

## **LIBRARIAN REPORT**

**May 9, 2023**

### **Budget Calendar-approval item**

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 17-Receive maximum allowable budget

July 17-Receive our estimate of the miscellaneous revenue

July 17-Beginning of Department Budget Workshops

July 28-Circuit Breaker estimates

August 1-Receive Net Assessed values

August 8-Board meeting:

-Approve Salary Resolution and Proposed 2024 Budget

August 16-Deadline for release of 2024 LIT estimates

September 12-Board meeting:

Public Hearing on Proposed Budget

October 2-Deadline for second 2024 LIT estimates

October 10- Board Meeting:

Adopt 2024 budget

### **Policy and By-laws – Review Only Item**

The policies for review this month are Non-discrimination and Compensation Policies. We are going to also start reviewing a chapter of the *IN the Public Trust* trustee manual. The library board did this a while ago as a group and seemed to think it was beneficial.

### **Library Display Policy-approval Item**

At the last meeting, to provide better clarity on the creation of library displays, it was motioned that the policy committee review the Exhibit and Display Policy to provide better guidelines and clarity on library displays. The suggestions from the policy committee are attached to the agenda. The part in 'Red' is what has been added and the part in 'Blue' strike through is what was there and is now being deleted.

### **New Hires-approval item**

I am asking for approval to hire 2 summer interns: Claudia Stauffer and Amelia Sabinske. Both interns will be utilized mostly with Summer Reading project prep, circulation, children's

room assistance and Ossian assistance. Amelia's start date will be May 15<sup>th</sup> and Claudia's start date will be May 26<sup>th</sup>. The hiring wage for both interns will be \$11.41/hour for 30-36 hours per week.

**Library Closed:**

All Day May 19<sup>th</sup> (staff in-service)

All Day May 27-29<sup>th</sup>

**Director Updates**

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Chamber Board meeting

Rotary Meetings

Wells County Foundation Board

**Meeting Updates inside the library:**

**Department Head meeting** – Staff Reports, Patron Point, Sunscreen Drive, Previewed Policies:

Non-discrimination and Compensation, Solar Eclipse programming 2024,

Evaluations/Emergency Training, Summer Interns and Spring In-Service training.

**Current Projects/Big Programs/News:**

**-Friends of the Library Book sales**

Next Book Sales will be:

2023

June 21-24, 2023 with Friends Only Sale on June 20th

October 25-28, 2023 with Friends Only Sale on October 24th

2024

February 7-10, 2024 with Friends Only Sale on February 6th

June 26-29, 2024 with Friends Only Sale on June 25th

October 23-26, 2024 with Friends Only Sale on October 22nd

**-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.