

LIBRARIAN REPORT

June 9, 2020

Building

Building Progress

By the board meeting, we should be open and have everything except Fiction and Adult Media on the West end of the building. We tried to fit as much of the material as possible into public access areas. We have also spaced what furniture we have at least 6 feet apart in our public areas. Currently, we are waiting to hear how CME plans to move our now empty shelves by fiction so they can carpet the area, put the shelves back, move fiction and then carpet the rest. They asked us to move movies so they could get to the lower ceiling and I told them to figure out the fiction shelves area first because we will not move movies twice. Hopefully, this will make it more of a priority. Nancy Wagner is doing amazing work with the new mural. It has been a joy to watch her work. MKM is supposed to be finding us a company to install the starlights in the children's room, but they are slow in responding. I also asked MKM to let me know where in the building we still have old lights and then price what it would be to change them to LED. Rosma, the ceiling contractor has the scaffolding started for the new wood ceiling and the circulation desk is completely gone. Hopefully, in 4-5 months, we will be moving into our new spaces.

Phasing Plan

Attached to the agenda is an updated 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. The main change is opening on June 9th instead of June 1st. This is mostly because of the construction transition and having safe organized places to offer all services.

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 policy for review this month in Internet Use Policy.

Furniture Bid

The low bidder for the furniture package was 111 Design with a bid of \$531,507.71. This bid was written so we can choose the items to remain or go in our plan before purchase. 111 Design has already offered us preliminary alternates for some items, which lowers the bid to \$507,007.13. I have attached information to the agenda on what this bid includes. The bid came in higher than what we originally expected; since we opted to include the end panels in the furniture package instead of having Habegger's create them. Demco has slat wall end panels made specifically for our shelving system that can be laminate instead of stained or painted like Habegger's has made for us in the past. The stained/painted end panels chip and scratch easily, so we would prefer the laminate on the slat wall. We have \$400,000 of our construction budget set aside for furniture and an additional \$220,000 in Rainy Day so this bid in its total is within our budget. Even with \$400,000 of the construction fund budgeted for furniture, we still have \$221,956 left in our construction fund that isn't budgeted for something particular.

Street Fair Request

The Street Fair Committee would again like to rent the Annex lot for the period from Saturday, September 19 through Sunday, September 27, 2020. The Street Fair Committee will pay the library \$150.00 for this rental period.

Firing

I am sad to report that we had to let Hannah Coblentz, circulation clerk, go this month. Hannah had received multiple verbal warnings about tardiness without calling in. She was then given a written warning for tardiness without calling in. With this written warning, she was informed that if she was tardy without calling in again she would be let go. On the first Friday of curbside, Hannah was 45 minutes late to her 10:30 am shift. Jackie and Teresa had to call her to see what was going on instead of Hannah calling us. Since, this was in violation of her written

warning and a consistent pattern of behavior, Hannah will no longer be working at the library. For now, Megan our intern is covering Hannah's hours. We hope to hire once we are settled after we open to the public.

Board Appointments

The board terms set to expire this August are Kim and Ted. I need to know if you plan to renew your board term. If you do not plan to renew your board term, we need to think of people to suggest to your appointing boards.

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting-met through Zoom

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

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 – will meet in person on June 12th

Current Projects/Big Programs/News:

The building project

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

Grants:

We received approval for our eRate funding for internet and Wifi for 2020-2021. This funding will save the library \$35,760 on public access internet services.