

LIBRARIAN REPORT

September 8, 2020

Building

Building Progress

CME did not meet substantial completion on 9/1. There were still lighting and flooring work going on. MKM did perform a punch list and they are currently working through the different items. The punch list is too large of a file to include on the website, so I will attach it to the board meeting email. INM is installing the new LED lights throughout the building. There are still issues with some of the lights already installed that they are also working to correct. The casework in the Parlor has already been installed and the glass railing above the stairs as well. The counter for the front desk should be installed on 9/9. The counter was on site for at least 2 months and they just opened the package a couple weeks ago to learn that the quartz was two different colored pieces, so the correct counter top is being rushed and should arrive on 9/9 this is another reason they are not substantially completed. The mural will arrive on 9/14. Furniture will begin to arrive on 9/16 and 9/18 and mostly completed by the end of the day on 9/23. A few pieces will come on 10/5 because of backorders. This is mostly Children's room furniture, the upstairs end panels and the countertops for the large print shelves. We had the Colfax library come and take our left over media shelves. They were very grateful and we were grateful to have someone remove them from our space for free.

Our front entrance is scheduled to be turned over by 9/15-9/16. INM has been informed that they must vacate the Parlor by this time. We also reported CME staff using our furniture. We discovered that the site Supervisor was using the furniture in Judy's office as an office and they were putting their lunches in our refrigerator as well as using our meeting room tables to put supplies on. Everything has been photo documented in case of damage and MKM insured that the use was stopped.

Now that the lights have been changed out for new, we have 3 areas we will be issuing a change order to add lights and replace lights with something brighter. The first area is above the Teen computers and the Tree mural under the balcony. This corner has always been dark and it is better, but we are going to add additional lights to ensure patrons can properly see. The second room is the storytime room. They used can lights so we could have the greatest potential for stars. However, the cans used shine their light directly down and since the ceiling is black, there is no reflection to spread the light. We did a storytime trial run and it is very difficult to see the book. The third space is the Circ desk and office. They missed installing a can light which will be added and then we would like to add some other form of light that provides better lighting in workplaces. Andrew (MKM) is working with the engineers to find a different option and we should have an SI to look at by Tuesday.

The star ceiling is supposed to start on 9/11 and be finished before storytimes start on 9/22. We should also have plans for a donor wall sometime next week.

Phasing Plan

While being in Stage 4.5, we are still doing take-and-go or virtual programs. We have started some in person 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 for further information 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. Our requirements for in person programs 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. Currently, all of our Toddler time storytimes are full and we still have a few spots open in our virtual storytimes.

Policy and By-laws

The policy for review this month is the Internal Control Policy. The staff policy committee has recently presented their suggested changes. I will work on getting those to the new Board Policy committee for approval at the November meeting.

Board Committees and Board Calendar

Attached to the agenda you will find the new board calendar for 2020-2021. The nominating committee will be discussing the board committee assignments at the meeting.

New Hires-voting item

Terry Burns has decided to retire from the library due to severe health concerns not related to COVID-19. Terry has served the library in multiple capacities for 33 years and will be greatly missed. With Terry's retirement, we are asking approval for the hire of Lisa Powell-Sabinske. Lisa and her children are regular library users. She holds a Master's Degree in Nutrition from Ball State. We believe her education and experiences will be very useful for programming and helping our patrons with their information needs. Her first day will be September 15th. She will be scheduled for 17 hours/week at a rate of \$11.41/hour as a Clerk I.

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

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 have submitted the form 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.

C&I Roofing Change Order-voting item

Attached to the agenda is a Change order with C&I our roofing contractor. At the time of the original bid, it was assumed that they could match the sealant color of the roof to the existing, so the gutters and mansard were not included. This is not the case and you can see the white primer in places on the side and the color does not match, so Nate and I asked if we could have a proposed change order for restoring/painting the mansard to match the roof and restoring and painting our gutters to also match the roof. Our gutters do leak at the seams which is leaving rust marks down the sides of the building. All of these items individually would equal \$14,520, but if we choose all three, the total would be \$12,440. If you choose only 2 items, there is a \$1,120 discount. The current work performed totals at \$131,230 plus this additional we would have a total of \$143,670. We have \$135,000 budgeted in LIRF Building Maintenance and \$25,000 budgeted in LIRF Professional Services. Both of these are within Line 3 giving us \$160,000 that can be spent on Roofing repairs. In order to keep the maintenance age and look of the entire roof system the same, I propose approval of all three options offered which includes: Painting the Mansard, Sealing all seams and corner on all exterior gutters, Painting all gutter, fascia and downspouts connected to roofs coated for a total of \$12,440.

