

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

Meeting of December 15, 2022, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, December 15, 2022, at 3:00 p.m. at the Main Library. Present: Ms. Shamanoff presiding, Mr. Seifert, Mr. Williams, and Mr. Castleman. Mr. Eisbart, Mr. Moss, and Ms. Tucker were absent.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session November 17, 2022.
- b. Minutes of executive session November 17, 2022.
- c. Minutes of approval of claims December 9, 2022.

On the motion of Ms. Seifert, the minutes of the preceding meetings were approved.

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

FINANCIAL REPORT

Mr. Sedestrom opened by reporting that the Other Professional Services line (account 3106) was spending over the benchmark. This was due to a number of projects requiring the services of outside professionals including the financial advisors for the Facility Master Plan, the TV marketing efforts with WANE TV, and the work on the salary and compensation studies amount others. He reported the budget will be adjusted during the year-end budget transfers scheduled for later in the agenda. He also reported that another of the year-end related actions will be the approval of the required Treasurers Bond also scheduled for later in the agenda. Mr. Castleman inquired as to why it appeared that the capital lines were spending significantly lower than last year at this time. Mr. Sedestrom explained that some of the spending on capital items is happening later than usual, such as the scheduled replacement of staff and public computer stations. Many of these will be expended in December. Mr. Seifert inquired why the parking gates have been in the open position for such an extended period. Mr. Sedestrom explained that there is a problem with the parking software reading the patron library card database so validating the tickets by the patron at the entry/exit gates has been impossible. He reported that

credit card payments for parking as well as the use of tickets validated inside the library are working properly. Security is working with Signature Control, the vendor of the parking system, to attempt to resolve the issues.

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

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

APPROVAL OF CLAIMS

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

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

Allen County Public Library Board of Library Trustees December 15, 2022			
Wires			
		Wires Subtotal:	\$ -
EFT			
December 14, 2022	UMB HSA Employer Contribution		\$ 6,875.05
December 15, 2022	UMB HSA Employer Contribution		\$ 104.17
		EFT Subtotal:	\$ 6,979.22
Payroll			
	Gross \$		net \$ -
	Payroll Taxes		\$ -
		Payroll Subtotal:	\$ -
Accounts Payable Check Batches (See "Check Register" for detail of total)			
Star Bank general operating accounts	December 15, 2022	#242292 - #242335	\$ 170,009.03
			\$ -
	December 15, 2022	AP EFT #12152022-001 - #12152022-006	\$ 336.19
	Less VOIDS:	#234940, #241970 & #242050	\$ (65.00)
		Star Bank Subtotal:	\$ 170,280.22
		Accounts Payable Check Batches Subtotal:	\$ 170,280.22
		Grand Total:	\$ 177,259.44

RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN OPERATING FUNDS

Mr. Sedestrom stated these adjustments are to lines that are over budget when comparing the projected spending to the official budget, not the internal budget. He reminded the board that from an official budget standpoint, only the four category totals are used to determine the budget status: Personnel Services, Supplies, Other Service, and Capital Items. All of the adjustments being proposed today are taking place within their respective categories. The increases are being

covered by funds within the same categories. The amount of the transfers total \$534,500. Mr. Sedestrom stated this was a decrease from the previous year.

On the motion of Mr. Castleman, the resolution to transfer appropriations within operating funds was accepted.

Mr. Seifert – Second.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

APPROVAL OF TREASURER’S BOND

Mr. Sedestrom reminded the board that while the main coverage for this type of loss is covered under the \$10 million Directors and Officers Policy, this bond is still a required item for libraries. The bond total is \$100,000.

On the motion of Mr. Castleman, the resolution was approved.

Mr. Seifert – Aye.

Mr. Williams – Second.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

BEHIND THE SCENES IN COLLECTION AND TECHNICAL SERVICES

The video for “The Selection, Ordering, and Acquisitions Process” was presented by Mr. Etzel and Ms. Diederich. The video discussed the process of purchasing and making materials available to our patrons.

