

LIBRARIAN REPORT

December 8, 2020

Building

Attached to the agenda is the construction budget. The items in yellow 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 and as of now these issues have all been fixed. 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. Usually, we have our 1782 notice by now, so I did reach out to our rep and he said he is currently working on Wells County and we should see it soon. If we receive it before Tuesday, I'll include it on the agenda.

Policy and By-laws

Our policies for review this month are Patron, Meeting Room, Employment and Benefits Policies.

D&O and EPLI

After our discussion about D&O and EPLI last month, I emailed surrounding libraries to see what they have. Most of them answered that they have D&O and EPLI coverage and would not function without both. One library mentioned that they have their policy through what the State offers. I mentioned this to Danielle, she said we do receive what Stephanie always referred to as extra liability coverage through the state, and that the policy is automatically renewed. We contacted the rep that is in charge of our account to see what coverage this liability policy includes and it includes both D&O and EPLI. Therefore, we have coverage for both of these through the State Library. I also reached out to Keith Huffman about the need for D&O and EPLI and he said he personally would not serve on a board that does not have both. I am sorry I was not aware of this coverage already.

Health Insurance-Voting Item

Attached to the agenda is a comparison of 2 health insurance options. Because we have so few staff members that take insurance, we do not always have many options when it comes to insurance plans. 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. Currently, staff pay \$100 towards health insurance. The final amounts of insurance to renew and keep our same plan are as follows:

Employee Only - \$886.09
Employee/Children - \$1,606.63
Employee/Spouse - \$1,772.18
Family - \$2,492.72

Our Current Cost:

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

VSP

2019-\$9.85/month
2020-\$9.85/month
2021-\$9.85/month

Health

2019-\$770.91/month
2020-\$768.45/month
2021-\$886.09/month

Cost to Library

2019-\$680.76/month, For the year $(7 \times 680.76)12 = \$57,183.84$ (With staff paying \$100/month)
2020-\$678.30/month, For the year $(5 \times 678.30)12 = \$40,698$ (With staff paying \$100/month)
2021
PHP (Current Plan) \$786.09/month, For the year $(5 \times 786.09)12 = \$47,165.40$ (With staff paying \$100/month)
Anthem Option \$748.80/month, For the year $(5 \times 748.80)12 = \$44,928$ (With staff paying \$100/month)

PHP Difference in price from 2020 - \$6,467.40/year
Anthem Difference in price from 2020 - \$2,237.40/year

Even though the Anthem plan would cost the library \$2,237.40 less for the year than renewing our current PHP plan, the plans are not a true comparison in benefits. We are grandfathered

into the PHP plan, which provides an HSA (no co-pays) and 100% coverage once a \$3,000 deductible is met. After the \$3,000, the employee pays nothing. Anthem has an HSA but you pay 20% of everything after you meet your \$3,000 deductible until you reach \$6,000 of out of pocket expenses. The average out of pocket expenses for an employee is \$8,000. Consolidated Union informed us that they could not find a true comparison because plans like what we have with PHP are no longer available to small employers like the library.

PNC ACH Block-Voting Item

We were contacted by our PNC rep this week about putting an ACH block on our Money Market Account. The reason behind this is that fraudsters are getting more creative in how they hack bank accounts. It used to be that they would come across your routing and account number through bill pay and electronic check payments. Now they are using computers to create 10 random numbers and are matching them to public routing numbers until they hit on a match. Most banks have a system in place that allows you to review and deny an ACH debit within 24 hours. This is fine if you are checking your account every day. If you miss the 24 hour time frame, you file an affidavit which could take 180 days to process. PNC is offering us the option to put an ACH block on our account since our Money Market account is not used for debits. If for some reason we did need to use it for debits, we would handle that case by case. The one downside is that there is a \$10/month fee to have an ACH block. I told our PNC rep that I would present this option to the board.

HVAC-Voting Item

As discussed at the last meeting, we are having issues maintaining correct humidity levels in the building for the wood and new finishes as well as human occupation. When we use the rented dehumidifiers alone, the humidity levels drop below the correct humidity levels for occupants. If we do not use the rented dehumidifiers, the humidity rises above the correct levels for our new finishes and material. The current solution we are using to fix this issue is to have the boilers on, which adds warm air and moisture, and then have the air conditioner units running to help balance the moisture in the air. Not only does this put wear on our units, but also we now have freezing rooms throughout the library.

We have the ability to take care of half of our humidity issue with our HVAC units this year with LIRF equipment funds, which totals \$38,315.40 or potentially encumbering end of year funds from line 4. The first part of the HVAC changes equals \$16,350. The second part of the humidity issue would need completed next year and would involve replacing our 25-ton unit that provides air to the main library. This replacement would potentially cost around \$30,000. We will have \$100,000 appropriated in LIRF for equipment replacements in 2021. The quote and explanation for the first phase is attached to the agenda and copied here as well.

Dear Sarah,

Thank you for the opportunity to quote this project. We are pleased to submit this quote for installing a new Condaire steam generating humidifier system that will inject steam into the supply airstream of Roof Top Unit #1 that supplies air to the central area of the Library. Our price for this project is: \$16,350.

This new canister style humidifier will be located on the catwalk near the central area HVAC system supply duct, in the same location as the old obsolete humidifiers used to be located. The old humidifiers were removed in 2013 when the HVAC equipment was updated. At that time, it was determined that humidification was not necessary for the books and magazines or for the building structure. It was decided that a new humidifier could be added in the future if deemed necessary. As you are aware, the wood materials used in the recent construction project require specific humidification tolerances.

In response to this request for a solution to the current humidification need, we performed a site visit and determined that the most cost-effective way to provide the maximum amount of humidification capacity was to pair a commercial steam generating humidifier with the largest constant velocity HVAC system in the building that supplies air to the central area of the library.

This price includes the following:

- Supply and install a new Condaire commercial steam generating humidifier system
- Supply and install a new steam distributor assembly in the supply duct of RTU #1
- Run a new supply water line with a new 5-micron water filter
- Install a new copper drain line and run to the equipment room floor drain
- Install a new digital wall humidity sensor in the main area of the library
- Install safety and limit controls in the supply ductwork
- Start-up and program the new unit and confirm proper operation
- All materials and labor to complete the project.

Updates Closed for the Holidays:

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 - virtual

YMCA Board Meeting - virtual

Bluffton NOW! Board Meeting - virtual

Chamber Board meeting

Chamber Executive Board Meeting

Rotary Meetings

Leadership Academy-Level 3

Meeting Updates inside the library:

Department Head meeting –Due to too many staff out of the building, department head meeting was postponed.

Current Projects/Big Programs/News: