

DIRECTORS REPORT OCTOBER 2013

Notes on Library Services, Programs, and Staff:

- I'm glad to report that circulation and door count rebounded nicely in September. Even though we are counting some items we weren't able to count last year (e.g., Freegal downloads), this doesn't fully account for the monthly circulation increase of 7.8%. The door count also reflects a healthy jump of 9.8%. While it takes several months or longer to see a trend, any increase in usage is welcome.
- Programming continues to expand, with more programs and increased attendance. The Children's department is having great success with both onsite and offsite (Monon Center and Pilgrim Lutheran) programs. Reference Services is offering many more programs and a greater variety of programs. These are still primarily onsite; but this month, a gardening program was held at the Clay Township Government Center and Abe Lincoln/Mark Twain interpreter Dave Ehlert performed at the CHS Freshman Center cafeteria. Rounding out the library's program offerings, AV continues its monthly, classic, and special films (the latter often in collaboration with Carmel Green Initiative) and YA continues to have programs of interest to teens, including do-it-yourself crafts, the Young Astronomers Club, and Dine on a Dime.
- The YA department conducted a survey of Teen Library Council members on their preferred book formats. The perhaps surprising result was that 28 out of 31 teens prefer print to eBooks. Some of the reasons they gave for their preference is that books are a symbol of comfort and they like the feel and smell of paper.
- Several Children's Services librarians have been giving eBook presentations in Carmel schools over the course of 2-3 weeks, with more invitations coming in. As a result, children's eBook circulation for September increased 156% over August. We continue adding to the collection to address the need, using Friends and Foundation gift funds initially. However, we recently received word from the schools that they are ready to transfer to CCPL the \$10,000 they have been holding in reserve for the eBook collection. The success of this collaboration could easily lead to other joint efforts for our mutual benefit.
- Technical Services staff took a field trip to tour the Ingram warehouse in Ft. Wayne. Each library staff member, whether working in acquisitions, cataloging, or processing, returned with several take-aways from their visit. Not surprisingly, Ingram staffers rely heavily on technology, including scanners that help ensure orders are filled accurately and efficiently. Each library customer has its own processing specifications, so close attention to detail is essential.

Something that might surprise you is that orders placed with Amazon are sometimes filled from the Ingram warehouse.

While CCPL staff enjoyed the experience, they also learned much and earned continuing education credits in the process.

- As an update to my September report, YA Manager Hope Baugh attended the first of eight meetings of Carmel Clay Schools' Literacy Adoption Committee. The committee is to analyze and evaluate literary and informational texts and other supplemental materials to provide well-balanced, comprehensive literacy instruction to students in grades 7-12. The committee's final selections will be recommended to the Board of Education for adoption and use from 2014 to 2020.
- The annual staff service award luncheon was held October 1 at Donatello's Italian Restaurant. This year 12 staff members were recognized for their years of service at CCPL. Each one has been with the library 5, 10, or 15 years for a collective total of 120 years. Service award pins are given to staff members with five years of service. Those with 10 or more years are provided with their choice of shirt which includes the library logo and years of service. Shirts for this year's honorees have the new logo which will be officially unveiled in early November.
- Immediately following the October 31 all-staff meeting, we will again provide flu shots for staff through VNS (Visiting Nurse Service).
- The annual ILF conference was held October 21-23. We were able to send 16 staff members for all or part of the conference. Two library Trustees also attended.

Next year in March, Indianapolis is hosting the biennial conference of PLA (the Public Library Association division of the American Library Association – ALA). This won't happen again for many years, and we are hoping to send as many library staff members as possible over the course of the 5-day event.

Budget/Finance:

- Through September we have spent about 63% of the 2013 operating budget. We are in good shape but, as previously mentioned, we are spending a significant amount on building and equipment maintenance. This will show up on the bills lists over the next several months.
- As a reminder, the 2014 budget is scheduled for adoption at the October 28 Board meeting which begins at 5:30 p.m. Only one document requires Board member signatures, but there are several documents that need to be submitted to the DLGF within two days of adoption.

