

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

Meeting of July 27, 2023, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, July 27, 2023, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Ms. Tucker, Mr. Castleman, Mr. Moss, Mr. Seifert, and Mr. Williams.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session June 22, 2023.
- b. Minutes of executive session June 22, 2023.
- c. Minutes of approval of claims July 7, 2023.

On the motion of Mr. Williams, the minutes of the preceding meetings were approved.

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

FINANCIAL REPORT

Mr. Sedestrom opened with the news that the State Board of Accounts audit of the Library by Crowe, LLP has been completed and ACPL received another clean audit. The Comprehensive Annual Report has also been completed for 2022 and has been submitted to the Government Finance Officers Association for consideration of the Excellence in Financial Reporting Award. He continued with information regarding the upcoming 2024 budget activities. He mentioned

the Indiana legislature set the growth quotient to 4%, translating to about \$285,000 less in property tax revenues compared to the previous year. He also stated that he and Ms. Baier have a scheduled meeting with the DLGF on August 29, 2023 for the State to review and give their approval on the proposed budget and associated public hearing and forms that go into Gateway. Final drafts of the budget will not be ready until after July 31, 2023 as information of State revenue estimates will not be available until then. The 2024 budget will then be discussed at the upcoming meeting of the Finance and Personnel Committee and is scheduled to be approved at the October 2023 Board of Trustees meeting.

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

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Aye.

Mr. Castleman – Aye.

Mr. Moss – Second.

Mr. Seifert – Aye.

Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated the total of the claims was approximately \$951,000 with two claims accounting for over \$400,000. The first being insurance premiums at \$208,000, the second just under \$200,000, being cataloging and metadata subscriptions from OCLC.

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

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Aye.

Mr. Castleman – Second.

Mr. Moss – Aye.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Allen County Public Library
Board of Library Trustees
July 27, 2023

Wires					
				Wires Subtotal:	\$ -
EFT					
	July 14, 2023	UMB HSA Employer Contribution		\$	8,531.03
	July 19, 2023	Medical claims from PHP TPA Services for 07/22/2023		\$	164,799.25
	July 21, 2023	PERF Contributions PR #15		\$	65,553.37
				EFT Subtotal:	\$ 238,883.65
Payroll					
	July 21, 2023	Gross \$ 588,044.15		net \$	436,139.07
		Payroll Taxes		\$	151,787.32
				Payroll Subtotal:	\$ 687,926.39
Accounts Payable Check Batches					
		(See "Check Register" for details of total)			
Star Bank general	July 12, 2023	#244609 - #244625		\$	30,028.57
operating accounts	July 27, 2023	#244626 - #244765		\$	918,176.67
				\$	-
	July 27, 2023	AP EFT #072723-001 - #072723-015		\$	3,387.53
	Less VOIDS	#244410		\$	(51.50)
				Star Bank Subtotal:	\$ 951,641.27
				Accounts Payable Check Batches Subtotal:	\$ 951,641.27
				Grand Total:	<u>\$ 1,778,351.31</u>

Capital Projects Committee Report.

Capital Projects Committee Chair Mr. Seifert gave a status update on the April 2022 approved ACPL Facilities Master Plan. He recapped the FMP by mentioning the plans for renovations or new construction for all fourteen locations and the addition of a new location in Huntertown, IN. He also made mention of the multiple town halls, focus groups, public hearings, and surveys to gather community input. He said the plan was met with widespread support and enthusiasm from patrons and community leaders.

Mr. Seifert reported that due to the prudent fiscal management of this library Board and leadership, we have \$26.5 million dollars in reserve to put toward the project – making the annual cost impact on a median Allen County homeowner just under \$20 per year.

Mr. Seifert reported that the Board is exploring additional funding options such as federal grants and tax credits to reduce the cost to taxpayers. Mr. Seifert reported that after the two required public hearings in the spring of 2022, there were no petitions filed by the public requesting referendums. The remaining steps are to seek approval from County Council for the bonds required to finance the plan.

Presentation from Petra Solutions on ACPL Services to Immigrants and Refugee Populations – Irene Paxia and Andy Downs.

Ms. Paxia and Mr. Downs presented the results of several surveys and focus groups they conducted with staff, community leaders and partners, and patrons regarding ACPL's services to the immigrant and refugee communities. This information will be used to inform the next iteration of the ACPL Strategic Plan.

Discussion of Staff Values, Vision Survey, and Strategic Plan Next Steps.

Ms. Baier shared results of staff surveys regarding values and vision statements that would be approved as part of the Strategic Plan. In August, she plans to present to the Board goals for the framework of the strategic plan along with a draft of both the values and vision statements. Ms. Baier said she hopes to have the final plan approved by the Board by October 2023.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier shared some highlights from her monthly written report. ACPL successfully upgraded its Wide Area Network Connection, going from one gigabyte to two gigabytes of information transfer speeds. We were able to have a 90% discount on the service due to e-rate participation.

The Friends of the Library held their annual meeting on July 13, 2023. They will be continuing their membership efforts by having materials available for distribution at outreach events and branches.

Ms. Baier introduced Ms. George Johnson-Coffey of Audio Reading Service (ARS) to discuss awards given for excellence to this department. Ms. Johnson-Coffey spoke about ARS being a part of The International Association of Audio Informational Services and the award presented to ACPL. The award was for program of the year in the Consumer Information category.

Ms. Baier continued with the news of Mr. Larry Banks, retiring from 20 years as the Access Fort Wayne's recorder of Allen County government meetings. Mr. Banks has recorded and attended around 2,100 meetings. The County Commissions will be honoring Mr. Banks with a proclamation on July 28th.

NEW BUSINESS

Mr. Eisbart announced a request from the chair of the Library Foundation, Rich Beck. Mr. Beck requested that the trustees accept the nomination of Graig Stettner to the ACPL Foundation Board of Directors. Mr. Stettner is already serving on the Foundation's investment committee.

On the motion of Mr. Eisbart, the nomination was accepted.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Ms. Tucker – Aye.

Mr. Castleman – Aye.

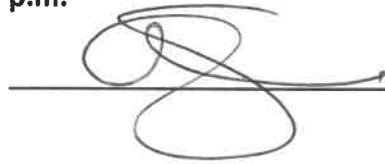
Mr. Moss – Aye.
Mr. Seifert – Aye.
Mr. Williams – Second.

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:32 p.m.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right, positioned above a solid horizontal line.

Sharon Tucker, VC.
Gloria Shamanoff, Secretary