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

Bluffton NOW! Board Meeting-missed due to Building

Economic Development Council

Chamber Board meeting

Chamber Executive Meeting

United Way Board Meeting

Education Committee-no meeting

Rotary Meetings

Leadership Academy-Level 3
YMCA Board Meeting
ILF Library Director Meetings-through zoom every Monday

Meeting Updates inside the library:

Department Head meeting – We discussed In-service, moving plans, Stats in the time of COVID, What to do if someone in a program has COVID and assigning a Person in Charge.

Current Projects/Big Programs/News:

The building project

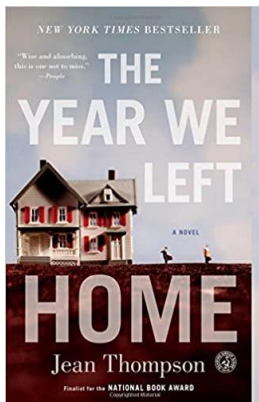
Plans for Children’s Book Festival are postponed until 2021. This was done be the request of our Author and entertainment. Based on the stipulation of the grant that makes the festival possible, we will have 2 festivals back-to-back in 2021 and 2022.

Grants:

We received grant money through the Indiana Humanities for our One Book One County author and title. Below is listed programming we have planned for OBOC. We have a joint program with the Chamber of Commerce for a Lunch and Learn. I have included the link on the agenda. Due to COVID, this program will need to be virtual.

One Book One County

Teens and Adults. One Book One County is a community read program for Wells County held in September and October every year. The program is designed to create a countywide discussion by encouraging all residents to read the same book. This year’s title is *The Year We Left Home* by Jean Thompson, which happens to also be the One State/ One Story title for Indiana this year.



About the Book: “The Year We Left Home follows the Erickson family through the many changes affecting American life at the end of the twentieth century. From city rooftops to country farms, college campuses to small-town main streets, the characters in Thompson’s novel search for fulfillment and happiness in an ever-changing, often alienating country. The story asks us to consider the enduring, uniting power of place—why we choose to leave and when we decide to come home.”

One Book One County Book Discussions:

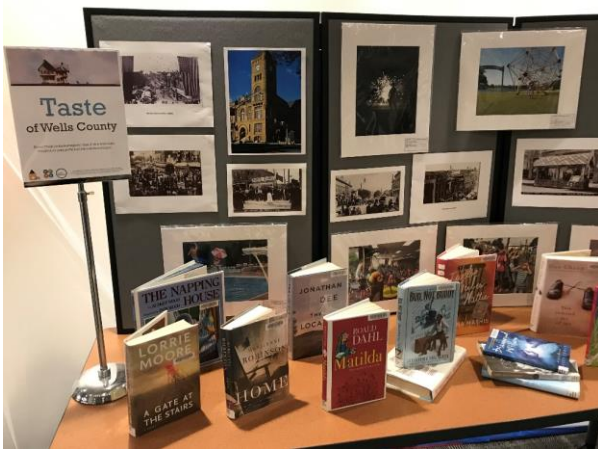
Join us for a book chat about this year's title "The Year We Left Home" by Jean Thompson.

- Thursday, October 8: 6:30-7:30 pm
- Monday, October 12: 1:30-2:30 pm



This program has been made possible through Indiana Humanities as part of One State/One Story. One State/One Story: The Year We Left Home is presented by Indiana Humanities in partnership with the Indiana Center for the Book and the Indiana State Library.

Taste of Wells County



Bluffton and Ossian (Display and To-Go Kit)

During the months of September and October, make sure to visit our display at both the Main Library and Ossian Branch featuring a Taste of Wells County. On display will be photos that "give a taste of life" in Wells County, including popular events such as Street Fair and nostalgic photos throughout the years, as well as, images of foods that remind us of Wells County and Indiana as a whole.

Submit a Recipe and To-Go Kit:

In addition, we will be collecting recipes that embody the foods of Wells County and the state of Indiana during September. These recipes will then be made available to everyone in

October in our Taste of Wells County To-Go Kit that will also feature ingredients and supplies to create your own Mulled Cider in a Jar. The To-Go Kit can be picked up starting October 1st (available while supplies last).

You can also submit a recipe with our online form.

Transcending Divides:

Lunch and Learn with Sara Drury



Wednesday, September 30 from noon to 1 pm

(Free virtual presentation via Zoom, in collaboration with the Wells County Chamber of Commerce)

How can communities use communication to encourage collaborative problem solving across diverse interests and concerns?

[Dr. Sara Drury](#) of Wabash College will directly engage the history of Indiana as a crossroads of America, a place where there have always been boundaries – geographic, demographic, socioeconomic – that seem to separate our communities. The question at the heart of the workshop is whether these histories and communities are as divided as they may seem.

Participants will learn some of this history, examine divides in their everyday lives, weigh what values they hold in common or in tension with other Hoosiers, and deliberate different ideas and pathways forward. This type of conversation will leave participants with new skills for

understanding and working together to address public problems.

Register with your email address to get log-in codes to join the Zoom presentation. [More info.](#)