

Board of Trustees Meeting
Montfort & Allie B. Jones Memorial Library
111 West 7th Ave. Bristow, OK 74010
1:30 PM, September 8, 2022

1. Call to Order
2. Roll Call
3. Discussion and approval of August 11, 2022 meeting minutes
4. Reports
 - a. Financial report
 - i. Discussion and approval of claims and invoices
 - ii. Discussion of cash flow report
 - b. Director's Report
 - i. Administrative Reports
 - ii. Circulation Statistics
 - iii. Children's and Youth Services
 - iv. Adult Services
 - v. Community Outreach
5. Unfinished Business
6. New Business
7. Comments from President and Trustees
8. Adjourn

The Montfort & Allie B. Jones Memorial Library
Board of Trustees Meeting Minutes
111 West 7th Ave. Bristow, OK 74010
1:31 p.m., July 8, 2022 (Thursday)

1. Meeting Called to Order at 1:31 p.m. by Keith Symcox, Board President.

2. Roll Call: The Board members Jamie Braden, Jay Krumme, Keith Symcox, and Marie Womack appeared at the physical location of the meeting. The Library Director, Heather Hutto, and board members; Kristi Ernst and Melissa Holderby joined by Zoom.

3. Minutes: Keith Symcox made a motion to accept the minutes of the June 9, 2022 Meeting. Jay Krumme seconded; motion carried.

4. Reports
 - a. Financial Report: Marie Womack made a motion to accept the financial reports and approve the consent items.
 1. Claims and Invoices included within the monthly spreadsheet with amounts
 2. Cash Flow Reports. Keith Symcox seconded; motion carried.
 - b. Director's Report: The Director gave an Administrative Report, Circulation Statistics, Children's and Youth Services, Adult Services, and Community Outreach reports. The Board discussed the need for more library staff, both full time and part time to accommodate the needs of the community.

5. Unfinished Business

6. New Business

7. Comments from President and Trustees
 - a. The next meeting will be August 11th, 2022 at 1:31 p.m.

8. Adjourn

Prepared by: Jamie Braden

M&ABJ Bristow Public Library Financial Report

1. Library Financial Statement from City of Bristow (addendum).
2. Library Income Statement (Figure A).
3. Requisitions (Figure B).

Figure A: Library Cash Flow Statement (in-house and donations).

JULY CASH FLOW STATEMENT				
	Overdues	Lost Books	Copies	Fax
	\$35.00	\$0.00	\$64.75	\$7.25
	Printing	Misc. In	Laminating	ILL
	\$138.15	\$48.87	\$0.00	\$0.00
	MISC OUT			
	\$118.33			
	JULY TOTAL:		\$175.69	

Figure B: Requisitions

Financial Claims					
August 11, 2022					
Vendor	Description	Cost	Req #	Invoice#	ACCT#
Amazon	books & supplies		8102022-1	various	13-42-500-5000
Bristow News		\$35.00	8102022-2	n/a	20-20-500-5000
Center Point Large Print	lrg prnt books	\$139.02	8102022-3	1947289	13-42-500-5000
	lrg prnt books	\$71.71		1949561	13-42-500-5000
D&D Office Supply	paper	\$52.99	8102022-4	1510	12-10-551-6020
DEMCO	ARPA FURNITURE	\$3,527.11	8102022-5	7161519	20-20-500-5000 (ARPA)
JLG	balance	\$303.14	8102022-6		13-42-500-5000
Telecomp	Cloud Hosting & Firewall	\$215.00	8102022-7	135824	12-10-551-6090
Tina Vanzant	cleaning	\$300.00	8102022-8	116-180	13-42-500-5000
Walmart	supplies	\$66.01	8102022-9	770518	12-10-551-6020
	supplies for srp party	\$137.68		713021	
Total August Invoices		\$4,847.66			

Director's Report

1. Administrative Reports

- a. Director still working on Annual Report. Report due August 15th.
- b. Library has been awarded the opportunity to remain an Americorps host site for 22/23. As of this moment both members are interested in continuing their service for the 22/23 year.
 - i. Due to a filing error by Red River Community Corps, our members' service period outlasts their pay period by an additional two weeks. The director used funds set aside for our potential *Friends of the Library* organization to purchase gas cards and walmart cards for these members in lieu of a pay period.
- c. ARPA furniture arrived at the library August 5th. Library to create press releases about the furniture and Woodland Forest Room as required by ARPA rules. Woodstock Cabinet Co. measured to craft a custom 3-D forest mural that will fit behind the furniture.
- d. Library to contact vendors regarding HB 3702. Library working closely with ODL to maintain compliance and up-to-date information regarding the legislation.
- e. Inc.-funded video conferencing installation has been canceled due to an availability issue; Inc to meet with company to decide what alternatives they would like to purchase instead.
- f. Conference room ceiling collapsed August 1 due to an insufficient AC unit installation. B&E has since remedied the issue; City of Bristow maintenance replaced the ceiling in a timely and professional manner.
- g. Library has hotspots for 22/23 through the Emergency Connectivity Fund. [The Affordable Connectivity Program has been expanded by the FCC](#) as of 8/5, and may [offer grants to libraries to provide awareness and application assistance outreach](#) to our most rural and low-income patrons.
- h. Library applying to host OK Humanities Council Event this fall. Additionally the library is considering applying for the [Laura Bush 21st Century Librarian](#) Program in order to hire and train additional staff and grow institutional capacity. Finally, the library is applying for a [Dorothy Louise Kyler Foundation](#) grant which will award up to \$5,000 for childrens materials; Teen and Youth Specialist is working on this grant under the guidance of the library director.

