

LOGAN COUNTY LIBRARIES

KNOWLTON LIBRARY
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LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – October 17, 2024

The Logan County Libraries Board of Trustees met in regular session on Thursday, October 17, 2024 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

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

The Director read the minutes from the September 19 meeting. Mr. Tucci made a motion to approve the minutes, seconded by Mrs. Ater. Motion Carried.

FINANCIAL REPORT:

The Fiscal Officer gave the monthly financial report ending September 30, 2024:

- The General Fund showed a cash balance of \$529,259.13.
- The Capital Project Fund showed a cash balance of \$676,301.07.
- The Susie Parker Trust Fund showed a total balance of \$64,416.20.
- The Hazel G Moore Memorial Fund showed a cash balance of \$26,512.93.

Fiscal Officer Sandy requested the following transfers:

- From Account 1150 to Account 4320 - Audiovisual \$8,000.00
- From Account 1150 to Account 3110 – Travel Expense \$1,500.00
- From Account 1150 to Account 3210 - Communication \$10,000.00

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

The Director reviewed the Public Library Fund revenue to date. She noted a decrease for October 2024 over 2023. The PLF shows an overall decrease of \$94,906.00 for 2024. The State revenue has repeatedly come in well below estimates to date and there are no projected changes in the PLF for 2025. The Director and Fiscal Officer will begin planning the 2025 tentative budget next week to present to the trustees at the November 21 meeting.

UNFINISHED BUSINESS

- Trustee Bylaws is tabled until the November 21 meeting
- Enervise updated the HVAC control panel on October 16 and will replace 5 VAV boxes on October 21.

TRUSTEES October 17, 2024, MEETING CONTINUED:

NEW BUSINESS

- Anthem Health / Life Insurance Renewal – there will be an increase of 6.5% in 2025. Director Arlequeeuw will be getting an additional quote from Beery Insurance for adding Dental and Vision benefits for library staff – board approval is tabled until the November 21 meeting.
- Tentative Plans for Lakeview Branch Library were shared with trustees. The Fiscal Officer and Director will be meeting the Lakeview Village Administrator on October 21 to discuss plans for the new Lakeview Branch. These plans will be shared at the November 21 meeting.

DIRECTOR'S REPORT

- **STATISTICS REPORT FOR September 2024**
 - **Circulation for September 2024:**
 - The system showed an overall increase of 7,556 items over September 2023.
 - September 2024 Total Ohio Digital Library = 6,075
 - **STAFF NEWS**
 - Jennifer Heritage resigned from the PT Patron Service Assistant position on 10/15/2024. She took an FT position with Scott's.
 - Hired Margee McClain as a floater. She will be at the Lakeview Branch while Marcia is in Florida. Her hourly pay is \$13.00. Her first day was 10/7/2024.
 - Adam Mendenhall ended his medical leave of absence and returned to work on October 7 as PS Assistant for 10 hours per week.
 - Mrs. Nancy Kuta, former children's librarian, passed away on 10/6/2024. She was at the library for 31 years before she retired in 2009.
- **OTHER**
 - During Library Card Sign Up month, we registered 229 new library cards.
 - There were two winners from the drawing in September for Library Card Sign-up Month: Lyam Godsey and Matthew Gambill. They each received a \$25 Chamber Choice Gift Certificate.
 - All branch locations will pass out candy for Beggar's Night on October 31.
 - Library events in November 2024.

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

There being no other business, upon motion by Mrs. Ater, seconded by Mr. Tucci the meeting was adjourned at 4:32 P.M.

Robert Barnwell, Vice-President

Beverly Arlequeeuw, Acting Secretary