



Mabel C. Fry Public Library Board Meeting

Wednesday, January 21, 2026 4:00 p.m. Centennial Building 12. S. 5th Street

The City of Yukon strives to accommodate the needs of all citizens, including those who may be disabled. If you would like to attend this Board meeting but find it difficult to do so because of disability or an architectural barrier, please contact City Hall at 354-1895. We will make every attempt to resolve the problem. If you require a sign language interpreter, please notify City Hall at 500 West Main by Friday, January 16, at 5:00 p.m.

1. Call to Order

2. Roll Call

Kayleen Browning
Penny Budzien
Susie Grimes
Jane Mitchell
Amy Walters
Lee Wells
Courtney Winkler
Jeff Deckard, ex-officio

3. Election of Officers

4. Visitors

5. Approval of October 15th minutes

6. Librarian's Report

- a. Library Staff
- b. Monthly Statistics
- c. Programs and Activities
- d. Funding/Budget
- e. Other

7. Old Business

8. New Business

- a. **Revision of Meeting Room Reservations and Use Policy**
- b. **Review and adoption of Community Bulletin Board Policy**
- c. **Review and adoption of Library Programming Policy**

9. Open Discussion

10. Adjourn - Next meeting April 15, 2026

Mabel C Fry Library Board Meeting Minutes
October 15, 2025

The meeting was called to order. Members present were Penny Budzien, Susie Grimes, Lee Wells, Jane Mitchell, Amy Walters and Courtney Winkler. Those absent were Kayleen Browning and Jeff Deckard.

There were no visitors present. The minutes were approved from the July 16, 2025 meeting. Shawna Deeds, head librarian gave her report. The staff is doing their best to prepare great programs at the library, provide great customer service and to make patrons feel welcome in the library. The staff is getting lots of positive feedback from patrons which is appreciated. The part time position of 29 weekly hours is now a full time position. This now leaves the library with one part time position unfilled, a shortfall of a 19 hour a week position unfilled. It is Shawna's hope that this 19 hour position will be filled this year or the coming year. This will allow the library to have more programming and relieve the full time staff who have been at times pulling extra duty. Shawna was happy this full time position was offered and has advocated to get this position filled. She is most happy the staff member accepted the full time position. Bridgett (Library Associate) who was hired will be handling teen/young adult programming. Also, handling book displays in the library, social media, decorating and will help as needed. It is hoped that the 19 hour part time position will be filled this or next budget year, so staffing will be where it was in the past.

Monthly statistics were reviewed. The children's ipad stats were removed. Apple was making it difficult to obtain the data. It counted how many hours an app had been in use. The information was not accurate or useful.

The Mabel Fry library is the only library in the county in the area that handles homebound deliveries. There were collections at 3 senior living facilities and it has been dropped to just 1 of these senior sites. The collections were used by few people, so staff felt the recommendation was best to discontinue the availability of a library collection at the senior facility. The library staff will deliver books as if it were a homebound situation. With homebound delivery, the staff chooses books to help personalize the service. This will be included with monthly statistics.

Circulation statistics were as follows, audio is about 40% circulation. New cards issued are around 180 a month. E books and audio books are listed under Libby. Over time, hopefully another platform will be offered with no wait time. This would be a pay per use.

1:1 technology requests are higher. Shawna is working on a process to effectively track the 1:1 help requests by using tally marks at the check out desk. This seems more accurate.

Programs and activities 890 summer readers, babies through 12th grade. They read 728,752 minutes. 2,263 children through high school attended events in June and July. 18,440 people visited the library in June and July. 377 average per day in June and July. Early literacy for weekly story times was held over the summer and resumed in Sept. New groupings changed from 0-18 months, 3-5 and parents seemed to want a change. Now children are grouped based on ability of gross motor skills rather than age. The youngest are wiggles on tummies, little movers who are pulling up and taking wobbly steps, happy feet are those who are runners. The

environment seems more pleasant for the kids. Parents have complimented on this change in grouping.

The movie day in July featured Dog Man, Mad Science Artsplosion, Art from the Heart, Ropin' Fools with Cowboy Bart teaching roping tricks. In August there was a break and on September 17th H2O Yeah which was a program with the Stormwater Department. Young adults participated in Bad Movie Bingo, Mad Science DaVinci Payload, Art of the Bead pony bead crafts, Larger Than Life, which was a mural class. Again, a break in August and resumed in September. September 30th Flipping Fantastic Pancakes Around The World. This featured pancakes from all over the world.

Adult book club meets the 2nd Friday of each month. Fall reading began in September. Tiny art show was held on September 11th. Tiny canvases were painted on and displayed. The Science museum came for a program Color Science in Storytelling. There was a polymer clay class. Classes ran into October that will be discussed in the January meeting. A Lego Mystery Family Night was held September 9th, as well as Defend Yourself on September 13th which was a self defense class for families. There have been all ages story times Meet Local Helpers, and the first was with a Park Ranger.

The library is staying on budget and tracking spending. Shawna has discovered a better way to visualize the budget and allocate funds better. This will be a learning process with trial and error to find the methods that work best for her with so many moving parts.

There are county funds remaining to do a refresh in the children's area and purchase some furniture. Things may not be fancy, just making sure things are in good condition, clean, and inviting. It is important to her to be a good steward of what has been given to fund the library.

Shawna received word from the Oklahoma Department of Libraries that we did not meet our Maintenance of Effort (MOE). She submitted a letter to them after their request explaining why it was not met. She hopes that since the full time position that was not filled most of the year last year was filled with the part time position only leaving a part time position open, it should help the case. There was also a great deal of sick leave buy back budgeted that wasn't spent due to Sara's retirement date so that it should not count against the library either. It is unknown at meeting time if the library will meet the MOE.

The rearranging in the library has received positive responses. Most occurred in the children's area. Shelves were moved for picture books and readers have more room and tables to be spread apart. The Young Adult Nonfiction was shifted onto the back of the Adult Non Fiction. This gives areas more room to grow. Shelf markers have been put up to make the nonfiction easier to navigate.

The children's area will be adding a mural in the area where George the giraffe once stood. George the giraffe will be moved due to stuffing coming out of his legs. The money for the mural was donated many years ago in honor of a loved one and wasn't spent. This hopefully brightens the children's area.

The word for the library is “refresh.” Shawna doesn’t want to keep things the same and stagnate. She wants to make the most of what the library has, be creative and not afraid to spend funds to get refreshed. Furniture can be recovered if needed, ask for support groups for assistance for funding and keep things looking nice, clean, comfortable and well maintained and provide good customer service for the community.

No old business.

New business Revision of Circulation Service Policy with semantics to make things clearer for patrons. Children 4 years old and above and get a library card. The check out limit is 3 items on the first check out. After this, 25 items may be checked out. Toteboxes are limited to 3 per adult card. Overdue fines have been removed. People are more likely to return items if there is no huge fine. Interlibrary loaned items will still have a fine if returned late, since they don’t belong to us. 10 cents per day with a \$5.00 limit. Items not returned or damaged will have replacement fines. We just want things back. The window will be shortened to 30 days overdue instead of 45 days.

The experience pass for the First American’s Museum has 30 holds and it could be out of commission for 3 weeks. The change would be first come, first served to have the pass to be returned in 7 days or experiment with how long it would be out. The librarian would like to have other experience passes. The motion was made by Susie Grimes and seconded by Penny Budzein. Motion passed.

Revision of Collection Development Policy adding punctuation, clarification, adding in definitions of things we’d like to meet, criteria for quality and reliability, as well as wording to promote a wide range of viewpoints relevant to the public that could be false or misleading, promote accuracy and authority. Verbiage on gift books for the collection development policy.

Motion by Penny Budzien and seconded by Susie Grimes. Motion passed.

Review and adoption of Library Gifts and Donation Policy to not accept materials that are not in acceptable condition, monetary donations, items and a tax form cannot be made. The policy is written for viewing at the library. Motion made by Amy Walters and seconded by Susie Grimes. Motion approved.

Open discussion for baskets needed for the Ladies Library Club Auction to benefit the club to benefit the library in the end.

Open discussion concerning Hoopla. It is very expensive, exploring options for this.

Open discussion for not meeting the MOE. This will be discussed at the next meeting to see what will happen for not meeting standards. What we can do, as this is the first year since 1979 that we have not met MOE. For a few years, letters were written for not meeting MOE and we did meet it in the past after letters were written.

The meeting was adjourned. The next meeting is January 21, 2026.

MABEL C. FRY PUBLIC LIBRARY
MEETING ROOM RESERVATIONS AND USE POLICY

Revised 2009, June 2013, October 2018, July 2021, January 2026

POLICY

1. The library meeting rooms shall be reserved for the library to extend and promote Library service and programs and for educational, civic and professional groups and organizations in Canadian County. The library does not advocate or endorse the viewpoints or products offered by groups using the meeting rooms.
2. The library will not reserve the meeting room for:
 - a. Groups charging admission without authorization from the librarian or Library Board.
 - b. Non-library related groups planning purely social functions
 - c. Activities likely to disturb regular library functions
3. Any group denied use of the meeting room may appeal to the Library Board for reconsideration by submitting a written request to the library, including name and description of the organization and purpose of the proposed event. The organization will be advised of the Board meeting date for the review of the request.
4. Library meeting rooms are available for use during normal operating hours only.
Reservations must end 15 minutes prior to the Library's closing time.

RESERVATIONS

1. Advance reservations must be made **using the online booking software** or with the library staff.
2. In order for a reservation to be confirmed, the appropriate form must be completed and the appropriate fee, if any, deposited at the library.
3. **Library-related usage of the meeting rooms will be given priority. Reservations may be cancelled at any time for Library use with the option to reserve the room at a different time. Notice of cancellations will be given in advance by library staff.**

RESERVATION PROCEDURES

1. A representative of any group wanting to reserve the meeting room may contact the library to check the availability of the room requested. If the group chooses to make a reservation, a representative of the group must complete **the online form** and sign the required Meeting Room Reservation Policy.

2. A library staff member, using the reservation request form, obtains from the representative the necessary information allowing him/her to make a decision as to the eligibility of the group for use of the room.
3. Meeting rooms can be reserved for individual or recurring events, if there is availability. **Meetings cannot be scheduled for more than 60 days in advance.**
4. Events are to be cancelled as soon as it is clear that cancellation is necessary. The agency or staff member responsible for scheduling the programs is asked to notify the library no later than 24 hours before the scheduled date. **Recurring events will be cancelled, without notification, if the agency or staff member fails to notify the library of cancellations twice. Room reservations will be forfeited for the day if the reserving group is 10 minutes or more late without notifying library staff.**
5. A representative of each group is asked to check in with library staff upon arrival and departure.

FEES

1. No fees will be charged to library, library-related groups (Ladies Library Club, Friends of the Library, Library Board) or other city departmental groups at any time.
2. No fees are charged to non-profit civic, professional, and educational organizations for use of the meeting rooms. Groups meeting that do not meet the previously listed categories will pay \$10 per meeting/event. Proof of non-profit status may be required at time of reservation.
3. Any group serving refreshments will pay a \$10 fee. This is in addition to the \$10 rental fee.
4. **All fees are non-refundable and due at the time of the reservation. Payments will not be accepted prior to the reservation date/time.**

REGULATIONS

1. All groups accept responsibility for the repair, replacement or professional cleaning charges for any damage to facilities. The person representing the group by signing the reservation form will assume the responsibility of any charges.
2. Use of electrical or other equipment must conform to normal fire and safety standards. Library staff must approve electrical equipment brought in by a group.
3. Use of alcoholic beverages, tobacco products, vaping, and illegal substances are not permitted in the Library or meeting rooms.

