

Board of Trustees Meeting
Montfort & Allie B. Jones Memorial Library
111 West 7th Ave. Bristow, OK 74010
June 11th, 2024 / 9:00 AM

1. Call to Order
2. Roll Call
3. Discussion and approval of May 13, 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. Unfinished Business:
 - a. Review performance goals and measures for the Executive Director, including: department head access to Encode, Library Microsoft seats from the City's licenses, City of Bristow domain or alternative domain
 - b. Director to present annual budget
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
9:00 a.m., May 13, 2024 (Monday)

1. The meeting was called to order at 9:05 a.m. by Marie Womack, Board Vice President.
2. Roll Call: The Library Director, Heather Hutto, Board member Harold Nobles, and non-voting member Steve Gilbert attended the meeting via Zoom while Marie Womack, Jamie Braden, Melissa Holderby and Kris Wyatt, and potential board member Marina Symcox attended in person.

3. Minutes: The minutes from the prior meeting were presented. Melissa Holderby made a motion to accept the minutes and Marie Womack seconded; all voted in favor and the motion carried.

4. Reports:

Financial Report:

The financial statements were presented.

Claims and invoices were presented.

Cash flow reports were presented.

The internal expense report was presented. Funds in the City accounts have been adjusted without communication to the Director or Steve Gilbert. One line item is showing a negative balance on the city financials and not reconciling with internal accounting.

Melissa Holderby made a motion to accept the financial report and approve the consent items that were physically brought to the Board. Marie Womack seconded; motion carried.

Director's Report:

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

5. Unfinished Business: The Director and Board have requested from the City, some form of access to Encode, which is the software used by the City to manage the City budget. Steve Gilbert reported that this will be resolved after the June meeting.

The Executive Director will determine if the library can obtain a Microsoft license from the City's licenses. Steve Gilbert reported that this will be resolved after the June meeting.

The Director will continue working to get an email with a City of Bristow domain or some other formal domain. Steve Gilbert reported that this will be resolved after the June meeting.

The Director presented the most recent version of the budget in the Board package, including the Library's estimated utilities costs from water, electric, gas, ECT. The current library utilities budget is \$3,620 and will need to be increased to \$15,314.29 per year to cover the budget increases to the library department instead of coming directly from the general or building funds.

Melissa Holderby made a motion to approve the employee policies for management of the Sensory Room and Courtyard for 30 days as the board continued to review. Seconded by Marie Womack; motion carried.

A new ESL coordinator has been hired with a start date of May 28, 2024.

The annual Executive Director goals had no action taken. The board was presented with the April and May goals to be reviewed and discussed via email this month before the June meeting. The goals set to be completed by June will be presented and included in June's Board package.

A presentation was made by the Director showing the success of the Library as it relates to its peers. The Bristow Library is performing at or near the top in the categories of program attendance, circulation statistics, and patrons served. It is leading in the category of patrons served per full-time staff.

6. New Business

We will need to review and update our hotspot policy for the OSU Library Hotspot Program that we've been accepted to participate in for one year. Bristow Public Library was on a waiting list and has now been chosen to participate.

A special meeting may need to be called after the city council approval of the employee benefits package to discuss the personnel of the library.

The Director will have a three to five minute opportunity to give an overview of the library budget in June to the City Council where the library can document and justify the need for more full time staff.

Marina Symcox was nominated to replace Keith Symcox on the Board for the next term beginning May 1, 2024. She will need to be on the City Council agenda and be approved by the Councilors.

New officers for the board are Melissa Holderby as President, Marie Womack as Vice President, and Jamie Braden as Secretary until May of 2025.

7. Comments from President and Trustees

Our next meeting will be Tuesday, June 11, 2024, at 9:00 a.m. at the Jones Library. Future meetings are to be held on the second Tuesday of each month at 9 a.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. Library Financial Statements (Figure B).
4. Library Grant Expenditures (Figure C).
- 5.

Figure A: Library Income Statement

LIBRARY CASH RECEIPTS REPORT			
Overdues	Lost Books	ILL	Misc. In
\$9.00	\$57.56	\$0.00	\$2.25
Copies	Fax	Printing	Misc. Out
\$70.65	\$19.85	\$238.65	\$0.00
May Total:		\$397.96	

Figure B: Library Financial Statements

Expense Breakout				
	City	Inc	Grant	Total
Period Costs	\$ -	\$ 940.09	\$ 339.96	\$ 1,280.05

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	\$ 3,620.00	\$ 150.00	\$ 3,620.00
Current Period	\$ -	\$ -	\$ -	\$ -
YTD	\$ 4,896.71	\$ 3,558.33	\$ 44.00	\$ 1,647.58
Budget Balance	\$ (868.71)	\$ 61.67	\$ 106.00	\$ 1,972.42

