

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

August 13, 2024, 6:00 PM

Members Present: Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Janine Conway, Richard Whittenberger, Cathy Mere

Wendy Workman attended via audio connection. Did not vote due to late notification for audio attendance.

Members Absent: Dianna Longmore, Lisa Weber

The meeting was called to order at 6:01 p.m. by Janine Conway, President. Cathy Mere made a motion, and Heather Brown seconded, to approve the minutes of the July regular meeting. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe shared his monthly report. Heather Brown moved, and Richard Whittenberger seconded, to accept the Director's report. The motion passed.

(See the Director's monthly report for detailed information.)

Fiscal Officer's Report: Receipts of \$171,810 included \$125,565 (\$128,129 less \$2,564 fees) for our second half RE settlement, \$38,275 of PLF distributions, and \$7,723 of interest. The PLF payment was \$735 under budget for the month and is \$6,773 unfavorable YTD. Disbursements of \$48,136 included \$3,938 to the Ohio Treasurer for our quarterly SEO fee, \$432 to the Ohio Treasurer for our annual web hosting fee, \$467 to Direct Mechanical for AC repair, and \$208 to All Secured Services. There was also a non-cash expense of \$2,564 auditor fee deduction from our RE settlement. All invoices received have been paid current.

A motion was made by Richard Whittenberger, and seconded by Cathy Mere, to accept the Fiscal Officer's report. Motion passed.

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

Resolution 24-09 Heather Brown moved and Cathy Mere seconded to accept a \$20 restricted donation for the food table supplies. The resolution passed with a roll call.

Committee Reports:

- Committee Reports
 - Budget and Finance - (see New Business below)
 - Personnel and Policy -
 - Audit Committee -
 - Records Retention Committee - Held with the entire board
 - Building and Grounds - Held 06/11/2024 at 5:30 p.m.
 - Community Outreach/Friends - Held 07/11/2024 at 5:30 p.m.
 - Upcoming meeting with Friends: 09/19/2024 @ 5:30 p.m.

Old Business: The director reviewed the library's mission statement with trustees and discussed some of the library's programming in relation to it. No action was taken.

New Business:

HVAC Repairs: The trustees discussed three quotes submitted by Direct Mechanical for the repair of a broken AC unit. Richard Whittenberger motioned, and Cathy Mere seconded, to accept the bid to remove Furnace #2 and all components, replace the AC and furnace, and complete the necessary ductwork in the hall and bathroom. The motion passed.

The Fiscal Officer and Director explained to the Board that more money was needed for the Maintenance and Repair on Facilities and the Trash Removal funds. The Fiscal Officer recommended the following transfers, which the Board accepted in Resolution 24-09:

Resolution 24-10: Heather Brown moved to authorize the Fiscal Officer to make the following appropriation account transfers:

- 1) Transfer \$2,296 from SEO delivery fees account 1000-120-415 to Maintenance and repair on Facilities account 1000-210-331.
- 2) Transfer \$16,532 from Contingencies account 1000-930-930 to Maintenance and Repair on Facilities account 1000-210-331.
- 3) Transfer \$150 from the Other Purchased and Contracted Service account 1000-210-390 to the Trash Removal account 1000-210-334.

Richard Whittenberger seconded the motion, which passed unanimously with a roll call.

The Budget and Finance committee has set a meeting date of September 10th at 5:00 to discuss future appropriations.

The Fiscal Officer recommended to the Board a transfer of \$25,000 from the library's Huntington account to the STAR Ohio investment account. After discussing the issue, the following resolution was proposed:

Resolution 24-11: Cathy Mere made a motion, and Heather Brown seconded, to authorize the Fiscal Officer to transfer \$25,000 from the Huntington operating account to the STAR Ohio investment account. The motion passed unanimously with a roll call.

Richard Whittenberger, seconded by Heather Brown, moved to adjourn the August regular meeting. The motion passed, and the meeting was adjourned at 7:22 p.m.

