

LIBRARIAN REPORT February 11, 2020

Building

We were informed at our last meeting that the crew is a week ahead of schedule. Moving the children's room material should start at the end of this week. The hope is that the children's room will be upstairs for less than the 2 ½ months until substantial completion for Phase 1. We are hoping to make the entrance to the building at the new Children's Room emergency exit during Phase 2, we are just waiting to hear back from everyone on how to make it ADA assessable and approved by Ted Smith for building code.

2019 Review

Attached to the agenda is a summary review of the Library's accomplishments for 2019.

Long Range Plan Review

Attached to the agenda is the goals chart from the Long Range Plan.

Annual Report

I have completed the Library's annual report online and linked a copy to the agenda. The report shows this year's information as well as last year's information. The year-end financial reports and circulation statistics contains the information used to generate the annual report. These reports are in the Appropriation Reports and Monthly statistics folder.

2019 Non-Resident Card Fee

Our 2019 total operating expenditures (\$1,982,922) per capita (27,188) is \$70.68 By law, we need to set our non-resident fee to be at least \$72.92. Currently our non-resident fee is \$75, so I propose we keep the fee the same for 2020.

Changes to Work Order Resolution 20-4

While talking to Andrew and Zach about the boards final decision for Resolution 20-3, to grant approval rights for change orders, they both informed me that it should have been worded as changes to work which would incorporate change orders as well as Construction Change Directives and orders for a minor change in the work. This would include changes to bid items as well as items added on to bid work. I have changed the verbiage to Resolution 20-3 and have attached

Resolution 20-4 to the agenda. The comments from January's board meeting that effected the choices for 20-3 are as follows:

"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."

Spring In-Service Date

The spring in-service date for this year is May 15th at Ossian. The Library will be closed from 8-1. In-service will run from 8-12 and then staff will have an hour for lunch.

Baker Tilly Agreement

With a bond, you are required to file annual financial information and other financial or circumstantial information called continuing disclosure. Those items considered continuing disclosure items are items that state things that might affect the library's ability to pay the bond like audits and rate changes. The state has increased the filing requirements and this something BakerTilly will monitor and process the filings for the library. I have attached an agreement to grant Baker Tilly the rights to monitor and file financial information or changes on the EMMA portal for the library. Due to the increased items of continuing disclosure, Kristin from Ice Miller strongly suggested that we have Baker Tilly do the filings for us. This would be an annual fee of \$500, which I think is very reasonable. Baker Tilly will review our bond every year and which items they are filing with me. I have attached this agreement to the agenda.

Updates Closed for the Holidays:
February 17th for President's Day

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council 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
Annual Dinner for the Chamber

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.

Current Projects/Big Programs/News:

The building project!
Plans for Children's Book Festival are underway.