

# *Alva Public Library*

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The Alva Public Library Board met on Monday September 9th, 2019 in the Share Conference Room at the Alva Public Library. Members present were: Chairman Lynn Wilt, Ms. Linda Joseph, Ms. Marilyn Clyne, Mr. Len Reed, Mrs. April Ridgway and Council Representative Chris Eckhardt. Mrs. Patti Harkin was unable to attend the meeting. The meeting was called to order by Chairman Wilt. Mr. Reed made a motion that the August 5th, 2019 minutes be approved. The motion was seconded by Ms. Clyne. Those voting in favor of the motion: Chairman Wilt, Ms. Joseph, Ms. Clyne, Mrs. Ridgway, Mr. Reed and Council Representative Eckhardt.

## **Library data and Financial Report**

The library data and financial reports were passed out by Library Director Sandra Ott-Hamilton. The board reviewed the financial statement. The negative amount of 5900.00 in the utilities budget was explained by Director Ott-Hamilton. The money for utilities is encumbered at the start of the budget year. The library is in the process of converting to VOIP phones which will save a large amount of money. All the city departments are converting or have converted to the same phone system. After the phone system is in place the encumbered amount could be adjusted.

The statistical report was discussed. Check outs remain fairly consistent with an increase in YA materials and a slight decrease in adult checkouts. This trend is not unusual for the start of the school year. In August, 822 e-books/audiobooks/magazines were downloaded. 2144 physical items were checked out from the library resulting in a total of 2966 items checked out for the month. The Internet was accessed 996 times. Sixty five DVD's were added to the collection with the majority of the additions due to donations from patrons. The digital magazine checkouts increased by about 35 percent over the previous month. The library fines/copies and expense report shows more expenses for the month of August due to the purchase of stamps.

## **Council Report**

City Council Representative Eckhardt reported that the Council accepted the return results from the swimming

pool bond election. The grant that was going to be applied for will now not be available due to the need for matching funds. Discussion was held regarding the ONG franchise tax and the offer was declined. A contract was awarded to Flyingout Construction for repairing the roof on the Professional building.

## **Library Report**

Director Ott-Hamilton told the Board that the fall schedule for youth programming and adult programming has started. Planned weekly or bi-weekly programs include: Little Explorers, Kids Activity Day, Coding Club and Lego Club. The first Life Skills Boot Camp Workshop has been held and the next one is scheduled for September 23<sup>rd</sup>. The Friends of the Alva Public Library "Let's Talk About It Oklahoma" book talk series will start on September the 23<sup>rd</sup> at 6:30. The Friends Group plans to have a meeting on October 7<sup>th</sup> at 6:00 prior to the second book talk.

## **Director's Report**

Four of the book shelves purchased by The Friends of the Alva Public Library are now set up in the backroom as a dedicated book sale area. Used/donated books are offered for sale to benefit the Friends organization which in turn helps fund special projects at the library.

The additional four donated bookshelves are being used in the youth area and are the new home for beginning level readers for kindergarten through 2<sup>nd</sup> grade readers.

The library will be transferring to an Internet based faxing service in the near future. It has been determined it will be a more cost effective system to use in conjunction with the new phone system allowing the library to save on the costs of monthly phone lines.

The Fall Books Sale will start on September 21<sup>st</sup> and due to the demand for the auditorium area the sale will be set-up on the first floor of the library. The majority of the materials offered for sale are donated by the public.

## **Board Member and Visitor comments**

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