Mr. Seifert asked, how does the ACPL staff know what to purchase and are the staff trained? Mr. Etzel responded that all collection development staff are MLS trained librarians and are trained in diversity and inclusion to incorporate books for all. The staff look at reviews, book lists, and other library listings to select content for the ACPL library. Mr. Seifert asked what the time frame is from purchase to fully processed book. Ms. Diederich explained that it often takes about three weeks but ultimately it depends on the time of year and amount of new incoming materials. Mr. Williams asked if we take into consideration the requests of patrons. The ACPL staff does take requests and notify the patron as soon as the item is ready for use or if it is not chosen. Ms. Baier also spoke about methods in which ACPL advertises new materials, such as website “carousels”, weekly columns in the Journal Gazette, and local television spots.

COMMITTEE REPORTS

Capital Projects.

Mr. Seifert said he, along with Ms. Baier and Youth Services Manager Marra Honeywell, recently appeared at a Fort Wayne Community School board meeting and shared information about the facility master plan status.

Nominating Committee.

Ms. Shamanoff stated that all current members would like to continue their board appointments. Mr. Eisbart as President, Ms. Tucker as Vice-President, and Ms. Shamanoff as Secretary.

On the motion of Mr. Castleman, the slate of officers was approved for 2023.

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

REVIEW OF INTERNET POLICY

Ms. Baier stated that the Indiana State Library Annual Report requires the review of the internet policy for all libraries. She said the current policy was last edited in 2020. ACPL is not recommending any changes to the current policy.

APPROVAL OF NEW FEDERAL COMPLIANCE RULE FOR HIGH DEDUCTIBLE HEALTH PLAN

Ms. Bane said Mr. Johnson of Epic Insurance notified her that the federal compliance for this plan had changed since the last board meeting. The individual deductible had changed from \$2800 to \$3000. There is no fiscal impact to ACPL with this change.

On the motion of Mr. Seifert, the motion was accepted to raise the individual deductible for the high deductible health plan to \$3000.

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

APPROVAL OF 2023 AUTHORIZED STAFFING TABLE

Ms. Bane continued by explaining several changes to the staffing table. The Maintenance Manager will move to an M3 pay grade to accommodate updated duties. The Environmental Services manager will be moving to an M3 pay grade to accommodate updated duties. The Logistics Supervisor will have a title change to Logistics Manager and a change to an M2 pay grade to accommodate the new title and duties. The Materials Support Services Supervisor will change to an M1 pay grade to maintain consistency of titles and pay grades. The User Experience Manager title will change to Systems Services Manager with some new duties and stay at an M3 pay grade. The Discovery Services Manager title will change to Technical Services Manager to coordinate with the department they oversee and there is no pay grade or duty changes. Eight Branch Assistants will be moved to the new title of Circulation Specialist; this is to update the title to the duties already being performed and change their pay grade to an A3. The Audio Readers Services Production Assistant will change to the title of ARS Senior Production Assistant adding duties and a pay grade to an A3. A new title of Senior Event Technician will be added and moved to a pay grade of A3. The position of Logistics Support Officer will be returning with a pay grade of A1. This returning position is reallocating funds from another

position that is being downgraded to part-time. The title of Computer Support Specialist will change to IT Support Specialist with additional duties and a pay grade change to A3. The title of Purchasing Agent will be moving to an A4 pay grade. Any fiscal impact related to these adjustments was included in the compensation proposal approved in November.

On the motion of Mr. Williams, the motion was approved.

Mr. Seifert – Aye.

Mr. Williams – Aye.

Ms. Shamanoff – Aye.

Mr. Castleman – Second.

PROPOSAL FOR CIRCULATION SCHEDULE AND POLICY CHANGES

Ms. Baier presented for Board consideration several proposed changes to the circulation policy and schedule of fees.

