

AGENDA

- I. **Call to Order/Welcome**
- II. **Adopt September 26, 2016 Agenda (action)**
- III. **Approve Minutes from the August 22, 2016 Public Hearing and Board of Trustees Meeting (action)**
 - a. Minutes from the August 22, 2016 Public Hearing 3
 - b. Minutes of the August 22, 2016 Board of Trustees Meeting 4
 - c. Fiscal Plan Update - Mike Reuter 8
- IV. **Treasurer's Report**
 - a. August Financial Report (action)
 - b. September Bills List (action)
- V. **Committee Reports**
 - a. Building & Grounds
 - b. Finance
 - 1. Resolution 7-2016 - Budget Adoption of 2017 Operating Fund, Library Improvement Reserve Fund, and Lease Rental Fund (action)
 - c. Personnel & Policy
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 - d. Strategic Planning 22
- VI. **Trustee Liaison Reports**
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 - b. Friends
 - c. Legislative
 - d. Telecommunications
- VII. **Interim Directors Report (action)**
 - a. Interim Directors Report for September 2016 26
 - b. Library Statistics for August 2016 30
 - c. Technical Services Statistics for August 2016 32
 - d. List of 2017 Board meetings for approval 35
 - e. Holidays and Days the Library will be closed in 2017 36
- VIII. **Old Business**
- IX. **New Business**

X. **Adjourn**

**Carmel Clay Public Library
Minutes of Public Hearing for the
2017 Library Budget
August 22, 2016**

**Board Room
5:00 p.m.**

Present: President Ranj Puthran; Vice President Jim Hehner; Secretary Patty Napier; Treasurer Dan Kramer; Members Jim Garretson, Jane Herndon, Bill Wiebenga; Interim Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Member Jack Stafford; Manager Renee' Kilpatrick

Guest: Financial Consultant Mike Reuter

PUBLIC HEARING FOR THE 2017 BUDGET

President Ranj Puthran opened the Public Hearing at 5:03 p.m. Questions, comments, or discussion were called for regarding the 2017 Library Budget. Financial Consultant Mike Reuter gave a presentation of the 2017 Fiscal Plan. A summary of his report is forthcoming. Upon hearing no comments or questions, R. Puthran closed the Public Hearing at 5:45 p.m.

Johnna Mishelow
Administrative Assistant

**Carmel Clay Public Library
Minutes of Board of Trustees Meeting
August 22, 2016**

**Board Room
5:00 pm**

Present: : President Ranj Puthran; Vice President Jim Hehner; Treasurer Dan Kramer; Secretary Patti Napier; Members Jim Garretson, Jane Herndon, Bill Wiebenga; Interim Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Member Jack Stafford; Manager Renee' Kilpatrick

Guest: Financial Consultant Mike Reuter.

CALL TO ORDER/WELCOME

President Ranj Puthran called the meeting to order at 5:45 p.m. All in attendance, including Financial Consultant M. Reuter, were welcomed.

FINANCIAL CONSULTANT MIKE REUTER - 2017 FISCAL PLAN

Following M. Reuter's presentation of the 2017 Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

AGENDA

J. Hehner moved to adopt the agenda, seconded by J. Herndon, and the motion carried.

R. Puthran gave an update on the search for a new director. Four candidates were selected from the Skype interviews. Candidates will come to the library on September 14 and 15. On September 14, there will be a public forum where each of the candidates will give a presentation. There will also be a social hour outside of the library. Names of candidates will be provided next week.

MINUTES

B. Wiebenga moved approval of the minutes as revised (change spelling of Tim Harman) of the July 25, 2016 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

July Financial Report: Treasurer D. Kramer presented the July Financial report. He noted that the bar for the month is 58.33 %. No categories in receipts and disbursements exceed that amount. The entire operating funds expenditures to date is 45.98% of budget.

The operating balance will continue to decrease every month because our expenses will outpace revenues. This should be of no concern, however. Some encumbrances were paid on books, but that was the only reduction in encumbrances in the month of July.

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August 22, 2016
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B. Wiebenga moved to receive the July Financial report, seconded by P. Napier, and the motion carried.

August Bills List: Treasurer D. Kramer presented the August Bills list, pointing out in payroll the amount of \$207.32. Occasionally, ADP will make the deposit to the bank account of a person and unbeknownst to us the account has been closed or changed. In this situation, we cut the check and ADP gives us a credit. On 6352, the electricity totaled \$19,576, which is probably the peak. It is about \$7,000 higher than the lowest month. A new account number 6368 is for rent for the Dabble space. The \$7,125 is the equivalent of three months of rent. There were two rent payments because the September payment is due by the 5th.

J. Hehner moved approval of the Bills List, seconded by P. Napier, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport included information regarding city regulations for signage in the Interim Director's Report. B. Wiebenga stated a couple of years ago, we had some plans for signage. N. Newport will look for that information.

Finance Committee: D. Kramer explained the "Minimum Level of Internal Control Standards." In the 2015 session, a piece of legislation was passed which required the State Board of Accounts to draft an acceptable "Minimum Level of Internal Control Standards" that will be followed by the various governmental units. This is a framework from which we build going forward. It comprises five different components and within those five components are 17 principles. The five components are Control Environment, Risk Assessment, Control Activities, Information and Communications, and Monitoring. The State Board of Accounts designated approved personnel training materials which consists of a webinar. The legislative body of a political subdivision shall insure that the internal control standards and procedures developed under subsection C are adopted by that political subdivision and that personnel receive training concerning the internal control standards and are certified. D. Kramer explained that that is what Resolution 4-2016 is all about.

J. Herndon moved approval of the Resolution 4-2016, seconded by J. Hehner and the motion carried.

Personnel & Policy: P. Napier explained Resolution 3-2016: Commitment to Join Indiana State Library Consortium for Public Library Internet Access for the Funding Year 2017. J. Herndon moved approval of the Resolution, seconded by J. Hehner, and the motion carried.

Strategic Planning: C. Walker stated planning for Dabble is progressing nicely. Currently job descriptions are being developed and furniture is considered. The turn-around time for equipment is not long. In addition, there have been some discussions about marketing. We are still aiming for the launch in November or December. At the beginning of the month, there was a manager's retreat. Managers developed three to four objectives for each of the four strategic goals. Additional perspectives are being gathered through interviews with some key people in the community. There will be a west side focus group on Monday, September 19 at Pilgrim Lutheran Church from 7:00 pm to 9:00 pm. If anyone knows

**Minutes of the Board of Trustees Meeting
August 22, 2016
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someone who lives west of US 31 who might be able to give some insight about what does and what does not work for their use of the library, please send their information to C. Walker. C. Walker expressed her appreciation for the Board's support during this process.

TRUSTEE LIASON REPORTS

Foundation: L. Hamilton provided a written Foundation Report.

Friends: Next meeting on Thursday, August 25. No Report

Legislative: B. Wiebenga reported there had been a meeting on August 2. He reported the two subcommittees, Local Income Tax and Library Code, have begun work. J. Herndon will be the resource person for the Library Code subcommittee, and Mike Reuter will be the resource for the Local Income Tax subcommittee, as long as it's done by phone. The new director of ILF submitted to the ILF Board of Directors a work plan for ILF. The goal is to increase the value of membership for members of ILF. Additionally, the interim study committee on the government which dealt with Representative Harman's proposal had a hearing. Bev Martin testified on behalf of libraries which was well received. At this time and in the form in which it was submitted, the proposal is dead. On October 5 between 9:00 am to 3:00 pm the Legislative Fall Forum will be held. N. Newport stated if any Board members want to go, she will sign them up.

Telecommunications: J. Garretson stated Don Williams has been a wonderful liaison. He is the vice president of Bright House. Bright House and Time Warner were bought out by Charter. Their product will be called Spectrum. They are still providing same day service and giving two hour windows for showing up. AT&T U-verse has acquired direct television, and they are pushing that service. AT&T had been reluctant to get into the easements to put in fiber optics, but they may do it in established neighborhoods. They will notify customers ahead of time, so they have a chance to remove anything on the easement. A suggestion was made that there be a pipe created so all of the companies can run their cables through it. AT&T was opposed to the idea of sharing a conduit with other companies because of the maintenance issue involved. The school channel, CHTV, is going to be more student controlled with fewer programs. No decision has been made as to what sporting events will covered. J. Garretson provided an update on the budget. For two or three years, we have requested a percentage of the revenue that comes to the city from franchise fees on basic services. Direct television does not pay those, but AT&T and Bright House agreed to do it. It brings in \$500,000 - \$600,000 per year which is a revenue stream for the city. The mayor realizes the potential of that amount decreasing as more and more people are streaming. That revenue will continue to decline. This decline will affect the support of the government stations. Mayor Brainard would like to come up with a fixed amount in the budget that is adequate, ideally \$250,000 so they can do more local programming. We would like to see the government channel become HD so we do not have to be on AT&T's menu. The school has not discussed that possibility. It appears we are proceeding on plan toward cities buying the equipment necessary to

do that. A member wants to improve communication to the community on what is available on the government channel. Comcast is making preliminary plans to offer their services here which means they will have to have fiber optics. Metronet, which has been servicing part of Westfield, would like to come south of 146th.

INTERIM DIRECTOR'S REPORT

N. Newport had no additional information to add to the Interim Director's report. J. Garretson and the remaining members of the Board commended N. Newport on a job well done serving as Interim Director.

J. Herndon moved to receive the Interim Director's Report, seconded by P. Napier, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

ADJOURN

Ranj Puthran adjourned the meeting at 6:25 pm.

Patti Napier, Secretary
Board of Trustees

/jrm

8/22/2016



Reuter, Michael
Michael A. Reuter Consulting Services, Inc.
14108 Waterway Blvd.
Fortville, Indiana 46040

Carmel Clay Library
55 4th Avenue SE
Carmel, Indiana 46032

Dear Ms. Newport,

I am providing you a summary of my comments related to the fiscal plan presented on August 22, 2016. They are as follows:

1. The 2017 COIT distribution for the county has been certified and has increased 10.9%. The library's portion is 2.6% of the total which is down from 2016 at 2.7%. Still the COIT for the library increased approximately \$300,000.
2. It is good news the library is getting new money, but the library does not have the authority to spend it. The budget increases are limited to the 6-year non-farm personal income factor of the state. The factor for 2017 is 3.8%.
3. The General Fund cash balance in 2017 is expected to increase approximately \$900,000. I recommend they consider a transfer of cash balance to the Rainy Day Fund at the end of 2016.
4. The library would have two options of spending cash balance. Either go through the binding review process and have it approved by the Carmel City Council or wait until the debt is paid off in 2019 and move the appropriation to the Rainy Day Fund.
5. The assessed valuation declined from 2011 to 2013. It grew in 2014, 2015 and 2016. The fiscal plan has a built in assumption of a 1.5% increase after 2016. I anticipate the Assessed Valuation to increase over 4% for 2017 based on some preliminary information I have received.
6. The fiscal plan assumes no increase in the total rate for 2017 and is expected to decrease significantly in 2019 and 2020 when the debt is paid off. It is expected the 2017 tax rate will decrease with the higher assessed valuation.
7. Overall the library is in a very strong cash position.

Please call if you have questions or concerns.

Michael A. Reuter Consulting Services, Inc.



Sincerely,

Michael A. Reuter
President
Cc:
Dan Kramer

**CARMEL CLAY PUBLIC LIBRARY
RESOLUTION _5_-2016
INTERNET POLICY REVIEW**

WHEREAS, the Library Board of Trustees of the Carmel Clay Public Library is required annually to review and approve the Library’s Internet Use Policy, therefore:

BE IT RESOLVED, by the Library Board of Trustees of the Carmel Clay Public Library, Hamilton County, Indiana, the Internet Policy has been reviewed in 2016 and found to be adequate with no changes required.

Adopted this 26nd day of September 2016.

AYE

NAY

ATTEST: _____
Patricia A. Napier, Secretary
Board of Trustees

5 COLLECTION AND ACCESS
5.8 Internet Use Policy

It is the policy of the Carmel Clay Public Library (CCPL) to make Internet resources available to its patrons, along with collections of print, non-print, and electronic resources. The addition of Internet resources provides access to information beyond that contained in the Library's collections.

Youth through 8th grade are to use Internet workstations in the Children's & Youth Technology Room. High school students must present a photo ID (e.g., school ID, driver's learning permit, driver's license) to use 2nd floor Internet workstations in the Adult Technology Room, in Reference Services, or in Young Adult Services. Youth of any age may use the 2nd floor Internet workstations if accompanied by a parent or legal guardian.

By accessing the Library's Internet, the user agrees to the following acceptable use policy:

I agree to use library computers for lawful purposes in a responsible manner, consistent with the educational, informational, and recreational purposes for which they are provided, and to follow all rules concerning limited computer time.

I will not use the Internet for any purpose prohibited by Indiana or federal law; misrepresent myself by access code, password, or signature; alter hardware or software, nor make copies of copyrighted or licensed software or data unless such use is authorized.

I understand that the Library does not monitor and has no control over materials obtained on the Internet, and cannot be held responsible for Internet content. CCPL cannot control access to online content or protect patrons from online content they may find offensive.

I understand that the Library is compliant with the Children's Internet Protection Act (CIPA) and has technology protection measures (TPM or "filters") on its computers, designed to protect against access to visual depictions that may reasonably be construed as 1) obscene 2) child pornography or 3) harmful to minors.

I will not send, receive, or display sexually explicit materials or materials deemed harmful to minors. I also agree to use appropriate discretion when viewing materials and will refrain from displaying material on a terminal when so requested by library staff.

I understand and accept the restrictions placed on youth described above in the Internet Use Policy. I also understand that parents and guardians of minors have both the right and the responsibility for their children's use of the Internet workstations at the Library to:

- Assure their children's safety and security when using electronic mail, chat rooms, and other forms of electronic communications;
- Protect against unauthorized access, including "hacking" and other unlawful activities by their children;
- Protect against unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Restrict their children's access to Internet sites that are harmful to minors.

5 COLLECTION AND ACCESS
5.8 Internet Use Policy (continued)

I waive my right to any claim against the Carmel Clay Public Library, its employees, trustees, officers, and agents arising from use of the Internet.

I understand that failure to comply with this agreement may result in loss of computer privileges or banishment from CCPL.

The Library reserves the right to amend this policy at any time.

Introduced 1997
Revised 6/24/2002
Revised 9/24/2007
Revised 9/28/2009
Revised 6/28/2010

Resolution 6-2016 to Authorize Payment of Membership Dues

WHEREAS, I.C. 36-12-3-15 authorizes libraries to appropriate funds to provide for membership of the library and library employees in local, state, and national associations of a civic, educational, professional, or governmental nature that have as their purpose the betterment and improvement of library operations; and

WHEREAS, the board recognizes that it is beneficial to the library and library staff to be involved in such associations; and

NOW THEREFORE BE IT RESOLVED, that the Board has appropriated funds to provide for the membership of the library and full-time and part-time library employees in grade levels 7 through 10 in such associations; and

BE IT FURTHER RESOLVED, that for employees in other job classifications, payment for memberships may be authorized by the Director on a case-by-case basis if it is deemed the membership would benefit the employee’s professional development in his/her roll with the Library and if funds are available; and

BE IT FURTHER RESOLVED, that under I.C. 36-12-3-16, claim payments for such membership dues may be made in advance of library board allowance so long as there is an itemized invoice or other appropriate documentation; and

DULY ADOPTED by the Board of Trustees of the Carmel Clay Public Library at its regular meeting held on the 26th day of September, 2016, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Patricia A. Napier, Secretary
Board of Trustees

CARMEL CLAY PUBLIC LIBRARY
2016 Personnel Changes

<u>Effective Date</u>	<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Level</u>	<u>FT/PT</u>
New Hires:					
1/5/2016	Jeanette Day	Circulation	Clerk	3	PT
2//2016	Amber Edwards	Circulation	Clerk	3	PT
2/2/2016	Anne Prince	Circulation	Adult Page	1	PT
2/25/2016	Judy Bonnet	Mobile Library	Assistant	5	PT
2/25/2016	Lucille Jones	Reference	Tech Rm Asst	5	PT
3/1/2016	Anne West	Circulation	Adult Page	1	PT
3/1/2016	Natalia Chaudhry	Circulation	Student Page	1	PT
3/3/2016	Kandiss Carroll	Circulation	Clerk	3	PT
3/17/2016	Rebecca Brennan	Circulation	Student Page	1	PT
3/24/2016	Lisa Traina	Circulation	Clerk	3	PT
4/14/2016	Laura Crockett	Reference	Senior Assistant	6	PT
5/3/2016	Jane Morrison	Mobile Library	Supervisor	7	PT
5/12/2016	Anna Kruk-Kenyon	Circulation	Clerk	3	PT
5/12/2016	Jennifer Angel-Reece	Circulation	Clerk	3	PT
5/24/2016	Katelyn Blackthorn	Circulation	Clerk	3	PT
6/2/2016	Gwynellyn Dimick	Reference	Senior Assistant	6	PT
6/7/2016	Ashley Oyer	Circulation	Student Page	1	PT
6/7/2016	Sumera Syeda	Circulation	Student Page	1	PT
6/21/2016	Amanda Hulse	Circulation	Clerk	3	PT
6/28/2016	Kristen Hidding	Circulation	Adult Page	1	PT
7/19/2016	Carolyn Clark	Circulation	Clerk	3	PT
7/19/2016	Avinash Mishra	Circulation	Clerk	3	PT
7/28/2016	Rayah O'Rear	Circulation	Student Page	1	PT
8/2/2016	Olivia Crasta	Circulation	Adult Page	1	PT
8/9/2016	Jordyn Blakey	Circulation	Student Page	1	PT
8/16/2016	Kathy Huang	Circulation	Student Page	1	PT
8/19/2016	Sara Wiseman	Circulation	Adult Page	1	PT
9/6/2016	Sue Eskew	Circulation	Clerk	1	PT

Promotions:

Separations:

1/13/2016	Mary Poulin	Circulation	Adult Page	1	PT
1/26/2016	Matt Brennan	Circulation	Clerk	3	PT
2/17/2016	Beth Pearl	Reference	Sr. Assistant	6	PT
3/28/2016	JD Arland	Circulation	Student Page	1	PT
3/31/2016	Krista Arland	Circulation	Clerk	3	PT

4/9/2016	Kandiss Carroll	Circulation	Clerk	3	PT
4/11/2016	Gretchen Nihill	Circulation	Student Page	1	PT
4/11/2016	Emily Dickos-Carter	Mobile Library	ML Supervisor	7	PT
4/15/2016	Elizabeth Trabelsie	Circulation	Clerk	3	PT
4/18/2016	Cheryl Peisner	Circulation	Adult Page	1	PT
4/18/2016	Pat Neuner	Circulation	Clerk	3	PT
4/25/2016	Jack Miller	Circulation	Student Page	1	PT
4/28/2016	Adam Theis	Security	Security Officer	NA	PT
4/29/2016	Rita Wicks	Reference	ILL Clerk	3	PT
6/6/2016	Joyce Lam	Circulation	Student Page	1	PT
6/9/2016	Leigh Ann Mullins-Zugelder	Circulation	Clerk	3	PT
6/22/2016	Sue Billington	Circulation	Clerk	3	PT
6/23/2016	Sue Liechty	Circulation	Adult Page	1	PT
7/29/2016	Natalia Chaudry	Circulation	Student Page	1	PT
7/29/2016	Jenny Feng	Circulation	Adult Page	1	PT
7/29/2016	Kelly Haas	Circulation	Student Page	1	PT
8/1/2016	Alexandra Hibbitt	Circulation	Student Page	1	PT
8/10/2016	Gwynellen Dimick	Reference	Senior Assistant	6	PT
8/17/2016	Carolyn Goolsby	Administration	Director	10	FT
9/7/2016	Kathy Huang	Circulation	Student Page	1	PT
9/14/2016	Anne West	Circulation	Adult Page	1	PT

