

Board of Trustees Meeting
Montfort & Allie B. Jones Memorial Library
111 West 7th Ave. Bristow, OK 74010
9:00 AM April 9, 2024

1. Call to Order
2. Roll Call
3. Discussion and approval of March 26, 2023 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. New Business: Review performance goals and measures for Executive Director.
6. Comments from President and Trustees
7. Adjourn

The Montfort & Allie B. Jones Memorial Library
Board of Trustees Meeting Minutes
111 West 7th Ave. Bristow, OK 74010
9:00 a.m., March 26, 2024 (Tuesday)

1. The meeting was called to order at 9:00 a.m. by Keith Symcox, Board President.
2. Roll Call:

The Library Director, Heather Hutto, and Board members Kris Wyatt, Jay Krumme, Keith Symcox, Marie Womack, Jamie Braden and Melissa Holderby were present.
3. Minutes:

The minutes from the prior meeting were presented. Keith Symcox made a motion to accept the minutes and Marie Womack seconded; all voted in favor and the motion carried.
4. Reports:

Financial Report:

 - a) The financial statements were presented.
 - b) Claims and Invoices included within the monthly spreadsheet with amounts.
 - c) Cash Flow Reports.

The new expense report was presented. There are still a few minor bugs that should be worked out by next meeting. Melissa Holderby made a motion to accept the financial report and approve the consent items. Keith Symcox seconded; all voted in favor and the motion carried.

Director's Report:

The Director gave an Administrative Report, Circulation Statistics, Children's and Youth Services, Adult Services, and Community Outreach reports.

There is an issue with patrons printing too much to the copiers. RK Black will be asked if there is a way to secure/lock the printing at the printer/copier with a passcode.
5. Unfinished Business

The Executive Director will determine if the library can obtain a Microsoft license from the city's licenses.

The budget was discussed with Steve at the City and is being worked on. The Director will provide a proposed budget at the next meeting (this can be what the Director has asked from the City and does not need to be the City's final version)

The Director will continue working to get an email with a city of bristow domain as there are some issues with emails to outside entities being sent to spam.

A new policy needs to be made/approved for use of the private room.
6. New Business

The ESL program will need a new grant coordinator as the current one is leaving. The grant funds need to be spent by September 2024. Two social media posts were made (one to Instagram and one to Facebook) which were posted in error. They were taken down once it was realized they were posted. The Instagram post related to an article published by a local news agency regarding the State Attorney General's stance on illegal immigration and the Facebook post had an incorrect time for an event. No issues were noted from patrons due to these posts.

Kim B., the teen and youth specialist, has left. A job opening has been posted.
7. Comments from President and Trustees

Our next meeting will be Tuesday, April 9, 2024, at 9:00 a.m. at the Jones Library
8. Adjourn

M&ABJ Bristow Public Library Financial Report

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

Figure A: Library Income Statement

LIBRARY CASH RECEIPTS REPORT			
Overdues	Lost Books	ILL	Misc. In
\$48.15	\$0.00	\$0.00	\$5,420.00
Copies	Fax	Printing	Misc. Out
\$43.00	\$18.75	\$251.71	\$0.00
February Total:		\$5,781.61	

Figure B: Library Financial Statements

Expense Breakout				
	City	Inc	Grant	Total
Period Costs	\$ 948.44	\$ 448.97	\$ 2,038.94	\$ 3,436.35

City Accounts Reconciliation				
Account Name	Office Supplies	Material & Supply	Advertising & Pub	Utilities
Account Number	551-6020	551-6090	551-7250	551-7300
Beginning Budget	\$ 4,028.00	\$ 2,670.00	\$ 150.00	\$ 3,620.00
Current Period	\$ -	\$ 500.00	\$ -	\$ -
YTD	\$ 3,961.44	\$ 2,586.24	\$ 44.00	\$ 1,647.58
Budget Balance	\$ 66.56	\$ 83.76	\$ 106.00	\$ 1,972.42

Director's Report

1. Administrative Reports

- a. Director met a second time with the City of Bristow regarding budget and strategic planning procedures from the library. Director is still awaiting Encode access, domain email addresses.
- b. BPL's Literacy Program's ESL instructor to leave in the middle of the grant cycle. Failure to replace her will result in BPL losing grant, potentially having to pay back grant funds, disqualified from further literacy grant applications. BPL literacy team working to find a new ESL instructor.

2. Circulation Statistics

- a. In-house circulation increased from February, but is slightly lower than last year (Figure 1).
- b. Overdrive increased both this month and from last year's stats (Figure 2).

- c. *Adventure* top genre in February.
- 3. Children's and Youth Services**
 - a. Children's staff preparing for SRP; Children's Specialist training for Beanstack.
 - b. High attendance statistics for fine arts programming (Penguin Random House Grant For Small & Rural Libraries-funded).
- 4. Adult Services**
 - a. *Adult Tech-Ed* is being offered to the public; classes also offsite at BSS.
 - b. Literacy Coordinator attended training in Sapulpa April 3rd.
- 5. Community Outreach**
 - a. [Disabled] Outreach saw 564 checkouts; served approx 43 patrons in January.
 - b. ASD support group facilitated fourteen participants in February
 - c. Twenty-five in attendance for *A Night with Temple Grandin* March 25th. A recording of this event is also available on our Youtube page.
 - d. Library partnering with CCJJC to offer SRP Outreach and literacy services to youth this summer.

Appendix: Grant Report, Circulation, Genre, and LUAG

Figure 1: Grant Report

Monthly Board Report						
March 2024						
Grant Name	Grant Issuer	Issue Date	Grant Amount	Amount Spent	Amount Remaining	Deadline Spend
Libraries Transforming Communities Grant	ALA/ARSL	6/2023	\$20,000.00	\$ 12,204.10	\$7,795.90	May 31st, 2024
Adult High School Completion	ODL(GaleCeng)	2/2023	\$28,370.00	\$ 17,738.54	\$10,631.46	February 2025
Citizenship Corner	ODL(IMLS)	8/2023	\$4,000.00	\$ 907.50	\$3,092.50	July 31, 2024
ODL (IMLS) Erate	ODL(IMLS)	12/2023	\$7,851.26	\$ 8,841.25	(\$989.99)	n/a
Penguin Random House Grants for S&RLibs	ARSL	3/4/2023	\$1,000.00	\$ 483.05	\$516.95	12/31/2024
Dollar General Literacy Grant						
Total			\$61,221.26	\$ 40,174.44	\$21,046.82	
City Balance					\$27,868.57	
Difference					\$6,821.75	

Figure 3: Library & Overdrive Circulation

In-House						Overdrive					
	2020	2021	2022	2023	2024		2020	2021	2022	2023	2024
January	1682	931	2087	3427	3209	January	381	453	521	534	726
February	1580	907	2491	3363	3232	February	312	419	480	500	578
March	1008	1840	2843	4036	3787	March	432	355	428	424	629
April	664	2061	2946	3183		April	589	358	356	453	
May	648	2252	3135	2716		May	684	328	419	525	
June	1303	3562	3674	3154		June	539	311	343	539	
July	1693	2710	3212	3160		July	429	454	483	639	
August	1455	2428	4023	3112		August	411	391	480	780	
September	1590	2629	4257	3249		September	397	412	402	750	
October	1845	2905	3929	3314		October	431	408	444	667	
November	1345	2552	3518	2863		November	475	483	402	631	
December	1162	1305	2724	2794		December	466	483	443	733	
	15975	26082	38839	38371	3209		5546	4855	5201	7175	726

Figure 4: Genre Statistics

Figure 5: Library Use at a Glance

