

## **LIBRARIAN REPORT**

### **August 10, 2021**

#### **Building**

##### **Restroom Update**

The urinal was installed on Wednesday and other than some paint touch-up, the bathroom is completed. I have yet to hear back from Caleb on the different comparisons, but he seems to think he can get them to me by Monday. I will include them on the agenda once I receive them. I asked for more specifics on what would be replaced on the cheek walls, and this was his response:

“We would be removing the damaged sections along the top to blend it uniformly. If there were areas that were damaged further down, we would fix the area to the extent of the cracking. Hope this is helpful.”

##### **HVAC Update**

We talked over the process of the HVAC replacement with Josh Gerber and Street Fair will not be an option. They will need to close a section of Washington Street for a crane, which would require no one setting up/using Washington Street for Street Fair. Therefore, as of now, the plan is once the equipment comes in, they will start the install. At this time, that looks like possibly mid-August. If August’s weather stays as it has been for the past week, we should be okay.

#### **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:

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 Board Meeting Public Participation and Meeting Room Policies

### **2022 Budget Approval**

You will find all the 2022 budget forms that I do have, in the budget menu on the board drive. The files you need to approve are linked to the agenda for your convenience. At this point, we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials menu you will also find:

2022 Detailed Operating Budget – This is the detailed spreadsheet of proposed expenses for next year’s operating fund. Also, there is the total expenditures from the 2020 budget and where we stand at mid-year in this 2021 budget.

2022 Equipment-Software-Database Budget List -- This itemizes some of the expenses we plan to take out of some of the categories. These tend to be the higher dollar areas of our budget and the ones we actually have some control over.

2022 Salary Resolution --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 4% cost of living as well as step increases for staff as specified in the salary schedules. If you see a person’s name in parenthesis, that is an assumed rate of pay dependent on finishing schooling, increasing certification levels or a possible title advancement that should happen sometime in 2022. Their name should be on the schedule without parenthesis and this is their actual rate of pay until they obtain their increase. We always budget for the rate in parenthesis.

2022 Form 1 Budgets for all Funds --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are “just in case” budgets of money in areas where we are most likely to need it. The amount budgeted is based on the money we have in that fund and how much we have left or are able to budget in order to keep the total of all budgets at or under the 4.3% increase over last year. Last year our certified budget was \$3,400,000. We can budget up to \$3,546,199 this year without Binding Review. The budget total I am presenting you is \$3,546,199. We are still asking for our Max Levy but are in a non-binding review and will not need to go before County Council Review.

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, Library Improvement Reserve Fund. Note: Gateway refers to our Operating Fund as General Fund; Gateway's Debt Service Fund is our Bond & Interest Fund.

Nothing done to date is final and may be changed by the board. Even the published figures are not final. You can make changes (as long as the advertised levies are not increased) up until you actually adopt the budget on October 13th. Once you have approved the notice to the taxpayers (Form 3), I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption, everything will be submitted to Gateway for public review.

### **Resolution 21-07**

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2022 – June 2023 funding year. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service. Being a part of this consortium gives us an 80% savings in internet/wireless costs.

#### **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:  
Bluffton NOW! Board Meeting  
Chamber Board meeting  
Chamber Executive Meeting  
Rotary Meetings  
Wells County Foundation Grants Committee  
Wells County Foundation Board

#### **Meeting Updates inside the library:**

Department Head meeting – We do not usually meet in August due to the wrap-up of Summer Reading, but we are meeting in small groups to plan going fine free and planning fall in-service.

#### **Current Projects/Big Programs/News:**

**-Children's Book Festival** - Save the date for October 9. If you have kids/grandkids come out for a fun time. We are always looking for volunteers for this program, if you are interested.

**-After-Hour Pick-up** – Once school starts, I will reach out to Southern Wells' librarian to see if having pick-up lockers on site is something the school would be willing to work with us to complete.

**-SRP Stats**

**-One Book One County** – We have selected our OBOC title: "The Indigo Girl" by Natasha Boyd

### **Grants/Donations:**

#### **Kids Sponsors**

American Legion Auxiliary • Bluffton Lions • Bluffton Psi Iota Xi • Bluffton Rotary • Bluffton Youth Baseball • Elks • Fort Wayne TinCaps • Friends of the Library • Optimists • Ossian Lions • Ossian Psi Iota Xi • Sigma Phi Gamma • Sons of the American Legion • Taco Bell • Tri Kappa Sorority • Virginia Gene Neuenschwander Youth Fund • Wells County Foundation

#### **Teen Sponsors**

Wells County Foundation-Wabash Endowment • Friends of the Library

#### **Adult Sponsors**

A Harvest of Health • Adams Wells Internet-Telecom-TV • American Mortgage Service • Barkley Builders • Becky Goshorn-Mary Kay Cosmetics • Bluffton Dental Clinic • Bluffton Regional Medical Center • Bluffton Roofing Co. • Farmers & Merchants • First Bank of Berne • Four Star Services • Friends of the Library • General Manufacturing, Inc. • Grand Sweet Shop • Habegger's Ace Lumber • Les Gerber Insurance • Meyer Building, LLC • National Oil & Gas • Parlor City Trophy & Apparel • Raymond James Financial Services • Renovate Counseling Services LLC • Shaw Real Estate & Auction