

HURT/BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON

Regular Meeting of the Board of Trustees

April 8th, 2025, 6:00 p.m.

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

Member Absent: Dianna Longmore

Heather Brown, President, called the meeting to order at 6:00 pm.

The board reviewed the March minutes. Cathy Mere motioned to approve the minutes, and Richard Whittenberger seconded. The motion passed.

Correspondence and Public Participation: None

Recognition of guests-None

Director's Report

Chris Siscoe reviewed the Director's report with the Board. For detailed information, see the March 2025 Director's report.

The Board President asked for a motion to accept the Director's report. Janine Conway motioned, and Richard Whittenberger seconded. Motion Passed.

Fiscal Officer's Report

The receipts of \$213,247 included \$32,002 of PLF distributions, \$173,877 (less \$3,302 in fees) from the Madison County auditor for our first-half real estate settlement, \$626 (less \$93 in fees) from the Madison County auditor for the first-half manufactured home settlement, and \$6,432 of interest. The PLF Payment was \$3,092 over budget for the month and \$5,921 favorable YTD. It is \$8,683 favorable to this time last year.

Disbursements of \$48,405 included \$2,250 to Overdrive for our annual electronic material agreement, \$890 to Direct Mechanical for our quarterly maintenance charge, and \$220 to Sedwick for our annual workers ' comp rating fee. The remaining disbursements are monthly recurring charges. Please see the March credit card expenditure report for further descriptions of those expenditures. All invoices received have been paid current.

Wendy Workman motioned to approve the fiscal officer's report, and David Henderson seconded. The motion passed.

Committee Reports: Committees meet as needed. The President and the Director are members of every committee.

- Budget and Finance- Richard Whittenberger & Cathy Mere
- Personnel and Policy- Wendy Workman & David Henderson
- Building and Grounds- Wendy Workman & Janine Conway – April 8th @ 5:15pm
- Audit Committee- Richard Whittenberger, Janine Conway
- Records Retention - everyone
- Community Outreach/Friends- Dianna Longmore & Cathy Mere- April 3rd @ 5:30 pm

Old Business:

1-Director provided the latest updates on the state funding of libraries.

2-The Board discussed whether to hold a committee meeting on the Policies updated by the Director. No meeting was deemed necessary. Therefore, the Board decided to vote on the policies. David Henderson motioned to accept the policies, Collection Development Policy, and the Circulation of Library Materials. Wendy Workman seconded. Motion passed.

New Business:

1-Transfer the library property from the Friends to the library's board of trustees. The Director reviewed the process recommended by the Prosecutor for transferring the library property from the Friends of the Library to the Board of Trustees of the Hurt/Battelle Memorial Library. Afterwards, the Board proceeded with the first step with the following resolution:

Resolution 25-02: The Board of Trustees of the Hurt/Battelle Memorial Library wishes to take the necessary steps to transfer the deed of parcel 10-00794.001 in Madison County Ohio from the Friends of the West Jefferson Library to the Board of Trustees of the Hurt/Battelle Memorial Library.

Janine Conway motioned, and Richard Whittenberger seconded. Roll call was completed, and the resolution passed.

2- Recommendation to transfer \$125,000 to investments. Mr. Hemmelgarn updated the board on the library's financial state and projected expenses versus revenue. After this discussion, he proposed the following resolution:

Resolution 25-03: The Board authorizes the Fiscal Officer to transfer \$125,000 from the Huntington checking to the Star Ohio investment account.

Cathy Mere motioned, and David Henderson seconded. Roll call was completed, and the resolution passed.

Richard Whittenberger motioned to adjourn the April meeting. Janine Conway seconded. Motion passed. The meeting adjourned at 7:23 pm.

The next Regular Board Meeting will be on May 13th, 2025, at 6:00 p.m.

Heather Brown, President

Wendy Workman, Secretary

April 2025 Director's Report

Programming:

March			
3/1 - 3/31	Children	Storytime	209
3/16/2025	Children	Storybook Build: Little Red Riding Hood	29
		Total	238
3/1 - 3/31	Teens	Gaming Consoles	6
		Total	6
3/1 - 3/31	Adult	Community Room Uses	7
3/1 - 3/31	Adult	Quiet Study Uses	23
3/1 - 3/31	Adult	Homebound	1
3/1 - 3/31	Adult	Notary	8
3/1 - 3/31	Adult	Adult Volunteers	5
3/3/2025	Adult	Booklovers	8
3/29/2025	Adult	Prepping for Pollinators	24
		Total	76
3/1 - 3/31	Social	After School Snacks - Donated	0
3/1 - 3/31	Social	After School Snacks - Taken	46
3/1 - 3/31	Social	Blessings Table - Donated	1253
3/1 - 3/31	Social	Blessings Table - Taken	1028
3/1 - 3/31	Social	COVID Tests - Donated	0
3/1 - 3/31	Social	COVID Tests - Taken	10
3/1 - 3/31	Social	Prom Dresses - Donated	3
3/1 - 3/31	Social	Prom Dresses - Taken	19
3/1 - 3/31	Social	Stuffy Donation	31
			2,390

1. I contacted the Attorney General's Office to determine if anyone could conduct an introductory forensic workshop for children. Sabrina Selbie contacted me from the BCI. She will teach an introduction to forensics, incorporating hands-on activities, for students in 4th through 8th grades on June 11th.

