

HURT/BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
January 14th, 2025, 6:00 p.m.

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

Member Absent: Richard Whittenberger

Heather Brown, President, called the meeting to order at 6:02 pm.

The board reviewed the December minutes. Janine Conway motioned to approve the minutes, and Cathy Mere seconded. The motion passed.

Correspondence and Public Participation- None

Recognition of guests-David Henderson

Director's Report

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

The Board President asked for a motion to accept the Director's report. Dianna Longmore motioned, and Janine Conway seconded. The motion passed.

Fiscal Officer's Report

The receipts of \$45,355 included \$38,372 of PLF distributions and \$6695 of interest. The PLF Payment was \$6438 under budget for the month and is \$4683 unfavorable YTD. It is \$24,498 unfavorable to this time last year.

Disbursements of \$45,976 included \$1086 to Direct Mechanical for quarterly maintenance and an emergency call and \$506 to Korsen Fire and Security for our annual fire alarm check. The remaining disbursements are monthly recurring charges. Please see the December credit card expenditure report for further descriptions of those expenditures. All invoices received have been paid current.

Cathy Mere made a motion to approve the fiscal officer's report. Dianna Longmore 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
- Audit Committee- Richard Whittenberger, Janine Conway
- Records Retention - everyone
- Community Outreach/Friends- Dianna Longmore & Cathy Mere

Old Business: None

New Business:

Committee Assignments- see assignments above. Assignments will be reviewed in February for a final motion.

Permanent Appropriations

Resolution 25-01: Motion to approve the 2025 estimated revenue and final 2025 appropriations in the amounts of \$864,944 and \$764,197 respectively. Janine Conway motioned, and Cathy Mere seconded. Roll call executed. Resolution passed.

Wendy Workman motioned to adjourn the January meeting. Janine Conway seconded. Motion passed.
The meeting adjourned at 6:54 pm.

The next Regular Board Meeting will be on February 11th, 2025, at 6:00 p.m.

