

LIBRARIAN REPORT December 14, 2021

Budget

1782 Notice

The 1782 notice was sent from the DLGF for our review. Everything looked correct. I have signed the notice and sent it back to the DLGF. Now we wait again for our budget approval by the end of December/beginning of January. Once we receive that approval, we have a few months break from the budget process before it begins again for budget year 2023.

Cash flow

Now with our tax amounts given in our 1782, I have attached the current cash flow document and the projected 2022 cash flow document. I increased the disbursements by a generously rounded 5% and account for only the minimum for revenue. We are seeing a 19.5% decrease of LIT and only a 5.79% increase of property tax. We are viewing this dip in LIT as temporary and due to COVID. Our LIT distribution is based on a 3-year average of Local income tax for the county. We cut spending in 2020 and stagnated pay with a 0% increase in 2021 because of the assumption that we would see a decrease in LIT, so we are fine to continue with the budget as planned. However, I am still considering keeping a cash flow balance for January 1 that is between 50-60% of our 2022 budget in case our LIT numbers do not recover in 2023. The final date for 2021 purchases is December 17th for staff. Danielle will then run reports for me to see where we are budget wise and then we will know how much to transfer into LIRF, Rainy Day and purchase and encumber any 2022 items that we can.

Transfer to Rainy Day

It is my plan to slowly increase our LIRF and Rainy Day funds back to \$400,000+ over the next 5 to 10 years. Most of the furniture for the remodel came from our Rainy Day fund and most of the HVAC and roof work over the last 2 years has come from LIRF. Large spending during projects and then slow build-up during non-project years is a historic pattern with these funds and I plan to continue this pattern. We have never done a transfer to Rainy Day that was not required from the DLGF

Policy and By-laws – Review Only Item

The policies for review this month are non-discrimination and employment policies.

Staff Gifts

John delivered the gift cards this week, I sealed them with a thank note label and passed them out to staff. I have had many staff members ask me to thank you all for the gift and that they really appreciate it.

New Hires

We had 2 shelvers resign in the last month. Kate Tudor resigned to focus more on her school work and extra curricular activities and Jane Decker resigned due to health concerns. I am asking for approval to hire 2 new shelvers, Beth Baumgartner, with a start date of 11/16/2021, and Anne Rockwell, with a start date of 11/19/21, both starting at \$7.25/hour and working 8 hours per week. Beth was a librarian at Berne Public Library for many years until she retired. Having missed working in libraries, she is wanting to work a few hours on something she loves, which is shelving material. Anne is currently working in the office at Bluffton Elementary school and is wanting to pick-up a few extra hours. They both, so far, have been doing a fantastic job.

Amend Library Board By-Laws-Review

In order to allow electronic meetings in a manner that meets HEA 1437, the board needs to approve an amendment to the by-laws. I attached the by-laws to the agenda and the proposed amendments are in yellow. Along with electronic meetings, I included adding Personnel Updates to the agenda layout. We started separating personnel updates at the request of the board last year but we never officially amended the by-laws. I also added section 9 under meetings after reading another library board's by-laws stating that the board does follow the law for access to public records. I thought would be a good addition. I have also attached HEA 1437 to agenda to reference while considering this amendment. The board suggested no changes to the amendment as presented in November. There were comments on the excess if-then stipulations associated with the law, so if approved, I will create a spreadsheet to track virtual attendance and the rules around attending virtually.

COVID Pay

Our resolution for extended COVID Pay expires at the end of this year. I will prepare a few different resolutions based on if the board should choose to extend COVID pay for 6 months, till the end of 2022 or not offer COVID pay. I will also reach out and see what other tax entities are providing.

Updates Closed for the Holidays:
All day December 23-26
5 pm December 31-January 1

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Chamber Board meeting

Chamber Executive Board Meeting

Rotary Meetings

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting – Staff Christmas Breakfast, Long Range Plan Goals Chart 3, After-Hours pick-up, Hoopla

Current Projects/Big Programs/News:

-After-Hour Pick-up – I have reached out to the Dawn Ulfig, School Librarian, at Southern Wells. So far, the principals and superintendent are on-board with us offering the lockers. My next step is verifying installation with the Maintenance Supervisor and gathering quotes for the lockers.

-Long Range Plan – 2022 is the last year for our current Long Range Plan. Starting in 2022, we will start to create our Long Range Plan for 2023-2027