

## **LIBRARIAN REPORT**

### **September 13, 2021**

#### **Building**

##### **Restroom Update**

The restroom is completed.

##### **HVAC Update**

The west end unit was completed on the 26<sup>th</sup> and the temperature for most of the building has been wonderful. We will discuss later on the agenda the next HVAC unit that needs to be replaced.

#### **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

We did receive our LIT estimate (\$724,494) and it is slightly less than last year's LIT (\$805,106), but we still have enough Operating Balance to cover the decrease and fully fund our proposed budget with funds to spare. This is still just an estimate and not our final LIT numbers. We will receive our actual LIT numbers in October.

#### **Policy and By-laws-review only**

The policy for review this month is the Internal Control Policy. Since we have a new Treasurer, we will also review the Disaster Response plan.

### **Budget Committees and Board Calendar**

Attached to the agenda you will find the new board calendar for the 2021-2022 year. Updated board information will be saved on the board site under the board information tab under the agenda. The nominating committee will be presenting the new board committees at this meeting as well.

### **Ossian Branch Stairs**

As mentioned in a previous email, Conor Jackson reached out to me to discuss our questions about Ossian's outdoor stairs. Below are his comments:

Thank you for taking the time to chat with me yesterday.

We agree with you and your board that the cheek wall repair and handrail refurbishment proposal is a little salty. The pricing is affected by two major factors:

1. Current market conditions: Demand is extraordinarily high
2. Size of the project and involvement of (3) separate contractors. Essentially, this will take mobilizations of three separate crews. One for concrete, another for sandblasting and yet another for painting. I suspect that with each there is a minimum charge to just show up.

Based on my understanding of our conversation, safety is driving the desire to resolve this issue. At that time, I mentioned that the imbed length for a handrail could be 6"-18". The bottom of the handrail post appears to only be imbedded about 4". As such, the bottom of your pipe steel is exposed which weakens the overall structure. However, I do not think you are in immediate danger of having an issue. Our recommendation would be to reduce the scope (just concrete patch) and wait until spring and at that time ask us to proceed with this work T&M.

If you have further questions, please direct them to me.

### **New Hires**

One of our shelveers, Brianna Todd, recently graduated from college and was accepted as the head teacher for the new Head Start class in Wells County. To take Brianna's position, the library is asking for approval to hire Kenlie Thomas as a new shelveer. Kenlie is currently a senior in High School and was our Children's Room volunteer, so far, we are very impressed with Kenlie's work as both a volunteer and shelveer. Her start date was 8/17/2021. She works 12 hours per week at a rate of \$7.25/hour. Lana Smith from our Teen Department resigned last month to devote time to homeschooling her children. To take Lana's position, the library is

asking for the approval to hire Cydney Lesh as our new part-time Teen Services Clerk. Cydney's start date will be 9/20/2021. She will work 20 hours per week at a rate of \$11.41/hour.

### **HVAC Unit**

The next HVAC unit that we need to replace is a small unit that cools the Parlor meeting room. At the moment it freezes up and then thaws once reset, which drips water into our back hallway. The unit looks like it was added as an afterthought during the 1991 original construction for the building. It is secured over 10 feet in the air above our storage room in the back hallway. Nate, Felger's and I are proposing that when we replace this unit, we also alter the duct work so the unit will sit on the floor of the storage closet. The newer units are smaller and can sit in a vertical position making sure we have enough space in the closet. The quote provided for the new unit and reworking of the ductwork is \$13,610. We still have \$16,000 budgeted in LIRF for equipment replacement costs after the west end unit was replaced.

### **Ossian HVAC Preventative Maintenance**

Attached is a Preventative Maintenance agreement to extend our current agreement with Felger Hart for Bluffton to include Ossian as well. For some reason, we never had Ossian's equipment under the same agreement as Bluffton's, which meant we have not had a company doing routine maintenance on Ossian's equipment.

