

Librarian's Report

May 8, 2018

Staff Report

Emily will be sharing information on the PBS program The Great American Read and how the library is involved.

Building Updates

Nate had the floor dry-out over a weekend and sealed what cracks he could find on the inside. This morning after last night's rain, the floor was still damp. He still suspects that it is coming in higher than the floor and thinks we will probably need to orchestrate a few different groups to open the wall up and then inspect the wall and ceiling from the inside without the insulation in the way. Have water tests performed with the wall open if possible and see if we can find the source of the leak and fix it before we fix the wall. We would probably wait until after Summer Reading because of programming demands.

Budget

I have attached the Department of Local Government and Finance (DLGF) budget calendar to the board drive and the dates that affect us the most to the agenda. 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 11th.

The different workshops I have been going to this spring have been amazing. The ILF Budget Workshop was offered this year for the first time and I really wish I would have had the chance to attend this workshop last year. There will be a few things that I will propose to do differently this year, because of what I have learned so far about our budget and budgeting in general. I also took part in a webinar about the history and future changes of LIT funds, which was very informative and answered some of the why questions I have about where our funds come from. I also attended the DLGF's Gateway Workshop last Tuesday.

Policy, By-laws and Insurance

Our policy to review is the Internet Use Policy

NICCL Membership

Brian was approached with the opportunity to join NICCL. NICCL stands for Northern Indiana Computer Consortium of Libraries. This consortium allows us to have a potential pool for technology purchases into larger orders for more discounted rates. The member libraries also get together for roundtable discussions or guest speakers on current library technology trends. Brian has attended two meetings as a guest and sees a lot of value in being a part of this group. The yearly cost is \$50.

Website

Brian and I are greatly concerned about the condition of our website. I have attached Brian's overview of concerns and his proposal to remedy the situation.

Street Fair Request

Again the Bluffton Free Street Fair would like to rent the Library/Annex lot from Saturday, September 16th through Saturday, September 23rd for \$150.

New Hire

I am asking for the approval of our new shelver, Austin Bagley. Austin's starting date was 5/17/18 and his rate of pay is \$7.25/hour. He will be scheduled to work 6-12 hours per week depending if it is during the school year or summer.

Other Items for Consideration

Board Terms- I contacted the three schools to let them know they needed to appoint new board members. Bluffton has appointed Deb Johnson for their position. I have not heard back from Norwell and Southern Wells. If I don't hear from them by next week, I will contact them for an update.

Excess Levy Fund- We were distributed excess levy funds from 2017 property taxes which will need to be applied to our 2019 budget. In order to do this, an Excess Levy Fund must be created and the excess levy from both Operating and B&I must be transferred and held until the DLGF gives us further instructions. The amounts are: Operating-\$1741 and Debt-\$725. This doesn't require board approval but I wanted to keep you informed about why we will have this additional fund.