

HURT/BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON

Regular Meeting of the Board of Trustees

March 11th, 2025, 6:00 p.m.

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

Member Absent: David Henderson

Heather Brown, President, called the meeting to order at 6:06 pm.

The board reviewed the February minutes. Richard Whittenberger motioned to approve the minutes, and Janine Conway 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 February 2025 Director's report.

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

Fiscal Officer's Report

The receipts of \$46,826 included \$40,765 of PLF distributions and \$5,814 of interest. The PLF Payment was \$2,401 over budget for the month and \$2,829 favorable YTD. It is \$8,131 favorable to this time last year. Disbursements of \$51,280 included \$1,835 for multiple library activities, \$1,225 to OLC for our annual dues, and \$440 to Adkins Lawn Care for snow and ice removal. The remaining disbursements are monthly recurring charges. Please see the February credit card expenditure report for further descriptions of those expenditures. All invoices received have been paid current.

Wendy Workman made a motion to approve the fiscal officer's report. Richard Whittenberger 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 – 4/8/25 @ 5:15pm
- Audit Committee- Richard Whittenberger, Janine Conway
- Records Retention - everyone
- Community Outreach/Friends- Dianna Longmore & Cathy Mere
 - Next meeting is 4/3 @ 5:30 pm

Old Business: Library director seeking information on property ownership. The board requested the director to consult with the prosecutor about the library deed.

New Business:

Review library policies and discuss during the April board meeting to determine if a committee meeting is necessary. The Building and Grounds Committee meeting will be at 5:15 pm on 4/8/25.

Janine Conway motioned to adjourn the February meeting. Dianna Longmore seconded. Motion passed. The meeting adjourned at 7:10 pm.

The next Regular Board Meeting will be on April 8th, 2025, at 6:00 p.m.

Heather Brown, President

Wendy Workman, Secretary

March 2025 Director's Report

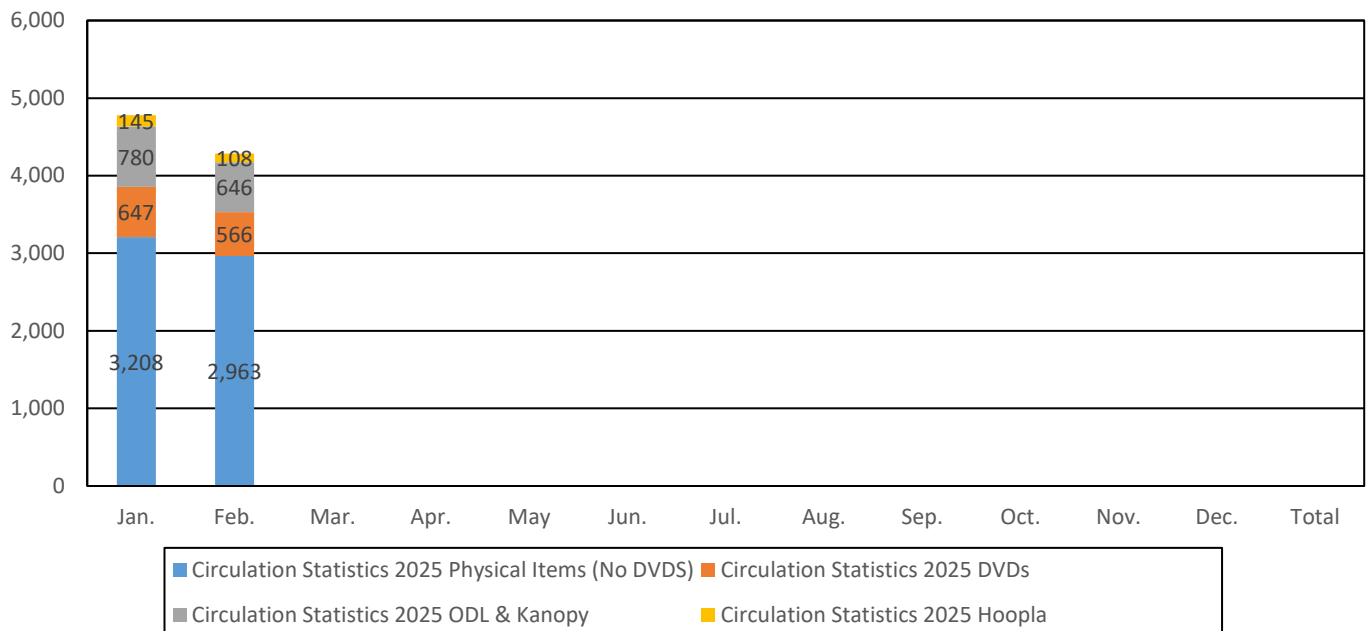
Programming:

February			
2/1 - 2/28	Children	Storytime	189
2/4 - 2/12	Children	DIY Valentine's Day Bag	26
2/14/2025	Children	Love is... Valentine's Day S + M	54
		Total	269
2/1 - 2/28	Teens	Gaming Consoles	2
		Total	2
2/1 - 2/28	Adult	Community Room Uses	7
2/1 - 2/28	Adult	Quiet Study Uses	22
2/1 - 2/28	Adult	Homebound	0
2/1 - 2/28	Adult	Notary	5
2/1 - 2/28	Adult	Adult Volunteers	5
2/3/2025	Adult	Booklovers	10
2/1/2025	Adult	Valentine's Day Card Workshop	18
		Total	67
2/1 - 2/28	Social	After School Snacks-Donated	0
2/1 - 2/28	Social	After School Snacks-Taken	55
2/1 - 2/28	Social	Blessings Table-Donated	746
2/1 - 2/28	Social	Blessings Table-Taken	666
2/1 - 2/28	Social	COVID Tests - Donated	288
2/1 - 2/28	Social	COVID Tests - Taken	96
2/1 - 2/28	Social	WUWJ - Blankets Donated	16
2/1 - 2/28	Social	WUWJ - Blankets Taken	7
2/1 - 2/28	Social	WUWJ - Coats Donated	201
2/1 - 2/28	Social	WUWJ - Coats Taken	77
2/1 - 2/28	Social	Dresses - Donated	0
2/1 - 2/28	Social	Dresses - Taken	3
2/1 - 2/28	Social	Valentine's Day Card Giveaway	96
		Total	2251

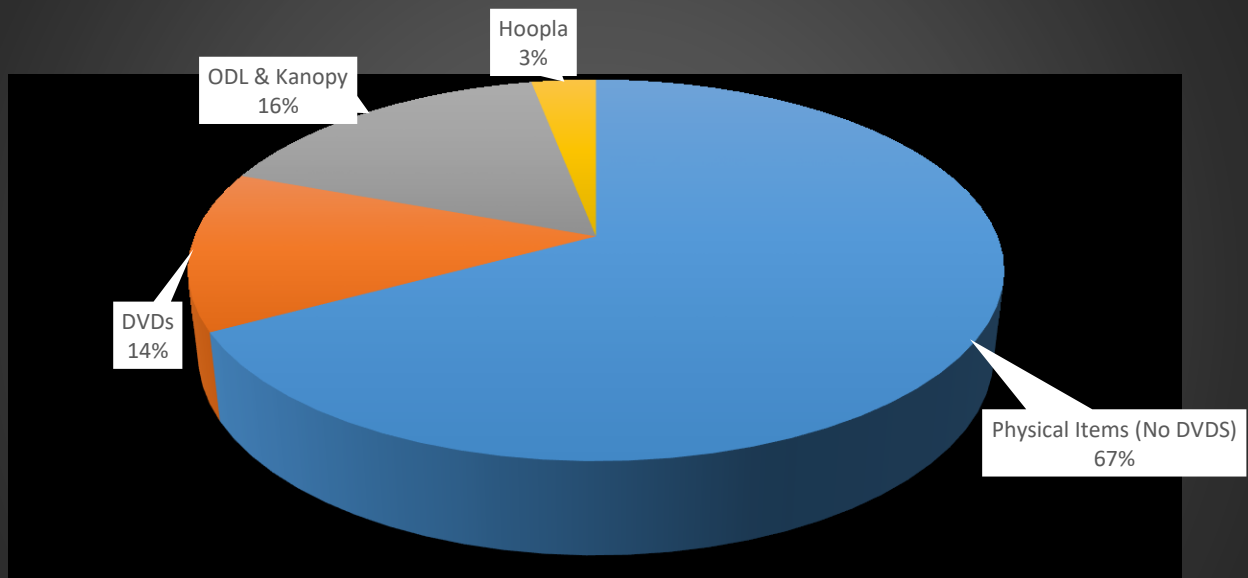
1. Due to the Blessings Table's January deficit, Lora and I restocked supplies by going to Aldis. Donations were stronger this month.
2. A community member donated over 70 new coats for kids of varying sizes. The coats are stored for next year, and I might do a special kickoff with them next winter.
3. The prom dresses are now available through April.

