

LIBRARIAN REPORT

March 9, 2021

Building

The Cannem work should tentatively begin on March 16th. The work is expected to take 1 week to complete.

Policy and By-laws

The policies for review this month are circulation and collection development.

Personnel Updates-voting item

KaylaAnn has decided to resign from her position of Adult Services Assistant, effective 2/26/21. This resignation has given us an opportunity to restructure hours and KaylaAnn's Assistant title is being replaced in-house, which also does a ripple effect of other restructuring. First, Catherine Campbell is Jason and my choice to replace KaylaAnn's title as assistant for Adult Services. Catherine has worked at the library for nearly 20 years. In the past, there was a belief that an assistant should share the same education level as their department head. This is not feasible to expect someone to have a Master's degree when the assistant position is only part-time and the State does not require even our Department Heads let alone our assistants to have a Master's degree. The library does believe that the Adult Services Librarian and our Branch manager should have their Master's degree and we prefer other Department Heads to have a Master's if possible. I have talked to all Department Heads and we agree. As long as the assistant is aware that they would not be able to step into the Department Head role without further education, we will promote for assistant positions not strictly based on their degree, as long as they meet the State's requirements for certification and they have the experience, work ethic and knowledge necessary.

This allows Catherine to be promoted to assistant. Catherine has an amazing work ethic and understanding of the Adult Services department and circulation, since she worked a shift at Ossian for many years. She has a passion for Adult programming and Genealogy, which is why she was moved from Teen Services to Adult Services 3 years ago, with the knowledge that those 2 departments would break apart after construction. She was as reliable as an assistant to Jason during to restructuring/rethinking of services during COVID and the transitions we have faced in the past year. I know she will do well with this position. Promoting Catherine to assistant left a hole in her position within Adult Services as well as the hours she worked at Ossian. Both Catherine and KaylaAnn worked a total of 12 hours at Ossian. With our restructuring of service desks and the desire to increase Adult Programming, we knew we

wanted to eventually remove Adult Services staff from Ossian's schedule and this has presented us with that opportunity.

We are asking for approval to hire Betty Maloney as a Clerk 1 at the Ossian branch for 12 hours a week, no benefits, at a rate of \$10.44/hour based on education of a HS degree and no library experience. Betty has been a life-long library patron and Susan and I believe she will be a good fit for this Ossian position.

For Catherine's 24 hours as an Adult Services Clerk, Liz Paff, our current Media Services clerk, applied and was selected to move to Adult Services. Liz was an excellent Media Services Clerk but her passion is more with helping patrons on the front lines at service desks and programming. This is a lateral move in hours and pay.

Liz moving to Adult Services left 12 hours in Media Services and 12 hours at the Circulation desk open. With COVID, Jackie is finding that more and more of our movies and music are not being produced as DVDs and CDs. This is something that has been slowly happening over time, but COVID has increased that transition to the point that Jackie no longer needs a Media Services clerk for material processing/cleaning/shelving at 12 hours. Deb, who processes all other library material, will be now be processing media material. Jackie said she could handle the cleaning on her own, as long as, someone in Teen helps when she is on vacation, which the teen department has agreed to do. Our shelveers will now be shelving media material as well, which they saw no issue with this either.

This left just 12 hours to fill at our Circulation desk. So, we are asking for the approval to hire Stephanie Rinkenberger as a Circulation Clerk 1 for 12 hours a week, no benefits at a rate of \$11.41/hour based on education of a Bachelor's degree and no library experience. Stephanie has been an active library patron for years and interested in working at the library for a while. Teresa was very excited to be able to hire her at the circulation desk. Based on her demeanor, passion for libraries and (as a bonus) that she is bilingual, both Teresa and I think she will be a good fit.

Wells County Foundation Distribution-voting item

The Board of Director of the Wells County Foundation, Inc. has approved a 5% payout for distributions made in 2020 on endowed funds. This year we may choose to accept \$20,400 in annual payout or designate the payout as Remaining Undistributed Return and the amount will be reinvested for future years' distributions. We accepted 2019's distribution of \$18,500 to be reserved for Ossian's Restroom project. We have plans drawn up for the project but do not know a cost. MKM told us based on the work being done, it should be less than \$50,000. We wanted to wait and start this project until after the Main Branch was completed. In the past, we would let returns go to remaining undistributed returns, which is fine if we do not have a project in mind for the funds. When I asked Tammy Slater what the process is to request Remaining Undistributed Returns and her answer last year was:

“You don’t need to request your payout by March. Many of our agencies request their allowable payout each year – so setting a deadline, just gives us a workable timeframe for those who know they will be taking it to get back with us and we can make one transfer to accommodate those payouts.

You can request your distribution at any point throughout the year. You would just let us know that you don’t intend to take it by the March deadline and then complete the form and return it to us when you are ready to receive the distribution.

Keep in mind when reviewing the Remaining Undistributed Return: that portion of the fund is subject to investments and can vary greatly from year to year. When agencies request to dip into the Undistributed Return portion of the fund, it is at the discretion of the Board and not always granted as we cannot allow the balance of any endowed fund to fall below historic (the original donation plus subsequent donations) value.”

Therefore, because of this, we decided to accept last year’s distribution and hold the funds for Ossian’s restroom project and then add this year’s distribution in hopes of having enough funds and not use LIRF or Rainy Day. We are in need of replacing our LED signs at both branches as well, which if we had excess funds after the bathroom project; we could apply those funds towards LED signs.

Closed for the Holidays:

Closed all day Friday, April 2 and Saturday, April 3

Closed 8-1, Friday, May 21 (In-service)

Closed all day Saturday May 29th and Monday, May 31st

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

United Way Board Meeting-did not meet

Bluffton NOW! Board Meeting

Chamber Board meeting-cancelled due to snow

Chamber Executive Meeting

Education Committee

Rotary Meetings

Leadership Academy

YMCA Board Meeting

Meeting Updates inside the library:

Department Head meeting – Discussed changing restrictions to teens on our internet user agreement, how to be more consistent with when and where free print jobs are allowed, Quarantining of materials, updated the borrowing materials chart, adding bib records for

newspapers, assessed the staff review structure, spring in-service and updating the WordWise category of Religion.

Current Projects/Big Programs/News:

-Plans for Children's Book Festival are underway.

-In-person storytimes started this week and we have had a lot of positive feedback from parents.

-The Friends of the Library received \$1,208.91 from the last book sale.

-Quarantining books, materials, drinking fountains, and toys.

- The CDC now says that it is very rare to contract COVID from surfaces. Therefore, we will stop quarantining books and materials.
- Drinking fountains will be open. Many patrons and staff have been using the water bottle fillers. It is up to the individual if they feel it is safe to use the drinking fountain.
- Children's Room will continue to switch out toys daily until we are blue for three or more weeks. They will continue to wash toys regularly with Dawn dish soap and water. Some parents were concerned about the residue that Clorox wipes left on the toys, but Cindy checked on this and found that the residue is not harmful. Some toys are also taken home by staff to run through the dishwasher.