

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees

July 9th, 2024, 6:00 PM

Members Present: Director Chris Siscoe, F.O. Don Hemmelgarn, Janine Conway, Heather Brown, Wendy Workman, Richard Whittenberger, Lisa Weber, Dianna Longmore, Cathy Mere

Members Absent: None

The meeting was called to order at 6:00 p.m. by Janine Conway, President.

Minutes

The June 11th Regular Board Meeting minutes were reviewed. Mr. Whittenberger raised the question about which items from the Director's report should be included in the minutes. This subject was discussed further as part of the New Business. The Board voted to accept the minutes with corrections:

Dianna Longmore made a motion, and Heather Brown seconded, to approve the minutes of the June regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: None present.

Minutes of the Building & Grounds Committee Meeting held June 11th at 5:30-

The Director reviewed the Minutes with the Board.

Lisa Weber motioned to accept the minutes, and Dianna Longmore seconded. Motion passed.

Director's Report: The Director reviewed his report with the board. See Director's Report.

After questions from the Board, the board voted to accept the report:

Cathy Mere motioned, and Lisa Weber seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report:

A. Receipts of \$45,785 included \$ 38,112 of PLF distributions and \$7,442 of interest. The PLF payment was \$167 over budget for the month and is \$6,038 unfavorable YTD. It is also \$17,612 unfavorable to this time last year.

B) Disbursements of \$55,067 included multiple payments to event presenters totaling \$1,652, \$762 to the Ohio Treasurer for our quarterly UAN fee, \$500 to the Ohio Treasurer for our new website template, and \$7,272 to the Ohio Treasurer for our annual SWRS delivery fee. This month there were no payments to Direct Mechanical!!! The remaining disbursements are monthly recurring charges. Please see the June credit card expenditure report for further descriptions of those expenditures. All invoices received have been paid current.

(See Fiscal Officer's Monthly report for more information.)

After Review, the Board voted to accept the report:

A motion to accept the fiscal officer's report was made by Dianna Longmore and seconded by Lisa Weber. Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance
 - Personnel and Policy
 - Audit Committee
 - Records Retention Committee-Held with the entire board
 - Building and Grounds Held on June 11th at 5:30 pm.
 - Community Outreach/Friends

Old Business:

Discussed Aflac Insurance options and benefits to employees. No further action was taken.

New Business:

The Board discussed what items from the Director's Report should be included in the minutes. Since picking which items should be included is a value judgment that may differ from one board member to the next, the Director suggested making the entire Director's report an official part of the minutes.

A motion was made for the Board of Trustees minutes to officially include the Director's Report.

Dianna Longmore motioned to approve the guidelines; Wendy Workman seconded. Motion passed with 6 yeas and 1 abstention.

The Nepotism policy was updated to state that Trustees could not participate in library raffles, but their relatives could so the policy follows best practices from the Auditor's office.

Heather Brown motioned to approve the updated Nepotism Policy;

Lisa Weber seconded. Motion passed.

The next regular Board Meeting will be on Aug 13th at 6 pm.

Wendy Workman made a motion to adjourn the meeting; Dianna Longmore seconded.

Motion passed.

The meeting adjourned at 7:11 PM.

