

# Librarian's Report

July 10, 2018

## Staff Report

In the past, during staff reports we would visit each department to learn about something the staff do in that department. Some of you expressed an interest in doing this again. I talked with the different departments and have a list of some potential activities you could participate/learn about. Some of these activities are performed by staff that do not work on Tuesday nights, so my department heads wanted me to present this list to you first and see which activities you are interested in. If you would like to do all of them, we can just rotate through them each month.

**Circulation:** Creating a Library Card, checking books in and out, shelving materials

**Tech Services:** Receiving materials, Cataloging, Processing Materials, Discarding materials

**AV (Audio-Visual):** Receiving and Processing AV materials, cleaning discs, shelving materials

**Adult Services:** Genealogy (tour of space and collection), Computer/Device Assistance, Mobile Printing, Faxing, Proctoring, Reader's Advisory, Reference Interview

**Children's Services:** Bookclubs, Storyhour (welcome to visit during normal hours), 1,000 books before kindergarten, New children's library card, tour of the space and collections, new collaborative workspace

**Teen Services:** Wii, Question of the Week, Games, Programs, Southern Wells Book club process, summer backpack service, tour of space and collection

## Building Updates

Nate contacted our different mold restoration contractors from before. I have quotes from ServiceMaster and Protech. I have an old quote for the storyhour room from Paul Davis that also includes the foyer. Nate has asked them several times to provide us with a single quote for just the storyhour room and they have yet to provide the quote. If I receive the quote by Tuesday, I will add it to be considered. These quotes are just for the demolition of the wall, repair of the wall and cleaning of the carpet and air. All three companies said they would be willing to work with Tremco in between the demolition and restoration of the wall, so we can discover where the leak is coming from and fix it before we repair the wall. ServiceMaster have presented a quote of \$2,482.74 and Protechs Inc. have presented a quote of \$1,963.34. Of course these quotes are estimates based on the assumed nature of what we will have behind the wall. If the leak is a roof issue, that issue will be covered by warranty with Tremco. If the leak is a foundation issue that the restoration contractors are not able to fix, we may need to have 3 quotes presented by construction companies before we proceed.

The schedule for the different meetings for the library reorganization master plan are as follows:

Planning Initiation (Staff) - Friday, July 13 - 10-11:30am

Foundation and Visioning Meeting - Wednesday, July 18th (Staff) - 3-5pm (Stakeholders) - 6-7:30pm  
On Site Planning Workshop (Staff) - Friday, August 10 - 8:30-11:30am/12pm  
Conceptual Plan Refinement - Friday, September 7 - (Staff) 10-12pm (Stakeholders) - 12-1pm  
Final Report - (Open to Community, Staff and Stakeholders) - Friday, September 28 - 9-10am

## **Budget**

Our AVGQ (Average Growth Quotient) for the State will be 3.4% for 2018. This is a .6% decrease from last year. Once I have our Operating Budget completed, I will send that information to the Budget Committee. 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 11<sup>th</sup>.

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

As part of our Long Range Plan, the library listed creating a Digital Card as a goal. I participated in a Twitter Chat with other libraries that offer Digital Cards and at our last Department Head Meeting, we spent the majority of our time discussing the procedure to make this possible. We believe we have a working procedure to make this possible and offer this service to all of our patrons including out-of-county students and teachers. Students are our main reason for creating a Digital Card, since they do not have access to our databases and Overdrive without a library card. Unfortunately, some parents do not see the benefit of bringing their students to the library to get a library card for class or the parent uses their student's library card to check things out and causes the card to have fines, keeping the student from accessing our digital content. I don't think a student should have to miss out on participating in class research assignments because of these issues that are out of their control. By offering a Digital Card, a patron would have access to all of our digital content without fines. If the patron later wants a physical card, we would change their card number and profile to that of a physical card. The barcodes would be provided by the same company that provides our cards so we won't run the risk of duplicating numbers. If you approve the

library offering a Digital Card, we also need to add that information to our policy. Below is a suggested policy for a digital card. I have also added it to the proposed policy changes summary.

### Digital Card

This card only allows access to our electronic materials. It is valid for 3 years. Residents, property owners, and all students and teachers at Wells County schools are eligible. Those who already possess another Wells County Public Library Card of any kind will not be granted a digital card.

The proposed changes for the Staff Handbook are located on the board drive under WCPL Policies and then Proposed Changes. Each policy mentioned in the 2018 Summary has been included in the folder with the policy suggestions.

## Other Items for Consideration

**Board Terms-** Angie Smith, Norwell HS's Librarian, was appointed by Southern Wells and Northern Wells School boards and will be taking the place of Debbie Acord.

