

**LIBRARIAN REPORT**  
**February 8, 2022**

**Policy and By-laws – Review Only Item**

The policies for review this month are Hours, Access to Information and Public Health.

**2021 Review**

Attached to the agenda is a summary review of the Library's accomplishments for 2021.

**Annual Report-voting item**

I have completed the Library's annual report online and linked a copy to the agenda. The report shows this year's information as well as last year's information. The year-end financial reports and circulation statistics contain the information used to generate the annual report. These reports are in the Appropriation Reports and Monthly statistics folder.

**2022 Non-Resident Card Fee-voting item**

Our 2021 total operating expenditures (\$2,038,616) per capita (27,188) is \$74.80. By law, we need to set our non-resident fee to be at least \$74.80. Currently our non-resident fee is \$75. I propose that we keep the resident fee the same.

**Landscaping Renewal Contract**

Outdoor concepts presented their 2022 contracts for lawn care and snow removal. We have used Outdoor Concepts for several years for landscape maintenance with no complaint. The contract runs from March 1, 2022-March 1, 2023. For Ossian the contract includes lawn and landscape maintenance, snow removal and sidewalk shoveling and salt application at the time of snow removal. For the Main building, the contract includes landscape maintenance and snow removal. I have included a scan of the contract in the agenda. The amount for the contract is: \$3,760 for Ossian and \$3,535 for the Main Branch, which is a total of \$7,295. This is an increase of \$568 from last year.

**Spring In-Service Date**

The spring in-service date for this year is May 20th at Bluffton. The Library will be closed at both locations all day.

Updates Closed for the Holidays:

All day February 21st

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting-did not attend-sick

Bluffton NOW! Executive Board Meeting

Chamber Board Meeting

Rotary Meetings

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting – Department Head meeting was postponed until Feb. 11<sup>th</sup>.

Current Projects/Big Programs/News:

**-After-Hour Pick-up** – the lockers have been ordered and we are now working on prepping the sights for install.

-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