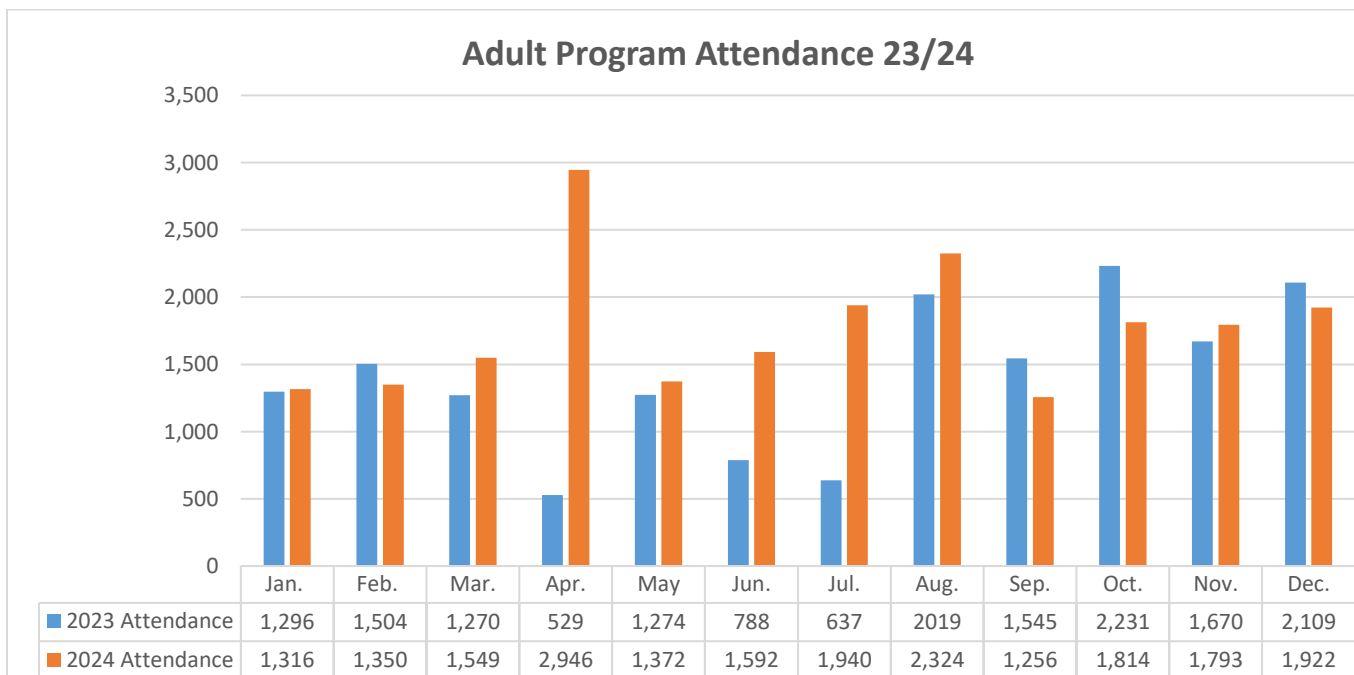
Heather Brown, President

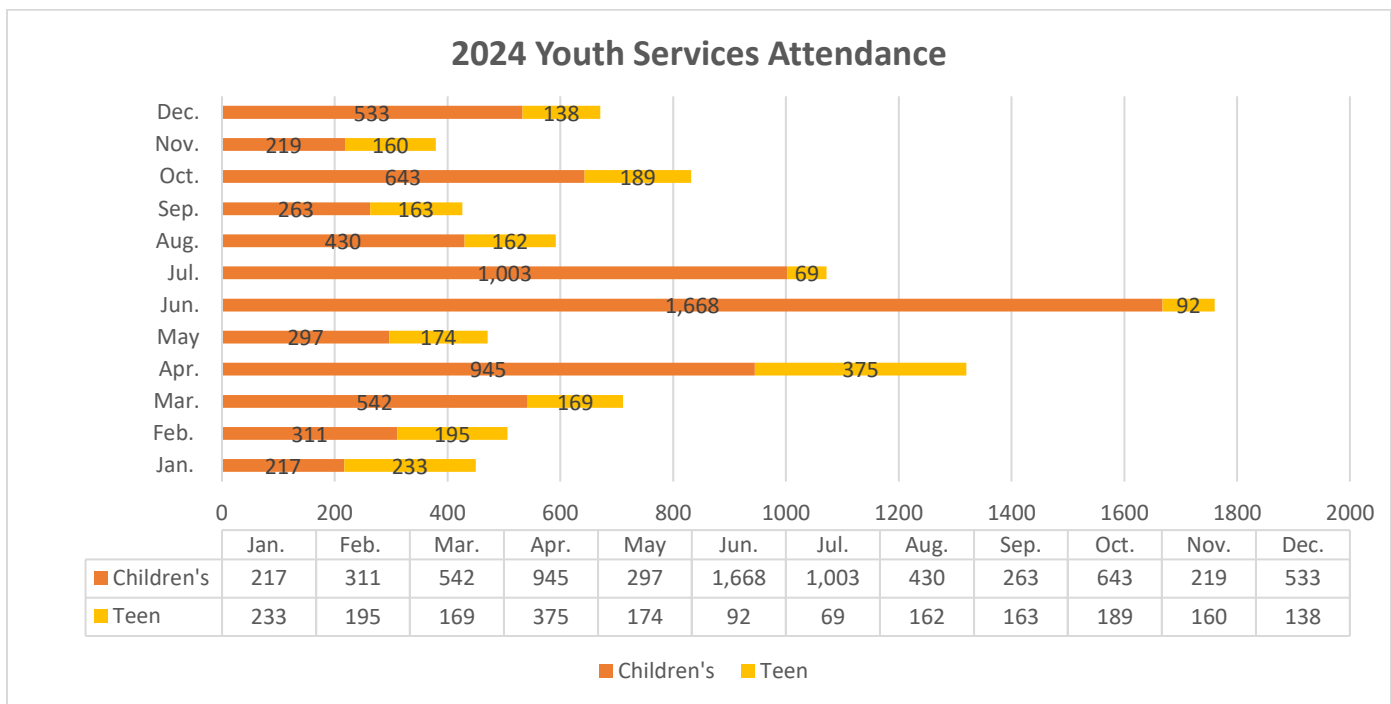
