

## **LIBRARIAN REPORT**

### **December 12, 2023**

#### **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 2025.

##### **Cash flow**

Now with our tax amounts given in our 1782 notice, I have attached the current cash flow document and the projected 2024 cash flow document. I increased the disbursements by a generously rounded 5% and account for only the minimum for revenue. We are seeing a 5.11% increase of LIT and a 3.99% 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 consistently go up after the 19.55% decrease from 2021 to 2022. We are still projecting -10.66% in LIT than we had in 2021. I am still keeping a cash flow balance for January 1 that is between 50-60% of our 2024 budget in case our LIT numbers do not continue to recover in 2024. The final date for 2023 purchases is December 15<sup>th</sup> 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 or 2024 items that we can.

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

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

#### **New Hire- Voting Item**

Claudia has decided to resign as a shelver to focus on school and extra circular activities. Due to this resignation, I am asking for the approval to hire Mateo Castro for 9 hours/week at a rate of \$11.19/hour. Mateo's start date was 11/27.

#### **Resolution 23-07 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, HoosierStart, and an HSA 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 23-07 for the adoption of the Wells County Public Library Cafeteria Plan.

### **CD Investments-Discussion**

Our CDs will mature mid-January. I am assuming that we would want to reinvest funds from both LIRF and Rainy Day. There is talk of the interest rates going down sometime in 2024, so it would probably be good to lock in the rate as high as possible. If you all agree to reinvestment, I will have Danielle gather interest rates for our January meeting.

### **Kanopy - Voting Item**

We learned more about Kanopy, a digital video streaming platform, at a conference this year. Kanopy has been around for quite a while but typically was known for classic movies and documentaries. They now offer an extensive collection over 31,000 movies, tv shows, kids programs and the collection of The Great Courses. We have had patrons asking off and on and more recently if this is something we would consider purchasing. We did a trial for staff last month and everyone is very impressed with what is offered and the usability of the platform. We are really excited about the Kanopy Kids options because they include animated book shorts that we use in storytimes along with popular kids programs like Sesame Street and Curious George. They also offer a parental code for switching from Kanopy Kids to just Kanopy. This would allow a parent to open Kanopy Kids for their children and to switch back to Kanopy a code must be entered.

Based on our active cardholders, and other libraries in our general area with similar active cardholders, Kanopy projects that we are looking at approximately \$3,000 per year on the Pay-Per-Use program, which includes The Great Courses and Kanopy Kids. They would work with us to set up a program with the number of tickets that would work with our budget and still be exciting for our patrons. The number of tickets or “check-outs” available to patrons is something we can change later.

Currently, Kanopy is having a great end of the year promotion for any libraries interested in the Pay-Per-Use streaming video service, which includes over 31,000 films and tv shows. **From November 13 – December 22, any library that comes on board will receive their first full month of usage for free.** We would just need to agree to receive their launch email with live link on or before January 15, 2024. Also, since Kanopy is owned by Overdrive, we would receive a 5% discount because we are an IDL consortium member. I have attached their promotional material to the agenda.

**Library Closed:**  
December 23-26  
January 1<sup>st</sup>

**Director Updates**

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Bluffton NOW! Executive Meeting

Chamber Board meeting

Chamber Executive Meeting

Chamber Citizen/Business of the year Meeting

Chamber HR sub committee

Rotary Meetings

**Meeting Updates inside the library:**

**Department Head meeting** – We discussed anniversary books, Goal 2 for the Long Range Plan, staff review restructure, Policies.

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

I have been contemplating on what to do with the west side of the building. The benches and tables are great, but I think that space could be much more inviting. I have attached what I would like to see eventually be the west side patio. The hope is to create this into an outside gathering area that reflects our internal atmosphere. First, I believe more people would utilize the tables if they are covered. Nate and Brian are reaching out to different vendors to see what costs may entail, but we would like to have a simple pergola with lighting that has a green metal roof to match our current metal roof. We would like something on that side of the building to boldly state we are the library. The WCPL Library letters are 3d letters much like the letters at the Fort Wayne Children's Zoo, which is always a photo opportunity for my kids. Behind the 3d letters, we would like to include a mural. There is a grant through the Indiana Destination Development Corporation (IDDC), which is a 1:1 dollar match up to \$25,000. Audrey from Wells County Tourism/Economic Development is looking into the process for us to apply for the grant.

**-Friends of the Library Book sales**

Next Book Sales will be:

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