

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

Meeting of September 27, 2018 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 27, 2018 at 3:05 p.m. at the Main Library. Present: Mr. Williams, presiding, Mr. Eisbart, Mr. Castleman, Ms. Tucker, and Ms. Shamanoff. Absent: Mr. Seifert and Mr. Moss.

ADOPTION OF THE AGENDA

On motion of Mr. Castleman, 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 August 23, 2018.
- b. Minutes of regular session August 23, 2018.
- c. Minutes of approval of claims September 7, 2018.

FINANCIAL REPORT

On motion of Mr. Castleman, the financial report for August 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. Eisbart, the claims were approved for payment.

Wires

EFT	9/12/18	Medical claims from Pro-Claim Plus for 9/14/18	\$	42,999.66
	9/26/18	Medical claims from Pro-Claim Plus for 9/27/18	\$	52,813.61
	9/21/18	PERF Contributions PR #19	\$	52,947.74
	9/15/18	Old National HSA Employer Contribution	\$	8,854.21
		EFT Subtotal:	\$	<u>157,615.22</u>

Payroll

9/21/18	Gross	\$	448,157.06	net	\$	319,045.31
	Payroll Taxes				\$	<u>118,060.03</u>
		Payroll Subtotal:			\$	<u>437,105.34</u>

Accounts Payable Check Batches:

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	(see “Check Register” for detail of total)		
Star Bank general	9/19/18	#224463-#224476	\$ 65,785.13
operating accounts	9/27/18	#224477-#224705	\$ 443,636.17
	Less VOIDS:		\$ -
		Star Bank Subtotal:	\$ 509,421.30
		Accounts Payable Check Batches Subtotal:	\$ 509,421.30
		Grand Total:	<u>\$ 1,104,141.86</u>

RESOLUTION NO. 2018-3, “ORDINANCE FOR APPROPRIATIONS AND TAX RATES”

Ms. Tucker moved the adoption of Resolution No. 2018-3, “Ordinance for Appropriations and Tax Rates.” The motion carried and the resolution so adopted is appended to and made a part of these minutes.

SUMMER LEARNING PROGRAM REPORT

Marra Honeywell, Youth Services Coordinator, presented the Summer Learning Program summary. Funded in part by the Foellinger Foundation, the Friends of the Allen County Public Library and the Allen County Public Library Foundation, this year focused on Reimagined marketing. The theme, SPARK - incorporated Science, Play, Arts, Reading, Knowledge to express the variety of ways the library engages our community lifelong learning. By the numbers the program had: 19,000 participants of all ages, 1,700 events and programs attended by 34,000 people, and a total of 8,700,000 reading minutes logged. This year there was also an increased Outreach focus. There were a total of 120 visits to organizations such as United Way Countdown to Kindergarten, Vincent Village, Boys and Girls Club, Monroeville LEARN, Allen County Parks and Recreation, Fort Wayne Housing Authority, Fort Wayne Community Schools Camp Discovery and Lunch Bus, Taylor University Summer Clubhouses, Wellspring Summer Camps and a variety of Level 1 and Level 2 childcares. Through outreach efforts 3,400 books were distributed to kids.

REPORT OF DIRECTOR

Ms. Southard reported on recent administrative objectives. We’ve been upgrading the building access controls for all locations; as part of that we are developing “standard building hours” working with groups (WELT Radio, volunteers, and Technical Services staff) regarding their current practices. We will be changing who arms the buildings at closing and make sure that it is visually easy to see the status of the alarm.

We have been developing materials and training activities for programming staff in order to improve their understanding of connections in program planning and customers by using logic models, stress test for programs/service ideas, and outcome surveys. Youth

programmers are first on the list to go through this meaningful activity, then adult programmers, and Genealogy staff.

Denise Davis and Michelle Merritt have been developing reports and training for managers and programming staff to understand and use demographic information to tailor services and programs to meet the needs of their customer base. Trainings will be held October 16 in two separate sessions.

Over the last 2 months we have built a survey tool so that we can implement activity logs to capture how staff spend their time. Initially we are going to be focused in rolling this out to public services staff and then to others. This is the prelude to the compensation and classification study. The Request for Proposals for the compensation study have been reviewed and a top candidate has been identified top candidate, Kendra Samulak is currently checking their references.

In preparation for the new ILS system Wise, there's a team that's going to all branches and doing branch inventories of the entire collection. This is the first time this has been executed in 18 years. Staff are finding it to be very successful and helpful in locating missed items or lost items. Inventory began with the Monroeville Branch where staff processed 20,000 items in four days. One of the immediate benefits of this project was that staff collected six tubs of items that were not in the catalog; one tub was sent to the Collection Development Team and the remaining tubs will be offered at Monroeville Branch's book sale October 19 and 20. The next branches to be inventoried will be Pontiac and then Aboite in early October. So far the process has been working very smoothly.

The Wise team has begun shelf auditing locations to prepare for Wise implementation as well. We are looking for inconsistencies in the collections and how they are housed, as well as gauging potential areas of concern for any changes that may occur due to Wise, such as increasing customer holds, naming collection locations on specific shelves in the catalog, consistency in media cases, and other similar concerns.

The annual Staff Development Day is Friday, October 5 and all library boards are invited to attend.

ADJOURNMENT

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

Ben Eisbart, Secretary