

Librarian's Report

September 10, 2019

Additional Appropriation Hearing

The Library is funding this Project through the issuance of general obligation bonds. The proceeds from this bond issue must be appropriated prior to being spent on the project. Notice of this hearing was advertised in the local paper.

(Open the meeting up to the public for a hearing on the use of the bond proceeds for the project.)

Additional Appropriation Resolution 19-08 (Exhibit A)

After the hearing on the additional appropriation, the Library must approve the appropriation of the bond proceeds to be spent on the project costs before any bond money can be expended. Unlike appropriations of tax dollars, this additional appropriation of bond proceeds is not required to be approved by the Department of Local Government Finance.

Staff Report

Emily will be sharing about One Book One County.

Building Updates

Nate, Danielle and I were just discussing the other day about who checks Ossian's HVAC system, since we are going through the Emergency Response Plan. It turns out that other than maintenance changing the filters, no one was scheduled to check Ossian's HVAC system. This was most likely because their systems are smaller with it being a smaller building. However, Nate called Felger Hart and asked if they would be able to do early inspections on the equipment. They agreed and then a few days later one of Ossian's systems flooded part of the storytime room with a clogged drain. Hopefully, we can avoid this in the future with routine inspections.

We met with our Architects and the Children's Department last Monday and the next meetings will be as follows:

September 9th – 2 pm: Non-Fiction, Genealogy, Meeting Rooms and Admin

September 16th – 2 pm: Circulation, Periodical, Teen, Material Services/Break Room

September 23rd – 2 pm: Interior Lobby Presentation to Full Staff Team (with finalized shelving plans)

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

Investments

In the past we have invested funds from our LIRF and Rainy Day in CD's. With the upcoming spending from these funds in 2020, I'm not sure if it is wise to invest large sums from LIRF and Rainy Day into CD's. Another option could be that we check out the rates for high interest accounts like a Money Market account or we leave it where it is in our general interest checking. Would course would you prefer we take?

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 2019-2020. The nominating committee will be discussing the board committee assignments at the meeting.

New Hire

I am asking for approval to hire Diane Kipfer as a Clerk I for the Material Services Department. Susan Batdorf will be resigning and Diane will be her replacement. Diane is currently an excellent shelver and we think she will be a good fit as a clerk in Material Services. Her starting date will be September 3rd. This position is part-time with no benefits, 24 hours/week at \$10.55/hour.

Resolution 19-09 Indiana Internet Consortium

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2020 – June 2021 funding year. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service. Being a part of this consortium gives us an 80% savings in internet/wireless costs.

Cannum Building Proposal

Tremco, the company we have worked with for roofing, now offers a building envelope procedure called a Canam Assessment. They have been talking with Nate about doing a procedure. Attached, you'll find an official proposal for the Canam Assessment. Essentially, the process is to conduct testing to look for gaps, cracks and holes in the building envelope. They would then give us an action proposal to repair these issues. Not only would this save us energy costs but Nate and I feel like it might be a good idea to have this done before we repair the roof. The cost of the process is \$4,510.00. We have spent very little from Building Maintenance and Repair this year and currently have just over \$46,000.00.

Carpet Cleaner

I have attached 3 quotes and Nate's proposal to purchase a carpet extractor with the ability to do spot cleaning and clean furniture.

The idea behind have this machine would be to eliminate calling a cleaning company during off hours for emergency cleanings and to do spot and spring cleanings in-house. Two of the quotes from Windsor and Tepe are for the same machine. This machine is unique with the ability to encapsulate and extract, which makes it possible to do spot cleaning and furniture care.

With the quote from Acorn, the machine they are proposing is not comparable to the machine that Windsor makes because it does not offer the encapsulation method. This machine would function only as an extractor which would limit the use of it. The Advance

model does not come with hand tools or any add-ons so we would see that extra cost after initial purchase. They said they would have to sell us two machines for us to be able to encapsulate and extract, and would probably be way out of our price range. This option is cheaper technically, but we suffer in not being able to do interim carpet and furniture care.

It may be possible that Resource Maintenance can get chemicals for us going forward. Nate asked Resource Maintenance about commercial extractors and they do not sell them.

The Windsor model also comes with a warranty of 180 trip warrant. 3 years non-PE parts and labor warranty. 10 years PE housing and parts.

Crosswinds

Marc Transparenti from Crosswinds reached out to Danielle and me this week to talk to us about potentially offering a Corporate Wellness Program as a benefit for our staff. Most companies like Crosswinds offer EAP's or Employee Assistance Programs. A traditional EAP offered a way to provide mental health services to their employees. The downfall of an EAP is that funds were always use it or lose it, services were offered only at a counseling office, the processes were usually unclear or complicated and employees would be added to waiting lists. Crosswinds goals are to provide an easier and more accessible service to provide mental health to employees. To do this they provide 24-hour access, councilors can come to your home, by phone, email or text or the traditional method of meeting at their office, which we have an office located in Bluffton. The feature I like the most is that the funds we would apply to the program are only used if a staff member utilizes their services. At the end of the year, if the funds were not used completely, you can either roll the funds over into the next year or if you wish to discontinue the program, they will write you a refund check. We could set a limit of 5 sessions a year available to all staff and then if a staff member wishes to have more sessions, Crosswinds would start billing through their insurance and they would pay the remainder. Marc said that most companies our size only see about 3-7 people at a time use the services and would expect us to be fine with budgeting \$3,500 for the first year and then seeing how much was utilized. We have a few staff that I know of who attend counseling sessions. We thought mental health was accepted on our insurance and the agencies staff attended in town, do not accept our insurance.

