

**NOTICE OF REGULAR MEETING AND AGENDA
OF THE MIAMI LIBRARY BOARD
OCTOBER 20, 2026
12:05 PM
CONFERENCE ROOM AT MIAMI PUBLIC LIBRARY
200 North Main, Miami, Oklahoma**

Filed in the Office of the City Clerk and displayed in the main lobby of the Miami Civic Center and by posting on www.miamiok.gov starting at 8:40 AM on October 19, 2026, pursuant to 25 O.S. § 311(9) (a) and (b).



Melissa Moore, City Clerk

THE BOARD MAY TAKE ANY OF THE FOLLOWING ACTIONS: DISCUSS, CONSIDER, VOTE FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, POSTPONEMENT AND/OR MAKE RECOMMENDATIONS TO THE CITY COUNCIL ON ANY ITEM LISTED IN THIS AGENDA:

- | | |
|---|--|
| 1. Call to Order | Ray VandeGiessen |
| 2. Public Input and Unscheduled Personal Appearances
Each person will be limited to three minutes. The purpose of this agenda item is to provide an opportunity for citizens' comments and public announcements. In keeping with the principles of the Oklahoma Open Meeting Act, Board Members and city staff will not engage in discussion or take any action under this agenda item. If you seek discussion or further inquiry, please contact the Board Member, the Chairman or the office of the city manager. Responses to citizen comments, if any, will occur under an applicable Agenda item at this or a future public meeting, or a response may be given by a phone call, personal meeting or a posting on the city website: www.miamiok.gov . | Library Board |
| 3. *Action Item* Meeting Minutes for September 2026 | Library Board |
| 4. Director's Report | Caitlyn Baker |
| 5. Youth Librarian's Report | Brittany Satepeahtaw |
| 6. Friends of the Library Report | Friends of the
Library Representative |
| 7. Other New Business, if Any, Which Has Arisen Since the Posting of the Agenda and Could Not Have Been Anticipated Prior to the Time of Posting (25 O.S. § 311(9)) | Library Board |
| 8. Adjournment | |

The Miami Public Library Board is committed to making this meeting accessible to all citizens and if special assistance or accommodations are required, please submit your request to the Miami Public Library. We also ask that those in attendance place all electronic devices on silent.

Library Board Meeting Minutes

Date: September 15, 2026

Call to Order

Ray called the meeting to order.

There were no unscheduled appearances.

No prior meeting minutes were presented for approval.

Introductions

Board members, staff, and attendees provided brief introductions:

- **Caitlyn**– New Library Director, effective August 17.
- **Ray**– Has lived in Miami for approximately 10 years.
- **Kristin**– Librarian with Wyandotte Public Schools. She has two daughters, two stepchildren, and three grandchildren.
- **Scott** – Senior Director of Human Resources for the Wyandotte Tribe of Oklahoma and oversees the Tribe's companies.
- **Brittany** – Youth Librarian who joined the library at the end of March. She has three children.
- **Mark**– Retired from Thermo Fisher and serves as the Friends of the Library representative.
- **Amber** – 20 years healthcare revenue cycle, healthcare IT, non-profits
- **Jordan**

Director's Report

Staffing

Five library staff members are assisting at the Senior Center while vacancies there are being filled.

Because staff time is currently being split between the Library and Senior Center, Genealogy Research and Conversion services are not currently staffed.

Palace Project

The Palace Project will be discontinued. Funds currently allocated to the program will be redirected toward expanding the library's existing collection.

Collection HQ

The library is considering implementing **Collection HQ**, a platform designed to assist with collection development and management.

Because Caitlyn's previous position is not currently being filled, the platform could provide additional support to staff by helping identify books and resources to recommend to patrons.

The estimated cost is approximately **\$15,000**.

Leadership Miami

Caitlyn has been accepted into the **Leadership Miami** program.

Technology

The library received:

- 10 laptops
- 10 all-in-one computers

The equipment was provided at no cost and is awaiting setup by IT before being placed into service.

The library will be required to provide a report describing how the equipment is being utilized.

Library Usage

Overall visits have decreased, which is expected with students returning to school.

Circulation has also decreased seasonally.

Use of the **Palace Project** increased, while **OverDrive Magazine** and **NewsBank** continue to perform well.

Use of **HelpNow** has increased as students have returned to school and homework needs have increased.