Circulation:

2025 Circulation by Format



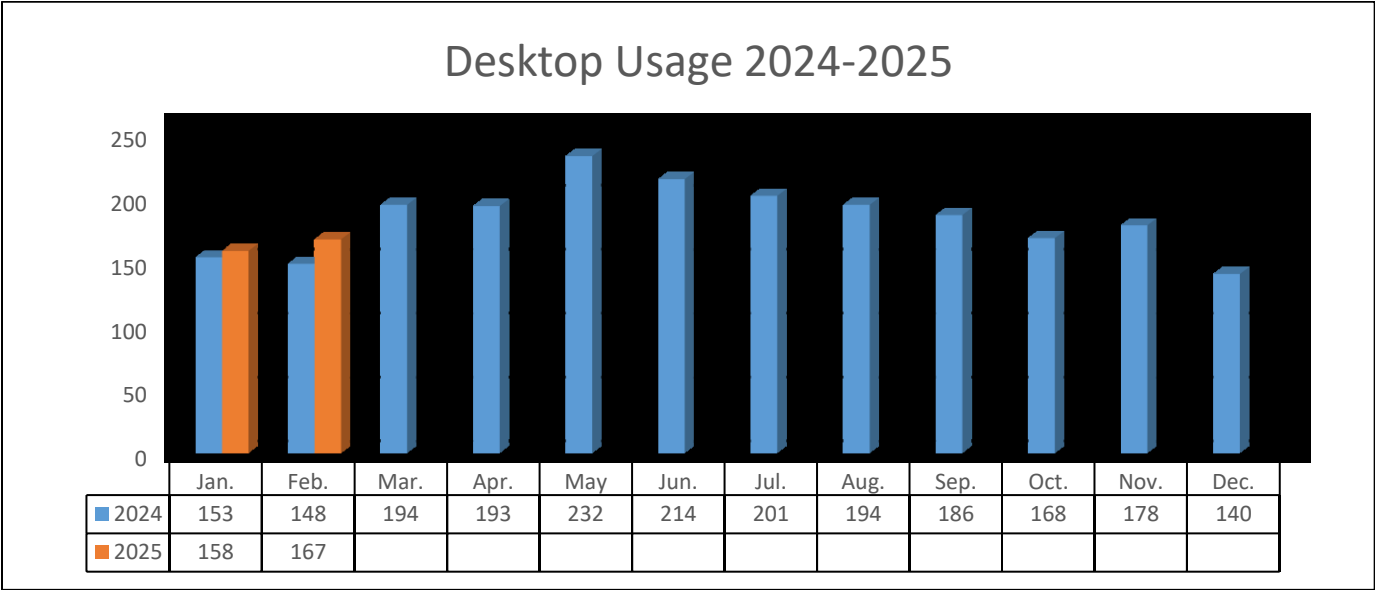
2025 Circulation Percentage by Format



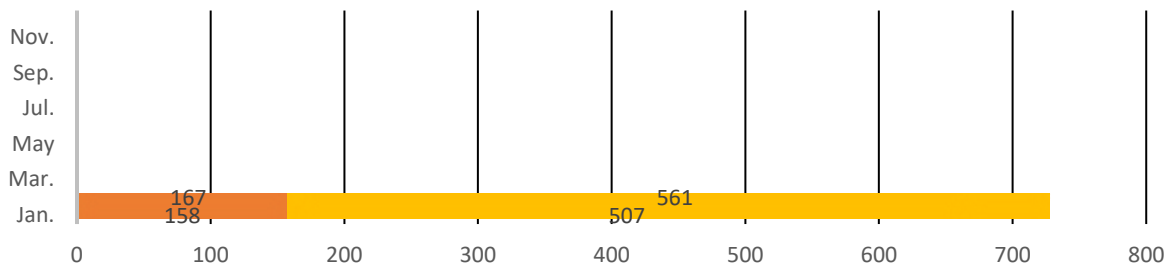
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1. Monthly Circulation is down 8.1% so far this year. The decrease is due to physical item circulation.

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DESKTOP AND WIFI USAGE 2025



	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Desktop Users 2025	158	167										
Wifi Users 2025	507	561										

1. After the 1st week of Hoopla, checkouts were on pace to cost \$500.00 for the month. So, I reduced the number of checkouts to 5 and capped the items available at \$2.81. The bill at the end of the month was \$228.00.

2. More people are starting to use Kanopy. Six new patrons signed up this month, and there were 12 checkouts.

Building Maintenance:

Nothing to report

Administration:

1. I completed our 2025-2026 insurance application. I expect a 3% price increase.

2. Don and I will submit the report for the State Library, as required by the Ohio Revised Code. We should be finished by March 10th. The survey is due by April 1st.

3. I contacted our State Representative, Brian Stewart, to thank him for supporting public library funding. I also offered our meeting room in case he wanted to meet with local constituents.

4. Mr. Henderson and Mr. Whittenberger have both signed up for the online trustee program offered by OLC on March 8th.