



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
SEPTEMBER 26, 2023, 12:00 NOON
library.stillwater.org

NOTE: The Stillwater Public Library Board will gather in the North Building Conference Room 313 beginning at 11:30 a.m. for lunch. No Stillwater Public Library Board business will be discussed or acted upon at this time. This is not a closed session and members of the public and press are welcome to attend. Lunch will not be provided to anybody in attendance.

1. CALL MEETING TO ORDER

2. CONSENT DOCKET

Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

- a) Minutes: August 22, 2023, Regular Meeting
- b) Accept \$50,000 ODL eMedia grant for purchase of downloadable materials
- c) Accept \$9,000 ODL Health Literacy grant for youth activity programs

3. PUBLIC COMMENT ON AGENDA ITEMS

Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

4. GENERAL ORDERS

The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

- a) Consider approval of Stillwater Public Library August 2023 Financial Reports
- b) Consider approval of Stillwater Public Library August 2023 Activity Report and discuss revision of monthly report template
- c) Consider approval of revisions to the Waiving Fines and Restoring Borrowing Privileges policy

5. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.

- a) Miscellaneous items from the Library Director
 - i. Centennial activity report
 - ii. Report on percentage of cardholders in cohort communities
 - iii. Summer Reading Program reports
 - iv. "Fresh Eyes" review compilation
 - v. ODL Trustee resources
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
August 22, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Donna Sinnes, Robin Cornwell, Matt Upson, Sharon Edwards

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER The meeting was called to order at 12:00 p.m.

2. CONSENT DOCKET

Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

- a) Minutes: June 27, 2023, Regular Meeting
- b) Stillwater Public Library June and July 2023 Financial Reports
- c) Stillwater Public Library June and July 2023 Activity Reports
- d) Stillwater Literacy Council 2024 space agreement

Edwards/Cornwell moved to approve items 2a and 2c. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Edwards, yes; Motion approved. Upson arrived at 12:03 p.m.

Cornwell asked about the funds in the supplies account on the July Financial report. DeLano explained that the total is sizeable because it covers absorbed supply expenses that formerly came out of other accounts, such as HVAC or Building Repairs.

Cornwell asked about the donations account. DeLano explained that this total includes several different donation projects that were carried forward, but does not include donations to the Trust or the Mabel King Trust account.

Cornwell/ Edwards moved to approve item 2b. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

Cornwell asked if the guidelines in the space agreement have been followed. DeLano stated the guidelines are being followed. Woods asked how many students the Literacy Council is assisting. DeLano said that the literacy council director indicated they have 13 ESL students and two beginning literacy students with English as a first language. There are about 8 people on the waiting list.

Cornwell/Sinnes moved to approve item 2d. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

3. PUBLIC COMMENT ON AGENDA ITEMS

Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

4. GENERAL ORDERS

The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

a) Consider acceptance of 2022-23 Annual Trust Report

This report lists the actions that took place in FY 22-23. The Trust accepted 52 donations, which was a large increase from past years due to Centennial fundraising. The donations totaled \$28,000. DeLano plans to continue limiting staff requests for Trust funds to focus on building the balance. Expenses from the trust were used to support fundraising efforts.

Edwards/Sinnes moved to approve the 22-23 Annual Trust Report. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

- b) Nominate and vote on Library Board appointed Trust Board member
The nominating committee recommended Sherryl Nelson for the Trust Board position.

Cornwell/Sinnes moved to appoint Sherryl Nelson to the Trust Board. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

- c) Consider acceptance of revised job description for IT Manager
The job description has been updated to emphasize the leadership skills needed for collaboration between the IT manager, library staff, and the IT department at City Hall. A bachelor's degree is now required to apply. The IT manager reports to the Library Director and is part of the Library management team.

Sinnes/Edwards moved to approve the revised IT Manager job description. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

- d) Consider rescission of Art Acquisition and Customer Telephone Calls policies
Policies will be reviewed on a rotating three-year schedule. The process will begin by removing policies that are either procedural in nature or part of another existing policy. Information from the art acquisition policy can be placed within the collection development policy. The Customer Telephone calls policy can become a staff procedure.

Sinnes/Upson moved to rescind the above policies. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

5. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.

- a) Miscellaneous items from the Library Director
- i. Report on status of Long Rang Plan
In the last six months, staff focused on increasing outreach visits and library card sign-ups and reinforcing support for the community. Additionally, the library website has been transitioned to the new website platform. Emily States, Adult Services Supervisor, took the lead on the website transition and did an excellent job. Last, the library continues to investigate going fine free. More analysis will be done in future months. DeLano would like the library to focus on staff development and leadership training in the next six months.

- ii. Report on Centennial activities
The Retro Book Fair at Stone Cloud Brewery is on September 24. Trinkets will be available for purchase, and Bliss Books will be selling books. 20 percent of book sales will go to the Library Trust. The Haunted Library event will take place October 19-21.
- iii. Report on revising monthly budget report template
The Finance department will not be able to discuss report template changes until October.
- iv. Report on percentage of cardholders in cohort communities
This information is not available through the Institute of Museum and Library Services (IMLS.) DeLano spoke with a representative of the Oklahoma Department of Libraries (ODL) who will be able to provide the needed information.
- v. Discuss proposed presentation of monthly statistics
DeLano provided an example of a revised report for monthly statistics. This report includes visual representations for each statistic and compares three years, rather than two. This topic will be discussed again at the next regular meeting.

b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings
Woods thanked the library staff for their efforts with programming this summer and looks forward to the fall. Woods thanked Cornwell for the idea of eating lunch together before board meetings and hopes the arrangement can continue. Sinnes asked about the "Fresh Eyes" survey. DeLano said that surveys have been submitted and the Supervisors will be reviewing them.

6. **ADJOURN Sinnes/Upson moved to adjourn. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved. Meeting adjourned at 12:59 p.m.**

Prepared by: Naomi Brown, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Board**

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES
AND STILLWATER PUBLIC LIBRARY

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and Stillwater Public Library, (Contractor), collectively known as the Parties.

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on December 15, 2024.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law.
- b. The Parties of this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall render diligently and competently the services as indicated and in the manner set forth herein which shall be binding on the Parties of this Contract.

The Contractor shall:

- a. Purchase e-book, audiobook materials or digital magazines as agreed upon among members of the Oklahoma Virtual Library Consortium, the Contractor acting as their agent.
- b. Survey Consortium member libraries for their evaluation of the content purchased and user value within their community
- c. Survey the public regarding their evaluation of user value.
- d. Agree to and sign the *LSTA Terms and Conditions Agreement*.
- e. Publicize receipt of LSTA grant and project activities in at least three formats (newspaper, social media, website, presenter, etc.) to reach a minimum of 500 community members.
- f. The Institute of Museum and Library Services (IMLS) and ODL must be referenced in all publicity.
- g. Collect required statistics and maintain copies of all related print information.
- h. Expend funds by September 30, 2024.
- i. Submit the Final Report to the Department by November 15, 2024. The report will include a Narrative, Expenditure Report, and Programs and Statistics Report.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Provide a contract, *LSTA Terms and Conditions Agreement*, and claim form to the Contractor.
- b. Process grant payment to the Contractor upon receipt of notarized claim form.
- c. Review and approve the Final Report.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **Fifty Thousand Dollars (\$50,000)** to provide EMedia resources.

- a. Expenditures for this project must conform to the approved budget and to applicable local, state, and federal laws and regulations, and are subject to all conditions of this Contract. Any deviations from the approved budget must be approved by the Department.
- b. Payment will be made via electronic deposit within 30 days of receipt of the notarized claim form.
- c. The Contractor assures that expenditures under this Contract will be included in its next regular audit.

VI. GENERAL PROVISIONS

a. Notices

Any notices to be given herein are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Oklahoma Department of Libraries
Attn: Tara McCleod
200 NE 18 Street
Oklahoma City, OK 73105-3205

As to the Contractor:

Stillwater Public Library
Attn: Stacy Delano
1107 S. Duck
Stillwater, OK 74074

b. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the Department. The Contractor agrees not to assume or incur any such liability without the prior written consent of the Department.

c. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

d. Understanding of Terms

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Terms and Conditions Agreement* and agree to be bound by the same.

VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Contractor agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services, including accounting procedures, practices or any other items relevant to this Contract, for a period of five (5) years from the ending date of this Contract. Upon reasonable notice, the Department, Office of the Attorney General (OAG), the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items for purpose of audit and examination at Contractor's premises during normal business hours. The Contractor further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the five (5) year period, the Contractor agrees to retain these records until all issues arising out of the action are resolved or until the end of the five (5) year period, whichever is later.

VIII. VENUES AND APPLICABLE LAW

If any legal action is taken to enforce the terms of this contract, the Parties agree that the venue for all legal action is Oklahoma City, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

IX. ADDITIONAL REQUIRMENTS

- a. The Contractor may not subcontract or assign any duties herein without the express written consent of the Department.
- b. Include the following acknowledgment on any publication or presentation resulting from Contractor's participation in this grant: "This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries. The opinions and content of activities and materials do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS, and no official endorsement should be inferred."

- c. In the event the Contractor does not comply with the terms of this contract, including the timetable, budget, and objectives, the Contractor will be given written notification of such noncompliance by the Department. The Contractor may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following receipt of such notification. Should noncompliance be confirmed, the Department may take possession of items purchased under this contract for reassignment to other programs and projects.
- d. Evidence of failure to comply with the above policies shall result in a hold being placed on pending payments for all future grants until compliance can be assured.
- e. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- f. The Contractor will comply with regulations under the Open Meetings Act and the Open Records Act.

X. AMENDMENTS

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

XI. ENTIRE CONTRACT

This instrument, consisting of five pages, constitutes the entire Contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained herein.

XII. EXECUTION OF CONTRACT

The Contractor affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Contractor certifies that neither the Contractor, nor anyone subject to the Contractor's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Contract.

Each signatory to this Contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Contractor and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Contractor

On behalf of the Department

Stacy DeLano, Director

Typed name and title of signor

Natalie Currie, Director

Signature

Signature

Date

Date

Brady Moore, Interim City Manager

Typed name and title of signor

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

Assurances: Fund 40000 is encumbered for this Contract

Federal Programs

Officer/Bus

Manager:

Date:

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES
AND THE CITY OF STILLWATER

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries (ODL), a state agency (Department) and the City of Stillwater, a municipal government (Contractor), collectively known as the Parties.

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on September 30, 2024.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law.
- b. The Parties of this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall render diligently and competently the services as indicated and in the manner set forth herein which shall be binding on the Parties of this Contract.

The Contractor shall:

- a. Use grant funds to provide resources, information, and training to a minimum of 200 individuals as described in the approved health literacy proposal.
- b. Collaborate with a minimum of four (4) community partners such as county health department, hospital, Cooperative Extension Service, or similar organizations.
- c. Agree to and sign the *LSTA Terms and Conditions Agreement*.
- d. Publicize receipt of LSTA grant and project activities in at least three formats (newspaper, social media, website, presenter, etc.) to reach a minimum of 500 community members.
- e. Provide at least two quotes from participants who benefitted from the project.
- f. The Institute of Museum and Library Services (IMLS) and ODL must be referenced in all publicity.
- g. Maintain signed contracts for all presenters and instructors paid with grant funds.
- h. Follow conflict of interest policy when selecting presenters, instructors, and vendors.

- i. Participate in health literacy networking calls, meetings, and training provided by the Department.
- j. Collect required statistics and maintain copies of all related print information.
- k. Spend or encumber grant funds by August 5, 2024. Any funding not spent or encumbered must be returned to the Department no later than August 15, 2024.
- l. Project activities should be completed by August 31, 2024.
- m. Submit the Final Report to the Department by September 16, 2024. The report will include a Narrative, Expenditure Report, and Programs and Statistics Report.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Approve proposal, and provide a contract, *LSTA Terms and Conditions Agreement*, and claim form to the Contractor.
- b. Process grant payment to the Contractor upon receipt of notarized claim form.
- c. Provide professional development opportunities for health literacy grantees.
- d. Provide technical assistance and resources as needed.
- e. Provide a means for health literacy grantees to network and exchange information.
- f. Review and approve the Final Report.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **Nine Thousand Dollars (\$9,000.00)** for the provision of health literacy services through Stillwater Public Library.

- a. Expenditures for this project must conform to the approved budget and to applicable local, state, and federal laws and regulations, and are subject to all conditions of this Contract. Any deviations from the approved budget must be approved by the Department.
- b. Grant funds may not be used medical treatment, medication, refreshments, or giveaways.
- c. Payment will be made via electronic deposit within 30 days of receipt of the notarized claim form.
- d. The Contractor assures that expenditures under this Contract will be included in its next regular audit.

VI. GENERAL PROVISIONS

a. Notices

Any notices to be given herein are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Oklahoma Department of Libraries
Attn: Leslie Gelders
200 NE 18 Street
Oklahoma City, OK 73105-3205

As to the Contractor:

Stillwater Public Library
Attn: Elizabeth Murray
1107 South Duck
Stillwater, OK 74074

b. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the Department. The Contractor agrees not to assume or incur any such liability without the prior written consent of the Department.

c. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

d. Liability

The Department shall not be liable for any injuries or damages to persons or property resulting from acts or omissions of the Contractor, its officers, employees, agents, or trustees, in carrying out the activities of this Contract.

e. Understanding of Terms

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Terms and Conditions Agreement* and agree to be bound by the same.

VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Contractor agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the

services, including accounting procedures, practices or any other items relevant to this Contract, for a period of five (5) years from the ending date of this Contract. Upon reasonable notice, the Department, Office of the Attorney General (OAG), the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items for purpose of audit and examination at Contractor's premises during normal business hours. The Contractor further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the five (5) year period, the Contractor agrees to retain these records until all issues arising out of the action are resolved or until the end of the five (5) year period, whichever is later.

