

LIBRARIAN REPORT

May 12, 2020

Building

Building Progress

Building inspections for Phase 1 are happening this week and next. MKM will be conducting their punch list on Thursday and once they have completed it, they will walk through their suggestions with me before presenting them to CME. All punch list issues should be resolved by 5/29. It is starting to look really nice, but they have a lot of little things to complete by 5/15. One thing that will be changing, the painter for the sub-contractor was supposed to paint leaves on the cubby wall. She was not very comfortable with this and you can tell from her first outline attempt. We are going to have them just paint it a solid color and Nancy Wagner is willing to paint that wall when she is here to do the storytime wall. This way the paintings on all the walls in the Children's room will coordinate. We should have a refund for the painting on the wall from CME.

Phasing Plan

Attached to the agenda is a suggested Phasing Plan that mirrors Governor Holcomb's slow opening stages for the library. I have used the requirements for retail and museums depending on if it is a service or allowing people to come into our building. Of course, it is all subject to change based on if the state continues on the current Back on Track plan.

Budget

I have attached the State Board of Accounts and Department of Local Government and Finance calendar to the agenda. The dates that mostly pertain to us are:

June 30-Assessed Value Growth Quotient (AVGQ) is provided
July 14-Beginning of Department Budget Workshops
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 3-Receive Net Assessed values
August 11-Board meeting:
 -Approve Salary Resolution and Proposed 2021 Budget
September 8-Board meeting:
 Public Hearing on Proposed Budget
September 30-Deadline for actual LIT estimates
October 13-Adopt 2021 budget

Policy and By-laws

The policies for review this month are Services and Small Purchase Policies

PCO review and approval

Attached to the agenda you will find a list of all approved PCOs or changes of work for the library project. As well as, my budget tracker for PCOs. I have also included PCO 37, which requires board approval. PCO #37 is asking for the approval to replace all lights in the large and small meeting room with LED light fixtures. It also includes replacing the diffusers in the Large, Small and Parlor meeting rooms. The lighting in the Parlor was already included as new in the original bid. After seeing the quality of the new lighting in the Phase 1 areas, I think doing this for our meeting spaces is worth the cost. Also, since they are LED lights, they will help reduce our utility use in the future. We also have a potential PCO to present to replace all lights in the Children's Room, Teen, Non-fiction and Large Print areas. Currently this PCO is \$79,317.42 and a potential PCO to add power at all seating and study table areas in the floor. This PCO for power added is \$51,058.96. Both of these PCOs are expensive but within our budget to complete. MKM will review the PCOs and will let me know if the prices are good for us to proceed before the board meeting for your approval.

Resignation

Diane Kipfer has submitted her resignation for her Material Services Clerk 1 position. Her last day will be May 15th. We will not be rehiring for this position until we are fully open. We are ordering less material at the time being and Dawn and Danielle have spilt the receiving duties. Judy will be taking over Homebound and Robin will be taking back the ILL processing she was going to train Diane to do.

New Hires

I am asking for approval to hire 2 summer interns. Megan Dettmer was an intern with us last year and did an excellent job. Adelynn Schwartz has been a volunteer at the library for a couple of years and has always excelled with anything we have given her. Both interns will be utilized mostly with curbside service, Summer Reading project prep, circulation and building transitions. Adelynn also has a passion for genealogy and Jason will be assigning her genealogy projects. They will also help fill holes with our new divided services and with Diane's position unfilled. Since, Megan is returning, her hiring wage will be \$10.76/hour for 30-35 hours per week. Adelynn's hiring wage will be \$10.44/hour for 30-35 hours per week.

Declaration of Fiscal Body

As a new requirement to SEA 410, which passed in the most recent legislative session, libraries are required to declare their fiscal body that we would go before for binding review. The fiscal body for the Wells County Public Library is the Wells County Council.

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting-cancelled

United Way Board Meeting-met through Zoom

Early Learning Committee-cancelled

Bluffton NOW! Board Meeting-met through Zoom

Economic Development Council-met in person

Chamber Board meeting-meeting through Zoom

Chamber Executive Meeting-meeting through Zoom

Education Committee-cancelled

Rotary Meetings-cancelled

Leadership Academy-Level 3-cancelled

YMCA Board Meeting-met over zoom

ILF Library Director Meetings-through zoom

Meeting Updates inside the library:

Department Head meeting – met through Microsoft Teams, discussed the Phasing plans for slow opening to the public

Current Projects/Big Programs/News:

The building project

Plans for Children's Book Festival are underway-we are hoping this can still happen.

Grants: