

LIBRARIAN REPORT October 11, 2022

Building

Landscaping Update

From Nate: Currently, the project is moving along as expected. The old landscaping has been removed for the most part. The trenches were dug and conduit put in. During this process, some conduit and a light were damaged. We are working with Tom to find new LED light fixtures to replace the two older spotlights (these lights were from the 2005 remodel). This probably should've been part of the original scope of the project anyway. They were older and did not match other lights in the landscaping. Concrete has been poured for the bench pads, bike rack, patio, and the ramps out of the emergency exits. We did have a wandering cat and a small human leave some prints, but overall, it looks great. The light posts are expected around late October. The benches are expected to arrive in mid-October. Minnich's has some seeding to wrap up, but will be installing landscaping around late October/early November. This will also include the removal of the landscaping on the south side. As of now, the entire project should be wrapped in November.

Locker Update

I reached back out the original salesman with Premiere Lockers (Mike), after I had not heard back from Neil at FSP. Mike sent me this response from Stuart at FSP, presumably Neil's boss:

Hello Mike,

At this stage the container is estimated to be at Houston Port approx. 21st Nov.

I don't know why Sarah can't get hold of Neil -His details are:

Cell: 832 808 5251

Email: sales@fspamerica.us

Neil – Can you call Sarah 260 824 1612 and email smacneill@wellscolibrary.org

The next morning (10/4), Neil finally answered my original email from (9/7). This was his response:

Sarah

The number plates will be with me by Nov 21st. The bases and tops are ex stock

Neil Harrison

I had to Google what ex stock meant: Goods which are available immediately from a supplier's stock-holding and therefore with little or no lead time (other than delivery). Which, presumably, is good news for us. I did email back asking if the changes we requested for the quote made sense, since I had not heard from him since I sent them in, and what the timelines then would be for the number plates and bases and tops.

Response:

Yes they made sense and that date is in to me in Houston

So, the last time something finally arrived in port, it took maybe a week to get delivered to us. If it is the same this time, we should have the correct lockers and locks and possibly the number plates, bases and tops by the end of November. After installation is finally completed, we will be looking at a 12 month process to get these lockers.

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. 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

We did receive our LIT estimate (\$685,214) and it is slightly more than last year's LIT (\$647,640). We submitted our budget with an assumed \$518,114 for 2023 so we still have enough Operating Balance to fully fund our proposed budget.

Policy and By-laws-review only

The Policy changes have been presented to the Policy Committee and are on the board site under the Policy tab and then Proposed Changes. After the Policy Committee has had a chance to review/change the policy suggestions from staff, the policy updates will be presented to the board to vote on in November

Amazon Business Account/Card-review/voting?

From Danielle: On September 12 we received a letter from Synchrony Bank that they will be discontinuing the Amazon Business Line of Credit program as of January 10, 2023. After looking into what their plan is going forward, it looks like they will be switching all Amazon business lines of credit into Amazon credit cards. Our concern is that we are not sure what type of credit card they will switch our account to since they offer so many different credit card options. Currently they have 4 different credit card options: Amazon Reward Visa card, Amazon Store card, Amazon Secure card and Amazon Business American Express card. I believe it will most likely be switched to the Amazon Business American Express card, since it is a business account.

The reason why we switched to the Amazon Business Line of Credit was for two reasons. The major reason was because our PNC credit card would be charged from Amazon and we had no clue what amounts were from what purchase order. The majority of the time they would put two to three different purchase orders that were shipped on the same day for the total amount of Amazon charge. I would have to spend hours trying to reconcile the PNC credit card to figure out what Amazon purchase orders added up to what Amazon charge per day, with Dawn having to search our Amazon account for purchases and dates of items shipped. So, when we found out about the Amazon Business Line of Credit we were very excited because it was a lifesaver in time. It charges the account by items sent by purchase order, so I know exactly what purchase order and items we are charged for and if we actually received them. The second reason we switched is because we place a lot of purchases through Amazon and close to the end of the year, we would not have enough credit on the PNC credit card for all the end of the year purchases and our regular amazon purchases.

If we did automatically switch to a major credit card instead of the store card, for security purposes, we could store the card in one of our locked filing cabinets in the record room, where only Sarah and I would have access. Once you enter the card info into Amazon there should be no reason for us to access that card and could just keep it locked up.

I wanted the board to be aware of the Amazon account issue, so you can think about what Amazon card you are okay with Wells County Public Library having.

Limestone Washing and Sealing

Nate had reached out to 3 companies to inquire into Limestone washing and/or sealing for the limestone on the outside of our building. He was informed that any washing would dry out surrounding plants next to the area being washed. Since we have all new plants going in these areas, we would like to get the limestone washed before our landscaping goes in. We attempted to get 3 quotes or more from either APlus, TLC, M&D Ower Washing, Tremco, and HPE Cleaning & More. We received 2 quotes from APlus and TLC.