Other Changes:

<u>Effective Date</u>	<u>Name</u>	<u>From</u>	<u>To</u>		
2/1/2016	Neelam Patel	Circ Clerk	Tech Svcs Clerk	3	PT
7/1/2016	Elizabeth Essink	CYS Librarian	CYS Program Coord	7	FT
7/16/2016	Beth Weaver	CYS Librarian PT	CYS Librarian FT	7	FT

9/8/2016

Position Title: **Communications Senior Assistant**

Grade Level: 6

General Statement of Duties:

The Senior Assistant works with the Graphic Design Specialist in designing and producing print materials and electronic marketing pieces, and assists the Communications Manager with written marketing pieces to promote the library, its programs and services. The Senior Assistant is integral to the general organization and flow of the department and is a liaison between Communications and all other departments.

Essential Duties:

Design forms, signs, posters, fliers, bookmarks, calendars, etc. from existing templates, or create original designs when needed.

Complete “rush” items (those requested on short notice) that are difficult for the Graphic Design Specialist to complete due to time constraints.

Assist with preparations for Friends, Foundation and library special events, which may include creating graphic pieces as well as compiling appropriate promotional pieces for distribution at such events.

Create signs, fliers, posters, coupons, etc. for the Friends and Friends Store. Update and print weekly business schedule and monthly volunteer schedules for the store.

Create signs, fliers, coupons, etc. for the library’s coffee shop as requested.

Ensure department is organized and stocked with supplies, paper, and regularly-requested print materials for maximum efficiency.

Format text for the Graphic Design Specialist as needed.

Assist Communications Manager with proofreading of materials.

Complete finishing tasks such as printing, folding, assembling, cutting, etc.

Create and monitor project files for the department.

Maintain all library forms/cards, creating new ones as requested, and distributing as needed.

Maintain library publicity tracker.

Update online media calendars with library events monthly.

Create name badges/nameplates for new staff.

Communications Assistant
Page 2

Maintain library photo board in staff lounge.

Monitor and maintain approved not-for-profit postings in the library.

Participate in departmental, strategic planning, and library wide projects and objectives as assigned by the Manager.

Participate in job-related conferences and continuing education opportunities to maintain awareness of trends and developments in public relations/marketing and graphic design.

Minimum Qualifications:

Bachelor's degree from an accredited institution.

Working knowledge of design software, specifically InDesign, Adobe Illustrator, Adobe Photoshop and MS Publisher

Working knowledge of MS Office software; willingness and ability to learn other software as needed

Ability to operate/troubleshoot department equipment such as cutting machine, folding machine, laminator, color copier/printer/scanner, mat cutter, light table, etc.

Ability to operate common office equipment such as computers, copiers, printers, fax machines, etc.

Proficiency in the use of the Internet and email

Good oral and written English communication skills

Attention to detail; commitment to accuracy and producing quality products

Excellent interpersonal skills and customer service attitude

Ability to multi-task and work under pressure with multiple deadlines and frequent interruptions

Ability to communicate and interact with various levels of library staff, volunteers, and outside vendors

Ability to be flexible and embrace change

Communications Assistant
Page 3

Physical Demands

Ability to speak and hear the spoken word

Good eyesight; ability to accurately read material in print and on computer screen

Manual dexterity and the ability to perform repetitive tasks

Ability to bend, stoop, reach, and climb step ladders or step stools

Ability to frequently move from one area of the building to another to monitor/replenish print materials and deliver requested items

Revised June 2016

Position title: **DIGITAL MEDIA LAB SPECIALIST**

Grade Level: 6

General Statement of Duties:

Under the direction of the Manager, IT Planning and Administration, the Digital Media Lab Specialist monitors, instructs and provides technical support to patrons utilizing digital media equipment, hardware, software, printers, mobile devices, and other technologies to learn, create and collaborate in a community maker space environment.

Essential Duties:

Greet Lab visitors, check patron identification and assign workstations; enforce time limits if there is a waiting list.

Acquire and maintain knowledge of the content and capabilities of equipment and products available to patrons in the Digital Media Lab.

Respond to inquiries and assist patrons with audio/video production equipment, photo editing software, creation software, 3-D printers and other technology or products by providing help sheets, manuals and instruction.

Perform routine maintenance (cleaning screens, adding paper to printers, etc.) on Lab equipment.

Troubleshoot minor technical problems such as printer jams, computer malfunctions, etc.; report major equipment and/or software issues to the Information Technology Department.

Be accessible and approachable to patrons and provide excellent customer service to them.

Train other library staff on technologies used in the Lab as needed.

Maintain an attractive and inviting atmosphere in the Lab, including light cleaning of work surfaces and emptying waste containers.

Contribute to daily record keeping and usage statistics.

Participate in appropriate continuing education activities to maintain an awareness of new trends and developments in technology and related fields.

Participate in departmental projects and objectives as assigned by manager.

DIGITAL MEDIA LAB SPECIALIST

Page 2

Minimum Qualifications:

Technology-related bachelor's degree preferred but consideration given to college students pursuing a relevant degree

At least one year of related experience, preferably in a public service environment

Demonstrated proficiency and comfort with a variety of hardware and software products, email and the Internet

Ability and willingness to learn new and developing technologies

Experience in assisting others with the use of technology

Friendly customer service attitude; ability to communicate tactfully and courteously with the public

Excellent English communication skills, both orally and in writing

Ability to be self-directed and work with minimum supervision once given specific tasks or responsibilities

Ability to be flexible and embrace change

Ability to be on time and dependable

Physical Demands

Ability to work a varied schedule including day, evening and some weekend hours.

Ability to read numbers and letters in both print and on screen.

