

## **LIBRARIAN REPORT**

### **August 11, 2020**

#### **Building**

##### **Building Progress**

The Large and Small meeting rooms are now available to us. The Parlor is scheduled to be turned over to us possibly in a week. We did notice that there is supposed to be casework on the east kitchen wall of the parlor and it was not included in the shop drawings so it has not been ordered. I contacted Andrew and Sue to see what options we have to order and install casework in between the stove and refrigerator in the Parlor. The wood flooring is being laid on the staircase. The wood ceiling is nearly completed and it looks amazing. Paint is going up all throughout Phase 2 areas. About 60% of the new lights for Phase 1 areas have been installed. So far we are on schedule to have substantial completion by September 1 with the exception of the lighting and stair railing. The railing will be completed by September 15 and the Lights by October 1<sup>st</sup>. With a punch list and cleaning after the lights, I expect the project to be completed and CME out of the building by October 15<sup>th</sup>. By this time, the furniture will be delivered and everything will be complete and MKM will have a professional company come in and take photos. The staff get to be patron stand-in models with our families. Any of you and your families are welcome to be photo models as well. When I know what the date and time is for this event, I will let you know. We will also have a ribbon cutting celebration with the Chamber and an open house when we have a better idea of complete finish dates.

I am waiting on final quotes from Stylus for sound systems in the storytime room and parlor. I have attached the quote for the star ceiling in the storytime room. MKM attempted to get 3 companies to provide quotes on the work in these spaces and Stylus is the only company to submit quotes.

Star Ceiling: The quote provided is for the entire storytime room ceiling. The driver for the lights will give us the option of solid, twinkle, 1 shouting star and constellations. The light engines will be warranted for 5 years. The life span of the ceiling is rated at 80,000 hours. Cindy seemed to think this is a similar lifespan of our last ceiling and we never had an issue over the last 13 years. The total cost of the ceiling will be \$30,127.00 we had expected the ceiling to come in around \$30,000 and that amount is included in our construction budget.

Once I receive the other quotes, I will update this report. **UPDATE 8/10/2020**

Storytime Sound System: The Storytime room AV system estimate includes speakers throughout the room with a new projector. This system will be controlled by a panel on the wall, which devices my plug-in to for presentations/music. The total for this quote is \$8,104.97 we had budgeted this project to fall between \$5,000 and \$15,000, so it is within budget.

Parlor Sound System: The Parlor room AV system estimate includes speakers throughout the room with the ability to use a hand held and/or wireless microphone. The sound and display will be wired to a panel that will control the sound, inputs, microphones and the wall tv in one place. The total for this quote is \$8,055.60 we had budgeted this project to fall between \$5,000 and \$15,000, so it is within budget.

I have included all of the current PCOs and future expectations in the Construction Budget attached to the agenda. Future expectations still include: \$400,000 for furniture, the donor wall, star ceiling in the storyhour room and a sound system for the storyhour room and parlor. I believe we have received all PCO credits for work excluded at this time.

### **Phasing Plan**

While being in Stage 4.5, we are still doing take-and-go or virtual programs. Masks are required for staff in public areas not behind Plexiglas and communal staff areas or when within 6 feet of each other. Masks are required of patrons due to the Governor's Executive Order. If a patron claims they have a medical condition and cannot wear a mask, we are not allowed to question them further and must allow them to not wear a mask according to HIPPA guidelines. We are also not allowed to question the age of a child. We have had some in-person programs and our requirements are that if you are seated and 6 feet away, you may remove your mask. If you are moving around the room, your mask must be on. If you have medical conditions, while moving around the room, you must maintain a 6-foot distance. We are also having patrons sign a waiver for programming. We are still serving around 50 people a month with curbside services.

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

The policy for review this month is the Board Meeting Public Participation Policy.

### **Library Construction Closure**

With Street Fair closing, we need to decide if the library still closes or remains open during that week. It would be nice to have that week to do what we usually do and get things moved at the end of construction. We discussed this at last month's meeting and I discussed it with my department heads by thinking through everything that will need to be done. With final cleaning taking place on 9/15, we are proposing closing Wednesday 9/23 at noon. We can then have a half-day in-service on Wednesday with a Stress in the Workplace seminar through Crosswinds, a where is everything now tour, department meetings and discussion on our plans for moving back into our spaces. On Thursday, Friday and Saturday, we will move offices, switch out shelving in non-fiction, move movies and audio books, teen and large print, move files from the garage to the record room and move the circulation desk. The more we thought about all of

the things that need to move, they more we realized that we will need a solid 3 days and maybe Sunday for those of us that are salaried. So, we are already advertised on the calendar as being closed but would like your approval to close both locations on Wednesday (9/23) afternoon and all-day Thursday for in-service and moving (shelf-reading/inventory in Ossian) and for Bluffton Friday and Saturday as well for the continuing of construction finalization.

### **New Hires**

We are asking for approval to fill the vacant Circulation Clerk position with Grace Zoll. Grace has been a shelver with the library since 2017. She has grown in confidence as a library staff member and has a strong work ethic, which we have greatly appreciated the few years she has been with us. Grace started her position as a Clerk 1 on 7/28/2020 at 20 hours per week with a starting rate of \$10.44/hour.

We are also asking for approval to fill the now vacant shelver position with Diane Kipfer. Diane started at the library as a shelver in 2018, she moved into a position in Material Services at the beginning of this year, but eventually felt that she was not the right fit for the technology involved. When she resigned from her Material Services Clerk position, she told us she would love to come back as a shelver, if the opportunity was available. Diane was an amazing shelver and we are excited to have her back. Her start date is 8/11/2020 with 8 hours per week at a rate of \$7.45/hour.

### **Budget**

Our MLGQ (Maximum Levy Growth Quotient), formerly known as the AVGQ, for the State is 4.2%. This is a .7% increase from last year. The MLGQ is the percentage we are allowed to increase our budget total and Maximum Levy. Your budget still must be fully funded no matter what the MLGQ is. The Budget Committee is Robin (Chair), Steve and Deb. 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-MLGQ/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

Unfortunately, the DLGF decided to update the online budget forms this year. Currently, the Form 4b is not saving changes, which makes it impossible for me to provide you with Form 3 to approve for advertisement. Our DLGF rep is aware of this issue and I emailed their tech support. However, everyone is having problems with their forms, so I have not heard back about a solution. I am hoping to have a completed Form 4b and Form 3 for you to approve on Tuesday.

In the meantime, you will find all the 2021 budget forms that I do have, in the budget menu. The files you need to approve will eventually be linked to the agenda for your convenience. At this point, we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials menu you will also find:

**2021 Detailed Operating Budget** – This is the detailed spreadsheet of proposed expenses for next year’s operating fund. Also, there is the total expenditures from the 2019 budget and where we stand at mid-year in this 2020 budget.

**2021 Equipment-Software-Database Budget List** -- This itemizes some of the expenses we plan to take out of some of the categories. These tend to be the higher dollar areas of our budget and the ones we actually have some control over.

**2021 Salary Resolution** --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 0% cost of living and no step increases for staff as specified in the salary schedules. This was decided because of the unknown volatility of the local income tax draw with our current unemployment rates. The salary schedules will indicate to you how each person’s wage is determined. I multiply the entry-level wage by the cost of living raise, which is 0% this year. If you see a person’s name in parenthesis, that is an assumed rate of pay dependent on finishing schooling, increasing certification levels or a possible title advancement that should happen sometime in 2021. Their name should be on the schedule without parenthesis and this is their actual rate of pay until they obtain their increase. We always budget for the rate in parenthesis.

**2021 Form 1 Budgets for all Funds** --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are “just in case” budgets of money in areas where we are most likely to need it. The amount budgeted is based on the money we have in that fund and how much we have left or are able to budget in order to keep the total of all budgets under the 4.2% increase over last year. Last year our certified budget was \$3,268,009. We can budget up to \$3,405,265.38 this year without Binding Review. The budget total I am presenting you is \$3,400,000. We are still asking for our Max Levy but are in a non-binding review and will not need to go before County Council Review

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, Library Improvement Reserve Fund.

Note: Gateway refers to our Operating Fund as General Fund; Gateway's Debt Service Fund is our Bond & Interest Fund. Nothing done to date is final and may be changed by the board. In fact, even the published figures are not final. You can make changes (as long as the advertised levies are not increased) up until you actually adopt the budget on October 13th. Once you have approved the notice to the taxpayers (Form 3), I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption, everything will be submitted to Gateway for public review.

### **Resolution 20-08 Indiana Internet Consortium**

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2021 – June 2022 funding year. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service. Being a part of this consortium gives us an 80% savings in internet/wireless costs.

#### **Director Updates**

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

Bluffton NOW! Board Meeting

Economic Development Council

Chamber Board meeting

Chamber Executive Meeting

Education Committee-no meeting

Rotary Meetings

Leadership Academy-Level 3

YMCA Board Meeting

ILF Library Director Meetings-through zoom every Monday

Volunteered at the Chamber Golf Outing

Meeting Updates inside the library:

Department Head meeting – we do not meet in August but we did discuss department by department about closing and the moving process.

Current Projects/Big Programs/News:

The building project

Plans for Children's Book Festival are postponed until 2021. This was done be the request of our Author and entertainment. Based on the stipulation of the grant that makes the festival possible, we will have 2 festivals back-to-back in 2021 and 2022.

#### Grants:

We received a humanities grant for our One Book One County author. We should still be able to have the author come and present but it might be through Zoom depending on the guidelines at the time. Before COVID we were planning to collaborate with the Chamber to do a Lunch and Learn with our Author. I hope that will still happen as well.