

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

Meeting of July 26, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 26, 2018 at 3:36 p.m. at the Main Library. Present: Mr. Williams, presiding, Ms. Tucker, Ms. Shamanoff, Mr. Seifert, Mr. Moss, and Mr. Castleman. Absent: Mr. Eisbart.

ADOPTION OF THE AGENDA

On motion of Mr. Seifert, the agenda was adopted.

APPROVAL OF MINUTES

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

- a. Minutes of regular session June 28, 2018.
- b. Minutes of approval of claims July 10, 2018.

FINANCIAL REPORT

On motion of Mr. Moss, the amended financial report for June 2018 was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Ms. Southard 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 her knowledge and belief. Then on motion of Mr. Seifert, the claims were approved for payment.

Wires

EFT	7/13/18	Old National HSA Employer Contribution	\$ 9,583.36
	7/13/18	PERF Contributions PR #14	\$ 54,177.25
	7/18/18	Medical claims from Pro-Claim Plus for 7/20/18	\$ 269,785.51
	7/27/18	PERF Contributions PR #15	\$ 52,138.10
		EFT Subtotal:	\$ 386,684.22

Payroll

	7/13/18	Gross	\$ 504,796.85	net	\$ 364,159.89
		Payroll Taxes			<u>\$ 132,234.03</u>
		Payroll Subtotal:			\$ 496,393.92
	7/28/18	Gross	\$ 498,201.00	net	\$ 359,439.83
		Payroll Taxes			<u>\$ 130,224.28</u>
		Payroll Subtotal:			\$ 489,664.11

Accounts Payable Check Batches:

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(See “Check Register” for detail of total)

Star Bank general	7/11/18	#223764	\$	3,460.60
Operating accounts	7/24/18	#223765-#223780	\$	68,236.64
	7/26/18	#223781-#223957	\$	378,972.95
Less VOIDS:		#223289, #220303 & #223501	\$	(1,040.87)
		Star Bank Subtotal:	\$	449,629.32
		Accounts Payable Check Batches Subtotal:	\$	449,629.32
		Grand Total:	\$	<u>1,822,371.57</u>

REPORT OF DIRECTOR

Ms. Southard reported that Councilman Arp has reintroduced a proposal to eliminate the business personal property tax. If this proposal is adopted, once fully implemented the library would lose \$3.9 million in annual revenues. Ms. Southard spoke against this proposal at the June 5 City Council meeting, participated in the Mayor’s news conference on July 19, and the library was represented at the July 24 public hearing.

June was all about programs, programs, and more programs. Ms. Southard provided a sampling from managers of what’s been going on in their locations this summer. Many report higher program attendance and say that the Potterfest programs have been the big hit of the Summer Learning Program. Grabill in particular shared that their Potterfest drew in over 400 customers. Activities were held in a single afternoon with stations strategically placed throughout the building and outside on the lawn. This was a record setting program for their branch.

While we have not determined the best ways to move forward on refreshing our facilities system-wide, Branch Managers have been making tweaks to how their space is currently used making it more customer friendly like rethinking shelving and table seating arrangements.

Ms. Southard invited Mr. Wendt, Manager of the Business, Science, & Technology Department to share background about his department. Traditionally BST has always had a focus on reference, taking the first customer phone calls that come into the building and then the phone calls get passed down from there depending on the customer’s needs and questions. As internet access availability was spreading in the early 2000s the department had to rethink their functionality at the library. Family law was on the uptick, many times the best resource for free law advice and/or materials has been the public library covering the topics of divorce, child custody, civil suits, etc.... The BST department developed the first standardized legal forms for Allen County that customers could easily access. The Northeast Indiana Innovation Center has forged a partnership with ACPL where the NIIC sets up in the BST department to provide onsite assistance and offer solid direction to entrepreneurs and small business owners. This new service has been well received by customers.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:12 p.m.

Ben Eisbart, Secretary