

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

Sept 10th, 2024, 6:00 PM

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

Members Absent: Lisa Weber

The meeting was called to order at 6:03 p.m. by Janine Conway, President. Dianna Longmore made a motion, and Wendy Workman seconded, to approve the minutes of the August regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: None present.

Director's Report: Director Chris Siscoe reviewed the Director's Report. See monthly updates for detailed information.

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

Fiscal Officer's Report:

Receipts of \$38,960 included \$30,929 of PLF distributions and \$7,823 of interest. The PLF payment was \$489 over budget for the month but is \$6,284 unfavorable YTD. It is also \$19,609 unfavorable to this time last year.

Disbursements of \$54,170 included \$3960 to Miami Valley Barns for the new storage shed and \$2725 to Direct Mechanical for our quarterly maintenance (\$890) and AC repair (\$1835). The remaining disbursements are monthly recurring charges. Please see the August credit card expenditure report for further descriptions on those expenditures. All invoices 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 Richard Whittenberger.

Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance – held 9/10/24
 - Personnel and Policy
 - Audit Committee
 - Records Retention Committee-Held with entire board- Meet 10/8 after regular board meeting
 - Building and Grounds – held 6/11/24
 - Community Outreach/Friends – will be held 9/19/24

Old Business: None

New Business: None

Next regular Board Meeting will be on Oct. 8th at 6pm.

Motion to adjourn meeting was made by Dianna Longmore. Heather Brown seconded. Motion passed.

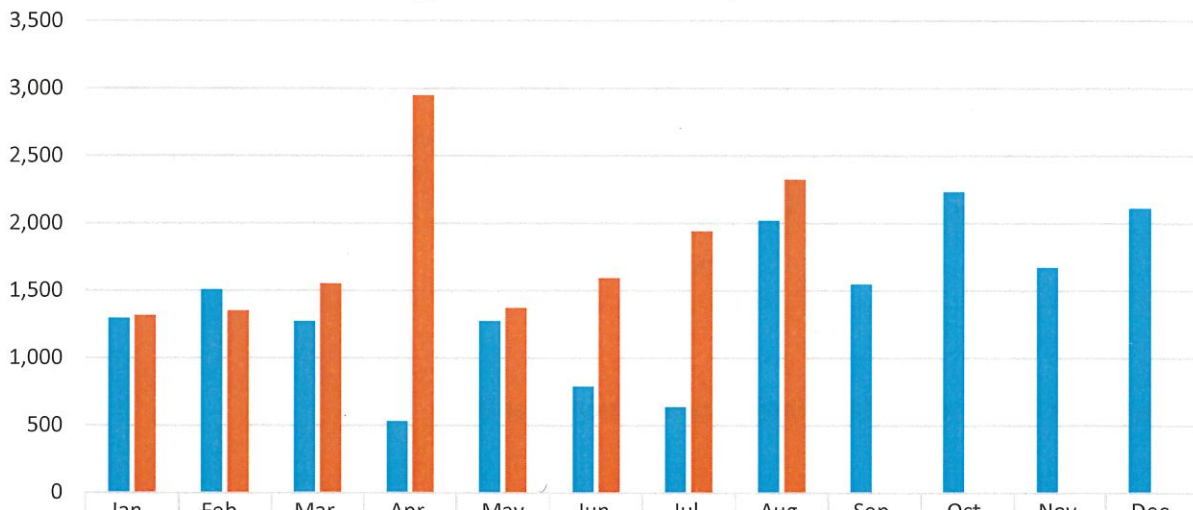
Meeting adjourned at 6:38 pm.