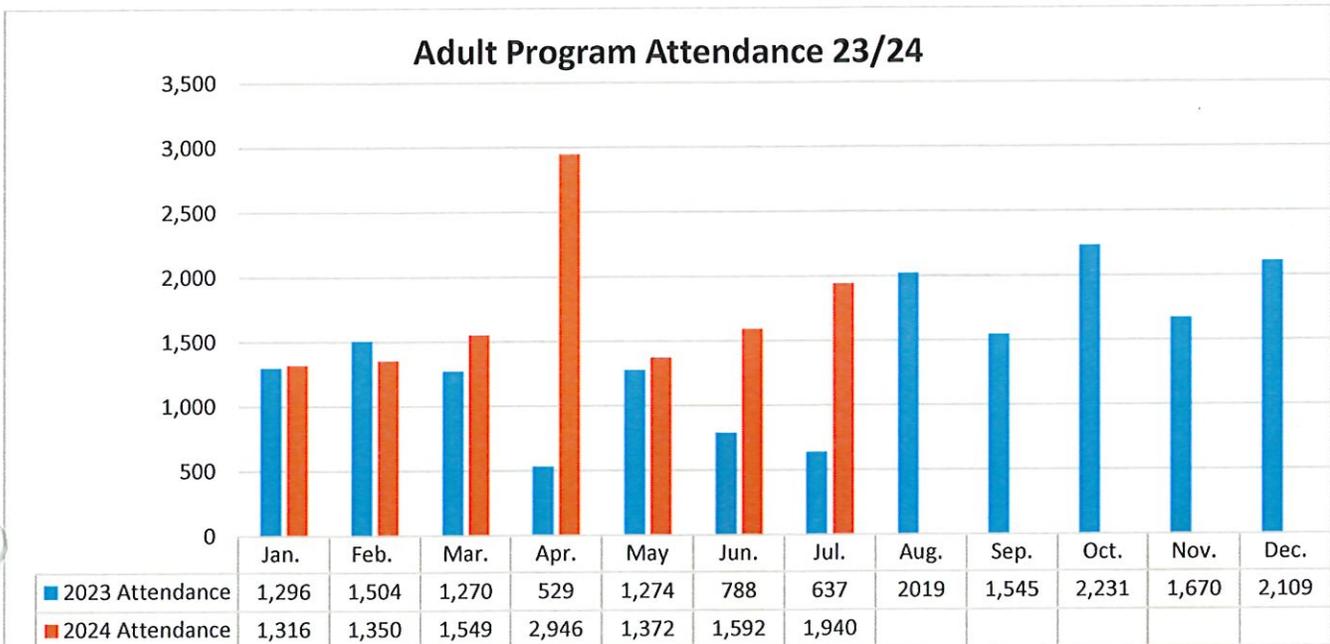
Janine Conway, President

Cathy Mere, for
Wendy Workman, Secretary

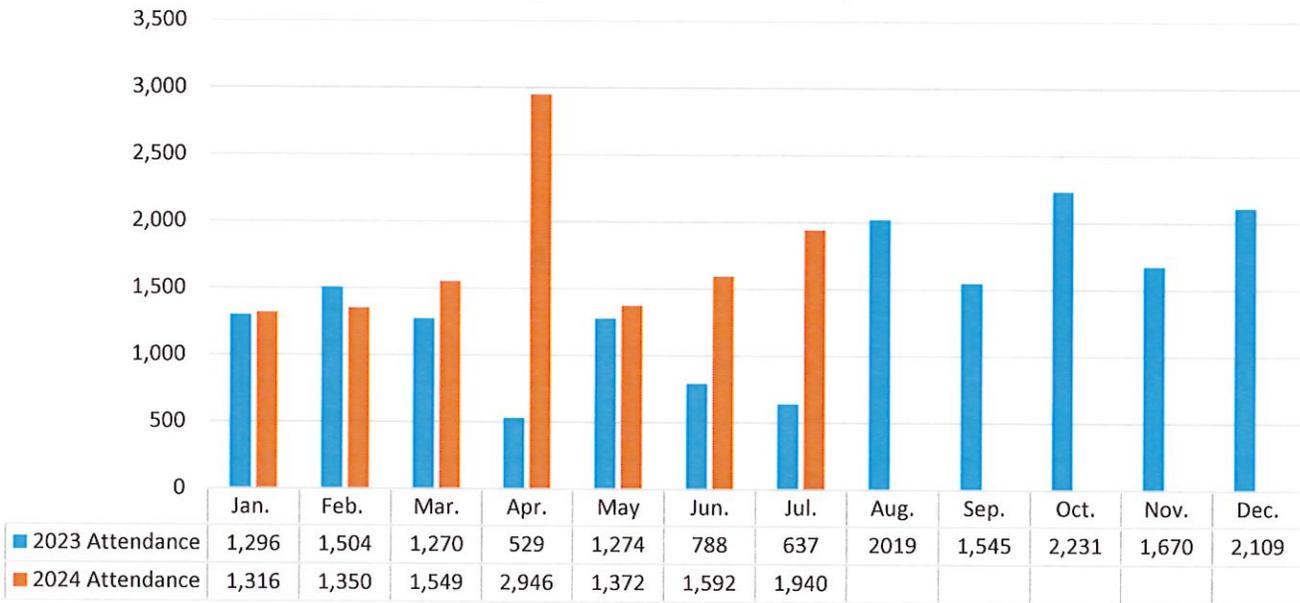
August Director's Report

Programming:

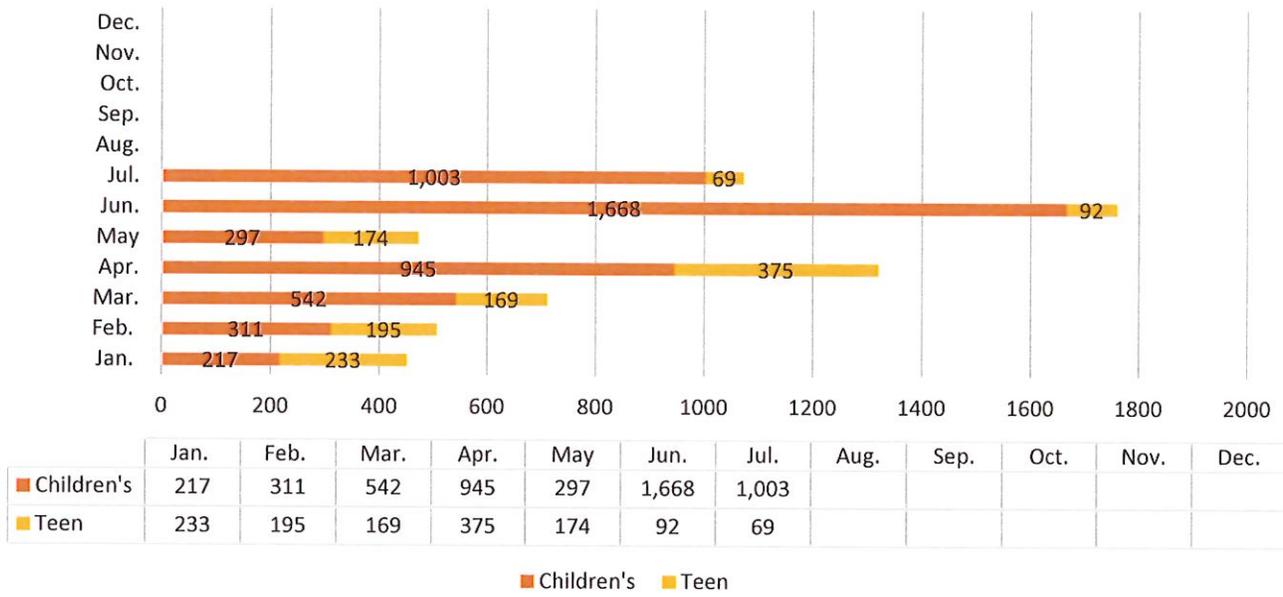
July			
7/1-7/31	Children	ST in the Park	189
7/12/2024	Children	SRP Blowcart Beach	72
7/12 & 7/19	Children	Free Pizza Friday	52
7/12, 7/19 & 7/26	Children	Summer Feeding Program	259
7/1-7/31	Children	Summer Feeding Program Misc.	21
7/19/2024	Children	SRP Moon Landing	76
7/26/2024	Children	SRP Splashtacular	135
7/1-7/31	Children	SRP Completions	199
			1003
7/1-7/31	Teens	Gaming Consoles	3
7/1-7/31	Teens	SRP Completions	28
7/1-7/31	Teens	Volunteens	14
7/1-7/31	Teens	Teen Snacks	21
7/29/2024	Teens	Cartoonist Workshop	3
			69
7/1/2024	Adult	Booklovers	8
7/1-7/31	Adult	COVID Tests	98
7/1-7/31	Adult	Community Room Uses	2
7/1-7/31	Adult	Quiet Study Uses	20
7/1-7/31	Adult	Homebound	2
7/1-7/31	Adult	Blessings Table	1671
7/1-7/31	Adult	Notary Service	12
7/20/2024	Adult	Diamond Art	20
7/29/2024	Adult	Cartoonist Workshop	3
7/1-7/31	Adult	SRP Completions	104
			1940