Expense Detail							
Vendor	Description	Amount	Invoice #	Account #	Payor Designation	Date Received	Date Submitted to Payor
amazon				551-5000	inc	n/a	n/a
Breddies	cleaning	\$500.00		551-5000	inc		
Kim England	ltc grant fac			20- ltc	grant		
Kim England	ahsc grant fa			20-ahsc	grant		
Kim England	ltc grant fac			20-ltc	grant		
RK Black	monthly fee	\$440.09		551-5000	inc		
verizon	monthly fee	\$279.96		20-ltc	grant		
Lara Lee	music instruct	\$30.00		20-prhg	grant		
Lara Lee	music instruct	\$30.00		20-prhg	grant		
Gracie Matthew	ESL instruction			20-cc	grant		
Gracie Matthew	ESL instruction			20-cc	grant		
Walmart							

Figure C: Library Grant Expenditures

Monthly Board Report						
June 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	\$19,998.74	\$1.26	5/31/2024
Adult High School Completion	ODL(GaleCeng)	2/2023	\$32,270.00	\$18,771.13	\$13,498.87	2/1/2025
Citizenship Corner	ODL(IMLS)	8/2023	\$4,000.00	\$1,087.50	\$2,912.50	7/31/2024
ODL (IMLS) Erate	ODL(IMLS)	12/2023	\$7,851.26	\$7,851.26	\$0.00	n/a
Penguin Random House Grants for S&RLibs	ARSL	3/4/2023	\$1,000.00	\$650.79	\$349.21	12/31/2024
State Aid	ODL		\$3,321.00	\$2,295.00	\$1,026.00	6/30/2024
LTC 2	ALA/ARSL	4/8/2024	\$20,000.00		\$20,000.00	5/31/2025
Dollar General Literacy Grant	Dollar General	5/31/2024	\$1,450.00		\$1,450.00	5/31/2025
Total			\$89,892.26	\$50,654.42	\$39,237.84	
City Balance					\$40,642.54	
Difference					\$1,404.70	

Libraries Transforming Communities Grant								
(Report due May 30 2024)								
Date Paid (BOT)	Item Description	Invoice Date	Personnel	Outreach	Presente	AS Room	Other	Balance
			\$15,600.00	\$250.00	\$550.00	\$3,500.00	\$100	\$20,000.00
7/13/2023	Kim England - grant facilitator invoice 01	7/17/23	\$ 600.00					\$19,400.00
7/13/2023	Community Conversation supplies						\$ 37.74	\$19,362.26
8/15/2023	Kim England - grant facilitator invoice 02	8/1/23	\$ 600.00					\$18,762.26
8/15/2023	Kim England - grant facilitator invoice 03	8/15/23	\$ 600.00					\$18,162.26
9/14/2023	Kim England - grant facilitator invoice 04	8/28/23	\$ 495.00					\$17,667.26
9/14/2023	Kim England - grant facilitator invoice 05	9/11/23	\$ 708.75					\$16,958.51
9/14/2023	Pizza Hut - Pizza for Community Convo						\$ 61.11	\$16,897.40
10/17/2024	Kim England - grant facilitator invoice 06	9/25/23	\$ 573.75					\$16,323.65
10/17/2024	Kim England - grant facilitator invoice 07	10/9/23	\$ 570.00					\$15,753.65
11/9/2023	Kim England - grant facilitator invoice 08	10/23/23	\$ 596.25					\$15,157.40
11/9/2023	Kim England - grant facilitator invoice 09	11/6/23	\$ 596.25					\$14,561.15
11/9/2023	Kim England - grant facilitator invoice 10	11/20/23	\$ 573.75					\$13,987.40
12/12/2023	Kim England - grant facilitator invoice 11	12/4/23	\$ 337.50					\$13,649.90
12/12/2023	Kim England - grant facilitator invoice 12	12/18/23	\$ 547.50					\$13,102.40
1/18/2024	Kim England - grant facilitator invoice 13	1/2/24	\$ 525.00					\$12,577.40
1/18/2024	Kim England - grant facilitator invoice 14	1/16/24	\$ 472.50					\$12,104.90
2/20/2024	Kim England - grant facilitator invoice 15	1/29/24	\$ 551.25					\$11,553.65
2/20/2024	Kim England - grant facilitator invoice 16	2/13/24	\$ 693.75					\$10,859.90
3/26/2024	LTC Field Trip Aquarium - Differently abled	3/26/2024		\$ 144.00				\$10,715.90
2/26/2024	Kim England - grant facilitator invoice 17	2/26/2024	\$ 817.50					\$9,898.40
3/11/2024	Kim England - grant facilitator invoice 18	3/11/2024	\$ 825.00					\$9,073.40
3/25/2024	Kim England - grant facilitator invoice 19	3/25/2024	\$ 727.50					\$8,345.90
4/5/2024	D&D Office Supply Paper	4/25/2024				\$ 65.02		\$8,280.88
4/5/2024	Amazon Orders for AS sensory room	4/25/2024				\$2,555.84		\$5,725.04
4/8/2024	LTC Guest Presenter - equine therapy	4/25/2024			\$ 550.00			\$5,175.04
4/8/2024	Kim England - grant facilitator invoice 20	4/8/2024	\$ 738.75					\$4,436.29
4/15/2024	Walmart AS Room Supplies	4/25/2024				\$ 278.43		\$4,157.86
4/22/2024	Kim England - grant facilitator invoice 21	4/23/2024	\$ 648.75					\$3,509.11
4/23/2024	LTC Field Trip Aquarium - AS Group	4/23/2024		\$ 60.00				\$3,449.11
4/24/2024	AS Chair redo Order 4/24	4/23/2024				\$ 568.99		\$2,880.12
4/26/2024	Walmart AS Room Supplies	4/25/2024				\$ 30.34		\$2,849.78
5/6/2024	Kim England - grant facilitator invoice 22	5/6/2024	\$ 611.25					\$2,280.79
5/20/2024	Kim England - grant facilitator invoice 23	5/20/2024	\$ 506.25					\$2,250.45
5/31/2024	Kim England - grant facilitator invoice 24	5/31/2024	\$ 1,200.00					\$1,639.20
5/23/2024	pizza AS Party	5/23/2024					\$ 84.00	\$1,132.95
5/23/2024	Supplies AS Party						\$ 75.80	
5/26/2024	Pizza Differently-abled Party						\$ 143.90	
5/26/2024	Supplies Differently-abled Party					\$ 40.80	\$ 186.52	
			\$ 15,116.2	\$ 204.00	\$ 550.00	\$3,539.42	\$ 589.07	\$ 19,998.74
			\$ 483.75	\$ 46.00	\$ -	\$ (39.42)	\$(489.07)	\$ 1.26

