

WOODWARD PUBLIC LIBRARY

**1500 Main
Woodward OK 73801**

**Board of Directors
Regular Meeting
May 16, 2024 5:00p.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 January 18, 2024 Minutes
3. Financial Reports
4. Director's Report
 - a. Statistics
 - b. Dolly Parton's Imagination Library
 - c. City of Woodward Proposed Budget FY 24-25
 - d. Library Staff
5. Adult Librarian's Report
 - a. Programs
6. Youth Services Report
 - a. Programs
7. Vote to Approve or Disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-25. This resolution authorizes filing of the Form 471 applications for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services.
8. Consider and Possible Vote on Library Board Officers
9. New Business
10. Adjournment

**Board of Directors
Regular Meeting
Minutes
May 16, 2024**

Call to Order

Dewald called the meeting to order at 5:00p.m.

In Attendance

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

Staff Present: Connie Terry, Andrea Davis, Tonia Brooks

Minutes for January 18, 2024

The minutes were approved as distributed.

Financial Report

City of Woodward General Fund Balances as May 2024

202 Janitorial Supplies \$488.33

203 Office Supplies \$463.39

204 Petroleum \$105.59

212 Reference Material \$6,978.78

214 Materials and Supplies \$840.75

242 Postage \$473.04

243 Library Programming \$4,915.12

311 Contractual Maint. \$7,554.20

314 Maint. Motive \$300.00

315 Maint. Non-Motive **\$1,226.61**

317 Technology Hardware **\$388.36**

318 Technology Software \$2,981.00

334 Medical Expense \$32.92

341 Communication \$3,998.41

347 Natural Gas \$2,904.20

348 Electricity \$3,204.25

363 Travel & Training \$1,117.25

364 Due and Memberships \$330.80

Fines and Fees Collected July 1, 2024 to May 31, 2024: \$7,185.20

Edward Jones Account Value as of May 8, 2024: \$19,471.16

Director's Report

Statistics for March and April 2024

- **Items Circulated**
 - Physical: 6,283
 - Digital: 6,420
- **Items Added:** 143 books, 47 DVDs, 41 audiobooks, 17 digital items

- **Library Cards**
 - New: 144
 - Digital: 32
- **Mobile Printing:** 242 prints released
- **Internet Users:** 915
- **Wifi Statistics:** 1,876 wireless sessions
- **WPL Website**
 - Users: 1,400
 - Views: 3,200
- **MyLibro:** 105 users
- **WPL Facebook Account**
 - Followers: 2,993 followers
 - Reached: 73,000
- **Interlibrary Loan**
 - Requests from WPL library patrons: 37
 - Requests from other libraries: 22
- **Library Visits:** 3,304
- **Programs**
 - Number of Programs: 59
 - Attendees: 1,161
- **Dolly Parton Imagination Library**
 - Children Active: 389
 - Graduated: 22

City of Woodward Proposed Budget FY 24-25

202 Janitorial Supplies \$3,800.00
203 Office Supplies \$1,000.00
204 Petroleum \$300.00
212 Reference Material \$51,320.00
214 Materials and Supplies \$7,500.00
242 Postage \$2,500.00
243 Library Programming \$11,000.00
311 Contractual Maint. \$21,110.00
314 Maint. Motive \$300.00
315 Maint. Non-Motive \$2,500.00
317 Technology Hardware: Determined by IT Director
318 Technology Software: Determined by IT Director
334 Medical Expense \$150.00
341 Communication \$7,623.00
347 Natural Gas \$6,500.00
348 Electricity \$8,500.00
363 Travel & Training \$2,500.00
364 Due and Memberships \$960.00

The hourly wage for the Library Assistant II (part-time) position has been increased to \$12.00 from \$10.00.

Xara Hickman, Library Assistant II (part-time) is no longer employed by WPL. The vacant position was filled by Macy Casey. Her employment began on May 7th.

Adult Services Librarian's Report

WPL's Let's Talk About It Series: Crime & Comedy discussion is scheduled for May 21. The book to be discussed is Cozy: a Stanley Hastings Mystery and is presented by Karen Ansley.

Twice a month, Andrea Davis visits Providence Place. Residents of the facility are able to check out library material.

WPL is hosting a summer activity challenge for adults as the library is moving towards a winter adult reading challenge. This will enable the summer reading challenge for children to be the primary focus. The adult summer activity challenge begins May 23rd and will conclude on July 31st.

The library will host a Community Conversation event at 4:00p.m. on Tuesday, June 4th. A conversation will be held regarding the library's accessibility and inclusivity, with a particular emphasis on individuals with mobility impairments. The conversation is a required component of the Libraries Transforming Communities: Accessible Small and Rural Communities grant that the library received from the American Libraries Association

April was National Poetry Month. The library hosted a Poetry Black Out Contest for individuals ages 16 and older. There were 16 participants. Cash prizes were awarded for 1st, 2nd and 3rd place.

April was also National Library Week. WPL hosted a Silent Reading Party and 14 individuals ranging from children to adults participated in the event.

Youth Services Librarian Report

The theme of this year's summer reading program for children and teens is "Adventure Begins at Your Library." The program will commence on May 23rd and conclude on July 6th. Lego Club, Movie Day, Take & Make Crafts, Break the Room, Bigfoot Games, Campout Cooking, Cupcakes & Canvas, and Weekly Scavenger Hunts are among the events. Special events will occur on a weekly basis. May 30th is the date of the inaugural special event. Buckaroo Bart, also known as Bart Tayler, will be demonstrating rope tricks and emphasizing the importance of Will Roger in American history. Buffalo Tales, Mad Science, and Echolocation Grotto are additional special events.

During the program, preschool story time will be hosted at 10:30a.m. on Tuesday and Thursday. The library will be giving away three literacy baskets to participants.

Consider and Possible Vote on Resolution for Schools and Libraries Universal Services (E-rate) for FY2024-2025

This resolution authorizes filing of the Form 471 applications for funding year 2024-2024 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 FY2024-2025 be accepted as stated. Second was made and was approved unanimously.

Consider and Possible Vote on Library Board Officers

Millard proposed by acclamation that Dr. Jacoby Dewald serve as president, Krista Yadon as vice president, and Connie Wise as secretary for the upcoming year 2024–2525 Library Board officers. A second proposal was made and unequivocally approved.

Adjournment

With no further business, the May 16th, 2024 Woodward Public Library Board meeting adjourned at 5:35p.m. The next meeting is scheduled for July 18th, at 5:00p.m.

Prepared by Connie Terry

Approved:

WPL Board Secretary