

LIBRARIAN'S REPORT

December 13, 2016

Board Presentations

Judy Maxwell will be reporting on the library's new cake pan collection.

Benefits

Resolving the library's Lincoln Plan turned out to be much more complicated than anticipated. Red tape and paperwork were problematic. I spent much time looking through old board books trying to find the date that we began our Lincoln Plan. Apparently we started it in 1988, but I only know that because I checked out disbursements and that was when we started deducting for it and sending checks to Lincoln. I never found a resolution or agreement.

I suggest that going forward we be more meticulous in turning all the major decisions, agreements, and contracts into official resolutions with numbers that are filed numerically in the resolution section of the board book. Even though I have not always been giving them a resolution number, I have been filing most of our signed decisions in that section of the board books for many years, but I think we could be even more organized with that. With all of our digital records, information should be searchable and more easily accessible for years to come, but we cannot predict what technology changes are ahead.

Speaking of resolutions...

For the past several years we have been working with Consolidated Union for our health insurance plans. They also offer our staff a variety of supplemental insurance plans through Colonial. Through Colonial, Ameriflex provides us with our Plan Document for our Section 125 Cafeteria Plan that allows our employees to pay health insurance, some supplemental premiums, and HAS contributions pre-tax. This tax break is a huge benefit.

Ameriflex has provided us with our Plan Documents and a board resolution agreeing to offering the plan, primarily for our records. (Great idea!) This will be resolution 16-07. The Plan Document (our records) and Summary Plan Description (for participant employees) are attached to the agenda.

Exempt/Non-exempt

As I explained in a recent email to full-time exempt employees and the board, The labor law changes have been postponed. Like most employers we have worked through all the changes necessary to be compliant with the expected ruling. I did postpone those changes until January 1 in order to keep payroll consistent for this year. With the change in administration, no one is guessing as to what if anything will happen with the labor law changes. The question is whether we implement the changes anyway on January 1 or wait until we are forced to do that.

The changes were to reclassify department heads and managers to non-exempt hourly status positions. That would leave only the director and IT manager as exempt salaried employees. Personally, I am fine with that, but you as the board and the new director may feel differently

about that. The only negative to this change is the likelihood that we may be occasionally paying more overtime. Presently we only have 2 full-time non-exempt hourly employees. The change will increase that to nine such employees.

Building

We have not yet experienced any leaks. My only problem is finding someone to fix the ceiling. Apparently, contractors are exceedingly busy. I did get Scott Tappy and Dave Brinneman to come and look at the work that needs done, but neither have sent me an estimate yet. Scott Tappy did say that it would be March before he could get to us. I hope to get better news from Dave.

Cambria Company will be here on December 12 to make a template for the front desk countertop.

We have a quote for the children's office furniture. If we finalize everything and get the order in soon, we will be looking at a mid to late January delivery.

Lighting Project

After last month's meeting, I attempted to contact EnergyHarness to let them know they were awarded the exterior lighting project and to get more information that I needed for the BlufftonNow reimbursable grant submission. I contacted both the rep who did the audit and the company manager; I emailed and left messages; I called and emailed the general "contact us" on the company website. No one has responded or returned my repeated contacts. While the website and the answering message gives no information, I cannot help but think that the company is no longer in business. I feel that this is very strange as I know they have done work for a library a few months ago, but I have no other explanation.

Not wanting to lose out on the grant opportunity, I contacted our other bidder, Vision Lighting. Matt Evans, the rep who I met with and who did the building audit responded immediately with news that he was leaving Vision Lighting at the end of the week and working full-time at his own electrical lighting business. He told me he was leaving on good terms and in good graces and did not have a non-compete clause. He was more than willing to set me up with someone else at Vision Lighting, but he would also be willing to handle the project with his company.

He assured me that his partners were also experienced electricians with 55 years of combined experience and that the fixtures would be the same. I asked him to send me a quote, references and everything else I would need to submit the grant as I was only a couple days away from the deadline. He did and not surprisingly came in a few hundred dollars under Vision Lighting. His company is just finishing the LED exterior upgrade of all the Ft. Wayne area Pro Fed Credit Union facilities and they have the contract for the interior upgrade in 2017. I told Matt that I would need discuss the project contract at the Dec 13th board meeting and I would let him know our decision then.

I submitted the Re-investment Program application using his information and just today received the word that our application was approved. I attached the grant application and the estimate to the agenda.

Erate Wireless Grant

Erate approved our submission for an updated wireless system. ENA is the selected provider. They will be updating our present system and providing us with a more robust statistical software system. Brian has been working with the ENA staff to reorganize and update our IP allocation creating better service for our staff and patrons alike. Installation of the new system should take place in the next few weeks.

Danielle, Dawn and I are working on getting our new accounting software ready to go for the new year. This system will integrate our fixed assets, so I am taking this opportunity to reorganize our fixed asset data.

We are all busy taking advantage of the slow holiday season to tackle some small jobs that we have been putting off.

Christmas Cheer

December 8-11 is the Bicentennial Holiday Celebration. I hope everyone is planning to participate in some part of the weekend. The staff have worked very hard to pull off many of the events of the weekend.

There will be an eReader Fair on Tuesday, December 13th @3-7 pm.

I will be hosting the staff breakfast on Wednesday, December 23th @ 7 am. Board members are always welcome to join us.

Just wanted you to be aware that I did submit WCPL for the Chamber's Business of the Year award. The work was already prepared from the ILF submission, so I thought, "why not?" I really doubt that we will be selected due to the fact that a non-profit, United Way, was recognized last year. It is unusual enough for the Chamber to recognize non-profits and 2 years in a row is very unlikely.

Note:

On a very positive note, Brian is fitting in very nicely and is grabbing every opportunity to learn our systems and operations. He followed my suggestion and met with each department to discuss their tech problems and needs. Not only have I been impressed with this skills and knowledge, but he also had displayed great organizational and administrative skills. I believe him to be a great choice for our library.