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**AGENDA - REGULAR MEETING  
COWETA LIBRARY BOARD OF DIRECTORS  
ZONDRA MORGAN ACTIVITY ROOM  
TUESDAY, JANUARY 28, 2025 6:00 PM**

**MEETING PROCEDURE:** Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Chair and keep your comments as brief as possible. Individuals addressing the Board must identify themselves by name prior to making any comments. The Board will consider, discuss, and may take action on, approve, adopt, amend, reject, deny, table, or not take action on any item listed on this agenda after comments from staff and the Board have been heard.

I. CALL TO ORDER

II. ROLL CALL

III. GENERAL LIBRARY BOARD COMMENTS

IV. CONSENT

1. MINUTES OF REGULAR MEETING

V. LIBRARIAN'S REPORT

1. **STATE AID FOR CURRENT FISCAL YEAR**

Coweta Public Library met all eligibility requirements for State Aid as outlined in OAC 405:25:1-3. CPL will receive State Aid in the amount of \$14,194. All State Aid funds must be obligated or expended by July 31, 2025.

VI. ADMINISTRATION

1. **LONG RANGE PLAN 2026 - 2031**

Discuss the Long-Range Plan.  
*Julia Stephens, Library Director*

2. **PROPOSED FY26 BUDGET**

Discuss proposed FY26 Library budget.  
*Julia Stephens, Library Director*

3. **SUMMER READING 2025**

Discuss current ideas and plans for the Summer Reading 2025 program. "Color Our World," is scheduled to begin Tuesday, May 27, 2025 and end Friday, July 18, 2025 and will be for all ages.

*Julia Stephens, Library Director*

4. **SEASONAL EVENTS**

Discuss adding special seasonal events to the library's programming schedule.

*Julia Stephens, Library Director*

VII. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

VIII. ADJOURNMENT

**IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY COWETA PUBLIC LIBRARY BY 9:00 A.M. ON THE DATE OF THE MEETING.**

**Minutes of the Coweta Library Board of Directors  
Tuesday, September 24, 2024 at 6:00 p.m.**

The members of the Coweta Library Board met for a regular meeting on Tuesday, September 24, 2024 at 6:00 PM in the Zondra Morgan Activity Room at the Coweta Public Library, 120 E. Sycamore, Coweta, Oklahoma.

Board Members Present: Meghan Jones, Shawnda Hatfield, Barbara Scruggs, and Sue Coker. Julia Stephens, Library Director was also present.

- I. Call to Order  
The meeting was called to order by Meghan Jones at 6:00 PM.
- II. Oath of Office Administered to Board Member  
The Oath of Office was administered by Library Director, Julia Stephens to the new member Sue Coker.
- III. Roll Call  
Roll call taken. Board members were present as shown above.
- IV. General Library Board Comments  
There were no general comments.
- V. Consent  
Motion made by Barbara Scruggs, seconded by Sue Coker to approve the consent items.
  - a. Minutes from previous meeting.
  - b. Monthly Statistics Report
- VI. Librarian's Report  
Julia reported on changes in staff. The library hired a new library clerk in August and a new library assistant this week. There is another full-time position posted for application, circulation clerk. One library clerk will be leaving in early October to focus on graduate school. The staff will consist of four full-time positions and three part-time positions.

Bathrooms recently had the signs changed to family restrooms. The changing tables have not been installed but have been delivered.

We now have a City of Coweta email address for the library.  
[cowetalibrary@cityofcoweta-ok.gov](mailto:cowetalibrary@cityofcoweta-ok.gov) This is a shared mailbox which will go out to all library staff members. It is already listed on our online catalog

instead of Julia's email. She will no longer have to forward emails to staff members who are on duty which should provide quicker response time.

VII. Old Business

a. Long Range Plan 2026 – 2031

Julia reported the need to start working on a new/revised Long Range Plan which would begin in 2026.

b. Library Late Fines

Discussion on late fines which are included in the City of Coweta's Fee Schedule. Library Board agreed we should have accountability for checking out an item and bringing it back by due date. Late fines will still accrue but can be forgiven if items are returned prior to being mailed the first overdue notice.

VIII. New Business

(Business which was not foreseen prior to the posting of the agenda.)

There was no new business.

IX. Adjournment

Motion made by Barbara Scruggs, seconded by Meghan Jones to adjourn the meeting at 7:07 PM.