

LIBRARIAN REPORT

July 13, 2021

Building

Restroom Update

Just a few straggling items for the Restroom Project. One of the mirrors had a scratch when it arrived and the partition for the urinal was the incorrect size. We are now waiting for the new mirror, correct partition and we are replacing the urinal now that we see it with all the new finishes.

HVAC Update

At our June meeting, there was a question about the warranty and lead-time on the new HVAC unit:

Five Year replacement compressor warranty

First Year Labor warranty whole unit

8-10 week lead time due to COVID so most likely the beginning/middle of August.

In the meantime, they will babysit our current unit.

Budget

Our MLGQ (Maximum Levy Growth Quotient), formerly known as the AVGQ, for the State is 4.3%. This is a .1% 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. Once I have the Local Income Tax information, I can have a proposed budget prepared for the Budget committee. The Budget Committee is Steve (Chair), Dustin and Kim. I have attached the Department of Local Government and Finance calendar to the agenda. The dates that mostly pertain to us are:

June 30-Maximum Levy Growth Quotient (MLGQ) is provided

July 14-Receive our estimate of permissible property tax levy

July 14-Receive our estimate of the miscellaneous revenue

July 22@8 am - DLGF Budget Workshop

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 2022 budget

Policy and By-laws-review only

The policies for review this month are Compensation and Workplace Policies.

New Hires-voting item

Due to a family move, Rachel Rusticus will no longer be working at the library as a shelve we are requesting the approval of Amy Meyer for the position of Library Shelve, with a start date of 6/14/2021 and a rate of \$7.25/hour for 8 hours.

Deb Schantz has decided to retire from her position as Material Services processing clerk, Grace Zoll was hired in house to replace Deb and is doing a fabulous job so far with training. This was a lateral move for Grace with pay but an increase from 20 hours to 24 hours per week. With hiring Grace to replace Deb, that left a Circulation Clerk I position open and we are asking for the approval to hire Nicole Zurcher for the position of Circulation Clerk I, with a start date of 6/14/2021 and a rate \$11.41/hour for 21 hours.

Due to another family move, Diane Kipfer will no longer be working at the library as a shelve and we are requesting the approval of Kate Tudor for the position of Library Shelve, with a start date of 7/19/21 and a rate of \$7.25/hour for 12 hours.

Parking Lots-voting item

Every 3 years, we resurface our parking lots. The Bluffton branch missed the last 3-year cycle because the company ran out of time to complete the project and did not come back the next year to complete it either. Then we knew we were going to have construction, so we decided to hold off and keep both location's parking lots on the same schedule. I reached out to 3 companies for quotes and the only company to return a quote was Liby's Stripe Right. That quote is attached to the agenda. Due to the back-log of this type of project, the work might happen in 2022, but we would be able to accept the quote, be added to their project list and then encumber the funds over from 2021 if the work does not happen in 2021.

Ossian Outdoor Stairs-voting item

Susan noticed that the cement stairs leading from Ossian's parking lot to the main entrance are crumbling enough that the railing is starting to pull out of the stairs. Due to the immediate liability of this issue, we asked Jackson Construction to give us a quote to add the stairs to our current project with them. Attached to the agenda is that quote to add this project on to the current work being done by Jackson Construction as a change order. We could attempt to solicit 2 more bids, but I doubt we would get much interest based on the size of the request. This change order would put us over the amount we have from the foundation by \$1,976.66 we can cover this difference with grant money we received for outside projects. This money was received in a different fiscal year than when we paid for the project, so the funds were not allowed to be reimbursed in our Operating fund, because of this we had the funds put into our gift fund as a line item to be used for outside improvements, which the stairs are an outside improvement. The Outside projects line totals \$8,211.73 which is plenty to cover the extra cost of the stairs.

Resolution 21-05

Attached to the agenda is resolution 21-05 to close the Construction fund. The fund has a remaining \$111.32 and has no outstanding invoices.

Library Closed:

September 4th-6th – Labor Day

5 pm September 20th-25th@Bluffton for Street Fair

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting-does not meet in July

Bluffton NOW! Board Meeting

Chamber Board meeting-does not meet in July

Chamber Executive Meeting-does not meet in July

Rotary Meetings

Wells County Foundation Grants Committee

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting – Discussed going fine free with Nappanee, Discussed what going Fine-Free looks like for us, Fall In-service, Jeans days to raise money for FCS

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. Update, I have been in touch with a company that sells outdoor lockers and will be including that quote in next year's budget.

-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 Nappanee today. I would say 95% of our Department Heads are very excited about this. I have one that is still on the fence because of unknowns...but she is warming to the idea. I have told them that this will happen at the end of this year/beginning of next year, so we now have the next month to plan what going fine free looks like for their department, since we do not meet as department heads in August.

-Summer Reading- Here is the breakdown for our reading so far for Summer Reading. There's still plenty of time to sign up more people since registration will continue into July as well.

- 81 of our youngest patrons (ages birth to 24 months) have completed 529 activities
- 1,204 kids from age 2-grade 6 are signed up and have read more than 177,254 minutes
- 233 teens have read 188,252 pages
- 351 adults have read 359,043 pages