

Librarian's Report

August 13, 2019

Staff Report

We will be visiting with Donna for our Staff Report about what our shelvers do in their positions.

Building Updates

The newspaper failed to publish our Notice of Determination and Additional Appropriation. We did post it on our website and have proof that the notices were submitted, so we would be alright with a signed affidavit. However, Kristin scheduled in extra time just in case this happened, so we are moving our Public Hearing for the Additional Appropriation to our September meeting. The notice of determination will be posted on 8/8 and 8/15 and the notice of additional appropriation will be posted on 8/15. The first notice of determination was posted on 8/8. Just to be safe, I am still posting the notices on our website and have proof of confirmation that the newspaper received our requests. Attached to the agenda is an updated Bond Timetable to reflect these changes.

Update 8/13/19: Our next building meeting with MKM is on August 26th at 2:00 pm. Ben was here yesterday taking exact measurements of our different spaces within the building.

Policy, By-laws and Insurance

Our policy to review is the Board Meeting Public Participation policy.

New Hire

I am asking for approval to hire Kim Konuch as a Clerk I for the Ossian Branch. Angela Jaworski will be retiring and Kim will be her replacement. Kim is currently an excellent shelver and we think she will be a good fit as a clerk. Her starting date will be August 20th. This position is part-time with no benefits, 20 hours/week at \$10.55/hour.

I am asking for the approval to hire Rachel Rusticus as a shelver for the Bluffton Branch. Rachel will be replacing Kim's shelver position. Her starting date will also be August 20th. This position is part-time with no benefits, 11 hours/week at \$7.25/hour.

Budget

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 31-Circuit Breaker estimates

August 1-Receive Net Assessed values

August 7-Budget workshop with DLGF (Department of Local Government Finance)

August 8- Post and Publish Notice of Determination

August 13-Board meeting: Approve Salary Resolution and Proposed Budget

- Adopt Final Bond Resolution
- Adopt Resolution accepting Post-Issuance procedures

August 15-Publish notice of Hearing on Additional Appropriation, Post and Publish 2nd Notice of Determination

September 10-Board meeting: Public Hearing on Proposed Budget

- Hold Hearing on Additional Appropriation
- Adopt Additional Appropriation resolution

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

You will find all the 2019 budget forms in the budget menu. The files you need to approve are linked to the agenda for your convenience. At this point we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials menu you will also find:

- 2020 Detailed Operating Budget – This is the detailed spreadsheet of all my proposed expenses for next year’s operating fund. Also, there is the total expenditures from the 2018 budget and where we stand at mid-year in this 2019 budget.
- 2020 Equipment-Software-Database Budget List -- This itemizes some of the expenses I plan to take out of some of the categories. These tend to be the higher dollar areas of our budget and the ones I actually have some control over.
- 2020 Salary Resolution --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 2% cost of living in addition to the step raises for staff as specified in the salary schedules. The salary schedules will indicate to you how each person’s wage is determined. I multiplied the entry level wage by the cost of living raise. If you see a person’s name in parenthesis,

that is an assumed rate of pay dependent on finishing schooling, increasing certification levels or a possible title advancement that should happen sometime in 2020. Their name should be on the schedule without parenthesis and this is their actual rate of pay until they obtain their increase. We always budget for the rate in parenthesis.

- 2020 Form 1 Budgets for all Funds --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are “just in case” budgets of money in areas where we are most likely to need it. The amount I budget is based on the money we have in that fund and how much I have left or am able to budget in order to keep the total of all budgets under the 3.5% increase over last year. Last year our certified budget was \$3,236,982. I can budget up to \$3,350,276 this year without County Council Review. The budget total I am presenting you is \$3,350,270. We are still asking for our Max Levy but are in a non-binding review and will not need to go before County Council Review. Originally, we were going to budget our new bond interest only payment as \$200,000. With further discussion with Ryan and George (DLGF rep), we budgeting the bond payment at \$165,000, since the max at a 5% interest rate would be \$160,000 for the payment. Most likely the payment will be less than this and adjusted to leave 15% of our 2021 payments in our balance. This freed up \$35,000 to put back into our Operating fund to keep our budget at our max allowed. I have added the \$35,000 to our LIRF transfer.

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, Library Improvement Reserve Fund. Note: Gateway refers to our Operating Fund as General Fund; Gateway’s Debt Service Fund is our Bond & Interest Fund.

Nothing I have done to date is final. It can all be changed by the board. In fact, even the published figures are not final. You can make changes (as long as the advertised levies are not increased) up until you actually adopt the budget on October 11th.

Once you have approved the notice to the taxpayers (Form 3), I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption everything will be submitted to Gateway for public review.

Final Bond Resolution 19-06

This Final Bond Resolution establishes the amount to be borrowed, maximum term of repayment and maximum interest rate. It also contains the details about the bonds, such as the form of the bond.

The resolution also authorizes the publication of the Notice of Sale of the Bonds and establishes the maximum cost an underwriter or bank may bid for the bonds. It also establishes a bid committee who will award the bonds to the lowest bidder.

This resolution also approves the form of the Master Continuing Disclosure Undertaking and the Registrar and Paying Agent Agreement. The Securities and Exchange Commission requires that a library enter into a Master Continuing Disclosure Undertaking before it issues bonds. It basically requires that the Library agree to annually provide certain types of financial information to the SEC's EMMA database and provide notice of certain material events on a timely basis.

Resolution 19-07 Approving Post Issuance Compliance Procedure

By issuing the Bonds, the Library is obligated to comply with various restrictions and obligations, which are described in the financing and closing documents executed in connection with the issuance of Bonds, such as trust indentures, lease agreements, bond resolutions, tax certificates, arbitrage certificates and master continuing disclosure undertakings, and which may extend for 20 years or more into the future. This resolution approves the procedures listed in the Post Issuance Compliance Procedures document. These procedures are something we are currently doing with our current bond.

Other Items for Consideration

Director Updates-

Community Meetings/Activities attended outside the library:

- Chamber Chicken Dinner set-up@4-H Fair
- Creative Arts Council Board Meeting
- YMCA Board meeting-missed when on vacation
- United Way Board Meeting-missed when on vacation
- Bluffton NOW! Board Meeting
- Chamber Board meeting-does not meet in July
- WRAPP Board meeting-does not meet in July
- EDC Board meeting
- Budget Workshop
- Leadership Academy Level 3

Meeting Updates inside the library:

Department Head meeting-we met by email to finalize plans for in-service since I was on vacation. In-service will include:

9-9Breakfast w/departments

9-9:30-Staff Photo/Break – Department pictures will also be taken if a department wants a new picture or staff have changed in the department

9:30-9:45-DCS

10-12:30-Color Personalities

12:30-1:30-Lunch

1:30-2-OBOC – Julie and/or the committee will present

2-3-Fire Extinguisher training/What do we do or what is new in our Department

3-4:30-Chess and Checkers

Current Projects/Big Programs:

SRP Stats-Attached to the agenda

One Book One County- So far we have selected our OBOC title: “Diamond Willow” by Helen Frost

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