

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

Oct 8<sup>th</sup>, 2024, 6:00 PM

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

**Members Absent:** Lisa Weber, Janine Conway

Richard Whittenberger, Vice president, called the meeting to order at 6:02 p.m.

**Minutes:**

After reviewing the September Regular Board Meeting and the September 10<sup>th</sup> Budget and Finance Committee Minutes, Cathy Mere moved to approve the minutes, and Dianna Longmore seconded. The motion passed.

**Correspondence and Public Participation:** No Updates

**Recognition of Guests:** None present.

**Director's Report:** Chris Siscoe reviewed the Director's Report with the Board. For detailed information, see the September Director's report. The Board Vice President requested a motion to accept the Director's report.

Dianna Longmore motioned, and Heather Brown seconded, to accept the Director's report. The motion passed.

**Fiscal Officer's Report:**

The \$58,875 receipts included \$37,571 of PLF distributions, \$7,389 of interest, \$163 of manufactured home tax, and \$13,527 of property tax rollback state disbursements. The PLF payment was \$946 over budget for the month but is \$5,338 unfavorable YTD. It is also \$20,892 unfavorable to this time last year.

Disbursements of \$66,007 included \$762 to the Treasurer of Ohio for our quarterly UAN fee, \$2,715 to Adkins Lawncare, \$18,270 to Direct Mechanical for the new furnace and AC unit, and another \$467 to Direct Mechanical for an emergency AC service call. The remaining disbursements are monthly recurring charges. Please see the 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.)

A motion to accept the fiscal officer's report was made by Wendy Workman and seconded by Cathy Mere. The motion passed.

**Committee Reports: Committees meet as needed.**

- Budget and Finance – held Sept 10<sup>th</sup>, 2024
- Personnel and Policy
- Audit Committee
- Records Retention Committee-scheduled Nov 12<sup>th</sup> after the regular board meeting
- Building and Grounds – held June 11<sup>th</sup>, 2024
- Community Outreach/Friends – held Sept. 19<sup>th</sup>, 2024

**Old Business:**

The 2025 appropriations were handed out for the Board to review. At the November meeting, the board will discuss and possibly pass the appropriations.

**New Business:**

Resolution 24-12 authorizes the Fiscal Officer to transfer \$350.00 from the Buildings account 1000-760-730 to the other Purchased and Contract Services account 1000-230-390 to cover the additional bank service charges incurred for Huntington's positive pay services.

Heather Brown motioned to accept resolution 24-12. Dianna Longmore seconded. Roll call passed the motion.

The next regular Board Meeting will be on Nov 12th at 6 pm.

Wendy Workman made a motion to adjourn the meeting. Heather Brown seconded. The motion passed.

Janine Conway, President

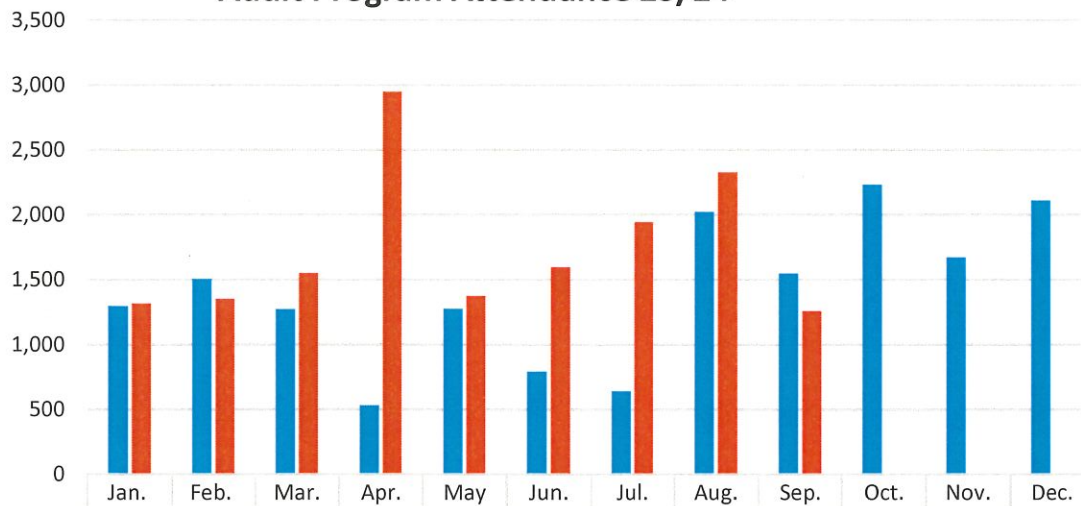
Wendy Workman, Secretary

October 2024 Director's Report

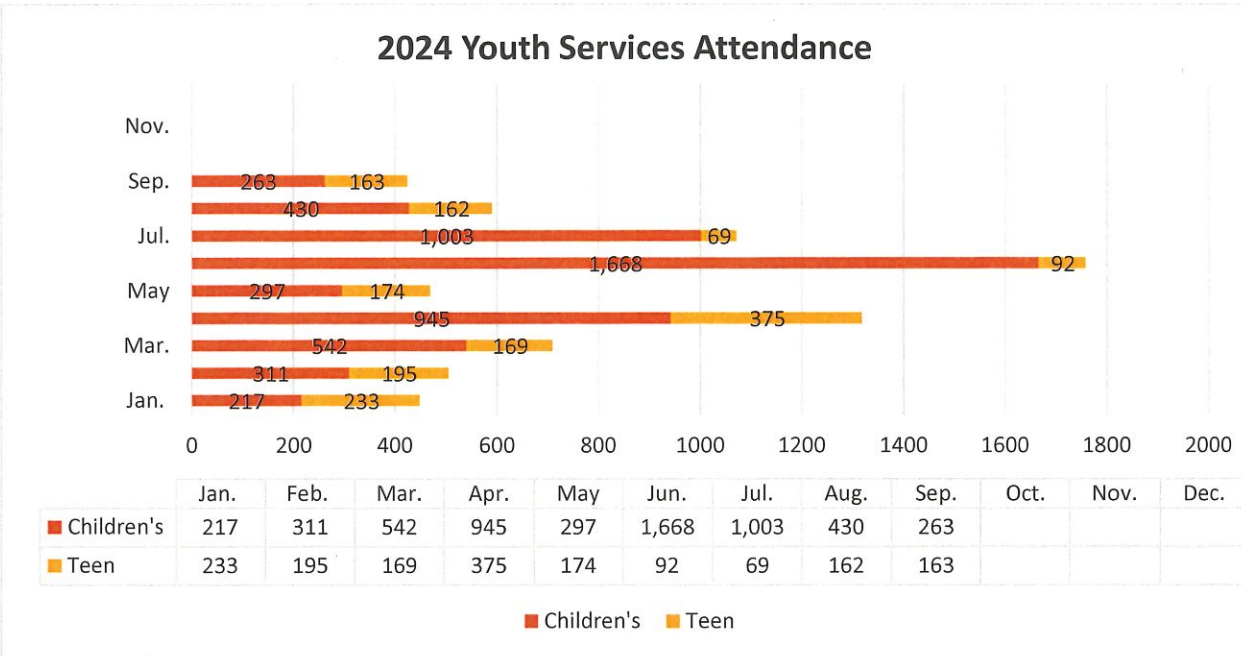
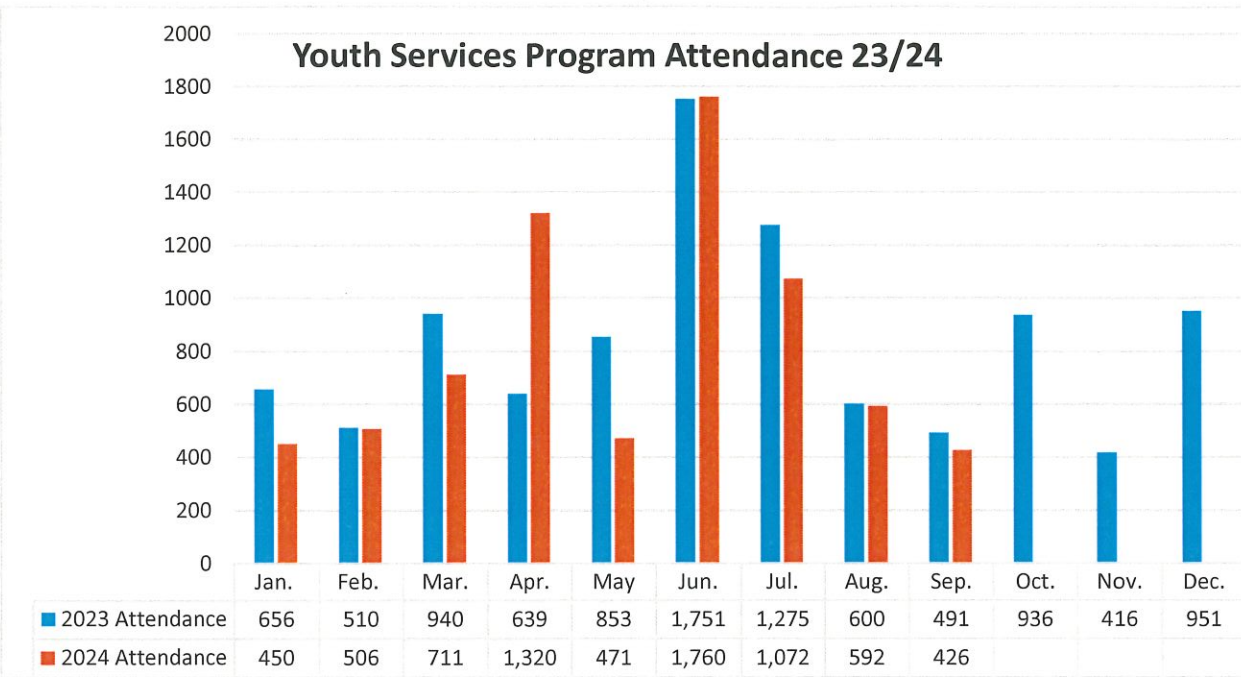
Programming:

SEPTEMBER			
9/1 - 9/31	Children	Storytime	186
9/14/2024	Children	Marble Maze Build	53
9/28/2024	Children	Monster Truck Build	24
			<b>263</b>
9/1 - 9/31	Teens	Homecoming Dress Drive	9
9/1 - 9/31	Teens	Gaming Consoles	8
9/1 - 9/31	Teens	After School Snacks	122
9/21/2024	Teens	Calligraphy Workshop	5
9/28/2024	Teens	Monster Truck Build	19
			<b>163</b>
9/1 - 9/31	Adult	COVID Tests	180
9/1 - 9/31	Adult	Community Room Uses	3
9/1 - 9/31	Adult	Quiet Study Uses	29
9/1 - 9/31	Adult	Homebound	3
9/1 - 9/31	Adult	Blessings Table	1007
9/1 - 9/31	Adult	Notary Service	8
9/2/2024	Adult	Booklovers	11
9/21/2024	Adult	Calligraphy Workshop	15
			<b>1256</b>

Adult Program Attendance 23/24



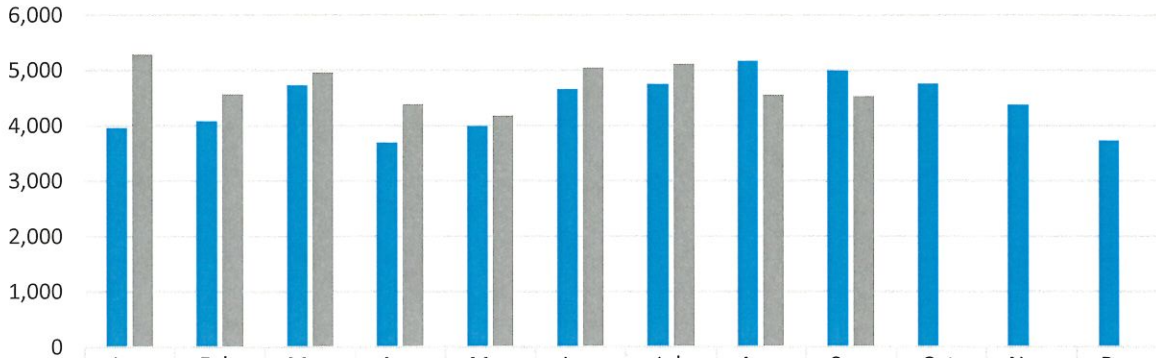
■ 2023 Attendance	1,296	1,504	1,270	529	1,274	788	637	2,019	1,545	2,231	1,670	2,109
■ 2024 Attendance	1,316	1,350	1,549	2,946	1,372	1,592	1,940	2,324	1,256			



1. Monster Truck Build and Marble Maze Build were STEM programs paid for with last year's Battelle grant. However, the stats will count toward our 2025 Battelle grant if we receive it. I did complete the application process for the 2025 grant. The request is for \$19,500.

Usage:

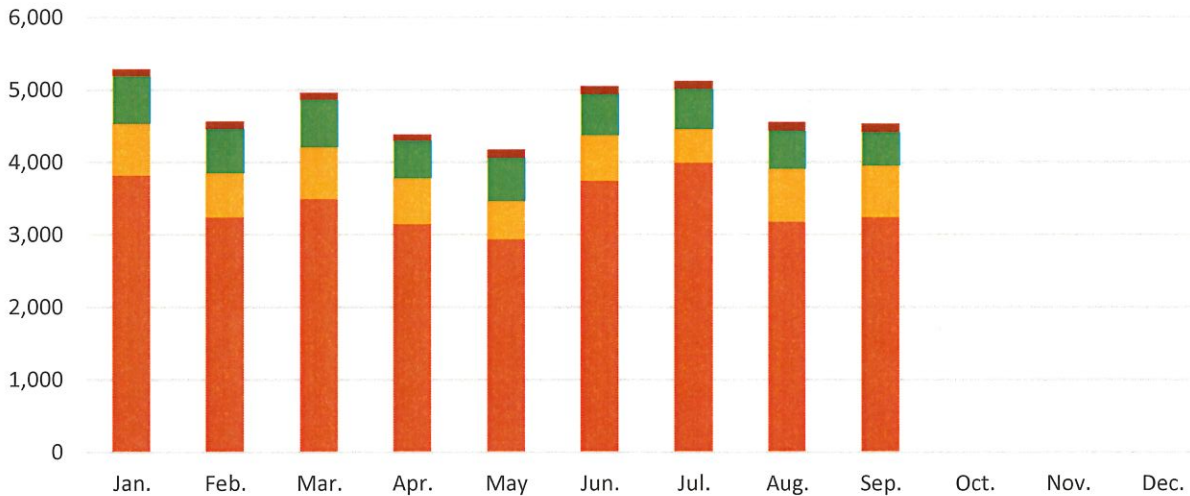
### Monthly Circulation Totals 23/24



■ 2023	3,953	4,070	4,723	3,682	3,985	4,652	4,746	5,162	4,990	4,751	4,366	3,720
■ 2024	5,280	4,560	4,954	4,381	4,169	5,040	5,111	4,548	4,527			