VIII. VENUES AND APPLICABLE LAW

If any legal action is taken to enforce the terms of this contract, the Parties agree that the venue for all legal action is Oklahoma City, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

IX. ADDITIONAL REQUIREMENTS

- a. It is expressly agreed that the Contractor under this contract is an independent Contractor and under no circumstances shall any owners, officers, employees or volunteers of the Contractor be considered employees of the Department or the State of Oklahoma. The Contractor is responsible for all types of claims due its volunteers, employees, or any third parties subject to Oklahoma law. The Contractor will indemnify and hold harmless the Department and the State of Oklahoma from and against any and all claims arising out of the Contractor's, or any of the Contractor's employees' or volunteers' performance, including but not limited to the use of automobiles or other transportation.
- b. Include the following acknowledgment on any publication or presentation resulting from Contractor's participation in this grant: "This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries. The opinions and content of activities and materials do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS, and no official endorsement should be inferred."
- c. In the event the Contractor does not comply with the terms of this contract, including the timetable, budget, and objectives, the Contractor will be given written notification of such noncompliance by the Department. The Contractor may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following receipt of such notification.

Should noncompliance be confirmed, the Department may take possession of items purchased under this contract for reassignment to other programs and projects.

- d. Evidence of failure to comply with the above policies shall result in a hold being placed on pending payments for all future grants until compliance can be assured.
- e. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- f. The Contractor will comply with regulations under the Open Meetings Act and the Open Records Act.

X. AMENDMENTS

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

XI. ENTIRE CONTRACT

This instrument, consisting of six pages, constitutes the entire Contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained herein.

XII. EXECUTION OF CONTRACT

The Contractor affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Contractor certifies that neither the Contractor, nor anyone subject to the Contractor's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Contract.

Each signatory to this Contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Contractor and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Contractor

On behalf of the Department

Stacy Delano, Director

Natalie Currie, Director

Typed name and title of signor

Signature

Signature

Date

Date

Brady Moore

Name of Authorizing Official

Interim City Manager

Title

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

Assurances: Fund LIT-HE 400-23 is encumbered for this Contract

Lead Officer approval: _____

Date _____

FPO/Business Manager: _____

Date _____

City of Stillwater, OK
Budget to Actuals with Encumbrances by Key and Object

Report Date: 08/31/2023

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43100 - Federal Grant Revenue	0.00	50,000.00	50,000.00	0.00	-50,000.00	0.00%
45000 - Fines & Forfeitures	20,000.00	1,968.58	4,175.57	0.00	15,824.43	79.12%
47012 - Misc Fees	10,000.00	945.25	2,021.17	0.00	7,978.83	79.78%
47501 - Room Rental	14,000.00	858.75	1,547.50	0.00	12,452.50	88.94%
48701 - Donations	0.00	75.96	149.92	0.00	-149.92	0.00%
Revenue Total:	44,000.00	53,848.54	57,894.16	0.00	(13,894.16)	-31.57%
Expenditure						
51001 - Full Time	677,565.00	75,748.69	96,502.90	0.00	581,062.10	85.75%
51002 - Part Time	274,306.00	28,049.80	35,224.74	0.00	239,081.26	87.15%
51003 - Overtime	1,400.00	2.96	4.11	0.00	1,395.89	99.70%
51021 - Social Security	72,924.00	7,702.86	9,739.61	0.00	63,184.39	86.64%
51022 - Retirement	40,737.00	4,545.15	5,791.26	0.00	34,945.74	85.78%
52012 - Vehicle Repair Parts	500.00	0.00	0.00	0.00	500.00	100.00%
52031 - Office Supplies	1,700.00	379.20	379.20	293.76	1,027.04	60.41%
52034 - Postage	200.00	0.00	0.00	0.00	200.00	100.00%
52036 - Janitorial Supplies	6,100.00	663.40	663.40	0.00	5,436.60	89.12%
52040 - Books & Publications	88,300.00	2,554.86	2,554.86	77,945.14	7,800.00	8.83%
52041 - Clothing & Uniforms	600.00	300.00	300.00	0.00	300.00	50.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	0.00	0.00	450.00	100.00%
52046 - Supplies	12,190.00	562.32	562.32	3,506.77	8,120.91	66.61%
53001 - Natural Gas	3,000.00	149.12	149.12	0.00	2,850.88	95.02%
53004 - Telecommunications	7,640.00	52.15	104.30	0.00	7,535.70	98.63%
53011 - Equipment Rental	4,800.00	416.19	669.39	3,530.61	600.00	12.50%
53020 - Repair-Structures	15,687.00	400.00	400.00	5,160.00	10,127.00	64.55%
53023 - Repair-HVAC	9,250.00	0.00	0.00	0.00	9,250.00	100.00%
53041 - Donations	18,686.00	1,130.44	3,230.44	2,220.00	13,235.56	70.83%
53045 - Grant Expenditure	58,126.00	20,621.00	28,109.00	29,379.00	638.00	1.09%
53049 - Cash Short	0.00	-0.11	-0.75	0.00	0.75	0.00%
53054 - Dues & Subscriptions	689.00	133.00	133.00	0.00	556.00	80.69%
53055 - Training	1,300.00	0.00	0.00	0.00	1,300.00	100.00%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Contract for Services	8,585.00	722.60	722.60	6,908.40	954.00	11.11%
53066 - Miscellaneous Services	250.00	17.50	17.50	232.50	0.00	0.00%
53068 - Travel Expense	750.00	0.00	0.00	0.00	750.00	100.00%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 08/31/2023

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53071 - Software Maintenance	52,467.00	6,451.40	45,485.02	1,860.00	5,121.98	9.76%
56000 - Direct Costs	702.00	59.00	118.00	0.00	584.00	83.19%
56001 - Indirect Costs	851.00	71.00	142.00	0.00	709.00	83.31%
Expenditure Total:	1,359,955.00	150,732.53	231,002.02	131,036.18	997,916.80	73.37%
Key Total:	(1,315,955.00)	(96,883.99)	(173,107.86)	(131,036.18)	(1,011,810.96)	76.88%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

AUGUST 2023

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,404)	9,226	ADULT BOOKS	(265)	352	NEW ADULT CARDS
(10,762)	13,175	CHILDREN'S BOOKS	(86)	81	NEW CHILDREN'S CARDS
(42)	14	DEVICES	(21,647)	22,018	TOTAL ACTIVE BORROWERS
(695)	500	VIDEOS	(10)	9	HOMEBOUND & OUTREACH DELIVERIES
(1,011)	987	AUDIOS	(1,104)	1,161	COMPUTER
(90)	80	BOOK CLUB BOOKS	(3,345)	3,155	WIRELESS USERS
(45)	34	INTERLIBRARY LOAN	(30)	37	NOTARY SERVICES
(542)	864	IN LIBRARY USE	(13)	1	CURBSIDE DELIVERIES
(6,932)	6,613	EBOOKS			
(4,751)	5,619	DOWNLOADABLE AUDIOS			
(440)	-	EMAGAZINES			
(2)	-	STREAMING VIDEOS			
(49)	72	KITS			
(32,765)	37,184	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,760)	12,887	ADULT	(1,672)	1,770	OSU STUDENT
(4,238)	4,367	CHILD	(199)	209	OUT OF COUNTY
			(2,778)	2,785	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,508	2,510	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(12,520)	13,431	(13050+381)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(18,368)	13,313	this number off due to website change

ESTIMATED ADULT REFERENCE

(2,688)	3,512	IN PERSON
(1,013)	11,181	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(346)	229	IN PERSON
(64)	38	BY TELEPHONE

PROGRAMMING

(17)	28	MEETING ROOM USAGE
(53)	178	ADULT LIBRARY PROGRAM ATTENDANCE
(8)	72	YOUNG ADULT PROGRAM ATTENDANCE
(278)	500	STORY TIME ATTENDANCE
(55)	260	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(417)	285	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

<u>MATERIALS ADDED & PROCESSED</u>		
(332)	323	BOOK MATERIALS
(4)	6	NON-BOOK MATERIALS
(79,724)	79,870	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(79,655)	86,508	TOTAL NUMBER OF VOLUMES IN OKVL

() FIGURES IN BRACKETS ARE FOR THE SAME MONTH LAST YEAR

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

AUGUST 2023

ADULT SERVICES

<u>4,693</u>	<u>Reference Questions</u>	<u>7</u>	Outreach	<u>867</u>	Participants
	<u>3,237</u>		in person	<u>8</u>	Number of Adult Programs
	<u>906</u>		by phone	<u>178</u>	Attendance at Adult Programs
	<u>550</u>		directional	<u>4</u>	Number of Young Adult Programs
		<u>72</u>	Attendance at Young Adult Programs		
<u>28</u>	Meeting Room Usage	<u>21</u>	Number of Volunteers		
		<u>147.00</u>	Total Volunteer Hours		
		<u>20</u>	Displays		

CHILDREN'S SERVICES

<u>267</u>	<u>Reference Questions</u>		
	<u>212</u>		in person
	<u>22</u>		by phone
	<u>33</u>		directional
<u>5</u>	Number of pre-school programs		(daycare & Headstart)
<u>129</u>	Attendance at pre-school programs		
<u>28</u>	Number of storyhours		
<u>500</u>	Attendance at storyhours		
<u>8</u>	Number of programs/school visits for school age children		(here or away)
<u>131</u>	Attendance at programs for school age children		
<u>0</u>	Number of programs for Summer Reading Program		
<u>0</u>	Attendance at Summer Reading Program		
<u>8</u>	Displays		
<u>1</u>	Number of volunteers		
<u>10.50</u>	Total volunteer hours		

REGISTRATION

<u>433</u>	<u>Total new borrowers</u>
	<u>352</u> Adults
	<u>81</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

AUGUST 2023

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2023	
3,390	3,999	5,704	Fiction
1,752	2,025	2,075	Nonfiction
970	1,378	1,431	New books
9	20	16	Multi-language items
6,121	7,422	9,226	Total Book Checkouts
11	42	14	Devices
267	193	240	CD books
29	53	43	Music cds
255	315	200	DVDs & Blu-rays
130	90	80	Book Club Bks
17	37	19	Kits
709	730	596	Total Checkouts
309	254	380	In-library use
62	45	34	ILL
6,827	6,932	6,613	Ebooks
4,553	4,751	5,619	Downloadable audios
357	440	-	Emagazines
6	2	-	Streaming videos
12,114	12,424	12,646	Total Checkouts

29,935 32,783 37,184 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

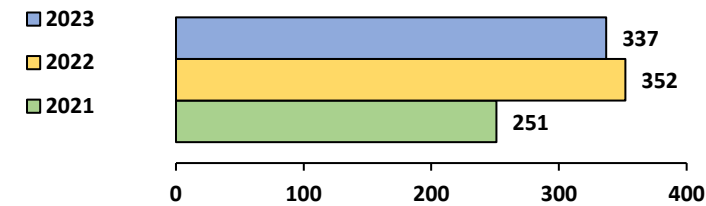
2021	2022	2023	
7,528	9,119	11,067	Fiction
1,578	821	1,144	Nonfiction
615	682	824	New books
91	140	140	Multi-language items
9,812	10,762	13,175	Total Book Checkouts
475	748	693	CD books
10	17	11	Music cds
249	380	300	DVDs & Blu-rays
16	12	53	Kits
750	1,157	1,057	Total Checkouts
429	288	484	In-library use

OUTREACH

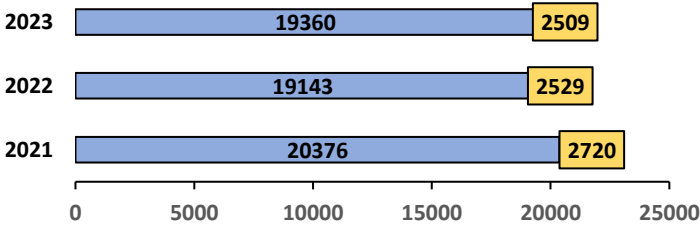
2	Homebound patron deliveries	6	Outreach facilities deliveries
7	Homebound books	9	Outreach deposit collections
		180	Outreach books

ACCOUNT HOLDER INFORMATION

New Cards Issued:

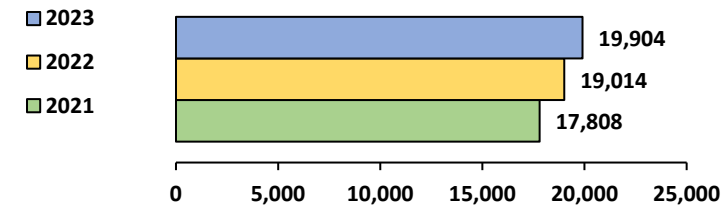


Total Number of Borrowers: Resident Non-Resident

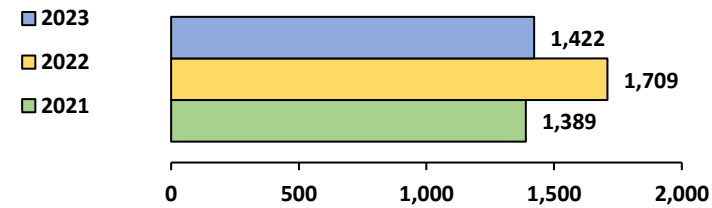


MONTHLY CIRCULATION:

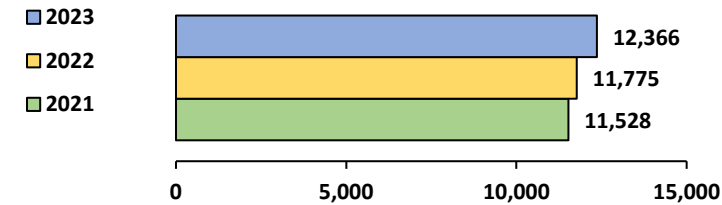
Books:



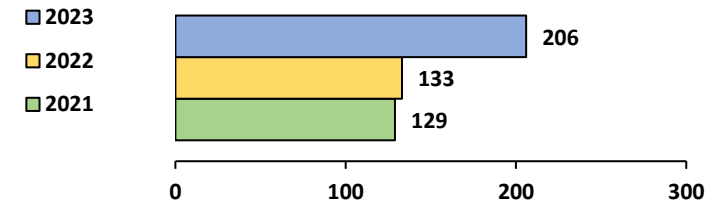
Audio Visual:



Digital:

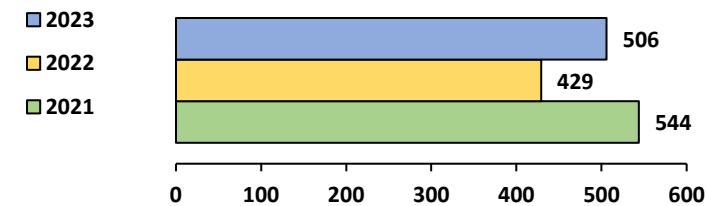


Other Items:

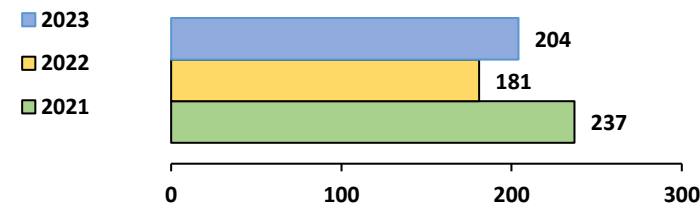


ITEMS:

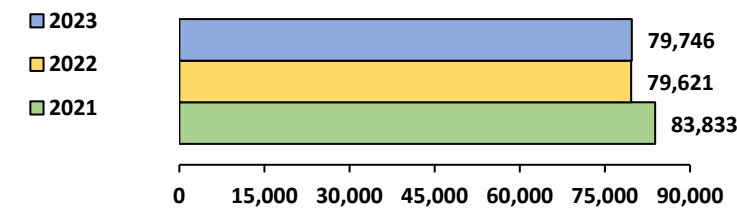
Added This Month:



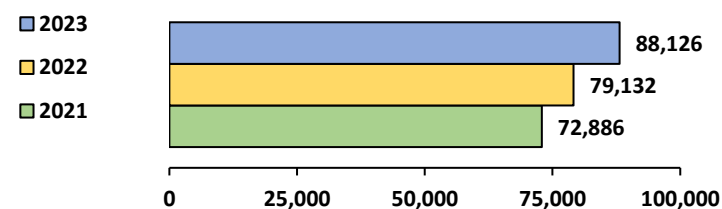
Removed This Month:



Total Physical Items:

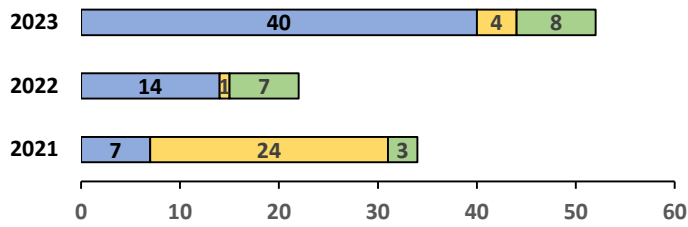


Total Digital Items:

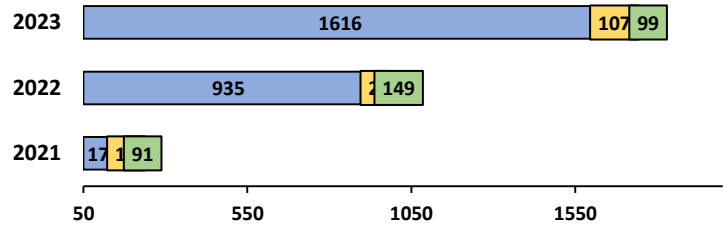


PROGRAMMING:

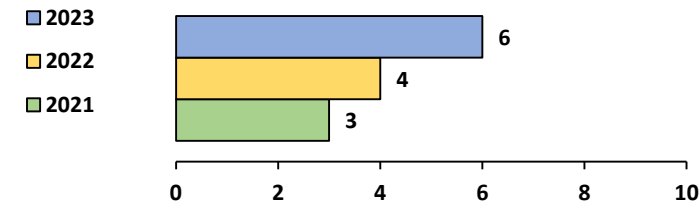
Number of Programs: Children Youth Adult



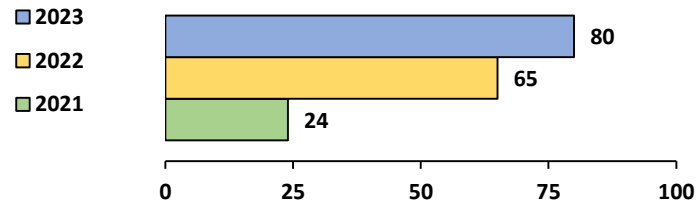
Number of Attendees: Children Youth Adult



Outreach Number of Events Attended:

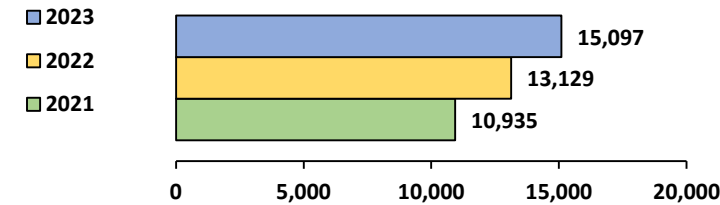


Outreach Number of People Reached:

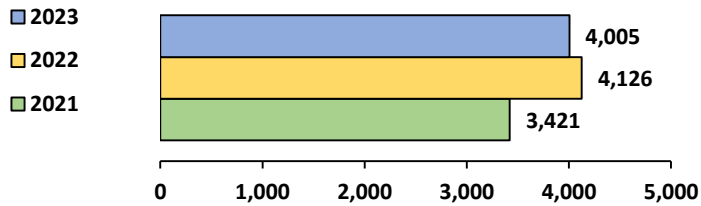


LIBRARY USE:

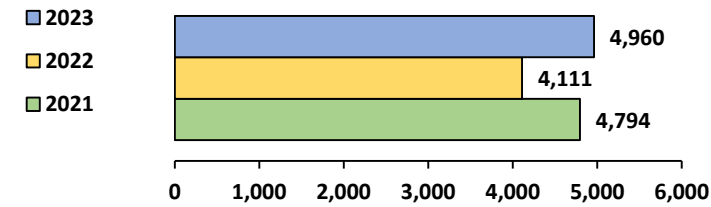
Number of Visitors:



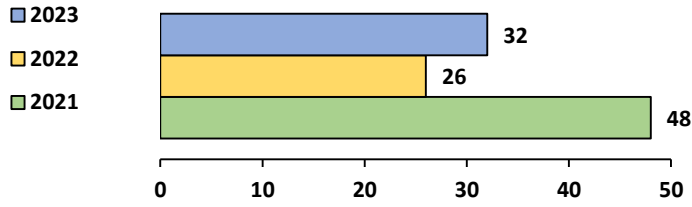
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:



Policy on Waiving Fines, ~~Waiving Cost of Overdue Materials, or Fees~~ and Restoring Borrowing Privileges

The Library Director or his/her designee shall have the discretion to waive fines in extenuating circumstances. Examples include but are not limited to:

- I. Staff is unable to determine whether the patron or library is at fault regarding an overdue item(s).
- II. Inclement weather makes it dangerous to travel to the Library. Inclement weather will be defined as circumstances which would warrant school closings.
- III. The patron or dependent has had a verifiable medical emergency requiring hospitalization or the patron has had a death in the immediate family.

The Library Director or his/her designee shall have the discretion to restore borrowing privileges to a patron and/or ~~waiving-waive~~ the cost of ~~overdue~~ materials in extenuating circumstances. Examples include but are not limited to:

- I. Patron has declared bankruptcy through the U.S. Court of Bankruptcy.
Documentation filed with the Court may be required.
- II. Library materials have been destroyed by natural disaster or stolen and are not covered by insurance. A police report or other paperwork may be required.

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

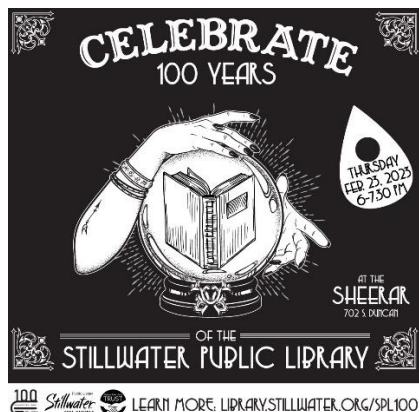
Approved 9/26/95

Revised 11/27/01; 4/27/04; 3/23/10; 5/27/14; 9/26/23

Re-affirmed: 4/25/06; 4/22/14; 4/17/18



Stillwater Public Library Centennial Events – 2023



Centennial Kick-off

Thursday, February 23, 6:00 p.m. @ The History Museum at the Sheerar

The Stillwater Public Library (SPL) kicks off its year-long centennial celebration on Thursday, Feb. 23, from 6-7:30 p.m. with the unveiling of a pop-up history exhibit at the Stillwater History Museum at the Sheerar Cultural Center. Additional activities will focus on popular pastimes of the 1920s, including making paper dolls, fortune telling and fun "Great Gatsby" style photo opportunities.

Attendance: 78

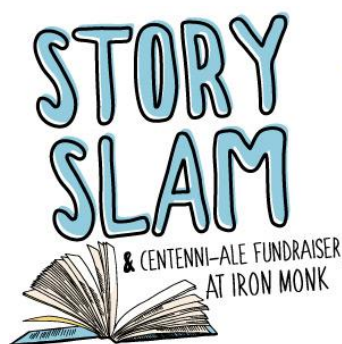


Library Lock-in

Friday, March 17, 7-11 p.m. @ SPL

Families are invited to attend a library lock-in on Friday, March 17 after hours from 7-11 p.m. There will be board games, video games, movies, and (best of all) reading! Be on the lookout for s'mores outside too (weather permitting).

Attendance: 137



StorySLAM

Thursday, May 25, 5-7 p.m. @ Iron Monk Brewery

Join us at Iron Monk for the release of "Library CentenniAle!" Support the Library Trust, try a new ale and enjoy an evening of storytelling. A StorySLAM is a live storytelling competition in the vein of a poetry slam popularized by [The Moth](https://www.themoth.com/). StorySLAM participants prepare a 5-minute story that they can tell from memory on the theme of "Library Adventures." The audience decides on the winner - who will win a prize. There will

also be library centennial pint glasses available to purchase for \$5. Sponsors for this event include: Iron Monk, Stillwater Community Foundation, and the Library Trust.

Attendance: 105

RETRO BOOK FAIR

12-4 pm at Stonecloud | 917 S. Husband

SUNDAY, SEPTEMBER 24, 2023

1. BOOKS Bliss Books will have popular titles for sale. 	2. TRINKETS All the classic book fair novelties: scented everything, stickers, erasers, buttons, mood pencils, sharpeners and more! 
3. BREWS Beer, LIT themed drinks, and the usual Sunday brunch vibes from Good Little Eater.	

STILLWATEROK.GOV/SPL100

Retro Book Fair

Sunday, September 24, 12-4 pm @ Stonecloud, 917 S. Husband

It's like the book fairs of your youth, but with some grown-up twists! Put on your best 80s/90s attire and bring your allowance so you can purchase popular titles from Bliss Books and classic book fair trinkets including scented everything, stickers, erasers, buttons, mood pencils, and more. Plus there will be beer (of course), commemorative Centennial pint glasses, LIT-themed drinks, and Sunday brunch vibes courtesy of Good Little Eater. A portion of the proceeds will benefit the Library Trust.



STILLWATER HAUNTED LIBRARY
fundraiser

Oct. 19-21

\$5 12 yrs & younger **\$10** 13 yrs & older
Advance reservation required. Purchase at stillwaterok.gov/SPL100 or the Help Desk.

5:30-7:30pm - Low Scare
8-10pm - Moderate

Stillwater OK OKLAHOMA COMMUNITY CREDIT UNION

Visit the Noon Lions' Pumpkin Patch Sept. 23-Oct. 31
1107 S. Duck - 405.372.3633

Stillwater Haunted Library

October 19-21 @ SPL

Sponsored by Oklahoma Community Credit Union

a 300-foot maze with twists and turns that take visitors from a cemetery of authors and eerie library scenes into the haunted pages of seven of the library's spookiest stories, including "Harry Potter," "Hansel and Gretel," and "Macbeth." Tours take place from 5:30-7:30 p.m. and 8-10 p.m. on each of the three days. The earlier tours include "lower scares" and are recommended for attendees eight and older. Tours in the second half of the event are recommended for attendees 13 and older and will include jump scares and moderate gore.

Library	Total Cards	Population	% of Population Cardholders	Re-register
STILLWATER PUBLIC LIBRARY	22,426	48,134	46.59%	Yes
ADA PUBLIC LIBRARY	19,774	16,842	117.41%	Yes
BARTLESVILLE PUBLIC LIBRARY	33,370	37,384	89.26%	Yes
DUNCAN PUBLIC LIBRARY	42,633	22,745	187.44%	Yes
EL RENO CARNEGIE LIBRARY	9,767	17,774	54.95%	Yes
ENID-PUBLIC LIBRARY OF ENID AND GARFIELD COUNTY	42,803	61,926	69.12%	Yes
LAWTON PUBLIC LIBRARY	42,637	91,055	46.83%	Yes
MUSTANG PUBLIC LIBRARY	23,723	21,037	112.77%	Yes
PONCA CITY LIBRARY	11,293	24,398	46.29%	Yes
YUKON - MABEL C. FRY PUBLIC LIBRARY	22,043	24,623	89.52%	Yes

Summer Reading Program 2023 Children Report

Overview: This was the first year to resume indoor shows and movies similar to the preCovid years. We decreased the number of shows to two on Tuesdays and held four total movie days. We also switched to a new online reading tracking platform, Beanstack, which was much easier for families to sign up and track reading and had a much improved interface for staff setup and reporting.

Children Registration 2023/2022: 732/654

Children Hours Read 2023/2022: 9,576.83/3,892.45

All ages Kickoff: 1/250

Tuesday Performances: 14/2,178

Thursday Movies: 8/344

Successes:

The SRP Kickoff event was a great success as it brought in more families than we expected and the community engaged in the activities for longer than expected. We also were able to showcase our many community partnerships including Animal Welfare, Humane Society, Prairie Arts Center, OSU Extension, and TSET.

The new system of having teen volunteers sign up for specific events and times using Sign up Genius worked really well. Teens could sign up for activities they were interested in doing, they could delete their sign up if needed without staff assistance and the program automatically sent out reminder emails. This resulted in significantly less staff management of volunteer scheduling while still getting the teen volunteers needed.

City Councilors were invited to the award ceremony, and Councilor Hardin attended and made several announcements. The result is that we were able to give decision-makers a view of what we do and its success. Plus our patrons saw the relationship of the library to its decision-makers.

Challenges:

Although people agreed the new online reading tracking was much better compared to past years we still had a significant number of children register but not track any reading. Next year the children's department will make the paper reading logs more accessible by offering them when people come in to sign up and having more paper stacks set out in the children's area.

Movie attendance was lower than expected compared to preCovid years. Children's staff will evaluate if this is due to the rise in streaming, not hosting movies every Thursday or a lack of interest in attending movies at the library.

With the increase integration of all age events and format in the summer reading program, there was some confusion around the children's Award Ceremony. The programming staff is considering concluding the summer reading program with an all ages event instead of separate age programs.

Summer Reading Program 2023 Report: Teens

Overview: This was my first year planning summer reading. A lot went super well: I had great program ideas, the teens all had fun, and several parents let me know how appreciative they were of the library doing programs for their kids. Using Beanstack was a new feature added to summer reading this year that worked well for awarding coupons.

Reading Statistics

	2022:	2023:
Teen registration	175	265
Teen hours read	261,515 minutes	444,749 minutes

Program Statistics

T(w)een Trivia	32 attendees
Park Clean-Up	22 attendees
Teen Chopped	52 attendees
Movie and a Craft	20 attendees
Crafts for Kitties with Tiny Paws	47 attendees
Launchers with Mad Science	22 attendees
Superhero Movie Program	30 attendees
Teen Pool Party	28 attendees
Top 30 Readers Party	20 attendees

Successes:

- Teen volunteers. Having teen volunteers help this year made the organization and overall flow of the programs much more manageable. They were all friendly, helpful, and supportive.
- The ideas for the programs themselves were well-received. I surveyed the teens at the end of summer and asked which programs they preferred: the Chopped one was the most popular, so having a cooking program was a great idea.
- The rewards party for the top 30 readers was well-received – those who read enough this summer valued having something wholly unique and geared only toward them. Plus, having the party after hours in the library greatly appealed to the teens.

Challenges:

- The organization of some programs could have been better on my end. Having presenter contracts and POs earlier can prevent stress at the end of the summer.
- Age/grade participation: we had many younger kids want to attend teen programs. A possible solution to fix this could be to lower the grade required to attend teen programs to 5th grade – I like this idea because it allows more teens to participate without sacrificing the total numbers for children's programs.
- Finding specific programs that appeal to teen interests: The Mad Science program, in particular, was one of the lesser-attended programs. The teens who showed up were skeptical if they would enjoy the program but eventually found it appealing. We should find a science program that appeals to teens' interests. My goal is to have an astronomy/space program for next year.

Summer Reading Program 2023 Adult Report

Brenna Gilchrist

8/8/2023

- Number registered 2023/number registered 2022
 - 397/253
- Number hours read 2023/number hours read 2022
 - 9,840/7,604
- Number attending programs 2023/number attending programs 2022
 - 73 adults at 4 programs/72 adults at 5 programs
- List of the programs given + attendance at each
 - Blue Thumb Creek Clean Up – 0 (canceled due to rain)
 - Dog Treats with Three Dog Bakery – 15
 - Butterfly Walk with the Audubon Society – 36
 - DIY Cleaning Supplies – 9
 - Yard-by-Yard Project – 13
- 3 successes
 - Adult participation in the reading challenge grew by more than 100 people and 2,000 hours of reading.
 - High engagement from attendees at programs. Participants liked the programs they could be involved in and make something. Will focus on programs with attendee participation for future summer programs.
 - Older teens also participated in adult programs. Teens old enough to get themselves to and from programs were invited to attend adult programs as they are starting to age out of the teen programs.
- 3 things to do differently
 - Prize structure for adults will be different next year. We were consistently out of coupon prizes for teens/adults and are looking into other ways to reward adult participation. While we enjoy the adult participation, we don't want it to negatively affect the teens.
 - Program attendance was not ideal. Only half or less of those that signed up attended programs. Even the Butterfly Walk only had half of those that signed up show up with 20 people showing up that hadn't signed up. I think people would register wanting to win the football tickets that were donated as a prize, but then didn't show up to the programs (they did not get their names in the drawing if they didn't show up). A different program prize will be found for next year. I will also focus on three programs with individual press releases to get more registered for each program as registration for most programs was low as well.
 - Adults will have a different reading challenge next year in Beanstack rather than having one big challenge for everyone. This will let us restructure the adult program for prizes and reading points.

Welcoming Service Checklist

	Yes	No	NA	Comments
Is the library well marked, easy to find, and identified as the library?	4	2	0	One sign outside the main entrance hidden by trees-trees great but need trimming; Signage on building and at street corner; Perhaps signage at entrances to parking-this will improve when street construction is over.
Can you see inside before entering?	3	1	2	I need to check on this; Kind of-once you enter air lock yes, but not from outside; I can see in from the portico; Yes but not especially well.
Is the library accessible for people using wheelchairs, scooters, or strollers?	6	0	0	Good entry-watched a family with stroller and kids enter easily; Automatic doors; Acknowledged upon returning books by Ethan and Nabuqui said Hi; Auto doors, ample handicapped parking, curb cuts.
Do staff acknowledge and welcome people on arrival?	4	1	1	I do not think a person must be stationed at the door to welcome people.
Is the library inviting?	6	0	0	Yes-ish-the grounds could be more attractive-the new mulch nandinas(?) look nice.
Are regularly returning community members recognized by the staff?	4	1	1	This is my favorite aspect of the library; I am not certain of this; As far as I know-met a volunteer at entrance-nice welcome!; While completing this survey, a librarian interacted with a patron.
What should the library do to be more welcoming? Better outdoor spaces. I know staffing can be difficult but there is just one person at circulation and she was busy when I came in. I'm not sure this one person can be expected to stop what they're doing to greet every patron who comes in, so I also don't have a good answer. I am sitting in social zone watching kids and parents on a rainy day-wonderful! Also an older gentleman using a computer. It feels very welcoming. The librarians are friendly and engage with patrons after. I notice the newer librarians do this a bit less probably because they don't know people as well.				

Comfortable Service Checklist

	Yes	No	NA	Comments
Does the facility look clean?	6	0	0	Clean carpet, no smells, bathrooms clean during visit; I was in at mid-day-everything looked clean and tidy; Everything is neat and toddy. No smells!
Is the lighting good?	6	0	0	The lighting was adequate for me-not too bright-not too dim; Bright and cheery; Much appreciated!
Are the aisles and other spaces comfortably proportioned?	6	0	0	I didn't see patrons in wheelchairs but if there were I'm not sure that book aisles could be easily navigated with patrons in and out of wheelchairs sharing an aisle. I don't know if this ever happens. Do we have many wheel chair bound patrons? If not why? Just a discussion; I've always thought so.
Do visitors have a choice of seating?	6	0	0	Variety of seats; Lots of comfy chairs and places to sit; Absolutely; Great layout with multiple choices.
Are there pleasing views from inside the library to the outdoors?	6	0	0	Especially to the north; From the magazine area trees and sidewalk are visible. Beautiful views of the courtyard; Quiet zone looking north is great!
Are quiet areas separated from livelier (and noisier) zones?	4	0	1	Spatially yes but not structurally-better wall separation for children's; Informational signage is good; Clearly marked; Sometimes phone conversations in quiet zones are loud and long.
Are food and drink allowed?	0	5	1	It may be that a covered water bottle might be allowed but I don't think so; I don't know.
What should the library do to be more comfortable? A coffee shop would be nice!				

May not be feasible-what about a coffee shop? May generate new issues.

Coffee spot in the north lobby. I used to run a small business with coffee carts and might be helpful with this.

I know that drinks cause problems, but they sure would be nice.

Varied seating, nice arrangement of different facilities. I never use the periodical area so don't know how that feels.

Easy to Navigate Service Checklist

	Yes	No	NA	Comments
Are the library and its services set up to be simple on the surface?	4		2	I'm not sure what on the surface means; Thinking about website--could be clearer; I love self checkout-there's always somebody available to help if a patron has problems-the holds shelf is great; Huh? Not sure what this means.
Is it easy for library users to figure out how or where to get started?	5		1	The Help Desk is clearly marked and centrally located; the circ and help desks are clearly visible from the entrance; I often just ask-always a good response; Not sure of this meaning-can just ask.
Is it easy to identify library staff?	5		1	For me it is-and I think for others as well; I saw some tags; Everyone wears name tags.
Do staff seem knowledgeable about the materials, services, and programs in the library?	6			I've gotten a lot of help, especially from children's librarians; I asked at the info desk about the materials for summer reading and got much satisfying information; Definitely!
Are the materials and services easy to see, get to, and use?	5		1	Good signage and indications of areas; Not sure.
Does the library feel uncluttered?	6			The spaces are pretty dedicated to their purposes, no extra stuff lying about, informational notices are current.

What should the library do to be easier to navigate?

I like that the library arrangements have only changes a little, the predictability is nice-calming.

Staff very helpful when I search for old newspaper articles online. Gave me options.

Efficient Service Checklist

	Yes	No		Comments
Are customers allowed to help themselves rather than "go through" staff to get materials and services?	6			Occasionally I've felt I've gotten too much help, especially checking out; Signs direct well.
Does the library support digital library services with links online, assistance in person, and self-guiding printed resources?	6			I've needed help setting up Libby as well as managing some searches and always get the help; Libby is easy to use, the website seems easy to use and is updated regularly.
Is there minimal waiting for assistance and service?	6			There are always librarians available; Adequate staffing for most uses, self checkout and serve yourself holds are helpful.

What should the library do to be more efficient?

I think digital sources and finding them could be quite confusing for some. What about offering 20 minute or so workshops on how to set up Libby, download an audiobook, etc.

Staff are always willing to assist. I ran into a retired friend who comes to the library most days. He was highly complementary of staff.

Up-To-Date Service Checklist

	Yes	No	NA	Comments
Does the exterior (or what you can see from the outside) of the library change from time to time?		5	1	Perhaps the streets surrounding the library are in flux; It may but I haven't noticed.
Do the computers and other technology in the library look up-to-date?	5	1		Sometimes the children's computer equipment gets damaged.
Do staff seem to be knowledgeable about the technology they use?	6			Definitely.

When visitors to the library bring their own devices or want to use a library provided device or computer, do staff know how to help them?	2		4	I don't know for sure but would think they would; Do not know; I think so-not sure about this; I'm not sure about this. I know there was recently a session on downloading eBooks onto devices so I'm sure that some are familiar with other devices; Did not observe this.
Is the décor in the library up-to-date?	3	1	2	I am not the one to ask. Some furniture seems old; Looks a bit tired; Displays are always good and change regularly. They are part of the décor. I've noticed changes in furniture and kids' things.
Does the library project a consistent brand and/or image?	2		4	Not sure what brand means; This worth discussing. Can we relate brand to mission?; I don't know how to answer this. The library brand isn't clear to me; Not sure that I could identify a consistent brand or image.
What should the library do to be more up-to-date? Technology is key. Also I visited the men's restroom which was clean and updated. Regularly changing displays to go with events/seasons/etc. This seems to be happening. The big changes I've noticed in the last couple of years are the security doors which I assume are related to self checking.				

Convenient Service Checklist

	Yes	No	NA	Comments
Are the hours of operation reasonably consistent from day to day?	5		1	I'd prefer they'd be more consistent on a daily basis.
Is the library located near other community resources likely to interest visitors to the library?	6			You bet. This is a strength, I think; I love our cultural corridor; Prairie Arts and farmer's market is next door, a park is to the west. Soon the Washington School Museum will open. Near downtown and the Block 34 could attract visitors; I love that the library is located next to Prairie Arts.

Does the library accommodate visitors who want to use their own devices?	4		2	I do not know; I believe so, but did not immediately see how to connect.
Methods for payment of fees and fines convenient?	3		3	I do not know; ?; I don't know.
What should the library do to be more convenient? Opportunities to link with all activities nearby seems worthwhile-museums/community center/Block 34/Arts Council.				

Enjoyable Service Checklist

	Yes	No	NA	Comments
Does the library provide a pleasurable environment?	6			As a young child, my grandmother thought of the library as a second home; I love seeing kids on the floor reading; For children especially.
Do the staff and director exhibit an upbeat attitude?	6			I mean, they are pleasant and helpful. That seems upbeat at work.
Does the library emphasize what visitors may do rather than what they may not do?	6			I was once told to gather my belongings closer to me at the xxxxx; Did not witness staff behavior or signage, etc. that focus on no; signage is more positive and I see only one do not sign and it is for safety. Also dog-eared books and Cheetos, but primarily positive.
Is spontaneity part of the library environment?	2		4	Public Library I xxxxx because of their challenges with homeless patrons. That has never happened here; ??; ? Not even sure if this is good or bad; Not sure.
Is humor part of the library environment?	5		1	Jokes on signage, smiles on staff; Funs signs and colorful displays; Steve O. makes jokes and Paula always smiles and visits with us; No Cheetos sign; In meetings yes, but in total environment, not sure.
Does the library offer treats, prizes or extra free takeaways?	5		1	Reading programs, grab and go for kids and teens; All the time; ? Not sure.

What should the library do to be more enjoyable?

The library is a fun place! I love what the new teen librarian is doing! It is inspired and much needed. And a storyslam at Iron Monk! Good for the library.

Kids' programs are fun.

What can the library do soon to help with the challenges identified in the walkthrough?

- New animals on the swings.
- More distinct and separate teen/children's areas.
- Maybe refreshed colors inside?
- I wish I had some major challenge-really not much comes to mind. Little signage outside. You have to look to know you are at the library.

What would help the library improve its perception in the community that would take a larger investment and might take a year or two to accomplish?

- Adding more welcoming outdoor spaces. A coffee shop with free wifi could bring in more patrons who may not be very familiar with the library.
- Continue great news release. Community outreach by director and other. Great programming.
- Perhaps remodel parts of the facility? I'm not sure. Definitely purchase and man a bookmobile.

What big building project could the library undertake in the next 3-5 years that would help them serve their community?

- Solar arrays?
- More distinct and separate children's and teens area.
- Upgraded lighting will help. I know this is coming.
- Coffee shop? Upkeep for infrastructure (HVAC, etc.) is really important to allow for quality programming.
- A bookmobile.