

## **LIBRARIAN REPORT**

### **November 10, 2020**

#### **Building**

Attached to the agenda is the construction budget. The items in yellow have been included in the change order for CME and have been paid or will be paid after this meeting. All other items are outstanding with companies outside of CME like Habbeger's, Baldus, Stylus and Nancy Wagner. We have a year to have CME fix any issues we come across while using our new spaces. So far, we have mostly found issues with electrical plugs, lights and flooring. Sean does a weekly check with Nate so he knows which subcontractor needs to be brought in to fix issues.

#### **Budget**

The Form 4 of our budget was submitted correctly last month. Now we wait on the 1782 notice to be sent from the DLGF for our review. If everything looks correct, I sign and send in the 1782 notice back to the DLGF and then wait again for our budget approval by the end of December/beginning of January. Once we receive that approval, we have a few months break from the budget process before it begins again for budget year 2022.

#### **Personnel Updates-Voting Item**

We have had a vacant position for Material Services since Diane resigned from the position on May 29<sup>th</sup>. We decided to wait and fill that position until construction was over and ordering picked-up again after we received final budget estimates. We are excited to ask for approval to hire Chloe Maddox as our new Material Services Clerk I. Chloe has a passion for libraries and is considering pursuing her Masters in Library Science to go with her Bachelor's in Psychology. She started on November 2 with 20 hours/week at a rate of \$11.41.

#### **Health Insurance**

Danielle and I contacted Consolidated Union for their status on our renewal process. So far, we have not received our renewal information for 2021. When I receive that information, I will provide it to you as quickly as possible, so you have time to review it before the board votes on a plan in December.

#### **Cafeteria Plan-Resolution 20-10 – Voting Item**

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 20-10 for the adoption of the Wells County Public Library Cafeteria Plan.

### **Resolution 20-11 to Close Property Tax Fund-Voting Item**

State Board of Accounts has changed the required fund numbers for most of our funds. Danielle is working on changing the numbers and we ran into an issue for the Property Tax Fund-181, since this is a type of fund no longer used. In the past, we would charge property tax to the coffee shop renters. This money would then go into the 181 - property tax fund until we were charged the property tax for the rental property. Since no longer use this fund, we were told by the State Board of Accounts that we need to do a resolution for the board to approve the closing of the Property Tax Fund and the transfer of the balance to our Operating fund. This will then allow Danielle to delete the fund.

### **Building Insurance-Voting Item**

This is the year that we look at renewing our Building Insurance and Workman's Comp. Currently, we are insured through Cincinnati Insurance with a 3-year policy. Attached to the agenda is the comparison of 4 different companies and also our current plan with the changes penciled in. Only Cincinnati offers the 3-year plan, which locks that cost of the building insurance in for 3 years. Currently, we have our Workman's Comp with Cincinnati as well. The Workman's Comp renews its pricing every year and the current cost is \$3,832. Star Insurance is suggesting that we switch just the Workman's Comp portion to Brick street for \$2,371 to save \$1,461. Star Insurance also quoted Directors and Officers Insurance (D&O) and Employment Practices Liability Coverage (EPLI) There are documents attached to the agenda explaining these two types of coverage.

### **Policy Changes for 2021-Voting Item**

The policy changes for 2020 are included in the Policy Summary. The staff's suggestions are Yellow for an addition and Red strikethrough for a removal. The board's additional suggestions are Blue for an addition and Purple strikethrough for a removal. Any changes approved will become effective January 1 of 2021.

Updates Closed for the Holidays:

5 pm November 25-27

All day December 24-26

5 pm December 31-January 1

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

YMCA Board Meeting

Friends of the Library Board Meeting

Bluffton NOW! Board Meeting

Chamber Board meeting

Chamber Executive Board Meeting

Rotary Meetings

Leadership Academy-Level 3

Meeting Updates inside the library:

Department Head meeting –Due to a past staff members funeral, department head meeting was postponed.

Current Projects/Big Programs/News: