

**LIBRARIAN REPORT**  
**June 8, 2021**

**Building**

**Ossian Restroom Update**

The Ossian restroom project is wrapping up. The countertops arrived and will be installed next week. The mirrors will be replaced last along with hanging soap dispensers etc. James S. Jackson have been wonderful to work with. The project has moved all smoothly with no issues other than a backordered countertop.

**Budget-reference only**

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 Internet Use Policy.

**Street Fair Request-voting item**

The Street Fair Committee would again like to rent the Annex lot for the period from Saturday, September 21 through Sunday, September 26, 2021. The Street Fair Committee will pay the library \$150.00 for this rental period.

### **Board Appointments**

The board terms set to expire this August are Dustin and Robin. Dustin will be renewing and Robin will not be renewing. Thank you Robin for 12 years of service to the library!! The application for any interested is posted on the County's website:

<https://wellscounty.org/county-commissioners/> I believe David Crell is interested in applying. The commissioners will make their decision at the July 6<sup>th</sup> meeting, so it would probably be good to have all interested in the position apply by June 30<sup>th</sup>. Also, the July 6<sup>th</sup> County Council meeting is when we give our board update to the County Council.

### **West End 2007 HVAC unit-voting item**

We have been having problems off and on with the HVAC unit that controls all systems in the 2007 addition area of the library. This unit is the oldest unit we have and was not replaced/updated during the 2012 HVAC updates. Within this past month, we started having pockets of cold areas that would turn warm in the afternoon and pockets of warm areas that would turn cold in the afternoon. Josh Gerber, from Felger Hart came out and tested our compressors on the unit. His response follows:

"I have attached 2 quotes for the West End unit that we have been having so many issues with. So currently, your system is running about half capacity. There are 4 compressors in the condenser and we tested each compressor with what is called a Megohmmeter and it tests the windings of each compressor. Currently all 4 test bad with the Megohmmeter and 1 of the 4 compressors is actually locked up completely and in-operable. So, we would have to replace all 4 compressors. The compressors would come with a 3-year warranty but that is strictly on just the compressors. I know this unit is your oldest unit in your building and we have started having multiple issues with it the last couple years. To be completely honest I would tend to push more towards the replacement of the system due to the age of all the other components as well. In addition, the existing system uses R-22 refrigerant, which is getting more and more expensive every day. The new system would use the new R-410a refrigerant, which is considerably cheaper and more readily available. Let me know if you have any questions."

The two quotes mentioned have been attached to the agenda. To replace the whole unit, the cost would be \$83,795 and to replace just the compressors, the cost would be \$22,765. I agree with Josh that because of the age of the unit, we should replace the whole unit. My concern would be that we replace the compressors and then a year later, we would need to start replacing other components of the unit and then eventually the whole unit, since 14 years is a long life for an HVAC unit. We do have \$100,000 budgeted in our Library Improvement Reserve Fund (LIRF) for equipment replacements, with a total balance in LIRF at \$426,733.15.

### **Executive Session**

For your information during the executive session, I have attached to the agenda examples of a 2%, 3% and 4% increase. Due to the unknowns of 2020, the DLGF predicted us to receive \$150,000 less than 2020's budget in 2021. With this information, we budgeted for a pay freeze, which included a 0% cost of living and no step increases for all positions. Once final numbers came in, we received all funds and more for 2021 than we did in 2020, which resulted in a healthy Operating cash balance on 60% of our 2021 Operating budget in the bank in January. We also received LIT supplemental distributions in 2020 (75,543) and again in 2021(41,470) with a total of \$192,556 in funds not expected or accounted for in the budget session. LIT supplemental distributions come from Local Income Tax funds that are beyond the DLGF's estimations. Our community was blessed with not being hit hard by COVID compared to other communities, which translated in better than expected tax draws. I have also provided a comparison of the increase for staff salaries at these different percentages and over the years. I provided a 4% increase, which is more than what we usually provide, because we had a 0% increase last year, so this would essentially be a 2% increase over the past 2 years. The current Consumer Price Index increase over the past 12 months is 4.2% nationally and 4.9% in the Midwest.

**Library Closed:**

July 3-5 for Independence Day

**Director Updates**

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting  
Bluffton NOW! Board Meeting  
Chamber Board meeting  
Chamber Executive Meeting  
Rotary Meetings  
Leadership Academy-Level 3  
YMCA Board Meeting  
Wells County Foundation Grants Committee  
Wells County Foundation Board

**Meeting Updates inside the library:**

Department Head meeting – Discussed going fine free, new book boxes, new phone system organization.

**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 as a supplement instead.-Update very impressed with this system and will be purchasing it.

-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.-update heard from Huntington and Garret today. I would say 90% of our Department Heads are very excited about this. I have one that is still on the fence because of unknowns. There is a webinar, which the State Library is providing access to this week, that they are all encouraged to watch and then we will hear from Nappanee in July.

-What a wonderful first week of Summer Reading!! The summer time buzz can be heard again throughout the library as we have been a very busy place in our community. We already have almost 1,000 people signed up for Summer Reading! Job well done to our WCPL staff. It's going to be a GREAT summer!