Ability to speak and hear the spoken word

Manual dexterity to install, configure, operate and troubleshoot computers and other technical equipment

Ability to lift and move computers, printers, copiers and other equipment

CCPL Strategic Plan Update



July-September 2016

Teen Library Council as Brand Advocates

VOICE LEVERAGE

Some of CCPL's greatest champions are its teens. It's not surprising that members of the Teen Library Council (TLC)—an 85-member group that meets monthly—love books and feel a connection with the library. However, they do more than plan and carry out events and promote good reads for teens. They are also a brand advocacy group, spreading the word to their peers and community about what the library offers. One of the requirements of being a TLC member is to learn about CCPL's resources in order to share information in their day-to-day conversations. Whether it's talking up the Tutor.com service to a classmate or letting a neighbor know about eBooks, TLC members are key advocates for raising awareness about what the library offers.



Staying Connected with Educators

PRESENCE LEVERAGE

How do we stay connected with our most important learning partners? Food and newsletters are a couple of proven methods. In an expansion of its annual gathering for CCS media specialists, the Children's and Youth Services Department hosted a Partners in Education luncheon in August. The twenty-five attendees included not only media specialists but also curriculum supervisors, IT administrators, and other staff, all of whom found the discussion about curriculum and library services valuable enough that they attended on their own time. This annual event is just one way that the library continues to strengthen relationships with CCS. These relationships have resulted in the leveraging of resources, like the \$10,000 contribution that CCS makes to CCPL for the purchase of OverDrive titles and the periodic downloadable training that CCPL staff provide to CCS teachers and students. Library staff now get invited to participate in discussion of school system topics like whether or not to



replace Dewey Decimal classification in school media centers or how to host a maker fair of student projects. Meanwhile, staff in Children's and YA send monthly e-newsletters to media specialists and other interested staff at local public and private schools to keep them apprised of what's happening and what's new at the library.

Encouraging Discovery with CCPL Summer Camps

OPPORTUNITY

While the Summer Reading Program and its newest iteration the Summer Challenge are seasonal favorites, the Children's and Youth Services Department decided to launch a new program series this summer to give children an opportunity to engage more deeply with the library. Week-long topical camps immersed kids in paleontology, coding, and the Olympics. Staff were able to leverage previous programming when creating the camps. The coding camp was especially appealing to boys in upper elementary grades, which is a group that can be tricky to entice into the library in the summer.



Expanding ccpl2go Service

PRESENCE



The mobile library has added two new stops. The Green House Cottages senior community at 126th Street and Rangeline Road receives a visit from ccpl2go each Tuesday afternoon from 1:45-2:30. Then the vehicle heads west to the Goddard School off Michigan Road and 106th Street from 4:00-5:00. Both of these new stops are open to the public. Beginning in October, ccpl2go will add the Summer Trace senior community to its schedule of stops. Participation in community events like the CarmelFest parade and the Mooncake Festival have also raised ccpl2go's visibility.

Digital Media Space Update

PRESENCE

VOICE

Preparation continues for the digital media space at 23 E. Main. After discovering that two other entities have filed trademarks for the name "Dabble," the team is working on a new moniker for the space. The team is also developing policies for the lab. Meanwhile, applications for the three digital media lab specialist positions are coming in. Internet and network installation, furniture selection, and the ordering of the "Whisper Room" recording booth are imminent. The Foundation is working with potential donors on a list of equipment.



Completed

- ✓ Strategic Goals developed by the Board
- ✓ Objectives developed by the Managers
- ✓ Community Survey – over 3000 responses
- ✓ Community Insight Interviews
- ✓ West Side Focus Group

Happening Now

Staff Action Sessions to brainstorm activities and projects for each Objective

Follow our progress at ccplstrategy.wixsite.com/strategicplan.

Strategic Goals	Objectives
We will enhance our award-winning services.	<ul style="list-style-type: none"> • We provide consistently excellent patron experiences. • We offer a robust and engaging collection of materials in a variety of formats. • CCPL staff participate in continuing education in order to knowledgeable and confidently assist patrons. • The library fosters staff innovation and creativity.
We will meet our community where they are.	<ul style="list-style-type: none"> • The library uses effective marketing campaigns to increase library awareness and attract new users. • CCPL staff are competent and confident ambassadors for the library who make connections in the community. • Community members of all ages and abilities can access the library's resources easily and conveniently.
We will act as a catalyst for learning, creating, discovering, and sharing.	<ul style="list-style-type: none"> • We design and deliver programs and services that build 21st century skills. • We provide opportunities for the community to connect with others and explore interests and ideas. • The Carmel community views the library as integral to their lifelong formal and informal learning. • We respond to the changing needs of the community by offering flexible spaces for a variety of purposes.
We will build partnerships to make a difference in people's lives.	<ul style="list-style-type: none"> • We identify community needs and interests and pinpoint potential partners that can help the library address them. • We establish and maintain sustainable partnerships to support the library's programs and services. • CCPL's Director and Board of Trustees build and cultivate relationships within the community.



Foundation Report from Liz Hamilton: 9/26/16

- Visiting Author Series:
 - Continue to be popular and well attended
 - Sept 13th: Judith Fertig, new book: *Memory of Lemons* (60 attended)
 - Sept 25th: John David Anderson, local Children's author
 - Upcoming:
 - November 1st: Dwight Ritter, book: *Growing Up White*
 - November 17th: Roxy Morgan, local Children's author
- Bicentennial t-shirts
 - Are now also being sold at the All Things Carmel Store on Main Street!!
- Guided Leaf/Writers at the Pavilion
 - Please remember to make your reservation.
- Franciscan Health update
 - Our final program in the Stethoscope Series will be Saturday, October 1 with the showing of *Decoding Annie Parker* (a movie addressing breast cancer) followed by a presentation by 3 medical experts
- Donor Thank you Event
 - Monday, November 14 from 6 to 8 p.m. in the Program Room
 - Featured speaker will be local author, Madalyn S. Kinsey

INTERIM DIRECTORS REPORT 26 September 2016

Notes on Library Services, Programs, and Staff:

- Comparing our circulation stats from last year to this year, we are up almost two percent and up over four percent for our door count. The total number of programs and attendees are also increasing.
- Reciprocal borrowing continues strong as well, with CCPL lending more than 77% of the items borrowed by Hamilton County residents. Hamilton East Public Library is second, lending just under 17% of the total.
- CYS presented its 3rd annual BOUNCE Early Literacy Fair program on Saturday, September 10. With the goal of emphasizing the 5 critical early literacy practices: *singing, talking, reading, playing, and writing*, BOUNCE is an activity and experience-based program whose goals are to encourage parents to engage with their children and to provide ideas for continuing the fun and learning at home. This year's program featured 2 performances by Jim Gill, a preschool dance party, read-a-louds, baby storytimes, STEM science experiences, art activities, costume characters, play areas, and face painting. Approximately 550 patrons enjoyed this year's program. Patron evaluations reflected their appreciation of the program including comments such as, "Great job! This program kept us busy exploring all afternoon! Your hard work and creativity has paid off - every child was engaged and exploring today." and "Amazing program - we had so much fun as a family & got great ideas for things to do at home!" Additionally, over 90% of patrons indicated attending this year's BOUNCE program will increase the likelihood that they will engage in the 5 early literacy building practices with their child or children at home. The BOUNCE program is a huge endeavor requiring a lot of coordination and staff effort. All CYS staff heartily support the program and everyone worked on BOUNCE Saturday to make the program possible. Over 20 teen volunteers also participated. Lisa Dick gave half her day to help coordinate the teen volunteers and a tech services staff member donated part of her Friday off to help with prep work the day prior to BOUNCE. (Thanks, Renee', for this excellent write up of the event! I attended this program and was blown away by the excitement and energy generated by not only our great staff and volunteers, but also by the participants.)



- At the CYPD conference (Children & Young People Division) on 21-22 August five CYS staff members (Beth Weaver, Holly Southern, Hannah Olmstead, Elizabeth Essink and Renee')

Kilpatrick presented two different programs. These programs were well received and well attended.

- A total of eighty-five teens in grades 7-12 from ten different schools are participating in the 2016/17 Teen Library Council (TLC). Hope has applied to the American Library Association YALSA's Teens Top Ten program for our TLC to become one of the official nominating groups. If they are selected for this two year commitment they will be one of the fifteen groups across the county. (See <http://www.ala.org/yalsa/teenreading/teenstopten/apply> for further details.)
- The Sirsi upgrade went very smoothly. It was anticipated that the upgrade might be take about three days, 19-21 September. The ILS was down about one and half hours. During this short time frame Circulation and ccpl2go staff used paper slips to record all checkouts. The Technical Services staff was not able to work in the Sirsi system during the downtime and the placing of holds was suspended. Peter kept the Management Team apprised of the progress and by early Wednesday we were up and running.
- During the Sirsi upgrade the Technical Services staff had a tour of the Ingram warehouse in Fort Wayne. Many of the TS staff helped the Friends box up donations to clear the receiving area so that the floors could be stripped and waxed over the Labor Day weekend while the library was closed.
- Twenty staff members have signed up for the ILF annual conference to be presented in Indianapolis, 8-10 November.
- The mobile library has over 20 stops. We just signed up the Monon Center and the parking lot at Our Lady of Mount Carmel. The mobile library participated in the Mooncake Festival on Saturday, 10 September which had been rescheduled from 13 August due to rain.
- Shred Day on 10 September was the usual success. Even though we do not charge for this event, we received over \$40 in free-will donations. Thanks Brian for spearheading this annual event.
- Our speakers Bureau (Goehrig Orr, Dan Kramer, Brian Barrett, Karen Steinberger and Lisa Dick) made a presentation at the 2 September Rotary Club meeting. Many of the attendees were amazed at the breadth and depth of services that the Library offers.
- I wish to thank the managers and all the staff that participated in the interviews, public forum, and social event and for all their feedback sent to the Board during the director interview process. On behalf of the staff I wish to thank the entire Board for their willingness to let the staff view the resumes and cover letters, participate in the events, and most of all for their dedication and support for us.

Budget/Finance:

- The Board will vote on adoption of the 2017 budget at the September Board meeting.

Building and Grounds:

- Cincinnati Insurance inspected our library on 16 September. This is done every few years to verify that there are no infractions or problem areas that may affect our insurance policies.

- The Building Corporation has renewed the lease to our current coffee shop.

Foundation Report from Director Liz Hamilton:

- See separate report

Friends:

- The Friends Book Sale begins with Friends Night on 6 October and continues through Sunday, 9 October

Legislative Issues:

- Bill and I will attend the Legislative Fall Forum on 5 October.

Strategic Planning:

- Please see Christy's update on Strategic Planning.
- Peter has begun purchasing equipment for the Digital Media Lab. A sign was placed in the window of 23 E. Main on Thursday, 22 September, announcing this:



Other:

- Zao Cheng Xu contacted Christine and me about donating copies of the book, *Chinese Hoosiers* that he edited with the endorsement of the Indiana Bicentennial Celebration Commission. This book features the Chinese who live, study or work in Indiana and contribute to the society in a significant way. Thanks, Christine, for making this happen.

- Ginny Terpening sent an email to Beth and me praising the Senior Petting Zoo. In part she said “Loved it! ... Learned lots of new stuff ... You can’t hold these often enough.”
- Patrons also sent kudos both via email and social media complementing our staff on their professionalism and help during the tornado warnings in August
- Check out Happenings for October. The Library has many program offerings and events. Here are a few you may wish to attend. For more details and many more programs please look over Happenings.
 - Carmel Clay Reads chose a historical novel by an Indiana author – *The Massacre at Fall Creek* by Jessamyn West – please check out Happenings for book discussions and programs
 - TedX programs continues on 20 October
 - The Stethoscope series concludes their series on Saturday, 1 October with a movie screening of *Decoding Annie Parker* and a discussion of breast cancer
 - Happenings has the list of days/times for early voting in October and November
 - AV Movie Night is on Friday, 14 October and will feature the film, *Genius*
 - The YA Department is hosting *College Tutors Procrastination Prevention* on Monday evening, 10 October
 - The Annual Model Railroad Meet will be in the Program Room on Saturday, 10am-3pm, 15 October
 - The CYS Department is hosting two sessions of *Playing with Robots: Ozobots* on Tuesday, 25 October

Library Statistical Report for August 2016

<u>Adult Circulation</u>	<u>Previous Year</u>	<u>Current Year</u>	<u>Percent Change</u>	<u>Current YTD</u>
Non-Fiction	15,026	15,721	4.6%	120,783
Fiction	19,509	19,942	2.2%	147,965
Magazines/Vertical File	1,024	796	-22.3%	6,493
E-Books (Net Library)	11	8	-27.3%	139
E-Books (Project Gutenberg)	19	0		0
Downloadable E-Books (all depts.)	7,128	7,488	5.1%	61,788
Zinio (downloadable magazines)	487	514	5.5%	4,541
Interlibrary Loans	111	98	-11.7%	767
SUBTOTAL--Adult	43,315	44,567	2.9%	342,476

