

LIBRARIAN REPORT

November 9, 2021

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 2023.

Resolution 21-10 for an Appropriation Reduction-Voting Item

The DLGF assumes that we spend every dollar budgeted, even in our LIRF and Rainy Day funds, and subtracts 2021's budgeted funds from our budgeting potential of funds in 2022. So even though we usually do not spend the total amount of our LIRF and Rainy Day, the total is subtracted from our potential funds to budget. This form declares that we will not spend \$126,000 from our Rainy Day fund and \$67,000 from our LIRF fund in budget year 2021 so the \$126,000 for Rainy Day and the \$67,000 for LIRF can be reallocated to spend in our 2022 budget year.

Resolution 21-11 to Approve Cafeteria Plan Section 125– 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 21-11 for the adoption of the Wells County Public Library Cafeteria Plan.

Resolution 21-12 to Approve ARPA Grant Contract and Authorize Director Signature-Voting Item

To officially accept the ARPA grant funds, the library board must approve the contract at a board meeting and authorize the library director to sign paperwork throughout the grant process. I have attached a resolution that allows all of my signatures to be recognized by the board from the first letter of approval and until the grant is completed.

Resolution 21-13 to Establish an ARP Fund-Voting Item

State Board of Accounts SBOA recently notified libraries that a resolution to establish an ARP fund is required to account for the ARPA grant funds. Attached to the agenda is a resolution that will allow Danielle to create an ARP fund for the duration of the grant.

Proposal to Amend Library Board By-Laws-Review

In order to allow electronic meetings in a manner that meets HEA 1437, the board needs to approve an amendment to the by-laws. I have attached the by-laws to the agenda and the proposed amendments are in yellow. Along with electronic meetings, I included adding Personnel Updates to the agenda layout. We started separating personnel updates at the request of the board last year but we never officially amended the by-laws. I also added section 9 under meetings after reading another library board's by-laws stating that the board does follow the law for access to public records. I thought would be a good addition. I have also attached HEA 1437 to agenda to reference while considering this amendment. If the board has no changes to the amendment, we will vote on the amendment in December.

Policy Changes for 2022-Voting Item

The policy changes proposed by staff for 2022 are included in the Policy Summary. The staff's suggestions are Yellow for an addition and Red strikethrough for a removal. The Policy Committee for the board have included their proposal and changes for the Policy Summary, which is also included on the agenda. The full policies with the proposed changes are included under WCPL Policies and then proposed changes, if you want to reference the changes in the policy's entirety. Any changes approved will become effective January 1 of 2022.

Health Insurance-Voting Item

I met with our Consolidated Union rep today. We are looking at an 11.25% increase in health insurance costs if we stay with PHP. He was able to find us a comparative plan with Anthem that is only a 3% increase. The major difference is participants will need to pay 20% after the \$3,000 until they reach their \$4,000 out of pocket total. I have attached the renewal quote and the new Anthem summary to the agenda.

Updates Closed for the Holidays:

5 pm November 24-26

All day December 23-26

5 pm December 31-January 1

Director Updates

Community Meetings/Activities attended outside the library:

Friends of the Library Board Meeting
Bluffton NOW! Board Meeting
Chamber Board meeting
Chamber Executive Board Meeting
Rotary Meetings
Wells County Foundation Grants Committee
Wells County Foundation Board

Meeting Updates inside the library:

Department Head meeting – Staff Christmas Breakfast, Long Range Plan Goals Chart 2, Word Wise: True Crime, Weddings and Wellness

Current Projects/Big Programs/News:

-After-Hour Pick-up – I have reached out to the Dawn Ulfig, School Librarian, at Southern Wells. She thinks the lockers are an excellent idea and she will be asking her principal and superintendent to see if they foresee any issues with hosting our lockers next to the book drop.

Our latest Friends of the Library sale brought in a total of \$1,738.71. \$117.20 of that was memberships or donations and \$12.00 in Friends logo totes. Total regular sales were \$1,609.51. This is an increase of \$75.00 from 2020 October sale. All proceeds of a FOL sale go to library programming and staff development. We are very grateful for our Friends group.