

Librarian's Report

October 9, 2018

Staff Report

We will be visiting Tech Services for our Staff Report.

Building Updates

The last fix we tried took care of everything but a small drip from the ceiling in the far corner of the storyhour room. We had a water test scheduled multiple times the last couple of weeks but each time it was scheduled, we had rain. The last date scheduled was Friday and we have now moved the test to Monday.

Update 10/9/18: We had roofers here in the morning. They patched a few holes from ladder use and water tested for 1.5 hours in multiple areas around that section of the roof and we had no leaks. The main concern is that the whole roof slants to that corner, so the water could be coming in at the far east part of the roof and making its way to the storyhour room. So, before we have Protech come in a fix the wall, Nate and I want to do a natural water test with rain. Also, Nate will be looking into 2 different options to protect the foam of the roof from HVAC repairs, ladders and traffic. The first option is the put down a protective mat material that would be sealed into the roof around the highest traffic areas and where ladders are being used to access other roof areas. And the second option is to investigate the cost and process to install permeant roof access ladders, so we wouldn't be using ladders on the foam roof.

This last rain on Friday has revealed 2 leaks in our metal roof. One above the Teen Zone and one above the Circulation desk. We were hoping that the metal roof would last until we potentially receive our bond. I am going to have Tremco give us a quote on what it would cost to restore our metal roof to see what type of expense we are looking at. I am afraid that if we just apply bandages to the issues with the metal roof instead of fixing it, we may end up with the issues we had with the meeting rooms. What are your thoughts?

The public reveal for the Library Master Plan has been postponed until we have a better idea of when the contractor will be giving the projected costs of the project to Zach.

Policy, By-laws and Insurance

Our policies to review are the Employment and Benefits Policies.

New Hire

I am asking for approval to hire Tami Hulvey as our new Clerk II in the Children's Department.

Tami worked for the library in the past and left to be a teacher. She has just recently retired from teaching and we are excited to have her back at the library. Her starting date was 9/18/2018. Based on years of library experience and her Master's in Early Childhood Education degree, we will be hiring Tami as a Children's Room Clerk II for 24 hours at \$12.39/hour. She will be pursuing her LC4 certification, which requires a Bachelor's Degree with 15 credit hours of required library science courses.

2019 Budgets

At this meeting the board will adopt the 2019 budgets and the estimated tax rates. Now that everything is submitted online, you will only need to sign Resolution 18-05 for Appropriations and Tax Rates (Form 4) that indicates the total of the library budgets, the total estimated tax levy, and the estimated tax rate. To adopt the budgets, we will use Form 4-A. It is a summary listing of all 4 of the library's budgets. Both forms are linked to your agenda.

Other Items for Consideration

Director Updates-

Community Meetings/Activities attended outside the library:

- Creative Arts Council Auction Committee Meeting
- YMCA Board Meeting
- YMCA Early Learning Center Committee Meeting
- Business After Hours-Brickhouse Ministries
- United Way Board Meeting
- United Way Governance Committee Meeting
- Bluffton NOW! Board Meeting & Events Committee Meeting
- Chamber Board meeting
- Chamber Quarterly Luncheon
- Rotary Meeting
- Bluffton High School-Intro to Business Class Presentation
- WRAPP Community Meeting
- Indiana Library Federation-Legislative Fall Forum
- Ossian Days Parade
- Street Fair Opening Day Parade
- Street Fair Industrial Parade

Meeting Updates inside the library:

Department Head meeting – We discussed our process for evaluations for 2018, ILF Conference, Boo in Bluffton, what to do with the Local Author Collection, Creative Bug and BrainHQ databases and the MCLS Harwood Public Innovators Lab grant.

Library Master Plan

The schedule for the different meetings for the library reorganization master plan are

as follows:

Final Report - (Open to Community, Staff and Stakeholders) -

Current Projects/Big Programs/News:

Children's Book Festival- Was a huge success! We had at least 2,500 people throughout the day. All of the performances were well attended and all of the activities were being used constantly. Each of the schools were amazing to work with this year and we greatly appreciated being able to bring the author to the schools and then we had Southern Wells participate in school tours, which we haven't had in a long time. I cannot be more proud of my staff and how well we work together and represent the library!

Stats:

Southern Wells	505
Bluffton	720
Lancaster	632
Ossian	545
KA	15
Homeschool	13

Total Thursday	1240
Total Friday	1190
School visit totals	2430

Jim Gill 10:00	236
Troy Cummings 11:15	179
Jim Gill 1:00	210
Troy Cummings 2:15	102

Character meet and greet 11:30 - 202
Character meet and greet 1:30 - 135

StoryWalk tours	31
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Face painting	198
Glitter tattoo	102

Interior door	4542
Exterior doors	3782

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.

Upcoming: Creating a Technology Training program for Staff

Grants:

MCLS Harwood Public Innovators Lab Grant

The program

MCLS is sponsoring a Harwood Public Innovators Lab in Indianapolis, IN March 5-7, 2019. The Lab will be held at Indiana Wesleyan University - Indianapolis North campus. MCLS will fully fund tuition for the training, as well as lodging and some meals during the training, for up to 50 staff from Indiana libraries. Participation in the lab will also include follow-up coaching calls to further support the cohort of attendees post-training.

These funds are being made available through a grant program established by the MCLS Board of Directors from the proceeds of the sale of the former INCOLSA building.

The Harwood Public Innovators Lab is a 2.5-day experience to help you and your organization learn what it means to Turn Outward – to use the community, not your conference room, as your reference point for

choices and action.

MCLS has been using the tools of The Harwood Institute for Public Innovation and sharing them with libraries since 2013. We are excited to be able to support training for a cohort of Indiana librarians.

The Benefits for Your Library

Past participants of similar initiatives have shared the following examples of impact:

- Increased library relevance;
- Program and service initiatives that have higher profile and impact; and
- Ability to re-energize staff and volunteers.

Funding eligibility

- Applicants must work in an Indiana library that is an institutional member of MCLS.
- Applicants may be from any type of library: academic, public, school, institutional, or special.
- A minimum of two persons per library must be included in the application (up to a maximum of five persons per library).
- The library director must be one of the applicants, or attest that they have previously attended a Harwood Public Innovator's Lab.
- Libraries must submit proof of board of trustee support for the training and ensuing engagement work.

Deadlines

- Interested libraries must complete an application form by 5pm Eastern (4pm Central), November 30, 2018.
- We will send notification of awards by December 14, 2018, which will include information regarding lodging and meals.
- Recipients will need to provide their own travel arrangements to Indianapolis.