

LIBRARIAN REPORT

January 14, 2020

Building

The building renovation is in full-swing. We have had our first hiccup in which the process to remove the carpet is more involved and messier than expected. Because of this, they will be moving the Children's department upstairs once the new non-fiction has been stripped of its carpet and walls are changed. This will give them full access to the children's department area to work without needing to move around patrons and staff. Also, the process to remove the flooring adhesive creates a lot of dust that I don't know how they would keep out of our books and computers if they were to work around the Children's department instead of moving them. The children's department will then move back downstairs once their area is complete and then they will finish the flooring and meeting rooms in the non-fiction area. This shouldn't affect our final completion date. The crew is very efficient and courteous to our patrons and staff. We have a temporary book drop created in the old Café window in the Parlor Meeting Room and the west parking lot has been closed to public access. This alleviates the need for staff to enter the construction zone to empty the book drop and patrons whipping through the space that large material is being brought in and out of the building. The first meeting for the building committee, if you are able to attend, is Thursday, January 16th at 10 am. A recent meeting that has been scheduled is tomorrow at 3 pm we will be discussing our steps for Furniture and project add-ons. I'm sorry this is so short of a notice.

Canem Building Envelope Proposal

After talking with our Tremco Rep and Canem, we are going to do the building inspection immediately after the renovation. This way if an issue is caught that falls under a renovated area, CME will be under contract to fix the issue.

Number of Books

A question was asked last board meeting about how many books we have in the collection. I have attached an updated stats sheet to the agenda. It really only tells us how many items we have and would include items going out and in, but you can get a picture of the fluctuation from month to month.

Year-End Housekeeping

The December 2019 register of claims will have many more items than normal on it. Danielle included all the invoices that we had to pay through December 31st. This allows us to spend as much of our 2019 budget as possible and reduce the number of encumbrances we will

need to make. The board needs to approve the encumbering of 2019 funds to cover all outstanding orders. We will be carrying over funds into the 2020's operating budget and increasing the designated appropriation lines. This is covered with resolution 20-01. Resolution 20-02 is the reconciliation of operating accounts. As usual, we have overspent in a few accounts and have extra money in others, but our carryover is adequate. This resolution will allow Danielle to move money from one line to another within the same major category to cover all expenditures, eliminating all negative line item balances in our final 2019 yearend financial report. We had enough carry-over money to transfer the full \$50,000 budgeted for LIRF. We have \$92,341.20 more in our beginning operating balance than we did last year. We are beginning 2020 with 53% of our budget in the bank, which gives us a healthy cash flow. Even though these are routine financial board actions, I pulled these resolutions out of the consent agenda. Following the passage of these resolutions, Danielle will make the transfers and adjustments and provide you with a final year-end report at the February meeting. I will also begin working on the library's annual report for the state.

BakerTilly Agreement

BakerTilly has sent us a new agreement with their changes in fees. The initial agreement was for a standard bond issuance and due to the excess work involved with our County Council meetings and closings with our DLGF issues, they have adjusted their fees to reflect the hours spent on our project. Their original agreement was for \$28,000 and the new agreement is for \$42,400 for a difference of \$14,400. This amount is more in-line with Ice Miller's costs. We had a large cushion factored into closing costs in case there were extenuating circumstances and we will still come in under on fees than projected with this increase. When we presented to the County Council, we budgeted \$216,000 for closing costs, financial and legal fees. Currently, we have spent \$59,441.35 of that \$216,000. BakerTilly and Tim Babcock are the only legal or financial costs we still need to pay leaving us \$156,558.65 to pay them. The remaining balance of this will be added to the construction project once we have the final amount.

Change Order Resolution 20-3

Zachary responded to our questions about a typical change order cost. He said that typically they are below \$3,000 but there can still be basic changes that could range between \$3,000 and \$5,000. He said a lot of libraries or board run businesses will set the change order around \$5,000 and then have a second tier that requires approval from the Board President or Committee Chair and the director. I have attached a resolution that encompasses his suggestions. I can make any changes you see fit and reprint it for approval before the end of the meeting.

Landscaping Renewal Contract

Outdoor concepts presented their 2020 contracts for lawn care and snow removal. We have used Outdoor Concepts for several years for landscape maintenance with no complaint.

The contract runs from March 1, 2020-February 28, 2021. For Ossian the contract includes lawn and landscape maintenance, snow removal and sidewalk shoveling and salt application at the time of snow removal. For the Main building, the contract includes landscape maintenance and snow removal. I have included a scan of the contract in the agenda. The amount for the contract is: \$3,477 for Ossian and \$3,250 for the Main Branch, which is a total of \$6,727. This is a slight increase of \$229 from last year.

Updates Closed for the Holidays:

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

YMCA Board Meeting

United Way Board Meeting

Early Learning Committee

Bluffton NOW! Board Meeting

Economic Development Council

Chamber Board meeting

Chamber Executive Meeting

Rotary Meetings

Leadership Academy-Level 3

Quarterly Luncheon for the Chamber

Community Education Committee

Meeting Updates inside the library:

Department Head meeting – Reviewed the ever changing building project flow. We will start using meeting rooms as first come first serve study rooms if the space is available. Discussed our book and tabled WordWise discussions because key people were sick.

Current Projects/Big Programs/News:

The building project!

Plans for Children's Book Festival are underway.

Board of Finance Meeting

The Board of Finance will meet following the regular meeting. Steve is the current president. Please review our investment and credit card policies. We will review these policies as part of the finance meeting rather than the regular meeting. The investment spreadsheet will be updated when completed. We currently have no funds invested due to the unknown nature of the building project. I also attached the tax receipt calculations for 2019. This is a

spreadsheet that Danielle keeps listing the amounts we expect to receive from tax distributions, what we do receive, and the total year-end balance for both the operating and debt service funds. We received more in Operating Fund and B&I than expected.