September 2024 Director's Report

Programming:

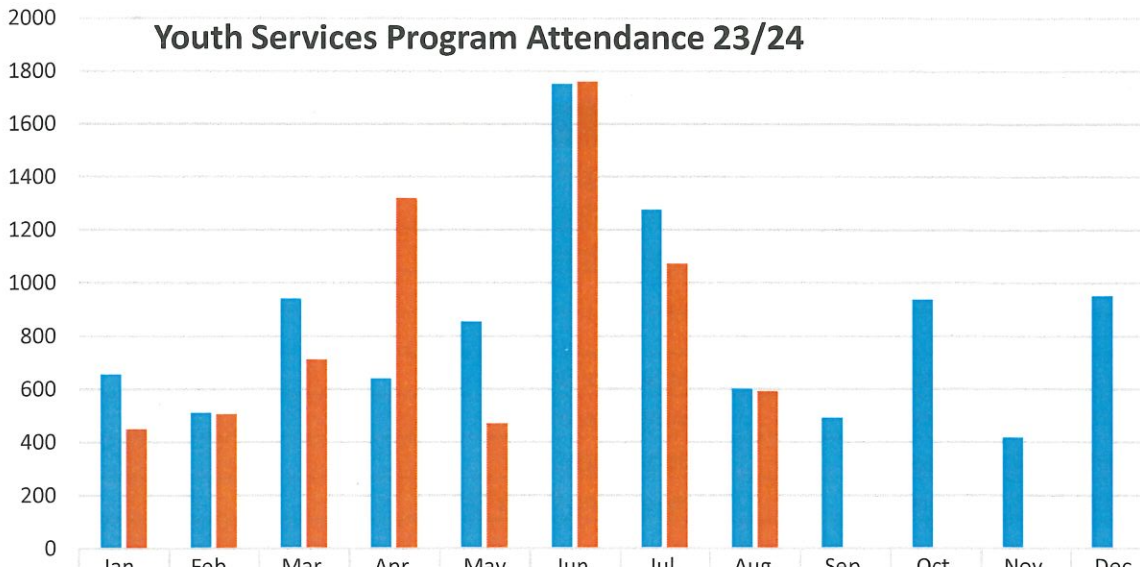
August			
8/6/2024	Children	National Night Out	155
8/12/2024	Children	Football Catapult PTG	100
8/19/2024	Children	Norwood Open House	175
			430
8/1 - 8/31	Teens	After School Snacks	123
8/1 - 8/31	Teens	Gaming Consoles	10
8/6/2024	Teens	National Night Out	19
8/1 - 8/31	Teens	Homecoming Dress Drive	10
			162
8/1 - 8/31	Adult	COVID Tests	134
8/1 - 8/31	Adult	Community Room Uses	5
8/1 - 8/31	Adult	Quiet Study Uses	14
8/1 - 8/31	Adult	Homebound	2
8/1 - 8/31	Adult	Blessings Table	1876
8/1 - 8/31	Adult	Notary Service	18
8/6/2024	Adult	National Night Out	152
8/5/2024	Adult	Booklovers	7
8/19/2024	Adult	Norwood Open House	116
			2324

Adult Program Attendance 23/24



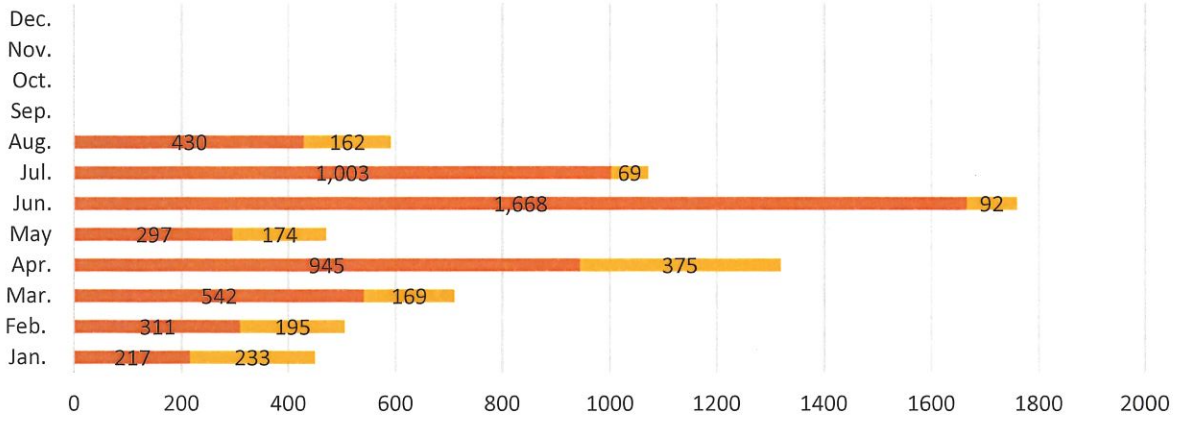
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023 Attendance	1,296	1,504	1,270	529	1,274	788	637	2,019	1,545	2,231	1,670	2,109
2024 Attendance	1,316	1,350	1,549	2,946	1,372	1,592	1,940	2,324				