Audio-Visual Circulation

Blu-Ray (Adult)	6,597	6,999	6.1%	55,174
Blu-Ray (Children's)	1,207	1,602	32.7%	11,611
DVDs (Adult)	18,377	16,272	-11.5%	134,776
DVDs (Children's)	14,631	15,185	3.8%	120,267
DVDs (Young Adult)	191	100	-47.6%	989
CD Spoken (Adult)	5,663	5,429	-4.1%	41,875
CD Spoken (Children's)	1,097	1,106	0.8%	8,121
CD Spoken (Young Adult)	204	162	-20.6%	1,727
CD Music (Adult)	5,980	6,152	2.9%	47,468
CD Music (Children's)	1,468	1,348	-8.2%	10,573
Games (Early Literacy)	52	43	-17.3%	323
Freegal (Downloadable music)	0	0		0
Hoopla (all depts.)	164	1,406		9,364
Downloadable Audio (all depts.)	3,372	4,055	20.3%	31,000
SUBTOTAL--AV	59,003	59,859	1.5%	473,268

Children's & Youth Services Circulation

Non-Fiction	12,374	13,869	12.1%	122,455
Fiction (includes Grab & Go)	59,969	62,777	4.7%	480,684
Magazines	648	778	20.1%	5,285
SUBTOTAL--Children's	72,991	77,424	6.1%	608,424

Young Adult Circulation

Non-Fiction	630	572	-9.2%	4,523
Fiction	5,515	5,507	-0.1%	43,091
Magazines	7	14	100.0%	106
SUBTOTAL--Young Adult	6,152	6,093	-1.0%	47,720
TOTAL MONTHLY CIRC	181,461	187,943	3.6%	1,471,888
TOTAL Y.T.D. CIRC	1,443,302	1,471,888	1.98%	
<i>In-house usage (not in circ total)</i>	9,144	7,040	-23.0%	240,633

	<u>Previous Year</u>	<u>Current Year</u>	<u>Percent Change</u>	<u>Current YTD</u>
Number of HOLDS placed	16,217	16,981	4.7%	131,848
Beginning bookstock	287,736	294,667	2.4%	293,029
Additions	3,149	3,014	-4.3%	22,450
Withdrawals	2,752	446	-83.8%	18,244
Net bookstock	288,133	297,235	3.2%	297,235
Beginning audiovisual materials	67,203	70,948	5.6%	69,864
Additions	733	1,104	50.6%	6,405
Withdrawals	64	26	-59.4%	4,243
Net audiovisual materials	67,872	72,026	6.1%	72,026
Total Net Materials	356,005	369,261	3.7%	369,261
Days open during month	31	31		239
Door count	48,582	51,667	6.4%	400,237
Interior Door count		53,453		261,487
Average daily circulation	5,854	6,063	3.6%	6,159

Break down by department (totals included above in circulation):

TOTAL Downloadable audio -- all departments	4,055
Downloadable audio -- adult	3,212
Downloadable audio -- children	582
Downloadable audio -- YA	261
TOTAL Downloadable E-Books -- all departments	7,488
Downloadable E-Books -- adult	4,244
Downloadable E-Books -- children	2,311
Downloadable E-Books -- YA	933

PROGRAMMING	CURRENT MONTH		CURRENT Y-T-D	
	# of programs	# of attendees	# of programs	# of attendees
Adult	18	174	156	2,663
AV	3	138	16	1,718
Children's	102	6,620	1,128	38,613
YA	2	1,111	74	4,780
Foundation	2	80	17	886
Other	1	33	12	545
TOTAL	128	8,156	1,403	49,205

PROGRAMMING	PREVIOUS YEAR MONTH		PREVIOUS Y-T-D	
	# of programs	# of attendees	# of programs	# of attendees
Adult	20	2,496	122	4,307
AV	2	145	14	1,527
Children's	63	5,854	863	31,455
YA	2	1,134	42	2,764
Foundation	1	75	5	330
Other	0	0	11	492
TOTAL	88	9,704	1,057	40,875

ccpl2go (Mobile Library) -- totals included above in circulation

	THIS MONTH	CURRENT Y-T-D
# of Items checked out	1,446	9,660
# of Stops	86	501
Doorcount (not included above)	780	5,153

CURRENT MONTH ccpl2go BREAK DOWN of items checked out

ITEM CAT	ADULT	JUVENILE	YA	TOTAL
MBLU-RAY	88	33	0	121
MBOOK	214	685	21	920
MBOOK-AV	0	7	0	7
MCD-SPOKEN	231	0	0	21
MDVD	162	215	0	377
TOTALS	485	940	21	1,446

Technical Services Monthly Report

August 2016

	-----Titles----->				-----Volumes----->			
	Begin	Add	Withdraw	Total	Begin	Add	Withdraw	Total
Books								
Books (Adult)	139,982	625	250	140,357	157,256	1,076	316	158,016
E-Book (Adult)	2,313	0	0	2,313	2,313	0	0	2,313
Download E-Book (Adult)	4,349	60	0	4,409	5,477	80	0	5,557
Books (Children's)	71,967	578	55	72,490	109,760	1,613	118	111,255
E-Book (Children's)	470	0	0	470	470	0	0	470
Download E-Book (Child)	5,384	0	0	5,384	5,748	0	0	5,748
Books (Young Adult)	9,645	114	5	9,754	11,980	232	12	12,200
Download E-Book (YA)	1,484	12	0	1,496	1,663	13	0	1,676
Book Total	235,594	1,389	310	236,673	294,667	3,014	446	297,235
Compact Discs								
Adult								
Spoken	10,548	67	0	10,615	11,450	99	0	11,549
Music	13,467	43	13	13,497	14,170	56	14	14,212
Children's	3,963	51	0	4,014	4,950	81	1	5,030
Young Adult	523	1	0	524	549	1	0	550
CD Total	28,501	162	13	28,650	31,119	237	15	31,341
Downloadable Audio								
Adult	2,687	63	0	2,750	3,357	103	0	3,460
Children's	1,585	41	0	1,626	1,607	44	0	1,651
Young Adult	384	0	0	384	416	0	0	416
Downloadable Total	4,656	104	0	4,760	5,380	147	0	5,527
Games								
Early Literacy	27	0	0	27	71	0	0	71
Videos								
Blu-Ray (Adult)	1,667	20	0	1,687	3,574	116	2	3,688
Blu-Ray (Children's)	319	16	0	335	822	72	0	894
DVDs (Adult)	12,785	72	2	12,855	17,649	175	6	17,818
DVDs (Children's)	6,942	72	2	7,012	11,969	357	3	12,323
DVDs (Young Adult)	353	0	0	353	364	0	0	364
Video/DVD Total	22,066	180	4	22,242	34,378	720	11	35,087
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Total AV	55,250	446	17	55,679	70,948	1,104	26	72,026
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GRAND TOTAL	290,844	1,835	327	292,352	365,615	4,118	472	369,261

