

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
Nov 12th, 2024, 6:00 PM

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

Members Absent: Lisa Weber

Janine Conway, president, called the meeting to order at 6:02 p.m.

After reviewing the minutes of the October Board Meeting, Cathy Mere moved to approve them. Dianna Longmore seconded. The motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: None present.

Director's Report:

Chris Siscoe reviewed the Director's Report with the Board. For detailed information, see the October Director's report. The Board President asked for a motion to accept the Director's report.

Heather Brown motioned, and Dianna Longmore seconded to accept the Director's report. The motion passed.

Fiscal Officer's Report:

The \$38,193 receipts included \$30,659 of PLF distributions and \$7,217 of interest. The PLF payment was \$6496 over budget for the month and is \$1158 favorable YTD. It is also \$24,393^{y3}, unfavorable to this time last year.

Disbursements of \$45,392, including \$3932, to the Treasurer of Ohio for our fourth quarter SEO fee. The remaining disbursements are monthly recurring charges. Please see the October credit card expenditure report for further descriptions on those expenditures. All invoices received have been paid current.

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

A motion to accept the fiscal officer's report was made by Wendy Workman and seconded by Richard Whittenberger. The motion passed.

Committee Reports: Committees meet as needed.

- Budget and Finance – held Sept 10th, 2024
- Personnel and Policy- not needed in 2024
- Audit Committee- not needed in 2024
- Records Retention Committee- held Nov 12th, 2024

- Building and Grounds – held June 11th, 2024
- Community Outreach/Friends – held on Nov 7th, 2024

Old Business:

2025 Temporary Appropriations

After discussion, the Board President asked for a resolution to pass the 2025 temporary appropriations:

Resolution 24-13: To approve the 2025 estimated revenue and temporary appropriations for \$839,610 and \$737,946, respectively. Dianna Longmore motioned to approve; Richard Whittenberger seconded. Roll call performed- Resolution 24-13 approved.

The Fiscal Officer asked the Board to make three minor budget adjustments. After discussion, The Board President asked for a resolution.

Resolution 24-14: Authorize the Fiscal Officer to make the following appropriation transfers:

- \$200.00 from Salaries account 1000-110-110 to Salaries account 1000-120-110.
- \$35.00 from OPERS account 1000-110-211 to OPERS account 1000-120-211.
- \$5.00 from Medicare account 1000-110-213 to Medicare account 1000-120-213.

Wendy Workman motioned to accept the resolution; Heather Brown seconded. A roll call was performed, and Resolution 24-14 was approved.

New Business:

Executive Session to discuss 2025 staff compensation.

President Janine Conway called for an executive session at 6:42 p.m. Heather Brown motioned, and Cathy Mere seconded. A roll call was performed, and the board entered the executive session.

Heather Brown motioned to leave the executive session at 6:59 pm. Dianna Longmore seconded. Roll call performed. The Board exited the executive session. After the executive session, the following Resolution was made:

Resolution 24-15: Cathy Mere motioned to approve a 4% wage increase for all employees for 2025. Wendy Workman seconded. Roll call performed- Resolution 24-15 approved.

Dianna Longmore moved to adjourn the November regular meeting. Wendy Workman seconded the motion, which passed. The meeting was adjourned at 7:04 p.m.

The next regular Board Meeting will be on Dec 10th at 6 pm.

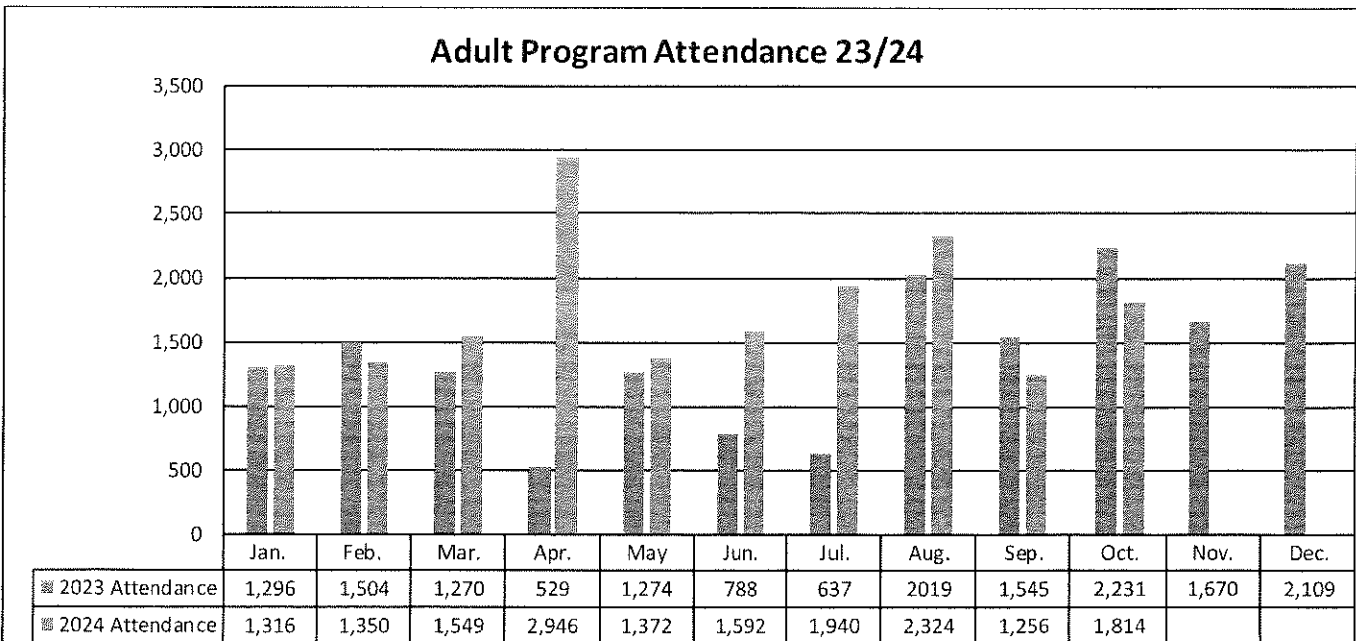

Janine Conway, President


Wendy Workman, Secretary

November 2024 Director's Report

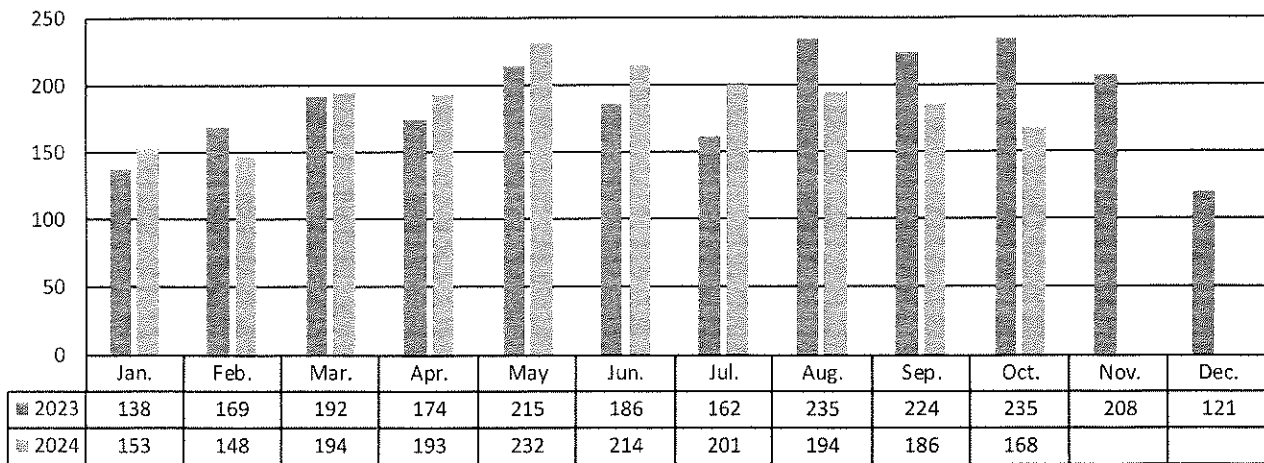
Programming and Outreach:

