

AGENDA

- I. Call to Order/Welcome**
- II. Adopt December 17, 2018 Agenda (action)**
- III. Approve November 19, 2018 Minutes of the Board of Trustees Meeting (action)**
 - a. November 19, 2018 Minutes of the Board of Trustees Meeting
- IV. Treasurer's Report (action)**
 - a. November Financial Report
 - b. December Bills List
- V. Committee Reports**
 - a. Building & Grounds
 - b. Finance (action)
 1. Resolution 10-2018 - Adopt Encumbrances & Transfers
 2. Resolution 11-2018 - Transfer of Funds from Operating to LIRF
 3. Resolution 12-2018 - Transfer of Funds from Operating Fund to Rainy Day Fund
 - c. Personnel & Policy
 1. 2018 Personnel Changes
 2. Library Standards of Conduct Policy (action)
 3. New DML part-time position (action)
 - d. Strategic Planning
- VI. Trustee Liaison Reports**
 - a. Foundation
 - b. Friends
 - c. Legislative
 - d. Telecommunications
- VII. Directors Report**
 - a. Directors Report for December 2018 (action)
 - b. Library Statistics for November 2018
 - c. Technical Services Statistics for November 2018
 - d. Questers 2018 in Review
- VIII. Old Business**
- IX. New Business**
- X. Adjourn**

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 19, 2018**

**Board Room
5:30 p.m.**

Present: President Ranj Puthran, Vice President Jim Hehner, Secretary Patti Napier, Treasurer Dan Kramer; Members Stephanie Fuhrmann, Jim Garretson, Jack Stafford; Library Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Member Jane Herndon; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:32 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Hehner moved approval of the minutes of the October 22, 2018 meeting, seconded by J. Garretson, and the motion carried.

TREASURER'S REPORT

October Financial Report: D. Kramer presented the Financial Report stating we are through 83 percent of the year. The highest expense category is Personnel at 70 percent, with every other category being significantly lower. There is a transfer of \$10,897 which came from bond funds. It is a reimbursement for a portion of the design fees. In terms of fund balances, the state technology fund grant is exhausted. The Foundation will pay for the internet service provided by ENA for the next two months. There is a new 2018 bond fund. One percent of the principal amount of the bonds is \$14,250 which is the good faith amount. The bonds sold in October but did not close until November. We received the bond funds last week. There is also a legal fee to Mr. Meunier.

J. Garretson moved to receive the October Financial Report, seconded by J. Stafford, and the motion carried.

November Bills List: D. Kramer mentioned the Presidio bill which was an encumbrance. In addition, there is an annual MCLS patron data base fee for \$24,000 for Reference USA.

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

COMMITTEE REPORTS

Building & Grounds: B. Swanay stated he has a proposal for an owner's representative from CTI Construction, Mr. Dave Ford. B. Swanay stated a water heater was replaced and work will be done on the chiller soon. Culture Light will be scheduled monthly to monitor lighting. B. Swanay said the carpet cleaning schedule will increase in CYS from quarterly to bi-monthly beginning in 2019. B. Swanay thanked P. Konshak for his work with the branch to make sure we stay on schedule. As we anticipate beginning construction the early part of next year, one thing to consider is to hire an owner's representative who will monitor the construction process on our behalf. In addition to being helpful for

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the branch project, it could give us experience with an owner's rep in tandem with a construction manager for the larger project of the main library. B. Swanay referenced the proposal included in the board packet from Dave Ford. Dave Ford gave two proposals. The first ones were owner's rep; the second one was for services as a construction manager at risk which is not an option of which libraries are able to take advantage. For this reason, the only proposal that should be considered is the owner's rep proposal. J. Garretson commended the work of CTI. There was discussion regarding the necessity of an owner's rep. It was decided to accept the owner's representative.

J. Garretson moved to accept the proposal of CTI Construction to assist in the branch project, seconded by J. Hehner, and the motion carried.

Finance: D. Kramer presented information from Umbaugh explaining the bond issue in detail.

Personnel & Policy: P. Napier referred to the material included in the board packet regarding the Library Standards of Conduct. The changes have been highlighted. The change in policy is about how to handle uncomfortable situations with patrons. In addition, under Motorized Vehicles are changes regarding student use of the parking lot. J. Hehner warned about improperly inhibiting someone from something for which they are permitted to do, such as carrying a weapon. He stated this situation can result in automatic damages. J. Hehner suggested calling the Library Federation to see if they have a policy like this in place regarding the carrying of a weapon. B. Swanay will check with the Indiana Library Federation and report the findings to the staff. The vote for the changes to the Standards of Conduct will be made at the December Board Meeting.

P. Napier referred to the 2019 proposed salary increases. Staff will receive a 3 percent increase. There is a 2 percent adjustment in the salary/hourly pay schedule, except at the page level. The salary/hourly pay schedule will be increased for the page level by 3 percent. Lastly, staff insurance costs will raise to one dollar per month.

P. Napier moved approval of salary increases, seconded by J. Garretson, and the motion carried.

Strategic Planning: C. Walker stated one of the objectives in the Strategic Plan is to provide patrons of all ages with creative and innovative library services. One of the ways we have of measuring this objective is that staff are giving presentations at conferences to share the innovative work they are doing. Last week, CCPL staff were participating in four different presentations at the Indiana Library Federation Conference. Brooke Baker from Reference and Katherine Huddle from IT talked about interactive library programming for adults and about technology competency for staff. B. Swanay and P. Konshak shared information with the Director's Round Table about the Digital Media Lab. Karen Steinberger from YA talked about using the Young Hoosier Book Award as a way of engaging with young patrons. In addition, Katie Blackthorn from YA was a co-presenter of a webinar about libraries using the social media platform Instagram. It had over 700 virtual attendees. It is worth noting as we are working our way toward the goal of expanding our award winning services, we are being recognized as a leading library.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: No report.

Legislative: No report. J. Hehner stated that the legislative session is coming up. B. Swanay will be the representative.

Telecommunications: J. Garretson stated there had been a quarterly meeting on November 9th. Charter Communications, or Spectrum, and MetroNet do not have contracts with users. AT&T and Comcast do have contracts. Comcast is adding more fiber. MetroNet reports they are going after customers in the next sixty days. They have been mostly involved in laying cable. The City Council directed Winston Long to inquire from the four companies about the possibility of building one trench with a conduit that all companies could use. The response was that most companies bore underground rather than trenching. The companies were not interested in the idea. They do not want to tell one another where they are going. It is proprietary information of where they are going to serve which makes them reluctant to release that. When the Telecommunication Committee began, it was originally known as the Carmel Cable Committee. It was changed a few years ago to Carmel Cable and Telecommunications. Recently, steaming has been growing, and cable is declining which will mean a potential loss of over \$500,000 per year in cable fees to the city. Streaming does not have tax. There was originally a tax of about \$4 on the basic cable service. The 5G internet service is now in demand. Verizon and AT&T are taking two different approaches. Verizon has begun installing tall green poles in Fishers. They are anywhere from 20 feet to 50 feet high. They are between 300 and 400 feet apart. A box that has been described as a microwave oven sets on top of the poles. The problem is if homeowners are too close to the box. There is a health concern regarding these boxes. AT&T is putting something on telephone poles which are much smaller. These are areas that need to be monitored. This commission has no power at this time. When it was created, the city had power over the carriers. The industry has huge lobbying apparatus. They successfully lobbied Congress and the State Legislature into passing laws that took the authority away from local communities and gave it to state regulators. In our case, the Indiana Utility Regulatory Commission has the authority. For this reason, the Carmel Cable and Telecommunication Committee is a liaison from the County Council and the consumer to discuss issues with the four cable companies. The focus will need to be changed from cable to internet, since that is where the growth is going to be.

DIRECTORS REPORT

B. Swanay stated CCPL is preparing offer a new streaming video service, Kanopy. It will be a different package of videos that can be streamed from multiple devices. The content will be classic movies, foreign films, and Criterion collections. The statistics this month show the digital checkouts increasing. Hoopla statistics show check outs are up 46 percent over the same time last year. Downloadable audio is up 26.8 percent; downloadable e-books are up 24.4 percent. The digital content still has a lot of room for further growth. Also, we are once again a 4-star library as rated by Library Journal. B. Swanay said P. Konshak is working on getting a fresh evaluation of our options regarding security cameras. P. Konshak

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will get three quotes. Some of the cameras have more features, such as increased resolution. In addition, P. Konshak will consult with companies about placement of the cameras.

J. Hehner moved to accept the Directors Report, seconded by S. Fuhrmann, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:32 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm

Carmel Clay Public Library
 - Operating Fund Receipts & Expenses MTD & YTD
 From 11/1/2018 Through 11/30/2018

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget Estimate</u>	<u>Balance Budget</u>	Percent Received / Expended	
Revenue						
4000	Local Income Tax	333,199.00	3,665,180.00	3,998,388.00	333,208.00	91.66%
4010	Property Tax	190,663.67	2,262,609.43	3,810,311.00	1,547,701.57	59.38%
4020	License Excise Tax	124,045.65	297,975.80	292,120.00	(5,855.80)	102.00%
4030	Financial Institution Tax	0.00	822.78	1,553.00	730.22	52.98%
4040	Commercial Vehicle Excise Tax	0.00	1,742.19	3,569.00	1,826.81	48.81%
4100	Extra LIT Distribution	0.00	588,394.09	0.00	(588,394.09)	0.00%
4200	Fines & Fees	11,190.03	116,115.80	135,000.00	18,884.20	86.01%
4210	Copy Machine	607.50	12,388.71	16,000.00	3,611.29	77.42%
4220	Coffee Shop Rent	400.00	4,400.00	4,800.00	400.00	91.66%
4230	AMEX Rebate	0.00	6,570.47	0.00	(6,570.47)	0.00%
4240	Interest Earnings	90,610.98	326,603.37	175,000.00	(151,603.37)	186.63%
4530	Refunds	1,357.32	16,914.80	0.00	(16,914.80)	0.00%
4900	Miscellaneous Receipts	0.00	4,537.25	12,000.00	7,462.75	37.81%
4990	Transfer In	472,907.32	483,805.28	0.00	(483,805.28)	0.00%
	Total Revenue	<u>1,224,981.47</u>	<u>7,788,059.97</u>	<u>8,448,741.00</u>	<u>660,681.03</u>	92.18%
Personal Services						
6121	Full Time Regular	142,404.09	1,619,024.19	1,975,391.00	356,366.81	81.95%
6122	Full Time Overtime	2,872.68	22,639.20	34,385.00	11,745.80	65.84%
6125	Part Time Regular	87,476.99	897,127.71	1,043,949.00	146,821.29	85.93%
6126	Part Time Overtime	4,253.18	51,063.58	67,066.00	16,002.42	76.13%
6130	FICA	14,886.63	160,706.88	199,150.00	38,443.12	80.69%
6131	Medicare	3,481.52	37,584.61	46,714.00	9,129.39	80.45%
6132	PERF	20,629.34	233,116.53	246,956.00	13,839.47	94.39%
6133	Group Insurance	2,460.87	255,030.89	678,294.00	423,263.11	37.59%
6136	Moving Expense	3,100.00	3,100.00	0.00	(3,100.00)	0.00%
	Total Personal Services	<u>281,565.30</u>	<u>3,279,393.59</u>	<u>4,291,905.00</u>	<u>1,012,511.41</u>	76.41%
Supplies						
6213	Office Supplies	5,092.11	46,462.92	45,000.00	(1,462.92)	103.25%
6230	Repair & Maintenance Supplies	1,487.11	15,757.69	32,000.00	16,242.31	49.24%
6231	Fuel, Oil, and Lubricants	0.00	2,535.03	5,000.00	2,464.97	50.70%
6242	Print Processing (VAS)	3,347.43	16,584.98	23,000.00	6,415.02	72.10%
6243	Book Processing Supplies	356.37	9,433.88	16,168.00	6,734.12	58.34%
6244	Audio-Visual Processing Supplies	355.91	4,366.78	16,702.00	12,335.22	26.14%
	Total Supplies	<u>10,638.93</u>	<u>95,141.28</u>	<u>137,870.00</u>	<u>42,728.72</u>	69.01%
Other Services & Charges						
6311	Legal Services	295.00	6,657.54	6,000.00	(657.54)	110.95%
6312	OCLC	0.00	66,436.74	42,100.00	6,663.26	84.17%
6313	Consultants	2,374.49	92,363.32	56,925.00	(35,438.32)	162.25%
6314	Payroll Processing Fee	2,516.15	28,509.89	31,050.00	2,540.11	91.81%

