

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

Meeting of August 23, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 23, 2018 at 3:05 p.m. at the Pontiac Branch. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Castleman, Mr. Eisbart, and Ms. Shamanoff. Absent: Mr. Moss and Ms. Tucker.

**ADOPTION OF THE AGENDA**

On motion of Mr. Eisbart, the agenda was adopted as presented.

**APPROVAL OF MINUTES**

On motion of Mr. Seifert, the minutes of the following meeting were approved as written:

- a. Minutes of regular session July 26, 2018.
- b. Minutes of executive session July 26, 2018.
- c. Minutes of approval of claims August 10, 2018.

**FINANCIAL REPORT**

On motion of Ms. Shamanoff, the financial report for July 2018 was approved. A copy of this report is appended to and made a part of these minutes.

**APPROVAL OF CLAIMS**

Mr. Sedestrom certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Eisbart, the claims were approved for payment.

**Wires**

<b>EFT</b>	8/24/18	PERF Contributions PR #17	\$ 57,449.14
	8/15/18	Old National HSA Employer Contribution	\$ 9,062.54
	8/15/18	Medical claims from Pro-Claim Plus for 5/17/18	\$ 146,494.45

**EFT Subtotal: \$ 213,006.13**

**Payroll**

8/24/18	Gross	\$ 457,276.80	net \$ 326,428.05
	Payroll Taxes		<u>\$ 119,637.70</u>

**Payroll Subtotal: \$ 446,065.75**

**Accounts Payable Check Batches:**

(see "Check Register" for detail of total)

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Star Bank general	8/23/18	#224098-#224309	\$ 300,400.17
Operating accounts			
	Less VOIDS:	#224039, #224097 & #224025	\$ 2,253.03
		<b>Star Bank Subtotal:</b>	<b>\$ 302,653.20</b>
		<b>Accounts Payable Check Batches Subtotal:</b>	<b>\$ 302,653.20</b>
		<b>Grand Total:</b>	<b><u>\$ 961,725.08</u></b>

**RESOLUTION NO. 2018-2, “COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS FOR FUNDING YEAR JULY 1, 2019 THROUGH JUNE 30, 2020.”**

Mr. Seifert moved the adoption of Resolution No. 2018-2, “Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2019 through June 30, 2020.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

**FINANCE AND PERSONNEL COMMITTEE REPORT**

The Finance and Personnel Committee met on Friday, August 10 at the Main Library. Ms. Southard reported that items discussed included an update on health programs, the preliminary 2019 budget and planning assumptions, and distribution of the 2019 budget planning calendar. Mr. Eisbart motioned to acknowledge that the Finance and Personnel Committee minutes were received by all Trustees, the motioned carried.

**REPORT OF DIRECTOR**

Ms. Southard invited Pontiac Branch Manager, Lisa Worrell to speak about special programs and recent highlights that have happened at Pontiac. A new fulltime staff member just joined the team which was operating with 3.1 full time employees, and it was getting to be a challenge keeping up with daily tasks as the branch has gotten busier over the last couple of years. In 2017 Pontiac had the sixth highest program numbers and the third highest door count. Pontiac is well-known for being a neighborhood hub and shares a campus with the Urban League which has allowed for a great outreach partnership. Local author Kekla Magoon was named a National Author Award winner through the Eugene & Marilyn Glick Indiana Authors Awards. Recipients must be a writer with Indiana ties whose work is known and read throughout the country. Ms. Magoon directed the \$2,500 library gift of her choosing to ACPL’s Pontiac Branch, the grant comes from The Indianapolis Public Library Foundation. Pontiac plans to use the money for children’s books and to host a youth karate class seminar.

E-Rate Funding, every year we request that the board approve a resolution so that ACPL can be included in the state-wide consortium. The discounts to ACPL for our ENA services under the Indiana State Library Consortium for the funding year July 1, 2017 – June 30, 2018 was \$225,504. This discount was based on our E-Rate discount of 90% applied to ENA invoices for these services. The E-Rate discounts for our other E-Rate eligible services were \$154,903.68. These discounts were based upon our E-Rate discount rate of 90% for internet

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and air cards, and 30% for voice services applied to vendor invoices for these services. Providing us a total of \$380,407.68 in discounted services.

Collection Development team reports that we had our highest circulation ever on Overdrive with almost 40,000 checkouts.

Technical Services has updated Juvenile and Teen titles with Lexile reading levels, we have also added Accelerated Reader levels. These enhancements make it easier for parents and children to find materials at the reading level they are seeking.

Grabill added a second *Creative Canvas* night in July and will continue to host two a month this fall. This program has grown in popularity with a registration maximum of 23 and a waitlist of 15. Both the registration and the waitlist tend to max out. The *Fairy House* program packed in roughly 61 attendees. Efforts to increase quality programming for all ages at Grabill has paid off - 2018 July programs brought in larger crowds than 2017 programs.

Audio Reading Service is broadcasting new programming Monday-Friday from 2:30 p.m. to 4:30 p.m. Thirteen new programs were developed after conducting a survey of their listening customers.

#### **ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 4:00 p.m.

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Ben Eisbart, Secretary