Youth Services Program Attendance 23/24



2023 Attendance	656	510	940	639	853	1,751	1,275	600	491	936	416	951
2024 Attendance	450	506	711	1,320	471	1,760	1,072	592				

2024 Youth Services Attendance



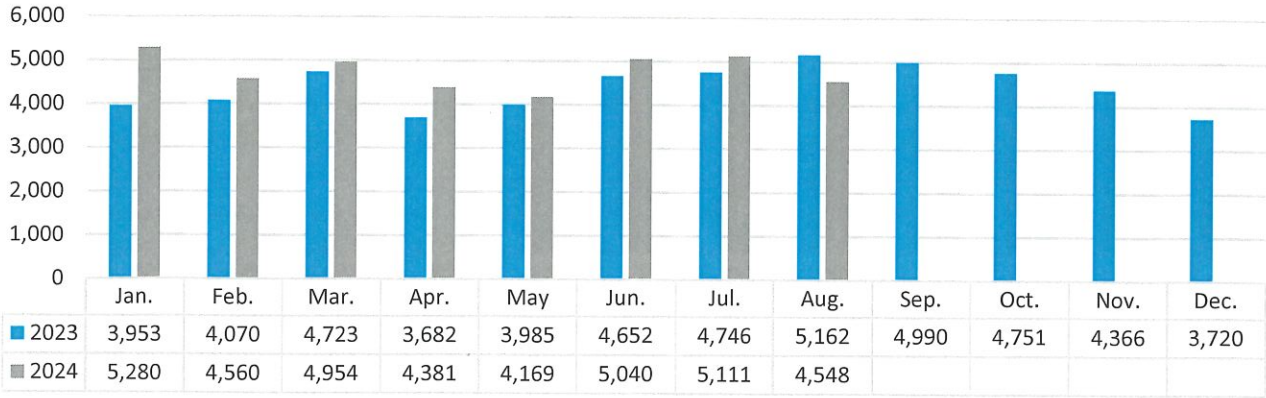
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Children's	217	311	542	945	297	1,668	1,003	430				
Teen	233	195	169	375	174	92	69	162				

Children's Teen

Usage:

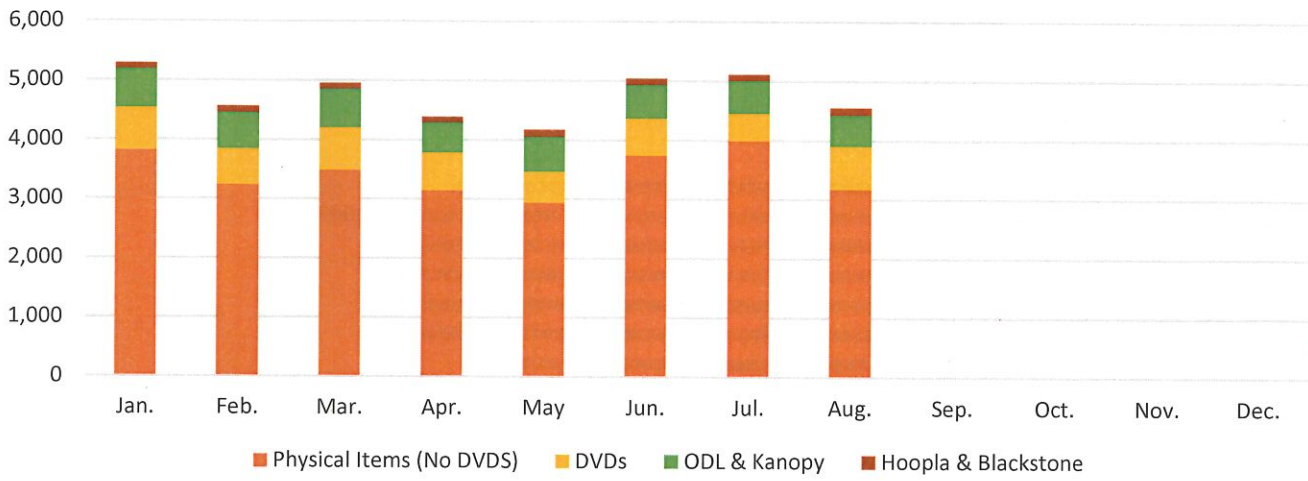
Circulation in August 2024 is down 12% when compared to August 2023.

