

LIBRARIAN REPORT
November 12, 2019

Canem Building Envelope Proposal

Tremco, the company we have worked with for roofing, now offers a building envelope procedure called a Canam Assessment. They have been talking with Nate about doing a procedure. Attached, you'll find an official proposal for the Canam Assessment. Essentially, the process is to conduct testing to look for gaps, cracks and holes in the building exterior. They would then give us an action proposal to repair these issues. Not only would this save us energy costs but Nate and I feel like it might be a good idea to have this done before we repair the roof. The cost of the process is \$4,510.00. We have spent very little from Building Maintenance and Repair this year and currently have just over \$46,000.00. We do have the occasional leak above Circulation, Teen and around Children's Room windows when we have heavy rains. We are hoping this process will discover the source of these issues all at once and then provide us a plan to fix the issues while we are restoring the metal roof. Steven Tratt will be joining us on a conference call to answer any questions you have about the procedure.

Building

Last Saturday evening the Library's few servers we still have in-house were infected with Ransomware. Unfortunately, this ransomware was designed to not be detected by our anti-virus and lay in wait to wipe out back-ups once they connected to the server. Brian has sent the hard drives of the servers to a company that can recover information from ransomware and we are waiting to see what they are able to recover. Thankfully, we had moved our ILS (Sirsi), Website, Keystone and email to the cloud and they were not affected. Our major loses are our U: and P: drives which house everyone's files. Some departments conducted their own back-ups in case of staff error and their files are still available. Thankfully this includes Genealogy. Some of our other most used documents we had saved in OneDrive or in our email and we will need to just reenter some information instead of starting completely over. Our hope is that most of our documents will be recovered from the server company. I will update this report if I learn more information before Tuesday. Danielle's computer was effected individually so she is currently working on recreating a lot of her excel spreadsheets that makes board reports possible, while recovery from surgery.

On a more positive note, our shelf moving to prepare for the building renovation is going really well. I mapped out a layout that is the final place for most of our shelves and then how to fit our entire collection on one side of the building. We are calling it The Great Scrunch of 2020. During my mapping, I discovered that the fiction shelving is shallower in depth than our non-fiction shelving. This means that we will need to disassemble our non-fiction shelving and have it organized in the garage for installation upstairs and then move our fiction shelving over to the other side of the building. Once the shelves and material are in place, we will finish

moving things out of storage and our offices. Nate has been amazing keeping this moving and organized through this process. We hope to have everything moved except genealogy before Parlor City Christmas and then move genealogy downstairs after Parlor City Christmas. Christmas decorating will be minimal in the library this year. We will be having a furniture and equipment sale December 10-13. The proceeds will go to the Friends of the Library.

Budget

Continuing to move along the bond timetable, the notice of intent to sell bonds has been delivered to the Newspaper and should be published on the 14th and 21st of November. I will also be publishing these notices on our website. The Appropriation Resolution has been sent to Lisa for the County Council and Lisa has advertised the notice of appropriation for the County Council meeting. Our additional will be included in a list of additional appropriations for the County Council and hopefully there shouldn't be any questions before it is approved. The County Council meeting for the approval of our Additional Appropriation will be December 3rd at 7 pm. Having this approval allows us to spend bond proceeds in 2019, which will make it possible for us to reimburse our LIRF for Architect Fees spent in 2019. We will also be selling our bonds on December 3rd. I will be having a Due Diligence call for the Preliminary Official Statement and the S&P Rating call this Wednesday.

Health Insurance

Attached to the agenda is a three-option benefit comparison of insurance plans for the library. Our current plan wants to increase our policy 15%. The proposal favored by Consolidated Union, Danielle and I is the PHP HSA Plan option 2. The monthly premium is comparable to our current monthly premium with lower deductibles. This plan also allows staff to have an HSA account, which our current plan does not. By being an HSA plan, staff will no longer have copays for visits. These numbers were drawn up in comparison to our current staff on insurance. We have one staff member leaving our insurance to go to Medicare, so this might decrease our monthly cost. Once we know which staff members are taking insurance, I will be able to give you a final update in December on cost to the library and to each staff member.

Cafeteria Plan-Resolution 19-12

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 19-12 for the adoption of the Wells County Public Library Cafeteria Plan. *Note. We should be getting an updated copy

of this plan to be included in the agenda. I will update the board drive once this has been sent to me.

Policy Changes for 2020

The policy changes for 2020 are quite extensive. This was to bring our personnel policy more in-line with what the Indiana State Chamber suggests you should include in your personnel policy. Danielle sat down and talked with the HR Manager from By-County as well to compare policies. I will attach the summary to the agenda and the Policies in the Agenda Documents tab on the board meeting site.

Bid Approval

The Bid Opening went well. Zach and Andrew are now going through the bids to make sure the lowest bid was submitted correctly. Once I know who the lowest and correctly submitted bidder is, I will update this report for our approval on Tuesday. Good news is that the lowest bids were much lower than expected. Zach said we can increase our contingency amount and most likely add our furniture back in to the project paid with bond proceeds instead of Rainy Day. We will be able to do both meeting rooms also.

Updates Closed for the Holidays:

5 pm November 27-29

All day Monday December 24-26

5 pm December 31-January 1

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Auction Committee Meeting

Creative Arts Council Board Meeting

YMCA Board Meeting

Friends of the Library Board Meeting

Bluffton NOW! Board Meeting

Chamber Board meeting

Rotary Meetings

Leadership Academy-Level 3

Continuous Improvement Library Meeting

Leadership Alumni Breakfast

Indiana Library Federation-Annual Conference

ILF was really good this year. We heard about 2 different libraries discuss the benefits and process of going fine free. This is something that I would like to investigate and present to you in the future. I also had the chance to present during a break-out session on staff motivation

and creating a winning workplace for different generations. I believe that went well and have had positive feedback and follow-up from other librarians that attended.

Meeting Updates inside the library:

Department Head meeting – Went over evaluation schedule and how they are going. Staff Christmas Breakfast. Saturdays without back-ups, Last purchase date for materials and PO's, discussed if we should cease ordering during construction and the consensus was no. The timeline of the scrunch of 2020. WordWise review Literature-Philosophy.

Current Projects/Big Programs/News:

Parlor City Christmas Saturday, December 7