

LIBRARIAN'S REPORT

September 13, 2016

Public Hearing on 2017 Budget

Tonight at the top of our agenda will be an opportunity for the public to discuss our proposed budget for next year.

Building Insurance Renewal

I have attached the three quotes given to us for Building Insurance Renewal from Star Insurance. The two companies to actually consider from the three quotes are Cincinnati, whom we currently have and Pekin. Scott's comments on the pros and cons are below:

While we have seen that the market for the type of exposure stay pretty consistent in its cost over the past several years we were impressed with the package presented to us from Pekin Ins. Co. Pekin, along with Cincinnati and West Bend, is an A+ AM Best insurance carrier so from a performance capability we know that they are a strong competitor in the markets they perform in. So here is what we looked at with the thought of staying with Cincinnati ins. Co.

Pro's to stay with Cincinnati's package:

1. Cincinnati has been insuring the library for nearly 20 years creating a strong relationship and history with the library
2. Cincinnati Ins. Package is the only package that offers a three year locked rate for what they offer
3. Cincinnati Ins. Co.'s Equipment breakdown coverage is more broad in covering issues with mechanicals of the buildings and the claims representative is local in Ft. Wayne
4. Cincinnati Ins. Co. has a strong Loss Control Dept. for providing strong value added programs and support for training in many areas
5. Cincinnati ins. Co. has committed to renewing the package flat for another three-year period

Con's to stay with Cincinnati's package:

1. Cost of package is significantly higher than that offered through Pekin Ins. Co.

Pro's to Pekin Ins. Co.'s package:

1. Very competitively priced based upon a model they use for this type of exposure which they prefer as an insuring carrier
2. Strong policy language that matches up nicely to that of Cincinnati's for coverage

exposures for the library

3. Addition of the Equipment Breakdown coverage piece through Cincinnati, on a mono-line basis, continues the relationship for the key area of the library's exposures providing local service in Ft. Wayne
4. Strong Loss Control Dept. as well as Cincinnati Ins. Co. for value added services

Con's for moving to Pekin's package:

1. The renewal would be every twelve-month basis versus the three-year program offered through Cincinnati. They are the only carrier who offers it.
2. Simply a new relationship with a carrier.

In the past we have quoted this package out with different carriers and found that no one significantly performed any better in coverage or cost than Cincinnati. We had quote thru Pekin some years back but they have since then created new programming for property rich exposures like the library and quote it through what they call their Pekin-Pak system. This has afforded them to be able to gain market share on exposures similar to that of the library. That's why we made sure we quoted it through them. We value the long partnership we have had with the library and are excited to know we have quality options again for your protection. We will wait to hear from you on your final decision of action.

When asked if the price for Pekin would change drastically in the next year or the year after, this was Scott's and Ben, the Pekin Rep's response:

"Hi Sarah,

I reached out to our underwriter at Pekin to get his input to your questions about rating the program you have. Below is his response back. If you have any other questions, please send them to me so we can look into them. We will wait for you and your Boards final decision. Honestly, both programs are strong so you win in coverage either way. Pekin just has a very aggressive program rating which makes it shine over Cincinnati's program cost. If we would ever see Pekin's program take a major shift, we always have Cincinnati to go back to if need be.

Scott

Good morning Scott,

Due to the age and occupancy of this building, it fit into our Pekin Pak program, which carries extremely aggressive rates for newer buildings with favorable loss experience. It will continue to stay in this program, so there would be no drastic increase in rates after the first year and so on.

Hope this helps.

Thank you,

Ben”

Fair Weeks

The library will again be represented in both the Ossian Days Parade and the Opening and Industrial Street Fair parades. We will again have the 1000 Book finishers float in the opening parade and our book cart drill team with One Book One County advertisement in the Industrial parade. By being in the Industrial parade, we will be able to hand-out candy to the kids and library coupons to adults. We are hoping that by having a presence in both parades, more people will be aware of the library. The Friends of the Library have graciously paid for the entrance fee into the Industrial Parade.

The week will again be filled with shelf reading, carpet cleaning, and all those odd jobs that we do not seem to find the time to do during regular hours.

Thursday will be our all-staff in-service day. We have a good day planned. First we will hear from Pamela Beckford about the different things United Way is doing in our community. We will have Emily cover the new app for Overdrive called Libby. Danielle is going to give an update for time clock procedures and Teresa will share what she has learned about Enterprise User Groups and how our patrons can utilize that function.

Jeff Brindle from Colonial will be talking about what Colonial can offer our staff and talk about general questions. We will be able to have staff sign-off on the section 125 cafeteria plan at this time as well.

Matthew Bates from Hoosier S.T.A.R.T. will have the opportunity to introduce himself to our new staff, talk again about the importance of retirement saving, answer general questions.

After lunch we will have Jennifer Fisher to speak on the importance of understanding multi-generational workplaces and we will finish the day with Brian sharing about the functions of our new Microsoft 365 platform, which includes our email and intranet.

New Hire

I am asking for approval to hire Kate Huffman for the position of Library Shelver in the Circulation Department. Kate's starting date was August 23rd. This position is part-time, no benefits. Kate's starting wage will be \$7.25/hour for 8 hours. She will be replacing Olivia.

TBS reservation software

Brian and I have been looking at replacing the PC Reservation software we currently use with a more user friendly product. PC Reservation seems to be having weekly issues on start-up. There were certain features we were promised to have when we initially purchased PC Reservation through Envisionware that were never delivered and there are some functions that we wish performed correctly but never have. There are few options for this type of software and I know PC Reservation at the time was much better than PC Cop which we had before. Brian found a company called TBS that has a user friendly product and more up-to-date functions. We had Vivienne Porter come and give us a demonstration to Brian, Leah, Jason and myself, which all four of us were impressed. The TBS system would allow our patrons to combine money credits on their accounts with other forms of payment, which we currently cannot do with Envisionware. We would also be able to remove the current computer station, since the kiosk has a built-in computer screen for releasing print jobs. We would be able to allow patrons to use credit/debit cards at the print kiosk for releasing prints jobs. Currently, only a person with a library card can use a credit/debit card for print jobs because the transaction must go through Workflows. The processing company TBS uses for credit cards only charges a percentage of the cost being charged and not a flat fee like ProPay, so we would be able to allow patrons to use their credit cards without a minimum. You wouldn't think that people would want to use their credit/debit cards for print jobs, but we are asked for this ability quite often. The yearly maintenance cost of TBS is the same as Envisionware at \$2,499. The cost of the 2 kiosks, 1 for Bluffton and 1 for Ossian, is \$7,790 with the start-up installation costs at \$3,963.40. Making the initial cost at \$14,252.40. TBS will allow us to set-up a 5 year payment plan of \$4,849.68 per year at which the kiosks and initial start-up installation costs are paid and we will then pay only the \$2,499 yearly maintenance and support fee from that time on. I did budget for the \$4,849.68 amount for the 2018 budget. TBS would install the product in December and not bill us until January of 2018. Vivienne did say we could pay the total cost of the kiosk and start-up fees in total at any time. Since the combined amount of this software change and new kiosks is over \$5,000, I am asking for approval to switch our Print release and reservation management software from Envisionware to TBS at the total cost of \$14,252.40 to be paid in \$4,849.68 increments for 5 years at which time the maintenance and support fees will be \$2,499 per year.

ELM Disc Cleaner

The disc cleaner machine that we use to clean and remove scratches from our CD's, DVD's and Blue-Ray discs has been slowly failing. Jackie has replaced what parts she can but currently it is making louder squealing noises and the door needs to be taped shut for the machine to work. ELM will accept our current machine with a \$3,000 trade-in and a customer discount of \$4000 making a new machine that costs \$21,995 cost us \$15,695 including the \$600 shipping/handling fee. This machine allows 5 discs to be cleaned at a

