

## **LIBRARIAN'S REPORT**

**May 9, 2017**

### **Building**

The small roof will be restored once weather allows. I have a quote for the restoration of the two foam sections of our roof. They have given us two options. Option 1: Tremco would patch only where needed and provide one free leak response visit. Total of \$2,000. Option 1 would most likely need to be repeated once a year. Option 2: Pending diagnostics, if the roof is water tight, the roof would be cleaned and repaired. Then they would apply 2 layers sealant over the whole roof and re-seal any coping laps. Option 2 comes with a 12 year warranty. Total of \$18,410.00

Yaste will be coming in the next couple of weeks to strip the wallpaper in the Café space. They will then smooth and patch all holes in the walls and repaint. Worst case scenario quote including stripping, removing wallpaper paste, smoothing the wall and painting two coats of eggshell \$4,610. We also need to order new pendant lights. The lights we had in the space have been discontinued. We do have enough for what the space requires, since many of them have stopped working and we no longer have spare lights.

The circulation and reference copiers have been replaced. Everything seems to be working great. Faxing has not been set-up. We need to decide on the price per page before we allow the public to use the faxing. Brian will run the lines for the fax when he returns from vacation.

Just a reminder that the building will be closed Friday, May 19<sup>th</sup> until 1pm for the Spring Staff In-Service.

### **Policy and By-Laws**

The policies on the schedule to review this month is Internal Control. The policy should be attached to the agenda or accessible through the board drive.

Faxing policy. Our current policy is: "Fax service is available for a fee" We currently use a third party company to process faxes for the public. Patrons buy a pre-loaded card. The first page is \$1.50 and then \$1.00/page after the first page. A long distance fax takes about 1 minute to send. Our long distance plan charges .03 cents a minute. I think 1.50 and 1.00 a page is now too much for a fee to fax; however, we do not want to charge too little and drastically undercut the other businesses in town that do fax. More than Mail: 3.00 for the 1<sup>st</sup> page. 1.00 for the next 4 pages and .50 after that. Ok-Modern Cleaners: 2.90 for the 1<sup>st</sup> page and 1.00 for the rest of the pages. Kinkos: \$1.50 for the first page and \$1 for subsequent pages for local faxes, and \$2 for the first page and \$1.50 each for subsequent pages if you're sending it to a long-distance fax number.

### **Public Awareness / Outreach**

The dates for our Strategic Plan's Community Conversations will be: Monday, May 8<sup>th</sup> at the Main Library Branch, Monday, May 15<sup>th</sup> at Southern Wells, and Monday, May 22<sup>nd</sup> at the Ossian Library Branch from 6-8pm. Erin Prible will be facilitating all three conversations. We have about 100

online surveys completed. Just over 20 people registered for the May 8<sup>th</sup> meeting, 3 officially registered for Southern Wells meeting and over 12 at the Ossian meeting.

## **Summer Reading**

Summer Reading will start May 30<sup>th</sup> and finish July 31<sup>st</sup>. The program will run very similar to last year's program.

### Adults

1600 pages to finish and receive a book

800 pages you will receive coupons.

Weekly drawings will be held through the month of July

Party at the end of the program

### Teen

500 pages to finish and receive a book and pool pass

3,000 pages receive \$5 Chamber Bucks

6,000 pages receive \$5 Chamber Bucks

9,000 pages entry in drawing for the iPad mini

Party at the end of the program

### Children

Birth to 24 months

Ages 2-3

PreK-Kindergarten

1<sup>st</sup>-3<sup>rd</sup> grade

4<sup>th</sup>-6<sup>th</sup> grade

Track progress through 15 minute increments of reading time

Receive 2 prizes, a book, Tin Caps form for a ticket and an invitation to the pool party

## **Ossian Cameras**

Ossian does have security cameras. 2 outside and 3 inside.

## **Maintenance Position**

Gene has given me his two-week notice. He recently reduced his hours to 20/week to try and stay under his allocated pay/hours for his pension and social security. He has been offered a position at his church which will be less hours and during the day. I talked to Gene about how many hours someone would need to do all that this position requires and he told me at least 24 maybe 30+ If the person we hired was certified in certain fields, having them full-time might alleviate needing to contract small projects like the wallpaper and painting in the café space. I will be crunching numbers and see what the possible options are for this position going forward.

## **Candy for a Cause and Vending machines**

I was approached by a young man that is starting a business called Candy for a Cause. We would need to provide a space for the machines but he would be responsible for everything else. Also, a portion of the proceeds would go towards a charity of our choice. He said he could probably set something up so the portion from our machines would go to the Friends of the Library for Kate's Kart. If you do not see a problem with offering this, I will go ahead and have him add the machines to our foyer.

Since RE: is no longer in business, we have had patrons renting the meeting room spaces ask multiple times if we have a vending machine. Many of the library's in our district that I have visited for conferences and meetings have vending machines supplied through a company called Snyder. All of the directors have great things to say about having the machines in their building. Do you think this is an idea worth pursuing?