

LIBRARIAN REPORT

December 10, 2019

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 losses 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. Update: The company we sent our servers to are hopeful to recover files we are still waiting to see to what extent our files are recovered. Once we receive our files back, it is highly likely they will not be in folders or have names, so we will need to go through each file to know which department/staff member the file belongs to. The latest we know is that mostly Microsoft Office files were recovered but no pictures or video files are recoverable. The cost for the service ended up being \$500. We do have coverage on our building insurance against Cyberattack, so we will talk to Star Insurance to see if it is worth making a claim.

All offices have been scrunched. 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.

The County Council approved our Additional Appropriation without issue. We had a very successful bond sale. Because of our rating and current interest rates, we were able to reduce the bond by years of payment and \$394,000 in interest. We are going to start a giving campaign in the spring for those patrons that expressed interest in giving towards the outside improvements that were excluded from the project. This will give us the ability to put in the benches, refresh our landscaping and fix the entryway.

Budget

Attached is the altered 1782 Notice because of knowing our new bond's amortization schedule. This is just for your information. This may not be our final numbers for budget, but it is getting closer.

Meeting Location Changes

Since we will no longer have a board room during the first phase of the project, we needed to move into whichever room was available. The rooms that are available are:

January 14, 2020: Parlor
February 11, 2020: Ossian Meeting Room
March 10, 2020: Ossian Meeting Room
April 14, 2020: Ossian Meeting Room
May 12, 2020: Large Meeting Room
June 9, 2020: Large Meeting Room
July 14, 2020: Large Meeting Room

Are you okay with meeting at Ossian during the months of February-April? Hopefully, the board room will be available by June.

Building Project Change Orders

At the start of the project, the building committee and I will meet with the contractor bi-weekly to discuss the project. In between these bi-weekly meetings if something needs a change order, we will have 1-2 days to make a decision before it starts to affect our cost and timeline. Most of the library or non-profit entities that MKM have worked with in the past make a resolution allowing the Director to sign-off on change orders up to a certain amount without waiting for board approval during the monthly meeting. This is something I would like us to do also, so our project stays within its timeframe and we can reduce unneeded excess costs. Some entities allow the director to make changes up to a certain percentage of the total cost of the project and other entities give the director an allotment of contingency funds to use for change orders and anything beyond that amount must be approved by the board. Please discuss what you as a board would be comfortable doing and I will write a resolution for our January meeting. I have emailed Zach to see what the typical cost of a change order would be so we have an idea of what a good percentage or amount would be.

For example:

2%-\$35,084
5%-\$87,710
8%-\$140,336

Insurance Pricing

We budget \$94,000 for insurance coverage on the assumption that all 13 eligible staff members would take the library's insurance. This year 8 of our full-time staff have waived insurance leaving 5 staff members on our plan. The final amounts of insurance are as follows:

Employee Only - \$768.45
Employee/Child(ren) - \$1,421.64
Employee/Spouse - \$1,536.91
Family - \$2,190.09

Staff currently pay \$100/month for their insurance. Since we have 2 less employees from last year taking insurance, would the board be open to reducing the cost to staff members? This would give staff members a chance to put their saved amount of cost into their HSA account. As listed below, by having staff pay \$50/month we would still spend \$14,076.84 less in insurance from last year and by having staff pay \$25/month we would still spend \$12,576.84 less in insurance from last year.

VSP
2019-\$9.85/month
2020-\$9.85/month

Health
2019-\$770.91/month
2020-\$768.45/month

Cost to Library
2019-\$680.76/month, For the year-(7*680.76)12=\$57,183.84 (With staff paying \$100/month)
2020-\$678.30/month, For the year-(5*678.30)12=\$40,698 (With staff paying \$100/month)

Other options:
If staff paid \$50/month, For the year-(5*718.45)12=\$43,107
If staff paid \$25/month, For the year-(5*743.45)12=\$44,607

Updates Closed for the Holidays:
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
Creative Arts Council Board Meeting

United Way Board Meeting
Bluffton NOW! Board Meeting
Chamber Board meeting
Chamber Executive Meeting
Rotary Meetings
Leadership Academy-Level 3
Leadership Alumni Lunch
Chamber Business After Hours-A Perfect Blend
Education Committee

Meeting Updates inside the library:

Department Head meeting – Discussed the bond and building process, Conference procedures for staff, updating job descriptions, cross training in departments, creating a training essentials and library lingo check-list, policy changes, Staying Power book discussion and WordWise-Relating through Science

Tech Team-discussed the format for our staff technology training program.

Current Projects/Big Programs/News:

Parlor City Christmas Saturday, December 7
Furniture and Equipment sale- December 10-13



SATURDAY, DECEMBER 7

8-10am

- Breakfast with Santa (Masonic Lodge) - free will donation
- Breakfast (American Legion) - \$8 donation

10am-1pm

- Musical Entertainment featuring Studio 88, Jeanette Lundeen, Plisco Music Studio, and Musiclectics (Wells County Public Library)
Sponsored by the Friends of the Library

10am-3pm

- Parlor City Shopping Fair and Festival of Wreaths (Arts, Commerce & Visitors Centre - 211 W. Water St.)
Shop local with more than 30 artisans & vendors
- Warm up by the outdoor fire on the patio
(provided by Ouabache State Park)
- Wood Carvings by Ryan Frauhiger
(Arts, Commerce & Visitors Centre - patio)

10am-4pm

- Trolley Rides - *Sponsored by Profed*
- Christmas at the Mansion
(Wells County Historical Museum)

11am-12pm

- Owl Demonstration (Courthouse Plaza)
Sponsored by the Friends of the Shelter

11am-1pm

- Goodie Walk - Free food & treats by local businesses throughout Downtown Bluffton
- Bill Holley "train" rides
(Train station at the Parlor City Plaza)

11am-2pm

- Sentimental Journeys horse-drawn wagon rides
(Start from the Wells County Public Library)
Sponsored by Lowes and River Terrace Retirement Community
- Food trucks (Parlor City Plaza)

1:30pm

- Human Truck Pull (Market St.)
Sponsored by FirstFleet, NESCO Specialty Rentals, and Peyton's Northern. (Registration open at 12:30 pm)

6-9pm

- Wonderland of Lights (Ouabache State Park)

6:30pm

- Santa Reading and Susie Cues Studio performance
(Ouabache State Park)

Throughout the Day

- Check out the Planter Decorating Contest winners
Sponsored by Outdoor Concepts



Thank you to all of our sponsors. Visit the Parlor City Christmas page on Facebook. For a full schedule of events, contact the Wells County Chamber of Commerce (260.824.0510 or wellsccoc.com) or the Wells County Public Library (260.824.1612 or wellscolibrary.org).