Adult High School Completion									
Check #	Date Paid (BOT)	Item Description	Personnel \$7,800.00	laptops \$3,260.00	hotspots \$6,210.00	seats \$7,700.00	supplies \$7,300	invoice	Balance \$32,270.00
n/a	2/16/2023	GaleCengage student seats				\$ 5,500.00			\$26,770.00
	2/16/2023	J Sweger - grant facilitator pay	\$ 150.00					n/a	\$26,620.00
"	3/13/2023	laptops		\$ 1,895.00					\$24,725.00
	4/1/2023	J Sweger - grant facilitator pay	\$ 146.25					n/a	\$24,578.75
	4/1/2023	J Sweger - grant facilitator pay	\$ 146.25					n/a	\$24,432.50
	5/1/2023	J Sweger - grant facilitator pay	\$ 146.25					n/a	\$24,286.25
	5/1/2023	J Sweger - grant facilitator pay	\$ 161.25					n/a	\$24,125.00
	5/30/2023	GRANT EXPANSION (+2 students)							\$24,125.00
	6/13/2023	J Sweger - grant facilitator pay	\$ 112.50					n/a	\$24,012.50
	6/13/2023	J Sweger - grant facilitator pay	\$ 90.00					n/a	\$23,922.50
	6/13/2023	J Sweger - grant facilitator pay	\$ 90.00					n/a	\$23,832.50
	6/13/2023	Graduation Supplies					\$ 12.08		\$23,820.42
	6/13/2023	Verizon hotspots and mobile data 7/1/2024 New Grant Facilitator			\$ 492.75			9934409679	\$23,327.67
	7/13/2023	J Sweger - grant facilitator pay	\$ 60.00					n/a	\$23,267.67
	7/13/2023	J Sweger - grant facilitator pay	\$ 82.50					n/a	\$23,185.17
	7/13/2023	Kim England - grant facilitator pay	\$ 26.25					ahsc001	\$23,158.92
	7/13/2023	Verizon mobile data			\$ 200.05			9936776390	\$22,958.87
	8/15/2023	Laptops (2 additional)		\$ 598.00					\$22,360.87
	8/15/2023	hotspots (2 additional) & mobile data			\$ 200.05			9939140709	\$22,160.82
	8/15/2023	Kim England - grant facilitator pay	\$ 150.00					ahsc002	\$22,010.82
	8/15/2023	Kim England - grant facilitator pay	\$ 333.75					ahsc003	\$21,677.07
	8/15/2023	Verizon mobile data			\$ 295.59			9941529177	\$21,381.48
	9/14/2023	Kim England - grant facilitator pay	\$ 206.25					ahsc004	\$21,175.23
	9/14/2023	Kim England - grant facilitator pay	\$ 258.75					ahsc005	\$20,916.48
	9/14/2023	seats (2 additional)				\$ 2,200.00			\$18,716.48
	9/14/2023	Verizon mobile data			\$ 280.07			9943929483	\$18,436.41
	10/17/2023	Kim England - grant facilitator pay	\$ 232.50					ahsc006	\$18,203.91
	10/17/2023	Kim England - grant facilitator pay	\$ 33.75					ahsc007	\$18,170.16
	10/17/2023	Kim England - grant facilitator pay	\$ 101.25					ahsc008	\$18,068.91
	10/17/2023	Verizon mobile data			\$ 280.23			9946351575	\$17,788.68
	11/1/2023	Kim England - grant facilitator pay	\$ 93.75					ahsc009	\$17,694.93
	11/1/2023	Kim England - grant facilitator pay	\$ 157.50					ahsc010	\$17,537.43
	11/1/2023	Verizon mobile data			\$ 280.17			9948790239	\$17,257.26
	12/12/2023	Kim England - grant facilitator pay	\$ 315.00					ahsc011	\$16,942.26
	12/12/2023	Kim England - grant facilitator pay	\$ 247.50					ahsc012	\$16,694.76
	12/12/2023	Verizon mobile data			\$ 280.21			9951242631	\$16,414.55
	1/19/2024	Kim England - grant facilitator pay	\$ 213.75					ahsc013	\$16,200.80
	1/19/2024	Kim England - grant facilitator pay	\$ 198.75					ahsc014	\$16,002.05
	1/1/2024	Verizon mobile data			\$ 280.21			9953715129	\$15,721.84
	2/20/2024	Kim England - grant facilitator pay	\$ 135.00					ahsc015	\$15,586.84
	2/20/2024	Kim England - grant facilitator pay	\$ 135.00					ahsc016	\$15,451.84
	2/20/2024	Verizon mobile data			\$ 280.19			9956179599	\$15,171.65
	2/26/2024	Kim England - grant facilitator pay	\$ 153.75					ahsc017	\$15,017.90
	2/26/2024	Kim England - grant facilitator pay	\$ 56.25					ahsc018	\$14,961.65
	3/26/2024	Verizon mobile data			\$ 280.19				\$14,681.46
	3/25/2024	Kim England - grant facilitator pay	\$ 150.00					ahsc 019	\$14,531.46
	3/25/2024	Kim England - grant facilitator pay	\$ 150.00					ahsc 020	\$14,381.46
	4/24/2024	Kim England - grant facilitator pay							\$14,381.46
	4/24/2024	Verizon mobile data			\$ 279.96			9961140928	\$14,101.50
	5/6/2024	Kim England - grant facilitator pay			\$ 86.25			ahsc21	\$14,015.25
	5/20/2024	Verizon mobile data			\$ 280.13			9963639371	\$13,735.12
	5/6/2024	Kim England - grant facilitator pay			\$ 150.00			ahsc22	\$13,585.12
	5/20/2024	Kim England - grant facilitator pay			\$ 86.25			ahsc23	\$13,498.87
								ahsc24	\$13,498.87
									\$13,498.87
									\$13,498.87
Amount Spent			\$ 4,533.75	\$ 2,493.00	\$ 4,032.30	\$ 7,700.00	\$ 12.08		\$18,771.13
Over/under bud			\$ 3,266.25	\$ 767.00	\$ 2,177.70	\$ -	\$ 7,287.92		\$13,498.87

