South Jefferson Public Library
49 Church Street
Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, May 12, 2026 at 5:00 PM with Cathie Burke, Michael Dick, Edmond Uzan, Nick DiGinnaro (Library Board Members), and Whitney Jenkins (Library Director) in attendance.

Minutes:

- April 2026 minutes were approved.

Public Comments:

- No public comments

Treasurer's Report:

- Balances as of May 12, 2026 were reviewed.
- Remaining checks through May 12, 2026 and Treasurer's Report were approved.
    - Phone bill successfully reduced to $45 a month, Whitney will continue to work on lowering electric bill
    - We made $150 in deposits in the past month.

Director's Report:

- The Circulation and Statistical Reports for May 2026 were viewed and approved.
- The web analytics report was reviewed.
- The Monthly report from Martinsburg was reviewed and approved.
- The Budget Spreadsheet was reviewed.

Unfinished Business:

- Site work bids for parking lot
    - Whitney will contact other libraries to ask for information on bid writers – ie: lawyers
    - Look into past lawyer used
    - Find out about Handicap spot permission
- Fundraising and Grant Updates and Ideas
    - Look into Spirit Days – Pizza City/Andy's/Middleway Market
    - Advertising at local Car Shows?
        - Ranson – June
        - Charles Town - August
    - Food trucks during busy racetrack weekends?
        - Contact local food trucks to ask about percentages given as donation
        - Nail down weekend dates that the track is having events
        - Whitney will contact interested businesses
    - CD Sale netted $75 for building fund
    - Sidewalk book sale when school ends.
    - Whitney will continue to plan for an end of summer community day in August
        - Silent auctions
        - Fire trucks
        - Food trucks

New Business:

- End of year Money/Budget
    - County Commission increase will be added to new fiscal year
    - Whitney currently applying for GIA funding (used for wages)
    - Final Budget will be presented at June meeting

- Upcoming Events
    - End of School Year Sidewalk Book Sale May 30 – June 2
    - End of Story Hour Concert June 2
    - Summer Reading Program Registration starts June 1

Adjournment

Respectfully submitted,

Whitney Jenkins
Library Director