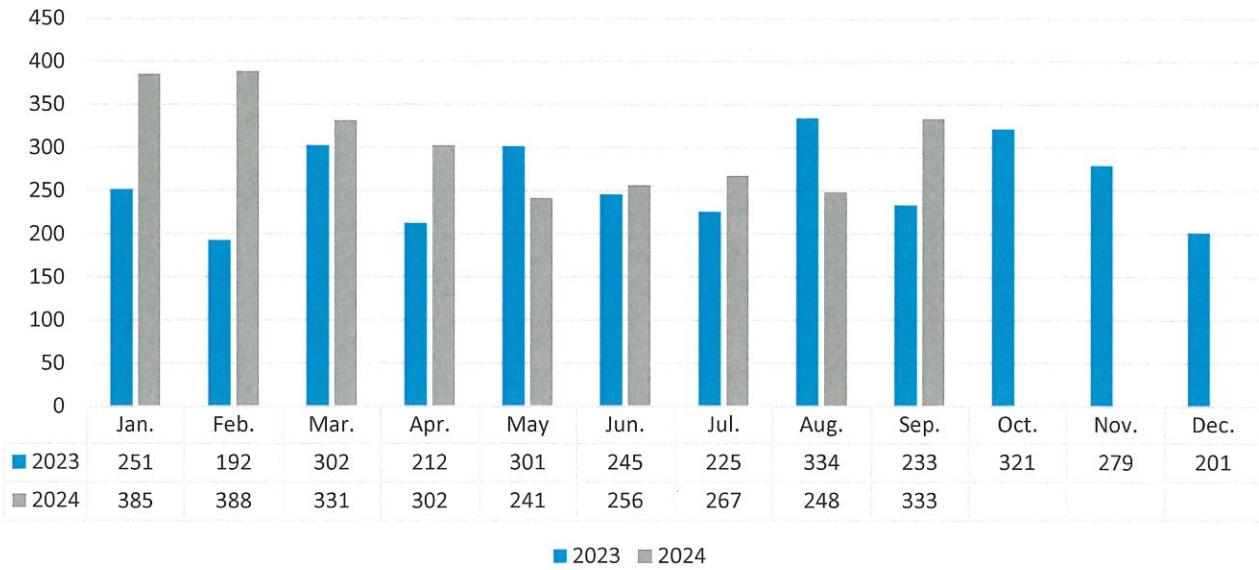
■ 2023 ■ 2024

### 2024 Circulation by Format

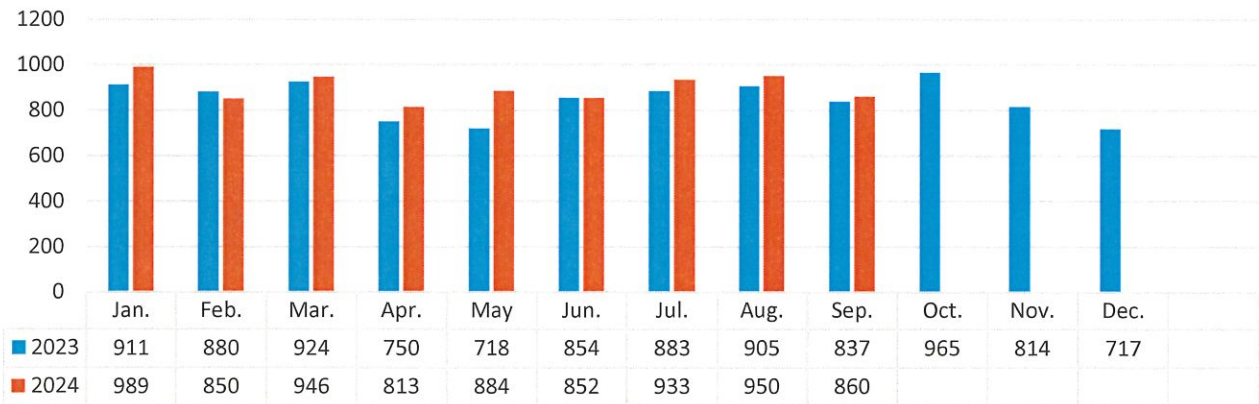


■ Physical Items (No DVDS) ■ DVDs ■ ODL & Kanopy ■ Hoopla & Blackstone

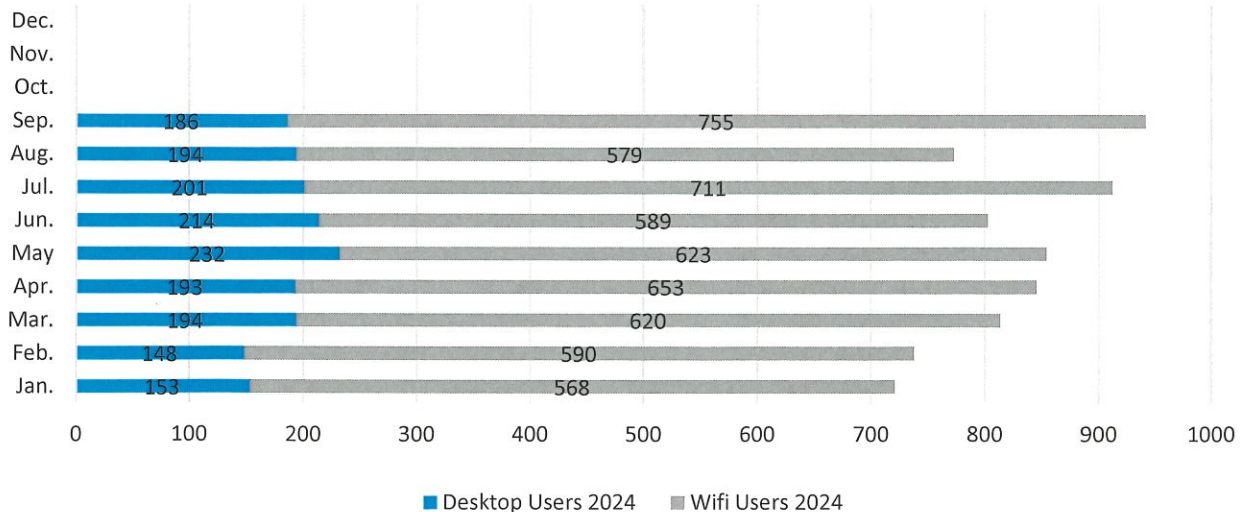
### 2024 Items Borrowed From SEO



### 2024 Items Loaned To SEO



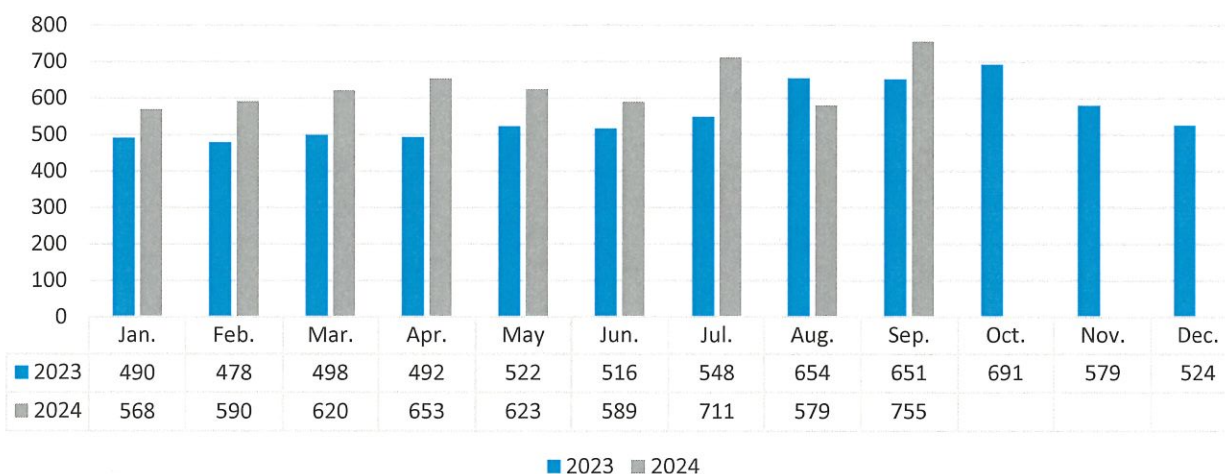
### 2024 Desktop Vs. Wifi



### Desktop Users 23/24



### Wifi Users 23/24



1. Circulation declined for the second month in a row. This month's decrease was not in DVDs; the other physical items declined in circulation.

2. Items borrowed from other libraries increased by 44% over last September. The different statistical categories are consistent with those of previous years.

#### Outreach and Services:

1. The Storybook Trail was completed on September 19<sup>th</sup> by Nicholson Builders. The ribbon cutting is October 12<sup>th</sup> at 10:00 a.m.

2. The programming committee decided on the STEM schedule for next year so that a budget could be calculated for the Battelle 2025 Grant. The Summer Reading Club theme will be "Barks, Beaks, and Bugs."

3. The costume exchange started on October 1<sup>st</sup>, and the homecoming dress exchange ended on September 30<sup>th</sup>.

4. The West Jefferson police department asked if we had more stuffed animal donations. Autumn and Cassie pulled some together, but we may need to do another drive soon.

Building and Maintenance:

1. The shed placement is complete, and the building department approved its anchorage. The ladies will need to make time to move items out.
2. The West Jefferson fire marshal inspected the library. There were no violations.