

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

Meeting of March 23, 2023, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, March 23, 2023, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Ms. Shamanoff, Mr. Seifert, Mr. Castleman, and Mr. Williams. Ms. Tucker and Mr. Moss were absent.

ADOPTION OF THE AGENDA

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

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

APPROVAL OF MINUTES

- a. Minutes of regular session February 23, 2023.
- b. Minutes of executive session February 23, 2023.
- c. Minutes of approval of claims March 10, 2023.
- d. Minutes of Capital Projects Executive Session March 3, 2023.
- e. Minutes of Capital Projects Executive Session March 16, 2023.

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

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

FINANCIAL REPORT

David Sedestrom reported that spending in all categories was on target for the time of year. He continued with informing the Board about the State Board of Accounts audit which will be coming up soon. All of the financial statements have been completed and he is currently working on the associated notes and support schedules. The field work by Crowe, LLC is scheduled to start around April 18, 2023.

Mr. Sedestrom reported that the department was monitoring legislative items, specifically the House Bill 1499. The bill proposes lowering residential circuit breaker percentages from 1% to .95% in 2024 and to .975% in 2025. In addition, the bill is proposing altering the Maximum Levy Growth Quotient formula and includes a provision capping the growth rate at 3%. Current

estimates from the Legislative Service Agency (LSA) indicate that the combined effects of these proposals would result in a loss of revenue for the ACPL of \$572,000 in 2024, \$921,000 in 2025, and \$917,000 in 2026.

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

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

APPROVAL OF CLAIMS

Mr. Sedestrom stated the claims are approximately \$195,000. He explained the largest claim was Indiana and Michigan Power system wide electrical service at \$47,000.

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

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

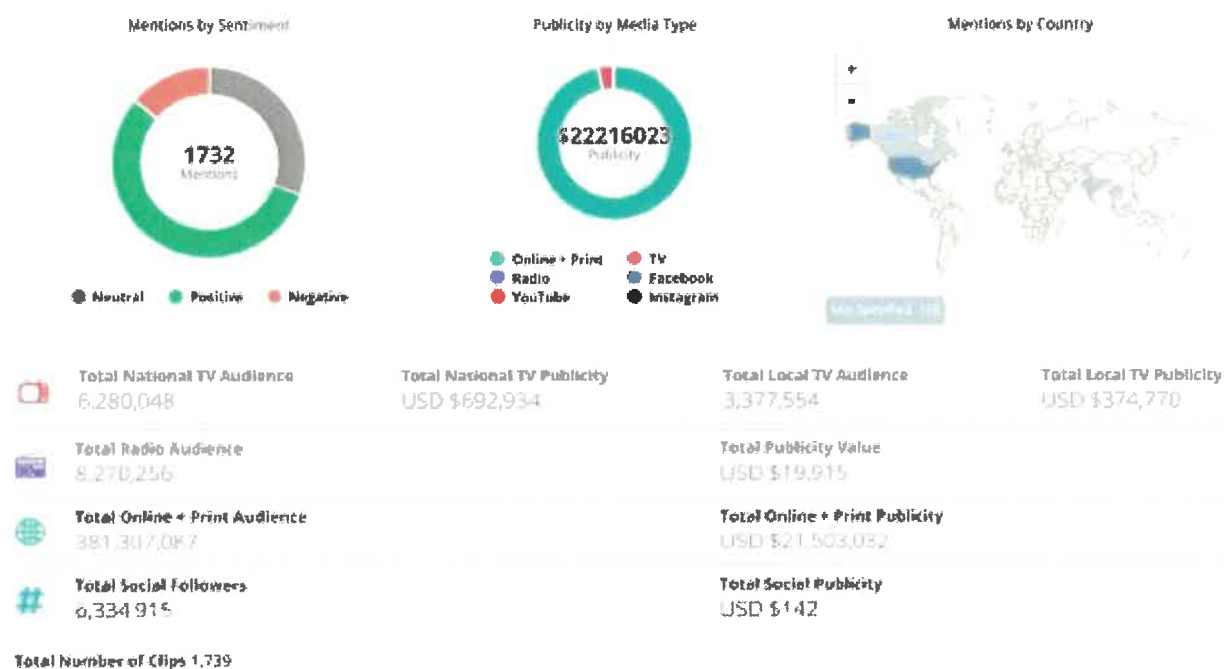
Allen County Public Library Board of Library Trustees April 11, 2023			
Wires			
		Wires Subtotal:	\$ -
EFT			
	March 31, 2023	PERF Contributions PR #7	\$ 65,631.66
	March 30, 2023	UMB HSA Employer Contribution	\$ 109.17
	April 11, 2023	Medical claims from PHP TPA Services for 04/12/2023	\$ 130,225.79
			<u>\$ 195,966.62</u>
Payroll			
	March 31, 2023	Gross \$ 555,634.31	net \$ 407,245.01
		Payroll Taxes	\$ 144,771.51
		Payroll Subtotal:	<u>\$ 552,016.52</u>
Accounts Payable Check Batches			
(See "Check Register" for detail of total)			
Star Bank general operating accounts	March 27, 2023	#243553	\$ 1,396.92
	March 30, 2023	#243554 - #243559	\$ 99,209.26
	April 11, 2023	#243560 - #243718	\$ 1,200,336.67
	April 11, 2023	AP EFT #040112023-001 - #04112023-015	\$ 32,761.99
	Less VOIDS:	#242743, #243526, #242732, #242797, #242940 & #243442	\$ (21,151.20)
		Star Bank Subtotal:	<u>\$ 1,312,573.64</u>
		Accounts Payable Check Batches Subtotal:	<u>\$ 1,312,573.64</u>
		Grand Total:	<u>\$ 1,606,540.26</u>

MEDIA REACH AND IMPACT REPORT

Ms. Michael-Keller spoke about media reach and impact seen by ACPL. ACPL supplies local media with easy to run stories targeted to the specific media groups interests. She also makes sure she is responsive to their requests. She also believes in putting our subject matter experts out there for the public to see.

She also mentioned that we have brought on a media tracking program called, “Critical Mention”. The program uses an algorithm to analyze words and typical sentiments attached to those words giving a positive, neutral, and negative assignment to each mention of the ACPL libraries. She did explain that occasionally the program does not correctly address the sentiment but is easily corrected with human eyes to read the item and correct the algorithm. Ms. Michael-Keller also discussed earned media value, which is the amount of publicity we receive for free from the media.

Mention Analytics



EXECUTIVE DIRECTOR’S REPORT

Ms. Baier called on Ms. Bane to introduce the newly promoted Employee Experience Coordinator, Ms. Diana Flory.

Ms. Baier continued with a mention in the Journal Gazette, “Pass the Story Down: Power of Pictures”. This program was a collaboration of the Children’s and Genealogy department. The event was aimed to share multi-generational photos and stories with the younger generations. There were crafts, a family story time, and technology to capture all those experiences for future generations. Ms. Baier continued with a personal experience using ACPL’s Vivid Pics equipment to capture, correct, and digitally store documents and photos.

Ms. Baier spoke about the membership drive held by The Friends of the Library. They are primarily driving this funding by mail and initially targeting those that were former members. She also discussed the FWCS Amp Lab's return in the first week of April to present their findings and ideas about how to appeal to teens with library services.

She continued with an update about the strategic planning provided by Irene Paxia and Andy Downs. The DEI group and managers came together to discuss ACPL's relationship and engagement with Allen County's immigration and refugee communities. An all staff survey and all staff facilitated discussion will be held in April. Ms. Paxia and Mr. Downs will also be conducting community anchor and partner interviews. They are slated to appear in future Board meetings to share their findings. Their work will shape the next iteration of the strategic plan for ACPL.

Ms. Baier continued with exciting news of the tradition of Book Bowl returning to ACPL on April 23 during National Library Week.

ACPL received three proposals in response to the RFP for a new Integrated Library System (ILS.) The two finalists, Siri Dynix and Clarivate, will be on site the last week of March to make presentations to the ILS interview team. Plans are to bring a contract for recommendation to the Board at the April meeting.

Ms. Baier reported that the Indiana Library Federation is continuing to monitor legislative activity at the Statehouse, including Senate Bill 12 (harmful material to minors) and House Bill 1499 (would implement a short-term property tax cap and limit the amount taxing districts could levy.)

Ms. Baier shared that Director of Special Collections Curt Witcher and Senior Librarian John Beatty were interviewed and provided significant research for the Helene Foellinger documentary, available to view on the Foellinger Foundation's website.

NEW BUSINESS

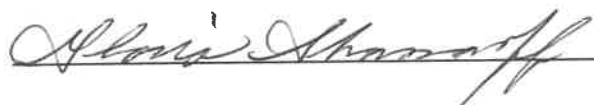
N/A

PUBLIC COMMENT

N/A

Adjournment

There being no further business to come before the board, the meeting adjourned at 3:36 p.m.



Gloria Shamanoff, Secretary