Imagination Library

Staff will be meeting to discuss what can be offered for the upcoming **9 to 5 Day** event.

Due to current staffing shortages, the Library will not be able to offer an active program at this time.

The Friends of the Library are discussing whether they may be able to coordinate an event.

The Imagination Library received **20 new registrations**.

There are currently approximately **980 children enrolled** in the program.

Programs and Upcoming Events

Upcoming programming includes:

- **Papel Picado Craft** – September 22
- **Let's Talk About It** – September 22

Sierra is also working to schedule a celebration for applicants who are graduating.

Children's Department Report

Afternoon Story Time

Afternoon Story Time is held on Thursdays and continues to perform well, averaging approximately **15 attendees**.

Themed flyers are now being used to promote Story Time programs.

Lego League and Reading Challenge

The Library is offering Lego League and launching a new reading challenge this month.

Participants will:

1. Read a selected book.
2. Watch the movie adaptation.
3. Share which version they preferred and why.

The program is expected to run for approximately **10 weeks**.

Professional Development

Brittany will be leaving this week to attend ARSL and is expected to return next Tuesday.

The event provides an opportunity to connect and network with other librarians.

Winnie-the-Pooh Centennial

Winnie-the-Pooh will celebrate its **100th anniversary in October**, and the Library plans to incorporate themed Story Time programming in recognition of the milestone.

Collection Weeding and Development

The Library continues an extensive collection-weeding project.

Weeding involves removing outdated, damaged, or low-use materials from the shelves. Materials may be placed on the free cart, offered through Friends of the Library book sales, or discarded as appropriate.

Adult Collection

Staff are currently reviewing the adult nonfiction collection.

Books that have not circulated within approximately five years are being evaluated for removal. Some materials have remained on the shelves without circulation for as long as 15 years and may no longer be current or relevant.

Children's Collection

Children's nonfiction materials are also being reviewed.

Some geography materials predate September 11, 2001, and are no longer considered current or relevant.

Books are also being evaluated based on physical condition, including:

- Torn pages
- Damaged bindings
- Overall cleanliness and appearance

Juvenile fiction and nonfiction reviews have been completed.

The picture book collection is now under review. The collection contains more than **3,000 books**, with more than **2,000 titles that are over 20 years old**.

Staff will evaluate these titles for relevance, condition, and possible replacement.

The Library is pursuing grant opportunities to assist with replacing materials. One grant application was submitted this week through the **Oklahoma Department of Libraries (ODL)**.

The Library will continue focusing on maintaining a collection that prioritizes **quality and relevance over quantity**.

Space Planning

The Library is working on developing a **Health Pod**.

The proposed space would currently impact the area occupied by the Science Fiction collection, so additional planning will be needed.

Board Action

Kristen made a motion to approve the **2027 Library Board Schedule**.

Mark seconded the motion.

The motion passed unanimously.

Friends of the Library Report

The Friends of the Library recently completed a book sale and raised approximately **\$400**.

The organization remains current on Imagination Library payments through the end of this year.

The average annual cost to sponsor one child through the Dolly Parton Imagination Library is approximately **\$30 per child**.

Additional donations are always welcome to support continued participation in the program.

Adjournment

The meeting was adjourned.

Approved on _____

Ray VandeGiessen

Meghan Dorey

Rhonda Hayworth

Scott Horner

Empty

Jordan Douthit

Kristin Mingori

Amber Atkinson

Tea Woods

September Recap 2026

Stats			
Circulation (Materials checked out)	6,863	Programs (All programs for any age)	13
Electronic Resources (online databases/resources)	3,981	Community Impact (Attendance/People who received service)	107
In-Person Visitors (Month)	5,963	Amount Saved by the Community by utilizing library materials (Fiscal YTD)	\$626,863
In-Person Visitors (YTD)	5,963		

Services		Imagination Library	
VHS/Tape Conversion	0	Est. Eligible Children in Ottawa Co.	2,633
Genealogy Research Requests	4	Graduates	695
Reference Assistance Est.	889	Current Enrolled	978
		Cost Per Child Per Year	\$31.20

Library Card Stats		Excel High School	
Total Library Card Holders	7,446	Graduates	12
Youth/Teen	919	Current Students	6
Cardholders who have shared tribal enrollment	582	Open Seats	0
		Applicants Waiting	2
Library Cards are FREE for anyone who lives, works, or goes to school in Ottawa County, OK.		Per student cost is \$1,100. We have no current seats available until sponsorships come in.	

Tribal Nation	# of Cardholders	Tribal Nation	# of Cardholders
Cherokee	331	Peoria	23
Choctaw	22	Quapaw	27
Eastern Shawnee	22	Seneca-Cayuga	31
Miami	17	Shawnee	22
Modoc	8	Wyandotte	19
Ottawa	18	Other	42

Miscellaneous			
Ottawa County Community Calendar Are you on it yet? Contact Us!	Do you need a space to host an event? Or need more community partners? We would love to see how we can help!! Reach out today!		
READ IT, WATCH IT READING CHALLENGE!! Going on now through Nov. 30th!! Watch the movie, read the book, and tell me which one is the best! Check it out on BEANSTACK!	Libraries with Heart! Hypertension is on the rise! Monitor your blood pressure by checking out a Blood Pressure Kit from the Library! Or use the in-house machine at the Senior Center!	Become a library program pioneer! Lead a program or sponsor one today!	
Bring the Library to YOU! We can present about library resources or do library card signups!	New Hours! Fridays we now close at 5 pm! First Thursday of the Month we open at noon!		

Events & Programs
Follow us on Facebook!

[illegible]

Database Statistics July 1, 2026 - June 30, 2027

[illegible]

Tech Services July 1, 2026 - June 30, 2027													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	TOTALS
	Jen's Numbers												
Proctor	2	-	2										4

Front Desk Numbers				
Computer Usage	392	591	618	1,601
Wi-Fi Usage	82	82	82	246
Hot Spot Checkouts	34	34	30	98
AWE Usage	173	173	173	519

[illegible][illegible][illegible]

Cash Receipts FY 2026-2027	
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[illegible]

GRAND TOTAL	\$3,578.39
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[illegible]

Date	Program Name	Location On/Off Campus	If in meeting room, select which one	Attendance	Programming Type	Targeted Audience	Off Campus Location
9/1/2026	STEAM Social	On Campus	Large	4	Synchronous/Live	Family	
9/2/2026	Children's Story Time	On Campus		7	Synchronous/Live	Early Ed (0-5)	
9/2/2026	bingo	On Campus	Large	11	Synchronous/Live	Family	
9/3/2026	Children's Story Time	On Campus		14	Synchronous/Live	Early Ed (0-5)	
9/9/2026	Children's Story Time	On Campus		10	Synchronous/Live	Early Ed (0-5)	
9/8/2026	Mosaic Coasters	On Campus	Large	8	Synchronous/Live	Adult (19+)	
9/10/2026	Children's Story Time	On Campus		14	Synchronous/Live	Early Ed (0-5)	
9/16/2026	Children's Story Time	On Campus		4	Synchronous/Live	Early Ed (0-5)	
9/17/2026	Children's Story Time	On Campus		6	Synchronous/Live	Early Ed (0-5)	
9/22/2026	Papel Picado	On Campus	Small	3	Synchronous/Live	Family	
9/23/2026	Children's Story Time	On Campus		6	Synchronous/Live	Early Ed (0-5)	
9/24/2026	Children's Story Time	On Campus		13	Synchronous/Live	Early Ed (0-5)	
9/30/2026	Children's Story Time	On Campus		7	Synchronous/Live	Early Ed (0-5)	

OCTOBER

MON	TUE	WED	THU	FRI	SAT	SUN
 All Ages Welcome!!	Health Literacy w/ Rick Mondays: Tai Chi Tuesdays: Self Defense Wednesdays: Tai Chi 5:00-6:00 PM 		1 Story Time 4:00-4:30 PM Ages 0-7 STEAM Social 4-5 PM Ages 4-17	2 	3 Story Time with Mrs. Oklahoma! 11am-12pm All welcome	4  200 N Main Miami, OK 918-541-2292
	5 Tai Chi w/Rick 5:00-6:00 PM All Ages	6 Self Defense 5:00-6:00 PM Ages: 13 & UP	7 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM All Ages	8 Story Time 4:00-4:30 PM Ages 0-7 Writers Circle 13+ 5:15-6:30	9 FOLLOW US  MPL_YOUTH	10 Need a quiet place for homework? Check out our Teen Area!
12 Library CLOSED Happy Indigenous Peoples Day!	13 Self Defense 5:00-6:00 PM Ages: 13 & UP	14 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM All Ages	15 Story Time 4:00-4:30 PM Ages 0-7	16  Happy Birthday Winnie the Pooh!	17 	18 
19 Tai Chi w/Rick 5:00-6:00 PM All Ages	20 Lego League 4-5 PM Ages 6-11 Self Defense 5:00-6:00 PM Ages: 13 & UP	21 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM All Ages	22 Story Time 4:00-4:30 PM Ages 0-7 Beyond the Page Reading Society 5:30-6:30 Age: 14-18	23 	24 Looking for more events? Check out our community calendar! 	25 JOIN US  
26 Tai Chi w/Rick 5:00-6:00 PM All Ages	27 Self Defense 5:00-6:00 PM Ages: 13 & UP	28 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM All Ages	29 Story Time 4:00-4:30 PM Ages 0-7 Stuffed Animal Taxidermy 5:30-6:30 PM Ages: 13 & Up	30 Soup-er Friday 11:30A-1P All welcome Sweet Street 5-7 PM @ Main Street	31 HAPPY HALLOWEEN 	

