

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DONALD W. REYNOLDS CC & LIBRARY BOARD

3:00 PM

**Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma**

June 15, 2022

AGENDA

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent

- a. Consider Approval of Regular Called Meeting Minutes of March 16, 2022

2. Information Items

- a. Library Monthly Reports - March, April, May 2022

3. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 8th day of December, 2021 and that an agenda of said meeting was posted at the place of such meeting at 2:00 p.m. on the 7th day of June, 2022.

Robbee Tonubbee

Robbee Tonubbee, Library Director

MINUTES OF THE MEETING OF DONALD W. REYNOLDS CC & LIBRARY BOARD
March 16, 2022 AT 3:00 PM,
Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma

CALL TO ORDER

Bradley Gernand called the meeting to order at 3:02pm.

INVOCATION/FLAG SALUTE

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ROLL CALL

Board Members Present: Bradley Gernand, Carolyn Mabry, Gloria Hodge, Joe Littlejohn, Marion Hill, and Mike Morris

Robbee Tonubbee, Library Director, and Jennifer Simpkins, Library Board secretary, also attended the meeting.

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of December 8, 2021

Bradley Gernand made a motion to approve the minutes from the December 8, 2021, meeting. Marion Hill seconded the motion. All members agreed, and the motion was passed.

2. Consider Items Removed from Consent

3. Information Items

- a. Report from the City

There was no report from the City.

- b. Report from The Friends of the Library

Carolyn Mabry shared a report from the Friends of the Library (FOL):

- I. The FOL has been meeting for book sorting each month and preparing for the annual Book Sale. Roby Mersecchi of Roby's Hallmark donated approximately 700 books, and the donation is appreciated.
- II. At the March 8, 2022, Friends of the Library meeting, Robbee Tonubbee reported that the FOL has received three deposits in the amount of \$573.83 from Thrift Books. The FOL sends unsold books to Thrift Books to supplement earnings from the book sale. They have been working with Thrift Books for the past three or four years.
- III. The Heritage Quilters Quilt Club will be having their Quilt Celebration quilt show at the Library on April 22 and 23, 2022. The FOL will set up a table with volunteers at the quilt show where they will greet guests and do surveys to assist the quilt club members.
- IV. The next big event for the FOL will be the Summer Reading Program.

c. Report from Librarian

Robbee Tonubbee, Library Director, shared a library report:

- I. The Library is looking into having some work done on the rooftop units for the heat and air conditioner systems. Shelburne Heat and Air has come to look at the units and vents to see what repairs and maintenance are needed.
- II. Spring Break activities are happening this week.
- III. The Library is still giving out free meals to kids through the Very Hungry Reader program. This program will stop in May.
- IV. The AARP volunteers are offering free preparation services again this year. Pat Tonubbee has been in charge of the program for several years now. The Covid-19 precautions have made the process more complicated because people having their taxes done are unable to stay for the entire process. Participants must drop off their tax documents, meet with an intake person, then leave while their taxes are being done, then return at the appointment time they are given to finalize their tax return and pick up their documents. There are no volunteer students from SOSU to assist the AARP volunteers this year, and last-minute vaccine requirements caused some volunteers to be unable to participate.
- V. The Heritage Quilters have donated a quilt for the Holiday Craft Show for the last two or three years. This is the first year they will have their quilt show at the Library. They are partnering with the FOL, and anyone who signs up to be a Friend of the Library for \$25 or more will receive free admission to the quilt show.
- VI. The Library has been busy with events in the meeting rooms and kids' activities, and pre-pandemic foot traffic is starting to resume. Some patrons still utilize the drive thru window for convenience.
- VII. Library employees have been helping people with verifying their identities with the IRS and the state and with downloading tax information from the IRS website and uploading documents as needed.
- VIII. The Library is concluding ordering and receiving items purchased with ARPA Grant funds. These items include a video conference system, a portable video conference system, a couple of laptops, a permanent Logitech system in the meeting room, and items for outdoor classroom use, such as carts, a PA system,

and an outdoor kitchen.

