

DIRECTORS REPORT

July 28, 2014

Notes on Library Services, Programs, and Staff:

- One of the most significant developments this month is the hiring of Dan Kramer as CCPL's first Finance Manager. Dan's first day was July 17 and he and Nancy Newport have been spending a great deal of their time preparing for the July Board meeting.

I can't praise and thank Nancy enough for the time and effort she has invested as Interim Business Manager for the past four months. She has managed these extra duties superbly well, but I know she is greatly relieved to be able to pass the baton to Dan and concentrate on just her Assistant Director responsibilities, which are plentiful enough by themselves.

- In case you missed the CarmelFest Parade on July 4th, we had an awesome entry. The library van was decked out with a giant globe illustrating the 2014 Summer Reading theme *Travel the World...Read!* Staff members Lisa Dick, Brian Barrett, Karen Steinberger, and Kathy Geerinck were joined by family members and Friends of the Library members as well as teen volunteers. Reports are that they had a great time and look forward to doing it again next year (weather cooperating).
- June was a very good month for circulation. We saw generous increases for nearly every department in the number of items checked out for the month (10.3% more overall than June 2013) and we exceeded one million checkouts at the half way point of the year. The Summer Reading Program may account for some of the increase; but since this program starts up in June every year, other factors must be in play. Reciprocal borrowing accounts for 8% of checkouts this month. Since RB sometimes approaches 10% of our monthly circulation, however, it doesn't fully explain the increase either. We will continue monitoring the statistics as usual and hope the upward trend continues through the year.
- The Young Adult department interviewed 26 applicants for 9 vacancies on the Teen Library Council. Interest in this volunteer group continues to grow in popularity among our teens. To meet demand several years ago, the 25-member Council was doubled in size, with two different meeting nights for each 25-member group. This is a great problem to have, but there is a limit to what our staff members can manage. We'll see what creative solutions they might have.
- So far this summer, the Children's department has presented eight programs for Carmel Clay Parks Camp sessions as well as two of their own Camp Buddies programs. This outreach programming in the parks is a first. While fine tuning is in order, it's been a good experience overall, possibly reaching a demographic we don't ordinarily see at the library (e.g., Westsiders who like the convenience of having a program at West Park).
- This has been a busy time for IT. Upgrades to Office 2013 are complete, as is the upgrade to the online public access catalogs (OPACs). Older machines have been replaced with new inventory, so there will be a large number of computers to be declared surplus as soon as they have been wiped clean for disposal.

- The AV department reports a strong showing at the monthly movie nights. Attendance at each of the six movies shown so far in 2014 exceeds the average attendance for all movies in 2013 – 78 was the average in 2013; so far this year, the lowest movie attendance was 87.
- The Reference department is hosting their first edible book contest. Contestants create an edible condiment based on a book title. Judges will determine winners for most creative design, best connection to the book being represented, and so on. Jack Stafford and Patti Napier have graciously volunteered to serve as judges for this event which starts at noon on July 25.
- I was invited by Carmel Clay Schools to participate in a community goal-setting activity. We were asked about areas CCS excels in, what they should continue or not continue, and what our priorities are regarding the Schools. There were about 20 people present, with Superintendent Nick Wahl leading the group. Our input will be added to that of other groups to help set their goals for the year.
- As further evidence of a close working relationship with CCS, we hosted a School Board Retreat on Saturday, July 19. We received a gracious thank you note, which I will share at our July 28 Board meeting.

Budget/Finance:

- The priority for the rest of July and early August is the 2015 budget. We have delayed slightly the preparation of documents in order to include our new Finance Manager in the process. We have already met with financial consultant Mike Reuter regarding the 5-year fiscal plan and will meet with Mike again July 29 to discuss next year's budget. Coincidentally, Dan Kramer and Mike Reuter were already acquainted from previous work experiences.
- One of the few legislative actions in the 2014 session to affect libraries requires us to publish the 2015 budget online via Gateway. As usual, we also have to publish the budget in a local print newspaper; but this requirement will be eliminated next year and thereafter. The newspaper lobby has fought this change successfully for many years; but it makes sense to advertise the budget online, along with other public records.
- The County Auditor has alerted taxing units to the possibility of shortfalls in the December settlement, most likely as a result of the circuit breaker. Mike Reuter's estimates are generally conservative, so I am not expecting drastic news. Tax draws through June represent over 54% of estimated receipts for the first half of the year. This includes property taxes as well as excise, commercial vehicle, and financial institution taxes. COIT taxes are received monthly in stable amounts.
- The 2015 budget will include an estimation of the purchase price for the mobile library and attendant costs for staffing, collection, operations and maintenance. The Strategic Plan Service Distribution Team continues to fine tune the needs and the costs.

Building and Grounds:

- During the tornado warning on June 24, library staff took patrons to the emergency stairwells for safety. This is standard protocol, which fortunately we don't have to implement very often. Beth Jenneman was interviewed later by television channels 8 and 13 about our emergency weather procedures. At issue was whether or not we lock the doors during such an emergency. In case you're wondering, we leave the doors open should people need to seek shelter during the storm or should parents come looking for children they've dropped off at the library.
- Except for a reasonably short punch list, the chiller replacement project is essentially complete. Once our engineering consultant Woody Holm from Stair Associates is satisfied that the punch list items have been addressed, he will send us the final invoice from Lehman's, Inc. The total cost of the project is \$309,100 to Lehman's (2014 funds) and \$26,400 to Stair Associates (2013 funds).
- Because of the great weather we enjoyed for the 4th of July CarmelFest Parade, Carmel Fire Department didn't need to use the library to treat anyone for heat exhaustion. They were set up and prepared for that eventuality, however, and I'm glad we are able to offer them the use of our building for such emergencies. Given that we've been at this location since 1999, it's rather surprising the request to use the library wasn't raised until two years ago.

