

WOODWARD PUBLIC LIBRARY
1500 Main
Woodward OK 73801

Board of Directors
Special Meeting
September 14, 2023 5:15p.m.

This notice of meeting has been filed in the office of the City Clerk in conformity with the Oklahoma Open Meeting Act.

1. Call to Order
2. Approval of May 18, 2023 Minutes
3. Financial Reports
4. Director's Report
 - a. Statistics
 - b. 22-23 End of Year Report
 - c. Library Staff
 - d. Association for Rural and Small Libraries Grant
 - e. City of Woodward Budget FY 23-24
 - f. Continuing Education Classes
 - g. Dolly Parton's Imagination Library
 - h. USAC E-Rate Category 2 Installation
5. Adult Librarian's Report
 - a. Programs
6. Youth Services Report
 - a. Programs
7. Consider and Possible Vote on WPL's Circulation Policy
8. Adjournment

**Board of Directors
Regular Meeting
Minutes
May 18, 2023**

Call to Order

Bell called the meeting to order at 5:05p.m.

In Attendance

Board Members Present: President: Ray Bell; Secretary: Dr. Jacoby Dewald; Member: Jo Millard;
Member: Connie Wise

Staff Present: Connie Terry, Andrea Davis, Tonia Brooks

Minutes for March 16, 2023 Meeting

The minutes were approved as distributed.

Financial Report

City of Woodward General Fund Balances as April 2023

202 Janitorial Supplies \$151.91
203 Office Supplies \$266.96
204 Petroleum \$238.53
212 Reference Material \$8,533.79
214 Materials and Supplies \$2,606.42
242 Postage \$1,895.87
243 Library Programming \$2,818.19
311 Contractual Maint. \$10,173.66
314 Maint. Motive \$300.00
315 Maint. Non-Motive \$1,000.00
317 Technology Hardware \$516.98
318 Technology Software \$2,981.00
334 Medical Expense **\$236.24**
341 Communication \$6,403.30
347 Natural Gas **\$949.34**
348 Electricity \$1,253.47
363 Travel & Training \$1,088.82
364 Due and Memberships \$93.75

Edward Jones Account Value as of March 7, 2023: \$15,669.14

Director's Report

WPL Revenue as of February 28, 2023: \$6,568.05

- **Fines:** \$1,411.99
- **Copies, Faxes, and Printing:** \$4,659.18
- **Lost Items:** \$329.88
- **Postage:** \$141.00
- **Miscellaneous:** \$26.00

Statistics for March and April 2023

- **Physical Items Circulated (Books, DVDs, Audiobooks):** 6,695
- **OK Virtual Items Circulated:** 4,264, 39 new users
- **Hoopla Virtual Items Circulated:** 893, 25 new users
- **Kanopy:** 145 accounts, 320 visits, 2,377 minutes watched
- **Items Added:** 231 books, 12 DVDs, 38 audiobooks, 32 eBooks and eAudiobooks
- **New Library Cards:** 112
- **New Digital Library Cards:** 48
- **Mobile Printing:** 264 prints released
- **Internet Users:** 923
- **Wifi Statistics:** 1,971 session counts, 2,435 session time in minutes
- **Mobile Hotspots:** 69
- **Interlibrary Loan:**
 - Requests from WPL library patrons: 24
 - Requests from other libraries: 30
 - Postage: \$78.32
- **Library Visits as of April 30, 2023:** 11,961

Library Assistant II (part-time) positions are filled. The new employees are Breanna Currey and Katie Heflin.

The Category 2 Universal Service Grant project is almost finished. The library has been wired with new cables. The switches have arrived at the library, and we are now waiting for the wireless access points to finish the installation.

Proposed City of Woodward Budget for FY 2023-2024

101 Salaries \$181,328.00
106 Part-Time \$24,440.00
111 City's Share Fica \$15,924.00
112 Workmen's Compensation \$12,552.00
113 Health Insurance \$44,979.00
114 City Retirement \$16,652.00
118 Longevity \$6,730.00
123 Unemployment \$500.00
161 Cell Phone Stipend \$420.00
163 Severance Pay \$422.00
202 Janitorial Supplies \$3,750.00
203 Office Supplies \$1,000.00
204 Petroleum \$300.00
212 Reference Material \$48,880.00
214 Materials and Supplies \$6,500.00
242 Postage \$3,000.00
243 Library Programming \$10,000.00
311 Contractual Maint. \$22,010.00
314 Maint. Motive \$300.00
315 Maint. Non-Motive \$1,000.00
317 Technology Hardware \$4,240.00

318 Technology Software \$3,800.00
334 Medical Expense \$412.00
341 Communication \$11,357.00
347 Natural Gas \$6,500.00
348 Electricity \$8,000.00
363 Travel & Training \$2,600.00
364 Dues and Memberships \$960.00

Andrea Davis and Haylee Brewer have enrolled in a cataloging course with Infopeople. Tonia Brooks has enrolled in an Adulting in the Library: Teaching Life Skills to Teens with American Library Association.

Adult Services Librarian's Report

- **Booktroverts:** 13 participants
- **Woodward Reads Challenge:** 58 online and 14 paper log participants
- **In-Person Craft Program:** 18 participants
- **Grab Go Create:** 24 participants
- **Coloring Crew:** 13 participants
- **Let's Talk About It:** 20 participants
- **Creativebug:** 102 subscriptions

The summer program for adults includes an Imagine Your Story Summer Activity challenge. Points can be earned, and cash prizes will be awarded. On June 3rd, the library is holding a Fantasy Movie Matinee for all ages, and on June 5th, the library will host a Paint Pouring Party. Additionally, there will be Summer Book Bundles to check out.

Youth Services Librarian Report

Story Time

- 7 sessions, 171 kids / 137 adults

Headstart Story Time

- 5 sessions, 178 children / 40 adults

HomeSchool Coop

- 58 children / 36 adults

MOPS Story Time

- 6 sessions, 68 children / 56 adults

Make and Take Craft

- 15 participants

Bright Beginnings Story Time

- 32 children / 8 adults

Imagine Your Story is the theme for WPL's summer reading program. Sign-up begins May 30th. Participants can either register at the library or online with Beanstack. During June, one can participate in story time, weekly scavenger hunts, sing along movies on Wednesday, and Crafternoons on Tuesday and Thursday.

During the month, the library will host a Tiny Art Show for ages 7 – adult. Each participant will be given a 4"x4" canvas, a paintbrush and paint colors. On June 29th, the library will have a reception from 4pm-6pm.

National Library Week was in April. WPL hosted a Facebook Trivia contest for adults. 189 participated. For children and teens, the library hosted Bookmark Design contest. Forty participated. Fines waived for the week was \$7.82.

Consider and Possible Vote on Resolution for Schools and Libraries Universal Services (E-rate) for FY2023-2024

This resolution authorizes filing of the Form 471 applications for funding year 2023-2024 and the payment of the applicant's share upon approval of funding and receipt of services. Millard moved the board approve the Resolution for Schools and Libraries Universal Services (E-rate) for FY2023-2024 be accepted as stated. Second was made and was approved unanimously.

Consider and Possible Vote on Library Board Officers

For the forthcoming 23–24 year officers of the Library Board, Millard moved by acclamation that Dr. Jacoby Dewald serve as president, Krista Yadon as vice president, and Connie Wise as secretary. A second was proposed and unanimously approved.

Adjournment

With no further business, the May 18, 2023 Woodward Public Library Board meeting adjourned at 5:25p.m. The next meeting is scheduled for July 20, 2023, at 5:00p.m.

Prepared by Connie Terry

Approved:

WPL Board Secretary