- IX. Blue Zones will do a cooking demo once a month on the last Thursday of each month, starting in March through the summer. The outdoor kitchen will come in handy for these events.
- X. Alvin Patterson, the library's new janitor who transferred from the Parks department, will maintain the library building and grounds.
- XI. Engineering for the Reading Park is ongoing and is currently at 60%. Robbee has been getting quotes for solar benches, solar picnic tables, and outdoor lighting. Gloria Hodge asked if the plans still included a dog park, and Robbee confirmed that was the case. Bradley Gernand asked for a refresher on how the Reading Park project was made possible. Robbee explained that land was donated to the library when the owners moved away. When the library opened in 2011, Mr. Pendleton wanted to leave a contribution to the library and donated money from a liquidated trust in the amount of \$350,000. When his heir passes away, oil and gas royalties will also pass to the library's building and maintenance fund in the amount of \$60,000 to \$80,000 per year. \$50,000 was set aside to maintain the Pendleton gravesite. \$25,000 was spent on engineering for the park, and \$275,000 remains to be used for the construction of the park. A gazebo will be built as a centerpoint in the park and will be named in honor of the Pendletons. Bradley also requested a description of the elements of the park. Robbee explained that the park will be fenced in and will only be open when the library is open. The plans include a dog park, a walking track, a water feature, trees, the gazebo pavilion in the middle, picnic tables, and a children's play area. The play area will be named after a child of the people who donated the land whom they lost at birth. People will also be able to purchase benches dedicated in memory of a loved one who has passed away. Purchasing dedicated trees and sponsoring sections of the walkway will also be a possibility. The construction plan will be accomplished in phases.

Mike Morris had a couple of comments to add to the Librarian's report. First, he shared that his significant other is part of the Heritage Quilters and how the quilters are proud to share their quilts and their time. Secondly, he shared praise for Dr. Rhonda Richards, who is part of the AARP volunteer tax preparation program.

4. Administration

Carolyn Mabry brought up the overflowing recycling bin in the library's southeast parking lot. Robbee told her the library will need the community to help with reaching out to the Choctaws' recycling facility. The library is on a schedule to receive new bins, but because the bin fills up so quickly, there is often overflow. The library needs two bins or more frequent pickups.

ADJOURNMENT

Bradley Gernand made a motion to adjourn the meeting. Gloria Hodge seconded the motion. All members agreed, and the motion was passed. The meeting adjourned at 3:40pm.

Donald W Reynolds Community Center & Library

March 2022

Statistical Report

Attendance monthly total ----- 2,704

We were open 27 days this month.

Attendance daily average ----- 129

Circulation monthly (physical units)----- 3,565

Circulation average daily ----- 169

Computer usage total ----- 389

Computer users average daily----- 19

Computer usage average time----- 36 min

Computer guest passes----- 124

Computer guest passes average daily----- 5

New Library card holders----- 78

Materials donated ----- 3,941
(63 put in collection)

Statistics

Revenue : \$3646.03 for March. The room revenue was \$1400.00 with payments for: Webstaurant Hiring Event, Texoma Board of Realtors meeting, a Baby Shower, & an Alliance Health meeting. *Prepayments were made for: Modern Abstract with events in May, Aug, & Oct; and Big Five with an event in April.*

Revenue breakdown: \$616 in copies, \$85 in faxes, \$630 in fines, \$96 in replacement cards, \$150 in out-of-county memberships, \$5 in laminating, \$314 in lost/damaged item fees, & \$340 from the public printer/copier coin-op. The café revenue is separate and that was \$338 for the month.

There was a variety of community events this month: A city ward meeting, a deposition, Green Team Environmental Film Festival (two evenings), American Legion meetings, GED classes, Durant Youth Baseball meetings, Softball/Baseball sign ups, Medicare info meeting, AARP Tax Prep, Foster Care/Adoption recruitment meeting, Genealogy class, Severe Weather Awareness training, court-ordered mediations, several Blood Drives, and City Temp Traffic Control classes.

What's Happened

- The "Very Hungry Reader" food program resumed evening meals and snacks (M-F from 4:00pm to 6:00pm, ending on Fridays at 5:00) w/a total of **445** for the month with an average of **19** meals per day. This program will continue through the end of May 2022 and then switch to the in-person meals for the summer.

- AARP Tax Prep started in February. The volunteers, 11 of them, worked on Tuesdays and Thursdays from 10:00am to 5:00pm in the library's theater. In March they had 302 e-files for 2021 taxes, 4 e-files for 2020 taxes for a total of **306** people served. They will continue tax prep through April 14th. Volunteers from AARP and Southeastern are helping this year.

Community Engagement/FOL

- The library has received a Health Literacy grant and began health/fitness related projects in September.
March classes: Two Yoga classes with **12** attendees, two Zumba classes with **10** attendees, three Chair Yoga classes with **6** attendees, two LEAD classes with **12** attendees, and a Blue Zones Healthy Kitchen Cooking class with **18** attendees..
- The library programs for non-school-aged children started back up in August along with a new “Baby Lap Sit” program.
There are two programs on Fridays, the Baby Lap Sit at 9:30am and Story Time at 10:00am.
School-aged children have Lego Club (Tuesdays at 3:30), The Lounge for Teens (Wednesdays at 3:30/4:00), and After School Program (Thursdays at 3:30) in the library’s Story Room.
Attendance is as follows: Lapsit had four sessions with no attendance & Story Time had four sessions with 11 attendees. After School four sessions with 13 kids, the Lounge four sessions with 4 teens, and Lego Club four sessions with 42 kids.
- There was special programming over Spring Break with three days of movies & activities: Movie & Legos – 26; Movie & Bingo – 37; Movie & Craft – 23 for a total of **86** for three special events.
- The Chess sessions are well attended with a total of 13 adults over four Saturdays & 6 kids over two Saturdays.

Projects

- The library applied for ARPA grant funds from the ODL in September. We were eligible for just over \$20,000 and were awarded just over \$23,000 in mid-October. Items purchased will be for extended programming, outdoor events, sound proofing meeting/study rooms, and enhancing video conferencing equipment.
- The library was approved to move on to the engineering for the Library Park and it began in August. This project is being funded by the Pendleton donation. The contract for engineering is ready to be implemented with the theorem company and Shane Knight. Library staff met with Shane in late December for updates on the planning and a look at the drawings. The engineering is at 60% at the end of February. The park will add a large outdoor space to extend library programming. Publicity for the park has garnered a lot of interest in the project with many asking how they can help. The Blue Zones Project has offered to help partner with some of the project and the library is working on other grants to help with the project.
- The library will house the Covid relief grant program, Utility Billing Assistance Program, to help City of Durant utility customers with their bills. This program will help citizens needing help with their water bills for the next two years.

Library Promotion

Library Website – www.donaldwreynolds.okpls.org

Donald W Reynolds & Donald W Reynolds Friends of the Library- FACEBOOK FOR PHOTOS AND INFORMATION

<http://www.facebook.com/home.php?#!/rlwpubliclibrary>

“Check it out at the Library” - weekly column with the weekly edition of the Durant Daily Democrat. *Currently on hold.*

Donald W Reynolds Community Center & Library

April 2022

Statistical Report

Attendance monthly total -----circulation stats only----- 3,753

We were open 25 days this month.

Attendance daily average -----	150
Circulation monthly (physical units)-----	3,756
Circulation average daily -----	150
Computer usage total -----	527
Computer users average daily-----	21
Computer usage average time-----	37 min
Computer guest passes-----	175
Computer guest passes average daily-----	7
New Library card holders-----	104
Materials donated -----	2,564
	(139 put in collection)

Statistics

Revenue : \$4,416.82 for April. The room revenue was \$2375.00 with payments for: Webstaurant Hiring Event, Texoma Board of Realtors trainings & meetings, a literacy banquet, bday party, & a Financial Freedom seminar.

Prepayments were made for: Texoma Board of Realtors paid for 2022 events (15) & the Phillips bday party in May.

Revenue breakdown: \$583 in copies, \$134 in faxes, \$440 in fines, \$60 in replacement cards, \$100 in out-of-county memberships, \$12 in laminating, \$284 in lost/damaged item fees, & \$396 from the public printer/copier coin-op. The café revenue is separate and that was \$295 for the month.

There was a variety of community events this month: a Meet & Greet with Senator Lankford, a Regional Advisory Council – Region 4 meeting, a City Ward meeting, Daughters of the American Revolution meeting, Court Ordered Mediations, a DHS visitation, a Bryan Co Federation of Democratic Women meeting, the Heritage Quilters Quilt Celebration, local American Legion meetings, DHS All Staff meeting, City of Durant Budget meeting, and an Author book signing & reading.

What's Happened

- The "Very Hungry Reader" food program resumed evening meals and snacks (M-F from 4:00pm to 6:00pm, ending on Fridays at 5:00) w/a total of **445** for the month with an average of **19** meals per day. This program will continue through the end of May 2022 and then switch to the in-person meals for the summer.

- AARP Tax Prep started in February. The volunteers, 11 of them, worked on Tuesdays and Thursdays from 10:00am to 5:00pm in the library's theater. In total they had 709 e-files, 4 amended, & 5 paper returns for 2021 taxes, 21 e-files for 2020 taxes, 2 e-files for 2019 for a total of **828** people served. They ended April 14th. Volunteers from AARP and Southeastern are helping this year.

Community Engagement/FOL

- The library has received a Health Literacy grant and began health/fitness related projects in September.
April classes: Four Yoga classes with **34** attendees, three Zumba classes with **10** attendees, , two LEAD classes with **11** attendees, and a Blue Zones Healthy Kitchen Cooking class with **20** attendees..
- The library programs for non-school-aged children started back up in August along with a new “Baby Lap Sit” program.
There are two programs on Fridays, the Baby Lap Sit at 9:30am and Story Time at 10:00am.
School-aged children have Lego Club (Tuesdays at 3:30), The Lounge for Teens (Wednesdays at 3:30/4:00), and After School Program (Thursdays at 3:30) in the library’s Story Room.
Attendance is as follows: Lapsit had three sessions with no attendance & Story Time had three sessions with 16 attendees. After School four sessions with 21 kids, the Lounge four sessions with 8 teens, and Lego Club four sessions with 32 kids. After School programming (Lego Club, the Lounge, & After School) will resume in September.
- The Chess sessions are well attended with a total of 28 adults & 15 kids over five Saturdays.
- The library’s community center hosted the Heritage Quilters 2022 Quilt Celebration. There were a record number of attendees over two days. Visitors could view quilts, participate in raffles, attend demonstrations, get their scissors sharpened, and visit a local food truck. This event was a huge success! The FOL manned a table soliciting exit surveys from attendees while promoting the FOL. We hope to host this event again in 2024!

