

**OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Meeting of January 26, 2023, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, January 26, 2023, at 3:06 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Tucker, Mr. Seifert, Mr. Castleman, Mr. Williams, and Mr. Moss. Ms. Shamanoff was absent.

ADOPTION OF THE AGENDA

On the motion of Ms. Tucker, the agenda was adopted as presented. Roll call vote was recorded:

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.
Ms. Tucker – Aye.
Ms. Shamanoff – Aye.
Mr. Castleman – Aye.

APPROVAL OF MINUTES

- a. Minutes of regular session December 15, 2022.
- b. Minutes of executive session December 15, 2022.
- c. Minutes of Capital Projects Committee Executive Session January 11, 2023.
- d. Minutes of approval of claims January 13, 2023. (REMOVED)

On the motion of Mr. Seifert, the minutes of the preceding meetings a through c were approved.

Mr. Eisbart – Aye.
Mr. Seifert – Aye.
Mr. Williams – Aye.
Ms. Tucker – Aye.
Mr. Castleman – Second.
Mr. Moss – Aye.

FINANCIAL REPORT

Mr. Sedestrom opened with highlighting some of the main items from the pre-audited financials of 2022. He indicated that There is a substantial difference between some 2021 figures and 2022 figures. One of the main reasons for this is the booking of property and income tax deferred revenue and associated property tax receivables. 2022 figures are not available yet from the County Auditor so these will be added later and the final statements prepared for when the auditors perform their review.

Mr. Sedestrom continued with highlighting the increased assessed value which reduced tax caps making them \$200,000 less than estimated in 2022. Income tax also showed a positive trend allowing the State-to again issue an excess income tax supplemental distribution which in 2022

amounted to \$499,000. Mr. Sedestrom reminded the board from his Board of Finance meeting report held earlier, interest earnings in 2022 totaled over \$600,000 versus the \$90,000 earned in 2021. Self-insurance activity continues in a positive trend with revenues exceeding expenditures by almost \$1.1 million. The current balance is \$7.5 million with annual claims of around \$3.35 million. He reminded the board the 2023 budget scales back the employer payments into the Self-insurance by about \$800,000 due to having nearly two years-worth of coverage available in the fund. Mr. Sedestrom noted that, as he has discussed earlier in the year, Access Fort Wayne's expenses exceeded their franchise fees revenues. This revenue source comes from fees from those purchasing cable services and because of the decline of these fees, the General fund covered around \$83,000 of AFW's expenses. Once all post-year end entries are completed, final financial statements will be prepared.

On the motion of Mr. Castleman, the financial report was accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Second.

Ms. Tucker – Aye.

Mr. Castleman – Aye.

Mr. Moss – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom explained agenda item d. was combined with this register of claims. This set of claims total about \$3.9 million. He reported that the largest claims were employee premiums \$301,000, HVAC \$297,000, and snow removal \$85,000.

On the motion of Mr. Seifert, the claims were accepted.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Ms. Tucker – Aye.

Mr. Castleman – Second.

Mr. Moss – Aye.

Allen County Public Library
 Board of Library Trustees
 February 10, 2023

Wires				-
			Wires Subtotal:	<u>\$ -</u>
EFT				
	February 3, 2023	PERF Contributions PR #3		\$ 64,063.58
	January 30, 2023	Medical claims from PHP TPA Services for 02/01/2023		\$ 121,497.64
	February 13, 2023	UMB HSA Employer Contribution		\$ 7,874.35
			EFT Subtotal:	<u>\$ 193,435.57</u>
Payroll				
	February 3, 2023	Gross \$ 539,525.06	net	\$ 396,093.74
		Payroll Taxes		\$ 139,722.89
			Payroll Subtotal:	<u>\$ 535,816.63</u>
Accounts Payable Check Batches				
		(See "Check Register" for detail of total)		
Star Bank general operating accounts	February 10, 2023	#242939 - #243178		\$ 870,425.83
	February 10, 2023	AP EFT #0 - #10		\$ 29,640.06
	Less VOIDS:	#242300, #242353, #242491 & #242806		\$ (355.93)
			Star Bank Subtotal:	<u>\$ 899,709.96</u>
			Accounts Payable Check Batches Subtotal:	<u>\$ 899,709.96</u>
			Grand Total:	<u><u>\$ 1,628,962.16</u></u>

