

## Facility Manager November and December board report 2016

The month of November we did the set up for S.O.L

Shoveled snow and more snow. I still have Rodger two days a week to help with cleaning the building.

Hosted lots of school groups.

Total fire came and did the annual inspection on the sprinkler system. I will attach a copy of their critical findings to this report. The total repairs would not exceed \$2200 and could be down when they come back for the next annual inspection.

I was looking into a new register system for the museum from epos systems. At first it was \$1800 no hidden cost. So today 1-6-17, I called to confirm that price and to double check with the hidden fees, well there is a hidden fee of \$270 a year for license renewal and software update. I will continue to look at other registers and report what I find. This one would do everything we would like but not at an extra \$270 a year. I also went to some other local business to see what they were using. They are using square and not really happy with it. The cost of the square was almost the same price as the one I was looking at but square takes 1 % of everything that is rang through the register.

We are also looking at a new copier from Michigan office solutions because the one we have through Great Lakes keeps jamming or smearing the paper. His billing is also inconsistent. Chris, Kat and I will meet with Dan sometime this week to see what he has to offer.

I will have to call 1010 again to find out why my computer keeps dropping the java file that it needs to correspond with our heating and cooling system. The java files allow me access to the system to see what it is doing or to make any changes to it.

With the help of some volunteers and Danyeall. We were able to transform the exhibit prep area along with the classroom, Richards office and collection rooms. We added shelving and organized other shelving.

We have set up the back office for a planetarium program director office. It has a desk and a phone when we hire someone we will have to look at getting a tablet or laptop. Also the laptop that collections use has crashed once already so we may need to start looking for another one.

## Membership

For the month of November we had 26 renew and 8 new memberships.

December had 63 renew and 23 new and this is due to the capital campaign. Chris had us go in and change some memberships or give a complementary membership.

If you have any questions feel free to ask.

Matt Klimczak

Facilities manager