Technical Services Monthly Report

August 2016

TITLES

	Begin 2016 Total in Collection	Added this month	Withdrawn this month	Net added this month	YTD add Titles	YTD withdrawn	Total TITLES in Collection
Books							
Books (Adult)	140,078	625	250	375	4,609	4,330	140,357
E-Book (Adult)	2,313	0	0	0	0	0	2,313
Download E-Book (Adult)	4,258	60	0	60	356	205	4,409
Books (Children's)	72,473	578	55	523	4,925	4,908	72,490
E-Book (Children's)	470	0	0	0	0	0	470
Download E-Book (Child)	4,773	0	0	0	788	177	5,384
Books (Young Adult)	9,292	114	5	109	944	482	9,754
Download E-Book (YA)	1,392	12	0	12	144	40	1,496
Book Total	235,049	1,389	310	1,079	11,766	10,142	236,673
Compact Discs							
Adult							
Spoken	10,818	67	0	67	560	763	10,615
Music	13,480	43	13	30	309	292	13,497
Children's	4,052	51	0	51	309	347	4,014
Young Adult	618	1	0	1	32	126	524
CD Total	28,968	162	13	149	1,210	1,528	28,650
Downloadable Audio							
Adult	2,413	63	0	63	337	0	2,750
Children's	1,419	41	0	41	207	0	1,626
Young Adult	313	0	0	0	71	0	384
Downloadable Total	4,145	104	0	104	615	0	4,760
Games							
Early Literacy	21	0	0	0	6	0	27
Videos							
Blu-Ray (Adult)	1,528	20	0	20	164	5	1,687
Blu-Ray (Children's)	262	16	0	16	75	2	335
DVDs (Adult)	12,489	72	2	70	569	203	12,855
DVDs (Children's)	6,908	72	2	70	456	352	7,012
DVDs (Young Adult)	410	0	0	0	11	68	353
Video/DVDTotal	21,597	180	4	176	1,275	630	22,242
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Total AV	54,731	446	17	429	3,106	2,158	55,679
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Grand Total	289,780	1,835	327	1,508	14,872	12,300	292,352

Technical Services Monthly Report

August 2016

VOLUMES

	Begin 2016 Total in Collection	Added this month	Withdrawn this month	Net Added this month	YTD add Volumes	YTD withdrawn	Total VOLUMES in Collection
Books							
Books (Adult)	157,338	1,076	316	760	7,003	6,325	158,016
E-Book (Adult)	2,313	0	0	0	0	0	2,313
Download E-Book (Adult)	5,286	80	0	80	476	205	5,557
Books (Children's)	109,716	1,613	118	1,495	12,290	10,751	111,255
E-Book (Children's)	470	0	0	0	0	0	470
Download E-Book (Child)	5,043	0	0	0	882	177	5,748
Books (Young Adult)	11,314	232	12	220	1,632	746	12,200
Download E-Book (YA)	1,549	12	0	12	167	40	1,676
Book Total	293,029	3,013	446	2,567	22,450	18,244	297,235
Compact Discs							
Adult							
Spoken	12,077	99	0	99	698	1,226	11,549
Music	14,223	56	14	42	395	406	14,212
Children's	5,054	81	1	80	428	452	5,030
Young Adult	644	1	0	1	36	130	550
CD Total	31,998	237	15	222	1,557	2,214	31,341
Downloadable Audio							
Adult	2,916	103	0	103	544	0	3,460
Children's	1,431	44	0	44	220	0	1,651
Young Adult	344	0	0	0	72	0	416
Downloadable Total	4,691	147	0	147	836	0	5,527
Games							
Early Literacy	65	0	0	0	6	0	71
Videos							
Blu-Ray (Adult)	3,284	116	2	114	791	387	3,688
Blu-Ray (Children's)	618	72	0	72	288	12	894
DVDs (Adult)	17,161	175	6	169	1,431	774	17,818
DVDs (Children's)	11,616	357	3	354	1,485	778	12,323
DVDs (Young Adult)	431	0	0	0	11	78	364
Video/DVD Total	33,110	720	11	709	4,006	2,029	35,087
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Total AV	69,864	1,104	26	1,078	6,405	4,243	72,026
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Grand Total	362,893	4,117	472	3,645	28,855	22,487	369,261

**CARMEL CLAY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING DATES FOR 2017
BOARD ROOM**

Monday, January 23 - 5:30 p.m.
(Annual Finance Committee meeting follows regular Board meeting)

Monday, February 27 - 5:30 p.m.

Monday, March 27 - 5:30 p.m.

Monday, April 24 - 5:30 p.m.

Monday, May 22 - 5:30 p.m.
(Presentation of 2018 Fiscal Plan by Financial Consultant Mike Reuter)

Monday, June 19 - 5:30 p.m. (Program Room)
(+ Joint Board Meeting - 6:00 p.m.)

Monday, July 24 - 5:30 p.m.

Monday, August 28 - 5:30 p.m.
(Public Hearing on 2018 budget + Presentation by Mike Reuter + regular monthly meeting)

Monday, September 25 - 5:30 p.m.
(Adoption of 2018 Budget)

Monday, October 23 - 5:30 p.m.

Monday, November 20 - 5:30 p.m.

Monday, December 18 - 5:30 p.m.

CARMEL CLAY PUBLIC LIBRARY
HOLIDAYS & DAYS THE LIBRARY WILL BE CLOSED

2017

NEW YEAR'S DAY

January 1, Sunday – Library Closed

EASTER

April 16, Sunday – Library Closed (No holiday benefits)

MEMORIAL DAY

May 28, Sunday – Library Closed (No holiday benefits)

May 29, Monday – Library Closed

JULY 4

July 4, Tuesday – Library Closed

LABOR DAY

September 3, Sunday – Library Closed (No holiday benefits)

September 4, Monday – Library Closed

THANKSGIVING

November 22, Wednesday – Library Closes 5:00 p.m.

(No Holiday Benefits)

November 23, Thursday – Library Closed

**PROFESSIONAL
DEVELOPMENT DAY**

December 1, Friday – Library Closed

**CHRISTMAS EVE
CHRISTMAS DAY**

December 24, Sunday – Library Closed

December 25, Monday – Library Closed

NEW YEAR'S EVE

December 31, Sunday – Library Closed

9/09/16