The following week, Detective Mallory Teders will teach a fingerprinting workshop to the same group. Each kid who completes the two weeks will receive a forensics kit thanks to the Battelle grant.

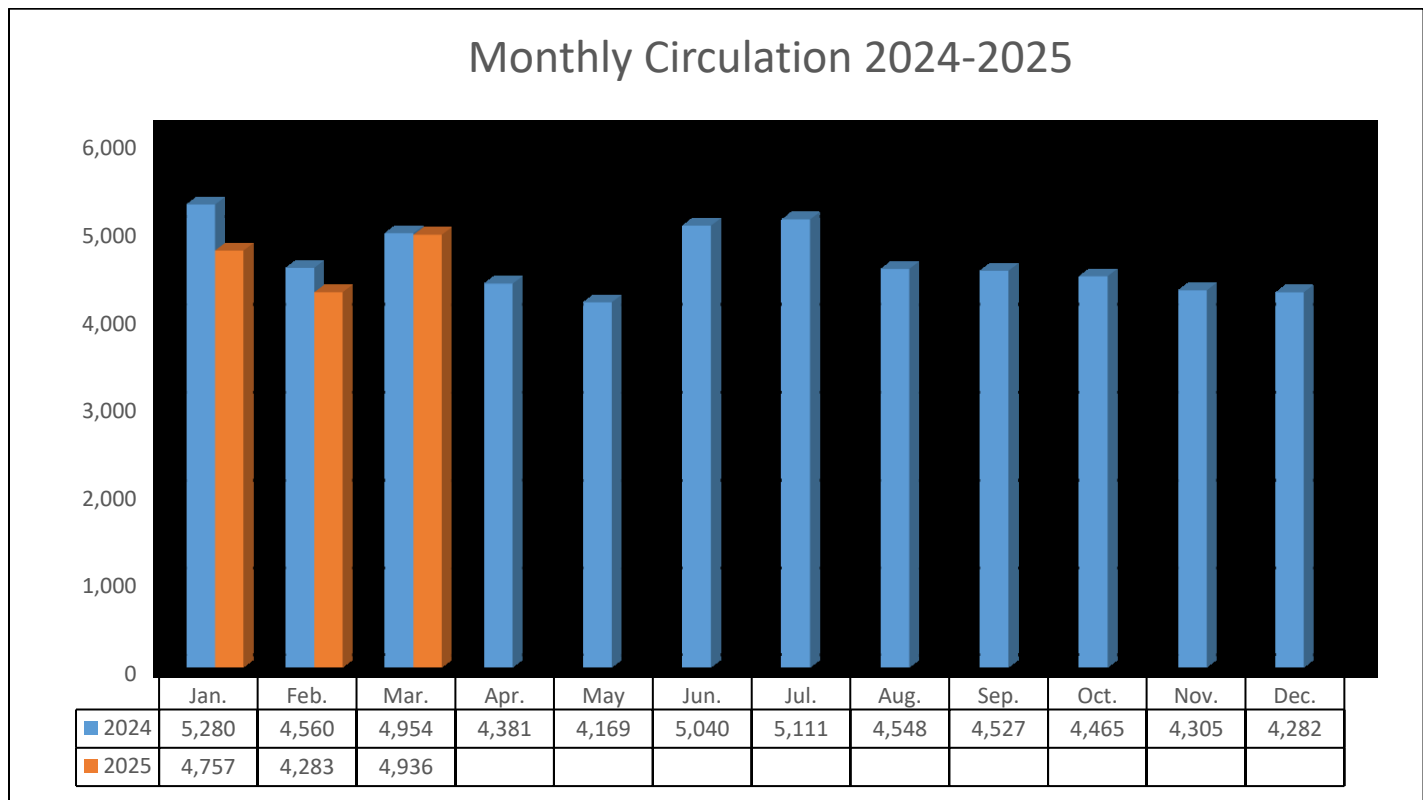
I also contacted the Attorney General's office to ask Mr. Yost if he would like to hand out certificates to the kids along with Chief Brandon Smith of West Jefferson.