Director's Report

1. Administrative Reports

- a. Director finalized budget, with exception of information for FT benefit costs. According to the City consultant, this information is forthcoming.
- b. Director working on LTC Grant round one report in progress; due June 30.
- c. Director to attend mandatory training on new Annual Report software June 26, July 1, and July 17. Annual Report due August 31.
- d. BPL received a Dollar General Literacy Grant application for \$1450.00.
- e. Director to attend mandatory Site Supervisor training July 30 in OKC.
- f. Library staff halfway through BLBI-funded archival project with Tribal Librarian Katherine Witzig. Director working with NPS Fort Smith Archives and Special Collections to define provenance of library's copies of *Hell on the Border*.
- g. New hotspots have finally arrived. Review of Library's Hotspot Policy.

2. Circulation Statistics

- a. In-house circulation increased from April (Figure 2).
- b. Overdrive increased from last month (Figure 2).
- c. *Romance* top genre in February (Figure 4).

3. Children's and Youth Services

- a. SRP numbers are high; programs are well-received.
- b. Library's grant-funded fine arts program for youth has strong attendance.
- c. CCYS offering *Tween Yoga* every Tuesday from 10-10:45 AM.

4. Adult Services

- a. *Adult Tech-Ed* is being offered offsite at BHA in June.
- b. Two Adult HS Completion students approaching graduation; all students due to renew devices by July 1.

5. Community Outreach

- a. [Disabled] Outreach saw 1000 checkouts; served approx 75 patrons in April.
- b. ASD support group end-of-grant party saw 20+ attendees.
- c. Literacy program partnering with CCJJC to offer literacy outreach services to youth starting in June.
- d. (two to three) Community Conversations for Round Two of LTC Grant to occur in the last two weeks of June.

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	3416	April	589	358	356	453	549
May	648	2252	3135	2716	3644	May	684	328	419	525	632
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	17288		5546	4855	5201	7175	3114
		TOTAL:	136555				TOTAL:	25891			

Figure 3: Library Use at a Glance

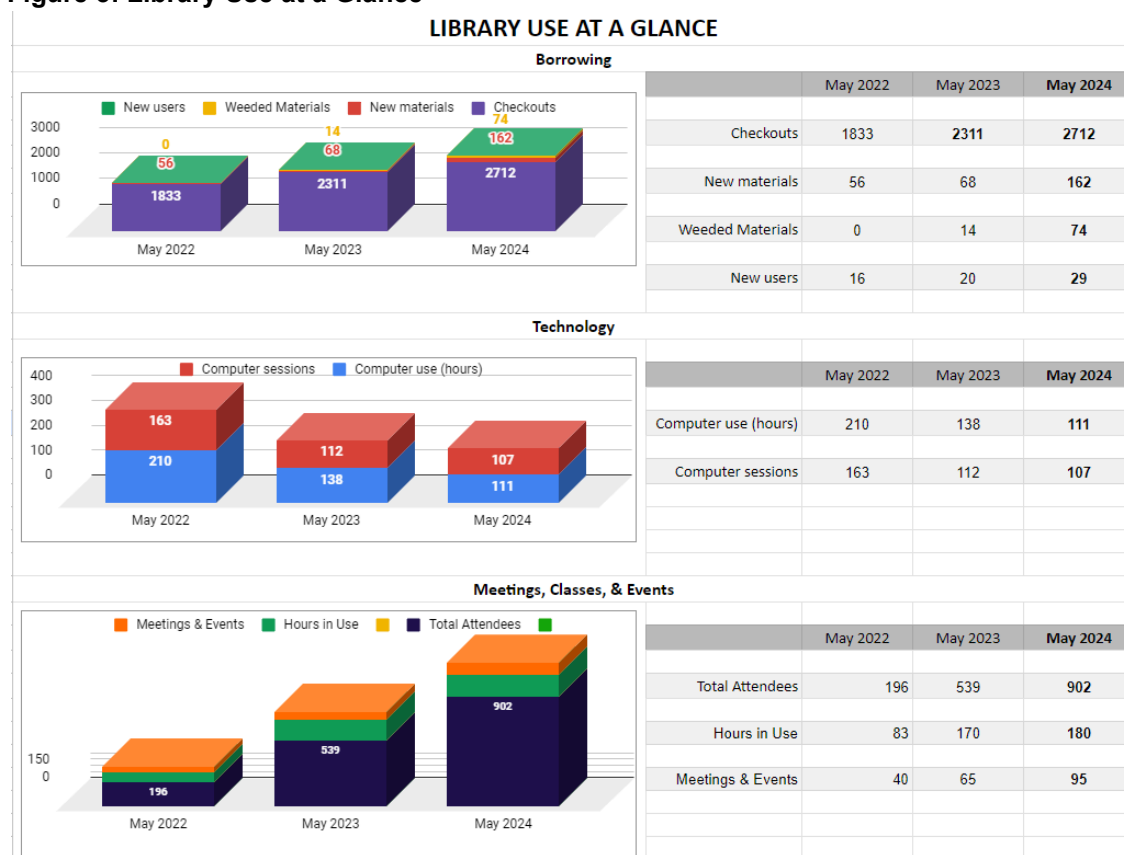


Figure 4: Genre Statistics

Genre Stats: Monthly Averages