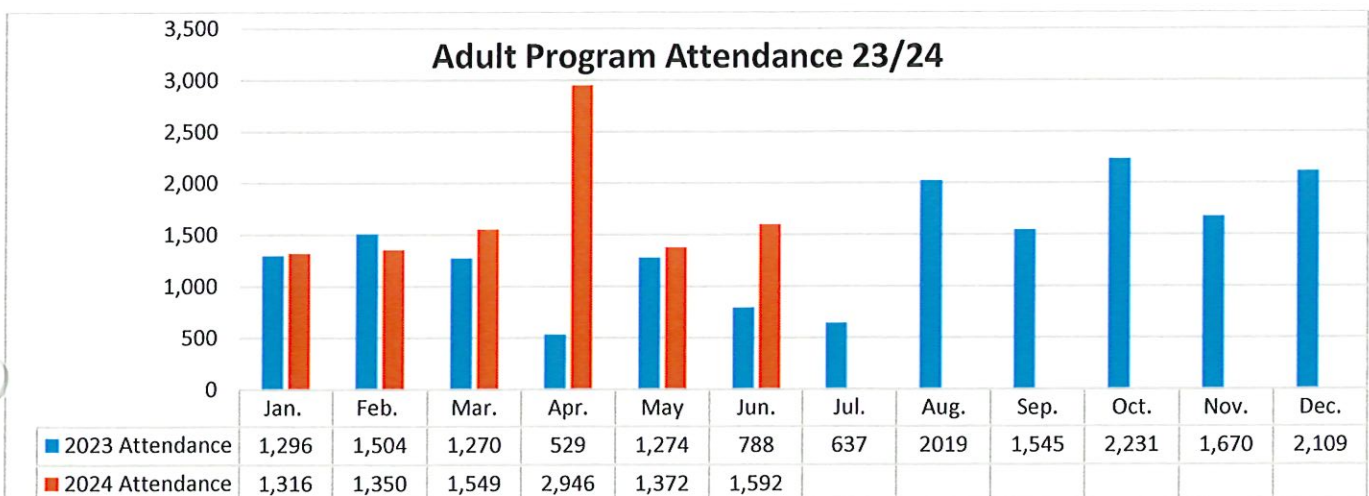
Janine Conway, President

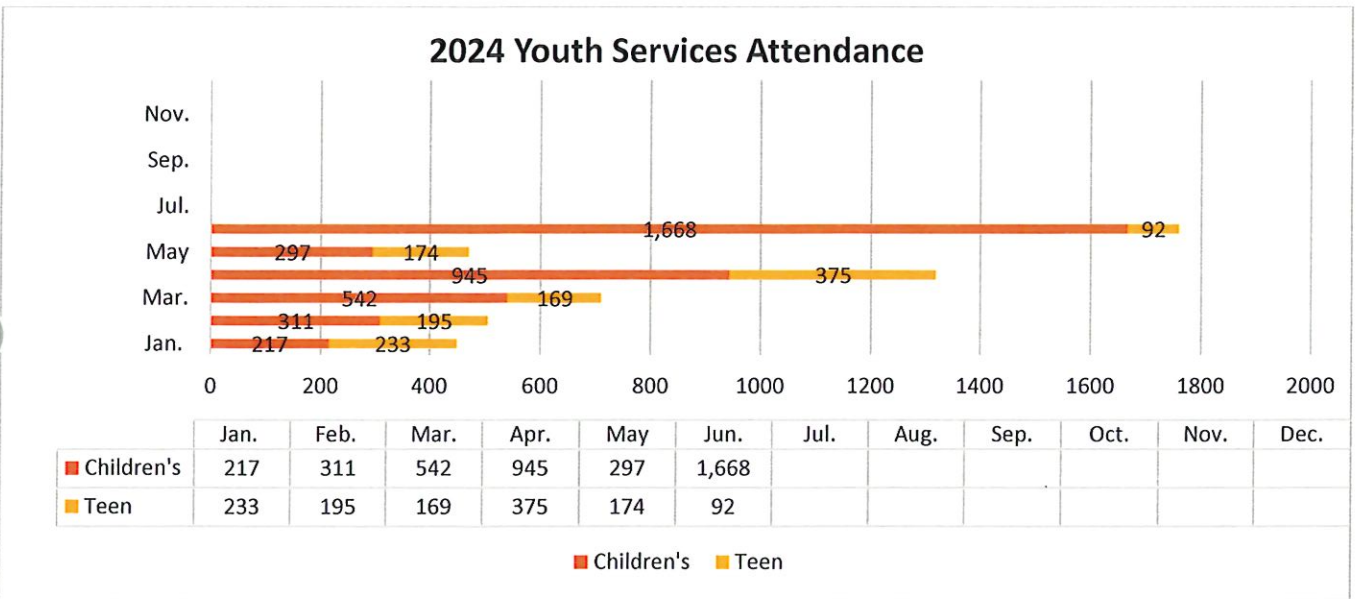
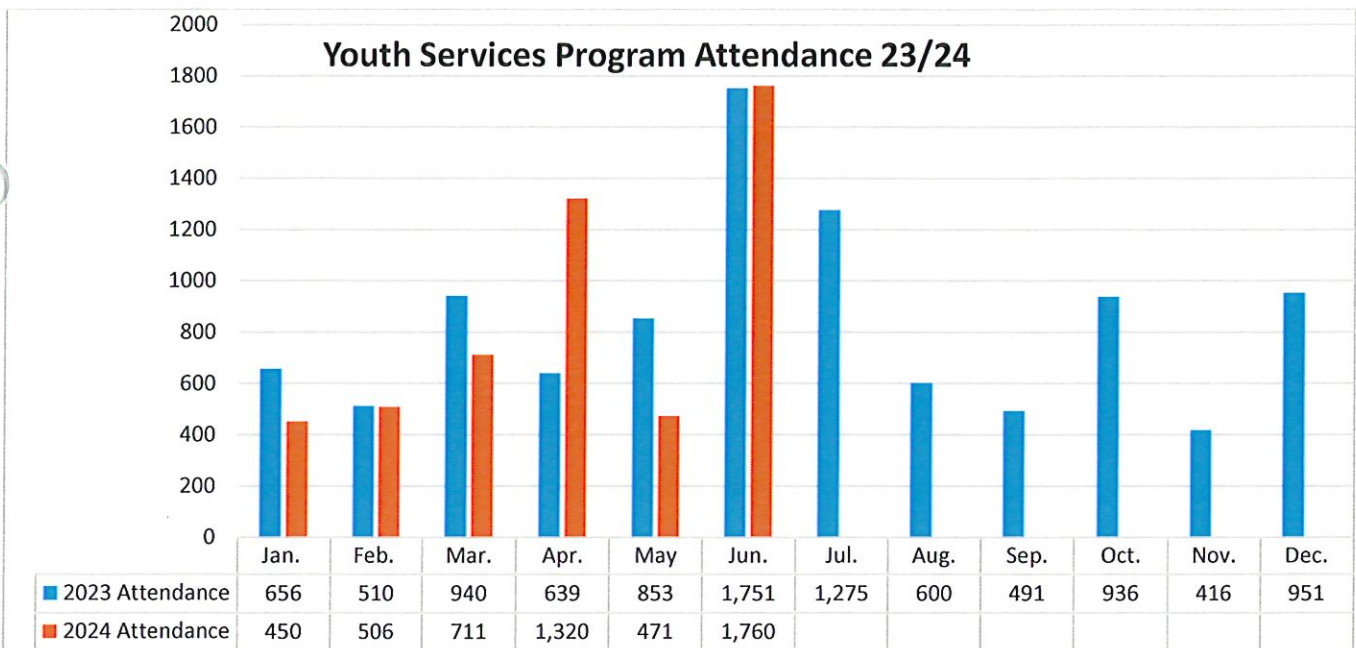
Wendy Workman, Secretary

July 2024 Director's Report

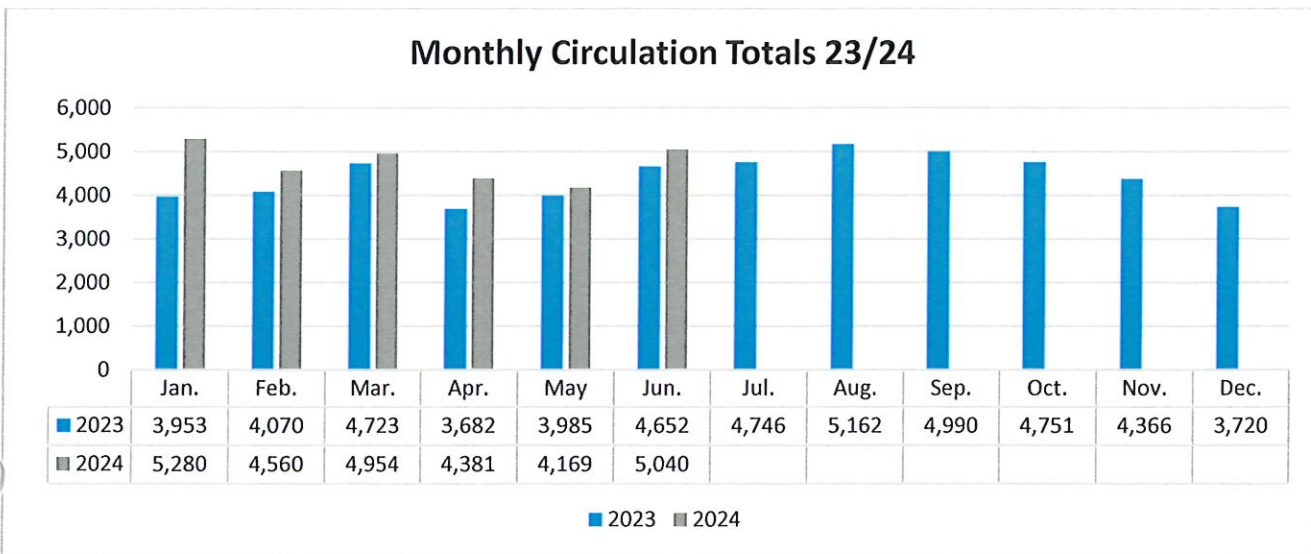
Programming:

June			
6/1-6/30	Children	ST at the Park	206
6/2/2023	Children	SRP Dino ROAR	185
6/9/2023	Children	SRP Science Heroes	122
6/14, 6/21 & 6/28	Children	Free Pizza Friday	221
6/7, 6/14, 6/21 & 6/28	Children	Summer Feeding Program	396
6/21/2024	Children	SRP Columbus Zoo	224
6/28/2024	Children	SRP Comedy of Matt Jergens	133
6/12/2024	Children	Fairy Gardens K-5th	55
6/1-6/30	Children	SRP Completions	126
			1668
6/1-6/30	Teens	Teen Snacks	29
6/1-6/30	Teens	Gaming Consoles	8
6/17/2024	Teens	Supercharge Your Writing	1
6/18/2024	Teens	Graphing for the Future	16
6/1-6/30	Teens	Volunteens	15
6/1-6/30	Teens	SRP Completions	23
			92
6/3/2024	Adult	Booklovers	11
6/1-6/30	Adult	COVID Tests	1
6/1-6/30	Adult	Community Room Uses	1
6/1-6/30	Adult	Quiet Study Uses	12
6/1-6/30	Adult	Homebound	1
6/1-6/30	Adult	Blessings Table	1247
6/1-6/30	Adult	Notary Service	13
6/1-6/30	Adult	Seed Giveaway	183
6/1-6/30	Adult	SRP Completions	82
6/8/2024	Adult	Plant Swap	26
6/17/2024	Adult	Supercharge Your Writing	1
6/29/2024	Adult	Patriotic Candle Craft	14
			1592

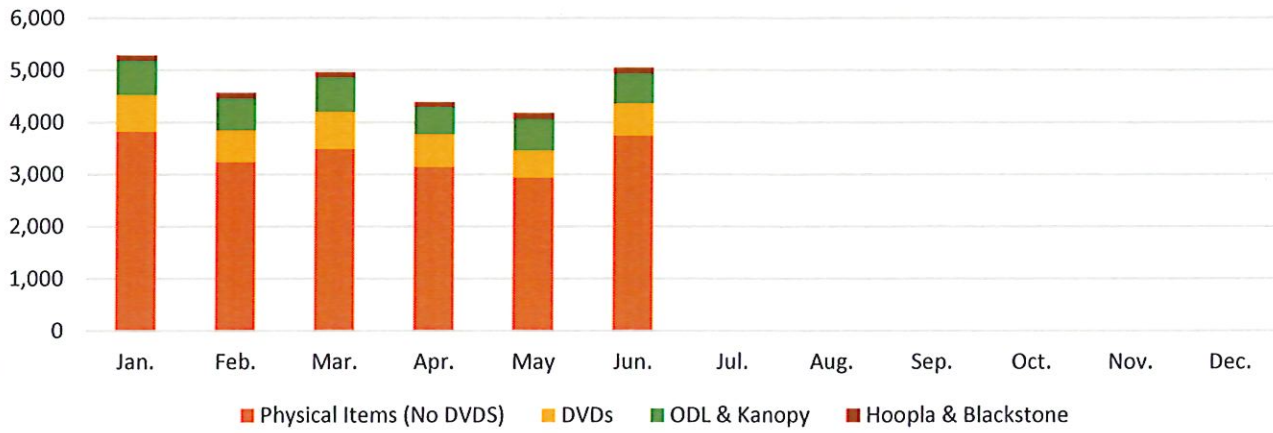




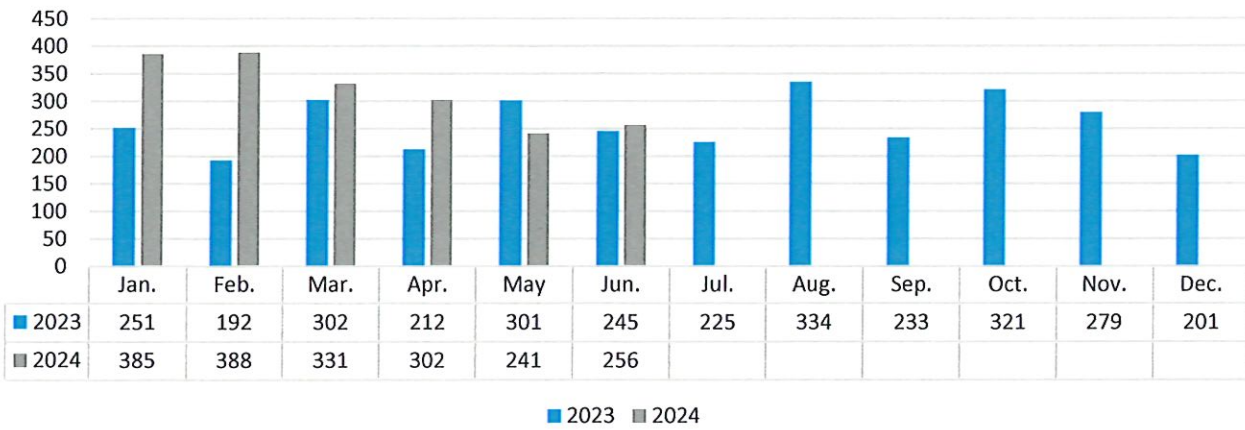
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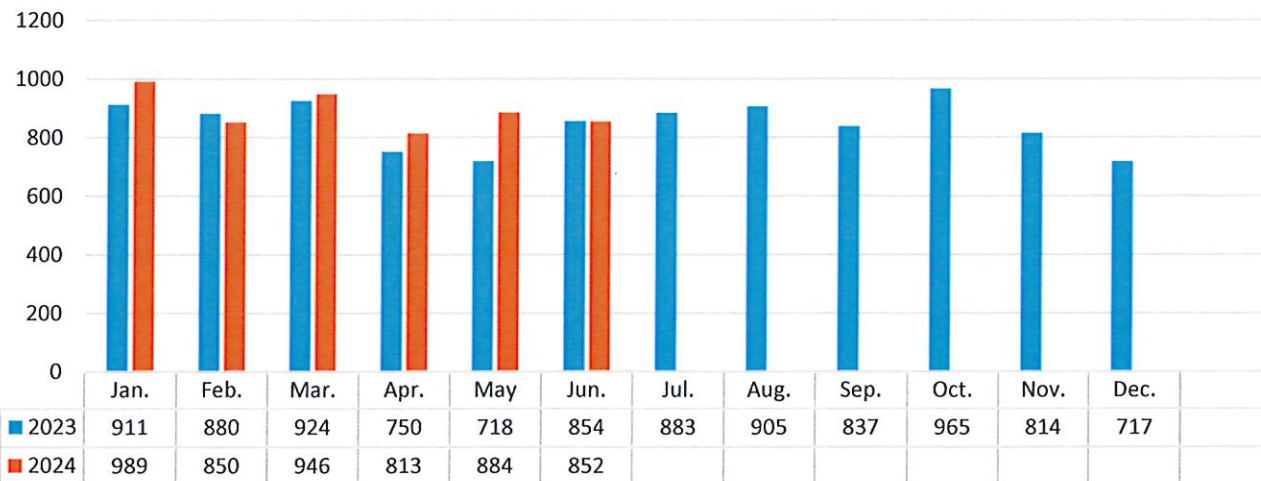
2024 Circulation By Format



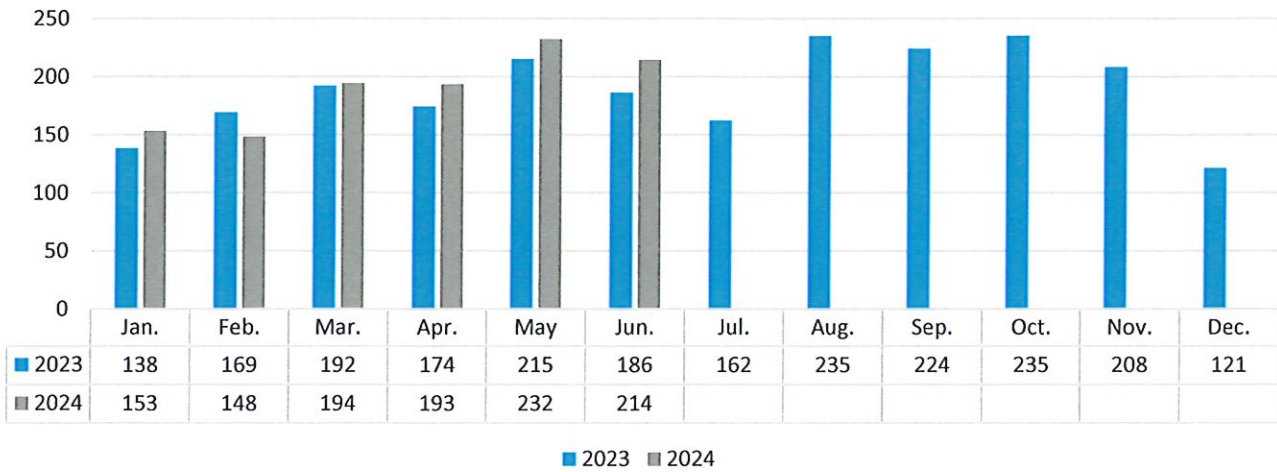
2024 Items Borrowed From SEO



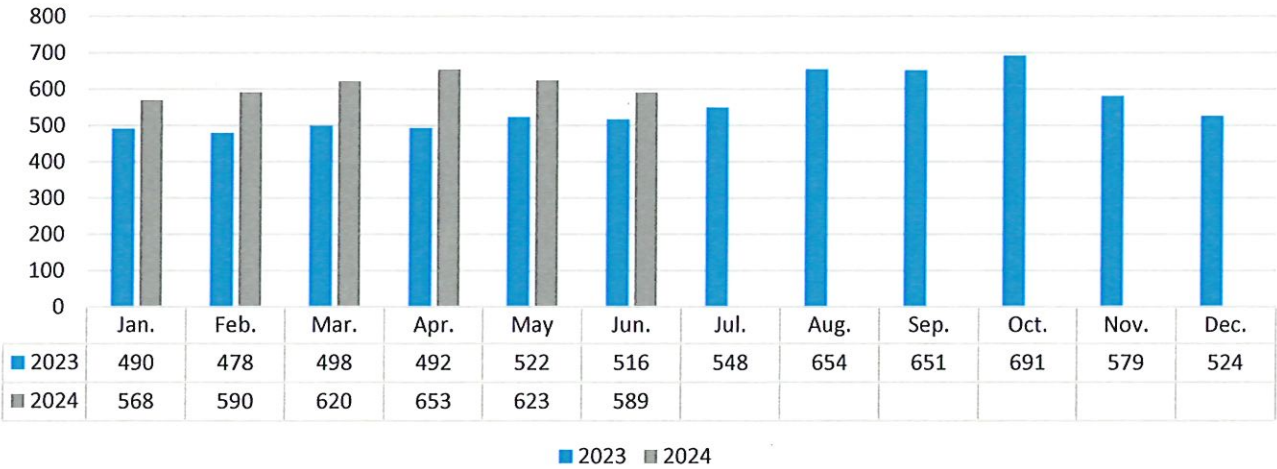
2024 Items Loaned To SEO



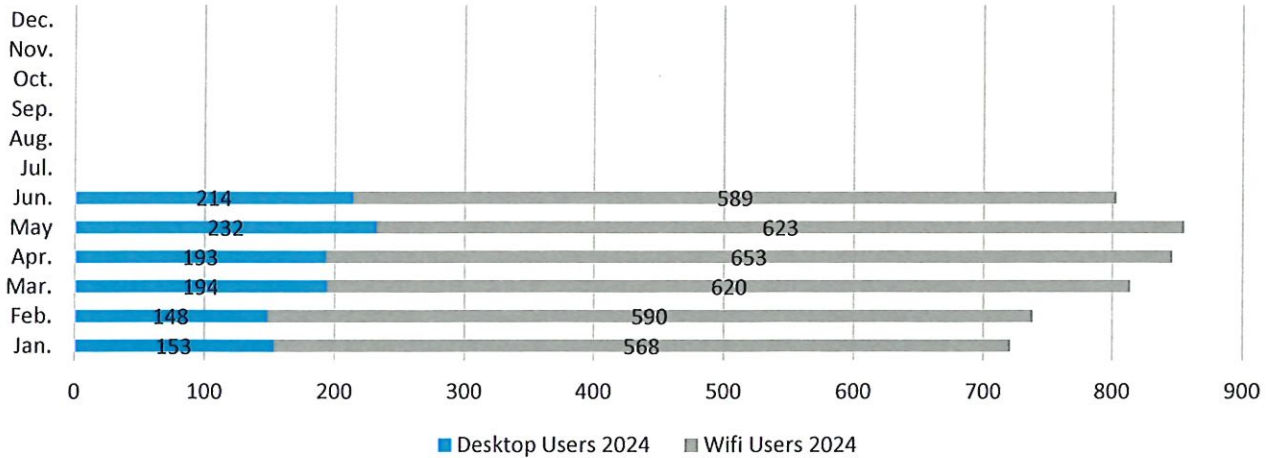
Desktop Users 23/24



Wifi Users 23/24



2024 Desktop Vs. Wifi



1. Circulation increased by 8.3% over June 2023.

Programming, Outreach, and Services

1. Two hundred thirty-two people completed at least 12 hours for the FSRP by July 1st. Eighty-three of these completions are adults.

2. Five hundred thirty-two items were donated for the food table and 715 were taken.

3. I commissioned Level-9 to begin building one of the computers that needs updating to prepare for the migration to Windows 11.

4. I met with the Friends of the Library at Westwood Park to mark possible positions for the Storybook Trail. We will meet on July 10th to discuss how to pay for the project.

5. I met with the other library directors from Madison County on June 18th to discuss library services and issues. We are going to start meeting once a quarter.

6. In August there will not be much programming, because our emphasis will be on the school open houses at Norwood and National Night Out.