Carmel Clay Public Library
 - Operating Fund Receipts & Expenses MTD & YTD
 From 11/1/2018 Through 11/30/2018

		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget Estimate</u>	<u>Balance Budget</u>	Percent Received / Expended
6315	Other Professional Fees	2,314.61	36,785.69	38,709.00	1,923.31	95.03%
6321	Telephone	1,013.06	10,216.89	14,000.00	3,783.11	72.97%
6322	Postage	800.00	7,200.00	9,000.00	1,800.00	80.00%
6323	Travel Expense	559.89	10,010.17	13,907.00	3,896.83	71.97%
6324	Meetings	2,825.68	15,464.67	53,365.00	37,900.33	28.97%
6331	Legal Notices & Employment Ads	0.00	499.06	1,500.00	1,000.94	33.27%
6332	Printing	0.00	3,214.60	12,000.00	8,785.40	26.78%
6340	PLAC	0.00	65.00	0.00	(65.00)	0.00%
6341	Official Bonds	0.00	435.00	1,000.00	565.00	43.50%
6342	Other Insurance	0.00	44,685.00	58,000.00	13,315.00	77.04%
6351	Natural Gas	2,566.63	29,493.41	51,000.00	21,506.59	57.83%
6352	Electricity	13,150.68	164,017.36	258,750.00	94,732.64	63.38%
6353	Water	1,029.27	16,056.41	17,000.00	943.59	94.44%
6354	Trash Removal	259.41	2,664.94	3,000.00	335.06	88.83%
6355	Internet	0.00	1,237.85	45,100.00	43,862.15	2.74%
6361	Building Maintenance	24,921.80	307,119.14	563,706.00	256,586.86	54.48%
6362	Equipment Maintenance	1,670.49	105,865.30	203,533.00	97,667.70	52.01%
6363	Vehicle Maintenance	129.00	6,500.36	6,000.00	(500.36)	108.33%
6368	Rent	2,475.00	26,725.00	29,498.00	2,773.00	90.59%
6371	Databases (Staff)	0.00	6,777.90	5,250.00	(1,527.90)	129.10%
6372	Databases (Patrons)	3,245.00	160,270.34	213,075.00	52,804.66	75.21%
6373	Downloadable Audio/Video	17,904.36	151,007.62	156,600.00	5,592.38	96.42%
6374	E-Books	13,186.65	84,840.47	99,891.00	15,050.53	84.93%
6381	Dues	951.63	4,816.06	19,145.00	14,328.94	25.15%
	Total Other Services & Charges	<u>94,188.80</u>	<u>1,358,935.73</u>	<u>2,009,104.00</u>	<u>650,168.27</u>	67.64%
	Capital Outlays					
6410	Equipment	23,418.44	229,237.34	363,280.00	134,042.66	63.10%
6411	Furniture	341.70	8,792.66	22,000.00	13,207.34	39.96%
6422	Periodicals	16,279.69	21,394.09	20,000.00	(1,394.09)	106.97%
6423	Nonprinted Materials	11,307.17	99,349.79	140,168.00	40,818.21	70.87%
6424	Nonprinted Standing Orders	485.14	5,724.12	18,145.00	12,420.88	31.54%
6430	Books - Fiction	32,963.09	235,850.31	323,331.00	87,480.69	72.94%
6431	Books - Nonfiction	11,086.83	60,007.23	95,039.00	35,031.77	63.13%
6432	Books - Standing Orders	3,099.93	20,534.27	76,764.00	56,229.73	26.74%
6433	Books - Reference	1,607.26	8,091.43	19,670.00	11,578.57	41.13%
	Total Capital Outlays	<u>100,589.25</u>	<u>688,981.24</u>	<u>1,078,397.00</u>	<u>389,415.76</u>	63.89%
	Transfers					
6990	Transfer Out	0.00	0.00	150,000.00	150,000.00	0.00%
	Total Transfers	<u>0.00</u>	<u>0.00</u>	<u>150,000.00</u>	<u>150,000.00</u>	0.00%
	Total Operating Fund	<u>486,982.28</u>	<u>5,422,451.84</u>	<u>7,667,276.00</u>	<u>2,244,824.16</u>	70.72%

