

LIBRARIAN REPORT

February 13, 2024

Policy and By-laws – Review Only Item

The policies for review this month are Collection Management, Exhibit and Display, and Internet Use Policies. We will also be reviewing Chapter 10 of IN the Public Trust-Board Meetings.

Collection Management Policy-Voting Item

We had staff attend a workshop on material challenges and policies. The lawyer involved in the workshop offered to review the attendee's policies for free and make suggestions. I have attached those suggestions to the agenda. Mostly, he stated that our policy was in good shape, but he suggested that we stress that we have a diverse collection and that anyone filling out a challenge form should have a library card. The requirement for a library card is to ensure national groups on any side of an issue are not challenging material, but that those challenging material are actually tax payers to the library. We do already ask for library card number on our challenge forms. We also require a different form for each item as procedure. He suggested that we should state that in our policy as well. I would ask that these changes are voted on outside of the October/November updates to go into effect now.

2023 Review-Review Only Item

Attached to the agenda is a summary review of the Library's accomplishments for 2023.

Annual Report-voting item

I have completed the Library's annual report online and linked a copy to the agenda. The report shows this year's information as well as last year's information. The year-end financial reports and circulation statistics contain the information used to generate the annual report. These reports will be kept in the Appropriation Reports and Monthly statistics folder.

2024 Non-Resident Card Fee-voting item

Our 2023 total operating expenditures (\$2,284,082) per capita (27,681) is \$82.34 By law, we need to set our non-resident fee to be at least \$82.34. Currently our non-resident fee is \$80. I propose that we increase our non-resident fee between \$83 and \$85. For perspective, as of 2022, Warsaw and Frankfort have similar populations to us and their fees are \$96 and \$100 respectively. Huntington has a lower service population than us and their fee in 2022 was \$85.

Landscaping Renewal Contract-voting item

Outdoor concepts presented their 2024 contracts for lawn care and snow removal. We have used Outdoor Concepts for several years for landscape maintenance with no complaint. The contract runs from March 1, 2024-March 1, 2025. For Ossian the contract includes lawn and landscape maintenance, snow

removal and sidewalk shoveling and salt application at the time of snow removal. For the Main building, the contract includes landscape maintenance and snow removal. I have included a scan of the contract in the agenda. The amount for the contract is: \$4,105 for Ossian and \$3,820 for the Main Branch, which is a contract total of \$7,925. This is a \$230 increase from last year.

Spring In-Service Date

The spring in-service date for this year is April 19th at Ossian. The Library will be closed at both locations all day.

Library Closed:

February 19th

Director Updates

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Bluffton NOW! Executive Meeting

Chamber Board meeting

Chamber Executive Meeting

Rotary Meetings

Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting – Spring In-service, Goal 4 for the Long Range Plan, 2023 Stat Review, Policies.

Current Projects/Big Programs/News:

Mini Golf! – the 2nd annual mini-golf fundraiser for the library is happening February 23-24th from Friday, February 23rd 10 am -6 pm to Saturday, February 24th 9 am – 2 pm. This event not only provides a fun and entertaining activity for families during the month of February but also helps raise funds for our Friends of the Library group. All funds raised by the Friends of the Library are used for library programming and event expenses. Tickets are \$5 per round or we have a pre-sale special of buy 4+ tickets for \$4 a round.

Winter Reading is currently going on! – Our community goal for pages is 500,000. If we reach this goal, we will donate 125 books to Kate's Kart. When you complete 300 pages, you will receive a free Pizza Hut Personal Pan Pizza Coupon.

-Friends of the Library Book sales

Next Book Sales will be:

2024

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

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