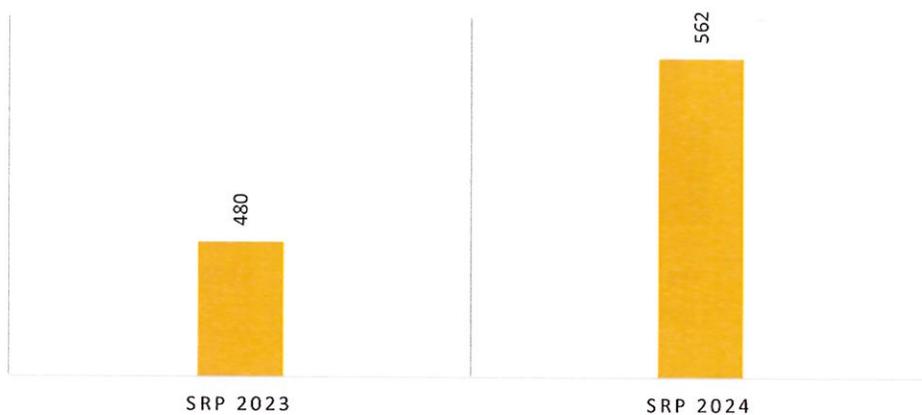
Adult Program Attendance 23/24



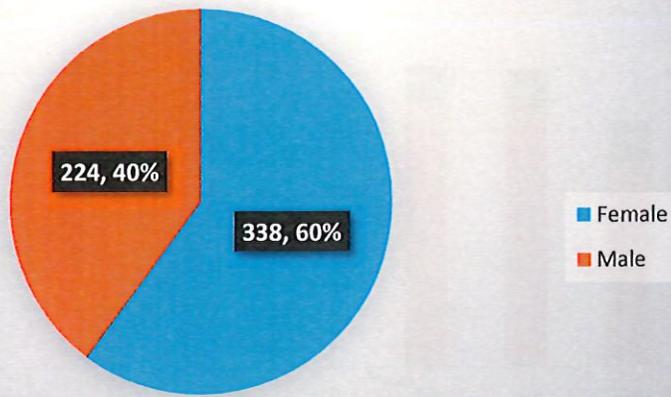
2024 Youth Services Attendance



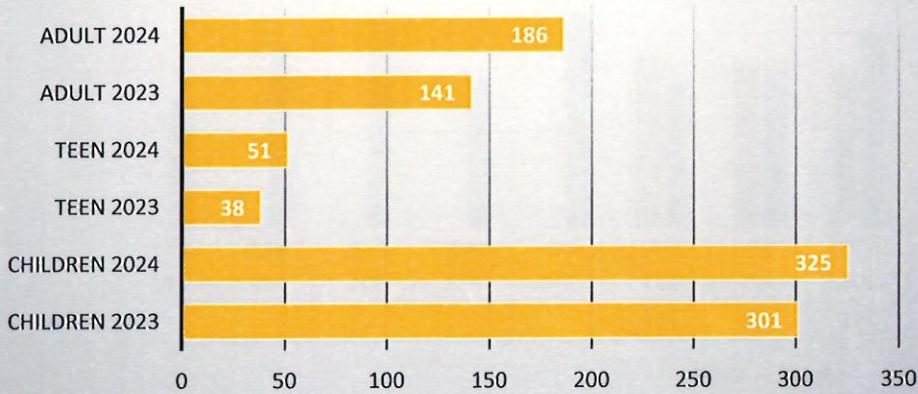
NUMBER OF SRP COMPLETIONS BY YEAR



2024 SRP BY Gender (All Ages)



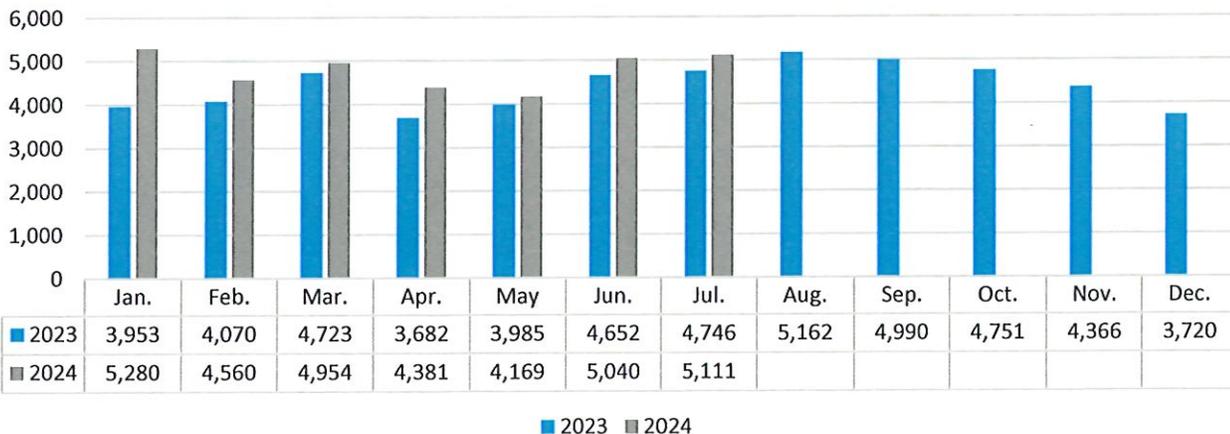
SRP 2023/2024 Participants by Age Group



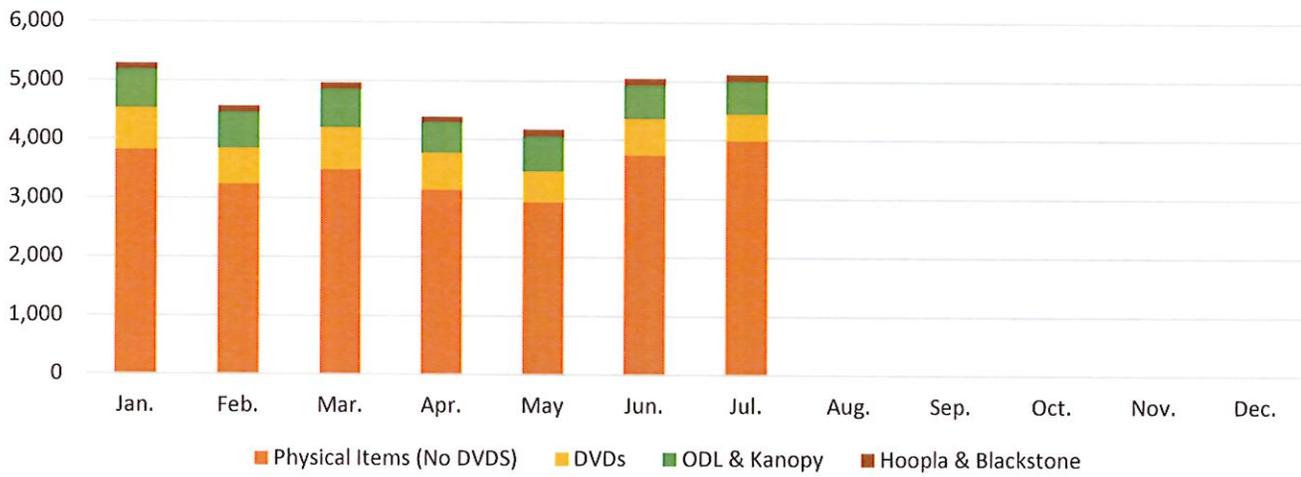
- SRP participation increased by 17% when comparing 2023 to 2024. All age groups increased from 2023 to 2024: Children's 8%, Teen 34%, and 32%.

