

# **Librarian's Report**

May 8, 2018

## **Staff Report**

Susan will be giving a tour of Ossian's building.

### **Summer Reading Program Information 2018**

Registration begins Tuesday, May 29th

The "kick-off party" for all ages with magician Daniel Lusk is June 5th at 6:30pm.

The theme this summer is "Libraries Rock".

There are programs for people of all ages.

Teens and adults can register and log their progress online.

In addition to the wide variety of programs that the library staff is putting on within the building using only our wonderful staff, the library will be partnering with the parks department again on June 25 to do another "Escape Room" for grades 3-5. Then on July 12th library will be partnering with the "Y" again for a program for grades 6-12 at the "Y" and we will also be partnering with the Upper Wabash Conservation & Science Center for a program for grades 4-6 on geology at the library that same night.

The program ends July 31st.

The children's parties are going to be at the Wells Community Pools again. The first one will be on Thursday, July 26 from 6-8 pm and the second one will be on Tuesday, July 31st from 10 am- 12 pm.

The adult party will be on Wednesday, August 1.

The teen party will be on Friday, August 3.

Oria the Tail Waggin' Tutor dog has been very popular lately and will be adding another visit each week on Monday mornings at 10 a.m.

### **Building Updates**

Leaks-Tremco came out and inspected the roof after the ceiling leaks in the storyhour room and large meeting room were discovered. There were a few puncture holes from when Felger inspected our HVAC systems on the roof, which was allowing the water to go under the foam and then find the usual ways into the building. Since they patched the holes we have

not had ceiling leaks. The floor in the Storyhour room was a little damp on Thursday. Nate thinks he may have found a crack/hole in the floor on the inside and now that we have nicer weather he is going to try and find where the crack/hole is outside and seal them. Tremco suggested a type of tread pad for the walking areas on the roof that prevent puncture holes, which we will look into. Thankfully, since the roof is under warranty, they will come and fix it for us.

Library Reorganization-the meeting with ICE Miller and Umbaugh went well. It looks like to avoid a spin down in our levy, we will be applying for the bond in 2019. I also learned that the architect fees for the project can be reimbursed into our LIRF and Rainy Day funds from the bond. ICE Miller and Umbaugh's fee will also be paid from the bond. The next step is to have a general cost/master plan for the project. I have started talking with MKM to find times to meet with our Stakeholders group and the library group. Any of you are welcome to be a part of the Stakeholders group. Zachary also said he can give me progress reports for our board meetings and then meet with the board towards the end of the planning process to summarize the project. Our stakeholders group so far consists of:

Alan Daugherty-Patron and avid Genealogy department user

Barb Oswalt-Southern Wells Schools, patron and works closely with our Teen department

Ed Shestak-Patron and past board member

Jackie Chaney-Bluffton Schools, patron and past board member

Chuck King-Patron, Historical Society, Bluffton NOW and County Council

Rachel Maggard-Parent of school-age children and avid library user

Leah will also be presenting the planning process to her Teen Advisory Board monthly and sharing their opinions with the architect during the Department Head meetings.

## **Budget**

I have attached the Department of Local Government and Finance (DLGF) budget calendar to the agenda and board drive. As a reminder, the budget committee is chair Deb, Steve and Kim. The dates that affect the library the most are:

June 19-Annual Public Library Budget Workshop

July 2-SBA provides AVGQ (Assessed Value Growth Quotient)-this the percentage the library can increase our budget.

July 1-Beginning of Budget workshops

July 16-DLGF provides est max levy

July 31-DLGF provides est of circuit breakers

July 31-County auditors must provide a notice of Net Assessed Values

August 14-The board approves the budget and Form 3 for publication on Gateway

September 11-Public Hearing for the budget during board meeting

October 9-The board adopts the budget for next year at the regular board meeting. Form 4 is signed and uploaded into Gateway no later than the 11<sup>th</sup>.

I recently attended a workshop on Budget Management and Financial Planning hosted by the State Library and Umbaugh. They had some really great information that I plan to use this year. I am also registered and excited for a workshop hosted by ILF for a step-by-step and hands-on explanation of the budget planning/process. This is something quite a few of the newer directors, including myself, had requested from ILF, since we feel like the DLGF workshops are more about how to use Gateway and not how to responsibly create your budget.

### **Policy, By-laws and Insurance**

Our policies to review are Services and Small Purchase Policies.

I will be uploading the proposed policy updates for each policy with suggested changes from the Staff Policy Committee to the Board drive under WCPL Policies-Proposed Changes. Currently I have just a summary of the changes. I plan to have the all the policies affected uploaded with their proposed changes in PDF form by the end of this week. I wanted to give the Board Policy Committee enough time to look over the changes before they share them with the whole board. Final decisions on policy are not made until our July meeting.