time and is specially made to clean and remove scratches but not damage the discs for 3 different formats. Our ELM rep has offered us the option to pay \$10,000 now and the remaining \$5,695 in January. I budgeted for the full amount of the machine for next year's budget hoping that it would last until next year, but Jackie and I are uncertain that it will. Stephanie had budgeted an extra \$9,000 in Equipment (line 4.42) for unknown replacements and \$6,000 for purchasing a new copier. Since we are leasing our new copiers, this \$6,000 of budgeted money will not be used leaving us with 91% of money budgeted for equipment remaining. Within capital outlays (line 4) she had budgeted \$10,000 dollars for the Children's Room furniture and this was bought with 2016's budget. I talked with Danielle and she agrees with me that we should be fine to purchase the new disc cleaner now with ELM's proposed payment plan. Also, we don't want to machine to completely die and we lose the \$3,000 trade-in offer. I am asking for approval to purchase a new disc cleaner machine for ELM USA for the payment option of \$10,000 this year and \$5,695 in January 2018 for a total of \$15,695.

ILF Conference/November Meeting Date

The Indiana Library Federation Annual Conference is November 13-15 at the Indianapolis Marriott East Conference Center. At this time four staff members and trustee Debbie Acord are attending. Trustees are still welcome to register. You can find information here: <http://www.ilfonline.org/default.asp?page=2017annualco>
If this is something that interests you and fits into your schedule, let me know and I will register you.

I am planning to attend both days of the ILF Conference, so we will need to decide what day we want to change the board meeting to in November. Tuesday the 7th is too soon for bills and other payments to be approved. Would Tuesday the 21st work?

Health Insurance

Just an update of health insurance renewals. The companies will be allowed to give quotes in September and we should have three quotes to present either in October or November. We would renew/change in November or December for the billing to start in January.

Staff News

Leadership Academy

Jason Habegger has been selected as a participant in Wells County's ninth Leadership Academy. I will be continuing with the second year of the academy.

One Book One County

The One Book One County program is now in its ninth year promoting reading throughout our county by having everyone who participates read the same book. Programs and discussion groups are designed to meet the overall theme of that year's selection.

When we began discussion in January for this year's book and theme, we decided we'd like to see more families participate and with that end in mind, we elected to use two books this year, one for adults and teens, and a second for children. The committee wanted to do something that would encourage Wells County residents to get outside and exercise but also to enjoy our natural surroundings. We finally settled on Bill Bryson's *A Walk in the Woods*. After some research and suggestions from the Children's Room staff, we decided to pair this with Clare Vanderpool's *Navigating Early*.

While Vanderpool's book is geared to middle school students, staff members who've read it confirm that it is an excellent read for adults also. Copies of the books were purchased and distributed to all the local public schools to encourage student participation.

Though Bryson's book is autobiographical and Vanderpool's is fiction, they both involve the Appalachian Trail, reputedly the longest hiking-only trail in the world, extending almost 2,200 miles from Georgia to Maine. While it does not traverse any of the Hoosier state, the committee thought we could tie hiking the trail with any form of hiking, walking, or outdoor exercise. The popularity of our outstanding local parks, the Ouabache State Park, and the River Greenway, all show the interest our community has in fitness and the outdoors.

We have developed a range of programming over the months of September and October that emphasize this theme. Sarah can provide you with copies of our promotional bookmarks which spotlight these programs. We're sorry you couldn't join us this evening for our second program at the Ossian Branch library where Robert Taylor is sharing his experience as a local taxidermist. We hope you will take the time to visit our camping display here in the main library with its mounted bear and the camping display at Ossian with a coyote and some smaller animals. They've both certainly garnered interest from library patrons! And as I write this, only five copies of either title are available from either branch! We're very excited to see our programming stats after completion of the program and to hear patron comments. We certainly hope you can attend some of our programming.

Respectfully submitted,

Terry Burns,

Committee Chairperson

Local Author Fair

We will be having another Local Author Fair this year on October 17th from 6-8pm. Our Keynote speaker will be Kayleen Reusser from 7-8pm. She will be speaking about her trip to Belgium and other surrounding countries for her book on WWII.

Conferences

ILF Annual Conference-November 13-15. This will be overnight for most attendees and the library van will be used.