

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

**February 13, 2025, 6:00 PM**

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

**Members Absent:** Janine Conway, Wendy Workman

Heather Brown, President, called the meeting to order at 6:01 p.m.

The trustees reviewed the January minutes. Dianna Longmore motioned to approve the minutes, and David Henderson seconded. The motion passed.

**Correspondence and Public Participation:** none

**Recognition of Guests:** none

**Director's Report:**

Director Chris Siscoe reviewed his monthly report with the Board. For detailed information, see the February 2025 Director's Report.

Cathy Mere motioned to approve the Director's report, and Richard Whittenberger seconded. The motion passed.

**Fiscal Officer's Report:** Fiscal Officer Don Hemmelgarn reported receipts of \$56,478, which included \$34,963 of PLF distributions, \$13,000 from Battelle for our 2025 grant, and \$6,454 of interest. The PLF payment was \$428 over budget for the month. It is \$4,999 favorable to this time last year.

Disbursements of \$47,244 included \$274 to Direct Mechanical for furnace repair, \$946 to Korsen Fire and Security for service on our fire alarm system, \$3,943 to the Treasurer of Ohio for our quarterly SEO fee, and \$1,270.00 to Adkins Lawn Care for snow and ice removal service. The remaining disbursements are monthly recurring charges. All invoices received have been paid current.

The permanent appropriation request was submitted to the auditor's office for certification. The 2024 year-end reports have been filed with the state via the Auditor of State's Hinkle System.

The fiscal officer led an informational discussion on Hurt/Battelle Memorial Library's land ownership. No action was taken.

Richard Whittenberger made a motion to accept the January Fiscal Officer's Report. Dianna Longmore seconded. Motion passed.

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

**Committee Reports:**

- Committee Reports
  - Budget and Finance - Cathy Mere & Richard Whittenberger

- Personnel and Policy - David Henderson & Wendy Workman
- Building and Grounds - Janine Conway & Wendy Workman
- Audit Committee - Janine Conway & Richard Whittenberger
- Records Retention Committee - Held with the entire Board of Trustees
- Community Outreach/Friends - Dianna Longmore & Cathy Mere
  - Held: February 6th @ 5:30
  - Next Meeting: April 3rd @ 5:30

**Old Business:** The Board discussed committee assignments for 2025. Cathy Mere motioned to finalize committee assignments (see above), and David Henderson seconded. The motion passed.

**New Business:** none

Richard Whittenberger moved to adjourn the February meeting, and Dianna Longmore seconded it. The motion passed, and the meeting was adjourned at 6:59 p.m.

Heather Brown, President

Cathy Mere, for  
Wendy Workman, Secretary

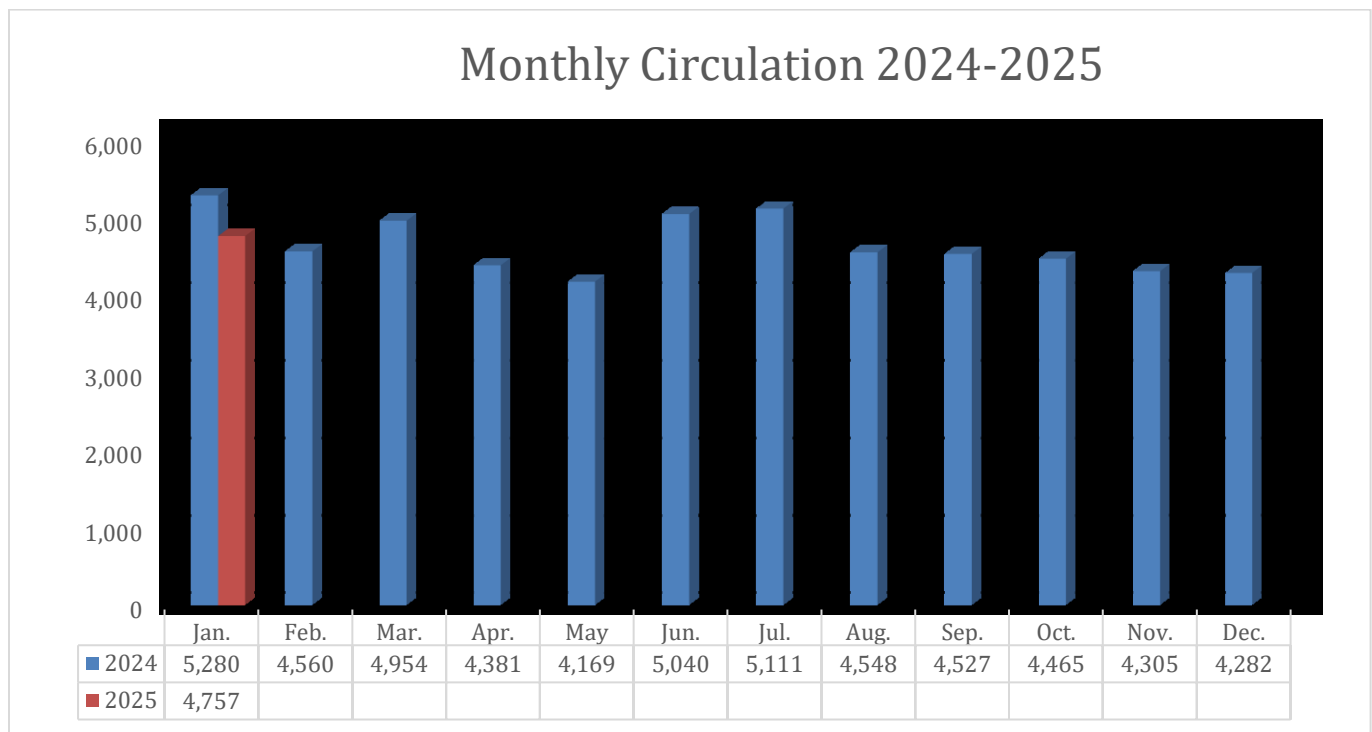
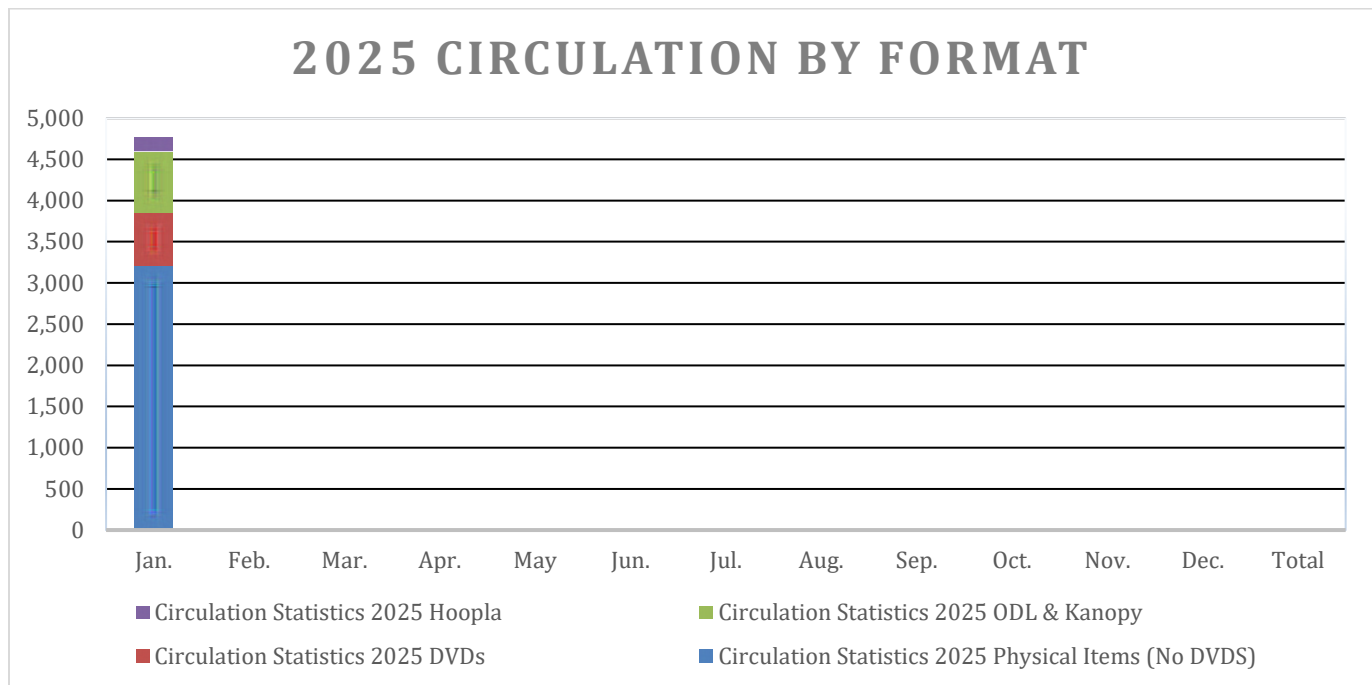
## January 2025 Director's Report

### Programming and Outreach:

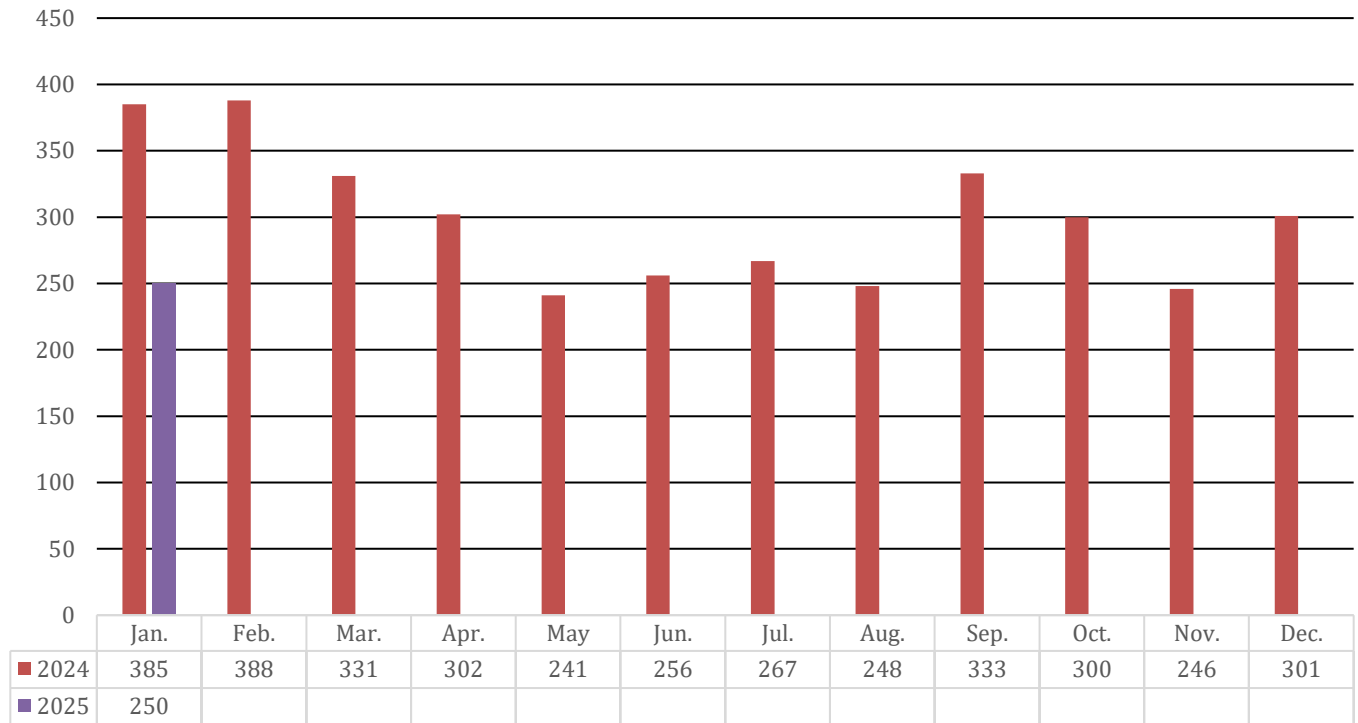
January			
1/1 - 1/31	Children	Storytime	156
1/1 - 1/31	Children	Disney on Ice	63
		Total	<b>219</b>
1/1 - 1/31	Teens	Gaming Consoles	10
1/1 - 1/31	Teens	Volunteens	1
		Total	<b>10</b>
1/1 - 1/31	Adult	Community Room Uses	3
1/1 - 1/31	Adult	Quiet Study Uses	18
1/1 - 1/31	Adult	Homebound	1
1/1 - 1/31	Adult	Notary	4
1/1 - 1/31	Adult	Volunteers	5
1/13/2025	Adult	Booklovers	9
1/11/2025	Adult	Winter Tree String Art	23
		Total	<b>60</b>
1/1 - 1/31	Social	After School Snacks-Donated	0
1/1 - 1/31	Social	After School Snacks-Taken	54
1/1 - 1/31	Social	Blessings Table-Donated	521
1/1 - 1/31	Social	Blessings Table-Taken	790
1/1 - 1/31	Social	Companions for Kids-Donated	58
1/1 - 1/31	Social	Companions for Kids-Taken	58
1/1 - 1/31	Social	COVID Tests - Donated	0
1/1 - 1/31	Social	COVID Tests - Taken	50
1/1 - 1/31	Social	WUWJ - Blankets Donated	0
1/1 - 1/31	Social	WUWJ - Blankets Taken	0
1/1 - 1/31	Social	WUWJ - Coats Donated	142
1/1 - 1/31	Social	WUWJ - Coats Taken	122
1/1 - 1/31	Social	Dresses - Donated	5
		Total	<b>1795</b>

1. Since I am reporting these numbers in a new format, there are no graphs to share now.
2. I am finalizing several of the programs for the STEM programming in the summer. All of these programs are paid with the Battelle Grant.
  - Week 1: Performance Dogs of Ohio
  - Week 2: Dr. Insecta
  - Week 3: Ohio School of Falconry
  - Week 4: Ohio Canid Center
  - Week 5: Challenge Island
  - Week 6: TBD

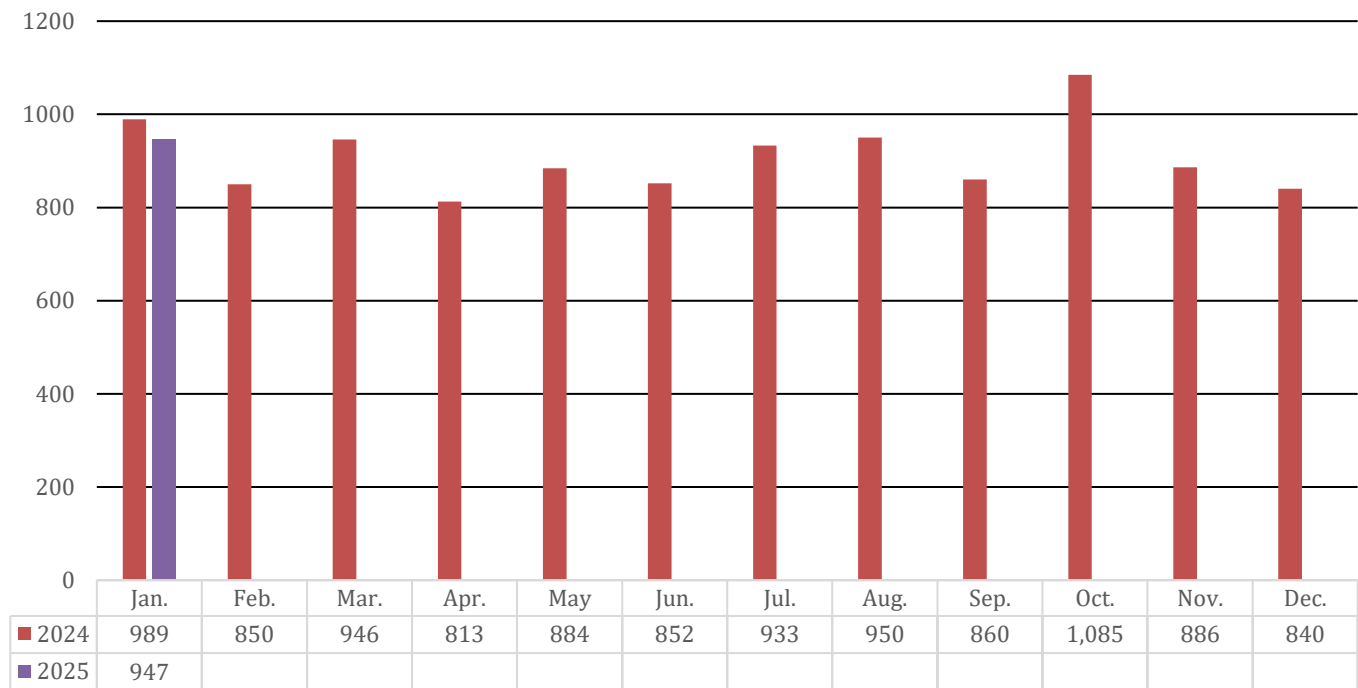
Circulation:



## Number of SEO Items Borrowed 2024-2025



## Number of Items Loaned to SEO 2024-2025



1. Physical item circulation was down 10%, probably due to weather. However, digital circulation increased sharply (20.8%). Both Hoopla and the Ohio Digital Library rose individually. Hoopla concerns me since the library pays at each checkout. Several large libraries in the state of Ohio, Columbus Metro included, stopped the service due to cost. My biggest concern is people coming to our library to register for a library card just to use Hoopla. I will need to watch the situation.

#### Building Maintenance:

1. The new smoke detectors are now installed.

#### Administration:

1. I am revising our Library Card and Collection Development Policies to bring them up-to-date.

2. Mr. Henderson's onboarding process is complete. The school board appointed him at their last meeting, and he has taken the Oath of Office.

3. Following the library's inclement weather policy, I closed the library on January 13<sup>th</sup>.