

## **INTERIM DIRECTORS REPORT**

### **27 July 2015**

#### **Notes on Library Services, Programs, and Staff:**

- June circulation statistics are down slightly for the month but we are on our way of topping 2 million circulations again this year.  
  
Reciprocal borrowing continues strong as well, with CCPL continuing to lend more than 70% of the items borrowed by Hamilton County residents. Hamilton East Public Library is second, lending just under 22% of the total.
- For the first time, CCPL staff were invited to attend the Carmel Clay Schools technology-focused C4 staff conference. Staff from the IT, CYS, REF, and YA departments attended conference sessions and also presented 2 sessions on using CCPL's downloadable resources while *ccpl2go* staff manned a table at the conference providing library information and issuing library cards to teachers. The day provided CCPL staff with insight into the direction that CCS is moving with technology while providing more opportunities for networking, relationship-building, and resource sharing. (C4 stands for connect, collaborate, collect, and create. Thanks, Renee', for the recap.)
- Administrative Assistant Caitlyn Milliman has decided not to return after her maternity leave. Emily Westcott began on 26 May, but will be returning to her studies at IU Bloomington. Her last day will be Friday, 21 August. She has done a tremendous job and both Caitlyn and Emily will be missed. With Carolyn's approval we have advertised the position.

#### **Budget/Finance:**

- Dan and I met with Mike Reuter this week to finalize the 2016 budget forms in preparation for submission into Gateway. The proposed budget is in line with the fiscal plan and the bottom line will keep us below the 2.6% (6-year non-farm personal income) so that we do not have to go to the City Council for budget approval. Form 3 (Notice to Taxpayers) and The County Council Review Worksheet (nonbinding review) must be submitted in Gateway and sent to Lee Graham before 14 August. Mike suggested that we send it no later than 10 August to avoid any last minute problems. Beginning this year (with the 2016 budget), we are no longer required to publish in the newspaper. Instead all political subdivisions must advertise their budget and tax levy information via Gateway.

The public hearing on our budget is scheduled for the 24 August Board meeting. Mike Reuter will give his fiscal plan update at 5:00 p.m. that evening. Budget adoption is scheduled for the Board meeting on 26 October meeting at 5:30 p.m.

#### **Building and Grounds:**

- Once again the library served as a cooling station for the 4<sup>th</sup> of July parade. The Carmel Fire Department appreciates our willingness to provide them our facility for this purpose.
- During the torrential rains earlier in the month a few roof leaks were noticed. AAA Roofing came during the rain for a temporary fix and then returned and made permanent repairs. I have contacted Carlisle for our "free" roof evaluation and hope to have this scheduled soon.

- Related to the above (torrential rains) the underground bore from the Library to the staff parking lot for the outlet to plug in the ccpl2go generator and the additional surveillance cameras has been delayed. This project is scheduled to be completed next week.
- Conzer Security will install the new surveillance cameras and Sawyer Industries will patch, sealcoat and stripe our parking lots once the above project has been completed.
- Some of the landscaping has suffered from the previous droughts. The dead yews on the south side of the building (entry from the patron parking lot) will be removed. A few new yews will be installed in the center of the planting bed with grasses and day lilies around the perimeter. Engledow has replaced the dead spiral evergreen plantings in the entrance boxes.
- We received notice from the Carmel Fire Department that our annual fire inspection will take place soon. They asked for copies of our annual fire alarm test/inspection report; the annual sprinkler system test/inspection report and updated emergency contact information. The requested documentation was sent.

### **Foundation Report from Director Liz Hamilton:**

- Sponsors for the Mobile Library are:
  - Franciscan St. Francis - \$5,000
  - GEICO - \$5,000
- Sponsors for Little Free Libraries are:
  - SoHo Café' - \$500
  - SEP - \$500
- The Foundation is hosting British author, Susan Lewis, on Thursday, July 30<sup>th</sup> from 2 to 4 p.m. in the Program Room. Tea will be served by Tina's Tearoom promptly at 2 followed by a presentation by Lewis and a book signing. All are welcome.
- The Guild is adding a new event that ties in with The Guilded Leaf this year. Writers at the Pavilion will be held the Wednesday prior to the luncheon at the Garden Pavilion at the Ritz Charles. All authors will be present to mingle with the crowd and sign books. Tickets are \$70/person.
- The Guild will host their Author Reveal Party on Wednesday, August 12 at 10 a.m. in the program room. All are invited to attend.
- On Thursday, August 13 the Foundation will host an Ice Cream Social for Fred Binder in the Book Club Room from 3 to 5 p.m. Please join us if you are able.
- Update on the Wendy Phillips Endowment: to date we have raised \$21,339 with donations still coming in

### **Friends:**

- The Friends Board will meet in August and begin their plans for the Fall Book sale scheduled for 8-11 October.
- Donations have been pouring in keeping their volunteers busy.

### **Legislative Issues:**

- Dan and I attended the annual Budget Workshop on 24 June, sponsored by the Indiana State Library. We learned that daily deposits are not required unless the deposit is \$500 or more.

### **Strategic Planning:**

- The July report is in BoardBook. The Steering Committee and Christy Walker will be at the Board meeting for a discussion.
- Four new “Little Free Libraries” have been built by Robert Lancaster and will be placed at the SoHo Café, Inlow Park, Central Park East Woods and the Green at City Center.
- The ccpl2go staff have been busy learning all about the library and mobile circ. They participated in the Fourth of July parade, Touch a Truck, and the Kroger Fan Fest. During the two hours of Touch a Truck about 600 people (mostly children) climbed aboard, 90 items were checked out and a few people signed up for library cards. The Kroger Fan Fest was held at the newly renovated Kroger store on Rangeline where more people learned of our library on wheels and signed up for library cards. The ccpl2go staff was joined at the Kroger event by Lisa Dick, one of the Library’s Speaker Bureau’s members.

On Thursday, 30 July, at 3:30pm Mayor Brainard will do a ribbon cutting for the mobile library and on Saturday, 1 August the library will host an Open House for ccpl2go from noon-2pm. The mobile library will begin regular stops on Monday, 3 August. Check out the website <http://ccpl2go.info> for the times and places.

### **Other:**

- The library partnered with Jacob Wickham on his Eagle Scout project by providing a bin to collect worn American flags for proper retirement in a ceremony on 4 July. Jacob collected about a hundred flags from all the locations for this ceremony.
- Before leaving Wendy sent a letter to Superintendent Dr. Wahl requesting the School Board reappoint Patti Napier and Jack Stafford to the Library Board. We received confirmation that each have been reappointed for the term beginning 1 July.
- The School Board held their retreat at the library on Friday, 10 July. Thank you Peter Konshak for setting up the electronic equipment.
- The School Board is scheduled to address the property dispute at their meeting in August. This was originally scheduled for their July meeting that Jim Hehner, Matt Lees and I had planned to attend.
- The Mobile Library made its debut in the CarmelFest parade amid the cheers of many library patrons. Beth Jenneman and Dan Kramer were riders on the Rotary ten-person bicycle at the parade
- Campbell, Kyle Proffitt LLP law firm is celebrating 100 years of service to the community. They have a display consisting of a quilt and a story board that will be on display at various locations in Hamilton County. The library will host the display beginning 3 August. It will temporarily replace the library quilt near the art wall.