**RESOLUTION TO CARRY FORWARD CERTAIN ENCUMBRANCES TO 2023.
 #2023-01**

Mr. Sedestrom reminded the board this is the typical budget adjustment for formal commitments that were made in 2022 that will be billed in 2023. The total carried over is \$722,131.80, \$577,000 from the general fund and \$145,000 for gifts. The general fund breaks down to \$539,000 is for library materials and \$170,000 for HVAC.

On the motion of Ms. Tucker, the resolution to transfer appropriations within operating funds was accepted.

- Mr. Eisbart – Aye.
- Mr. Seifert – Aye.
- Mr. Williams – Second.
- Ms. Tucker – Aye.
- Mr. Castleman – Aye.
- Mr. Moss – Aye.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier reported that State Senator Justin Busch and State Representative Kyle Miller both recently visited our libraries.

Ms. Baier shared that the Internet Archive Senior Digitization Manager provided a year-end report. She explained that the digitization is a partnership that is housed in lower level 1. 2022 was a great year for them and that they had digitized 6934 items spread over 61 collections or 1,555,393 pages/images.

Ms. Baier continued with news of the Friends of the Lincoln Collection receiving a gift of \$50,000 to support the continued work of the Rolland Center. ACPL will honor the donor, National Society Daughters of the American Revolution, by renaming of the Rolland Center workroom as *The Mary Penrose Wayne Chapter, National Society Daughters of the American Revolution Workroom in honor of Jeanette Sterling*.

Ms. Baier resumed with news of the ACPL Foundation was awarded a \$31,726 American Rescue Plan Act subgrant through the City of Fort Wayne. The funds will be used to purchase additional equipment and supplies for the Main Library Maker Lab, plus create mini-labs at the Pontiac, Shawnee and Hessen Cassel branches.

Another season of AARP Volunteer Tax Preparation has begun, coordinated by Nate Burnard. 8 of our libraries will be tax help sites. Last year more than 2000 returns were completed at ACPL libraries.

Mike Ashby, formerly Systems Services Manager, resigned in January to assume the Executive Director position at Peabody Public Library in Columbia City. Mayra Presley, formerly our Employee Experience Coordinator, resigned in January to join the City of Fort Wayne as their Professional Development Manager.

A Request for Proposals was issued at the end of December for benefits consulting and broker services. Proposals are due back to us by March 31, 2023.

Ms. Baier noted that the Monthly Collections Report and the Quarterly Managers Report were included in the Board packet. Beginning in 2023, the Collections Report will go to a quarterly format.

Ms. Baier also requested input from the board about the collections report moving to a quarterly report rather than a monthly report. This motion to move to a quarterly report was accepted by the board. This resource is available for the public to view per request of the director. Mr. Eisbart requested this item be placed on the website for viewing. They continued with the quarterly managers report that will also be available for viewing on ACPL's website.

Direction of Community Programs and Partnerships Beth Boatright spoke about the after-school program at Georgetown Library. Library staff have started a dialogue with the Boys and Girls Club to explore partnerships to better serve the large middle school student population at Georgetown.

NEW BUSINESS

N/A

PUBLIC COMMENT

Charles Lin asked why Allen County Public Library chose to eliminate overdue fines. Mr. Lin also asked if ACPL provided a program about the Constitution, and offered to donate a set of educational DVDs about the Constitution.

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:33 p.m.



Gloria Shamanoff, Secretary

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Sharon Tucker, Acting Secretary~~