### Director Updates-

#### Community Meetings/Activities attended outside the library:

- United Way Golf Outing
- Chamber Member Appreciation Cookout
- YMCA Board meeting
- Bluffton NOW! Board meeting
- Chamber Board meeting
- WRAPP Board meeting
- Wells County Internship Training/Workshops
- Wells County Leadership Academy Level 3 Planning Meeting

#### Meeting Updates inside the library:

**Tech Team** meeting- we are creating a Book-a-librarian service within the library. Patrons are able to request scheduled one-on-one time with a staff member to help with: Finding a good book or movie, checking out digital materials, Genealogy, Computer/Internet Basics, Microsoft Office, Mobile Devices, Research Assistance, Teacher Collections, Job Assistance for searching and resumes and personalized tours of the building.

**Department Head** meeting – Our last department head meeting focused primarily on the process of creating a digital card for the library's digital content.

**Database** meeting – Brian, Emily, Vi, Alice, Jason and I had a meeting about the library's databases, which databases included in Inspire should be separated out on our page, which databases should we no longer subscribe to, how do we receive stats on the databases we do not currently keep stats. This is hopefully going to make our database section of our website easier to navigate and we just felt it was a good time to reassess what is actually being used and which databases we need stat updates.

## **Current Projects/Big Programs:**

**Literary England Tour-** The library has partnered with Tilson Travel to offer an opportunity for our community to sign-up for a Literary tour of England. The tour will take place April 30-May 9, 2019. It includes your airfare, motor coach transportation, accommodations, some meals, admission to all activities but the optional theatre tickets, tour guides and luggage handling. You will visit many places in the 10 days including: London, Oxford, Gloucester, Bath, Exeter, Winchester, and then back to London. Some of the locations will include: Leadenhall Market, Warner Brothers Harry Potter Studios, Highclere Castle (Downton Abby), Big Ben/House of Parliament, Scotland Yard, Jane Austen's home, places associated with Tolkien and CS Lewis, Anne Hathaway's Cottage, the home of Agatha Christie, Basildon Park and much more. We need at least 15 people to sign-up for the trip to happen. This does not cost the library anything to offer this package except for promotional time. The cost to attendees starts at \$4,334. If this type of program offering goes well, we could add fundraising possibilities to the package in the future. We learned about this program at the ILF conference and other libraries have been offering these trips through Tilson Travel for years now and their communities have really enjoyed the offer. Tilson Travel will do a literary tour anywhere your library would like to go, but we thought England would be a good start.

**HR/Supervisor Manual-** Department Heads, Danielle and myself were noticing we didn't have set procedures on how to handle hiring and other HR issues across departments. When I attended the new director workshop offered by the State Library, they had the director from Jasper County Public Library speak about HR policies and the importance of consistency. She was kind enough to share her library's HR/Supervisor Manual with everyone that was attending and Danielle, our Department Heads and I have tweaked it for our supervisors to use. I have attached this manual to the agenda if you would like to read it through.

**Upcoming:** Children's Book Festival, Updating the Emergency Response Plan, creating a Technology Training program for Staff, Library Building Master Plan

## **Grants:**

-PBS Great American Read Grant-Applied for but did not receive.

-Requested and Received \$5,000 from the Virginia Gene Neunschwander Grant at the Wells County foundation for the Children's Book Festival.

### **-Our Summer Reading Sponsors:**

#### **Kids:**

Bluffton Rotary, American Legion, Fort Wayne TinCaps, Sigma Phi Gamma, Friends of the Library, American Legion, Auxiliary Kiwanis, Sons of the American Legion, Psi Iota Xi-Bluffton, Bluffton Lions, Optimists, Taco Bell, Tri Kappa Sorority, Bluffton Youth Baseball, Ossian Lions, Virginia Gene Neunschwander Youth Fund, Elks, Psi Iota Xi-Ossian

#### **Adults:**

A Harvest of Health, AdamsWells Internet Telecom TV, American Mortgage Service, Becky Goshorn-Mary Kay Cosmetics, Bluffton Regional Medical Center, Bluffton Roofing Co., Collier's Comfort Services, Country Cabinets, LLC, East of Chicago Pizza, First Bank of Berne, Four Star Services, Inc., Friends of the Library, Habegger's Ace

Lumber, Kroger, Melching Machine, Inc., Meyer Building, LLC, Mr. B's Services, Inc., National Oil & Gas, Ossian State Bank, Outdoor Concepts, PNC Bank, Posy Pot Florist, Pretzels, Inc., ProFed, Federal Credit Union, Raymond James Financial Services, Renovate Counseling Services, LLC, Roembke Mfg. & Design, Inc., Saf-T-Lite, Shaw Real Estate & Auction, Steffen Oil/AgBest, LLC, Tech Services, Inc., Walmart Supercenter

**Teens:** The Wells County Foundation grant supports all financial needs of Teen Programming