CARMEL CLAY PUBLIC LIBRARY
2018 FUND BALANCES
FOR THE MONTH ENDED NOVEMBER 30, 2018

NAME OF FUND	BALANCE	November	November	BALANCE
	October 31, 2018	RECEIPTS	EXPENSES	November 30, 2018
OPERATING FUND	9,537,755.29	1,224,981.47	486,982.28	10,275,754.48
CHANGE FUND	880.00			880.00
PETTY CASH FUND	200.00		-	200.00
FRIENDS FUND	70,926.28	8,086.99	1,993.41	77,019.86
FOUNDATION FUND	290,753.73	-	11,941.76	278,811.97
LTRF FUND	1,500,654.47	-	-	1,500,654.47
PLAC FUND	715.00	261.00	-	976.00
STATE TECHNOLOGY FUND GRANT	-	-	-	-
LEASE RENTAL FUND	1,069,676.13	156,720.07	-	1,226,396.20
CAPITAL PROJECTS FUND	630,929.48	-	-	630,929.48
RAINY DAY FUND	7,932,716.12	-	-	7,932,716.12
2018 BOND FUND	3,042.36	1,412,872.50	543,066.72	872,848.14
TOTAL ALL FUNDS	21,038,248.86	2,802,922.03	1,043,984.17	22,797,186.72

Carmel Clay Public Library
 Summary Encumbrance Ledger - 2017 Encumbrances
 From 1/1/2018 Through 11/30/2018

Vendor Name	Enc Number	Beginning Balance	Current Balance	Net Change
Book Processing Supplies	018	3,168.05	3,168.05	0.00
Polyline, LLC	019	3,701.76	3,701.76	0.00
eBooks	020	81.95	49.97	(31.98)
Books	023	62,303.68	29,398.79	(32,904.89)
Non-Print	024	8,255.34	1,659.29	(6,596.05)
Central Technology	31953	1,785.68	0.00	(1,785.68)
Presidio Networked Solution...	31954	62,579.49	0.00	(62,579.49)
Irish Mechanical Services, Inc.	31956	32,207.00	0.00	(32,207.00)
CDW Government	31962	3,531.94	0.00	(3,531.94)
Dell Marketing L.P.	31968	54,343.80	0.00	(54,343.80)
Dell Marketing L.P.	31976	3,654.95	0.00	(3,654.95)
CDW Government	31977	5,177.56	0.00	(5,177.56)
Report Balance		240,791.20	37,977.86	(202,813.34)

**CARMEL CLAY PUBLIC LIBRARY
RESOLUTION NO. 10-2018
ADOPTION OF ENCUMBRANCES AND TRANSFERS**

Whereas the Carmel Clay Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

Whereas, there is a need to reconcile accounts within the Operating Fund budget; therefore,

Be It Resolved to adopt the encumbrances and transfers between funds to balance the 2018 Operating Budget, subject to final accounting.

Adopted this 17th day of December 2018.

AYE

NAY

ATTEST: _____

Ranj Puthran, President
Board of Trustees

**CARMEL CLAY PUBLIC LIBRARY
RESOLUTION NO. 11-2018
TRANSFER OF FUNDS FROM OPERATING FUND TO LIBRARY
IMPROVEMENT RESERVE (LIRF)**

Whereas the Carmel Clay Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

Whereas, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

Be It Resolved to transfer an amount not to exceed \$750,000 from the Library Operating Fund to LIRF, subject to final accounting.

Adopted this 17th day of December 2018.

AYE

NAY

ATTEST: _____
Ranj Puthran, President
Board of Trustees

**CARMEL CLAY PUBLIC LIBRARY
RESOLUTION NO. 12-2018
TRANSFER OF FUNDS FROM OPERATING FUND TO RAINY DAY FUND**

Whereas the Carmel Clay Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

Whereas, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

Be It Resolved to transfer \$740,000 from the Library Operating Fund to Rainy Day Fund

Adopted this 17th day of December 2018.