### **Rubber Tread Replacement**

The rubber tread on the old stairway by the elevator has been worn and scuffed and needs replaced. Attached to the agenda are 4 quotes for this replacement work. I will also have samples of the material at the meeting. The quotes are as follows:

Fairway Flooring-\$3,293.27

Jack Laurie-\$2,995

CJ's Flooring-\$2,786.50

Kemper Flooring-\$2,412.42

### **Fire Panel Replacement**

As mentioned at our last meeting, we discovered after replacing our phones that our fire panel is out of date and cannot connect to the newer phone system. We were informed by our current monitoring system company, Johnson Controls, that the fire panel should have been replaced 12 years ago. Nate and I are both frustrated that they are just now telling us this when they have been providing maintenance for the fire panel for at least the last 10 years. Nate solicited 3 quotes from companies that provide the same monitoring service and the

pros and cons of each quote for the work being done and the maintenance service that will follow. Here is Nate's break down and opinion of each quote:

Fire Alarm Panel Project					
Company	Cost of Project	Cost of Monitoring/yr	Cost of Service/hr	Truck Charge	Cost of 3 hr service call
Johnson Controls	\$7,850.00	\$676.00	\$243.00	\$125.00	\$854.00
Koorsen	\$19,865.45	\$660.00	\$145.00	\$95.00	\$530.00
VFP	\$26,176.00	\$480.00	\$95.00	\$25.00	\$310.00

Currently, our fire panel is not monitored. This means that in the event of a fire, the fire alarm will go off, but will not automatically call fire dispatch. This must be resolved as soon as possible. When we switched phone systems, the new system no longer requires the number "9" to be dialed to make outgoing calls. They need to reprogram the panel, but the panel is so old that they no longer have computers that can service it. The fire panel is 26 years old. In the past, the idea has been tossed around to switch monitoring companies, and a new fire panel is the perfect time to consider this switch.

Johnson Controls	
Pros	Cons
Cheaper Project Cost	Service Cost
Current Provider	Located in South Bend Area, more drive time
	Proprietary - more costly long run
	Not pleasant to work with

Johnson Controls is our current provider. While they do offer a lower cost for the project as a whole, services over time will cost more. This is because all of their devices are proprietary. The other companies cannot work with these and must replace them. Johnson Controls also has spotty customer service. There are times I am waiting for 20 minutes before I can speak with someone just to put our system in test. The service dispatch for our area is out of the South Bend region. We have to pay their drive time to get to the library every time they come. As you can see in the table above, the service cost per hour is \$243. This last trip for

them to figure out that we needed a new board was almost \$1000. He drove into town, plugged his computer in, and then could not reprogram the panel. For about 30-60 minutes of work, we had to pay for 3 hours because of drive time. If we choose Johnson Controls for this project, we would probably be with them for the near future. About 15 years is the expected lifetime of a fire panel.

Koorsen	
Pros	Cons
Any company can monitor or service	More expensive to make the switch
Accessible options ex: Monitoring system from cell phone app	Paint and Ceiling touch-up may be required around some devices
Located in Fort Wayne, less drive time	
Already manages all of our required system, device and extinguisher tests	
Have not had anything but good experiences with them over the last 7 years	

Koorsen is our current annual, semi-annual sprinkler, and device testing company. They also maintain our fire extinguishers. I have not had any bad experiences with them in the last 7 years that I have worked with them. They are located out of Fort Wayne, and are always easy to get on the phone. Koorsen will be putting in a system that has more accessible options to put the system in test and monitor the system status. However, the project is pretty costly compared to Johnson Controls. There also may be some variation in the cost if there are any bad wires. We believe that the wiring is fine for the new system, but the possibility for some replacements is always there. We will have some paint touch-up around devices that we will be responsible for in-house, but it should not be a big issue. With their cheaper service costs, truck charges, and less drive time, it can be worth the switch in the end. Again, their system is non-proprietary, so this means that other companies can service and monitor the equipment Koorsen installs. The representative I met with mentioned that he is currently switching 3 locations in the Wells County area from Johnson Controls. They are all having the same issues with them that we are. Overall, I prefer to work with Koorsen. They are responsive, local, and professional. The people I have worked with there are great, and I always have a pleasant experience with them.

VFP	
Pros	Cons

Any company can monitor or service	More expensive to make the switch
Located in Fort Wayne	Paint and Ceiling Touch-up may be required around some devices
Low service cost	

I have not worked with VFP, but they seem very helpful and nice. They are similar to Koorsen. Their system can be serviced or monitored by any company that is not proprietary. They will also have to replace all devices in the building. With that, there will be some paint touch-up again, but should not be a big deal. They are located in Fort Wayne, and have lower service costs. The cost for this company is much larger than expected. Unfortunately, I think it would take a lot of time and service calls to be able to break even with this much of a cost difference.

