

## OWEN COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES

The Owen County Library Board of Trustees met in regular session on Tuesday, February 17, 2026.

### Call to Order

President Petzinger called the meeting to order at 9:35 a.m. Attending the meeting were Glenn Manns, Mark McMillen, Rachael Cobb, Wes Petzinger, Assistant Director Kim Hunter, and Director Cyndi Clifton. Martha Hamilton attended via Zoom.

### Public Comment

There were no public comments.

### Audit Presentation

Mr. Sam Waninger from Craft, Waninger, Noble & Co. joined the meeting via Zoom and presented the July 2024-June 2025 audit to the Board. He summarized his presentation by stating that OCPL had a clean audit and there were no deficiencies in controls. Public libraries are required to maintain a one-to-one ratio between assets and liabilities. OCPL has a two-to-one ratio. Trustee Manns made a motion to accept the audit. Trustee Petzinger seconded. All voted aye.

### Approval of minutes

Trustee Petzinger made a motion to approve the minutes for January. 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. Some unusual expenses in January included sprinkler system repair and labor on repair of front door. The annual loan payment is also made in January. The Director informed the trustees the maturing CD was reinvested at 4% for 5 months. Trustee Hamilton made the motion to approve the Financial Report. Trustee McMillen seconded. All voted aye.

### Library Statistics

On the Library Statistics Report for January, we had 1754 patrons who used all library services. 30 programs were held with 359 participants. Public computer users numbered 244. The website had 837 hits. Circulation was 4325. Inter-library loans numbered 47 for the month, and Hoopla/Overdrive/Kanopy had 736 users. Julie Donahue held a successful professional development for elementary teachers on cursive writing instruction.

### Regional Librarian Report KDLA

A new study, commissioned by KDLA, University of Kentucky School of Information Sciences, and Blueprint Kentucky, found that for every \$1 spent in Kentucky public libraries, there was a \$3.01 return on investment. Seventy-five percent of public libraries in Kentucky are in small towns and rural areas. Every resident lives within 30 minutes of a public library. E-rate applications are due April 1. E-rate is a federal program which provides up to 90% discount on internet services and networking equipment.

### Librarian's Report

**Audit** – Sam Waninger gave an audit presentation via Zoom at the beginning of meeting.

**Gutter Maintenance** – There is a problem with the gutter system over the employee entrance. Snow and ice accumulate overhead. When melting starts, a sheet of ice covers the concrete pad at the entrance. The Installer Reuben Hostetler came to investigate the situation. He will meet with our Director next week to discuss possible solutions.

**Trustee Vacancies** – No new applications have been turned in. Molly Haines, who applied last year, is still willing to serve. We continue to advertise on social media. Our recommendations need to be made at April meeting.

**Assistant Director Report** – Summer Reading is in the planning stage. The Valentine Box Party was a success. Chair yoga is now being offered on some Thursdays, alternating with yoga via a live instructor. The Assistant Director stated how hard the Director works and how she is integral to the success of OCPL. The door decal supplier was going to charge \$400 to install the \$75 decal with the new operating hours, but the Director plans to install it herself. The trustees all agreed with the outstanding work and fiscal responsibility of the Director.

#### **Business**

**Audit Presentation** – Sam Waninger gave the audit presentation at beginning of meeting.

**Review Bids for Banking Services** – German American Bank and United Citizens Bank submitted bids. After a short discussion, Trustee McMillen made a motion to keep our banking services with German American Bank. Trustee Manns seconded. All voted aye.

**Review Bids for Flooring Project** – Even though several companies/individuals expressed interest in the OCPL flooring project, only one bid was submitted. The Rex Company represented by John Pittman submitted a bid. He and his associate Mr. Yoder came to OCPL to measure the area and lifted a section of carpet to see how the old flooring was glued. He invited the Director and Assistant Director to inspect his work at the new Owen County Animal Clinic. They were impressed with the work of the company at the clinic. Mr. Pittman suggested that a wood baseboard would be better for this type of flooring, and his bid included the cost of that item. After the trustees read through the bid, Trustee Manns made the motion to accept the bid of the Rex Company. Trustee Petzinger seconded the motion. All voted aye.

The next meeting will be held on March 17, 2026, at 9:30 a.m. at OCPL. Trustee Manns made a motion to adjourn the meeting. Trustee McMillen seconded. All voted aye. The meeting was adjourned at 10:17 a.m.

Respectfully submitted by:  
Martha Hamilton, Secretary