### **Cleaning Contract**

I will be attaching the different components to our cleaning contract written by Tim Babcock. Devonna just had one question that I am double-checking on first. Devonna's proposed fees will be changed to \$65/week and \$150/week when she does the more intensive spring and fall cleanings. This would be \$3,550 for the year. Currently, we are paying her \$2,400 for the year. We are asking her to do more and provide her own materials and equipment.

Since, I first sent this report out, Devonna has had a lot of questions and would like to present them to the board to see if there is any flexibility in the contract:

1. You already have compensation certificate on file. Do I still need to pay the \$50 initial cost for the application? – I read this part as this is the initial cost so since we already have her certificate, no she does not need to pay the \$50.
2. I haven't checked yet on the general liability insurance yet. I have personal insurance which I believe will be sufficient enough. – I asked Tim about this and he said that if her insurance will cover any injury she has while working then she does not need to buy extra liability insurance.
3. Do I make my own job completion sheets and what do you want on them? Which I've already explained that I don't start 90% of the time till after 3pm because the back room is being rented out. – I think we can adjust the wording for when the job completion sheets should be turned in to say "Job Completion Sheets must be submitted with each monthly invoice" Also, we would create the sheets as a check-off list for her.
4. There are times that my family comes in and helps if we have a special occasion done so that we can get there on time. My youngest is 14 years old and will be 15 in June. It stated that no one under 16 could not be there. – I don't think this is something we can budge on.
5. The workers compensation coverage. What does that entail? – This is covered with her certificate

She also had concerns with the chargeback sheet, so I've attached the contract with highlighting on her concerns and possibilities we could change.

5/8/18-4:14pm – Update

Devonna called her insurance and they told her she would need to purchase liability business insurance and worker's compensation for her family. This would cost her more than she is willing to pay for little she does at the library. So she just now told me that she is not willing to continue cleaning the library.

Jean is still willing to clean Ossian. I know there was concern about her being an employee and the payment of taxes and the use of the library's van. She would not be using the library's van since she would be using the equipment and supplies that are already there. Jean's travel time between libraries would not be compensated because it would be part of her job description. She would stay clocked-in if she started in one building and traveled to the other building, just like any other staff member that works in both buildings. The equipment and supplies are already at Ossian and have been used for cleaning by Devonna this entire time, so we wouldn't see an increase in the cost of supplies from what we are already paying. The addition of taxes that the library pays would be: \$4.29/week. She would increase her hours by 4 hours equaling an additional \$56 dollars/week. So in total we would be paying her an additional \$60.29/week. By having a staff member take on these responsibilities, we would also have greater flexibility in schedule and requirements. Jean would be able to clean in the morning before staff arrive or over the weekend. She would have a key without concern because she is a staff member. If she were to go on vacation or call in sick, Nate would be able to complete her duties without breaking contract.

### **New Hires**

I am asking for the approval of our Summer Interns. Melody Smith has been currently volunteering in the Children's Room and they are very impressed with her abilities. She will be working 34 hours a week at the rate of \$9.99/hour. Her starting day will be May 15<sup>th</sup>. Lauren Brinneman will be returning for a third time this summer. She will be working 34 hours a week at the rate of \$10.29/hour. Her starting day will be May 8<sup>th</sup>.

### **Ossian Street Fair Hours**

Ossian typically does not close all week during Street Fair just Wednesday (for shelf reading) and Thursday (for in-service). This year they are wanting to rearrange their shelves to move some of the quiet study tables away from the service desk and move their bookshelves closer to the service desk. Quite a few patrons have asked if this is possible because they can hear the conversations at the service desk and would prefer not to. Susan was hoping that the branch could close for the same hours as Bluffton so they can do this process without patrons around. Since this was not a stated policy, we would need board approval to close.

### **Other Items for Consideration**

**Board Terms-** Nancy and Debbie's 3<sup>rd</sup> terms are finished this August. Please let me know if you plan to serve a 4<sup>th</sup> term, so I can get the approval from your appointed governmental bodies or have them start looking for new members.

**May In-Service-**Friday the 18<sup>th</sup>.

8-8:30 am -Breakfast with Department Meetings

8:45-9 am –Staff Recognition/Announcements

9-9:15 am -Summer Reading update

9:30-10:30 am -Beth Yates (State Library) - Teens in the Library

11-noon -Tour of Grace and Mercy fieldtrip

**Southern Wells Survey** – With the survey results being returned by only 3% of the Southern Wells population, we have decided to table the idea of building a branch until we have a greater demand. It is unfortunate for those that so desperately want a library branch and would be avid users and supporters. Leah will be sending an email to all those that took the survey explaining our decision and wanted you to read over the content first. Her written response is first and the survey results follow.