### **Tree Clean-up**

Sadly, the Library's Ash Tree by the Annex Parking lot is dying. Nate has reached out to 3 different companies for quotes on removing the Ash tree and grinding out the 4 stumps left on the west side of the building. 2 of the quotes from Forest Ridge and RAH are quoting only the removal and stump grinding. Yoder Tree Service also includes dirt work to prep the 5 spaces for either replanting trees or planting grass. This is a service we would need to pay for eventually. Nate and I are leaning more towards wanting to replant trees to help shade the 2 parking lots. The quotes are as follows:

Only tree and stump removal:

Forest Ridge \$2,150

RAH \$1,500

Tree and stump removal with dirt prep:

Yoder Tree Services \$1,824

### **Fine Free Resolution**

We have talked with several libraries and met as small groups and then a final review of our policies with Department Heads to come up with what direction we want to go with being fine free. We are proposing that we have no automatic renewals. This will help prevent patrons losing track of how long they have had an item checked-out. They can still renew 2 times like they can now, and the item will not switch to lost assume until it is 35 days past its due date. Once an item is considered Lost Assume, a patron must either return the item or pay for the item. Once the item is returned, the fee is removed from their account and they may check items out again. The changes we are proposing include:

-Remove fees for renting movies.

-There will be no automatic renewals. Patrons may renew their checkouts like they do now. Books will go to Lost Assume as they do now. Once a book has been charged for being Lost Assume, a patron may return the item (at which time the charges go away) or pay for the lost item. A patron will not be able to check material out or use electronic material with a Lost Assume charge on their account. These fees can still be paid on little by little, but they need to pay the full amount to check out material again.

There will be no Fines for:

1. Books
2. Music
3. Magazines
4. Movies
5. Cake pans
6. Equipment
7. Playaway launchpads
8. Playaway views
9. Yard games
10. Board games

There will be fines for:

1. Passes--\$1.00, max. \$10
2. Hotspots --\$5.00, max. \$10 – However, patrons can put them in the dropbox without fees.
3. ILL's - .25/day, max \$5 (ILL's are only for tax or paid library cards, not reciprocal) cards)

Keep Fees for:

1. Lost items
2. Damaged items
3. Processing fees—reduce to \$5.00
4. ILL out-of-state shipping
5. Lost card
6. Meeting room rental & cleaning fee
7. Photocopies
8. Computer prints
9. Genealogy requests
10. Returned check fee

11. Paid card
12. PLAC
13. Notaries

Faxing, copies and printing will change to \$.10/page to become consistent. Printing from the internet and printing/copying of reference material for patrons from service desks will still receive \$.50 a day free.

Notices keep the same period (we will change wording to align with new fine free)

1. Pre-3 days before
2. 1<sup>st</sup> notice-7 days
3. Final notice-28 days overdue
4. Bill-35 days overdue

We discussed that we will not need to offer movie extensions since we are not charging fines if overdue. We will special loan if a patron asks, because of a vacation etc.

We also talked about what to do with patrons who currently have credit on their account since there will be little opportunity to spend it. We need to let these patrons know that we plan to go fine free and once that happens, the only thing credit can be used for will be: Lost Fees, Meeting Rooms, Notaries, Copies and Faxing.

Money will be counted every day, but deposited only one time a week, unless the accumulated amounts exceed \$500.

I have attached the resolution and supporting fee schedules to the agenda.

**Library Closed:**

5 pm September 20th-25th@Bluffton for Street Fair  
September 22-23 closed@Ossian

**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-did not meet  
Wells County Foundation Board-not able to attend

**Meeting Updates inside the library:**



Department Head meeting – discussed LibraryIQ, in-service, shelf-reading/Street Fair schedule, NICHE academy set-up, final thoughts on going Fine Free, Word Wise: Social Sci/Sports/Study Aids

**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.

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

**Grants/Donations:**

We were awarded \$5,400 dollars in ARPA funds to purchase video conferencing equipment. This equipment will allow for a better experience with blended meetings where half of the participants are in the room and the other half are virtual. The camera is high definition and there are microphone pods that can be spread throughout the room to better capture questions and conversation. We will be using this equipment in house for meetings and programs but will also allow other organizations to use the equipment for meetings in-house.