

Librarian's Report

July 19, 2019

Staff Report

Judy will be sharing about our Word Wise categorization system and the updates we are doing.

Building Updates

Now that the bond has been approved by our County Council, we will start meeting to go over the details of our plan to have a construction plan available for bids by September/October. Our first meeting will be on July 15th potentially in the afternoon. I will let you know when the time is set. Any of you are welcome to attend. Our building committee for the board includes: Ted (Chair), Dustin and Deb. We will take notes of the meetings and share them as well.

Budget

Our AVGQ (Assessed Value Growth Quotient) for the State was released on July 1st and will be 3.5% for 2019. This is a .1% increase from last year. Once I have our Operating Budget completed, I will send that information to the Budget Committee. The budget committee is Robin (Chair), Steve and Angie. I will be adjusting our Operating fund to off-set the extra payment for the bond to make sure we do not go into binding review. Binding review happens when a tax entity goes over the AVGQ increase to their budget. The elected entity for that unit (County Council for the Library) can then look at the unit's budget line by line and make changes. Due to the debate and feelings towards passing our bond, I would prefer to not go into binding review with this County Council. We typically budget \$300,000+ in Operating that we do not spend, ~~so I will be trimming \$160,000 from the Operating Fund for this year. \$160,000 is the greatest amount we could pay for our interest only payments for the new bond.~~ Danielle and I will be talking with Ryan (Baker Tilly) on Monday to double-check all of this. If anything changes, I will update this report before Tuesday. **Update:** We will be budgeting \$200,000 for the interest only payments in case we need to budget some principle to spend down our excess in the account. This will help keep our levy the same from one year to the next. This amount can be adjusted from our budget order once we know the final amount in our account at the end of the year and what our interest only payments will be.

The budget calendar for 2019 is attached to the agenda. Below, I have listed the major dates that affect us:

June 30-Assessed Value Growth Quotient (AVGQ) is provided

July 11-Deliver Notice of Determination and Hearing on Additional Appropriation to newspapers

July 14-Receive our estimate of permissible property tax levy
July 14-Receive our estimate of the miscellaneous revenue
July 25-Publish notice of Hearing on Additional Appropriation, Post and Publish Notice of Determination
July 31-Circuit Breaker estimates
August 1-Publish 2nd Notice of Determination
August 1-Receive Net Assessed values
August 8-Budget workshop with DLGF (Department of Local Government Finance)
August 13-Board meeting: Approve Salary Resolution and Proposed Budget
 -Hold Hearing on Additional Appropriation
 -Adopt Additional Appropriation resolution
 -Adopt Final Bond Resolution
 -Adopt Resolution accepting Post-Issuance procedures
September 10-Board meeting: Public Hearing on Proposed Budget
October 1-11-Financial Advisor Drafts Preliminary Official Statement
October 11-Final Construction drawings available
October 8-Adopt 2020 budget
October 31-Deliver Notice of Intent to Sell Bonds
November 8-Construction Bid Opening
November 14 & 21-Publish Notice of Intent to Sell Bonds
December 3-Bond Sale and Bid Committee to award bonds
December 19-Closing-deliver bonds and receive money
December 27-File Debt Report with DLGF via Gateway

Policy, By-laws and Insurance

Our policies to review will be Compensation and Workplace.

Adopt Preliminary Bond Resolution

Attached to the agenda you have the Preliminary Bond Resolution, the Notice to Taxpayers of the Additional Appropriation Hearing and the Notice of Determination to Issue Bonds. These documents are the next step in gaining our bond. I will be posting the notices and giving them to the newspaper by July 11th.

New Hire

One of our Summer Interns, Paw Soe, has chosen to resign. Her ability to make it to the library consistently has now become unreliable due to carpooling issues and she hated letting us down. To replace Paw's shift schedule, we have hired our current volunteer, Eden Habeggar. Eden has been doing amazing volunteer work for us this summer. She wants to be a librarian and so we are hoping this position will help her gain experience in her desired field. Jason is Eden's father, but we have made it possible that he will not be her supervisor while working here this summer. Her start date was 7/1/2019. This position will be as a summer intern, full-time with no benefits at \$10.24/hour.

Other Items for Consideration

Director Updates-

Community Meetings/Activities attended outside the library:

- YMCA Board meeting
- YMCA Chairman's Council
- Bluffton NOW! Fundraiser Dinner
- Bluffton NOW! Board meeting
- Chamber Board meeting
- Chamber Executive Meeting
- Early Literacy Committee meeting
- United Way Power of the Purse event
- 2019 Budget Workshop

Meeting Updates inside the library:

Department Head meeting –

- Addressed issues with Lost and Missing lists
- Discussed offering a family pass for Science Central to our patrons
- Discussed the interesting ideas email shared by Robin Minnear.
- Discussed the fee process for cake pans returned to the drop box.
- Encouraged staff to fill-out the tourism study survey sent out from the Chamber of Commerce.
- Went over Chapter 1 of Staying Power by Cara Silletto
- Reviewed Word Wise subjects of Education, Entertainment, Farm and Gardening

Current Projects/Big Programs:

Creating a Corporate Culture with the Harwood method - We have met with all but 2 departments for the initial meetings on the libraries corporate culture. There have been a lot of good points and ideas. I am excited to host the last 2 meetings and start to pull the ideas into 5-6 major points.

Summer Reading- We have exceeded our goal of 1,500 children signed-up for SRP with 1,506 currently. Our numbers for Adult and Teen sign-ups for the SRP are slightly down but programming numbers for both Adult and Teen programs are going well.

Grants:

Our Summer Reading Sponsors:

Kids:

Bluffton Rotary, American Legion, Fort Wayne TinCaps, Sigma Phi Gamma, Friends of the Library, 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 Neuenschwander Youth Fund, Elks, Psi Iota Xi-Ossian, Wells County Foundation

Adults:

Almco Steel Products, American Mortgage Service, Barkley Builders, Becky Goshorn-Mary Kay Cosmetics, Bluffton Dental Clinic, Bluffton Regional Medical Center, Bluffton Roofing Co., East of Chicago Pizza, Eyecare Associates of Bluffton, Family Ford of Bluffton, Nick Huffman-F.C. Tucker, First Bank of Berne, Four Star Services, Inc., Friends of the Library, Kemper Flooring, Les Gerber Insurance, Mercy Seat Dentistry, Meyer Building, LLC, Mr. B's Services, Inc., Ossian State Bank, Parlor City Trophy & Apparel, Posy Pot Florist, PNC Bank, Pretzels, Inc., Raymond James Financial Services, Renovate Counseling Services, LLC, Saf-T-Lite, Shaw Real Estate & Auction, Steffen Oil/AgBest, LLC, Tech Services, Inc., WEG Commercial Motors

Teens: The Wells County Foundation grant and the Friends of the Library support all financial needs of Teen Programming