Usage:

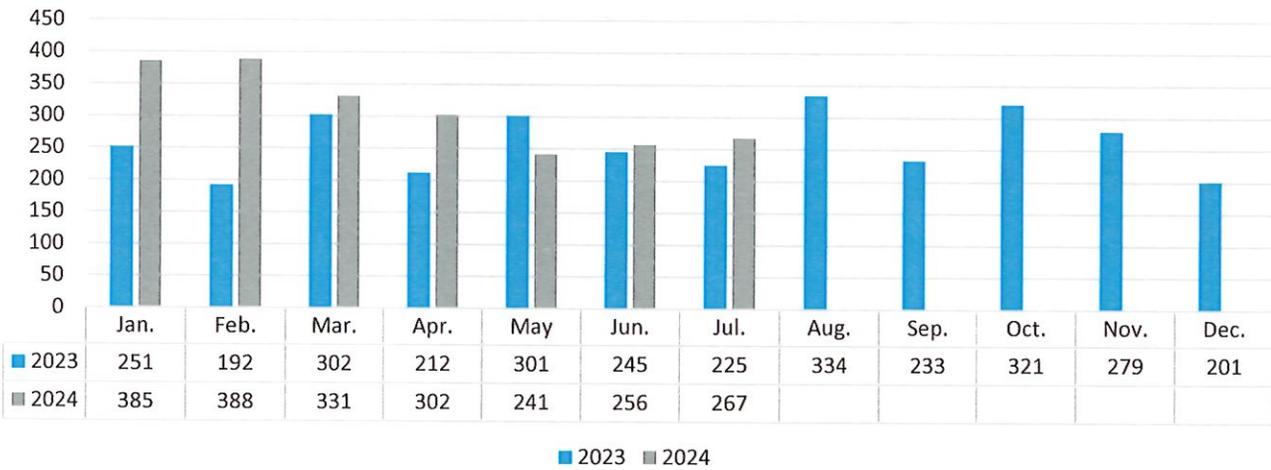
Monthly Circulation Totals 23/24



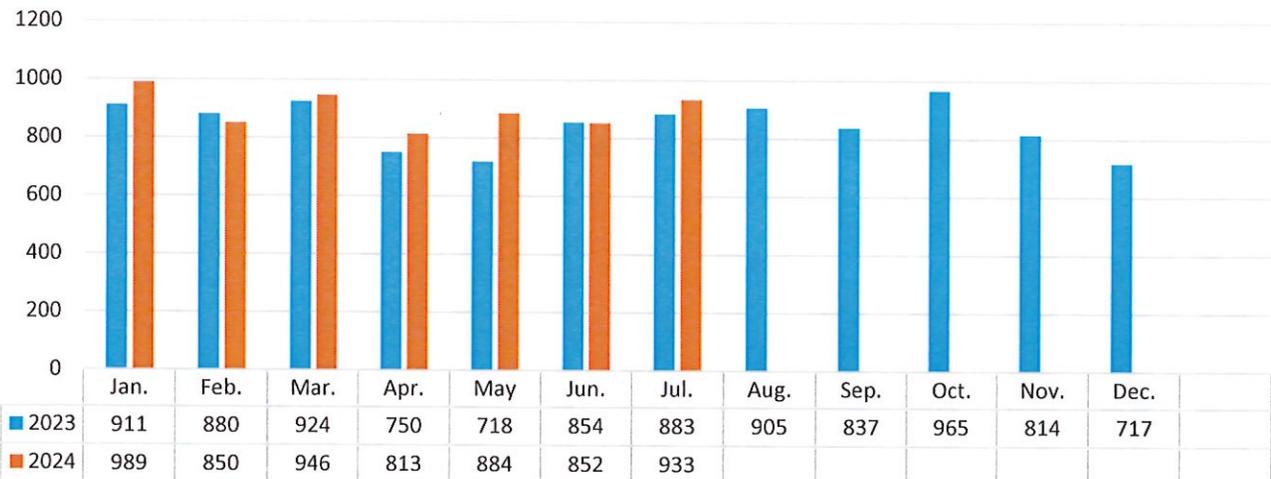
2024 Circulation By Format



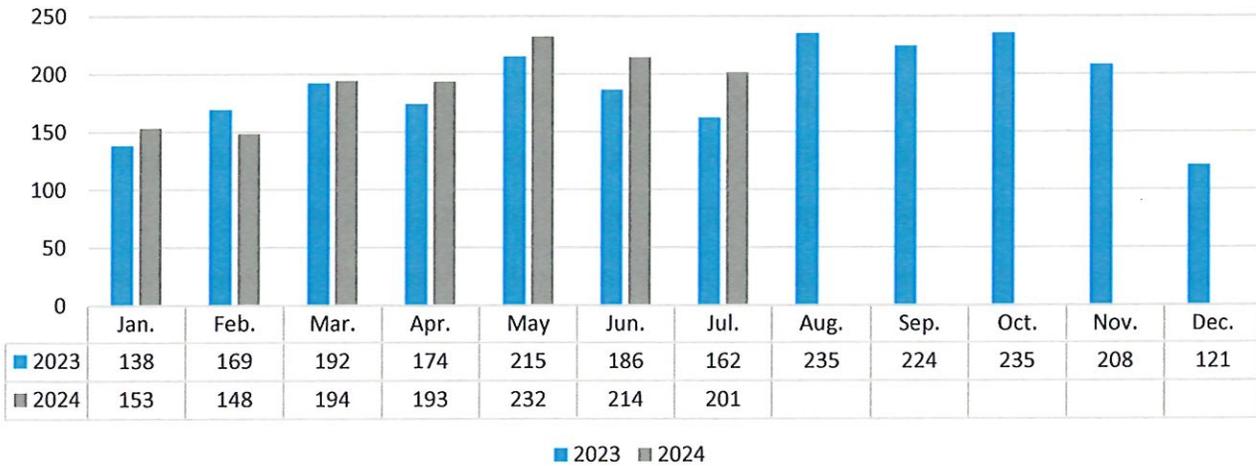
2024 Items Borrowed From SEO



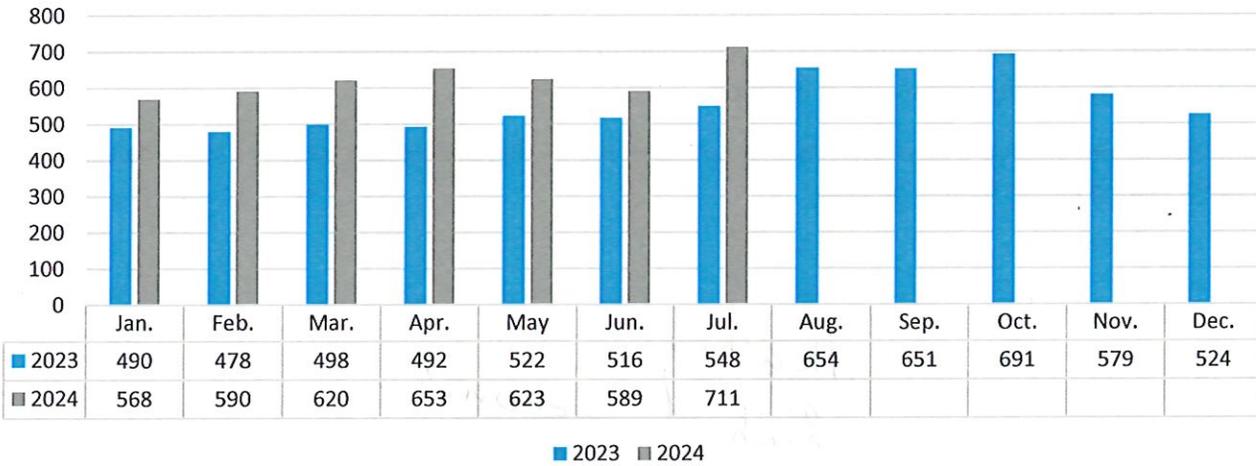
2024 Items Loaned To SEO



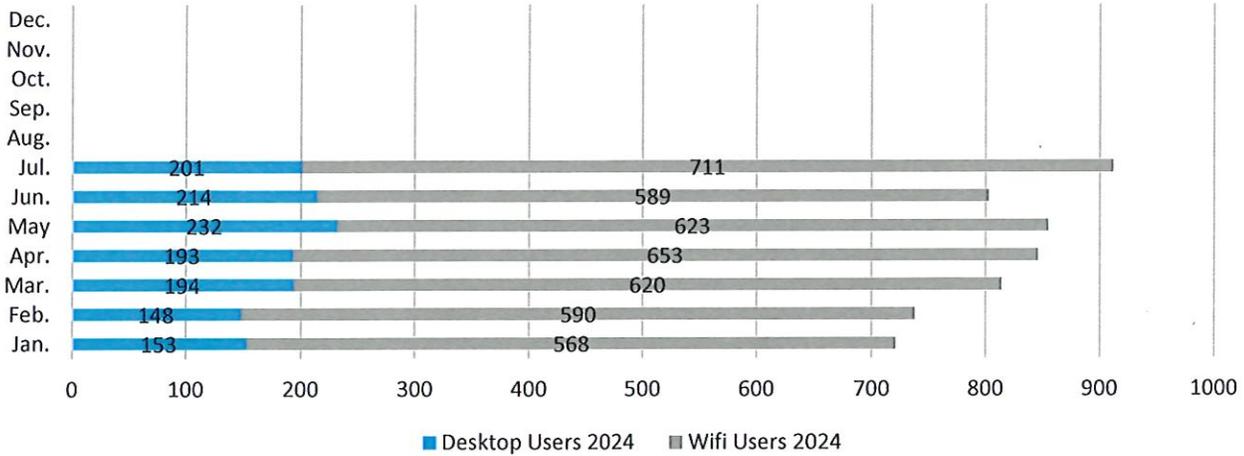
Desktop Users 23/24



Wifi Users 23/24



2024 Desktop Vs. Wifi



Outreach and Services:

1. The library will hand out DNA and fingerprint identikits at National Night Out. This program will be our last program for the 2023-2024 Battelle grant. After this program, I will complete the grant report for submission to the foundation.
2. Cassie and Autumn will attend the Norwood open house to pass out information about the library.
3. The programming committee started planning the 2025 STEM budget to submit to the Battelle Foundation.
4. Storytime finished July 31st for the summer. The school year sessions will begin on September 4th.
5. I met with the Friends on July 11th. The storybook trail was the main topic of discussion. The Friends have paid for the page frames. The frames were delivered on July 31st. I am working on a Walmart grant for the Friends.

Administration:

1. Don and I are finalizing the 2025 temporary appropriations for the Budget and Finance Committee's approval.
2. I applied for the zoning permit for the new shed. Don ordered the new shed. Once the shed arrives, the village inspector will give his final approval. Then Matt Adkins will level and mount the building.

Building and Maintenance:

1. The processing office, staff room, and hallway air conditioning unit cannot be repaired. I have asked for different cost scenarios for the Board to consider at the August meeting.
2. Several lights in the meeting room have ballasts that no longer work. Marshall Electric repaired them by converting them to LED lights that no longer require ballasts.