

WOODWARD PUBLIC LIBRARY
1500 Main
Woodward OK 73801

Board of Directors
Regular Meeting
November 21, 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 September 19, 2024 Minutes
3. Financial Reports
4. Director's Report
 - a. Statistics
 - b. Front Desk Remodel
 - c. Library Management System
 - d. LTAI Grant
 - e. ALA Libraries Transforming Communities Grant
5. Adult Librarian's Report
 - a. Programs
6. Youth Services Report
 - a. Programs
7. New Business
8. Adjournment

**Board of Directors
Regular Meeting
Minutes
September 19, 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; Vice-President: Krista Yadon; Member: Ray Bell; Member Jo Millard

Staff Present: Connie Terry, Andrea Davis, Tonia Brooks

Minutes for July 18, 2024

The minutes were approved as distributed.

Financial Report

City of Woodward General Fund Balances as September 2024

202 Janitorial Supplies \$3,504.76
203 Office Supplies \$1,000.00
204 Petroleum \$300.00
212 Reference Material \$45,033.69
214 Materials and Supplies \$4,643.14
242 Postage \$2,267.40
243 Library Programming \$10,950.73
311 Contractual Maint. \$20,269.68
314 Maint. Motive \$300.00
315 Maint. Non-Motive \$1,969.50
317 Technology Hardware \$3,621.44
318 Technology Software \$3,789.00
334 Medical Expense \$150.00
341 Communication \$8,893.41
347 Natural Gas \$6,166.09
348 Electricity \$8,500.00
363 Travel & Training \$2,500.00
364 Due and Memberships \$960.00

Fines and Fees Collected July 1, 2024, to August 30, 2024: \$1,758.75

Edward Jones Account Value as of September 10, 2024 \$20,768.67

Director's Report

Statistics for July and August 2024

- **Items Circulated**
 - Physical: 8,310
 - Digital: 6,331
- **Items Added:** 169 books, 17 DVDs, 12 audiobooks, 7 digital items

- **Library Cards**
 - New: 177
 - Digital: 32
- **Mobile Printing:** 242 prints released
- **Internet Users:** 1,034
- **Wifi Statistics:** 1,418 wireless sessions
- **WPL Website**
 - Users: 1,400
 - Views: 3,200
- **MyLibro:** 205 users
- **WPL Facebook Account**
 - Followers: 3,100 followers
 - Reached: 10,600
- **Interlibrary Loan**
 - Requests from WPL library patrons: 37
 - Requests from other libraries: 11
- **Library Visits:** 4,972
- **Programs**
 - Number of Programs: 32
 - Attendees: 746
- **Dolly Parton Imagination Library**
 - Children Active: 386
 - Graduated: 54

Year in Review Report FY 23-24

- Income \$480,801.00
 - City Funds 94.8%
 - Other Grants 2.7%
 - State Aid Grants 2.5%
- Expenses \$393,200
 - Salaries & Benefits 67.3%
 - Electronic Resources 8.5%
 - Print Material 3.1%
 - Audio/Visual Material 0.4%
 - Misc. 20.7%
- 2,600 open hours
- 6,167 with library cards
- 20,611 people visited the library
- 19,312 items in the collection
- 88,630 digital items in the collection
- 32,214 digital items borrowed
- 41,631 physical items borrowed
- 232 items borrowed from other libraries
- 110 WPL items other libraries borrowed
- 222 programs and 2,839 attended
- 12,078 WiFi sessions
- 5,825 uses of public computers
- 19,000 website visits

WPL is fully staffed. Jackie Persall is the newest member of the team. Her role is Library Assistant II.

The integration process for Biblionex (Apollo), the library's new management system, was ran on September 10th. Apollo has many features, including enhanced customer account administration, mobile friendliness, more extensive book descriptions on the card catalog, and ease of use for both staff and customers. Apollo does offer a two-way SMS texting platform. The texting platform will be offered to library customers once the staff is comfortable with Apollo.

The adult fiction section is undergoing a redesign. The area is being categorized by genre instead of author.

The non-fiction section in the children's area is being updated. The children's non-fiction section will be categorized by subjects not the dewey decimal system.

The library will be receiving the new Community Room chairs, funded by the ALA Libraries Transforming Communities Grant.

September is National Library Card Sign-up month. "Libraries...more than meet the eye" is the theme. The library will be providing new library bags and waiving fines.

Adult Services Librarian's Report

WPL's Book Club met September 11th. What Are You Looking For Is In the Library by Michiko Aoyama was discussed.

Unwind & Unravel, new relax through crafting program for adults, is scheduled for the 2nd and 4th Mondays of the month from 2pm to 4pm.

The library will host a Bigfoot program from the Native Oklahoma Bigfoot Research Organization September 28th.

WPL partnered with OSU Extension to provide a class on making a sourdough starter on September 18th. There were 13 participants. A crockpot class will be offered October 7th at 10am.

Youth Services Librarian Report

WPL is providing

- Meet and Play for babies through preschoolers
- Story time at the library on Tuesdays and Wednesday for babies through preschoolers.
- Story time for children at the First Baptist Church Mother's Morning Out
- Story time for the children at HeadStart

On September 16th, a teens participated in a program on how to make duct tape pencil pouches.

On September 19th, a program about bees and beekeeping was provided for the HomeSchool Coop. Steve Leger was the presenter.

On October 1st, the library will host a book discussion program for the HomeSchool Coop. The group will be discussing *My Side of the Mountain* by Jean Craighead George.

Adjournment

With no further business, the September 19, 2024, Woodward Public Library Board meeting adjourned at 5:30p.m. The next meeting is scheduled for November 21st, at 5:00p.m.

Prepared by Connie Terry

Approved:

WPL Board Secretary