Building and Grounds:

- When Irish Mechanical opened the #2 boiler to clean it, they discovered the fire box was defective and needed to be replaced before cleaning could continue. The cost of a new fire box is \$6,700. Once this boiler has been returned to service, work will begin on the #1 boiler. With luck, its fire box will not need to be replaced. If it is defective, however, it will cost another \$6,700 to replace it. (Note: The cost of cleaning the two boilers, previously authorized, is \$9,986.)
- The original water softener had to be replaced. It was taken offline earlier when people began to complain of the taste of the drinking water. The service technician discovered corrosion, bleeding control valves, and several irreparable leaks. The entire water system is fed by the water softener, including the boilers and other equipment. It was recommended that we continue to have a softener to protect our equipment. The replacement unit is an upgrade from the original. It has dual tanks so that the system is never without softened water. When one tank needs to regenerate, the second tank takes over. The new softener is easier to service and will use less salt because usage is metered. The resin bed should last 10-15 years and the softener itself might last 20 years. How long it lasts depends on the quality of the water that runs through it. The cost of the new unit is \$10,315.00.
- We have received a proposal from Stair Associates for architectural and engineering design and construction services for the chiller replacement project. They anticipate completing construction documents and issuing public quoting in November, with construction planned through the 2014 winter. Their “worst case” cost projection is \$378,732. Unless jury duty interferes, Woody Holm will be present at the October Board meeting to review the process and answer questions.
- As mentioned earlier, Buckland and Associates started working on a new fixed asset inventory. This will ensure we have adequate insurance coverage and that we are not paying for higher coverage than we need. The total cost of Buckland’s work is about \$20,000.

Foundation Report from Ruth Nisenshal:

- Ruth’s report to the Foundation will follow later.

Friends:

- The Friends fall book sale was held the first week in October, beginning with Friends night on October 3. Gross proceeds totaled about \$8,700, which is down from previous years. I’m sure this will be discussed by the Friends Board.
- The annual meeting of the Friends is November 7. New members will be elected to the Board and will begin serving a 2-year term in January 2014.

Legislative Issues:

- The Legislative Committee met October 1. I was unable to attend because of the staff service award luncheon, but I understand it was a relatively brief meeting. Bill Wiebenga may have a report at the October 28 Board meeting.
- As of October 23, the study committee had not scheduled a meeting to discuss library budget requirements. They are considering several different dates in November and December. As a standing commission, rather than an ad hoc committee, the Tax and Fiscal Policy Commission isn't bound by committee rules and can meet when it likes. Jos Holman and I are still on standby.
- The first pre-session Legislative Breakfast is Friday, November 15 at 7:30 a.m. at the Mansion at Oak Hill. The topic is agriculture and its importance as big business in Indiana. The program will be a panel discussion. Carmel Chamber President Mo Merhoff expects legislators will attend because of the topic. If you haven't yet indicated whether or not you wish to attend, please let me know by November 1.

Strategic Planning

- The monthly summary of strategic plan activities is included in BoardBook.
- Rounding out the month, IT Manager Peter Konshak will present the new website for library staff to see at the October 31 staff meeting. Since MediaSauce completed the design work, Peter has been building the content for each of the pages and sub-pages. He expects to roll out the new site the first full week in November.
- The Service Distribution Strategies Team has scheduled visits to several Indiana libraries that offer bookmobile service. Team members will also visit a bookmobile vendor in Ohio to look at different features and learn about different options. Because of the number of passengers and the length of time involved, we are planning to use Carey Limo Service for the Ohio trip. This is the same service we used on field trips to investigate RFID systems several years ago. Bookmobile related visits will take place in October and November.

Other

- Per discussion at the September Board meeting, we have added the Carmel Police Department and the City of Carmel as additional insured entities on our insurance policy.