

Librarian's Report

April 10, 2018

Staff Report

Leah Baumgartner will be showing us Overdrive's new app Libby.

Building Updates

Storyhour Room- Tremco is here to today to recheck our leaks. I will update this as I have more information.

Library Reorganization-I have a meeting scheduled with ICE Miller and Umbaugh on April 17 from 10-11. We are going to talk about timeline and the best approach financially for our project. They both said they would be willing to meet with all our board to explain the process. Our architect would like to have a stakeholders group that would meet a few times to give the public's perspective on the design plans. If you know of anyone that you think would be good to ask, please let me know.

Budget

I have received the go-ahead for the pre-budget worksheet, which will be completed by the end of this month. An additional question this year is to include our budget calendar. For those of you that are unfamiliar with the budget process for libraries, I've linked a video from the State Library on budgets. Feel free to watch it if you want to. Something to consider for budgets in the next 5 years is slowly making the Assistant positions that serve public service desks full-time. With the new Affordable Care Act policies making full-time 30 hours or more, I think it would be beneficial for our public service desks to have a full-time head and assistant to help with scheduling/coverage, especially at our branch. What are your thoughts?

Policy, By-laws and Insurance

Our policies to review are donor, exhibit and fixed assets policies.

Director Evaluation

Just a reminder to start the evaluation process for me. The evaluation committee is Steve, President, and Debbie.

Cleaning Contract

It has come to my attention that the cleaner for the Ossian Branch Library has never had a contract even though she is an independent contractor. From what I can find in past minutes, reports and people's memories, Mary Ellen used to clean both Main and Ossian branches.

When she decided to no longer clean both, they hired an independent contractor to clean. First it was Margo Haiflich for the month of November 2007 and then our current cleaner, Devonna Wilson, started in June of 2008. I cannot find anywhere in minutes, agendas or reports that this was approved by the library board. So, going forward, it needs to be decided if we still want this to be a contracted position or if we want to increase Jean's hours and have her clean both Main and Ossian buildings. If we want to keep this a contracted position, we will most likely need to up the amount we are paying her. We discovered Devonna has been using our products and equipment, which is not allowed for a contract position and she would need to start bringing her own supplies and equipment when she cleans. Also, I found out she has a key to the Ossian building, which we had no record of. Contractors may have keys; we would just need to have record of her having a key. I contacted Tim Babcock to see if they would be able to write a contract, if we choose to offer this as a contracted position. If we do not offer this a contracted position and Jean cleans Ossian, would be looking at increasing Jean's pay by 4 hours a week. This would be around \$225/month. We currently pay Devonna \$200/month and would need to increase Devonna's rate for extra work requested and to offset her buying/brining her own supplies and equipment.

Other Items for Consideration

Beth Singleton, the DLGF rep in our Indiana Room office, has taken another position and will no longer be using our space. If we are approached in the future about housing her replacement, what would you prefer?

National Library Week- April 8-14. We are offering a fine free day on Thursday, April 12.