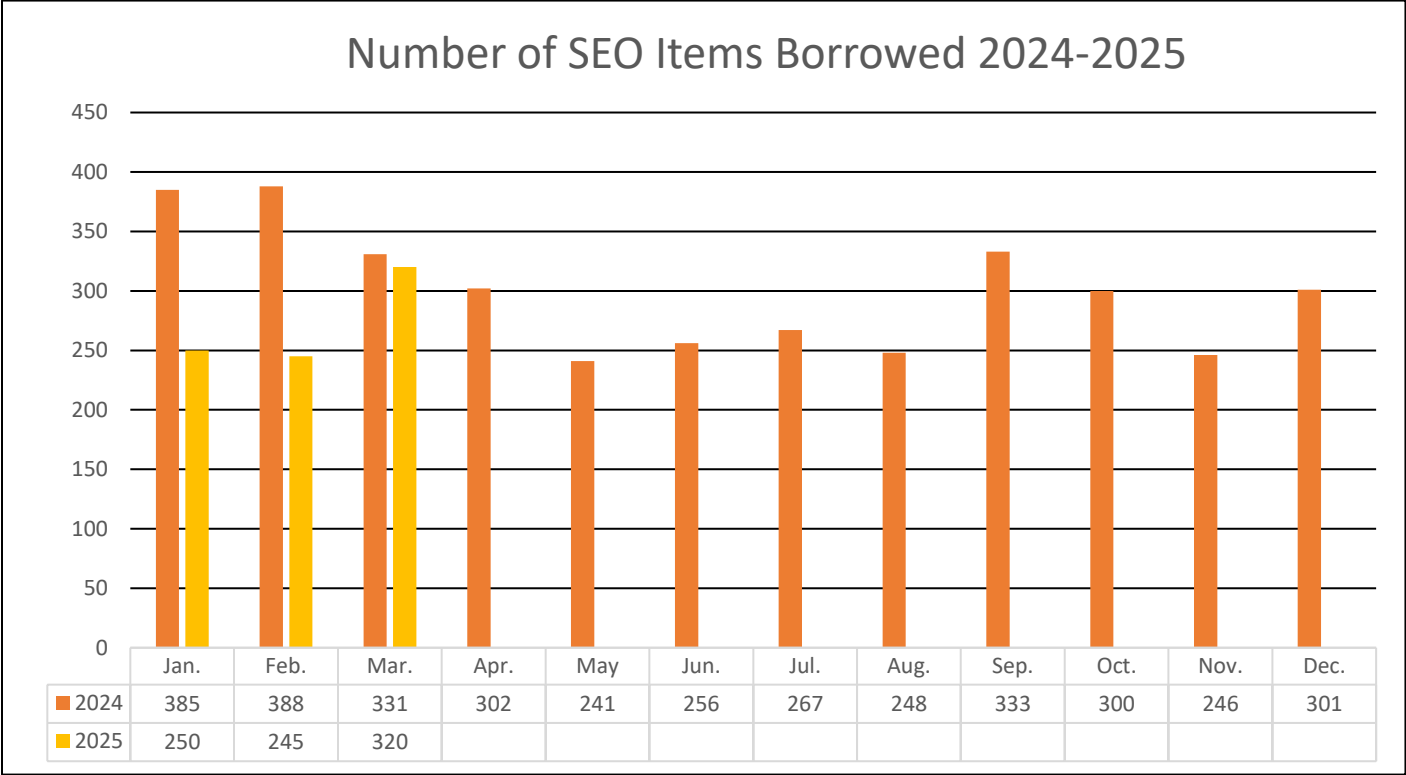
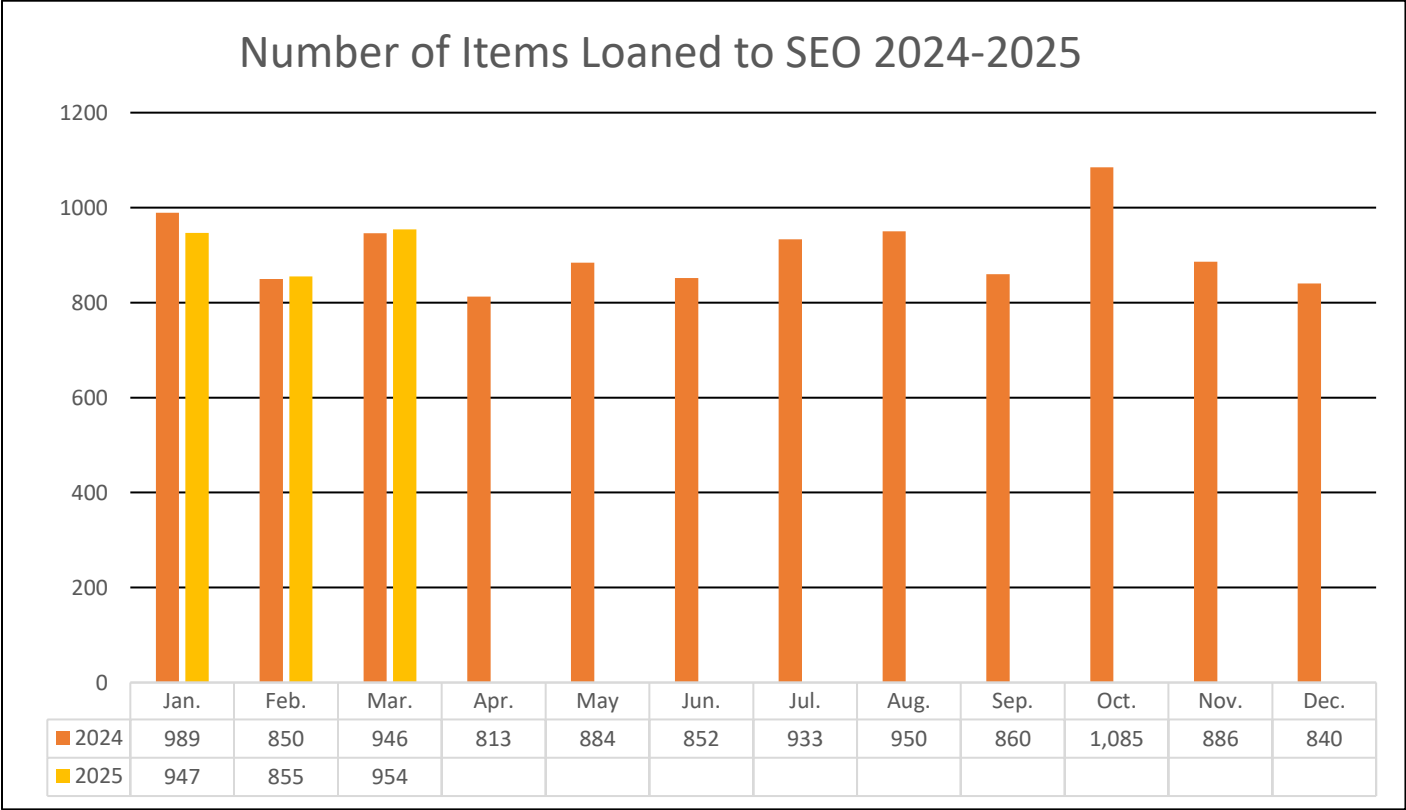
2. The library staff collaborated with the Monster Truck Jam team to offer free tickets to the show to children who checked out five books during March.