AYE

NAY

ATTEST: _____

Ranj Puthran, President
Board of Trustees

CARMEL CLAY PUBLIC LIBRARY

2018 Personnel Changes

Effective

Date	Name	Department	Position	Level	FT/PT
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New Hires:

1/2/2018	Sara O'Sha	Reference	Librarian	7	FT
1/11/2018	Doug Henderson	Mobile Library	Assistant	5	PT
1/16/2018	Michael Cherry	Young Adult	Librarian	7	FT
3/1/2018	Dawn Boarman	CYS	Librarian	7	PT
3/15/2018	Max Liao	Circulation	Student Page	1	PT
3/21/2018	Micah Abbott	Admin/Security	Security Officer	NA	PT
3/22/2018	Michael Wright	Circulation	Adult Page	1	PT
4/14/2018	Amanda King	Circulation	Student Page	1	PT
4/24/2018	Jason Messman	AV Services	Senior Assistant	6	PT
5/22/2018	Annie Palmer	Circulation	Student Page	1	PT
6/5/2018	Emma Nitsos	Circulation	Student Page	1	PT
6/19/2018	Kelli Trainor	CYS	Senior Assistant	6	PT
8/7/2018	Kennedy Visscher	Circulation	Adult Page	1	PT
8/14/2018	Katherine Weisgerber	Circulation	Student Page	1	PT
9/6/2018	Bren Whitten	Circulation	Student Page	1	PT
9/6/2018	Susannah Hemingway	Circulation	Clerk	3	PT
9/17/2018	Kendall Culbertson	Reference	Librarian	7	FT
9/27/2018	Avery Jerris	Circulation	Student Page	1	PT
10/16/2018	Amanda Henderson	Circulation	Adult Page	1	PT
11/6/2018	Laura Swangin	Young Adult	Senior Assistant	6	PT

Promotions:

1/1/2018	Amanda Lotarski	Children's & Youth	Asst. Manager	8	FT
6/1/2018	Sara O'Sha	AV Services	Supervisor	8	FT
9/1/2018	Elise Story	Circulation	Asst. Manager	7	FT
9/1/2018	Jackie Cooper	Tech Services	Acquisitions Asst.	5	PT
9/1/2018	Mary Coston	Circulation	Supervisor	6	PT

Separations:

1/5/2018	Mackenzie Gonzalez	Circulation	Student Page	1	PT
2/21/2018	Ashley Oyer	Circulation	Student Page	1	PT
3/1/2018	Sally Syljebeck	Children's & Youth	Sr. Assistant	6	PT
4/2/2018	Kristin Hidding	Circulation	Adult Page	1	PT
4/13/2018	Beth Jenneman	Communications	Manager	9	FT
4/17/2018	Keona Lee	Circulation	Student Page	1	PT
6/30/2018	Nancy Newport	Admin	Assistant Director	10	FT
7/15/2018	Deepa Jayasankar	Circulation	Student Page	1	PT
7/30/2018	CarynGrace Horn	Circulation	Student Page	1	PT
8/3/2018	Ann Mozina	Circulation	Adult Page	1	PT
8/15/2018	Nancy Turner	Tech Services	Assistant	5	PT

8/31/2018	Carol Sommer	Circulation	Assistant Manager	7	FT
10/4/2018	Tom McCutcheon	Young Adult	Sr. Assistant	6	PT
10/11/2018	Linda Hidding	Circulation	Clerk	3	PT
12/4/2018	Diana King	Circulation	Clerk	3	PT
Other Changes:					
Effective Date	Name	Dept.	From	To	
4/1/2018	Jennifer Humphrey	CYS	21 hours/week	24 hrs/wk	
4/16/2018	Christy Walker		AV Manager	Comm. Mgr.	
12/6/2018					



Library Standards of Conduct

The Board of Trustees has established these standards in order to ensure everyone's use of the library is as pleasant and productive as possible. The Board and staff enthusiastically support the library's role as a public institution open to all people. The library strives to offer high quality service free of bias and favoritism. Adherence to these guidelines will enable everyone to use the library building, services, and materials in a safe and enjoyable environment.

Any activity which interferes with the rights of other patrons to use the library, or on the mobile library, which endangers patrons or staff, or could result in damage to library property or materials is unacceptable.

Inappropriate behavior includes but is not limited to:

- abuse or vandalism of library property, including library materials
- abusive, offensive or obscene language
- bringing in animals other than guide dogs and other assistive animals
- ~~carrying weapons of any kind except by law enforcement officers or as authorized by law (i.e., a permit is required to carry a gun)~~
- Possession of Weapons – Carrying weapons of any type on library property is not allowed except as provided by Indiana state law.
- failure to cooperate with reasonable requests by library employees and volunteers
- fighting, running or horseplay
- harassment of any kind
- illegal activity of any kind
- intoxication
- loud conversation which is disturbing to others
- obstruction of aisles or doorways
- possession of alcohol or illegal drugs
- sexual misconduct
- sleeping
- solicitation of patrons or staff
- unauthorized distribution or posting of flyers or leaflets
- use of tobacco products and electronic smoking or vaping devices
- violation of the library's Internet Policy

Appropriate Clothing: Shirt, shoes and appropriate clothing are required for all patrons, including children, while in the library building.

Use of Cellular Phones: The use of cellular or portable telephones is not permitted in the quiet study room, the technology room, other designated quiet areas, or during any library program. Please refer to current guidelines for further direction.

Use of Radios, Laptops or other listening devices: The use of listening devices such as radio/CD players, MP3 players, mobile phones, tablets, or laptops require the use of personal earphones.

Motorized Vehicles: All motorized vehicles, including motorcycles, must be parked in designated parking areas. Parking in the Library Parking Lot is reserved for users and visitors of the Carmel Clay Public Library and may not be used for school parking.

Use of Bicycles, Roller Skates/blades/shoes, Skateboards or Scooters: The recreational use of bicycles, roller skates/blades/shoes, skateboards or scooters on library property is prohibited. They may be used as transportation to the library only and are not permitted to be used inside the building.

The library reserves the right to expel and/or restrict the library privileges of anyone who violates these standards of conduct. Unlawful activities will be reported to the police.