November

MON	TUE	WED	THU	FRI	SAT	SUN
SEPT 26TH- NOV 30TH WHICH ONE WAS BETTER? BOOK OR MOVIE READ IT & WATCH IT CHALLENGE			Fun activities in the children's area every day!		1 200 N Main Miami, OK 918-541-2292	
2 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	3 STEAM Social 4:00-5:00 PM Ages: 4-17 Self Defense 5:00-6:00 PM Ages: 13 & UP	4 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	5 Story Time 4:00-4:30 PM Ages 0-7	6 Looking for more events? Check out our community calendar!	7 Story Time with Mrs. Oklahoma! 11am-12pm All welcome	8
9 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	10 Self Defense 5:00-6:00 PM Ages: 13 & UP	11 Library CLOSED	12 Story Time 4:00-4:30 PM Ages 0-7	13 Need a quiet place for homework? Check out our Teen Area!	14	15
16 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	17 Lego League 4-5 PM Ages 6-11 Self Defense 5:00-6:00 PM Ages: 13 & UP	18 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	19 Story Time 4:00-4:30 PM Ages 0-7 Beyond the Page Reading Society 5:30-6:30 Age: 13-18	20 Souper Friday! Free Lunch from the Soup-er Squad 11:30A-1P All welcome	21 Sign up for Dolly Parton's Imagination Library! Ages 0-5	22 JOIN US MPL_YOUTH
23/30 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	24 Self Defense 5:00-6:00 PM Ages: 13 & UP	25 Story Time 10 AM Ages 0-5 Tai Chi w/Rick 5:00-6:00 PM Ages: 13 & UP	26 Library CLOSED	27 Library CLOSED	28 Library CLOSED	29



Bold = Event

*Italics = Passive program
available at any time.*

Adult Programming



918-541-2292

Librarystaff@miamiook.gov

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Cabinet of Curiosities display available for viewing through this entire month!				1 Writers' Circle 5 pm - 6:30 pm	2	3	4
5	6	7	8 Cold Cases Talk with the OSBI 5:00 pm - 6:30 pm	9	10	11 	
12 	13	14	15	16	17	18 	
19 <i>Bat Bookmarks</i>	20 Ghost Hunting 101 w/ Custodians of Obscura 5:30 pm - 6:30 pm <i>Bat Bookmarks</i>	21 <i>Bat Bookmarks</i>	22 <i>Bat Bookmarks</i>	23 <i>Bat Bookmarks</i>	24 <i>Bat Bookmarks</i>	25 	
26	27	28	29 Stuffed animal taxidermy 5:30 pm - 6:30 pm	30 Souper Squad 11:30 am - 1 pm	31		



Do you have an idea for future programming?
Would you like to host a program for the public
at the library? We would love to hear from you!



Nov

Bold = Event

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available at any time.*



918-541-2292

Librarystaff@miamiook.gov

Do you have an idea for future programming?
Would you like to host a program for the public
at the library? We would love to hear from you!



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

National Family Stories Month

CLOSED

CLOSED

CLOSED

CLOSED

CLOSED

**Kitchen Table
Histories**
5:00 pm - 6:30 pm

Writers' Circle
5 pm - 6:30 pm

*Family History
Activity*

*Family History
Activity*

*Family History
Activity*

*Family History
Activity*

*Family History
Activity*

*Family History
Activity*

Souper Squad
11:30 am - 1 pm