

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

Meeting of July 28, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 28, 2022 at 3:00 p.m. at the Main Library.

Present: Mr. Eisbart presiding, Mr. Seifert, Ms. Shamanoff, Mr. Williams, Mr. Eisbart, and Ms. Tucker. Mr. Castleman and Mr. Moss were absent.

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

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Second.

**APPROVAL OF MINUTES**

- a. Minutes of Regular session June 23, 2022**
- b. Minutes of Executive session June 23, 2022**
- c. Minutes of Executive session July 6, 2022**

Minutes of approval of claims July 11, 2022 were taken off agenda due to lack of signatures. On the motion of Mr. Williams, the minutes of the preceding meetings were approved.

Mr. Eisbart – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Second.

**FINANCIAL REPORT**

Mr. Sedestrom reported there are no new lines above the spending benchmark and spending is right on target. He handed out the latest Annual Comprehensive Financial Report (ACFR) and Finance was able to submit the report to GFOA for award consideration this year by the submission deadline. Mr. Sedestrom thanked Mr. Eisbart for attending the exit conference and reported no findings from the auditors and no modifications to the audit reports. He brought up the budget items—income tax numbers will be coming out around mid-August and confirmation of Circuit breaker numbers should come in by July 31<sup>st</sup>. He restated the growth quotient came in at 5%. A Finance and Personnel committee meeting will be held August 24<sup>th</sup> to go over the library's budget estimates and items regarding personnel & benefits to be brought up in the Oct/Nov board meetings. The county will hold their budget meeting on August 18<sup>th</sup> and the library will be attending. The use of Docusign was found to be fine by the State Board of Accounts for the library to use to approve claims via email. IT is getting the software and the library will start using this during midmonth claims. With the Federal Reserve raising interest

rates, there are now more lucrative options for the Library deposits. These are being studied for possible investments. Mr. Seifert asked with inflation how has it affected the budget. Mr. Sedestrom responded fuel cost have been affected but direct benchmarks and consumables haven't been affected. He is keeping an eye on utility, heating and electricity costs. Ms. Tucker asked for an update about the Aboite Branch damages. Mr. Sedestrom updated that the damages to the Aboite Branch is with the insurance group at this time. Our insurance group is reviewing and estimating \$500,000-\$750,000 in damages due to repairs to 8 trusses and the roof itself. Ms. Baier applauded the Aboite staff for being creative and resourceful during this situation.

On motion of Ms. Tucker, the financial report was accepted.

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

### APPROVAL OF CLAIMS

Mr. Sedestrom said that the highest claims are the library materials and electric costs. The July 11<sup>th</sup> claims were approved with the rest of the July claims. On motion of Ms. Tucker, the claims were accepted.

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

#### Wires

			<b>Wires Subtotal:</b>	\$
EFT	7/9/22	PERF Contributions PR #14		\$ 56,246.43
	7/15/22	Old National HSA Employer Contribution		\$ 7,604.20
	7/16/22	Medical claims from PHP TPA Services for 07/20/22		\$ 276,445.79
	7/22/22	Old National HSA Employer Contribution		\$ 416.66
	7/22/22	PERF Contributions PR #15		\$ <u>57,532.77</u>
			<b>EFT Subtotal:</b>	\$ 400,247.85

#### Payroll

	7/22/22	Gross \$ 523,106.60	net \$ 369,021.65
		<b>Payroll Taxes</b>	\$ <u>133,556.24</u>
			<b>Payroll Subtotal:</b> 522,578.09

#### Accounts Payable Check Batches

(See "Check Register" for detail of total)

Star Bank general	7/21/22	#240960 - #240963	\$ 12,189.96
operating accounts	7/28/22	#240964 - #241095	\$ 517,616.42

		\$	
7/28/222	AP EFT #07262022-001 - #07282022-021	\$	2,310.30
Less VOIDS:	#240345	\$	(59,313.96)
	<b>Star Bank Subtotal:</b>	\$	<u>472,804.72</u>
	<b>Accounts Payable Check Batches Subtotal:</b>	\$	472,804.72
	<b>Grand Total:</b>	\$	<u><u>1,395,630.66</u></u>

**ACPL’S ECONOMIC IMPACT PER THE BUSINESS VALUE CALCULATOR – BETH BOATRIGHT, DIRECTOR OF COMMUNITY PROGRAMS & PARTNERSHIPS.**

Ms. Boatright discussed the Business Value Calculator provided by the Urban Library Council which helps quantify our resources, services, library spaces and technology. The calculator calculates the commercial cost of the resources times the amount of use at ACPL to give the value generated to Allen County businesses and entrepreneurs. Focusing on economic impact, the calculator covers 4 main areas and the values each provided to our community—Training & Education (\$1,788,320), Research Services (\$557,898), Physical Spaces (\$97,050), and Technology & Equipment (\$976,743). In total, our libraries provided \$3,420,011 in value to businesses and entrepreneurs in our local community.

**COMMITTEE REPORTS**

a. Capital Projects:

Mr. Seifert thanked Ms. Boatright and Mr. Burnard for the data they provided from the Business Value Calculator which will be important for the Facility Master plan and the bond approval. The committee is trying to find out what the community needs and to build support. He put out a verbal invite during the board meeting to the community to notify Ms. Baier if there is an organization to contact.

b. Finance and Personnel:

Mr. Sedestrom mentioned the Finance and Personnel Committee meeting is August 24<sup>th</sup> at 3:00pm.

**EXECUTIVE DIRECTOR’S REPORT**

Ms. Baier reported Genealogy staff members—Curt Witcher, Allison Singleton, Elizabeth Hodges attended and were key note speakers in Indy’s Midwest Roots Genealogy Conference. In July, the library provided an ACPL table at the International Village along with WELT hosting the entertainment stage, and we were also at the Pride Festival. Ms. Baier & Mr. Sedestrom went to the Anthony Wayne Rotary Club meeting to do a Facility Master Plan presentation. Helen Starks, former executive assistant, resigned and the library is currently accepting applications. John Hidy is retiring at the end of August and we are currently recruiting. Aja Michael-Keller, our new Communication Manager will start August 15<sup>th</sup>. Matt

Etzel, currently our Readers Services Manager, has been hired as the Collection Services Manager. The library is working on a reimagined Main library service model. Circulation will be a part of Kim Bolan's Public Services department. Ms. Baier has asked Kim Bolan, Mike Ashby and Nate Burnard to present the new service model and the status at the August board meeting. Tonya Frandle, former Shawnee Library Manager, was promoted to the Branch Services Manager. Carla Bauman, Little Turtle Manager, resigns at the end of July. With the two branch manager vacancies at Shawnee and Little Turtle library, the library is piloting a program for a dual location manager. For 6-8 months, the library will pilot this program at Shawnee and Little Turtles Libraries and will get staff input. If successful, the library may use this staffing model in other libraries. The Strategic Plan workgroup brought up the idea for autorenewal for physical items which would entail a policy decision by the board. Before the policy proposal, a survey will be sent out to our patrons as a paper version, a QR code and through social media to make sure our community wants this feature. Mr. Seifert asked if the Collection Management Report should now be quarterly and is it needed and timely to construct. Ms. Baier mentioned the report will be transferred from Nate Burnard to Matt Etzel the new Collection Services Manager and suggested if the board wanted this change to wait until the new year.

#### **NEW BUSINESS**

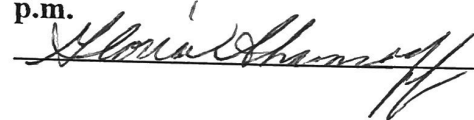
N/A

#### **PUBLIC COMMENT**

N/A

#### **ADJOURNMENT**

**There being no further business to come before the board, the meeting adjourned at 3:35 p.m.**



**Gloria Shamanoff, Secretary**