 33 cards in all 9 of our visits. Most of the cards were issued at Southern Wells.

Staff made several arrangements with teachers to visit classrooms. This will be our emphasis as it not only gets cards in more kids' hands, but it also gives staff the opportunity to "show 'n tell" what the library has to offer.

Children's Book Festival

The big event is a month away. Chair Stef Kipfer will be giving a report on the day at our meeting. This day requires a great deal of manpower. I am sure that she will be asking for your participation. Bring your calendars or check them before the meeting. It is set to be a day that you will not want to miss. Encourage everyone you know ---especially those with young children and grandchildren --- to mark their calendars for Saturday, October 8th from 10am – 3 pm.

Standing Committees

Robin is working on the standing committees for this year. I know people are comfortable with their committees, but if someone wishes to change committees, this would be a good time as we have 2 new members to assign. Just send Robin any requests you may have.

I have posted a tentative list to the agenda and the agenda files folder. We can certainly make adjustments at the meeting.

Staff News

Sarah MacNeill is selected as a participant in Wells County's eighth Leadership Academy. Cindy Burchell is continuing with the second year of the academy.

I will be representing the library in all the Torch Bearer Festivities this month beginning with the opening Street Fair parade and ending with the actual relay on September 30th. I truly appreciate the honor.