

## **LIBRARIAN REPORT**

### **March 10, 2020**

#### **Building**

The Children's department is now temporarily upstairs. The hope is that the children's room will be upstairs for less than the 2 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 and approved by Ted Smith for building code. Phase 1 may need extended by 2 weeks due to a delay in steel delivery, but that is yet to be approved. They have started installing the stairs and the new wall for the storytime room, along with the frame for the storytime room steps is completed. The walls are also being dry walled in our new offices. The last sections of insulation and drywall for the new study rooms are also going up. Our whole staff helped in some form or fashion to assist the Children's room in moving, which was wonderful to see. We have made the most of the space we were given and really the Children's room staff have made their temporary space cozy and inviting.

Unfortunately, we cannot raise the ceiling upstairs above 8 feet, which puts our current shelves dangerously close to the ceiling and the sprinkler heads. In addition, we would need to reorient the lighting to avoid the cave feeling we currently have in our AV section. I measured how many inches of non-fiction material we have and how many shelves we need. We can use four rows of shelves with our current 5.5' shelves and then we would need to purchase 6.5' shelves behind them. This will help open up the space and allow the natural light from the windows to fill the room instead of becoming a tunnel of light down the aisles. This could be expensive but I believe necessary for the aesthetic of the upstairs space. I have included quotes in the librarian report under Library Shelving.

To replace all of our filing cabinets with 1-hour fire safe cabinets would cost us \$30,000! To make the room 1 hour rated is just between \$2,000 and \$3,000. This was a decision that needed made ASAP to keep work moving, so I approved it. There has also been a leak discovered in the roof drain above the new non-fiction section on the second floor. CME has brought in CMS, a roofing company approved by Tremco to replace the roof drain, so the project can keep moving and we do not need to worry about a leak ruining new finishes. CMS is also looking at our other leaks in the building to stop them until we have the roof redone, also to keep from ruining finishes. Outside of the building project, Tremco is working on obtaining bids for the restoration of the rest of our roof and CMS has been invited to bid.

I now have the suggested pricing structure for the items taken out of our project and have attached it to the agenda. The costs listed are assumed prices and we now need to review the list and decide what we want to be pursued for actual pricing. My thoughts are to remove the shelving and large print shelving tops from the list and purchase these items with Rainy

Day. The next option to remove would probably be the new canopy/foyer and the removal of the LED sign. Please look over this list and let me know your thoughts.

The project has been moving along well. Zach said he is very impressed with the quality of work CME is providing us. There were issues with communication between CME and MKM's engineers at first but I believe that is better. It has been a crazy and fast-paced last 2 weeks, but it is exciting and we are looking forward to moving into our new spaces. The crew typically leaves between 3:30 and 4, so if you would like a sneak-peak behind scenes, feel free to stop by and ask.

### **Policy and By-laws**

The policies for review this month are circulation and collection development.

### **Library Shelving**

As mentioned above, our current shelving is too tall for the 8' ceilings of the new non-fiction section on the second floor. I am proposing that we purchase these shelves with Rainy Day funds so the shelves remain outside the furniture bidding process. We can then purchase them and have them delivered, and on hand after Phase 1. It would also free up funds for other building project needs.

The Library Store

\$28,385.65+\$972.15 shipping = \$29,357.80

Demco

\$29,844.53+shipping

Brodart-found this option later and favor this one.

Frames only, we would reuse our bases and shelves. If we need more bases for shelving replacements in our storage spaces, we can purchase those later.

\$5,217+\$1,043.40 shipping = \$6,260.40

### **Wells County Foundation Distribution**

The Board of Director of the Wells County Foundation, Inc. has approved a 5% payout for distributions made in 2019 on endowed funds. This year we may choose to accept \$18,500 in annual payout or designate the payout as Remaining Undistributed Return and the amount

will be reinvested for future years' distributions. I can see us using Foundation Funds for Ossian's Restroom project. We have plans drawn up for the project but do not know a cost. We will probably not start it until the main branch is complete. I asked Tammy Slater what the process is to request Remaining Undistributed Returns and her answer was:

"You don't need to request your payout by March 13. Many of our agencies request their allowable payout each year – so setting a deadline, just gives us a workable timeframe for those who know they will be taking it to get back with us and we can make one transfer to accommodate those payouts.

You can request your distribution at any point throughout the year. You would just let us know that you don't intend to take it by the March 13 deadline and then complete the form and return it to us when you are ready to receive the distribution.

Keep in mind when reviewing the Remaining Undistributed Return: that portion of the fund is subject to investments and can vary greatly from year to year. When agencies request to dip into the Undistributed Return portion of the fund, it is at the discretion of the Board and not always granted as we cannot allow the balance of any endowed fund to fall below historic (the original donation plus subsequent donations) value."

So, do we want to accept this annual payout and hold it in a line in our gift funds to be used towards the Ossian project or do we designate the payout as Remaining Undistributed Return and request what is allowed once we know how much this project will cost? Depending on the cost of the project, it might be something done with LIRF and or Endowment funds next year.

Updates Closed for the Holidays:

Friday, April 10

Saturday, April 11

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

Education Committee

Rotary Meetings

Leadership Academy-Level 3

BrrrFest

YMCA Board Meeting

Chamber Quarterly Luncheon-State of the City  
Northeast Library Directors Roundtable  
Internship Fair set-up

Meeting Updates inside the library:

Department Head meeting – Facebook Post, Building updates, New Van Information Binder,  
Community Events Procedure, May in-service, Fall in-service, Book Club, WordWise Review: Self  
Help-Sports.

Current Projects/Big Programs/News:

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