

LIBRARIAN REPORT

February 14, 2023

Building

HVAC update

The boiler has been replaced and is working well.

Policy and By-laws – Review Only Item

The policies for review this month are Collection Management, Exhibit and Display, and Internet Use Policies.

New Hires

As mentioned last month, Judy Maxwell, has decided to retire at the end of March. We also had a shelver, Abigail, graduate from College and move on to a full-time position elsewhere, so we have had a full month of interviews and hires. I am asking for approval to hire Annette Grover (formally the Children's Department Assistant Librarian) for the position of Material Services Manager. Her start date for this position was 1/31/23. This position is Full-time, exempt with benefits and a rate of pay at \$20.54/hour. I was very pleased to see Annette want this position. She will be an amazing asset to the Material Services team and is already learning quickly from Judy. This left us with a position in the Children's department open. Cindy currently does not have someone that is able to take the role of assistant, so she opted to hire someone at a clerk I level. I am asking for approval to hire Racheal Hunter as a clerk I for the Children's Services department. Racheal has an Associates degree in Early Elementary Education and has worked in the preschool setting for 6 years, along with additional managerial experience elsewhere. Racheal's starting date will be 2/28/23. This is a part-time position without benefits. She will be working 16 hours per week with a rate of pay at \$11.52/hour. Our current Teen Clerk, Paige Watters, decided to switch from working the Teen desk and applied for the shelver position. Paige is an amazing employee, but has decided working with Teens is not where she fits best. We are very pleased to be able to keep Paige as a library employee and offer her the shelver position. This will be a lateral move in pay. Her starting date was 2/6/23 she will be working 12 hours/week at a rate of \$12.22/hour. This opened up a clerk position for the Teen department. Sarah Stuck applied for both the shelver and children's position and was in our top 3 interviewees for both positions. Sarah has experience working with Teens and is Teen Crisis Intervention trained. When asked, Sarah said she was willing to work in any department, so we decided to offer her the Teen position and see if she was interested. Thankfully, she said yes. Sarah Stuck will starting on 2/15/23 as a Teen Clerk I. This position is part-time, no benefits for 12 hours per week at a rate of \$12.22/hour.

2022 Review

Attached to the agenda is a summary review of the Library's accomplishments for 2022.

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 are in the Appropriation Reports and Monthly statistics folder.

2023 Non-Resident Card Fee-voting item

Our 2022 total operating expenditures (\$2,145,450) per capita (27,704) is \$77.30. By law, we need to set our non-resident fee to be at least \$77.30. Currently our non-resident fee is \$75. I propose that we raise our non-resident fee to \$80. For perspective, as of 2021, Warsaw and Plainfield have similar populations to us and their fees are \$96 and \$90 respectively. Huntington has a lower service population than us and their current fee is \$85.

Landscaping Renewal Contract

Outdoor concepts presented their 2023 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, 2023-March 1, 2024. 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: \$3,985 for Ossian and \$3,710 (Minus \$710 for interruption of services in 2022) which equals \$3,000 for the Main Branch, which is a contract total of \$7,695 (\$6,985 with the discount). This is a contract increase of \$400 from last year.

Pest Control Contracts

Our past Orkin tech, Ronald Penick, has started his own pest control company called Penick's Pest Control. We really appreciated the service and attention to detail he provided when he was our Orkin tech and agreed to accept a quote from him to reassess our pest control options. We did ask for a 3rd quote from EcoLab, but did not receive the quote by our deadline. Penick's is a local company based in Ossian. Ronald informed Nate that he uses the same solutions that Orkin uses and would provide equal service. I have attached the 2 quotes to the agenda.

Penick's – Monthly \$55 for Ossian, \$85 for Bluffton with a total of \$140
Orkin – Monthly \$66 for Ossian, \$102 for Bluffton with a total of \$168

Wells County Foundation Distribution-voting item

The Board of Directors of the Wells County Foundation, Inc. has approved a 5% payout for distributions made in 2022 on endowed funds. This year we may choose to accept \$17,800 in annual payout or designate the payout as Remaining Undistributed Return and the amount will be reinvested for future years' distributions. In the past, we would let returns go to remaining undistributed returns, which is fine if we do not have a project in mind for the funds. When I asked Tammy Slater what the process is to request Remaining Undistributed Returns and her answer was:

"You don't need to request your payout by March. Many of our agencies request their allowable payout each year – so setting a deadline, just gives us a workable timeframe for those who know they will be taking it to get back with us and we can make one transfer to accommodate those payouts.

You can request your distribution at any point throughout the year. You would just let us know that you don't intend to take it by the March deadline and then complete the form and return it to us when you are ready to receive the distribution.

Keep in mind when reviewing the Remaining Undistributed Return: that portion of the fund is subject to investments and can vary greatly from year to year. When agencies request to dip into the Undistributed Return portion of the fund, it is at the discretion of the Board and not always granted as we cannot allow the balance of any endowed fund to fall below historic (the original donation plus subsequent donations) value."

Therefore, because of this, we have decided to accept the last 2 year's distributions and hold the funds for Ossian's restroom project, 1,000 Books Before Kindergarten program (this is typical for these funds), partial funding for replacing our LED signs at Ossian (total of \$33,690) and putting a portion towards outdoor improvements (adding benches, extending the west side patio and reworking landscaping). Something also to consider these funds for is the continuation of our Children's Book Festival, when the donation for that program runs out. The money given, which covers most of Children's Book Festival, has a ten year limit. To stretch these funds across their whole time limit is one reason we do the festival every other year. The total cost of the upcoming festival comes in between \$12,000 and \$13,000. As the years continue and prices go up, I could see our festivals reaching the \$15,000 mark. The main bulk of these funds (\$5,000) come from the Virginia Jean Neunswander gift that the library was given. These funds are completed in 2026 allowing us to have 3 more Children's Book Festivals mostly paid. Other funds come from the Wabash Endowment Fund, Friends of the Library, Gail Saunders, our schools and some donations. My vision would be that we accept all distributions from the Library's Foundation Endowment and put them in the Library's gift fund under the line item of "Library Projects" this would allow these funds to build-up for smaller projects and the

future continuation of the Children's Book Festival when other donations fall through. We would still encourage other outlets for funding the Children's Book Festival, but we would have available funds, in case of a shortfall, until the community decides they no longer want a Children's Book Festival.

Spring In-Service Date

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

Library Closed:

All Day February 20th

All Day April 7-8th

All Day May 19th

All Day May 27-29th

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 Board

Meeting Updates inside the library:

Department Head meeting – spring in-service, mini-golf, reviewed policy and finalized the 2018-2022 Long Range Plan, discussed stats and any changes needed, and discussed possibility or offering low-key weddings (like a courthouse wedding) at the library.

Current Projects/Big Programs/News:

-Friends of the Library Mini Golf Fundraiser

Friday, February 24: noon-6 pm

Saturday, February 25: 9 am-2 pm

Tickets are \$5 per person at the door or \$4 per person if you buy 4+ tickets before the event.

These tickets can be purchased at the front desk. So far, we have raised \$1,600 in just sponsorships!

-Friends of the Library Book sale

Our February book sale is currently going on. As of Thursday, we have raised just over \$1,400.

-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.