Foundation Report from Ruth Nisenshal:

- The foundation board met last week and a few of the highlights from that meeting were:
- A conversation was held regarding donor confidentiality. Although board members have a right to donor information to assist with the fundraising process, it is expected that the information will remain confidential and used for Foundation purposes only. President A. Poindexter noted the Executive Committee is working on a confidentiality statement to be signed by each board member in the near future.
 - Corporate Committee
 - A solicitation letter ready to be sent to a finalized list in the next few days.
 - President A. Poindexter noted that the details for "Law School for Small Business" programs are coming together. The goal is to host one session this fall, and two more in the spring. Each session will feature a local attorney as a presenter, with the attorney's company sponsoring the session to cover the cost of materials and refreshments. The need for such a program was commented on by A. Poindexter, who pointed out that IU Law School – Indianapolis is featuring a new law degree program for small business owners who will not be practicing law.
 - Individual Committee
 - Linda Kennen, chair, reported that the committee is focused on the Centennial Society and that just slightly more than 50% of the funds needed have been raised from 142 donors, including groups (book clubs, Guild members). She recapped the Centennial Society Campaign efforts which included –
 - Letter from Jim & Joyce Winner was mailed to a select group of prospects.
 - Campaign launch at the Palladium with the Downton Abbey event.
 - Centennial Society brochure and solicitation letter mailed to 800 people.

- Carmel Art Gala presented by Carmel Mayor's Youth Council (CYMC) and the Carmel Arts Council High School Division took place and will benefit \$1,000 for the Centennial Society.
 - Upcoming efforts will include a mid-year reminder card and fall solicitation letter to coincide with the guild's author luncheon event.
- Governance Committee – several positions will need to be filled for the upcoming year and recommendations are welcome.
- Board member Dena Stirn reported for the guild – the five guest authors for the upcoming October 23rd event have been identified and were revealed at a special function on July 23rd. (A flyer with the featured 2014 authors will be distributed at the trustee meeting.)
- Foundation news
 - Guggenheim Life & Annuity has committed to a sponsorship of \$50,000 over 5 years (\$10,000/yr.) in exchange for the naming rights of the Story Time Rooms in the children's area of the library. The naming opportunity signage details need to be approved by the Library Board of Directors.
 - Debbie & Bart Bell have committed to a gift of \$25,000 (\$5,000/yr. over 5 years) for a yet-to-be-determined purpose.
 - Two mailings were recently sent – a second mailing for the foundation's annual fund appeal to those who did not respond to the first one in 2014 and the 1904 Society Planned Giving Newsletter.

Friends:

- The next meeting of the Friends Board is August 28.

Legislative Issues:

- The Legislative Committee met July 1. The Committee's Standing Rules limit voting members to two terms, which is unfortunate because Bill Wiebenga just completed his second 3-year term. I know the leadership was dismayed to learn this, as they very much appreciate the experience and wisdom Bill brings to the discussion. I'm certain they would like him to continue.
- I attended a meeting in late June to discuss the need for expanded bandwidth with Senator Kenley, Terry Spradlin and Merle Gruesser from Internet provider ENA, and Wayne Township Superintendent Jeffrey Butts. Most of the discussion was naturally oriented toward the schools which receive the greatest portion of E-rate dollars. Senator Kenley asked tough questions about how schools are allocating their resources, but he seemed impressed with Dr. Butts' responses. In the end, the Senator made no promises but offered to put ENA in touch with key people on the House Ways & Means Committee where they will have to make their case for a budget increase.
- After serving 12 years representing ILF as ALA Chapter Councilor, Terry Rheinheimer, Director of the Middlebury Community Library, is stepping down. The position requires attendance at both ALA Annual and Midwinter conferences and participation at ALA Council sessions, which are often very long and sometimes contentious. Terry will be missed.
- The Legislative Fall Forum is scheduled for October 7 at the Mansion at Oak Hill.

Strategic Planning

- As mentioned previously, Judy Gareis has completed the second year of her contract as our Strategic Plan Coordinator. Judy did an excellent job facilitating the launch of our first and second year initiatives, helping us develop a manageable structure, and serving as coach and mentor where needed. We are grateful to have had her assistance and hope to keep her involved as an interested library patron.
- We are ready now to begin the second half of the Strategic Plan journey with AV Services Manager Christy Walker serving as Coordinator. Christy and Judy worked together for a smooth transition and Christy has already made suggestions for positive changes going forward. The SP Coordinator job description has been modified only slightly, as most of the original responsibilities will continue in some variation.
- Christy is now in charge of preparing for the Steering Committee and team Leader meetings, so you can expect to hear more as the plan progresses.

Other

- We have received notifications from the Hamilton County Redevelopment Commission and the Carmel Redevelopment Commission indicating the taxes to be collected from Economic Development Areas will be needed to make debt payments or lease payments or to fund projects approved by the respective Commissions as authorized by Indiana Code 36-7-14-39(b)(3). We receive one or two such letters each year regarding what are commonly known as TIF districts.