

## **LIBRARIAN REPORT**

**November 21, 2017**

### **Building**

The drywall is complete in the meeting rooms. We are just waiting to paint the walls and finish the project. The room can be used, since the mold is gone; however, there is limited heating abilities, since the heating units are off the wall. The heating units should be reinstalled on Monday and the painting should be completed by Tuesday.

### **Compensation and Workplace Policies**

Our scheduled policy to review is the compensation and workplace policies. These policies have been attached to the agenda.

### **Internal Control Training**

By law, we are required to perform internal control training for our staff and board members. There are only 3 board members that have not had the internal control training. Please watch the state's internal control webinar and review the library's internal control policy. Once you have done this, I can have you sign the training confirmation.

### **Long Range Plan Update**

I will be attaching the finalized Long Range Plan for you to look over. Currently, I am just cleaning up grammar suggestions from my department heads and finalizing the appendixes. I want to give you time to read through it before you vote in December. If you have any questions, please feel free to ask. The big changes that our patrons would like to see and are covered in the Long Range Plan are:

- Build a Branch in the Southern Part of the County
- Reorganize the Main Library's spaces to better serve the changing community needs including a larger space for Teens, a makerspace for STEAM activities, more meeting room space (which we now offer with The Parlor), up-to-date technology in our meeting rooms and study rooms and moving the Indiana Room downstairs to better accommodate that patron base.

These would require the renewal of our Bond. I have reached out to Umbaugh the company that advises the bond process and Zachery Benedict from MKM that assesses library spaces. Zach has come highly recommended by Kendeville, Nappanee, Huntington and Chad Kline. Zach's mother is a librarian and his passion is working with libraries, within their budget, to find the best possible

solution for their spaces.

### Health Insurance

Our group health insurance plan expires December 1. We have again budgeted for a \$600/mo/employee health insurance contribution for our 13 full-time staff. We are looking at a 17% increase this year if we stay with United Healthcare. With the \$600/mo/employee contribution, this plan is still considered affordable. Last year United HealthCare denied our request to extend our plan to 13 months bringing us back to a January 1 renewal. So, this year we are proposing to have United HealthCare renew our policy at the 17% increase for 1 month at \$5,632.29 (probably closer to 4,928.25 since one employee has come off) and then switch to Trustmark on January 1, 2018 for the amount of \$4,462.64. Trustmark would be \$350 less or a 7.2% decrease from what we are paying this year. By staying with UHC for December our staff would keep their current cards and information would stay the same through the rest of this year. Then we would be switching information at the beginning of the year and finally be back to a January 1 renewal date. The plan for Trustmark is identical to UHC but it also provides a bigger network for us to choose from making it not only the better price but better option for benefits. Since the monthly premium starting in January is under the \$600 dollar amount you provide for staff, do you want the library to put the difference into staff members' HSAs? This has been done in the past, but will require board approval. This amount would be \$22.17/month for each employee that accepts health insurance.

United HealthCare gave us a rebate this year with Stephanie and Amy's retirement, this credit should help off-set the 1 month of cost increase for staff in December. This won't completely cover what would have normally been covered, so an additional option is to use additional funds to cover the difference. We have \$36,341 in health insurance because we budget for everyone to take health insurance, but not everyone does. Our employees thought our current health insurance plan was going to go through the end of December, so I think it would be a kind gesture to cover the difference. It would be around \$105 for each employee taking health insurance. So an additional \$735 for the month of December.

In addition to the health plan, we will again offer VSP vision insurance and life insurance.

VSP stays the same at:

Employee	\$8.21
E & Spouse	\$13.82
E & Children	\$14.11
E & Family	\$22.74

Best Life will go up 2 cents so will be \$6.52 per employee a month.

So, I am proposing for the renewal of our current health care plan with United HealthCare for one month (12/1/17-12/31/17) and then switching to Trustmark on 1/1/18 at a premium of \$4,462.64 for 1/1/18-12/31/18.

I am also proposing that the difference of the monthly premium from the allotted \$600/month for staff benefits be added to the HSA of each staff member that accepts health insurance.

Also, if it is alright with all of you, I'm proposing that the difference in premium costs for the December health insurance benefits be covered from excess budgeted insurance money.

### **Cafeteria Plan-Resolution 17-06**

Every year we need to have board approval for our staff to be offered a section 125 Cafeteria Plan. These plans simply allow employees to withhold a portion of their salary on a pre-tax basis to cover the cost of qualifying insurance premiums, medical expenses, dependent care expenses and other benefits. This is how we are able to offer Colonial and HoosierStart to our employees. These are both very valuable benefit options to our employees especially our part-time employees. So, I am proposing for the approval of Resolution 17-06 for the adoption of the Wells County Public Library Cafeteria Plan.

### **FLSA**

Since the proposed overtime law change to FLSA has been struck down, my full-time staff are hoping we can go back to the current rulings for FLSA. This would put our salaried-exempt status for positions at higher than \$455 per week or \$23,660 per year. My department heads feel that being hourly-non-exempt has made them clock-watchers and is effecting their abilities to provide good service to their staff and patrons. Danielle and I could not find anything that would need to change in our policies. So we would be changing just job descriptions and information within the accounting software. These are all things everyone involved is more than willing to change. So, I am proposing for the approval of changing our minimum salary threshold for salaried-exempt employees to the current FLSA standards of \$455 per week or \$23,660 per year.

### **New Hire**

Due to a change in her other part-time job, Kate Huffman was no longer able to work at the library. So, we are needing to approve the hiring of Isabella Stutzman as our new shelver. Isabella's starting date was 11/1/17. This position is part-time, no benefits and her starting wage will be \$7.25/hour for 8 hours.

Along this same subject, Danielle and I are wondering if you prefer employees to be approved by the board before they start or I you all feel that the approval is more of a formality? The real concern is what if we have an employee that has started working and then is not approved by

the board?

### **Cash Boxes**

I have had multiple requests from my genealogy and reference staff to increase the amount of money in the cash boxes. So many patrons are getting money from an ATM just to pay for printing/copying, which means they are needing change for a \$20. My staff think this happens maybe once a day 2-3 times a week. Since, they do not have sufficient funds to change a \$20, the patron usually needs to go all the way back to the circulation desk for change. This isn't as big of a deal for reference, but for the Indiana Room, it can be frustrating for our patrons. Especially since they can barely give change for \$10. So, they were wondering what your thoughts are on increasing the amount of cash in the cash boxes. When I talked with the different staff members, they seemed to think \$25 would be sufficient, since they rarely have multiple people ask in the same day.

### **Hours for Children's Book Festival**

Our 2<sup>nd</sup> bi-annual Children's Book Festival will be on Saturday, October 6<sup>th</sup>. This seems like a long way away, but we are already starting to plan for this event. The last time we had the Children's Book Festival, it lasted until 3pm. Now that the library closes at 2pm on Saturdays, we would like approval to stay open until 3pm on Saturday, October 6, 2018.

### **Challenged Book**

The book *Seeing Red* by Sandra Brown was requested for reconsideration on October 26, 2017. The patron requested to item be destroyed due to a lowering of the human spirit by the use of filthy language. *Seeing Red* by Sandra Brown is a popular book with high circs in our system. It is supported by professional reviews as being fictional literature written by a professional author. I responded to the patron stating that I was sorry she was offended by this title, but that it was supported by the Library Bill of Rights and our collection development policy and would be kept in our collection. I explained that it is their right to choose not to read something they find offensive and that the Library Bill of Rights, which protects Sandra Brown novels, also protects to materials they wish to read and enjoy and others might find offensive. I offered that they are welcome to come a talk to me in person about my decision and I have not heard anything further on the matter.

### **Updates**

Dates: Parlor City Christmas: Saturday, December 9<sup>th</sup> (All Day)  
Closed for the Holidays: 5pm November 22-24