OCTOBER			
10/1-10/31	Children	Storytime	254
10/1-10/31	Children	Halloween Costume Drive	310
10/5/2024	Children	Halloween Crafternoon	19
10/12/2024	Children	Grand Opening for Storybook Trail	36
10/26/2024	Children	Spooky Slime	24
Total			643
10/1-10/31	Teens	Gaming Consoles	13
10/5/2024	Teens	Halloween Crafternoon	1
10/1-10/31	Teens	After School Snacks	175
Total			189
10/1-10/31	Adult	Covid Tests	62
10/1-10/31	Adult	Community Room Uses	4
10/1-10/31	Adult	Quiet Study Uses	27
10/1-10/31	Adult	Homebound	2
10/1-10/31	Adult	Blessings Table	1527
10/1-10/31	Adult	Notary Service	8
10/9/2024	Adult	Flu Shots	10
10/7/2024	Adult	Booklovers	10
10/16-10/19	Adult	Friends Book Sale	111
10/5/2024	Adult	Halloween Crafternoon	15
10/7/2024	Adult	Halloween Mod Podge PTG	38
Total			1814

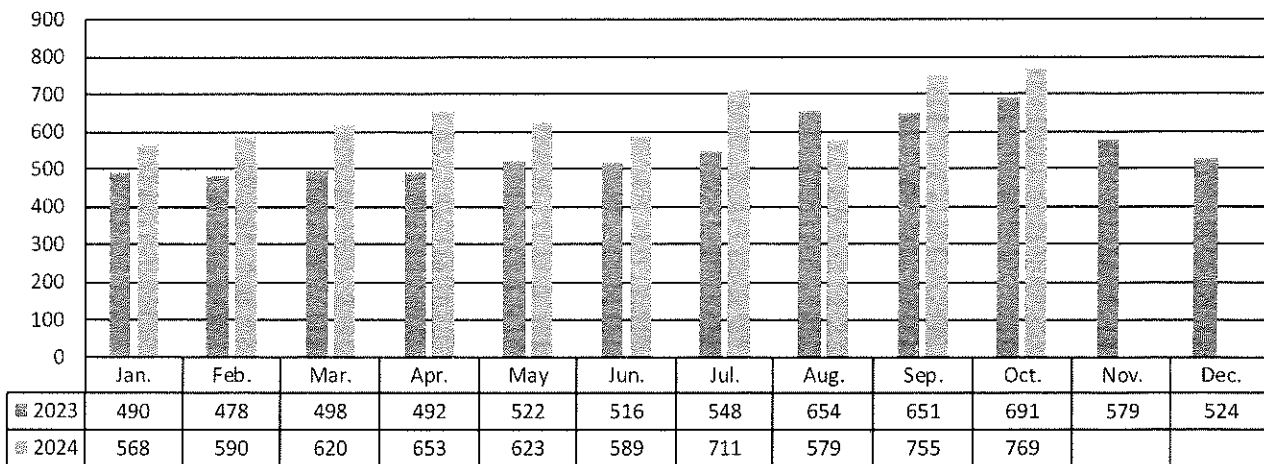


Computer Use:

