

# **Librarian's Report**

October 8, 2019

## **Staff Report**

Jason will be presenting about our growing relationship with the Historical Society.

## **Building Updates**

Attached to the agenda is a schedule for the remainder of the building meetings. On October 7<sup>th</sup> at 2 pm we will be meeting to go over the finalized construction documents. The building committee is welcome to attend this meeting. We are still able to make small changes after this before the 10<sup>th</sup>. Then we will have a Prebid Meeting with Contractors at the library on October 15<sup>th</sup> at 2 pm. Again, the building committee is encouraged to attend this meeting. Contractors wishing to bid on the project are able to ask questions at this meeting. October 18<sup>th</sup> would be the day to present any Addendums that come from the prebid meeting. Bids are due November 7<sup>th</sup> at 2 pm. Our hope is for construction to begin on January 6<sup>th</sup>. After Thanksgiving, we will be moving all items in storage down to the storage spaces in the garage, storage closets and the back hallway. We now have the finalized shelf layout for downstairs so starting in December, we will be putting the downstairs shelves in the final layout and shift Large Print, Fiction, Non-fiction and Teen materials onto the current non-fiction shelves. Then Indiana Room and Magazines will be shelved down the middle of the library. Admin will be moving in with Material Services and Reference and Teen will be moving in with Circulation and Media Services. Children's Department changes will not require the Children's Department staff to move. This will allow the construction to be done on the West side of the building all at once. It will be cozy but we are hoping it will make the construction move quicker. Because of the reduction in funds, there is nothing being done to Material Services except new furniture. We will need to replace the cabinets in the break room and update the staff restroom eventually, but we can do that as a small project outside of the bond. If we have contingency funds left towards the end of the project, we will be able to replace the carpet in Material Services. The meeting rooms will be listed as alternates, since they are isolated from building. The sneak-peaks at design we have seen so far are very exciting. Once we have a final design board and plans, I will send them out to all of you. Kristin, Zach and I are also meeting with someone in Kristin's office to learn about how to legally disqualify a contractor that has been difficult to work with in the past as a precaution.

I have contacted our Tremco rep about having someone from Canam meet with you about the building envelope proposal. They are currently checking their schedules to meet during a board meeting. This will most likely be a virtual meeting. I will let you know when I hear back from them.

## **Budget**

Kristin never heard back from the legal representative from the DLGF, so we are going to go

to the County Council for an additional appropriation so we can spend bond monies in 2019. We will be presenting our Additional Appropriation during the December County Council meeting on December 3<sup>rd</sup>. A revised bond timetable has been attached to the agenda. The only change is the Bid opening is on November 7<sup>th</sup> and not the 8<sup>th</sup>.

### **Policy, By-laws and Insurance**

The Policy changes have been presented to the Policy Committee. After the Policy Committee has had a chance to review/change the policy suggestions from staff, the policy updates will be presented to the board to vote on in November.

### **New Hire**

I am asking for approval to hire Brianna Todd as our new shelver. With Diane taking Susan Batdorf's position we had a spot open for a new shelver. Brianna has experience working in libraries as a volunteer shelver at the Markle branch of the Huntington City-Township Public Library. Brianna's start date will be October 7<sup>th</sup>. This is a part-time position, no benefits for 8 hours a week with a starting wage of \$7.25 per hour.

### **2020 Budgets**

At this meeting the board will adopt the 2020 budgets and the estimated tax rates. Now that everything is submitted online, you will only need to sign Resolution 19-10 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. We will also need to approve Resolution 19-11 Appropriation Reduction Resolution/Ordinance. The DLGF assumes that we spend every dollar budgeted even in our LIRF and Rainy Day and subtracts 2019's budgeted funds from our budgeting potential of funds in 2020. So even though we usually do not spend the total amount of our LIRF and Rainy Day, the total is subtracted from our potential funds to budget. This form declares that we will not spend \$110,000 from our Rainy Day fund in budget year 2019 so the \$110,000 can be reallocated to spend in our 2020 budget year.

### **Other Items for Consideration**

#### **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.

### **Director Updates-**

#### **Community Meetings/Activities attended outside the library:**

Creative Arts Council Auction Committee Meeting  
Business After Hours-Office 360  
United Way Board Meeting  
Bluffton NOW! Board Meeting  
Parlor City Plaza Grand Opening  
Chamber Executive Meeting  
Chamber Board meeting  
Rotary Meetings  
Indiana Library Federation-Legislative Fall Forum  
Street Fair Industrial Parade

#### **Meeting Updates inside the library:**

**Department Head** meeting – Discussed ILF Conference, Last Purchase date, Crimson Cart in the library during the winter, using a collection agency, Building rearrangement schedule, Staying Power Leadership Book and WordWise-History US – Law.

### **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.