

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

Meeting of February 27, 2025, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, February 27, 2025, at 3:07 p.m. at the DiSalle Location. Present: Mr. Eisbart presiding, Mr. Freistroffer, Mr. Moss, Mr. Pasterick, and Mr. Williams. Mr. Seifert and Ms. Shamanoff were absent.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.
Mr. Freistroffer – Aye.
Mr. Moss – Aye.
Mr. Pasterick – Second.
Mr. Williams – Aye.

APPROVAL OF MINUTES

- a. Minutes of regular session January 23, 2025.
- b. Minutes of executive session January 23, 2025.
- c. Minutes of Board of Finance meeting January 23, 2025.
- d. Minutes of approval of claims February 13, 2025.

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

Mr. Eisbart – Aye.
Mr. Freistroffer – Second.
Mr. Moss – Aye.
Mr. Pasterick – Aye.
Mr. Williams – Aye.

FINANCIAL REPORT

Ms. Noll reported the many required year-end reports and filings had been completed. The Indiana Library Annual Report has been completed and once the publication of the Cash and Investment page takes place on February 28, 2025, the report will be submitted on the State Gateway portal. The first meeting with Crowe LLC, the contracted auditor for the State Board of Accounts, took place earlier this month and ACPL’s desire to complete the audit by the end of May was stressed. Mr. Sedestrom discussed Senate bill 1’s potential impact to the Library, currently estimated to be a \$1.1 to \$3.4 million loss of revenue over the next three years. He mentioned that the primary driver of these losses is the freezing of the Property Tax levy for 2026 and the limitation of levy growth over then following two years.

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

- Mr. Eisbart – Aye.
- Mr. Freistroffer – Aye.
- Mr. Moss – Aye.
- Mr. Pasterick – Second.
- Mr. Williams – Aye.

APPROVAL OF CLAIMS

Ms. Noll stated the claims totaled were around \$1.4 million. Salt and snow removal were the leading contributor totaling around \$395,000. The solar project was approximately \$115,000 this month and furniture for the Studio was \$92,000.

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

- Mr. Eisbart – Aye.
- Mr. Freistroffer – Aye.
- Mr. Moss – Second.
- Mr. Pasterick – Aye.
- Mr. Williams – Aye.

Allen County Public Library
Board of Library Trustees
February 27, 2025

Wires

Wires Subtotal: \$ -

EFT

February 6, 2025	Gravie/CHRA premiums	\$	354.19
February 12, 2025	Gravie/CHRA premiums	\$	385.00
February 19, 2025	Medical claims from PHP TPA Services for 02/19/2025	\$	41,103.90
February 26, 2025	PERF Contributions PR #5	\$	74,833.86
	EFT Subtotal:	\$	116,676.95

Payroll

February 28, 2025	Gross \$	631,703.93	net \$	487,756.88
	Payroll Taxes		\$	166,142.52
	Payroll Subtotal:		\$	633,899.40

Accounts Payable Check Batches

(See "Check Register" for detail of total)

Star Bank general operating accounts	February 14, 2025	#250476 - #250495	\$	145,547.15
	February 27, 2025	#250496 - #250628	\$	1,279,374.39
	February 27, 2025	AP EFT #22725-001 - #22725-010	\$	18,741.44
Less VOIDS:		#249782, #249996, #239322 & #240434	\$	(1,270.00)
		#250143 - #250151 printing problem	\$	(145,522.15)
		20 stale dated checks that reached the two year mark	\$	(383.54)
		Star Bank Subtotal:	\$	1,296,487.29
		Accounts Payable Check Batches Subtotal:	\$	1,296,487.29
		Grand Total:	\$	2,047,063.64

COMMITTEE REPORT

Ms. Baier gave a report on behalf of Mr. Seifert. A Request for Proposal for Owner's Representative services for Phase 1 of the Facilities Master Plan has been issued. Proposals will be scored in March, and the finalists will be interviewed by a committee comprised of trustees and staff.

