

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

Meeting of March 28, 2024 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in a regular session on Thursday, March 28, 2024, at 3:00 p.m. at the Main Library. Present: Mr. Eisbart presiding, Mr. Moss, Ms. Shamanoff, Mr. Pasterick, and Mr. Williams. Mr. Seifert and Ms. Tucker were absent.

ADOPTION OF THE AGENDA

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

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Williams – Aye.

APPROVAL OF MINUTES

- a. Minutes of regular session February 22, 2024.
- b. Minutes of executive session February 22, 2024.
- c. Minutes of capital projects executive session February 26, 2024.
- d. Minutes of approval of claims March 12, 2024.

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

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

FINANCIAL REPORT

Mr. Sedestrom reported all lines are staying within categories. The highest spending line is landscaping, specifically snow removal. He continued with information about the State Board of Accounts field audits starting in April and being conducted by the private CPA firm, Crowe LLC. Mr. Sedestrom also reported about Indiana changing how they have entities record end-of-year receivables relating to income taxes. Nothing will change with the recording of Property, Excise and FIT taxes. In 2022, the State directed entities to record a receivable for all subsequent year (2023) Property and Income tax revenues on the year-end full accrual financial statements. However, during 2023, they determined that while it was appropriate to record the entire subsequent year Property tax, only the first 60 days of the subsequent years' Income taxes

should be established as a receivable on the year-end statements. This change will be reflected next month in financial reports.

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

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Aye.

Mr. Pasterick – Second.

Mr. Williams – Aye.

APPROVAL OF CLAIMS

Mr. Sedestrom stated there were two large claims. The first claim is for Fort Wayne Roofing for the emergency repairs at Dupont totaling \$393,000. The second claim is for approximately \$164,000 relating to the system-wide snow removal billings.

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

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

Allen County Public Library Board of Library Trustees March 28, 2024			
Wires			
			Wires Subtotal:
			\$ -
EFT			
	March 15, 2024	UMB HSA Employer Contribution	\$ 7,983.52
	March 15, 2024	PERF Contributions PR #6	\$ 70,084.39
	March 18, 2024	Medical claims from PHP TPA Services for 03/20/2024	\$ 99,506.78
	March 29, 2024	PERF Contributions PR #7	\$ 70,228.09
			EFT Subtotal:
			\$ 247,802.78
Payroll			
	March 15, 2024	Gross \$ 592,634.86	net \$ 436,946.04
		Payroll Taxes	\$ 155,450.11
			Payroll Subtotal:
			\$ 592,396.15
	March 29, 2024	Gross \$ 597,312.34	net \$ 442,604.01
		Payroll Taxes	\$ 156,614.09
			Payroll Subtotal:
			\$ 599,218.10
Accounts Payable Check Batches			
(See "Check Register" for detail of total)			
Star Bank general operating accounts	March 20, 2024	#247246 - #247247	\$ 2,750.00
	March 28, 2024	#247248 - #247360	\$ 1,048,461.20
	March 28, 2024	AP EFT #032824-001 - #032824-010	\$ 4,106.91
Less VOIDS:		#246797, #246824, #246959, #247084, #247103 & #247141	\$ (272.38)
			Star Bank Subtotal:
			\$ 1,055,045.73
			Accounts Payable Check Batches Subtotal:
			\$ 1,055,045.73
			Grand Total:
			\$ 2,494,462.76

APPROVAL OF SCHEDULE OF FINES AND FEES

Ms. Baier presented the Board with a proposal to make two changes to the Schedule of Fines and Fees. One change would be to increase the fee for a nonresident card from \$87 to \$90 to be in compliance with Indiana State Library standards. The second change would be charging patrons for the cost of the materials used in the Maker Lab versus charging by the hour. Because this cost of materials fluctuates, an up-to-date cost list will be posted on the website and in the Maker Lab. The cost will be reevaluated each quarter to reflect the current rates.

On the motion of Mr. Pasterick, the Schedule of Fines and Fees was approved.

Mr. Eisbart – Aye.

Ms. Shamanoff – Second.

Mr. Moss – Aye.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

EXECUTIVE DIRECTOR'S REPORT

Ms. Baier presented her written report to the trustees. The report included information about various conferences where ACPL staff were attending and/or giving presentations. The Main Library will also be the host site for two conferences in April for the Indiana Library Federation and the Indiana Genealogical Society. The report also included information about the recent ribbon cutting for Storyscape at the Woodburn branch. Ms. Baier shared that ACPL would be participating in "Take Our Girls to Work Day" on April 9. She also invited the trustees to attend the upcoming fundraiser "A Night at the Library" at the Main Library, a collaboration between the Literacy Alliance and the Friends of ACPL.

Ms. Baier presented the trustees copies of the Community Impact Report. The report details ACPL's marks of achievement over the last year. She also discussed the status of the new Dupont holds lockers. On March 11 the lockers opened for use and are now in full use.

NEW BUSINESS

Mr. Eisbart nominated Mr. Kent Castleman for the Allen County Public Library Building Corporation committee.

On the motion of Mr. Eisbart, the nomination of Mr. Kent Castleman for the Building Cooperation Committee was approved.

Mr. Eisbart – Aye.

Ms. Shamanoff – Aye.

Mr. Moss – Second.

Mr. Pasterick – Aye.

Mr. Williams – Aye.

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:21 p.m.

A handwritten signature in cursive script, appearing to read "Gloria Shamanoff", is written over a horizontal line.

Gloria Shamanoff, Secretary