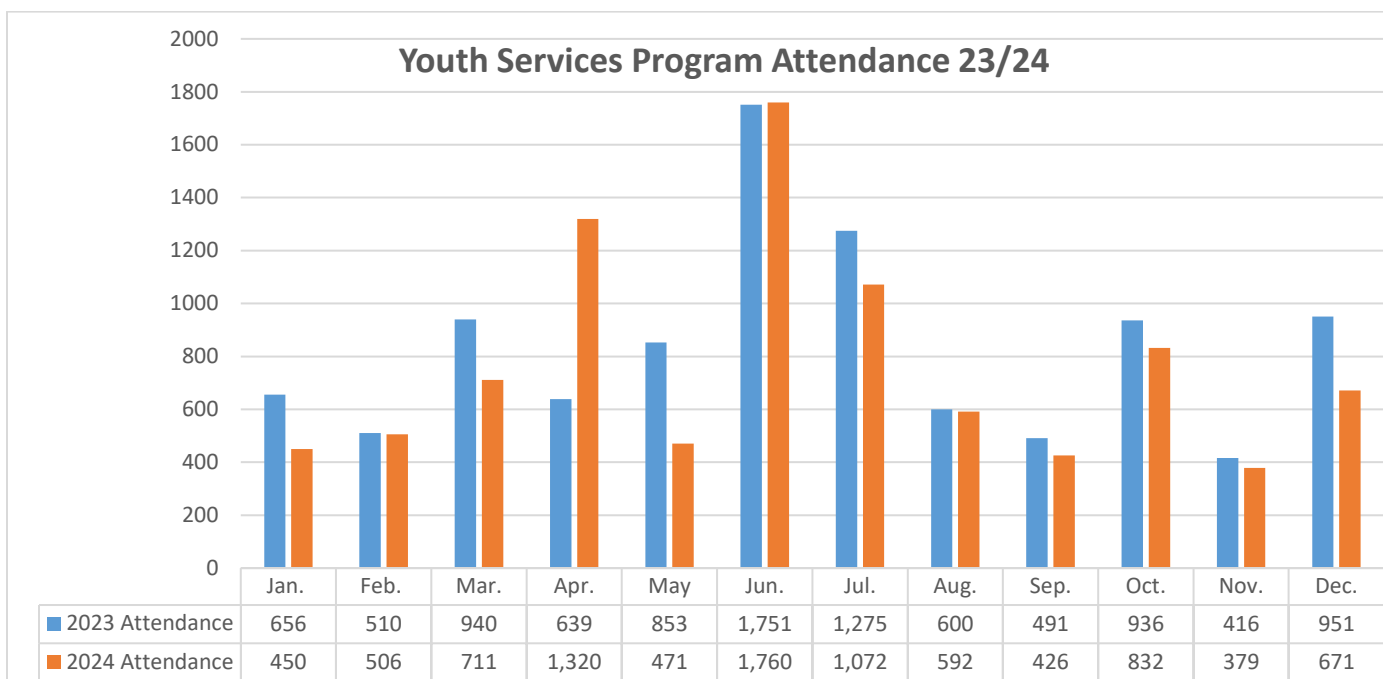
Wendy Workman, Secretary

January 2025 Director's Report

Programming and Outreach:

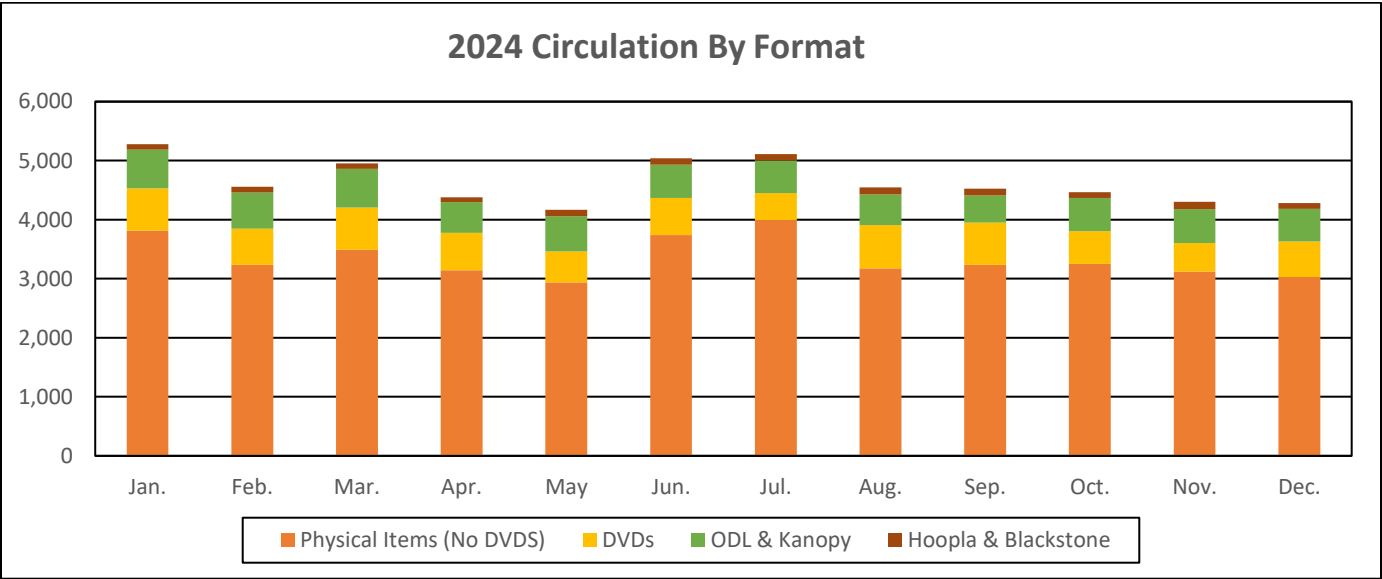
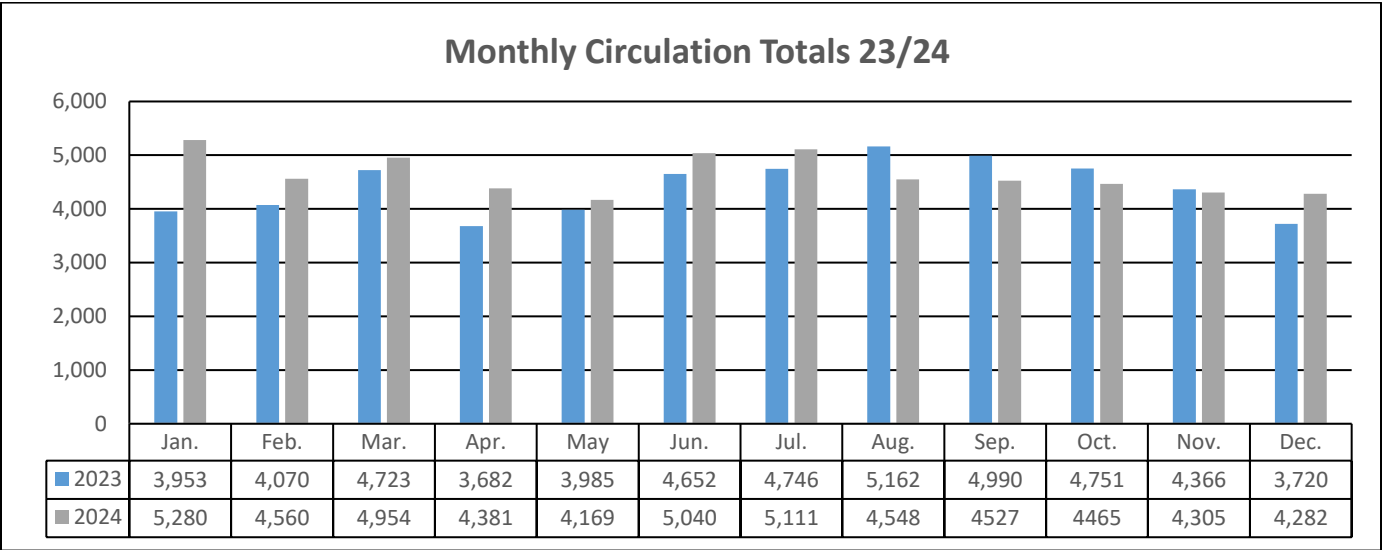
DECEMBER			
12/1-12/31	Children	Storytime	107
12/1-12/11	Children	Letters to Santa	89
12/7/2024	Children	Sweet Treats	48
12/1-12/18	Children	Toy Drive	162
12/1-12/13	Children	Adopt-A-Family	28
12/1-12/21	Children	IBTLALLC	99
		Total	533
12/1-12/31	Teens	Gaming Consoles	4
12/1-12/31	Teens	After School Snacks	119
12/1-12/21	Teens	IBTLALLC	15
		Total	138
12/1-12/31	Adult	COVID Tests	174
12/1-12/31	Adult	Community Room Uses	5
12/1-12/31	Adult	Quiet Study Uses	17
12/1-12/31	Adult	Homebound	2
12/1-12/31	Adult	Blessings Table	1195
12/1-12/31	Adult	Notary Service	4
12/2/2024	Adult	Booklovers	11
12/1-12/31	Adult	Warm Up West Jeff	323
12/1-12/31	Adult	Blanket Drive	79
12/7/2024	Adult	Sweet Treats	54
12/1-12/21	Adult	IBTLALLC	58
		Total	1922





1. Adult uses of the library programs and outreach increased from 16,872 in 2023 to 21,174 in 2024.
2. Program uses by teens and children decreased from 9,902 in 2023 to 9,190 in 2024. Children's uses increased from 6,259 to 7071. However, teen use decreased from 3,643 in 2023 to 2,119 last year. The teen decline resulted from fewer meals after school and fewer teens using gaming consoles.
3. The library received a \$13,000 grant from Battelle for STEM programming in 2025. The Family Summer Reading theme will be Barks, Beaks, Books, and Bugs.

Circulation:

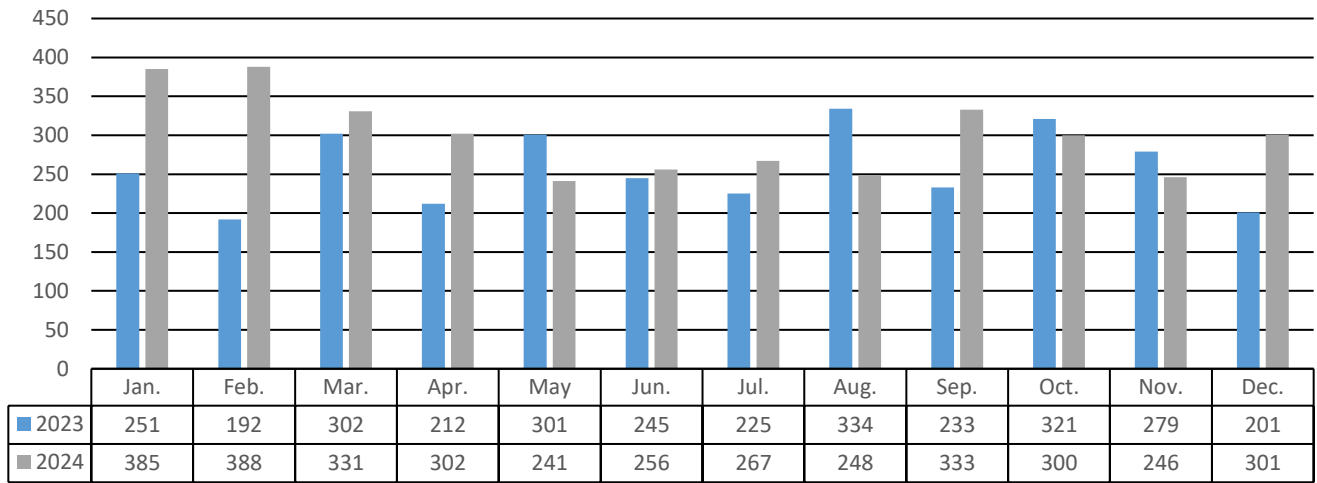


Circulation Total by Year

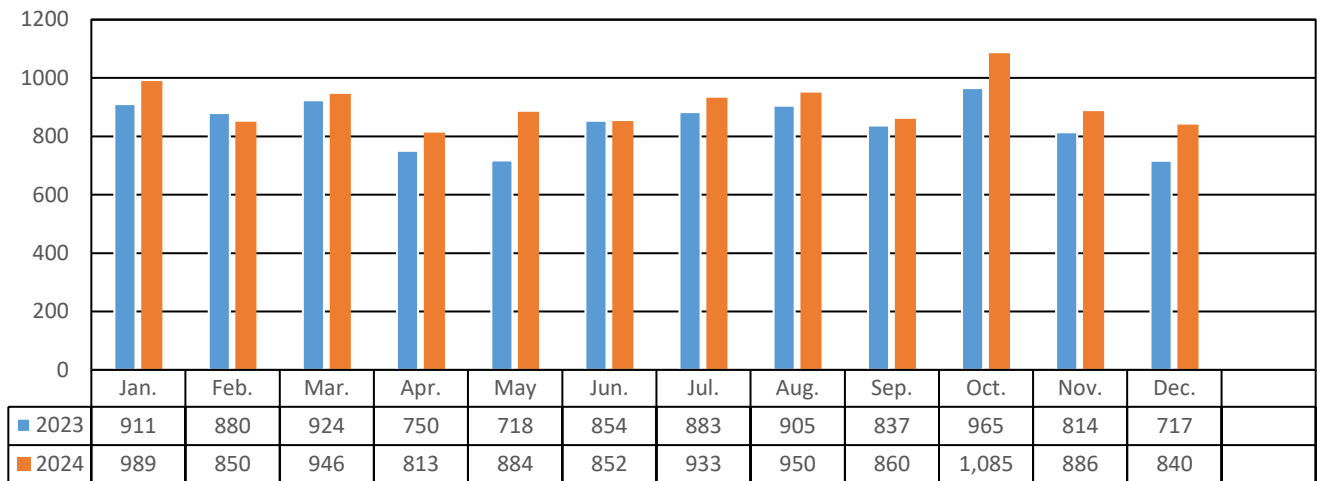
2024	55,622
2023	52,800
2022	43,630
2021	32,395
2020	22,656
2019	44,002
2018	43,880
2017	43,683

- 1. Circulation in 2024 increased by 5.3% over 2023’s circulation.
- 2. Library patrons borrowed 3096 items from other libraries in 2023 compared to 3,598 in 2024. This library loaned 10,158 items to other libraries in 2023 and 10,888 in 2024.