Monthly Circulation Totals 23/24



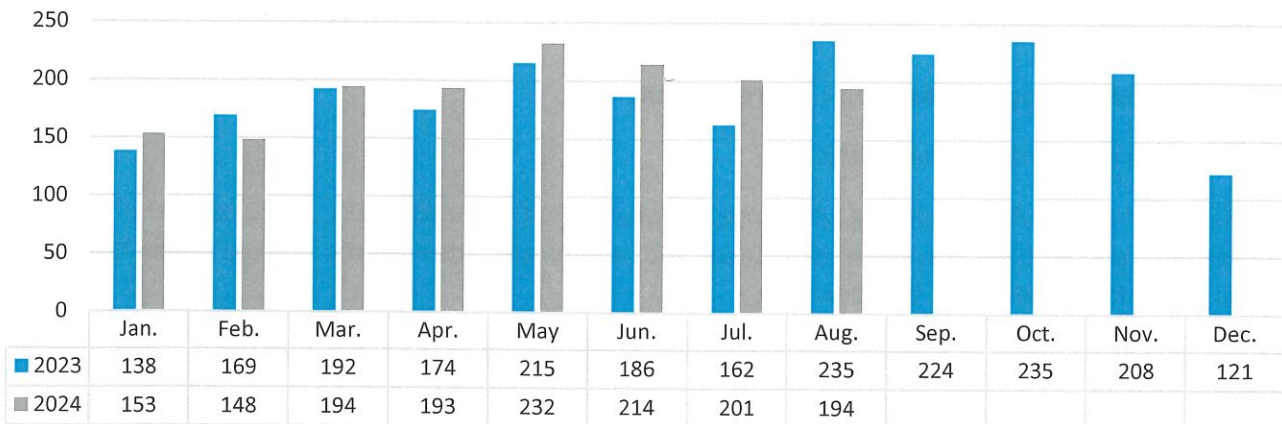
■ 2023 ■ 2024

2024 Circulation By Format



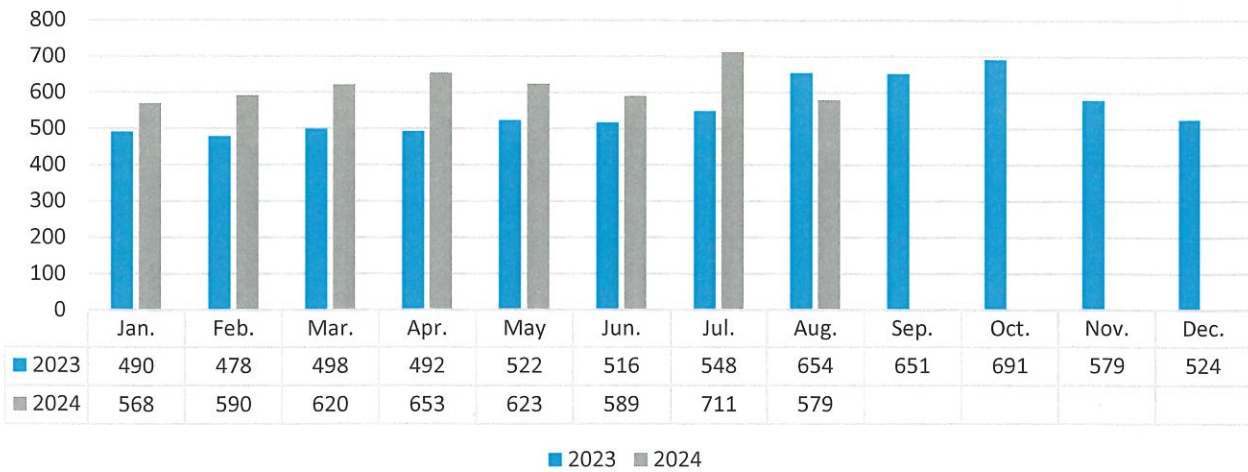
■ Physical Items (No DVDS) ■ DVDs ■ ODL & Kanopy ■ Hoopla & Blackstone

