

**DIRECTORS REPORT**  
**October 27, 2014**

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

- September circulation extended the positive trend we've seen through most of 2014. This keeps us on track to set another new record, following last year when we exceeded 2M checkouts for the very first time. On the receiving end, Circulation Services staff process the return of several thousand items every day of the week.
- We've been adding steadily to the collection, recording a net increase of 2% for the year. This might not sound like much, but it factors in withdrawals which also occur throughout the year to keep the collection fresh, current, and in good condition. As a reminder, Technical Services is the department responsible for carrying out the acquisition, cataloging, processing, and decommissioning of all library materials.
- Programming statistics are also notable. Through September, we have held more than 1600 programs which were attended by close to 56,000 people. The AV, Children's, Reference, and YA departments and the Library Foundation are represented in these figures.
- The 2014 staff Service Award luncheon took place at J. Razzo's Italian Restaurant on October 2. Jack Stafford, Anne Poindexter, and Steve Lawson joined in honoring the 16 recipients. This year awards were given for 5, 10, 15, 20, and 25 years of service. Collectively the 16 honorees have worked 225 years at CCPL. Thanks to the Friends of the Library for underwriting the luncheon and awards.
- I mentioned the early childhood literacy fair (titled BOUNCE) at the September Board meeting. More than a year in the planning by Children's & Youth Services, this daylong event involved the efforts of staff from several departments working together to make it a successful event. Below are some of the details I promised:

Attendance:

- 500+ attendees
- 74% Carmel residents (three largest segments represented were West Clay Boomburbs, Old & Newcomers, and North Main Suburban Splendor)
- 26% from neighboring communities
- Other programs presented during BOUNCE included Jim Gill (a perennial favorite children's musician with a large following), drop-in read aloud, preschool dance party, baby storytime, and Lion's Club vision screenings

Impact:

- 51% of attendees who completed the evaluation did not know about the five early literacy practices before attending BOUNCE
- 92% of attendees reported that attending BOUNCE will make them more likely to engage in the five early literacy practices with their children (Talking, Singing, Reading, Writing, & Playing)
- Two of the 50 children screened were identified as needing follow up with an ophthalmologist

Patron Comments (a sample):

- Great program! Would love to see regular events like this. Very interactive.
  - Awesome! Great set-up, easy activities to walk up and do; many choices.
  - My children were so excited and happy to attend.
  - Wonderful! Keep this event.
- Led by staff from the Children's & Youth Services department, we hosted four 1<sup>st</sup> grade classes on a field trip from Towne Meadow Elementary School. Each class attended a storytime and craft session, a presentation in Technical Services (where the children were "cataloged, barcoded and processed"), a tour of Circulation Services and back of house areas, and a scavenger hunt and tour in the Children's department. The 1<sup>st</sup> graders and teachers had a wonderful time, as did library staff and patrons who were witnesses to the event.
  - IT staff are busy with several projects, including software and hardware upgrades, program support for all library departments, and staff training on all technology related applications. They recently implemented an upgrade to our e-mail program and are investigating options to upgrade our wifi access points.

Our use of the Chromebox, as a cost effective replacement for the traditional PC for the online public access catalog (OPAC), influenced Hamilton East Public Library to implement the same strategy.

- We are holding our annual shred day on October 25 in the staff parking lot. The service is free and there is no limit to the number of documents you may have shredded. All shredding takes place onsite, so there is no need to worry about what happens to your documents once the truck leaves the site.
- At the all staff meeting October 30, the Mobile Library team will show a video of a similar vehicle from the Greensburg library and provide answers to frequently asked questions. We'll talk about why we're purchasing a mobile library, what it will look like, what materials it will contain, where and how it will be used in the community, how it will be staffed, where it will be parked when not in use, how it will be funded, and when we can expect to have it delivered.

**Budget/Finance:**

- We recently provided detailed information in response to an inquiry from Standard & Poor's Ratings Services. As a result, S&P affirmed its 'AA+' long-term rating and underlying rating on the CCPL Building Corporation's outstanding first mortgage bonds. The reviewers cited the following in their assessment:
  - Participation in the broad and diversified Indianapolis metropolitan area economy;
  - Extremely strong wealth level and very strong median household effective buying income;
  - Very strong general fund balance, albeit on a cash basis, bolstered by additional reserves in the "rainy day" fund; and
  - "Good" financial management practices under our Financial Management Assessment (FMA) methodology.

