

# **LOGAN COUNTY LIBRARIES**

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KNOWLTON LIBRARY  
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## **LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – August 15, 2024**

The Logan County Libraries Board of Trustees met in regular session on Thursday, August 15, 2024 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

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

There was no public participation this month.

The Secretary read the minutes from the June 20, 2024 meeting. Mr. Henry made a motion to approve the minutes, seconded by Mr. Tucci. Motion Carried.

### **FINANCIAL REPORT**

The Fiscal Officer gave the monthly financial report ending July 31, 2024:

- The General Fund showed a cash balance of \$532,135.27.
- The Capital Project Fund showed a cash balance of \$634,355.00.
- The Susie Parker Trust Fund showed a total balance of \$63,625.12.
- The Hazel G Moore Memorial Fund showed a cash balance of \$25,975.23.
- Transfers in the General Fund requested from Account #5110:
  - \$1,500.00 to A/C#4320 Adult AV
  - \$5,000.00 to A/C#3810 Cataloging supplies
  - \$11,000.00 to A/C#3995 Contracts
  - \$2,300.00 to A/C#3710 Professional Services
  - \$6,000.00 to A/C#3110 Travel
  - \$2,000.00 to A/C#3410 Insurance

Mrs. Goodrich made a motion to accept the Financial Report and transfers, seconded by Mr. Fansler. Motion carried.

The Director reviewed the Public Library Fund revenue through August. She noted an overall decrease in funds of \$76,448 compared to the same period in 2023. The State revenue has repeatedly come in well below estimates to date.

### **UNFINISHED BUSINESS**

- Trustees By-Laws is in discussion.
- The Director discussed having a lease agreement with each Branch village. The Board requested the Director to create one general lease agreement for all five Branch locations.
- The Director announced the opening of the temporary Lakeview Branch on August 22 from 4:30-8pm. She stated a Chamber of Commerce ribbon cutting would be held at 4:40pm.

# TRUSTEES August 15, 2024 MEETING CONTINUED

## **NEW BUSINESS**

- The Director and Fiscal Officer discussed the replacement of the HEPA filters on the HVAC. More information is needed and tabled until the next meeting.
- The Director asked the Board to approve a waive fee of \$3.00 for the Library card replacement fee for September Library card sign-up month. Mr. Fansler made to motion to waive the fee, seconded by Mrs. Goodrich. Motion carried.
- A letter from employee Adam Mendenhall, requesting a one year leave of absence due to medical reasons was received. After discussion, Mrs. Goodrich made a motion to accept his request, seconded by Mr. Tucci. It was noted Mr. Mendenhall could return before the full year is up if cleared by his physician and therapist. Motion carried.
- Snow and sidewalk snow removal along with salting in the winter months was discussed. Mr. Tucci made a motion to continue with TNT services, seconded by Mr. Fansler. Motion carried.

## **DIRECTOR'S REPORT**

### ▪ **STATISTICS REPORT FOR 2024:**

#### ▪ **Circulation for July 2024 :**

- The system showed an overall increase of 11,576 items compared to July 2023.
- The Ohio Digital Library circulation was 6,344.

### ▪ **STAFF NEWS**

- The Director reported she is still accepting work applications for the Youth Services Manager, a part-time Building Services and a part-time Public Services Assistant.

### ▪ **OTHER**

- A thank you note was received from Carolyn Collins for the Library's CD book program and a \$200.00 donation
- A Friends of the Library Page was added to the website and the next meeting is on September 19. They are hoping to recruit new members.
- 160 new registered patrons were recorded in July.
- The Director highlighted the September Library events.

## TRUSTEES August 15, 2024 MEETING CONTINUED

The next regular Board meeting will be held on Thursday, September 19 at 4:00 pm at the Knowlton Library in the Barnwell Board Room. There being no other business, upon motion by Mr. Fansler, seconded by Mrs. Goodrich the meeting was adjourned at 5:22 P.M.

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Sharon Halter, President

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Judith Goodrich, Secretary