Desktop Users 23/24

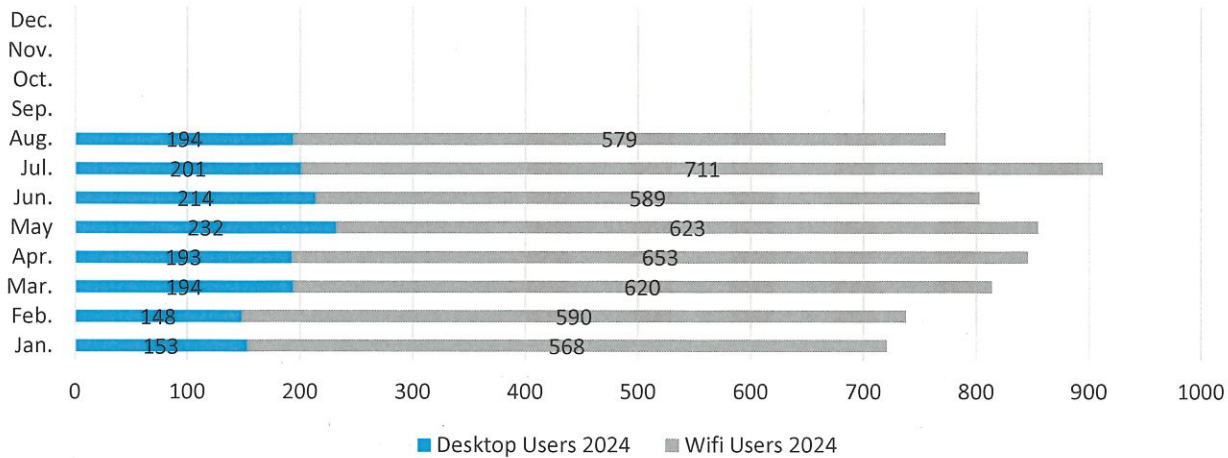


■ 2023 ■ 2024

Wifi Users 23/24



2024 Desktop Vs. Wifi



Outreach and Services:

1. There was no storytime in August. Storytimes return September 4th.
2. August was an outreach month for the library:

Cassie and Mel distributed DNA/Fingerprinting kits during National Night Out. Additionally, at the request of the police chief, they organized a police officer scavenger hunt. Cassie and Autumn also attended the Norwood open house to provide parents with information about the library.

3. I finalized the 2024 grant report to Battelle. The application period for the 2025 grant is now open. I am currently working on it.
4. The Friends planned a fundraiser for the September 12th at Fliers. If a person buys food there and mentions the Friends, the Fliers will donate a percentage of the food sales to the Friends.
5. I met with John Mitchell, Sarah Finnernan, and Josiah Finnernan to discuss the Storybook Trail at Westwood Park. Installation is going to start around September 18th.
6. I am trying to write a grant for the Friends through Walmart, but the portal is giving them trouble.

Building Maintenance:

1. The new air conditioner and furnace work is complete. The air/heat is now working in the hallway and bathrooms.
2. The shed was delivered and leveled. It has passed its first inspection. Once Matt finishes securing the shed to the concrete, I will schedule the final inspection so the staff can begin using it. Matt has also started painting the old shed.

Administration:

1. Don and I met to work on the first draft of the 2025 appropriations for the meeting on September 10th.