

## **LIBRARIAN REPORT**

### **February 9, 2021**

#### **Building**

We have a small leak along the roofline from the original building to the 2007 addition. Tremco has been notified and Brady from C&I came out last week and worked on it and is scheduled to come out some time this week. He sealed it with expanding sealant for now. They think there was either something wrong with the initial install of the roof when it was first built or the leak is condensation that is gathering in a gap along the joint from insulation pulling away inside and they are trying to figure out which issue it is and how to fix it. He looked at the metal roof and found no glaring obvious problems at the time. Therefore, we are just doing a trial and error procedure to find the root cause.

The new HVAC unit had not been communicating with the thermostats on the Southwest side of the building. Havel were at the library off and on over the last week trying to figure out the issue. For some reason, some units did not have controllable thermostats and did not have controls in the software. Havel added controls for the units on the software side and everything seems to be functioning properly. We still have cold issues in spaces along the perimeter of the building, which the root cause of those issues will be addressed in the Cannem Building Envelope report.

#### **Policy and By-laws-review only**

Our policies for review this month are Hours and Access to Information.

#### **Personnel Updates-Voting Item**

Regrettably, I must share with you that Leah Baumgartner has taken another position outside of the library world and has resigned from the library. While Leah is a large loss to the library, we are excited to rehire Janelle Smith at WCPL for the Teen Services Manager position. Janelle started her library career with us a clerk in 2014 and received her MLS while working at our Library. She has been working as a reference librarian in Elkhart for the past 3 years and has a passion for building school/library relationships and Teen programming. She starts on February 8. This is a Full-time, exempt, salaried position with benefits and a pay rate of \$21.57/hour or \$44,865.60 annually.

#### **2020 Review**

Attached to the agenda is a summary review of the Library's accomplishments for 2020.

## **Long Range Plan Review**

Attached to the agenda is the goals chart from the Long Range Plan.

## **Annual Report-voting item**

I have completed the Library's annual report online and linked a copy to the agenda. The report shows this year's information as well as last year's information. The year-end financial reports and circulation statistics contains the information used to generate the annual report. These reports are in the Appropriation Reports and Monthly statistics folder.

## **2021 Non-Resident Card Fee-voting item**

Our 2020 total operating expenditures (\$1,864,438) per capita (27,188) is \$72.92 By law, we need to set our non-resident fee to be at least \$68.58. Currently our non-resident fee is \$75.

## **Landscaping Renewal Contract**

Outdoor concepts presented their 2021 contracts for lawn care and snow removal. We have used Outdoor Concepts for several years for landscape maintenance with no complaint. The contract runs from March 1, 2021-March 1, 2022. For Ossian the contract includes lawn and landscape maintenance, snow removal and sidewalk shoveling and salt application at the time of snow removal. For the Main building, the contract includes landscape maintenance and snow removal. I have included a scan of the contract in the agenda. The amount for the contract is: \$3,477 for Ossian and \$3,250 for the Main Branch, which is a total of \$6,727. This is the same cost as last year.

## **Spring In-Service Date**

The spring in-service date for this year is May 21<sup>st</sup> at Bluffton. The Library will be closed at both locations from 8-1. In-service will run from 8-12 and then staff will have an hour for lunch.

## **Cannem Building Envelop Results-voting item**

Attached to the agenda is the report listing our results from the Building Envelop study. The inspection of our building revealed gaps, cracks and holes in the building envelope. When converted to their square feet equivalency, these holes total over 10.00 sf. Most of the issues were found at roof/wall intersections, windows, and entrances for HVAC equipment, doors and the book drop. The report can be approved all at once or they have broken the work into 2 phases to address the least efficient areas first and the rest of the areas 2<sup>nd</sup>. There is a

difference in price of \$500 for doing 2 phases. The total amount of all work equals \$51,750. We have \$100,000 appropriated in LIRF for Building Repair/Maintenance with this work and the HVAC work in mind. Our total fund amount for LIRF is \$478,483. Please read through the report for more detail.

Updates Closed for the Holidays:  
February 15<sup>th</sup> for President's Day

#### Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

United Way Board Meeting

Bluffton NOW! Board Meeting

Chamber Board meeting

Chamber Executive Meeting

Rotary Meetings

Leadership Academy-Level 3

Wells County Foundation Board Meeting

Public Art and Youth Discussion with Bluffton NOW and Bluffton HS

Continuous Improvement Library Meeting

Meeting Updates inside the library:

Department Head meeting – Reviewed stats, The Annual Report, Long Range Plan Goals Chart, Spring In-Service, Donor Wall changes, 1<sup>st</sup> Amendment Audits/Jackson County Lawsuit, Staff Meetings.

Current Projects/Big Programs/News:

AARP Tax Help – we were afraid that we would not be able to offer free tax assistance this year because of COVID. After a lot of trial and error on process and scheduling with AARP, we are excited to finally offer tax assistance this year. We are the only location in Wells County that is doing so, since Council on Aging chose not to offer their space to AARP. So far, we have 269 people signed up. Also, the State has decided to not print and send tax forms to libraries this year, so all tax forms must be printed off by the user or done online. To help our population that cannot file their taxes online due to a lack of knowledge of computers, we have printed and cataloged the instructional booklets for patrons to check-out for 7 days while filling out their tax forms.

We hosted the County Commissioners and Sewer District meetings this last month, so vaccines could be administered in the Annex building. They were very grateful for the use of our space.