

# LIBRARIAN REPORT

## August 9, 2022

### Building

#### HVAC

We had a contagion of leaking valves throughout the building this past month. Nate and Felger's were able to catch all of them for now and have replaced the issues. The only damage we had were a few ceiling tiles.

#### Lockers

The lockers were finally delivered. However, we are missing locks and one section is shorter than the rest. 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. It would be great if the correct size of columns and locks are delivered faster than the last shipment, but we will see.

### 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 Board Meeting Public Participation, Meeting Room and Pest Containment Policies.

### **Public Awareness/Outreach-review only**

Summer Reading numbers so far:

#### **Birth-24 months**

Participants: 83  
Activities: 1,426

#### **Ages 2-Kindergarten**

Participants: 504  
Minutes Read: 132,440

#### **Grades 1-3**

Participants: 463  
Minutes Read: 173,893

#### **Grades 4-6**

Participants: 273  
Minutes Read: 135,036

#### **Teens**

Participants: 248  
Pages Read: 611,896

#### **Adults**

Participants: 570  
Pages Read: 1,125,989

We should have stats to compare this year to the last 2 years soon.

### **Social Media Archives- voting item**

Update from last month: I reached out to the listserv and had only one response, which was to tell me that I can download my current page from Facebook whenever I want. The problems I

see with this solution is, someone needs to download it every time we post something or someone makes a comment, it is only the current information at the time of the download and then you need to store it somewhere and store it on something that is searchable. Other than that no one had anything else to say about archiving social media.

I have attached guidelines, given by the state, on how we should proceed for social media and public records. How I read the guidelines, we should have something in place that archives all conversations/postings we have on social media. We do not have the ability to archive social media in the manor the state is requiring. ArchiveSocial have 3 different packages.

<https://archivesocial.com/pricing/> It was suggested that we go with the standard package because of the website archiving. The plans are:

Economy Plan-\$299/month

- 1,500 new records/month average
- Connect up to 12 social media accounts

Standard Plan-\$499/month

- 3,500 new records/month average
- Connect unlimited social media accounts
- Web Snapshots - automatic website archiving for public record compliance
  - [Web Snapshots Overview Video](#)
- Risk Management & Analytics (RMA)
  - Social media monitoring, alerting, and reporting suite of tools.
  - Receive real-time alerts for keywords like public safety, alerts for violent / inappropriate images, questions, and much more
  - [Risk Management & Analytics Overview Video](#)

To be in compliance with public record retention, we should choose the Standard Plan or above. Our county does work with Archive Social and they really like it, since it keeps them compliant with the law but takes minimal work for it to process.

### **New Hires-voting item**

Tami Hulvey has resigned to take a position as a preschool teacher. This left 24 hours/week open for the children's room. We had 2 staff members express interest if the position could be 12 hours instead. Both of these staff members bring skill sets that the children's room were hoping to find in Tami's replacement. We would like to start adding more bridge programming for tweens between the two age groups of children's and teens. Rachel Maggard, our current teen clerk, has a passion for programming with this age group and would be a perfect fit. Amy Meyer, our current shelver, would like to do more within the library, by working a public service desk. Cindy's new outreach programming with in-home daycares is

going really well and they are looking for a staff member that has the flexibility to help with daycare visits. Amy is a perfect fit for this and programming for younger ages. Both of them interviewed well and we are asking for approval to hire/transfer Amy Meyer as a Children's Services Clerk I for 12 hours/week at \$11.18/hour and Rachel Maggard as a Children's Services Clerk II for 12 hours/week at \$13.87/hour. We are still looking to replace Rachel's 16 hours in the Teen department. The position has been posted publicly and the deadline to apply is August 12. If you know of anyone that loves teens and wants a 16 hour position with the library, please encourage them to apply.

Next, Cydney Lesh has taken a full-time position with Adams County Hospital. This left us with a 26 hour/week position in our Teen Department. Linden Barcus, our summer intern for the last 2 years, applied for the position and we are excited to keep her working at the library and think she will be a great personality for working with our teens. So, we are also asking for approval to hire Linden Barcus as a Teen Services Clerk I for 26 hours/week at \$11.86/hour.

### **2023 Budget Approval**

You will find all the 2023 budget forms that I do have, in the budget menu on the board drive. The files you need to approve are linked to the agenda for your convenience. At this point, we are approving totals for advertising. We no longer need to advertise in the newspapers, but our budgets are advertised and available for public view on the Gateway site. Budgets will not actually be adopted until the October meeting.

In the budget materials menu you will also find:

**2023 Detailed Budget** – This is the detailed spreadsheet of proposed expenses for next year's funds. Also, there is the total expenditures from the 2021 budget and where we stand at mid-year in this 2022 budget.

**2023 Equipment-Software-Database Budget List** -- This itemizes some of the expenses we plan to take out of some of the categories. These tend to be the higher dollar areas of our budget and the ones we actually have some control over.

**2023 Salary Resolution** --- This is the resolution of salaries that will need approval this month before we approve the budget. This resolution allows for a 3% cost of living as well as step increases for staff as specified in the salary schedules. If you see a person's name in parenthesis on the salary schedule, that is an assumed rate of pay dependent on finishing schooling, increasing certification levels or a possible title advancement that should happen sometime in 2023. Their name should be on the schedule without parenthesis and this is their actual rate of pay until they obtain their increase. We always budget for the rate in parenthesis.

**2023 Form 1 Budgets for all Funds** --- This form comes from Gateway and includes a less detailed version of the operating fund as well as the Rainy Day, Debt Service (B&I), and LIRF. The green bar divides the funds. The debt service amounts reflect the bond payments for next year. The Rainy Day and LIRF are "just in case" budgets of money in areas where we are most likely to need it. The amount budgeted is based on the money we have in that fund and how

much we have left or are able to budget in order to keep the total of all budgets at or under the 5% increase over last year. Last year our certified budget was \$3,546,199. We can budget up to \$3,723,507 this year without Binding Review. The budget total I am presenting you is \$3,723,507. We are still asking for our Max Levy but are in a non-binding review and will not need to go before County Council Review.

Forms 1, 2, and 4B are Gateway forms. All the funds are listed one right after the other in the following order: Rainy Day, General, Debt Service, Library Improvement Reserve Fund. Note: Gateway refers to our Operating Fund as General Fund; Gateway's Debt Service Fund is our Bond & Interest Fund.

Nothing done to date is final and may be changed by the board. Even the published figures are not final. You can make changes (as long as the advertised levies are not increased) up until you actually adopt the budget on October 11th. Once you have approved the notice to the taxpayers (Form 3), I will submit it and it will appear on the Gateway site. <https://gateway.ifionline.org>. Following our October adoption, everything will be submitted to Gateway for public review.

### **Resolution 22-05**

It is time to renew the library's membership in the Indiana State Library Consortium for Public Library Internet Access for the July 2023 – June 2024 funding year. I do not see any reason not to continue our membership. The state bids out our Internet service and ENA has provided consistent and quality service. Being a part of this consortium gives us an 80% savings in internet/wireless costs.

#### **Director Updates**

##### **Meetings outside the library**

Bluffton NOW! Executive Board Meeting

Chamber Board meeting-does not meet in July

Rotary Meetings

Wells County Foundation Board and Grants Committee Meeting

Chamber Strategic Planning meetings

##### **Meeting Updates inside the library:**

Department Head meeting – During July's meeting, we discussed the Fall in-service, emergency handbook and policies for the month. We do not meet in August.

##### **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. The Community Needs Assessment being conducted by the Wells County Foundation, which we received a rough draft of in July.