

LIBRARIAN REPORT
May 10, 2022

Building

Bluffton Landscaping

We had Yoder tree service come out and trim/inspect the trees that are too large for Outdoor Concepts this past week. Most of them are needing replaced/removed due to age and size in the space provided. We also had Outdoor Concepts come and look over our landscaping, which we have had since the original building was built. We gave them the basic drawings MKM had created for our outdoor spaces and asked if they could give us a proposal for updating the landscaping with simple bushes, adding benches and lights with charging ports, creating a patio space on the west side to include additional picnic tables and possibly something interactive. We have yet to hear back from them, but we have had multiple memorial donors asking about purchasing items like benches. So, our thoughts are having a small donation opportunity for patrons to purchase benches, picnic tables etc to off-set the cost of the work. I will keep you posted once we hear back from Outdoor Concepts.

Budget Calendar-approval item

I have attached the Department of Local Government and Finance budget calendar to the agenda. The dates that mostly pertain to us are:

June 30-Maximum Levy Growth Quotient (MLGQ) is provided
July 15-Receive maximum allowable budget
July 15-Receive our estimate of the miscellaneous revenue
July 19-Beginning of Department Budget Workshops
August 1-Circuit Breaker estimates
August 1-Receive Net Assessed values
August 9-Board meeting:
 -Approve Salary Resolution and Proposed 2023 Budget
August 17-Deadline for release of 2023 LIT estimates
September 13-Board meeting:
 Public Hearing on Proposed Budget
October 1-Deadline for second 2023 LIT estimates
October 11- Board Meeting:
 Adopt 2023 budget

Policy and By-laws-review only

The policies for review this month are Services, Small Purchase and Hot Spot Policies.

New Hires-approval item

I am asking for approval to hire 2 summer interns: Linden Barcus and Savanna Reynolds. Both interns will be utilized mostly with Summer Reading project prep, circulation, children's room assistance and Ossian assistance. Linden was one of our interns last year and we are excited to have her back this summer. Savanna is a graduating senior from Norwell and will be pursuing her education degree in the fall. We have been impressed with her throughout the interview process. Since Savannah is new to the library this year, her hiring wage will be \$10.86/hour for 30-35 hours per week. Since Linden is a returning intern, her hiring wage will be \$11.19/hour for 30-35 hours per week.

Change Order for Ossian Stairs and Patio

As mentioned before, James S. Jackson are willing to pour a patio at Ossian while working on the Ossian stairs. At first, we were thinking just a pad for the lockers, but the more we talked about with Susan, we decided it would be nice to pour a patio to incorporate the bike rack and bench in that area, along with adding a light with charging ports. After the different editions, we are looking at a larger project, but a project that I think will be better in the long run. The original quote for the stairs, which was approved last year, was \$6,459. They are going to take a different approach on the stairs which will lower that portion by \$3,176 leaving the stair project to cost \$3,283 and the patio project to cost \$11,960. The quote they have provided includes both project together totally \$15,243. We have \$11,866 in outdoor project in our gift funds, but I think I would like to save that to kick-start Bluffton's landscaping. We have \$65,000 budgeted in LIRF for building maintenance, which this project would fall under. The total funds in LIRF are \$357,205.16 and we have \$100,000 budgeted for the LIRF transfer this year.

Closed for the Holidays:

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 and Grants Committee Meeting

Meeting Updates inside the library:

Department Head meeting – We discussed summer interns, Spring In-service, suggestions for a new board member, employee retention workshop, policy review/emergency response manual review, patron snacks, and our buddy read *Whole-Hearted Librarianship*.

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. Still waiting to hear back from the factory on the lockers.

-Long Range Plan – 2022 is the last year for our current Long Range Plan. Starting in 2023, we will start to create our Long Range Plan for 2023-2027. We are hosting a LRP planning session with staff during In-service on May 20th. We will also be referencing the Community Needs Assessment being conducted by the Wells County Foundation, which I will be taking part.