

LIBRARIAN REPORT

March 9, 2021

Policy and By-laws

The policies for review this month are Circulation, Collection development and Medical Emergency.

Personnel Updates-voting item

Ann Rockwell has decided to resign from her position as shelver to spend more time with her family. I am asking for the approval to hire Abigail Bertsch as a Shelver for 8 hours a week, no benefits at a rate of \$8.00/hour. Abigail has been active in the library since a young age and passed her shelving test with flying colors.

Wells County Foundation Distribution-voting item

The Board of Directors of the Wells County Foundation, Inc. has approved a 5% payout for distributions made in 2021 on endowed funds. This year we may choose to accept \$22,600 in annual payout or designate the payout as Remaining Undistributed Return and the amount will be reinvested for future years' distributions. In the past, we would let returns go to remaining undistributed returns, which is fine if we do not have a project in mind for the funds. When I asked Tammy Slater what the process is to request Remaining Undistributed Returns and her answer last year was:

"You don't need to request your payout by March. Many of our agencies request their allowable payout each year – so setting a deadline, just gives us a workable timeframe for those who know they will be taking it to get back with us and we can make one transfer to accommodate those payouts.

You can request your distribution at any point throughout the year. You would just let us know that you don't intend to take it by the March deadline and then complete the form and return it to us when you are ready to receive the distribution.

Keep in mind when reviewing the Remaining Undistributed Return: that portion of the fund is subject to investments and can vary greatly from year to year. When agencies request to dip into the Undistributed Return portion of the fund, it is at the discretion of the Board and not always granted as we cannot allow the balance of any endowed fund to fall below historic (the original donation plus subsequent donations) value."

Therefore, because of this, we decided to accept last year's distribution and hold the funds for Ossian's restroom project and not use LIRF or Rainy Day. Ideas for these funds for this year would include, adding additional funds to the 1,000 Books Before Kindergarten program (this is typical for these funds), partial funding for replacing our LED signs at Ossian (total of

\$33,690) and putting a portion towards outdoor improvements (adding benches, extending the west side patio and reworking landscaping). We wanted to do a campaign to raise some funds to improve the outside of the building after the construction project, but didn't feel right asking for funds during COVID. This is something we would like to revisit.

Long Range Plan Review-review only

Attached to the agenda is the goals chart from the Long Range Plan.

Closed for the Holidays:

Closed all day Friday, April 15 and Saturday, April 16

Closed all day, Friday, May 20 (In-service)

Closed all day Saturday May 28th and Monday, May 30th

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Bluffton NOW! Executive Board Meeting

Chamber Board meeting

Rotary Meetings

Wells County Foundation Board Meeting

Meeting Updates inside the library:

Department Head meeting – Discussed spring in-service, winter reading results, holiday collection, Long Range Plan style and Overdrive changes/how-to.

Current Projects/Big Programs/News:

-**The Friends of the Library** received \$1,560.85 from the last book sale.

-**The Winter Reading Program** this year went really well. The stats are attached to the agenda.

-**After-Hour Pick-up** – the lockers have been ordered and we are now working on prepping the sights for install. We contacted Jackson's and they are more than happy to pour the cement pad for the lockers and bench at Ossian. Conor seemed to think there is a process to make the steps less expensive and keep the project close to the original cost with the cement pad included.

-**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. We are hoping to host a LRP planning session with staff during In-service on May 20th. Any board member is welcome to attend. I will communicate the time when we get the schedule locked down.

