

LIBRARIAN REPORT
May 11, 2021

Building

Ossian Restroom Update

We are hoping to start the Ossian Restroom update mid-May and it will be completed by the first maybe second week of June. The only thing that is on backorder is the countertop.

Budget-approval item

I have attached the Department of Local Government and Finance budget calendar to the agenda. The dates that mostly pertain to us are:

June 30-Assessed Value Growth Quotient (AVGQ) is provided

July 19-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 30-Circuit Breaker estimates

August 2-Receive Net Assessed values

August 10-Board meeting:

-Approve Salary Resolution and Proposed 2022 Budget

August 17-Deadline for release of 2022 LIT estimates

September 14-Board meeting:

Public Hearing on Proposed Budget

October 1-Deadline for actual LIT estimates

October 12- Board Meeting:

Adopt 2021 budget

Policy and By-laws-review only

The policies for review this month are Services and Small Purchase Policies

New Hires-approval item

I am asking for approval to hire 2 summer interns. Linden Barcus and Fletcher Sabinske. Both interns will be utilized mostly with Summer Reading project prep, circulation, children's room assistance and Ossian assistance. Both Linden and Fletcher have been involved patrons at

our library since they were young and seem very excited to be a part of our staff this summer. Since they are both new to the library this year, their hiring wage will be \$10.44/hour for 30-35 hours per week.

Resolution 21-04 – Paymet of Claims in Advance of Board Approval-approval item

As discussed at our last meeting, this is the Resolution that will allow Danielle and me to include utility type bills in our payroll payments instead of waiting monthly for our board meetings. The type of bills you agreed to be included in this resolution are:

- Insurance premiums
- Utility payments or connection charges
- Bond or coupon payments
- Payroll costs
- State, federal, or county taxes
- Expenses that must be paid because of emergency circumstances

Library Closed:

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

Bluffton NOW! Board Meeting-unable to attend

Chamber Board meeting

Chamber Executive Meeting

Chamber Quarterly Luncheon-Turn Around Awards

Education Committee

Rotary Meetings

Leadership Academy-Level 3

YMCA Board Meeting

Wells County Foundation Grants Committee

Northeast Indiana Digital Library (NIDL) Overdrive meeting

Continuous Improvement

BCA Northeast Awards Banquet

Meeting Updates inside the library:

Department Head meeting – Discussed new circulating items backyard games and Try-it-Kits, overnight pick-up, Niche Academy, going fine free, summer interns, spring in-service and updating the WordWise category of Science.

Current Projects/Big Programs/News:

-Plans for Children’s Book Festival are underway.

-Watched a webinar on how to provide after-hours pick-up in lockers at a minimum cost. We are hoping to offer this service at Ossian, Bluffton and Southern Wells.

-We will be watching a demo on a product called Niche Academy, which would offer tech education to staff and patrons. A few libraries in our CI group and Allen County use this product to streamline their staff education and orientation. Creating a tech academy from scratch has been too much on Brian and Emily’s plates and so we are hoping to use this a supplement instead.

-We are starting to start doing research into becoming a fine free library. Over 50 libraries in Indiana are fine free and the list keeps growing. We are the last library in our continuous improvement group to consider this. The main set backs are the unknowns for a few of our department heads. I have asked them to compile all their concerns, do some research, and then we will have a panel of fellow librarians, that have gone fine free, come and talk to our department heads.