

LIBRARIAN REPORT

October 12, 2021

Building

HVAC Update

The Parlor unit has been replaced and so far we haven't had any problems. I asked Nate to give me a timeline of all the HVAC work that has been going on this year and he sent me this update:

Felger-Hart has been doing a lot of work updating our equipment the last couple months. Of course, this all started with the large unit on the west side of the building. That work has been completed. Around that same time, we discovered the Parlor unit and one of the Children's Room VAV boxes were not working correctly. That work has been completed as well. While they were working on the parlor unit, it was discovered that the blower motor in another VAV in children's room was going bad. It was very loud and disruptive. To my knowledge it has been shut down, and that the work on that unit has not been completed. Also while they were working on the Parlor unit, a water pump that feeds our heating system was found leaking water. This is the same type of pump that led to the Indiana Room leak a couple years ago. This pump has been replaced with a new pump assembly and is running properly again.

Since the Parlor has been approved, I believe the only projects that have occurred are the VAV box, Water pump assembly, and the work yet to be done on the motor of the other VAV box.

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 (\$647,643) and it is 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.

Policy and By-laws-review only

The Policy changes have been presented to the Policy Committee and are on the board site under the Policy tab and then Proposed Changes. After the Policy Committee has had a chance to review/change the policy suggestions from staff, the policy updates will be presented to the board to vote on in November

Unfinished Business-non voting item

Felger-Hart yearly costs – Typically Felger-Hart perform a seasonal maintenance that equals around \$250 a trip. When there are issues beyond seasonal maintenance, we call them and usually something needs replaced. In 2018, we spent \$8,000 in total. In 2019, we spent nearly \$20,000 in total. I believe this was when we had the third floor water pump fail. In 2020, we spent around \$7,000. This year so far, we have spent \$114,000, which includes constant maintenance on an old unit until it was replaced and the replacement of another unit and the addition of a humidifier.

Ossian Stairs- There was a question last meeting if the Time and Material would exceed the amount we approved from the quote for Ossian's stairs, The answer is no, the cost will stay at the amount quoted or less.

Who appoints board committees-Steve was correct, it is the Board President that appoints the board committees.

Budget-Voting item

At this meeting the board will adopt the 2022 budgets and the estimated tax rates. Now that everything is submitted online, you will only need to sign Resolution 21-09 for Appropriations and Tax Rates (Form 4) that indicates the total of the library budgets, the total estimated tax levy, and the estimated tax rate. To adopt the budgets, we will use Forms 1 for a detailed summary and Form 3 to approve totals and tax rates. All forms are linked to your agenda.

Library Closed:

5 pm November 24-26th

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting-did not attend this month

Chamber Board meeting-did not attend due to Street Fair shelf reading

Chamber Executive Meeting

Rotary Meetings

Wells County Foundation Grants Committee-did not meet

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting –ILF Conference, Evaluations, Committees, Missing/Lost Procedures, Last Purchase Date, Long Range Plan Goals Chart 1, Word Wise: Technology, Transportation and Travel

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.

We are allowed to pass a resolution to allow remote participation in board meetings. Is this something you as a board would be interested in now that we will have this equipment?