

**WOODWARD PUBLIC LIBRARY**  
**1500 Main**  
**Woodward OK 73801**

**Board of Directors**  
**Special Meeting**  
**November 16, 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 September 14, 2023 Minutes
3. Financial Reports
4. Director's Report
  - a. Statistics
  - b. Dolly Parton's Imagination Library
5. Adult Librarian's Report
  - a. Programs
6. Youth Services Report
  - a. Programs
7. Adjournment

**Board of Directors  
Special Meeting  
Minutes  
September 14, 2023**

**Call to Order**

Dewald called the meeting to order at 5:10p.m.

**In Attendance**

Board Members Present: President: Dr. Dewald; Vice-President: Krista Yadon, Secretary: Connie Wise;  
Member: Jo Millard; Member: Ray Bell

Staff Present: Connie Terry, Andrea Davis, Tonia Brooks

**Minutes for May 18, 2023 Meeting**

The minutes were approved as distributed.

**Financial Report**

*City of Woodward General Fund Balances as August 2023*

**202 Janitorial Supplies** \$3,524.72  
**203 Office Supplies** \$725.00  
**204 Petroleum** \$242.47  
**212 Reference Material** \$42,785.37  
**214 Materials and Supplies** \$5,063.17  
**242 Postage** \$3,000.00  
**243 Library Programming** \$9,717.48  
**311 Contractual Maint.** \$18,714.60  
**314 Maint. Motive** \$300.00  
**315 Maint. Non-Motive** \$1,000.00  
**317 Technology Hardware** \$4,072.01  
**318 Technology Software** \$3,717.00  
**334 Medical Expense** \$32.92  
**341 Communication** \$9,368.78  
**347 Natural Gas** \$6,177.23  
**348 Electricity** \$8,500.00  
**363 Travel & Training** \$2,600.00  
**364 Due and Memberships** \$898.80

Edward Jones Account Value as of September 6, 2023: \$16,840.61

**Director's Report**

WPL Revenue as of August 31, 2023: \$1,1743.42

- **Fines:** \$366.93
- **Copies, Faxes, and Printing:** \$1,259.55
- **Lost Items:** \$87.94
- **Postage:** \$24.00
- **Miscellaneous:** \$5.00

### Statistics for July and August 2023

- **Physical Items Circulated (Books, DVDs, Audiobooks):** 7,377
- **OK Virtual Items Circulated:** 4,023, 45 new users
- **Hoopla Virtual Items Circulated:** 1,169, 48 new users
- **Kanopy:** 202 accounts, 2,032 visits, 4,455 minutes watched
- **Items Added:** 193 books, 25 DVDs, 33 audiobooks, 20 eBooks and eAudiobooks
- **New Library Cards:** 169
- **New Digital Library Cards:** 24
- **Mobile Printing:** 285 prints released
- **Internet Users:** 1,154
- **Wifi Statistics:** 2,382 session counts, 3,678 session time in minutes
- **Mobile Hotspots:** 58
- **Interlibrary Loan:**
  - Requests from WPL library patrons: 21
  - Requests from other libraries: 48
  - Postage: \$70.34
- **Library Visits as of April 30, 2023:** 4,365

WPL's Year In Review FY 22-23 was presented at the meeting. Statistics for FY 22-23: 22,394 patron visits; 6,828 cardholders, 106,522 total items in collection, 65,758 total checkouts; 380 programs and 6,214 attendees.

Xara Hickman has been hired for the vacant Library Assistant II (part-time) position. The position was left vacant with the absence of Breanna Currey.

Andrea Davis was awarded \$908.83 by Oklahoma Department of Libraries for the Association for Rural & Small Libraries Annual Conference. The conference will be Wichita, Kansas September 20-23, 2023.

### City of Woodward Budget for FY 2023-2024

**101 Salaries** \$192,623.00  
**106 Part-Time** \$24,440.00  
**111 City's Share Fica** \$17,246.00  
**112 Workmen's Compensation** \$13,594.00  
**113 Health Insurance** \$47,460.00  
**114 City Retirement** \$18,035.00  
**118 Longevity** \$7,457.00  
**120 Employee Footwear** \$379.00  
**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** \$4,100.00  
**318 Technology Software** \$3,800.00  
**334 Medical Expense** \$150.00  
**341 Communication** \$10,100.00  
**347 Natural Gas** \$6,500.00  
**348 Electricity** \$8,500.00  
**363 Travel & Training** \$2,600.00  
**364 Dues and Memberships** \$960.00

Katie Heflin is taking online certification courses offered by the Oklahoma Department of Libraries. Haylee Brewer has completed the required coursework for certification.

WPL and the Northwest Oklahoma Literacy Council have partnered together to bring Dolly Parton's Imagination Library to Woodward County. The library will provide a luncheon on November 2<sup>nd</sup> for bank presidents. The project is to give each child zero – 5 years of age a book each month free of cost.

WPL will be closed to the public October 2<sup>nd</sup> – 4<sup>th</sup> for the completion of the USAC E-rate category 2 installation. During that time frame, new equipment will be installed, and cabling will be completed.

### **Adult Services Librarian's Report**

- **WPL Book Club:** 17 participants
- **Woodward Reads Challenge:** 43 online and 7 paper log participants
- **Coloring Crew:** 29 participants
- **WIP Wednesday (craft class):** 2
- **Summer Book Bundles:** 11 participants

The library hosted Oklahoma author Tanya McCoy on September 30<sup>th</sup>.

September is National Library Card Sign Up Month. The library will host a Facebook trivia contest, a drawing for refer a friend, and fines will be waived for September.

### **Youth Services Librarian Report**

#### **Story Time**

- 8 sessions, 159 kids / 114 adults

#### **Meet and Play**

- 1 sessions, 15 children / 12 adults

#### **HomeSchool Coop**

- 30 children **MOPS Story Time**
- 6 sessions, 68 children / 56 adults

#### **1,000 Books Before Kindergarten**

- 50 participants
- 3 participants have read 1,000 books

Tonia Brooks will be presenting a story time every Thursday to those attending First Baptist Church of Woodward's Mother's Day Out program.

Consider and Possible Vote on WPL's Circulation Policy

Krista Yadon moved the library's new Circulation Policy be approved as presented. A second was made by Connie Wise and unanimously approved.

Adjournment

With no further business, the September 14, 2023 Woodward Public Library Board meeting adjourned at 5:35p.m. The next meeting is scheduled for November 16, 2023, at 5:00p.m.

Prepared by Connie Terry

Approved:

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WPL Board Secretary