Foundation Report from Liz Hamilton: 12/17/18

- Giving Tuesday update:
 - We had 55 donors
 - We raised just over \$40,000 on Giving Tuesday

- Winter Reading Program update:
 - We will have food coupons for the Winter Reading Program from Square Donuts & Hubbard & Cravens

- Upcoming Author Events:
 - January 16th: Marie Benedict
 - February 9th: Tara Conklin
 - February 10th: Kristina McMorris
 - March 5th: Dick Wall representing his deceased wife Carol Wall author of *Mr. Owita's Guide to Gardening: How I learned the Unexpected Joy of a Green Thumb and an Open Heart*



Dear Mr. Bob Swanay,

I recently worked with Elizabeth Essink on a collaborative project between the CCPL and Prairie Trace Elementary. After our Back to School Luncheon, I reached out to Elizabeth to find out more information about Questers and the Digital Media Lab. Through our conversations, the inaugural fifth grade tour was established. Elizabeth went above and beyond to organize the field trip. The students enjoyed learning about Questers and the Digital Media Lab as well as a little history about the former library. The teachers were so glad we went that they were even thinking of ways to incorporate the new found knowledge into their classrooms. I envision some grant writing in our future as well as continuation of this field trip.

Elizabeth and the CCPL Children's Department do an amazing job of meeting the needs of the patrons. Through our various collaborations, we now have all students in grades 1-5 who attend a field trip at CCPL or have a CCPL librarian who sees them at our school for a lesson. Another great way to connect with our community. We love CCPL!

Warm regards,



Denise Dragash
Prairie Trace Elementary Media Specialist

Branch Library

As of this writing, I am preparing to meet with Dave Ford from CTI to discuss entering into an agreement for owner's rep. Design work is continuing at Rowland Design as we look to early next year to go into construction on the space.

Peter Konshak and Christy Walker participated in the Lighting of the Village event in the Village of WestClay on Saturday, November 24. I understand that they were well received and residents continue to express excitement at the pending new library space.

Café Area

I have expressed our sincere thanks and appreciation for the years of food and beverage services provided by Monon Coffee & Sweets for the past six years at the Carmel Clay Public Library. As the library prepares to make many changes over the coming years, the determination has been made to pursue a new opportunity. The forthcoming new cafe space in the Carmel Clay Public Library will be an additional location of Soho Cafe & Gallery.

Soho Cafe & Gallery has a built in audience and set of programs that they will bring to the space. They will be reviewing new operational hours and a fresh new menu for the library space. In addition to that, the owner Vivian Lawhead is a lifetime Carmel resident and library user as well as retired teacher and media specialist from Carmel Clay Schools. Not only does she sell great products, she understands and supports the importance of the library in our community.

The library also believes that as we prepare to renovate our space, including our cafe space, that Soho Cafe will be an ideal partner to explore how this element of the library can be enhanced as part of a larger renovation. We are excited to introduce this new partnership to the community in 2019.

Professional Development Day

We had a successful Professional Development Day on Friday, December 7. The staff gave high marks to our keynote speaker, Dr. Steve Albrecht. Culture lighting was also on hand to take advantage of the opportunity to change lighting in some challenging areas.



New Logo for Teen Library Council

Our in-house graphic designer Sam Wilson worked with a focus group of the Teen Library Council to discuss branding concepts. From Christy Walker: *The group offered a perspective on the TLC's mission and "vibe." They responded to image, color, and font examples that Sam provided. Sam took their input and developed a fun new logo with eye-catching colors and varied fonts. The book/speech bubble imagery reflects the group's purpose to be a council of teens "who meet to discuss books, movies, and music and to give input on library issues related to teens."*



Here are some other activities our Teen Library Council have been involved with, according to our Young Adult Service Manager Jamie Beckman:

East Meets East Concert -A musical ensemble featuring local teen musicians including a TLC member who proposed the idea of a free concert at the library. East Meets East showcases the beauty of the music from both the Middle East and Eastern Asia. At their concert they performed pieces from across the world with traditional instruments.

Science Works: Investigating the Human Body: A TLC member created this club at Carmel High School and proposed a free workshop for middle school and high school students. It was a hands-on overview of human anatomy in an easily digestible and engaging format.

A Refugee's Perspective Program: This program was hosted by Carmel High School Amnesty International, a club which includes several TLC members. These members proposed, designed, and hosted this event at the library. At the workshop participants were encouraged to put themselves in the shoes of a migrant seeking refuge from persecution.

The Teen Library council is currently hard at work planning their Yule Ball on January 26. At this event over 200 local middle school and high school students will bet a chance to enjoy Harry Potter themed food, music, and dancing.

Children and Youth Services

Please see an accompanying letter from Prairie Trace Elementary Specialist Denise Dragash praising Elizabeth Essink and our Youth Services staff. This is a good illustration of one of the many ways our library partners with Carmel Schools.

I have also included a year-end Questers Lab report in this packet.