2. Circulation Statistics

- a. Library's circulation still high coming out of SRP (Figure 1); Overdrive statistics are up this month (Figure 2). Combined Overdrive and Library statistics at 3,695 items in July.
- b. Genre interests are well-rounded this month.

3. Children's and Youth Services

- a. Storytime attendance is still up; we anticipate it lowering after school starts.
- b. TGN participation is picking back up.
- c. YMC attendance has stayed the same; will be expanded into an after-school program in August.
- d. Library planning *Civics Series* for kids in September.

4. Adult Services

- a. *Adult Tech-Ed* attendance is low; director has been using time to work on Annual Report and Affordable Connectivity Outreach research instead.
- b.
- c. *Adult Book Club* tabled again due to too many responsibilities for library director at this time. Considering quarterly ABC schedule. Next *ABC* contingent upon potential fall OK Humanities Council Event.

5. Community Outreach

- a. Outreach at Rainbow Nursing Home restarts ; *Senior Health Series* tabled until physical trainers can come up with a schedule.
- b. Library planning [Civics in September outreach in September with voter registration](#). Any events will be non-partisan.
- c. Library may offer ACP outreach to [provide awareness and application assistance](#) for our most rural and low-income patrons this fall.

Appendix: Circulation Statistics: Library, Overdrive, Genre, and LUAG

Figure 1: Library Circulation

	Library Circulation						
	2016	2017	2018	2019	2020	2021	2022
January	1403	1753	2079	1638	1682	931	2087
February	1569	1775	1743	1606	1580	907	2491
March	1552	2398	2021	1692	1008	1840	2843
April	1314	2086	1830	1635	664	2061	2946
May	1891	2664	2432	1761	648	2252	3135
June	2779	4134	3081	2638	1303	3562	3674
July	1771	2977	2479	2239	1693	2710	3212
August	1778	2802	2105	2020	1455	2428	
September	1796	2132	1795	1447	1590	2629	
October	1637	2430	2062	1726	1845	2905	
November	1974	2214	1834	1517	1345	2552	
December	1443	1878	1562	1610	1162	1305	
	20907	29243	25023	21529	15975	26082	20388
						TOTAL:	159147

Figure 2: Overdrive Circulation

	Overdrive Circulation					
2016	2017	2018	2019	2020	2021	2022
81	249	314	393	381	453	521
98	254	251	361	312	419	480
193	196	335	311	432	355	428
130	175	294	297	589	358	356
113	168	238	321	684	328	419
201	240	303	406	539	311	343
218	201	295	529	429	454	483
189	201	361	567	411	391	
186	211	423	554	397	412	
199	235	406	385	431	408	
205	274	382	329	475	483	
159	247	359	349	466	483	
1972	2651	3961	4802	5546	4855	3030
				TOTAL:	26817	

Genre Stats: Monthly Averages

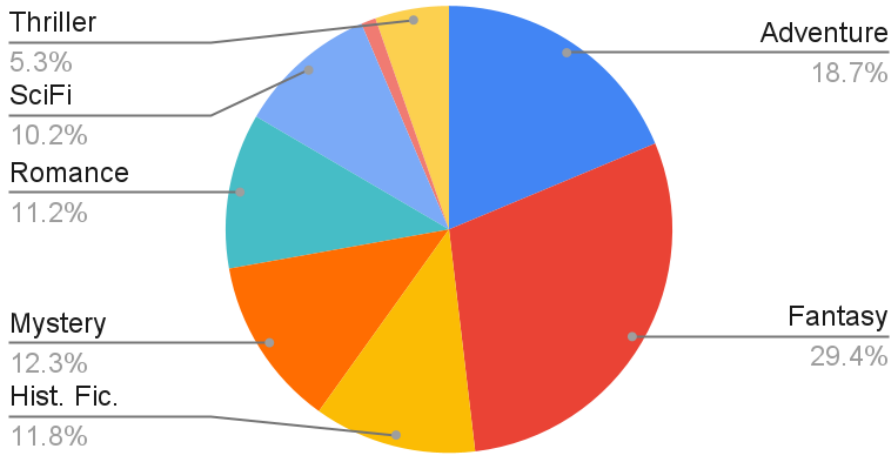


Figure 4: Library Use at a Glance