Fine Free for All

Ms. Baier opened the summary of proposed changes with the Fine Free for All motion. Fine Free for All will be effective January 3rd, 2023. The Fine Free for Youth policy change of 2022 studies shows a massive increase in the use of materials. The majority of reordered materials were due to overuse rather than loss or damaged materials. Mr. Seifert asked how this change will impact the budget. Mr. Sedestrom and Ms. Baier responded that this year's fine total is currently \$167,520.72 and projected to be around \$180,000. Mr. Sedestrom built the budget for 2023 to not include fines. He also stated that this has been a source of revenue that has continued to decline continually over the years with some credit due to the convenience of renewing online capabilities. Ms. Baier also contributed the decreased revenue to the increased use of digital materials that have no due date.

Allow for Out of County Students (K-Graduate) and Out of County Teachers (K-12) who attend a school or teach in Allen County to obtain free library cards.

Ms. Baier opened with the request to update the library policy to offer free library cards to students and teachers who attend/teach school in Allen County but don't reside in Allen County. Per Indiana Code 36-12-2-25, Indiana public libraries may issue free library cards to (1) students who attend a public or private school or college or university located at least in part within the library's taxing district and/or (2) teachers who teach at a school located at least in part within the library's taxing district if the library has a resolution stating such. This policy change will require proof of attending/working at an Allen county school. Mr. Seifert asked why we were unable to include teachers of the higher education level. Ms. Baier explained that the law does not allow teachers of that grouping to be included. Mr. Castleman asked how many patrons we would acquire with the change to the policy. Ms. Baier answered that it was too hard to know but would hinge on the way ACPL markets the updated policy. Mr. Castleman also asked how current students/teachers that live outside of the county acquire ACPL services. Ms. Baier answered that if they do not live in Allen county they can use in-house services but cannot take anything home or use online services.

Allow PLAC and Subscription cardholders access to select e-resources (ie Hoopla) for downloadable books and media.

Ms. Baier opened with the request to change what patrons are allowed to use some of the e-resources and media provided by ACPL. She continued by explaining the difference between a PLAC and a Subscription cardholder. A PLAC cardholder is someone who pays to use the ACPL services but already lives in another library's taxable district. A Subscription cardholder is someone who pays to use the ACPL services but does not live in a taxable library district. The number of PLAC and subscription cardholders combined is 573. This policy will allow those users to access e-resources such as downloadable books and media. This change does not violate ACPL's agreement with these vendors, with exception of Overdrive which will not be included. Mr. Castleman asked for the cost of the two types of cards. Ms. Baier responded with Indiana set cost for PLAC at \$65.00 and the ACPL budgeted set cost for Subscriptions at \$87.00.

Increase the threshold for sending patron accounts to our materials recovery service from exceeding \$35 to exceeding \$50 in fees.

Ms. Baier continued with the explanation of the use of the company Unique to collect fees from patrons. The surveys conducted show that \$35 is a low threshold and the most common rate is in the \$50 range. Mr. Seifert asked how Unique reaches out to the patron to retrieve the materials. Mr. Ashby explained that Unique uses all modern methods to locate and communicate with the patron.

Remove the \$5 processing fee charged on top of the replacement cost of a lost item.

Ms. Baier continued that the separate processing fee for replacing a book was already covered in the replacement cost of the book.

Remove the \$3 replacement card fee for lost library cards.

Increase nonsufficient fund check fee from \$24 to \$35.

Removal of Genealogy Card for out-of-county residents.

Ms. Baier stated that ACPL has not used this category of card for some time. Instead, visiting genealogists are eligible for Computer Access and Print cards that were launched this year with ACPL's new printing system.

Removing "Legal Packets" from fee list.

Ms. Baier stated this is cleaning up language in policies to clarify legal packets will be charged per page like normal prints.

On the motion of Mr. Seifert, the motion to approve changes to the circulation policy, circulation schedule, and schedule of fees as presented was approved.

Mr. Seifert – Aye.

Mr. Williams – Second.

Ms. Shamanoff – Aye.

Mr. Castleman – Aye.