ROLLAND CENTER/LINCOLN FINANCIAL COLLECTION EDUCATION OUTREACH

Mr. Witcher, Director of Special Collections, and Ms. Schoolman, Educational Outreach Coordinator for the Rolland Center for Lincoln Research, shared with the trustees the work they are doing to promote the Lincoln Financial Collection to the community, particularly to K – 12th educators and students.

REVIEW AND APPROVAL OF 2024 ANNUAL REPORT

Ms. Baier presented to the trustees the 2024 Indiana State Library Annual Report.

- ACPL received more than 1.7 million visits in 2024. There are 199,223 residents with a library card, 6% more than 2023 and totaling more than 51% of Allen County residents.
- There were 1.8 million wifi sessions at ACPL facilities, an increase of 22% from the previous year.
- The total physical items in the collection were 2.6 million.
- The total items checked out in 2024 was 4,634,166. Of that 30% were e-materials, a 36% increase from last year.
- 14% of ACPL's operating budget (about 5.1 million dollars) was spent on collections. The State minimum standard is 8 %; the national average is typically 11% - 12%.
- 62% of the operating budget went for staff expenditures (salary and benefits.)
- Total operating expenditures per capita was \$94.90. This was an increase from 2023, when it was \$87.93.

On the motion of Mr. Williams, the 2024 annual report was accepted.

Mr. Eisbart – Aye.

Mr. Freistroffer – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Williams – Aye.

REVIEW OF FACILITY MASTER PLAN RELATED POLICIES

This agenda item was tabled until the March meeting.

REQUEST FOR CLOSURE ON SEPTEMBER 30, 2025 FOR STAFF DEVELOPMENT DAY

Ms. Baier said Staff Development Day would be held at the Pearl Arts Center.

On the motion of Mr. Williams, the closure for staff development day was approved.

Mr. Eisbart – Aye.

Mr. Freistroffer – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Williams – Aye.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier announced the opening of the new Studio at Main on February 11, 2025.

Ms. Baier briefed the trustees about her experience testifying before the Indiana House Ways and Means committee in support of funding for Dolly Parton's Imagination Library.

Ms. Baier announced the second class of ACPL Questa scholars, Meisha Donerlson and Allison Nielson. The program, sponsored by the ACPL Foundation, awards forgivable loans to staff pursuing their MLS degree.

She continued with the news of the acquisition of a database called Candid, available for in-house use to nonprofits looking for grants and funding opportunities.

Ms. Bane, Director of Human Resources, told the trustees about interns working at ACPL for the spring semester.

Ms. Baier announced ACPL being awarded funding from the Schools and Library Cyber Security Pilot Program through the Federal Communications Commission. ACPL was among 707 entities that will receive a combined \$200 million in funding for cyber security measures over the course of three years.

Ms. Boatright informed the trustees of the Student Library Card pilot program with FWCS, beginning at Towles Intermediate School, to help encourage students to use ACPL's educational materials. A Student Library Card allows students to borrow books at all ACPL locations, access online tutoring, participate in skill-building courses, and access language-learning resources and standardized testing preparation at no cost. Students will be able to use their school IDs as library cards.

NEW BUSINESS

Ms. Baier distributed to the trustees a letter from ACPL Foundation President Rich Beck that requested the appointment of Brad Little to the Foundation Board of Directors.

On the motion of Mr. Pasterick, Mr. Little was appointed to the Foundation's Board of Directors.

Mr. Eisbart – Aye.

Mr. Freistroffer – Aye.

Mr. Moss – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

Mr. Beck has also requested the following be reappointed to the Foundation Board of Directors: Kent Castleman, Stan Richard, and Rich Beck.

On the motion of Mr. Moss, Mr. Castleman, Mr. Richard, and Mr. Beck were reappointed to the Foundation's Board of Directors.

Mr. Eisbart – Aye.

Mr. Freistroffer – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Aye.


Mr. Williams – Second.

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:29 p.m.


_____ Ben Eisbart, President