DOOR COUNTS

November 2018		South	West	Gross	DAILY	DML	
ccpl2go	DAY	DOOR 1	DOOR 2	TOTALS	TOTAL	Total	NOTES
16	1	4047	2588	6,635	3318	23	
36	2	3916	2439	6,355	3178	42	
0	3	4200	2584	6,784	3392	15	
0	4	1693	364	2,057	1029	0	
44	5	2788	1254	4,042	2021	43	
53	6	2907	1349	4,256	2128	26	
95	7	2494	1388	3,882	1941	18	
50	8	2089	1243	3,332	1666	31	
41	9	2035	1096	3,131	1566	31	
0	10	3238	1498	4,736	2368	145	
0	11	1479	402	1,881	941	0	
27	12	2654	1176	3,830	1915	36	
44	13	2545	1324	3,869	1935	35	
79	14	3005	1996	5,001	2501	16	
3	15	1680	807	2,487	1244	30	snow day
34	16	2046	1135	3,181	1591	28	
0	17	2213	644	2,857	1429	28	
0	18	1596	373	1,969	985	0	
27	19	2708	1413	4,121	2061	26	
37	20	2464	1339	3,803	1902	35	
10	21	2208	741	2,949	1475	17	
0	22	0	0	0	0	0	Thanksgiving
0	23	1253	471	1,724	862	20	
0	24	1779	526	2,305	1153	20	
0	25	1329	393	1,722	861	0	
19	26	2300	1339	3,639	1820	34	
48	27	2558	1520	4,078	2039	19	
44	28	2422	1385	3,807	1904	132	
52	29	2403	1389	3,792	1896	36	
35	30	1623	918	2,541	1271	32	
794		69,672	35,094	104,766	52,383	918	

TOTAL doorcount (library bld + ccpl2go + DML) 54,095
ccpl2go and DML doorcount is NOT included in the building doorcount

Library Statistical Report for November 2018

<u>Adult Circulation</u>	<u>Previous Year</u>	<u>Current Year</u>	<u>Percent Change</u>	<u>Current YTD</u>
Non-Fiction	13,877	13,014	-6.2%	166,252
Fiction	15,977	17,459	9.3%	204,296
Magazines/Vertical File	631	436	-30.9%	4,819
E-Books (Net Library)	6	0	-100.0%	87
Downloadable E-Books (all depts.)	7,372	9,631	30.6%	105,450
rbdigital (downloadable magazines)	383	1,094	185.6%	5,490
Interlibrary Loans	116	71	-38.8%	1,006
SUBTOTAL--Adult	38,362	41,705	8.7%	487,400
 <u>Audio-Visual Circulation</u>				
Blu-Ray (Adult)	6,133	6,911	12.7%	79,390
Blu-Ray (Children's)	1,965	1,870	-4.8%	22,731
DVDs (Adult)	13,338	12,525	-6.1%	152,802
DVDs (Children's)	12,179	11,763	-3.4%	135,482
DVDs (Young Adult)	55	0	-100.0%	1,197
CD Spoken (Adult)	4,162	3,637	-12.6%	43,013
CD Spoken (Children's)	1,050	975	-7.1%	13,037
CD Spoken (Young Adult)	103	88	-14.6%	1,210
CD Music (Adult)	4,983	3,485	-30.1%	44,969
CD Music (Children's)	1,163	998	-14.2%	11,977
Games (Early Literacy)	27	22	-18.5%	291
Hoopla (all depts.)	1,789	2,570	43.7%	25,536
Downloadable Audio (all depts.)	4,905	6,603	34.6%	68,057
SUBTOTAL--AV	51,852	51,447	-0.8%	599,692
 <u>Children's & Youth Services Circulation</u>				
Non-Fiction	13,101	14,773	12.8%	169,538
Fiction (includes Grab & Go)	58,264	60,236	3.4%	715,593
Magazines	383	345	-9.9%	4,548
SUBTOTAL--Children's	71,748	75,354	5.0%	889,679
 <u>Young Adult Circulation</u>				
Non-Fiction	387	485	25.3%	5,878
Fiction	3,375	3,493	3.5%	51,157
Magazines	124	7	-94.4%	100
SUBTOTAL--Young Adult	3,886	3,985	2.5%	57,135
TOTAL MONTHLY CIRC	165,848	172,491	4.0%	2,033,906
TOTAL Y.T.D. CIRC	1,978,245	2,033,906	2.81%	
<i>In-house usage (not in circ total)</i>	6,663	6,726	0.9%	71,909

	<u>Previous Year</u>	<u>Current Year</u>	<u>Percent Change</u>	<u>Current YTD</u>
Number of HOLDS placed	16,304	15,552	-4.6%	183,103
Beginning bookstock	302,546	301,725		301,725
Additions	0			
Withdrawals	0			
Net bookstock	301,991	303,416	0.5%	303,416
Beginning audiovisual materials	72,830	64,180		64,180
Additions	0			
Withdrawals	0			
Net audiovisual materials	64,671	65,270	0.9%	65,270
Total Net Materials	366,662	368,686	0.6%	368,686
Days open during month	29	29		326
Door count	63,273	54,095	-14.5%	556,797
Digital Media Lab	803	918	14.3%	10,328
ccpl2go	858	794	-7.5%	10,844
Average daily circulation	5,719	5,948	4.0%	6,239

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

TOTAL Downloadable audio -- all departments	6,603
Downloadable audio -- adult	0
Downloadable audio -- children	0
Downloadable audio -- YA	0
TOTAL Downloadable E-Books -- all departments	9,631
Downloadable E-Books -- adult	0
Downloadable E-Books -- children	0
Downloadable E-Books -- YA	0

PROGRAMMING	CURRENT MONTH		CURRENT Y-T-D	
	# of programs	# of attendees	# of programs	# of attendees
Adult	11	212	194	4,890
AV	1	75	26	3,618
Children's	145	4,883	1,656	55,101
YA	16	382	169	7,942
Foundation	4	135	35	1,939
Other	2	245	20	2,508
TOTAL	179	5,932	2,100	75,998