Other Items for Consideration

Days the Library will be Closed:

Bluffton: Close at 5 pm on Monday, September 16th
Closed Tuesday, September 17th-Sunday, September 22nd

Ossian: Closed Wednesday, September 19th-Thursday, September 20th

ILF Conference

The Indiana Library Federation Annual Conference falls on November 4-5 this year, which is not during our regularly scheduled board meeting!

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/AnnualConference> If this is something that interests you and fits into your schedule, let me know and you will be registered by the library and your hotel accommodations covered.

Leadership Academy

KaylaAnn Villanueva has been selected as the library's 11th Leadership Academy participant. Danielle Archbold will be continuing into the second year of the academy

Ossian Days and Street Fair-

Saturday, September 14:

Ossian Days Parade

The parade starts at 5 pm. Due to the construction in Ossian, we will just have staff walking in the parade this year and not have a 1,000 books before kindergarten wagon.

Monday, September 16:

Bluffton Closes at 5 pm
Ossian normal hours

Tuesday, September 17

Ossian: Normal Hours
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 18:

Ossian: Shelf Reading and Harwood Meeting
Bluffton: Finishing up shelf reading/Department Projects

Thursday, September 19:

In-Service
8-9 Breakfast w/departments
9-9:30-Staff Photo/Break – The all staff photo will be taken outside and Emily will get to departments and individuals throughout the day.
9:30-9:45-Review what each committee involves
10-12:30-Color Personalities in the Workplace with Roger Sherer
12:30-1:30-Lunch
1:30-2-One Book One County
2-3-What Does Each Department Do? – The following departments will give a brief explanation of what happens in their department: Indiana Room, Circulation, Material Services, Teen/Reference, Media Services, Children's. Your talk should be about 5 minutes with 2-3 minutes for questions.
3-3:15 - Break
3:15-4:30-Chess and Checkers with Susan, Stef, and Leah

Industrial Parade:

The library will be participating in the Industrial Parade at 6:30. We will be handing out candy and the book cart drill team will be advertising our One Book One County title "Diamond Willow" by Helen Frost.

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:

- Wells County Tourism Study reveal
- Economic Development Council
- Leadership Academy Level 3 and Alumni Lunch
- Indiana State Library Director Summit
- Creative Arts Council Board Meeting & Auction Committee Meeting
- Creative Arts Open House
- YMCA Board Meeting
- Bluffton NOW! Board Meeting
- Chamber Board meeting
- Chamber Lunch and Learn-Time Management
- Library Improvement Meeting with Huntington, Nappanee, Kendallville and Garrett
- ENA Meeting
- North East Director Roundtable

Meeting Updates inside the library:

Friends of the Library Meeting- Fall Used Book Sale October 30-Nov 2. We now have 2 little free libraries hosted by the Friends of the Library in our Community: at the State Park and soon to be at the YMCA.

Department Head meeting – Discussed in-service, committees, evaluations, potentially restructuring our shelving process, emergency response, Creating Library Lingo sheets for new staff at orientation, building meetings, Chapter 3 of Staying Power and WordWise: History-Disasters through History-Terrorism.

Current Projects/Big Programs/News:

Local Author Fair- The registration is open for authors to participate in our Local Author Night, which will be Thursday, October 17 from 6-8 pm. Attached are the sign-up forms. All the local authors on Emily's contact list have been notified.

Feel free to forward the sign-up forms to anyone that you may know personally and direct any questions to Emily Marshall.

New this year, we will be having a networking event for authors after the event, because feedback has told us they really enjoy the time to talk with other authors to ask publishing

questions, marketing suggestions, and other info.

One Book One County- So far we have selected our OBOC title: “Diamond Willow” by Helen Frost. We have a few programs planned including:

Book Discussions

Bluffton: Tuesday, October 8: 6:30 pm (Grades 5-6)

Bluffton: Thursday, October 10: 6:30 pm (Adults)

Bluffton: Monday, October 14: 1:30 pm (Adults)

Local Author Night

Thursday, Oct. 17: 6-8 pm (All ages).

Attendees will get to wander through booths set up throughout the Main Library to chat with authors and participate in book-related activities for all ages.

Karen Land: Sled Dog Program

Thursday, Oct. 24: 6:30-8:00 pm @ Main Library - Bluffton (All ages).

Karen Land is a three-time Iditarod musher and wilderness advocate. She will give a talk about the sport of mushing and there will be a meet-and-greet with Noggin, an Alaskan Husky that is a part of her “string of dogs.” This program is best for school-age children and adults, but all ages are welcome. Registration appreciated.

Open Poetry Night

Thursday, Nov. 7: 6:30-7:30 pm @ Main Library - Bluffton (Teens & Adults).

Bring a poem you have written or just your favorite poem by another author to share with the group at this relaxed, open poetry night. Also, enjoy coffee and finger foods. Registration appreciated.