4. In meeting room "B", groups may use available facilities to prepare light refreshments which require no cooking. Groups using the facilities are required to wash dishes and flatware and to clean kitchen equipment used.
5. No tipping or other payment to library personnel is permitted.
6. Any rules posted in the meeting room will apply regardless of the policy.

MABEL C. FRY PUBLIC LIBRARY COMMUNITY BULLETIN BOARD POLICY

Proposed January 2026

The Mabel C. Fry Public Library provides bulletin boards in its lobbies as a resource for Library and City of Yukon information as well as the posting and dissemination of non-library materials of general community interest from local organizations, community activities, and events.

Posting Procedures:

1. A physical copy of all items intended for posting on the library bulletin board must first be submitted for approval by the Library Director or designee. A stamp with date, provided by the library, will show as proof of prior approval. Items posted without approval will be removed.
2. Postings larger than 8.5 in. x 11in. may not be accepted due to limited space. Larger materials may be accepted and posted if space allows at the discretion of the library staff.
3. All postings will be removed from the boards quarterly, with exceptions for library or city materials, on the first Monday of February, May, August, and November. The library will not be responsible for saving material or returning it. Postings may be removed early if space is needed in order of oldest to newest.

Posting Guidelines:

All items to be posted must be reviewed, approved, and dated/stamped by the Library Director or designee. Items posted without approval will be removed.

Due to limited space, Mabel C. Fry Public Library or City of Yukon related information or publicity will be given priority for posting. The library reserves the right to prioritize the items posted based on community interest and timeliness of events.

Materials shall not be excluded because of the origin, background, or views of those contributing to their creation.

The Library will not display personal advertisements, petitions, solicitations. The Library may make exceptions for announcements of educational opportunities provided by for-profit businesses. Commercial materials may be approved as space allows, especially for employment opportunities. Political materials may only provide non-partisan information on ballot issues and information on non-partisan races; postings may not ask individuals to vote for or against a person or an issue. Other materials not acceptable for display include those that support or oppose a specific religious conviction, hate speech, and personal notices of items for sale.

The posting of any item on the Mabel C. Fry Public Library bulletin boards in no way constituted endorsement by the Library, Library Board, management, or staff, nor by the City of Yukon. Disagreements concerning any aspect of this policy may be appealed to the Mabel C. Fry Public Library Board.

MABEL C. FRY PUBLIC LIBRARY
LIBRARY PROGRAMMING POLICY

Proposed January 2026

Library programming is a resource offered to further the library's mission. Programming is an integral component of library service that:

- Expands the library's role as a community resource;
- Provides opportunities for lifelong learning for all ages;
- Provides information in a supplemental format;
- Introduces customers and non-users to library resources;
- Brings together community members with like interests;
- Expands the visibility of the library.

Library programs are events planned, organized, and/or implemented by library staff. Library programs may happen on site at the library or off-site. Library programs also include sponsored programs in which the library provides meeting space or other resources. Programs presented in library facilities that are not library programs are governed by the library's Meeting Room Policy. Space limitations determine the capacity for a program.

Selection of library program topics, speakers, courses, classes, and resource materials is made by library staff on the basis of the interests and needs of library users and the community. Library staff accepts suggestions for programs and speakers, but topic and speaker selection is at the discretion of the staff, and ultimately, the library director.

Library programs shall be free and open to the general public; unless the program is a fundraising event for the library or if the program is given by other organizations and sponsored by the library with Director's approval. Some programs may be designed with specific audiences in mind, i.e., children's, teen's, adult programs, or for specific populations. Programs may or may not require registration.

The library does not present or sponsor programs that promote for-profit entities. This does not mean, however, representatives of for-profit entities cannot be presenters in library programs. Presenters are permitted to have for-profit related information available for interested attendees to pick up after a program. Presenters may also answer questions from attendees following a program, even though the inquiry may be related to for-profit information.

The library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of possible controversy.

Disagreements concerning any aspect of this policy may be appealed to the Mabel C Fry Public Library Board.