On the motion of Mr. Seifert, the motion to approve a resolution allowing county students (K-graduate school) and out-of-county teachers (K-12 grades) who teach/attend school in Allen County to obtain library cards at no cost, renewable annually upon presentation of current school ID was approved.

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

APPOINTMENT OF BUILDING CORPORATION OFFICERS

Ms. Baier stated that ACPL had sent a letter to the five Building Corporation members in November requesting their reappointment. The members include Allen Grinsfelder, Michael Horton, Tim Gosheff, Janice Koday, and Richard Beck Jr. All except Ms. Koday have accepted the re-appointment. Ms. Baier stated she had not received a message from Ms. Koday regarding the re-appointment. Ms. Baier asked Mr. Mallers if the board can defer the appointment until a later date. It was decided to appoint the four accepting members at the December meeting and Mr. Castleman and Mr. Seifert would secure another candidate.

On the motion of Mr. Castleman, the motion to re-appoint Mr. Grinsfelder, Mr. Horton, Mr. Gosheff, and Mr. Beck to the Building Corporation Committee was approved.

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

EXECUTIVE DIRECTOR’S REPORT

Ms. Baier opened with news of a fulfilled funding request from the ACPL Foundation in the amount of \$112,500. Projects included \$55,000 in the funding request for two new Story Scapes at branches and \$16,000 for book bikes and pop-up library supplies.

Ms. Baier continued with news of Friends of the Library funding \$35,000 for several projects. One project is a program to create book deposit collections for the libraries at four local agencies serving teens – Allen County Juvenile Center, Allen County Learning Academy, Gateway Woods, and the Youth Services Center.

Ms. Baier talked about the Night of Lights drawing a crowd of nearly 35,000 people. Of those 35,000 the library staff served 400 cups of hot chocolate and nearly 600 people visited the children’s staff for holiday crafts in the Grand Wayne Center. Ms. Baier continued with the door count for the day at the Main library was 2,887, the 4th highest count of 2022.

Ms. Baier discussed the installation of 3 solar benches placed outside the Main library by the ACPL Maintenance staff. The benches have smart technologies allowing users to charge their devices with solar power while relaxing.

Ms. Baier continued to talk about the partnership with a local nonprofit called Changing Footprints. In September more than 400 pairs of shoes had been collected at ACPL locations and distributed to people in need both in Allen County and across the world. Monroeville branch started the shoe collection and quickly spread to other branches including Aboite, Georgetown, New Haven, Waynedale, Grabill, Little Turtle, Shawnee, and Main.

She discussed with Human Resources finalizing their Open Enrollment period of November 27th through December 10th. She mentioned they also held multiple “office hours” to assist with staff inquiries.

Ms. Baier reported that Fort Wayne Community Schools reappointed Mr. Seifert to the ACPL Board of Trustees. Mr. Moss was also reappointed to the ACPL Board of Trustees by the Allen County Council.

Access Fort Wayne re-signed a 3-year inter-local services agreement with the county commissioners for the production and airing of public meetings throughout Allen County. ACPL was able to negotiate a price increase of \$35,000 a year to perform those services.

RECOGNITION OF ACPL EMPLOYEE RETIREMENTS FOR 2022

Ms. Shamanoff congratulated and thanked the retired ACPL staff. Ms. Bane announced the 2022 retirees.

- Topher Schlatter - 39 years
- Tom Corey - 27 years
- John Hidy - 24 years
- Alex McQuade - 16 years
- Laura Eme 10 years
- Kay Lynn Isca - 7 years
- Denise Davis - 5 years

NEW BUSINESS

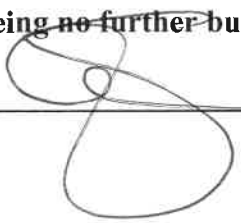
N/A

PUBLIC COMMENT

N/A

Adjournment

There being ~~no further~~ business to come before the board, the meeting adjourned at 4:16 p.m.



~~Gloria Shamanoff, Secretary~~

Sharon Tucker