2024 Items Borrowed From SEO

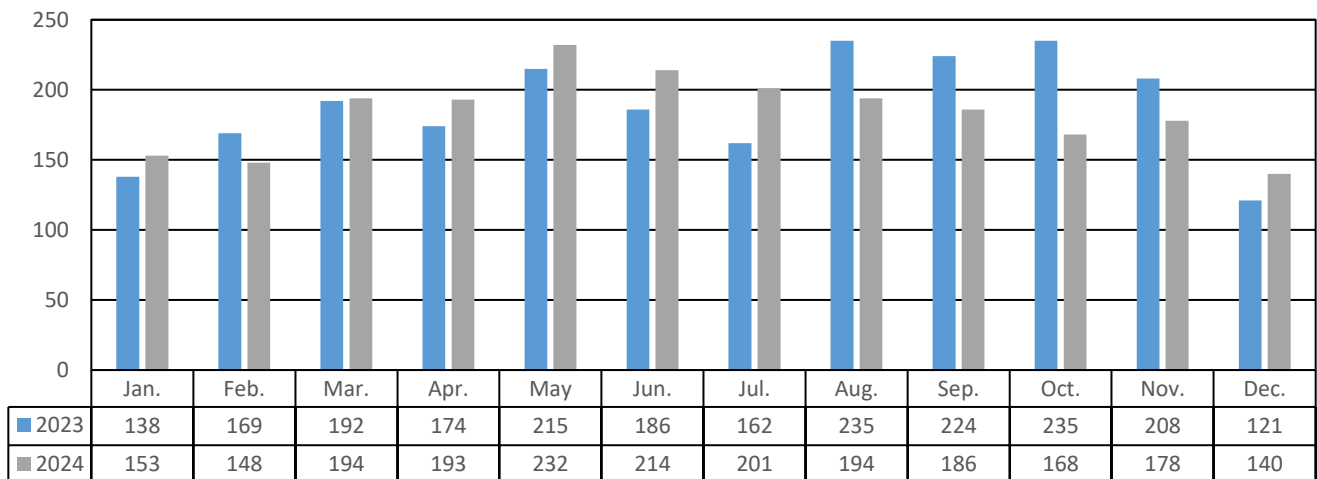


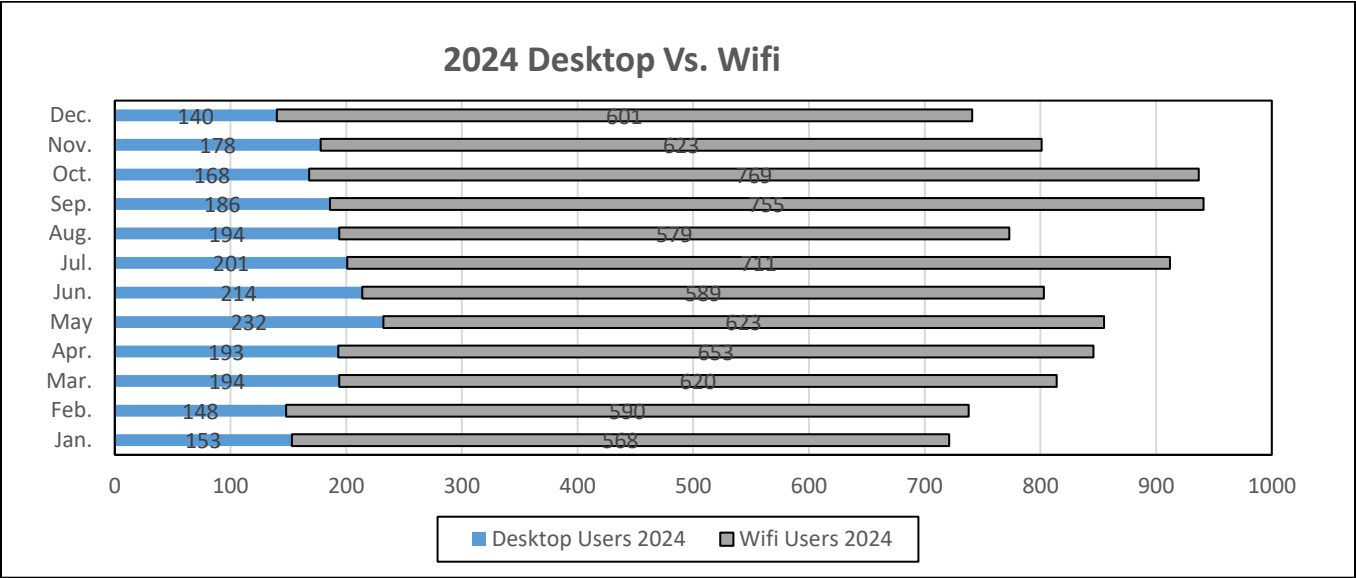
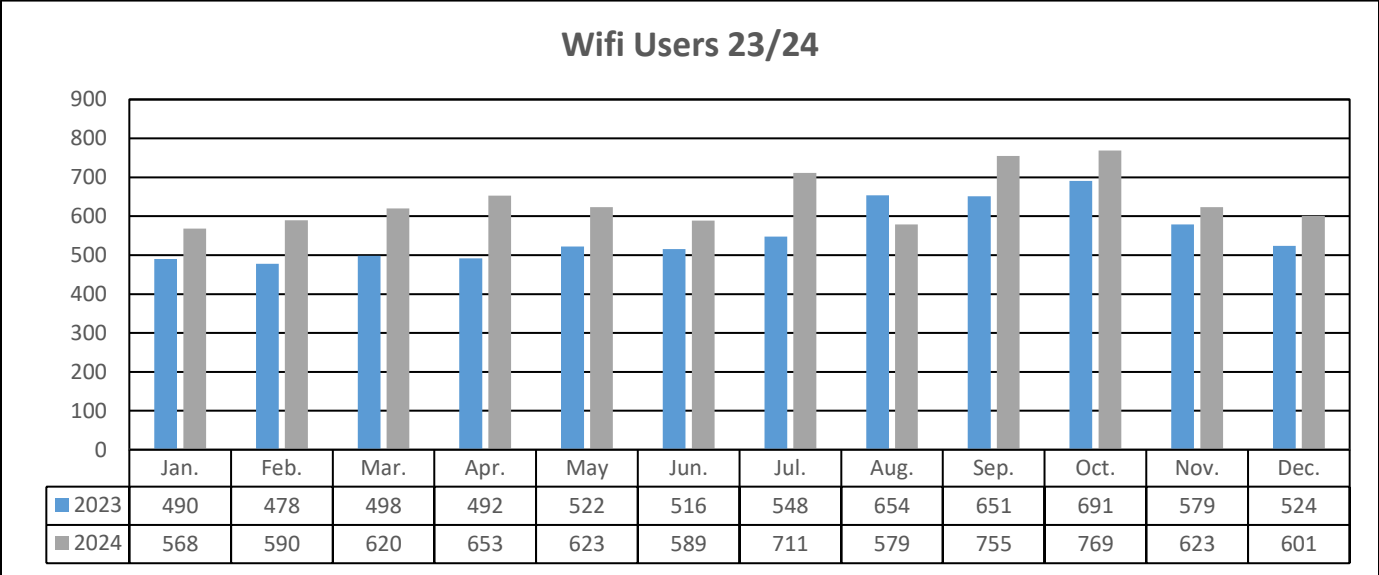
2024 Items Loaned To SEO



Computer Usage

Desktop Users 23/24





- 1. Desktop computer usage remains consistent. There were 2259 users in 2023 and 2201 in 2024.
- 2. Wi-Fi usage increased by 15.6% in 2024. There were 6,643 total users in 2023 and 7,681 in 2024.

Building Maintenance:

- 1. The annual smoke alarm test was completed. It is recommended that the smoke alarms be replaced. The cost will be 945.72.

Administration:

- 1. The School Board did put the nomination for Mr. Henderson onto the January Agenda.