- With the report that the State Board of Accounts will no longer audit the financial records of Indiana libraries, we are waiting to find out what our options will be. We receive requests routinely from agencies like Standard & Poor (see above), so we hope this situation is resolved soon.

### **Building and Grounds:**

- We had a surprise inspection by the Carmel Fire Department to be sure we are up-to-date on various systems inspections, including smoke detectors and sprinkler system, fire alarm system, fire extinguishers, elevators, etc. During the inspection process, we were able to update the contents of the Knox box, which allows fire department personnel to enter the building without having to break any locks or doors – always a good thing! (Note: As of the first of October, we are current with all required building inspections.)
- We're planning to replace the walk-off mats at the three points of entrance to the building: west and south public entrances and delivery entrance. The existing mats are original to the building and are showing signs of wear-and-tear after 15 years of heavy foot traffic. In some areas they have become a tripping hazard as well.
- Included on the agenda as an action item is a list of outdated computer equipment to be declared surplus and disposed of.

### **Foundation Report from Ruth Nisenshal:**

- Since I have returned a few weeks ago from my six-week absence, I have been catching up in various areas and particularly assisting the guild with the Guided Leaf Book & Author Luncheon details. The event attendance currently stands at 494, a slight increase over last year's. An updated event report will be provided to the trustees at the meeting.
- The Centennial Society's \$1,000 membership number currently stands at 74, with pledges and payments totaling \$88,038. Additional individual's donations of less than \$1,000 were received in honor of Mr. Winner's 60<sup>th</sup> birthday and in response to the mail appeal – bringing the grand total to \$91,643. This includes a recent \$5,000 gift from a couple with whom I had spoken, to thank them for their \$1,000 general donation. They enjoyed learning about the Centennial Society and decided to increase their \$1,000 to the \$5,000 level.

Linda Kennen will accompany me to the Legacy Fund's Celebration of Philanthropy the evening of November 6<sup>th</sup>, where we will have a table to showcase the foundation, library and Centennial Society. It is an opportunity for Hamilton County not-for-profit organizations to share information with Legacy Fund donors. And a dinner follows the showcase to acknowledge their philanthropist(s) of the year.

- I attended the Clay Township Trustee's monthly meeting (I was the only guest in attendance) on October 7<sup>th</sup> where they approved their 2015 budget. I am pleased to report that the budget included \$19,300 for the foundation, which is the amount I had requested at their June meeting in support of the library's summer reading program. It is the same amount we received in 2014.

- Linda Kennen, the foundation's individual committee chairman researched various recognition companies regarding a recognition plaque for Jim & Joyce Winner for their \$100,000 pledge to the foundation. Based upon different cost estimates, L. Kennen is going to work with Partners in Recognition on the plaque design and production. Per Mrs. Winner's request, a smaller recognition plaque will be placed in the children's area of the library. An unveiling ceremony and a reception will be held on Friday, November 7 at L. Kennen's home from 7 – 9 p.m.

### **Friends:**

- The fall book sale took place on Thursday, October 9 (Friends Night) through Sunday, October 12. The proceeds were down somewhat from previous sales, which isn't entirely unexpected. The book store continues to do well selling high quality items, many of them in pristine condition. As a result of the Friends successful fundraising, we received a check this month for \$15,000.
- The annual meeting is scheduled for November 13. New Board members will be elected for terms beginning in January. Four members are eligible to serve a second two-year term, while one member will have served the maximum two terms by the end of this year. Members are currently recruiting replacements and additional members, since the Board is not at capacity.

### **Legislative Issues:**

- The ILF Legislative Fall Forum was held October 7 at the Mansion at Oak Hill. (The Legislative Committee meeting followed the Forum, so I have combined my reports into one narrative.)

Keynote speaker Lt. Governor Sue Ellspermann was first on the agenda, giving a brief talk about the importance of libraries and her support for libraries. When asked how we can ensure legislative support for the role of the library in economic development, Ms. Ellspermann suggested working with city councils, the local economic development agency, WorkOne, school corporations, and the people who attend our programs. She was also asked about support for additional funds to increase bandwidth for libraries and schools. While she was conversant with (and supportive of) efforts to increase rural connectivity, she was noncommittal about our concern that supply is not keeping up with demand, even in light of the fact that libraries are increasingly called upon to expand e-government services.

