

LIBRARIAN REPORT

September 13, 2022

Building

Landscaping update

So far, Nate and Brian have trenched for the electrical and Tom has installed the electrical. We are now waiting on concrete to be poured. Once the concrete is poured, we can complete the landscaping. Benches have been ordered, but have over a 10 week lead time with supply issues.

Lockers

The lockers were finally delivered. However, we are missing locks and one section is shorter than the rest. After much back and forth and stubbornness, they will be shipping us new columns of the correct size and locks for free and we get to keep the shorter sections. Also, Nate and I think they will be sturdier with bases and sloping tops, so we have asked for the quote to receive these pieces. I have been told to work directly with the supplier, since I think Premier Lockers is tired of working with them. I have responded with the quote and what we would like but have yet to hear from them. I will try again in a few days.

Budget – reference only

Our MLGQ (Maximum Levy Growth Quotient), formerly known as the AVGQ, for the State is 5%. This is a .7% increase from last year. The MLGQ is the percentage we are allowed to increase our budget total and Maximum Levy. Your budget still must be fully funded no matter what the MLGQ is. The meeting with our DLGF rep went well. The Budget Committee, Dustin (Chair), Deb and Angie were provided the suggested budget for 2023 last month, which we will all look at and approve further down the agenda. I have attached the Department of Local Government and Finance 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 Internal Control, Fixed Asset and Hotspot Policies.

Public Awareness/Outreach-review only

I was approached by the Montpelier Librarian to see if Wells County would be interested in offering reciprocal borrowing between our libraries. She mentioned that she has a lot of Wells County residents come into their library to see if they can get a library card. I have currently reached out to the State Library to see how Montpelier being Evergreen would affect a reciprocal borrowing program but have not heard back. Should I continue to investigate this or does the board see reason to not pursue this possibility? We currently have reciprocal borrowing with Huntington. The State requires at least one reciprocal borrowing agreement with another library to remain in standards. Reciprocal borrowing means that if you have a card in good standing at your home library, you can have a library card at the reciprocal library. So, any Huntington-City Township Public Library card holder can also have a Wells County Public Library card.

Board Committees and Calendar

You will find the Board Calendar and new Board contact information in the Board information section of the board site. I have also attached them to the agenda. Please let me know if any of your personal information needs updated. Board committees will also be assigned at this meeting.

New Hires-voting item

Paige Watters is our new hire for our Teen Clerk I position. She has a bachelor's degree in agricultural economics from Purdue University and experience in the Food Science Department at Purdue University, paraprofessional for 3rd and 4th grades, has substitute taught and was a summer assistant at Adams County Purdue Extension; assisting with 4-H. Paige is very excited to work here at WCPL in the Teen Services Department, because helping youth has always been one of her passions. Her starting date was August 22 and we are asking for the approval of hiring Paige Watters as a Teen Clerk I for 16 hours per week at a rate of \$11.86/hour.

Windows-voting item

We have had window issues for a while where when it rains hard, water trickles and sometimes sheets from the top of the window on the inside. We had Stronghold come out and look at them just after construction, but they told us to wait for the end of construction and our building envelope work to be done just in case something changed and ruined any work they might have fixed. The window issue is still present and growing worse. Tremco reached out to different businesses to try and find a company for us to help fix the issue and Stronghold is the only company to respond. Attached is a proposal for fixing all windows that we know of to have this issue. However, they would like to proceed with just one section of windows to make sure the solution works before they do work on all of them.

Director Updates

Meetings outside the library

Bluffton NOW! Executive Board Meeting

Chamber Board meeting

Rotary Meetings

Wells County Foundation Board and Grants Committee Meeting

Chamber Strategic Planning meetings

NE Indiana Director's Meeting

Meeting Updates inside the library:

Department Head meeting – Started going through The Community Needs Assessment and Staff survey results for Long Range Plan, Discussed Extended Use Policies and IDL

Current Projects/Big Programs/News:

-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. Department Heads will be meeting every Monday morning for the rest of September to finalize the proposed Long-Range Plan.