

LIBRARIAN REPORT June 14, 2022

Building

Ossian Progress

Some of the Caleb's crew have been tied up on another job due to bad weather. So far they have cut some of the cheek wall (stairs), and welded additional pipe on the handrail and the electrician has been on site to complete his underground electric work. They are hoping to pour concrete next week.

Bottle Cap Benches

I contacted Steve Higgins about the bottle cap benches and this was his response.

"It takes 400 lbs of caps and \$250 to get a bench. It took about 3 months for Cub Scouts to collect 400 lbs and the community really got involved in donating caps. We had to take caps to a company in Evanville to get the bench. My scouts got out of the cap collecting business because it all landed in my lap. In order for the company to accept your caps, you have to sort out all the 'junk' which takes a good amount of time. If they reject the caps, you get to haul them back to Bluffton?!?! You'll need a place to store the caps and someone with a large truck to take them to Evansville."

400 lbs of bottle caps:



Makes this:



A six foot recycled plastic (poly) bench is typically anywhere between \$400-\$800. I talked with some staff and Nate and we all think we just don't have the space and man power to make this worth the savings in purchasing a bench. Especially if we are using staff to sort the bottle caps we probably won't be saving money, because they would be paid for their time sorting.

Budget – reference only

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

We will be receiving \$92,211.00 in supplemental LIT this year. Supplemental LIT is based on the State Board of Accounts calculation of our county's 2020 Trust Account Balance and our 2022 certified LIT distributions. This is money that we are receiving and were not budgeted/expecting to receive. The funds will be deposited in our Operating Fund and be used as our cash balance for creating our 2023 budget.

Policy and By-laws-review only

The policies for review this month are Internet Use and Benefits Policies.

Public Awareness/Outreach-review only

Summer Reading started with a lot of excitement the first week! So far, we have 430 adults, 186 teens and 1,013 children signed-up for the program and it is only day 10! Total participants for last year were 374 adults, 240 teens and 1,327 children. Patrons are able to register throughout the months of June and July.

Update: We now have 482 adults, 208 teens and 1,119 children signed-up.

The adult program works as follows:

Levels of Completion:

- 500 pages read - earn \$5 in Chamber Bucks or a book (while supplies last) and be eligible to attend the Adult Summer Reading Party on Wednesday, August 3 from 5:30-7:00 pm (enjoy food and activities, no prizes will be awarded at the party, apart from drawing for the Grand Prize)
- 2500 pages read - entered into a drawing for \$5 in Chamber Bucks or a prize from area businesses (drawings held weekly in July)
- 5000 pages read - entered into the GRAND PRIZE drawing and another entry into a drawing for \$5 in Chamber Bucks

- GRAND PRIZE - Fort Wayne Children's Zoo Membership Plus Package Gift Certificate (drawing for the Grand Prize will be held at the Adult Summer Reading Party on August 3, need not be present to win)

Additional Challenges:

Are available in the "mission" section in the READsquared software or pick up an Adult Summer Reading Challenge Sheet at the library. Complete at least 5 challenges to be entered into another prize drawing (held weekly in July).

Street Fair Request-voting item

The Street Fair Committee would again like to rent the Library's lot next to the Annex for the period from Saturday, September 17 through Sunday, September 25, 2021. The Street Fair Committee will pay the library \$150.00 for this rental period.

Board Member Update

Dawn Ulfig did reach out to me asking about what was involved in being a library board member last week. I have yet to hear back from her but will update this report if I do.

Parking Lots-voting item

I reached out to Chris Liby to see where we are on their schedule and to have a new quote for any cost increases. Attached to the agenda is the new quote. Chris said he factored in a 10% in the quote provided in 2021, thinking that would be sufficient, but material has increased over 20%, we adjusted it to reflect this additional increase from \$4,882 to \$5,382. Chris also told me that the EPA will no longer allow them to use coal tar and the product they will allow them to use needs 48 hours to cure. He seemed to think if we approve this quote at our board meeting, we would be able to get the work scheduled by the end of this month. I am going to provide him with some dates when we have the least amount of programming in the building.

Landscaping-voting item

Outdoor Concepts got back with us on a landscaping proposal for the main library. I have attached the drawing and proposed quote. I have quite a few of these plants in my own yard and they are all excellent for Indiana and every plant listed will still be cared for by Outdoor Concepts within our contract with them. Each plant also has a 1 year/1 time replacement warranty. In addition to new landscaping, we will be creating a patio on the west side that has 2 additional picnic tables and 2 benches. We will also be adding ramps to 2

emergency doors. The doors are located at the meeting rooms and teen areas. This does not include the electrical work to add lights with charging ports by the benches. Levi will hopefully get those numbers to me by our meeting. The quote for everything but the running the electrical and adding lights at each bench is: \$43,880.26. We currently have \$11,866.68 in our gift funds for outdoor projects. We also have \$49,757 of unspoken money in LIRF for building projects. Our total LIRF funds are \$357,205.16. My suggestion would be to pay for this project with the outdoor project monies and the difference with LIRF. I still think we could do a small campaign to raise donations/bench/tree sponsors and those funds would be put into the outdoor project gift fund and offset funds we would need to take from LIRF. Update 6/14/22: We did receive a quote for running electrical and a light/charging post to every bench. I have also included that in the agenda. We are asking them to resend us a different quote with a different light option.

These are the lights that they quoted:



The light pops in. Not only do they not look great, Nate and I have concerns over the plastic box on the side of the post getting damaged and the light being removed and stolen. We gave them the same light we are using at Ossian to switch out in the quote. Which is this light here:



We don't need to put a light at every bench but it would be nice. The current quote we have for the lights, which includes running the electrical is \$16,300, which brings the cost of the entire project to: \$60,180.26. They are currently looking at scheduling out to the end of August for projects there is concern that the project would not be completed this year if we do not reach a decision tonight. Then we would run into the issue that we have with the parking lot but on a much bigger scale.

Director Updates

Meetings outside the library

Bluffton NOW! Executive Board Meeting

Chamber Board meeting

Rotary Meetings

Wells County Foundation Board and Grants Committee Meeting

North East Indiana Director's Roundtable

Meeting Updates inside the library:

Department Head meeting – We discussed budget requests, botanical gardens pass, in-service feedback, procedure checklist, staff certification/pay scale, Ukrainian Cataloging, policy and emergency manual reviews 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. Last information I was given, the locker parts are on a barge that is scheduled to land in Long Island on June 14th. If this goes to plan, they will then give us a delivery date.

-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. The Community Needs Assessment being conducted by the Wells County Foundation, should be available by July.