

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

Meeting of June 28, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 28, 2018 at 3:04 p.m. at the Georgetown Branch. Present: Mr. Williams, presiding, Mr. Seifert, Mr. Eisbart, and Ms. Shamanoff. Absent: Ms. Tucker, Mr. Moss, and Mr. Castleman.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

On motion of Ms. Shamanoff, the minutes of the following meeting were approved as written:

- a. Minutes of executive session May 24, 2018.
- b. Minutes of regular session May 24, 2018.
- c. Minutes of approval of claims June 12, 2018.

FINANCIAL REPORT

On motion of Mr. Seifert, the financial report for May 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 Ms. Shamanoff, the claims were approved for payment.

| | | | | | | |
|----------------|---------|--|-----------|-------------------|--------|---------------|
| EFT | 6/15/18 | PERF Contributions PR #12 | \$ | 53,600.23 | | |
| | 6/15/18 | Old National HSA Employer Contribution | \$ | 10,416.71 | | |
| | 6/20/18 | Medical claims from Pro-Claim Plus for 6/22/18 | \$ | 116,545.01 | | |
| | 6/29/18 | PERF Contributions PR #13 | \$ | 53,565.60 | | |
| | | EFT Subtotal: | \$ | 234,127.55 | | |
| Payroll | 6/15/18 | Gross | \$ | 479,050.82 | net \$ | 342,281.92 |
| | | Payroll Taxes | | | | \$ 125,545.08 |
| | | Payroll Subtotal: | \$ | 467,827.00 | | |
| | 6/29/18 | Gross | \$ | 502,758.49 | net \$ | 361,671.92 |
| | | Payroll Taxes | | | | \$ 131,222.18 |
| | | Payroll Subtotal: | \$ | 492,894.10 | | |

Accounts Payable Check Batches:

(See “Check Register” for detail of total)

| | | | | |
|--------------------|---------|---|-----------|----------------------------|
| Star Bank general | 6/22/18 | #223471-#223499 | \$ | 94,976.07 |
| Operating accounts | 6/28/18 | #223500-#223642 | \$ | 266,154.14 |
| Less VOIDS: | | #222746, #223348, & #223458 | \$ | (110.00) |
| | | Star Bank Subtotal: | \$ | 361,020.21 |
| | | Accounts Payable Check Batches Subtotal: | \$ | 361,020.21 |
| | | Grand Total: | \$ | <u>1,555,868.86</u> |

APPROVAL OF COLLECTION DEVELOPMENT POLICY

On motion of Mr. Seifert, the board moved the approval of the Collection Development Policy. The motion carried unanimously.

STRATEGIC PLAN UPDATE

Ms. Davis gave an update on the strategic plan and presented a report on goals, outcomes, and investments.

Four workgroups have been formed, one for each Focus Area. Each workgroup is composed of 5 staff, one lead and four members. The workgroups work collaboratively in a “think tank” environment to identify and discuss opportunities to improve and innovate ACPL services. To date the workgroups have presented 33 proposals; 8 require additional consideration by the workgroups, 9 moved forward for development, three have been “parked” due to timing; the remaining are still in development. Some examples of those moving forward are core competencies for staff, library incidents collaboration group, testing interior wayfinding at Main, and website improvements for Careers@ACPL.

The library and the Northeast Indiana Innovation Center (NIIC) are partnering to provide consultation services at Main library and the NIIC offices for entrepreneurs. NIIC staff hold office hours at Main, and Business, Science, Technology staff provide consultations for entrepreneurs. Their regular office hours are Tuesdays and Thursdays by appointment, and we’re seeing patterns of a few appointments per week.

All Managers surveyed about impact of New Hire Orientation agreed that their new employee arrived to our department excited and ready to get started, that ACPL is invested in my employees' success, the new employee(s) understand ACPL's values and customer service standards, and the new employee received well rounded exposure to all of ACPL, and participating in New Employee Orientation has been a valuable part of on-boarding the new employee.

Programs and Outreach have been an impactful focus area. Potter Fest is a system wide series of Harry Potter programming taking place throughout June and July. On June 16, the Main Library offered a concentrated schedule of Potter Fest events and activities. An

estimated 3,000 people attended, traveling from as far away as Minnesota and Florida. Potter Fest programs at other ACPL locations exceeded 1,000 attendees as of June 20.

REPORT OF DIRECTOR

Ms. Southard invited Georgetown Branch Manager, Sara Patalita, to give an update on recent happenings at Georgetown. Ms. Patalita shared that Georgetown is an active neighborhood branch with an average daily door count of over 2,000 customers. For the month of May, Georgetown offered 55 programs and had 1,900 attendees. Ms. Patalita shared a brief history of the original branch and subsequent move into the current location within Georgetown Square Shopping Center. Georgetown Square originated 25 years ago and recently celebrated their anniversary by opening up a time capsule that had been sealed away during the opening of the shopping center. Past ACPL Director, Jeff Krull, had placed a letter in the capsule. Ms. Patalita presented the letter to Ms. Southard which she read aloud to the Board. Tours of the Branch were offered at the conclusion of the meeting.

One of the focus areas in our strategic plan is innovative and adaptable content and services. As discussions progressed about current services and improving services to the public, we discovered that there are some inconsistencies in how staff are defining reference interactions, and how those interactions are being counted. These are numbers that we are required to report to the State Library as part of our annual report so it is important that we are doing this accurately and consistently. We have suspended the counting of reference interactions as of June 1. We are redesigning our statistics app that staff use to record data; developing refresher guidelines that are in alignment with the State definitions; we will provide guidelines and training to managers and staff in August; resume data collection in September.

Staff have rebranded the summer reading program to a summer learning program. This is intentional, we want to emphasize the importance of the program in preventing summer learning slide, and to emphasize lifelong learning for all customers. The program has been rebranded SPARK: science, poetry, arts, reading, and knowledge. There are learning tracks that can be completed to earn prizes. Additionally, the library hosts LINK sites. LINK: Learn, imagine, nourish, and know. These locations also serve as free lunch/snack sites during the summer, and additional programming and resources are also provided at those locations. The summer learning program also includes a program we call Team Read. Teens mentor younger readers at sites throughout the area. This program provides valuable job skills to teens while enhancing the reading skills of the younger readers.

During the first two weeks of the summer learning program more than 10,000 readers registered, more than one million reading minutes were logged, more than 12,000 books were logged, more than 7,000 participants at programs and events, all within the first two weeks!

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:03 p.m.

Ben Eisbart, Secretary