

**MIAMI PUBLIC LIBRARY MEETING**  
**Minutes of Monday, February 12, 2023**

**Meeting called to order at 12:08 pm by Ray VandeGiessen.**

**Board Members present:** Kit Waters Ulrey, Ray VandeGiessen, Meghan Dorey, and Sloane Arana, Becky Baird

**Library Staff present:** Caitlyn Baker, Assistant Library Director, and Callie Cortner, Library Director

**Guests Present:** None

**Minutes:** Correction \$1,250 for Dolly's Imagination Library from Friends of the Library. Becky Baird moved to approve the meeting minutes, Meghan Dorey seconded the motion. The motion unanimously passed.

**Circulation Report and Cash Receipts Jan '23:**

Increase in Overdrive and Hoopla for adults and teens. Children's physical circulation has increased, but Hoopla has not increased for children. Kids games have skyrocketed from 9 checkouts last month to 25 this month. Teen games have also increased. These games are check out, not just playing in the library. Game checkouts are actually taking the games home to play. The library card increases were from Sonja's work of reaching out to schools and having them bus students in and showing them what we have.

Looked into paying for copies without cash, but that has not been a feasible.

**Director's Report:**

Director, Callie Cortner, presented the Director's Report. The numbers for circulation doubled since January 2022. Miami High School brought in the 9<sup>th</sup> grade class to see the resources and many kids enrolled or renewed their cards, causing an increase in library card numbers. Library staff noted that there is a difference in door counts because people going to the bathroom and upstairs. Jason is trying to account how best to get accurate information. Cortner expanded on the door counts, explaining that prior to COVID yearly counts were around 50,000, and now it is around 36,000 yearly so we are slowly growing back to where it was before.

Computer sessions are up. Huge increase in wireless internet since the change of how patrons log in, no longer requiring a library card number.

Board Member, Arana asked about if electronic and off-site events are tracked for funding purposes. Cortner explained that State Aid Reporting has added in a lot more electronic tracking and not just physical. Staff can count things like the Teen 1<sup>st</sup> Chapter Friday Facebook recordings or Children's' Grab and Go kits towards programming. Off-site programs like Health Literacy Cooking Demos at the Farmers Market and programs at the Boys and Girls Club are also counted toward library programming and outreach.

Cortner informed the board that there will be a Guest Scholar presenting The Help book discussion is Feb 15<sup>th</sup> at 6:30. This is part of the Let's Talk About It Grant from Oklahoma Humanities.

Cortner gave an update on the library elevator. She informed the Board that the hydraulics were fixed for the elevator. It is so much smoother. The controller (control panel) is being put as a Capitol Improvement and listed as high priority, but will need to be built. The current controller is obsolete and parts are no longer made. Assistant Director, Caitlyn Baker, also explained that the elevator was inspected and after the repairs to the hydraulics and is expected to last the library many years into the future.

Cortner reminded Board Members of their terms and expirations: Meghan Dorey renewed for a new three year term. Sloan Arana is due on July 2023. Kit Ulrey is due Nov 2023. Ray VandeGiessen and Aaron Mathews are due 2024. Becky Baird is good until 2025.

Board President, Ray VandeGiessen, mentioned seeing a piece of legislation that could potentially remove Oklahoma Library board members at the same time and force them to run again. Kit and Ray volunteered to check into that.

#### **Assistant Library Director's Report:**

Baker updated the Board on Imagination Library and said that Friends of the Library has about \$5,400 for Dolly's Imagination Library. Cortner informed the board that she is pushing for more exposure with social media posts, working on flyers throughout town and a flyer for how parents and loved ones can sign their children up. Friends of the Library is able to set up a PayPal account to gather donations directly for Imagination Library. Board Member, Meghan Dorey, suggested a QR code at a table and a jar for change at MuralFest 66. Baker explained that Friends of the Library has been receiving smaller checks into the library. March 1<sup>st</sup> is the planned date for registration to open for the children. It will probably be May when they start receiving a book each month. Baker recommended that asking people to give \$50, \$100, \$200 could be beneficial. Some of the bigger donors are likely to have spent their funds and larger organizations are asking "What does it look like for us to donate?" And then they need to present to their people. Talk to the people who are running the J-M golf tournament.

Suggestion: That the State Oklahoma Tax Commission has a list that you can pay for that give you the highest donors in our area. See if this is something Friends of the Library can utilize.