Projects

- The library applied for ARPA grant funds from the ODL in September. We were eligible for just over \$20,000 and were awarded just over \$23,000 in mid-October. Items purchased will be for extended programming, outdoor events, sound proofing meeting/study rooms, and enhancing video conferencing equipment.
- The library was approved to move on to the engineering for the Library Park and it began in August. This project is being funded by the Pendleton donation. The contract for engineering is ready to be implemented with the theorem company and Shane Knight. Library staff met with Shane in late December for updates on the planning and a look at the drawings. The engineering is at 60% at the end of February. The park will add a large outdoor space to extend library programming. Publicity for the park has garnered a lot of interest in the project with many asking how they can help. The Blue Zones Project has offered to help partner with some of the project and the library is working on other grants to help with the project. A local couple has kicked off the donation project with a sizeable gift, more details to come.
- The library will house the Covid relief grant program, Utility Billing Assistance Program, to help City of Durant utility customers with their bills. This program will help citizens needing help with their water bills for the next two years.

Library Promotion

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Donald W Reynolds Community Center & Library

May 2022

Statistical Report

Attendance monthly total -----library stats only, no community center----- 3,822

We were open 25 days this month.

Attendance daily average ----- 153
Circulation monthly (physical units)----- 4,541
Circulation average daily ----- 182
Computer usage total ----- 488
Computer users average daily----- 20
Computer usage average time----- 37 min
Computer guest passes----- 139
Computer guest passes average daily----- 5
New Library card holders----- 126
Materials donated ----- 1,088
(30 put in collection)

Statistics

Revenue : \$4,045.09 for April. The room revenue was \$2,025.00 with payments for: E School Academy testing, Metts Powerlines safety training, Webstaurant Hiring Event, Centric Home Health & Hospice meeting, bday party, Modern Abstract & Title meeting, a Bridal show, & an Alliance Health meeting.

Revenue breakdown: \$385 in copies, \$82 in faxes, \$744 in fines, \$66 in replacement cards, \$125 in out-of-county memberships, \$3 in laminating, \$224 in lost/damaged item fees, & \$370 from the public printer/copier coin-op. The café revenue is separate and that was \$287 for the month.

There was a variety of community events this month: GED Classes, Healing Hearts Support Group, Court ordered mediations, a City Ward meeting, Girl Scout award ceremony, DPD Banquet, Bryan Co Federation of Democratic Women meeting, a Genealogy class, City of Durant Equipment Safety classes, American Legion meeting, a Medicare info session, and a Chamber sponsored Town Hall for Candidates Running for Office.

Community Engagement/FOL

- The "Very Hungry Reader" food program gave out evening meals and snacks (M-F from 4:00pm to 6:00pm, ending on Fridays at 5:00) w/a total of **205** for the month with an average of **16** meals per day. This program ended on May 18 and will transition to the in-person meals for the summer beginning June 7th.

- The library has received a Health Literacy grant and began health/fitness related projects in September.

May classes: Four Line Dancing classes with **41** attendees, three Air Fryer classes with **35** attendees, one Self Defense class with **11** attendees, and a Blue Zones Healthy Kitchen Cooking class with **30** attendees.

- The library programs for non-school-aged children ended the end of May with preparation for Summer Reading beginning in May. Summer Reading program will be on TU & TH in June & July with classes beginning on June 7. Three sessions for 5-8 yr olds, two sessions for 9-12 yr olds, and then one teen session on Tuesdays only. Sessions are capped at 25 kids. "Oceans of Possibilities" is the theme for 2022 and the library has decorated the community center.

- The Chess sessions are well attended with a total of 24 adults & 7 kids over five Saturdays.

- The Summer Feeding Program, "The Very Hungry Reader" resumes its normal times this summer with in person dining either before or after the reading program. Lunches will be served on TU & TH from 11:00am to 3:00pm and is open to any child under age 18. Children do not need to register to attend the meal service. This year hot food will be served from a commercial food warmer. The meals come prepacked from the Regional Food Bank.

Projects

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- The library will house the Covid relief grant program, Utility Billing Assistance Program, to help City of Durant utility customers with their bills. This program will help citizens needing help with their water bills for the next two years.

- The Blue Zones Project donated a water bottle refill station. The unit was installed in May. This feature will help cut down on waste from plastic bottles and is more sanitary than a public drinking fountain.

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