

LIBRARIAN REPORT December 13, 2022

Building

Outdoor Update

All landscaping, benches and charging posts are in and working. I contacted the company that is sending us our lockers, but have yet to hear from them.

Budget

1782 Notice

The 1782 notice was sent from the DLGF for our review. Everything looked correct. I have signed the notice and sent it back to the DLGF. Now we wait again for our budget approval by the end of December/beginning of January. Once we receive that approval, we have a few months break from the budget process before it begins again for budget year 2023.

Cash flow

Now with our tax amounts given in our 1782 notice, I have attached the current cash flow document and the projected 2023 cash flow document. I increased the disbursements by a generously rounded 5% and account for only the minimum for revenue. We are seeing a 5.65% increase of LIT and a 5% increase of property tax. Our LIT distribution is based on a 3-year average of Local income tax for the county and it is encouraging to see it go up after the decrease from 2020 to 2021. I am still keeping a cash flow balance for January 1 that is between 50-60% of our 2023 budget in case our LIT numbers do not continue to recover in 2023. The final date for 2022 purchases is December 16th for staff. Danielle will then run reports for me to see where we are budget wise and then we will know how much to transfer into LIRF and/or Rainy Day and purchase/encumber any 2023 items that we can.

Transfer to Rainy Day

It is my plan to slowly increase our LIRF and Rainy Day funds back to \$400,000+ over the next 5 to 10 years. Most of the furniture for the remodel came from our Rainy Day fund and most of the HVAC and roof work over the last 3 years has come from LIRF. Large spending during projects and then slow build-up during non-project years is a historic pattern with these funds and I plan to continue this pattern. We were able to transfer money to Rainy Day last year due to supplemental LIT income. I will assess our budget numbers at the end of the year to see if a transfer to Rainy Day is possible and still keep our cash flow balance at a 50-60% carryover. If it is something we are able to do, this transfer will take place at our January meeting.

Policy and By-laws – Review Only Item

The policies for review this month are Hours, Access, Board Meeting Participation, Circulation and Public Health policies.

Fund Name Change-Voting Item

The State Board of Accounts has informed us that Fund 276, currently labeled State Technology Grant Fund, needs to now be labeled Broadband Connectivity Grant Fund. We need the board to approve this change of name to Fund 276.

Resolution 22-07 to Approve Cafeteria Plan Section 125– Voting Item

Every year we need to have board approval for our staff to be offered a section 125 Cafeteria Plan. These plans simply allow employees to withhold a portion of their salary on a pre-tax basis to cover the cost of qualifying insurance premiums, medical expenses, dependent care expenses and other benefits. This is how we are able to offer Colonial and HoosierStart to our employees. These are both very valuable benefit options to our employees especially our part-time employees. So, I am proposing for the approval of Resolution 22-07 for the adoption of the Wells County Public Library Cafeteria Plan.

Amazon Account- Voting Item

As mentioned earlier, Amazon Business accounts will end at the end of 2022 (see attached letter). The last time we talked about this, we were not sure what our options would be and it appears that we can choose to get a credit card through Amazon. Currently they have 4 different credit card options: Amazon Reward Visa card, Amazon Store card, Amazon Secure card and Amazon Business American Express card.

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.

We were concerned that they would automatically switch us to a business credit card, but now that we have the option to choose, I would recommend we open an Amazon Store Card. Much like our current WalMart credit cards, this card can only be used with the Library's Amazon account. It would also give us prime shipping, 5% back on eligible purchases and an extra 5-15% in additional rewards on select promotional items.

CD Investments- Voting Item

Due to the increased interest rates in CD options, I had Danielle price rates at our local banks. State Board of Accounts requires us to get rates from all local banks and then we must choose the bank with the highest rate option. I have attached these options to the agenda. We have decided to put \$100,000 from both Rainy Day and LIRF accounts in a CD with First Merchants at a rate of 3.94%

Patron Point- Voting Item

Emily has been doing research into software options that would ease the restrictions and headaches of managing marketing/communication to patrons as well as solve some issues we have with address verification/digital cards/self-check-out. Patron Point is a standalone software that will integrate with any Information Library System (ILS). If we would ever switch away from Sirsi-Dynix ILS (which we would like to do) Patron Point would move with us. Emily had a rep present on Patron Point and she and Brian feels it will help eliminate excess software and give her the ability to do more with less time. Both Emily and Brian visited Huntington to see Patron Point in action and were impressed. I have attached Emily's write-up of the software and what she hopes it will accomplish. At the end of the write-up is the break-down of cost and the cost of other software options. If we approved this software, we can purchase it with encumbered funds until the software can be included in the budget for 2024.

2023-2027 Long Range Plan- Voting Item

The State requires all libraries to create a Long Range Plan every 3-5 years and it must contain these items to be approved:

(6) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) A statement of community needs and goals.
- (B) An assessment of facilities, services, technology, and operations.
- (C) Measurable objectives and service responses to the community's needs and goals.
- (D) An ongoing evaluation process.
- (E) Financial resources and sustainability.
- (F) An equipment replacement schedule.
- (G) A professional development strategy.

(H) Collaboration with other public libraries and community partners

We choose to do every 5 years and our current plan is finished at the end of this year. Department heads, Admin, and Staff have been working throughout the year to create the proposed 2023-2027 Long Range Plan for the library, which is attached to the agenda.

Library Closed:

All Day December 23-26, January 2

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Chamber Board meeting

Chamber Strategic Planning Meetings

Rotary Meetings

Wells County Foundation Grants Committee

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting –Last purchase date, sections 12, 13 and 14 of the Emergency Response manual, chapter 5 Whole Hearted Librarianship, Mini-Golf fundraiser, Goal 2 of current long range plan, NICHE Academy refresh.

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.

Grants/Donations:

Benches/tables and outside donations are now possible through the attached form or online here: <https://wellscolibrary.org/donation-information/>

We have different levels of giving which will be recognized on a main plaque outside (as well as the names on our donor wall) and amenity items with picnic tables and benches, which will have plaques on the item.

The levels of giving are:

Bronze-\$250

Silver-\$500

Gold-\$750

Bench-\$1,000 – only 2 left

Picnic Table-\$2,000-only 1 left