PROGRAMMING	PREVIOUS YEAR MONTH		PREVIOUS Y-T-D	
	# of programs	# of attendees	# of programs	# of attendees
Adult	23	250	232	4,387
AV	2	135	24	2,457
Children's	126	4,295	1,581	51,856
YA	8	159	82	5,396
Foundation	4	215	51	2,351
Other	5	595	22	10,616
TOTAL	168	5,649	1,992	77,063

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

	THIS MONTH	CURRENT Y-T-D
# of Items checked out	1,871	20,600
# of Stops	97	1,093
Doorcount (not included above)	794	11,477

CURRENT MONTH ccpl2go BREAK DOWN of items checked out

ITEM CAT	ADULT	JUVENILE	YA	TOTAL
MBLU-RAY	40	15	0	55
MBOOK	541	928	21	1,490
MBOOK-AV	04	24	0	24
MCD-SPOKEN	7	1	0	8
MDVD	98	196	0	294
TOTALS	686	1,164	21	1,871

**November 2018
Technical Services**

Physical Collections by Audience						
	Format	Beginning 2018	Last Month	Current Month	Net Gain/Loss From Last Month	Net Gain/Loss Year-To-Date
Adult	Fiction	61,774	62,538	62,503	-35	729
	Nonfiction	105,490	102,695	102,549	-146	-2,941
	Blu-Ray	3,825	4,575	4,657	82	832
	DVD	17,765	18,608	18,726	118	961
	CD-Music	12,236	12,351	12,388	37	152
	CD-Spoken	11,273	10,878	10,763	-115	-510
	ADULT TOTAL	212,363	211,645	211,586	-59	-777
Young Adult	Fiction	11,719	11,257	11,290	33	-429
	Nonfiction	1,717	1,658	1,701	43	-16
	DVD	415	6	6	0	-409
	CD-Spoken	589	609	607	-2	18
	YOUNG ADULT TOTAL	14,440	13,530	13,604	74	-836
Children	Fiction	84,156	87,906	88,065	159	3,909
	Nonfiction	36,869	37,385	37,308	-77	439
	Blu-Ray	1,458	1,537	1,580	43	122
	DVD	11,319	11,200	11,085	-115	-234
	CD-Music	2,640	2,629	2,656	27	16
	CD-Spoken	2,596	2,714	2,742	28	146
	Game	64	60	60	0	-4
	CHILDREN TOTAL	139,102	143,431	143,496	65	4,394
	PHYSICAL COLLECTION	365,905	368,606	368,686	80	2,781
Digital Collections by Format						
	Format	Beginning 2018	Last Month	Current Month	Net Gain/Loss From Last Month	Net Gain/Loss Year-To-Date
Downloadable Audio	Adult	4,693	5,616	5,736	120	1,043
	Young Adult	653	857	887	30	234
	Children	2,294	2,561	2,561	0	267
	AUDIO TOTAL	7,640	9,034	9,184	150	1,544
Downloadable Ebooks	Adult	6,591	7,329	7,461	132	870
	Young Adult	2,081	2,441	2,501	60	420
	Children	7,032	7,850	7,862	12	830
	EBOOK TOTAL	15,704	17,620	17,824	204	2,120
	DIGITAL COLLECTION TOTAL	23,344	26,654	27,008	354	3,664
	TOTAL COLLECTION	389,249	395,260	395,694	434	6,445



QUESTERS

Adventures in STEAM

2018 In Review

Questers began in late June of 2017: To date, we have 402 Questers signed up, with 4 at the Explorer Level, 25 at the Tourist level, and 373 (including staff and testing accounts) at the Hoosier Level.

Thus far in 2018: Questers has averaged about 24 sessions monthly, with a total of 1063 Questers attending (Jan 1- November 11 2018).

Registered Questers: 402, including some staff.

Challenges completed: 1410 since the last report (691)

Top Ten Challenges:

- Hex Bugs: 60
- Osmo Pizza: 58
- Osmo Coding: 51
- Ozobots: 48
- Gravity Maze Beginner: 43
- Lazer Maze Easy: 39
- Circuit Maze Beginner: 38
- Makey Makey Challenge: 37
- Osmo Monster: 37
- Lightbot Basics (computer): 32
- Osmo Masterpiece: 32

Total available challenges: 154 including challenges hosted by the DML

Challenges are organized into nine different categories: Circuitry, Coding, Global, Logic, Music, Robotics, Science, Video, Words

109 challenges are needed to complete the program. Questers that average a visit of 2 hours weekly can complete the program in one year.

Nine CYS staff help to provide Questers. Led by Erin Whittington, they are called **Expedition Guides** and include: Jennifer, Sharon, Kelli, Beth, Lauren, Hannah, Mandy, & Elizabeth. Several challenges are now available at the Digital Media Lab, created by Kristy, Biran, and Lorena. **Teen Volunteers** also help in the Summer and on Saturdays.

Hours: M-Th 3:00-7:00 p.m. and Saturdays 1:00-4:00 p.m. at the library; DML hours on Tuesdays for Tourist+ level Questers. Winter Break hours 1pm-6pm (trial period).

Based on the Muncie Public Library Digital Climbers program & our program is sponsored by Duke Energy

Website: <https://www.carmel26.in.us/questers/questers.cfm>