New State Librarian Jake Speer was introduced. Although he recently returned from a public library directorship in Iowa, Jake is no stranger to Indiana, where he previously held positions at State Library and at Hussey Mayfield library in Zionsville. Jake talked about several initiatives and priorities, including planning for Indiana's Bicentennial in 2016, upgrading the INSPIRE statewide database program, renewing the statewide ILL delivery service, and supporting efforts of ENA and ILF to increase funding for bandwidth (note: State Library cannot lobby but can provide information). Jake also fielded questions and was encouraged to assume the seat reserved for the State Librarian on the Board of the Midwest Collaborative for Library Services (library consortium covering Indiana and Michigan). He was also encouraged to spend time in the field visiting libraries across the State. Jake enjoys the support of many who believe he can

help bridge the divide that developed in recent years between his predecessors and the library community.

Legislative Advocates Carolyn Elliott and Matt Long spoke next, giving a preview of the upcoming legislative session. The 2015 session is the “long” session, meaning it’s the year when the 2-year State budget is formulated and adopted. With the departure of longtime legislators, the House will have 25 new representatives and the Senate will have four. Half the House members have served fewer than three years, helping make an already conservative body even more conservative.

The proportion of Republicans to Democrats is expected to stay nearly the same: 69/31 in the House and 37/13 in the Senate. This means the Senate Republicans continue to enjoy a super majority and can conduct business without any Democrats present. It’s also expected that Brian Bosma (R-Indianapolis) will remain Speaker of the House and that David Long (R-Ft. Wayne) will remain President Pro Tempore of the Senate. To his credit, Brian Bosma has included Democrats in leadership positions, having appointed two as committee chairs.

Three statewide positions are on the ballot this year: Treasurer (Richard Mourdock stepped down in August), Auditor (incumbent Suzanne Crouch), and Secretary of State (incumbent Connie Lawson).

Our advocates expect legislators to address several large issues this session:

- Budget (\$2M surplus but many groups at the well)
- Ethics (a push for transparency, citing Rep. Turner’s demotion and decision to leave office following questionable actions benefiting a family business)
- Taxes (business personal property, tax credits, maybe streamlining the tax code)
- Education (funding for pre-K, vouchers; bill to make State Supt. of Education an appointed position, effort to give DOE more power)
- Health care (Governor Pence’s Healthy Indiana 2.0 initiative)

ILF legislative issues were proposed and discussed by Forum participants but without consensus. The issues listed below will be discussed further by the Legislative Committee and put into an action agenda to be approved as guidelines for our advocates during the 2015 session:

- Internet connectivity/broadband capacity (increased funding to address expanding demand)
- INSPIRE (increased funding to update statewide database service)
- REPA III (permit to teach without a license if otherwise qualified – school librarians are among other teachers concerned about the ramifications)
- Deposits (daily bank deposits are required, even for libraries with minimal receipts; creates hardship for small libraries with few staff members and/or no local bank)
- Access to Rainy Day and LIRF funds (would like to eliminate requirement for additional appropriation to use funds already in the bank – i.e., no tax levy needed)
- Fiscal autonomy (continue to monitor efforts to eliminate fiscal autonomy of public libraries)

- Organization Day for the General Assembly is November 18. This serves as the official start of the 2015 legislative session.
- Last but not least, the ILF Executive Director announced that Bill Wiebenga has been selected for the Legislative Advocate award for 2014 and will be recognized at the Awards & Honors Banquet during the ILF Conference on November 18. Congratulations to Bill who continues to serve the library community with distinction.

### **Strategic Planning**

- The October report is in BoardBook and will be provided in hard copy at the Board meeting.
- The order for the mobile library was placed on October 6. Subcommittee meetings are being held to discuss such details as graphic design and ongoing budget items.
- Christy Walker and I will finalize the December agenda with consultant Sam McBane Mulford when she visits Carmel on November 19.

### **Other**

- We received a request from the Auditor of State regarding the State of Indiana Public Employee Deferred Compensation Plan and the Matching Plan. The State's auditors, BKD, are performing certain procedures on these plans and are testing a sample of employees selected from the 2013 year end payroll register. We were asked to provide a list of all employees paid during 2013, their gross pay and total deferrals into the Plan, and total deferrals for 2013 from all participants. The request did not indicate whether or not we would receive feedback, so the results and the purpose may remain a mystery.
- Following last month's discussion of the library's Internet Use Policy, we subsequently discovered a timeline indicating the years the policy was revised. These dates have been added to the policy manual and the updated section will be distributed at the October Board meeting.