

Alva Public Library

504 7th Street, Alva, OK (580) 327-1833

The Alva Public Library Board met on February 3rd, 2020 in the Share Conference Room at the Alva Public Library. Members present were: Chairman Mrs. Lynn Wilt, Ms. Linda Joseph, Ms. Marilyn Clyne, Mrs. Patty Harkin, Mrs. April Ridgway, Mr. Len Reed. Council Representative Chris Eckhardt was unable to attend the meeting.

The meeting was called to order by Chairman Lynn Wilt. Mr. Reed made a motion that the January 6th, 2020 minutes be approved. The motion was seconded by Ms. Marilyn Clyne. Those voting in favor of the motion: Mr. Reed, Ms. Clyne, Mrs. Harkin, Mrs. Ridgway, Ms. Joseph and Chairman Wilt.

Library data and Financial Report

The library data and were presented by Library Director Sandra Ott-Hamilton. The financial reports were not available in time for the meeting. The reports were discussed by the board members. Director Ott-Hamilton reported one thousand six hundred eleven materials from the library collection were checked out during the month on January. Demand for Internet access remains consistent with the Internet being accessed 948 times during the month of January. The library gained 19 new patrons and hosted 29 meetings during the month. Eight hundred twenty six e-books/e-audio/e-magazines were checked out in January. This was an increase of almost 200 digital checks out over last month.

Council Report

City Council Representative Eckhardt was not available to give a City Council report. The Library Board was informed that the City is now using Nextep and that digital timekeeping, paychecks and insurance benefits will be managed by the company. They will also provide human resource help.

Library Report

The library is completing paperwork for the Internet funding of the library computers through the federal e-rate program. This year the library had the option of extending the current service with the same cost. This option guarantees the same service that patrons had access to last year. The library staff was in agreement that they are very happy with the service provided by Pioneer. The application process will be completed in the next couple of weeks.

The Summer Reading Program will be held on Mondays during the month of June. Additional programs will be offered in June and July for area youth. The Friends of the Public Library Chocolate Fantasy is scheduled for Thursday April 2nd.

A computer and new monitor has been ordered for the youth librarian. The current computer will be moved to a catalog computer in the youth library. The current computer is 5 years old and scheduled to be replaced. The computer was not powerful enough to handle the workload after installing Windows 10. It will function well as a catalog computer. The previous card catalog could not be upgrade to run Windows 10 so there currently is no catalog computer available in the youth library.

The covered parking on the south side of the building is leaking whenever it rains or snows. It will need to be resurfaced in the future to maintain the integrity of the structure.

The library staff started tracking funds for the month of January to see if the money collected at the library are for fines, charges for copies or charges for faxes. Director Ott-Hamilton reported to the board members that the tracking will continue through the month of February. During the month of January \$ 35.50 was collected in fines, \$56.50 for copies, \$7.00 for faxes and \$39.99 for interlibrary loan postage and book replacement.

Director's Report

Several people have been using the brown bag lunch area which is open for people who work in Alva but live out of town to bring in their lunch and eat in quiet relaxed atmosphere. The area is located on the first floor in the Northwest Corner. The area is open from 11:00am till 2:00pm.

Board Member and Visitor comments

There were no comments from the library board members and the meeting was adjourned by Chairman Lynn Wilt.