

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

Meeting of February 24, 2022 in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 24, 2022 at 3:00 p.m. at the Main Branch Library. Present: Mr. Eisbart presiding, Mr. Castleman, Mr. Seifert, Mr. Moss, Ms. Tucker, and Mr. Williams. Ms. Shamanoff was absent.

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

Mr. Castleman – Aye.  
Mr. Eisbart – Aye.  
Ms. Tucker– Second.  
Mr. Seifert – Aye.  
Mr. Williams – Aye.

**APPROVAL OF MINUTES**

- a. **Minutes of Capital Projects Committee Executive Session February 14, 2022.**
- b. **Minutes of Regular session January 27, 2022**
- c. **Minutes of Executive session January 27, 2022**
- d. **Minutes of Board of Finance meeting January 27, 2022**
- e. **Minutes of approval of claims February 10, 2022**

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

Mr. Castleman – Aye.  
Mr. Seifert – Second.  
Mr. Eisbart – Aye.  
Mr. Williams – Aye.  
Mr. Moss – Aye.  
Ms. Tucker – Aye.

**FINANCIAL REPORT**

Mr. Sedestrom stated that, because it being the first month of the year, there was not much to report for January on the financial side. All spending was staying within their benchmarks. The main thing being worked on now is the audit prep. All of the filings for January such as, the 1099 tax filings, the OPEB report, and the debt reporting for the Gateway system have been completed. We are in the process of getting all the files and reports ready for the annual audit by the State Board of Accounts. As was the case in 2021, this will probably be outsourced to Crowe, LLP. It is anticipated that the audit will start April 2022.

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

Mr. Castleman – Aye.  
 Ms. Tucker – Second.  
 Mr. Moss – Aye.  
 Mr. Seifert – Aye.  
 Mr. Eisbart – Aye.  
 Mr. Williams – Aye.

**APPROVAL OF CLAIMS**

Mr. Sedestrom stated that there were approximately \$470,000.00 in accounts payable, and the highest one was snow removable in the amount of \$139,000.00. There were utility payments, and nothing else out of the ordinary.

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

Mr. Castleman – Aye.  
 Ms. Tucker – Aye.  
 Mr. Seifert – Second.  
 Mr. Eisbart – Aye.  
 Mr. Williams – Aye.  
 Mr. Moss – Aye.

**Wires**

			\$ _____
		<b>Wires Subtotal:</b>	\$ _____
<b>EFT</b>	02/04/22	PERF Contributions PR #3	\$ 58,859.41
	01/31/22	Medical claims from PHP TPA Services for 02/02/2022	<u>\$ 79,569.17</u>
		<b>EFT Subtotal:</b>	<b>\$ 138,428.58</b>

**Payroll**

	02/04/22	gross \$483,485.28	net \$ 343,953.89
		Payroll Taxes	<u>\$ 124,994.50</u>
		<b>Payroll Subtotal:</b>	<b>\$ 442,991.18</b>

**Accounts Payable Check Batches:**

(See "Check Register" for detail of total)

Star Bank general	02/07/22	#239534 - #239539	\$ 64,137.26
operating accounts	02/10/22	#239540 - #239649	\$ 921,939.31
	02/10/22	AP EFT #02102022-001 - #02102022-004	\$ 719.58
Less VOIDS:		#234755, #238326, #238566	\$ (75.00)

**Star Bank Subtotal:** \$ 986,721.15

**Accounts Payable Check Batches Subtotal:** \$ 986,721.15

## COMMITTEE REPORTS

### a. Capital Projects:

Mr. Seifert reported that there will be a special Board meeting with a presentation on March 9, 2022 at 6 pm. The public is invited to attend in person or watch live on YouTube. The presentation will cover the public feedback received so far on the Facility Master Plan through the survey and open houses. Mr. Seifert said that he thought that the open houses went well, and people were open to discussion. The surveys returned over 1000 results so far. Our consultants from Bostwick Design Partnership will make a final presentation at a special board meeting on April 7, 2022.

### Review and Approval of 2021 State Report to the Indiana State Library

Ms. Baier reported on the 2021 State Report to the Indiana State Library. This is a very important and very laborious task we complete each year and it involves a lot of staff. She thanked Denise Davis for doing everything she could before she retired to leave us in good shape to complete it.

Ms. Baier noted some highlights from the 2021 report:

- Visits increased from 1.2 million in 2020 to 1.34 million
- Registered users increased from 182,053 to 188,086
- Circulation increased from 3.1 million to 3.6 million
- Almost 2.7 million physical items in the collection, including 2.5 million print books
- Our e-book collection grew from 68,523 to 75,499; our print serials collection grew from 3839 to 3980.
- We spent just over 4 million on collections; collection expenditures as a percentage of operating expenditures is 13.5%. The state standard is 8 percent; the national average is around 11 percent.
- Number of wireless internet uses increased from 783,781 to 857,398
- Number of reference transactions increased from 68,997 to 73,267
- Website views increased from 1.27 million to 1.4 million
- Live virtual program attendance increased from 31,297 to 37,953
- In person program attendance increased from 16,673 to 21,300

Ms. Baier said that ACPL stats are moving upwards as we move out of COVID, and that she was optimistic that we will be here this time next year showing additional growth.

On motion of Mr. Moss, the 2022 Indiana State Report was approved.

Mr. Castleman – Aye.

Ms. Tucker – Aye.

Mr. Seifert – Second.

Mr. Eisbart – Aye.  
Mr. Williams – Aye.  
Mr. Moss – Aye.

### **Executive Director’s Report**

Ms. Baier said that ACPL is celebrating Black History Month with activities taking place at various branches, both in person and virtually. She stated that she attended a breakfast in honor of Black History Month at the Pontiac branch prepared by our security guard Charlie. The board members were encouraged to view the photography display of the Fort Wayne Museum of Art traveling collection, “AFROS: A Celebration of Natural Hair” by Michael July. Once again, we are working with AARP to host their tax aid program for anyone, but with a focus on tax payers 50 and over with low income. COVID numbers are falling and we are seeing a decline in COVID related staff absences. We are ready to move forward with returning to pre-Covid weekend hours, and in person programming beginning March 1, 2022. Starting March 13, 2022, all locations will return to their normal pre-COVID business hours. Staff have been busy planning for the summer learning program and Rock the Plaza. We will be losing two members of the ACPL staff with almost 65 years of service between them - Director of Collections and Info Tech Services Kim Quintrell and IT Manager Topher Schlatter. We thank them for their many contributions to ACPL and they will be greatly missed. Director of Human Resources LaRae Bane announced a new hire, Mayra Pressley, will be joining ACPL on February 28, 2022 as the Employee Experience Coordinator. The Careers page on the ACPL website has been updated, and Ms. Baier encouraged the trustees to look at it to see the current career opportunities.

### **NEW BUSINESS**

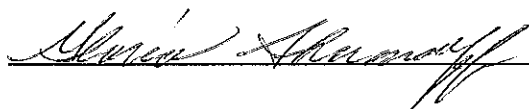
No new business.

### **PUBLIC COMMENT**

No public comments to be addressed during the board meeting were received via trustees@acpl.info or sign in sheet.

### **ADJOURNMENT**

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



**Gloria Shamanoff, Secretary**