

LOGAN COUNTY LIBRARIES

KNOWLTON LIBRARY
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LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – November 16, 2023

The Logan County Libraries Board of Trustees met in regular session on Thursday, November 16, 2023 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

Members present were President Sharon Halter, Judith Goodrich, Robert Barnwell, John Tucci, and Steve Fansler along with Fiscal Officer Stacy Sandy. Stephen Henry, Mark McIntyre, and Director Beverly Arlequeeuw were absent.

The Secretary read the minutes from the October 26, 2023 meeting. Mr. Tucci made a motion to approve the minutes, seconded by Mr. Barnwell. Motion Carried.

FINANCIAL REPORT:

The Fiscal Officer gave the monthly financial report ending October 31, 2023:

- The General Fund showed a cash balance of \$499,288.25.
- The Capital Project Fund showed a cash balance of \$731,914.16.
- The Susie Parker Trust Fund showed a total balance of \$64,689.37.
- The Hazel G Moore Memorial Fund showed a cash balance of \$26,503.84.

Fiscal Officer Sandy requested the following transfers:

- From Account 1150 to Account 1140 \$10,000.00
- From Account 1150 to Account 1410 \$8,000.00
- From Account 8999 to Account 3110 \$2,000.00
- From Account 8999 to Account 3710 \$500.00
- From Account 8999 to Account 3810 \$500.00
- From Account 8999 to Account 3210 \$6,000.00

Mrs. Goodrich made a motion to accept the Fiscal Officer report and the transfers, seconded by Mr. Fansler. Motion carried.

The Fiscal Officer reviewed the Public Library Fund revenue to date. She noted an increase for November 2023 over 2022. The PLF shows an overall increase of \$22,257.00 for 2023.

UNFINISHED BUSINESS

- The Fiscal Officer discussed updates to the reconstruction at the Knowlton Library due to the water line break. Furniture is arriving in stages, a fire inspection is scheduled for November 20, carpet is completed, coffee bar will be completed next week along with electrical and data. A janitorial deep clean after total completion. Mr. Barnwell is still checking on an updated application for the covered front entrance. Trustees discussed a possible soft opening dates in December.
- The Social Media policy was tabled until next month meeting.

TRUSTEES November 16, 2023 MEETING CONTINUED:

NEW BUSINESS

- The Fiscal Officer presented the 2024 Temporary Budget totaling \$2,938,212.45. after some discussion Mrs. Goodrich made a motion to approve, seconded by Mr. Barnwell. Roll vote: Goodrich, yes; Barnwell, yes; Tucci, yes; Fansler, Yes; Halter, yes.
- The Fiscal Officer presented a quote of \$7,656.47 from Siemens to install heat tape on fire sprinkler pipes above the ceiling in the two south east rooms. Trustees requested another quote to compare to cost before proceeding with the project.

DIRECTOR'S REPORT

- **STATISTICS REPORT FOR 2023:**
 - **Circulation for October 2023:**
 - The system showed an overall decrease of 2.776 items compared to October 2022.
 - The Ohio Digital Library circulation was 5,944.
- **STAFF NEWS**
 - It was noted that the Lakeview Branch Librarian position will be vacant by the first of the year. The position will be filled in 2024.

OTHER:

- New indoor signage is on order from Fast Signs
- The December calendar of events.

The next regular Board meeting will be held on Thursday, December 21 at 4:00 pm at the Knowlton Library in the Barnwell Board Room.

There being no other business, upon motion by Mr. Barnwell, seconded by Mr. Tucci the meeting was adjourned at 5:11 P.M.

Sharon Halter, President

Judith Goodrich, Secretary