

OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, August 19, 2025.

Call to Order

President Petzinger called the meeting to order at 9:31 a.m. Attending the meeting were Rachele Cobb, Glenn Manns, Mark McMillen, Wes Petzinger, Assistant Director Kim Hunter, and Director Cyndi Clifton. Martha Hamilton attended via Zoom.

Public Comment

There were no public comments.

Approval of minutes

Trustee Petzinger made a motion to approve the minutes for July. Trustee Cobb 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. There are several large, annual expenses at beginning of a fiscal year. We also paid the final payment of the LED light project and the first educational reimbursement to Kayleigh Burgess. Expenses always exceed income until tax money arrives in November. Trustee Petzinger made the motion to approve the Financial Report. Trustee McMillen seconded. All voted aye.

Library Statistics

On the Library Statistics Report for July, we had 2682 patrons who used all library services. 33 programs were held with 635 participants. Public computer users numbered 332. The website had 923 hits. Circulation was 5563. Inter-library loans numbered 23 for the month, and Hoopla/Overdrive/Kanopy had 728 users. OCPL hosted its largest blood drive with 26 pints collected.

Regional Librarian Report KDLA

KDLA has 2 new resources to aid library trustees in hiring library directors. They are KDLA Director Hiring Guide and Public Library Succession Planning Checklist. All SPGE's are required to publish location of their financial records in local newspapers annually, no later than September 1. KDLA provides a template for the legal notice. Public libraries in communities with no local newspaper should check with KDLA about where notice should be published.

Librarian's Report

GED Testing Center – The testing machines are displaying an error message. Once that is worked out, OCPL is ready to offer GED testing.

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 installed and working well.

New circulation workstations – They are working well. All machines now have Windows 11.

Property Appraisal – The KACo representative spent 10 minutes on the property for the appraisal. He took photos and asked about number of items in library.

Audit – The OCPL Director will begin the audit in September.

Summer Reading – Our Assistant Director reported on the completion of the summer reading program. Several new families participated and applied for library cards. 38 programs were held with 1475 participants. The OCPL Board congratulated the Assistant Director and her team on a successful summer reading program.

Business Items

CD Renewal

We have 2 CD's which will renew on August 17 and on August 19. The Director presented current interest rates and, also the possibility of combining the 2 CD's. Trustee McMillen made the motion to combine the two CD's and take the 11 month rate of 4.15% APY. Trustee Manns seconded the motion. All voted aye. The current combined total value of the 2 CD's is \$427,906.74.

Annual Report

Our director has completed the annual report, and it has been approved by KDLA. There were no questions from the Board. Trustee Hamilton made a motion to approve the report. Trustee Petzinger seconded. All voted aye. President Petzinger signed the authorization form for board approval. It will be sent to Frankfort.

Tax Rate

The Director provided calculation sheets of different tax rate scenarios for board discussion. The past year had a compensating rate of 10.5%. The new compensating rate will be 10.9%. Our budget estimate for income is approximately \$933,000. The new compensating rate will potentially give us approximately \$969,000. Trustee Hamilton made a motion to take the compensating rate. Trustee Petzinger seconded the motion. All voted aye.

The next meeting will be held on September 16, 2025, at 9:30 a.m. at OCPL. Trustee Manns made a motion to adjourn the meeting. Trustee Petzinger seconded. All voted aye. The meeting was adjourned at 10:04 a.m.

Respectfully submitted by:
Martha Hamilton, Secretary