2025 CIRCULATION BY FORMAT

The chart displays the circulation statistics for 2025 across four formats: Physical Items (No DVDs), DVDs, ODL & Kanopy, and Hoopla. The data is presented for the first three months of the year (Jan., Feb., Mar.) and a total for the year. The y-axis represents the circulation count, ranging from 0 to 6,000. The x-axis lists the months and the total. The legend identifies the four formats by color: Physical Items (No DVDs) in blue, DVDs in orange, ODL & Kanopy in grey, and Hoopla in yellow.

Month	Circulation Statistics 2025 Physical Items (No DVDs)	Circulation Statistics 2025 DVDs	Circulation Statistics 2025 ODL & Kanopy	Circulation Statistics 2025 Hoopla
Jan.	3,208	647	780	145
Feb.	2,963	566	646	108
Mar.	3,413	640	782	101
Apr.				
May				
Jun.				
Jul.				
Aug.				
Sep.				
Oct.				
Nov.				
Dec.				
Total				



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Administration:

1. I attended a Bureau of Workman's Compensation employee wellness seminar. The program is voluntary for staff. Each employee can receive up to \$225 worth of gift cards, depending on their level of participation.
2. Don and I finished the 2025 State Library Report and submitted it.
3. Madison County Prosecutor Nick Adkins is collaborating with me to initiate the transfer of the library property back to the Library Board of Trustees. The first resolutions will be presented to the Friends on April 2nd and the Board of Trustees at the April Regular Board Meeting.
4. The Ohio House concluded all testimony for the next biennial budget. Their version is expected to be released within the next two weeks. As of April 1, 2025, all staff of the Institute of Museum and Library Services are on administrative leave. Therefore, there is no one to issue federal funds. What services does this possibly affect at the local level?

1. OPLIN Databases
2. Ohio Digital Library
3. SEO Consortia

I am guessing that each library in Ohio will have to make up the difference if these cuts become permanent.

Building Maintenance:

1. The blower motor failed on one of the HVAC units. The part is covered by warranty, but not the labor.