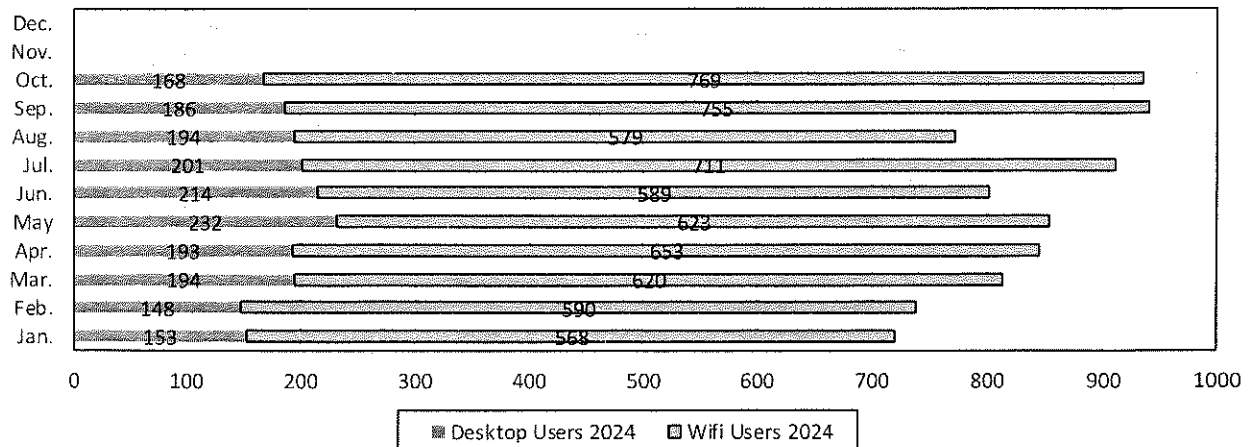
Desktop Users 23/24



Wifi Users 23/24

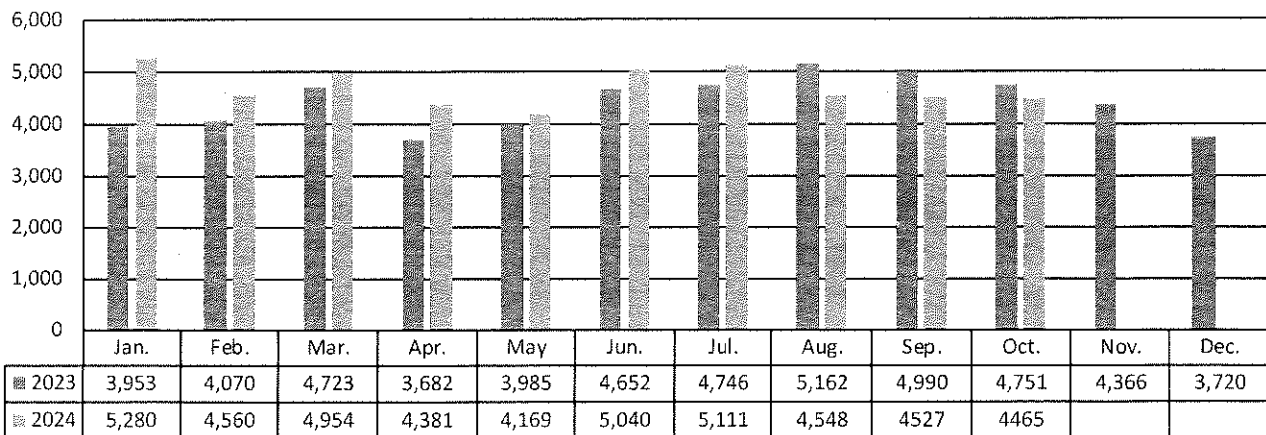


2024 Desktop Vs. Wifi

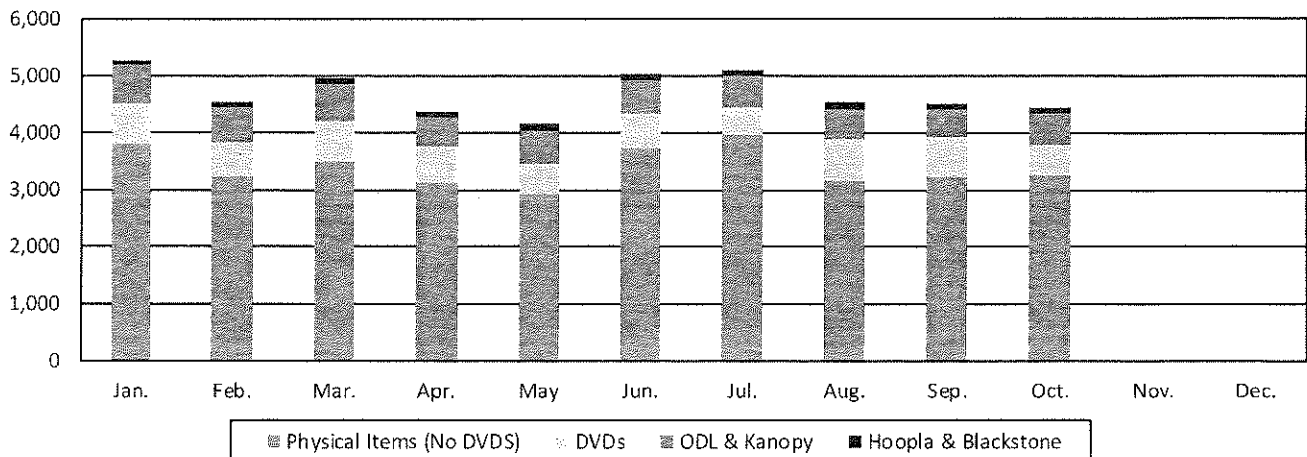


Circulation:

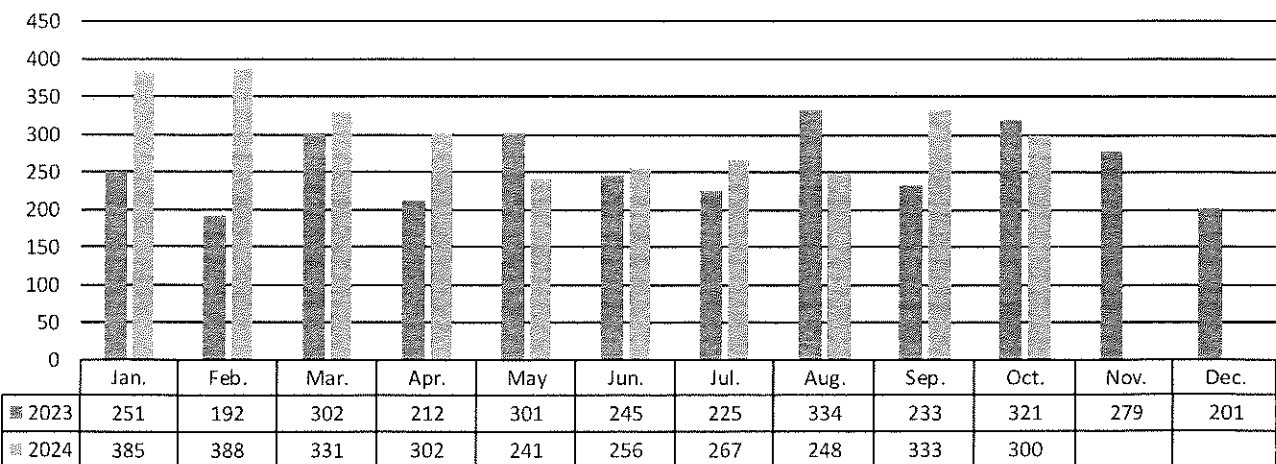
Monthly Circulation Totals 23/24



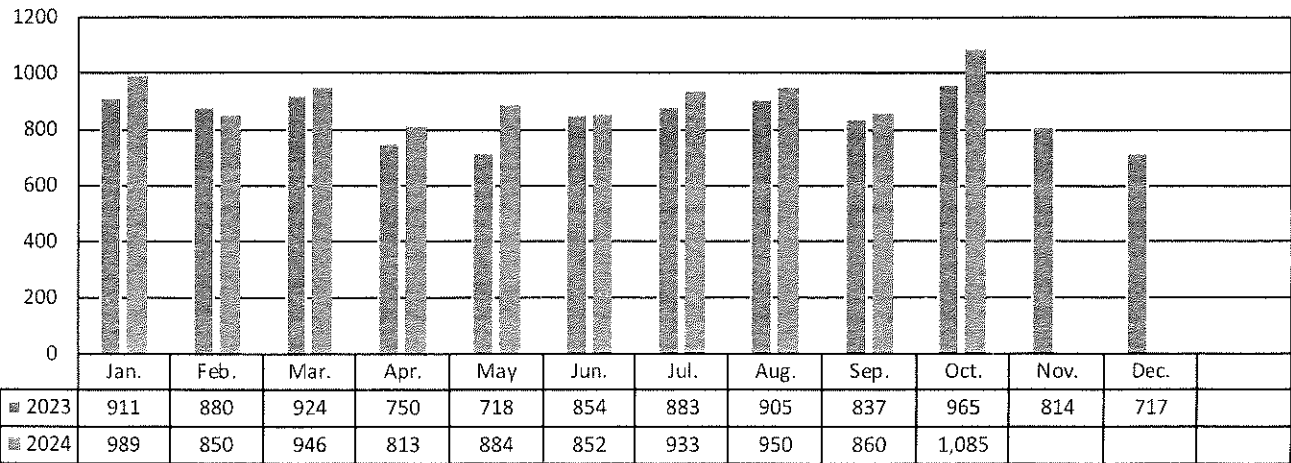
2024 Circulation By Format



2024 Items Borrowed From SEO



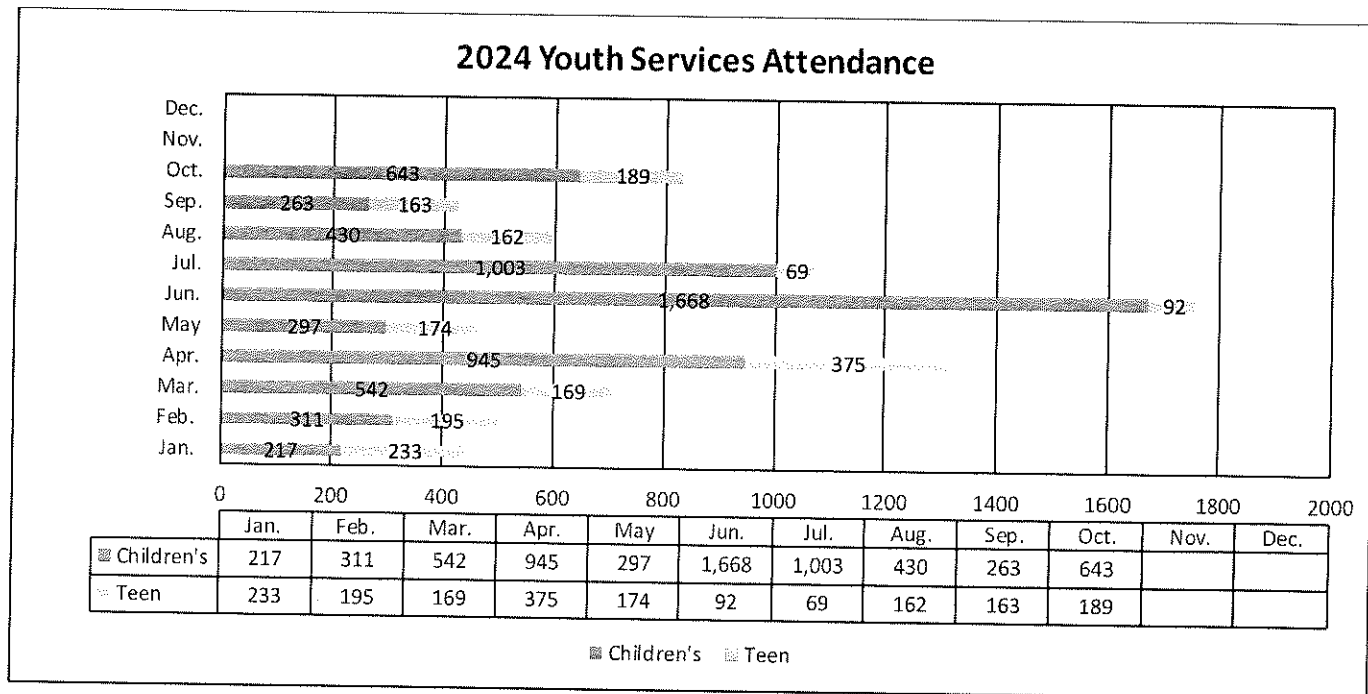
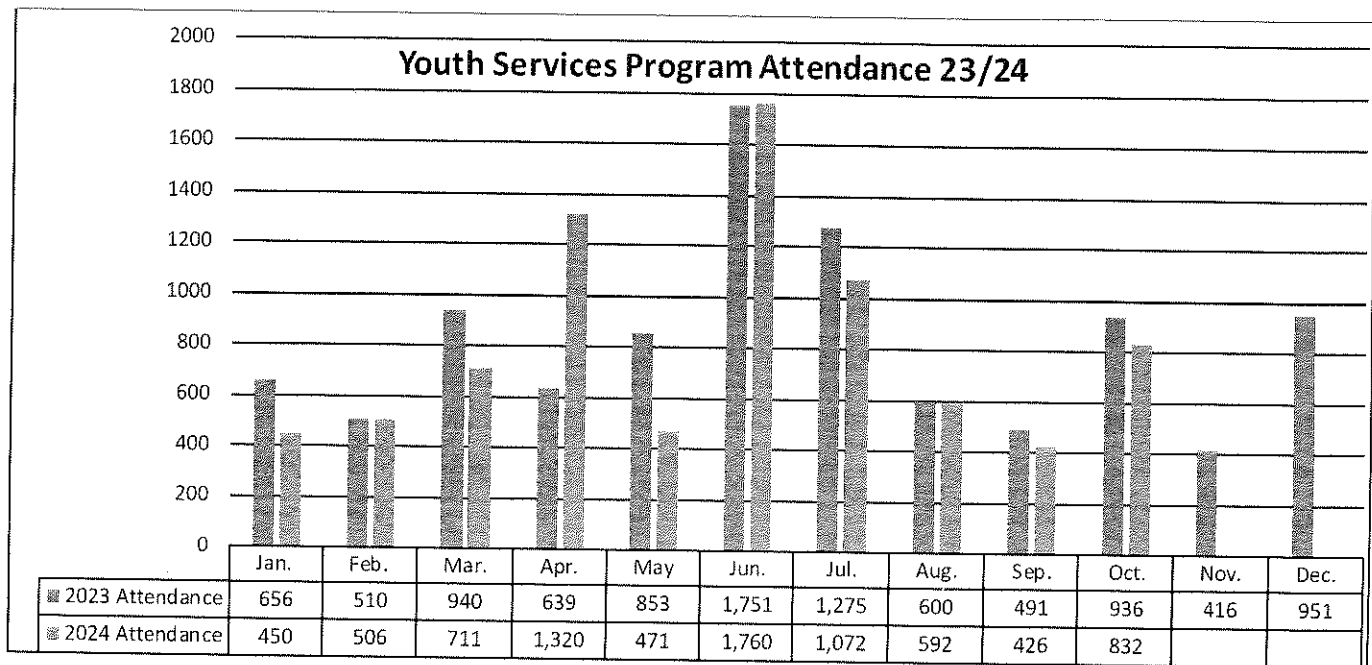
2024 Items Loaned To SEO



1. For the first time, this library loaned over 1,000 items to other libraries this month. Our patrons borrowing remains consistent.
2. Overall circulation was down again this month. However, by the end of November 2024, circulation should surpass 2023.

Building Maintenance:

Nothing to report.



1. The grand opening of the Storybook trail and the book sale were the two notable programs of the month. Thirty-six people attended the grand opening of the storybook trail. One hundred eleven people stopped by and donated to the Friends book sale.
2. To promote Fire Safety Week, storytime was held at the fire station. The Madison Messenger featured the Storybook Trail grand opening and the Fire Safety Week storytime.
3. Autumn and I will be completing training in November for the Children's Hunger Alliance so that the library may participate in the afterschool snack program.
4. I attended the grand opening of the renovated Walmart in London where I accepted a check for \$1,000 on behalf of the Friends of the Library for the upkeep of the storybook trail.
5. I will be attending the Friends meeting on November 7th at 5:30 p.m.