

Librarian's Report

September 11, 2018

Staff Report

We will be visiting the Teen Zone for our Staff Report.

Building Updates

Protechs have completed the first phase of our demolition. Tremco came in and completely removed the whole downspout from the side of our building. There was an additional joint that was not sealed from the first construction, which has been sealed and we have seen about 90% of the moisture go away after the last big rains we had. Tremco is hoping the rain will hold off and they will be able to do a water test on the walls and roof, since the floor is still damp, on Saturday. If not, they will come in early next week.

Attached to the agenda is the detail concept of the library plan so far. A few things have changed since this drawing and our meetings. When I have the latest revision, I will email you a copy.

Budget

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.

Policy, By-laws and Insurance

Our policy to review is the Internal Control Policy.

Board Committees and Board Calendar

Attached to the agenda you will find the new board calendar for 2018-2019. The nominating committee will be presenting the board committee assignments at the meeting.

New Hire

I am asking for approval to hire Diane Kipfer for the position of Library Shelver in the Circulation Department. Diane's starting date was 9/5/18 This position is part-time, no benefits with a starting wage of \$7.25/hour for 8 hours. Diane will be replacing Isabella, who will be going to college for missionary training.

November Meeting Date and ILF Conference

The Indiana Library Federation Annual Conference falls on November 12-14 this year, which as usual is during our regularly scheduled board meeting. The Tuesday before (October 6) is a bit early for Danielle with bills and the Tuesday after (November 20) is a bit late for some bills, so you be able to meet on a Thursday? Either the 8th or the 15th?

The ILF Conference will be held at the Indianapolis Marriott East Conference Center. Trustees are welcome to register and attend. You can find information about the conference here: <https://www.ilfonline.org/page/2018annualco> If this is something that interests you and fits into your schedule, let me know and I will register you.

Disaster Recovery Plan

With the changing of Board Treasurers, the disaster recovery plan for fund accounting has been updated and needs approved. This has been attached to the agenda.

Other Items for Consideration

Leadership Academy

Danielle Archbold has been selected as the library's 10th Leadership Academy participant. Jason Habegger will be continuing into the second year of the academy and I will be continuing into Level 3 with most of my graduating class.

Ossian Days and Street Fair-

Saturday, September 15:

Ossian Days Parade

The parade starts at 5 pm. We will be handing out candy and movie coupons and Brian will be driving a hay wagon with the 1000 Book Finishers.

Monday, September 17:

Both Libraries close at 5 pm. We have a staff dinner in the evening.

Tuesday, September 18 (Both locations closed the rest of the week):

Ossian: Shelf Shifting

Bluffton: Shelf Reading

Opening Parade:

Our 1,000 books before Kindergarten float will be in the Opening Parade. The parade starts at 7 pm.

Wednesday, September 19:

Ossian: Shelf Shifting

Bluffton: Finishing up shelf reading/Department Projects

Thursday, September 20:

In-Service@8am

Agenda:

8-8:30 Breakfast/Department Meetings

8:30-9 Staff Photo/Break

9-9:15 United Way Presentation

9:15-9:45 Book-a-Librarian and Digital Cards

9:45-10:15 Children's Book Festival Update and Library Master Plan

10:30-12 Professionalism in the Workplace- Presented by the State Library

1-2:30 Heartsaver CPR – Adult/Child

2:45-4:15 Human Trafficking Awareness

Industrial Parade:

The library will be participating in the Industrial Parade at 6:30. We will be handing out candy and movie coupons and the book cart drill team will be advertising our One Book One County title "And Then There Were None" by Agatha Christie.

Friday, September 21:

Clean-up/Department Projects-This is when we look for lost and missing items and complete projects we can't do when patrons are in the building.

Director Updates-**Community Meetings/Activities attended outside the library:**

Creative Arts Council Board Meeting & Auction Committee Meeting

YMCA Board Meeting

United Way Board Meeting

United Way Board Member Training

United Way Color Fun Run-volunteer

Bluffton NOW! Board Meeting & Events Committee Meeting

Chamber Board meeting

WRAPP Board meeting

Library Improvement Meeting with Huntington, Nappanee, Kendallville and Garrett

4-H Community Youth Programming Assessment Meeting

Meeting Updates inside the library:

Friends of the Library Meeting- Our last Friends Sale was a record breaking sale! We are so blessed by our Friends of Library. Other than the foundation grant for Teen Programming and some grants and donations for Children's programming, our Friends group supports all of our programming financial needs.

Department Head meeting –We reviewed our digital cards, book-a-librarian, annual review format and in-service agenda during department head meeting this week. We

also met with our Architect, Zach, during the last part of our Department Head Meeting.

Children's Book Festival Meeting- We meet with the 4 schools involved in the Children's Book Festival. All of them are very excited, helpful and appreciative of what we are accomplishing. I love to see all of our elementary schools coming together with the library to excite children and our community about literature!

Library Master Plan

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

Conceptual Plan Refinement - Friday, September 7 - (Staff) 10-12pm (Stakeholders) - 12-1pm
I feel like these meetings went well. We had a lot of good input from staff and community members. I will attach the current mock-up for the library space to the building update on the agenda.

Final Report - (Open to Community, Staff and Stakeholders) - Friday, September 28 - 9-10am-
This date is tentative based on how quickly the contractor can communicate with Zach.

Current Projects/Big Programs/News:

Back to School Night- Back to School night at the library was a huge success! We had 143 people come and take part in the program. We also forgave \$436.85 in library fines on youth cards. This year Cindy included our databases in the library scavenger hunt and every OPAC was full through-out the night. Many parents were excited to learn about the different databases we had to offer like WordBook and Miss Humblebees.

Children's Book Festival- Children's Book Festival is Saturday, October 6th this year. From 9-3pm. Our entertainment is Jim Gill again as he is always a crowd pleaser. Our Author is Troy Cummings. We will once again be partnering with our local schools to bring the author to Lancaster and Ossian elementary schools and Bluffton and Southern Wells collectively at Bluffton. The schools will also be sponsoring the carnival games in the library during the event. We will have food trucks on Washington St along with a bouncy castle and mini-golf outside. Jim Gill and Troy Cummings will perform multiple times throughout the day. We will be taking tours to the library's storywalk at Pickett's Run. Clifford and Pete the Cat will be on the balcony with our local children's book authors. We had over 2,000 attendees last time and are sure we will see that many again. We need as many volunteers as possible to make this happen, so if this is something you would be interested in volunteering for, please contact Stef Kipfer: skipfer@wellscolibrary.org here is a link to sign-up as a volunteer <https://www.signupgenius.com/go/60b0445abae22a5fa7-2018>

One Book One County- So far we have selected our OBOC title: "And Then There Were None" by Agatha Christie. We have a few programs planned including:

Book Discussions

Bluffton: Monday, Oct. 8: 1:30 pm
Bluffton: Thursday, Oct. 11: 6:30 pm

Escape Room - British Edition

Ossian: Thursday, Oct. 11: 1 pm, 4 pm or 7 pm
Bluffton: Wednesday, Nov. 7: 1 pm, 4 pm or 7 pm
Click on a time to sign-up today.

Murder Mystery

Bluffton: Friday, Oct. 26: 6-8 pm
In partnership with the Wells Community Theater.

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. There will be informational travelogue programs on August 21st and September 12 from 6:30-7:30pm.

Upcoming: Creating a Technology Training program for Staff

Grants: