OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, July 15, 2025.

Call to Order
President Petzinger called the meeting to order at 9:39 a.m. Attending the meeting were Rachele Cobb, Glenn Manns, Mark McMillen, Assistant Director Kim Hunter, and Director Cyndi Clifton. Martha Hamilton and Wes Petzinger attended via Zoom.

Public Comment
There were no public comments.

Approval of minutes
Trustee Petzinger made a motion to approve the minutes for June. Trustee Manns seconded. All voted aye.

Financial Reports and Disbursements
The general operating account and the reconciliation details were reviewed as well as the credit card expenses for the month. All expenses were in line with the approved budget. The Director reported that OCPL finished the fiscal year with approximately $15,000 more in income and $24,000 less in expenses. We were only over budget in a few categories, and other categories made up the difference. Trustee Hamilton made the motion to approve the Financial Report. Trustee McMillen seconded. All voted aye.

Library Statistics
On the Library Statistics Report for June, we had 2863 patrons who used all library services. 37 programs were held with 457 participants. Public computer users numbered 326. The website had 943 hits. Circulation was 6051. Inter-library loans numbered 34 for the month, and Hoopla/Overdrive/Kanopy had 719 users. The Director stated this report shows the year-end statistics to be strong, and she will use this when she reports to Fiscal Court in August.

Regional Librarian Report KDLA
The Department of Local Government has shared information on cash balance at the start of a library's fiscal year in the SPGE portal. DLG no longer wants Certificates of Deposit to be included in cash balance. A training video is also provided by DLG. The KDLA Annual report opened on July 1. There are a few changes. Assistance is available from Regional Library Consultants. Public libraries must follow local government retention schedule and also public library-specific schedule. KDLA's Local Records Division can provide assistance.

Librarian's Report
GED Testing Center – Progress has been made. Our Director and Assistant Director have taken their administrative exams. The software is being configured. Once a checklist is completed, we will receive another checklist.
Summer Reading – The Assistant Director reported OCPL was very busy in June with Summer Reading. The special events were well attended, and new faces were seen in OCPL. It will wrap up in July with readers turning in their logs. Prizes will be awarded. The bingo card format has been a hit. Thus far 43 children's logs and 5 adult logs have been turned in. We had 213 children and 114 teens/adults participate.

Website and Technology Grant – OCPL did not receive the grant to buy 3 new computers. Website development was a priority and all available money was awarded to libraries which had applied for that. OCPL will purchase the 3 computers out of the budget.
Community Engagement – Denise will be giving a presentation to the Rotary Club on July 28 on the history of the bookmobile. Sweet Owen Day will be September 20. Aida has volunteered to manage the Kids Zone. Denise will also have the bookmobile there.

Technology Projects –

Internet service provider – Waiting on Spectrum for a "go live" date.
Telephone changes – Waiting on Spectrum for project manager assignment.
Scan station for faxing – Equipment has arrived. Will be installed on July 17.
New circulation workstations – Have been ordered. Will be set up on July 17, if they have arrived

Property Appraisal – KACo has informed us that it is time for a property audit. The man assigned to do the appraisal will be here on July 16. This is required by our insurance company.
Audit – Because of so many projects right now, the Director has asked our auditor to postpone the start date of our audit to August or September. We have 12 months from end of fiscal year to complete the audit.
Budget adjustment – The Director explained a mistake in calculations on the budget. The bottom line did not change so no board approval was necessary. We will only transfer $20,000 from contingency fund instead of the planned $36,000.

Business Items

Policy Review
Reserve Fund Policy – This policy must be revised after budget approval. The Director presented several changes. One change suggested by the Director was to give an actual figure for the Operational Reserve Fund. Two Capital Facility projects listed in the policy are new shelving for children's tower and new flooring for the meeting room. Trustee Petzinger made a motion to accept all changes proposed by the Direction. Trustee Manns seconded. All voted aye.

Meeting Room Policy - This policy was last updated in 2018. OCPL has seen an increase in reservations. The Director presented several changes to the policy including updates to marketing materials of groups who wish to use OCPL facility. The library is a location only, and this must be clear in marketing materials. Some parts of the old policy such as the application form were deleted. Trustee Manns made a motion to accept all additions, deletions, and changes proposed by the Director. Trustee McMillen seconded. All voted aye.

The next meeting will be August 19, 2025, at 9:30 a.m. at OCPL. Trustee Hamilton made a motion to adjourn the meeting. Trustee Petzinger seconded. All voted aye. The meeting was adjourned at 10:20 a.m.

Respectfully submitted by:
Martha Hamilton, Secretary