There is a publicity pack that was given for Imagination Library to use. The board asked if Friends of the Library or the library itself, could do merchandising with it to help raise more money.

Baker also gave an update on the Health Literacy Grant Program. Tai Chi's class attendance ranged from 7-14 people and there were 12 classes total. The change in time made a huge difference in the increase to the Tai Chi class, previously they averaged 3-4 people. Baker voiced a concern that if attendance increases much more, library staff will have to find another venue to accommodate a larger class size. Tai Chi was also provided once a week for the month of January to Nichols Elementary students and the

kids loved it. Line Dancing wrapped up in December and had a total 219 participants over the six week period.

Baker and Cortner covered the upcoming Jump Rope Training program for instructors "Learning the Ropes" to teach community leaders how to teach it properly like Double Dutch and jump rope performing. The goal for the library is to bring in teachers and other childcare professionals to learn and doing it at Boys and Girls Club during the summer. After the educational aspect, the library will partner with several of those that attended to put on a camp for kids. Learning the Ropes supplies sets of jump ropes and single jump ropes for kids to take home at the end of the program so they can continue to practice what they learned. Will also partner with schools when schools start up. Northeast Tribal camp did something similar last year and suggested doing it.

The library is seeking different places to set up their Mobile StoryWalk. They will have it set up at MuralFest and Heritage Fest this year. The mobile StoryWalk consists of ten A frames sign holders. It can be booked at events such as schools carnivals, or church camps. It is not constricted for how long the walk is as it can be put as close together or as spread out as space allows. Baker informed the board that the book at Rotary Park has been updated. Baker and Cortner explained that the library can buy premade stories or they can take apart a book to mount to the walk displays, but the book cannot be modified or condensed. Cortner explained that the average children's book is 16 pages and the walk has 18 spaces where 2 spaces where we can advertise on it. We buy thicker pages because people have destroyed the plexiglass. The board asked if the library could do sponsorships on the StoryWalk and gain donations for the library.

Library staff is looking into doing Senior Yoga and finding an instructor. Many of the Tai Chi participants had requested this.

Library staff is considering reaching out to financial professionals to teach a Financial Literacy course. It was recommended that Georgann Roye be asked.

Board Member, Sloan Arana, asked about fundraising and grant opportunities. Baker and Cortner informed the board that Oklahoma Department Libraries does the majority of the grant legwork for the Oklahoma Libraries and makes grant processes easier than going through bigger grant processes like the Institute of Museum and Library Services for grants.

Cortner was unsure of the process for the library to sell merchandise, but the Friends of Library already sell canvas bags and headphones.

Next, Cortner and Baker covered the Outdoor Plaza Project update. The library is waiting on the grant they submitted in December. The grant committee won't have the announcement until the end of March. We made it through the first round. It seems that material costs might steadily be going down.

Cortner is looking at a grant for solar power which could free up extra money in the budget. Not sure if the library has the correct space for it.

The last thing Baker covered was the Excel High School program. The library was approved for a grant from the Oklahoma Department of Libraries that will pay for 10 seats for EXCEL HS, 5 hot spots, 5 laptops, and accessories. Baker and Cortner have created an in-depth application process to make sure that only those who are serious get approved. They will also require routine check-ins with students. Baker is working with legal on the issues of the equipment to ensure that any materials borrowed by students are returned properly. Currently the library has 2 people sitting on hold for a spot. We do have an official graduate. And waiting for Bo and Bless to acknowledge it. One girl dropped out because her laptop broke and she didn't know that she could reach out to the library because there was equipment. Putting into place that they will come in once a month to check-in and if they need another tutor.

**Friends of Library Report:**

Mark Thompson is new treasurer. Caitlyn took care of the books to recycling. The book sale generated more funds because it was out there for a longer period of time. Get letters out and get memberships. It is calendar to calendar (Jan-Jan).

**Meeting adjourned at 1:07 pm. Next meeting scheduled Monday, March 13, 2023 12:05 the library.**

Minutes by: Kit Waters

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Ray VandeGiessen

*Kristina Ulrey*  
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Kristina Ulrey

*Aaron Mathews*  
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Aaron Mathews

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Becky Baird

*Meghan Dorey*  
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Meghan Dorey

*Sloane C. Arana*  
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