APLUS:

\$4,800 (cleaning only)

\$17,500 (cleaning, rental of lift and application of sealant)

TLC:

\$3,198 (Cleaning only)

\$6,698 (Cleaning and Sealing)

Ed from TLC is local and comes highly recommended from Erin Prible. They clean the limestone for the Courthouse every year. The County haven chosen not to have the courthouse sealed after cleaning but Ed mentioned he would need to clean the whole building fewer times if it is sealed. Ed is going to look into how sealant effects painted murals just in case we ever decide to paint the now exposed limestone wall. If we approve the work at this meeting, we can have the washing and sealing done before our new plants are installed. I hope to have further information for you by Tuesday.

Resolution 22-06 Appropriation Reduction of Rainy Day-Voting Item

The DLGF assumes that we spend every dollar budgeted, even in our LIRF and Rainy Day funds, and subtracts 2022's budgeted funds from our budgeting potential of funds in 2023. So even though we usually do not spend the total amount of our LIRF and Rainy Day, the total is subtracted from our potential funds to budget. This form declares that we will not spend \$161,536 from our Rainy Day fund in budget year 2022 so the \$161,536 for Rainy Day budgeted in 2022 can be reallocated to spend in our 2023 budget year.

Budget/Resolution 22-07-Voting item

At this meeting the board will adopt the 2023 budgets and the estimated tax rates. Now that everything is submitted online, you will only need to sign Resolution 22-07 for Appropriations and Tax Rates (Form 4) that indicates the total of the library budgets, the total estimated tax levy, and the estimated tax rate. To adopt the budgets, we will use Forms 1 for a detailed summary and Form 3 to approve totals and tax rates. All forms are linked to your agenda.

Library Closed:

5 pm November 23-25th

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Chamber Board meeting-did not attend due to Street Fair shelf reading

Rotary Meetings

Wells County Foundation Grants Committee-did not meet

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting –ILF Conference, Evaluations, Last purchase date, veterans day payroll, outdoor project donations, WCPL culture, sections 8 and 9 of the Emergency Response manual, chapter 3 Whole Hearted Librarianship.

Current Projects/Big Programs/News:

-Children’s Book Festival - Save the date for October 14, 2023. If you have kids/grandkids come out for a fun time. We are always looking for volunteers for this program, if you are interested.

-One Book One County – We have selected our OBOC title: “The Hobbit” by JRR Tolkien
All programming and activities have been well attended and received so far. Some current passive programs include:

The Hobbit Walk

Month of September in Bluffton and Ossian

Pick up a walking log at the Information desk, Teen Zone desk, or the Ossian Branch and track your walking for the month of September. If you hand in a log, you’ll be entered to win a Middle-Earth map and Chamber Bucks. As a group, we are trying to see if we can walk the entire distance that Bilbo Baggins traveled in “The Hobbit.”

Guess the Treasure

Month of September in Bluffton and Ossian

See if you can guess the number of treasures in our jars at the front desks. Grand prize will be a gift certificate for a pedicure at Bella Vita Salon in Bluffton, so you can make over your "Hobbit feet."

Upcoming Programs:

Mapmaker's Exhibit

Bluffton: October 13-November 18

J.R.R. Tolkien stated that he started with maps of his fictional Middle-Earth and developed the plots for his books from the maps. Stop by this traveling exhibit from the Indiana Historical Society called "Indiana Through the Mapmaker's Eye" to learn about four other ways people have used maps through the years: as documentation, tools, political images, and art.

Fort Wayne Philharmonic

Bluffton: Wednesday, October 12: 7:00-7:40 pm

All ages. Bring the entire family for a special "Stories in Music" program with several musicians from the Fort Wayne Philharmonic. Each performance will be attached to a children's book or story, including "Wild Symphony" by Dan Brown, "The Remarkable Farkle McBride" by John Lithgow, and various children's books.

Music played an important role in "The Hobbit" and is a part of many other stories in the library, so we are excited for this One Book One County special program. No registration needed, but feel free to sign up to receive an email or text reminder.

The presentation is funded through a grant from the Wells County Foundation.

Tales of All Hallows' Eve

*Bluffton: Thursday, Oct. 20:
6:30-7:30 pm*

Adults and Teens. Members of the Speed City Chapter of the International Sisters in Crime organization will be at the library talking about their anthology "Trick or Treats: Tales of All Hallows' Eve." This special Halloween-themed talk will feature readings from the book by the authors, as well as, a general presentation about some of the stories that inspired their writing about all the terrible places to visit on the spookiest night of the year, including crumbling mansions, haunted houses, and ancient cemeteries.

Authors in attendance will be Ross Carley, Michael Dabney, Mary Ann Koontz, Carol Paddock, Stephen Terrell, and Janet Williams.

Grants/Donations:

I submitted our final ARPA grant report to the State Library last week.

We are working on creating a donation option for the benches/tables and outside work being done to the library. Emily has now made it possible for patrons to give online. We already have some groups interested in donating for benches/landscaping already. We are also looking at what it would cost to add WCPL or WCPLibrary in big letters, like at the zoo, along the wall. I would love to eventually see a mural above the letters. I reached out to Cullen Bryant at Premier Signs and he said he would love to give us some mock-ups and quotes. Once we have an idea on the cost of the letters, this could possibly be a donation option as well.

