



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
OCTOBER 24, 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: September 26, 2023, Regular Meeting

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 September 2023 Financial Reports
- b) Consider approval of Stillwater Public Library September 2023 Activity Report
- c) Consider approval of 2024 Schedule of Regular Meetings

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
- 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
SEPTEMBER 26, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

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

McMillian asked what LSTA stands for. DeLano explained that it stands for the Library Services and Technology Act. McMillian asked who is partnering with the library for the health literacy grant. DeLano explained that two departments at OSU will help with the curriculum. Additionally, Our Daily Bread and Payne County Health Department will be partners.

Cornwell asked about the plans for the program. DeLano explained that the theme is obesity. Five different programs will take place over six months, addressing different age groups.

Sinnes/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, 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 approval of Stillwater Public Library August 2023 Financial Report
McMillian asked about the total in the grant account. DeLano explained that the total includes funds from the current budget year and those that were carried forward from fiscal year 22-23. Woods asked how DeLano feels about the state of the library budget this fiscal year. DeLano explained she is pleased that the budget is the same this year as it was last year. A group of City of Stillwater directors is analyzing ways to cut spending and increase revenue. Updates from this committee will be shared at a future City of Stillwater directors meeting. Finance will meet with the Business Office in October to review custom financial report options.

Cornwell/McMillian moved to approve the August 2023 Financial Report. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved.

- b) Consider approval of Stillwater Public Library August 2023 Activity Report and discuss revision of monthly report template
The monthly activity report template has been edited for visual appeal. An additional year of historical data has been added for comparison. Some data has been removed which would be useful to staff but not likely to be interesting or useful to the public. Many other statistics will still be collected internally. The board expressed interest in utilizing both the newly formatted report and the existing report when analyzing statistics. DeLano requests that the Board members review the draft in the next two weeks and provide feedback on any needed changes by email.

Sinnes/Cornwell moved to approve the activity report. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved.

- c) Consider approval of revisions to the Waiving Fines and Restoring Borrowing Privileges policy

This policy indicates when staff members can waive fines and fees. Most changes to the policy pertained to formatting. The policy has been updated to require documentation for waived fines or fees due to bankruptcy and to add the word "fees" to the policy title. McMillian asked if this policy includes lost and damaged books. DeLano explained that it does include lost, damaged, and missing items. When asked why fines and fees are not part of the circulation policy, DeLano explained that this is one of the biggest duties delegated to the library so it has been separated and carefully broken down.

Cornwell/Ross move to approve revisions to the fines and privileges policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, 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. Centennial activity report

DeLano planned to apply for the Americans in the Holocaust exhibit, along with the Sheerar Museum and OSU. However, it became known that the Tulsa City-County Library System (TCCL) has been invited to apply and will likely be approved. Instead of applying to host the exhibit, DeLano offered to support TCCL by planning two programs and creating a display. This will allow coverage of the event over a greater part of the state. She will also write a letter of support for TCCL. Cornwell asked about how many pint glasses are left from the event at Stonecloud. DeLano reported that three cases remain. Stonecloud will continue to sell them for a time.

- ii. Report on percentage of cardholders in cohort communities

DeLano explained that around 46% of the local population in Stillwater, Lawton, and Ponca City hold library cards. The board discussed various factors that affect this number and those of the other cohort communities included in the report.

- iii. Summer Reading Program reports

DeLano reported that the library had an outstanding Summer Reading Program. This was the first year returning to in-person library programs post-COVID. Each department has great success. Participants exceeded by far the previous Childrens Department goal for hours read.

iv. “Fresh Eyes” review compilation

Survey results have been analyzed by library supervisors. Within the next two weeks, they will identify two things that will be quickly addressed and two longer-term goals. An edited template will be available for the public shortly.

v. ODL Trustee resources

The Oklahoma Department of Libraries (ODL) has updated the Library Trustee Manual. A download of the manual and a related webinar are available on the website. DeLano will send the link to the Board members.

b) Miscellaneous items from the Library Board

McMillian asked for further explanation about the Libby app. DeLano explained that Libby is the app used to access the digital titles available on the OK Virtual Library. Each library purchases eBook and audiobook titles, which usually come with a license allowing a certain number of checkouts before the title needs to be repurchased. These titles are shared among the large consortium of Oklahoma libraries, providing patrons access to over 80,000 titles. Grants are usually offered a few times a year and are used to purchase additional titles.

Woods said the book fair at Stonecloud was a delightful event. He thanked Cornwell for helping with the planning and working that evening and thanked the rest of the Library Board for being there. It will be known within the week how much money was raised at the event.

i. Discussion about scheduling items for upcoming meetings

- 6. ADJOURN Cornwell/Sinnes moved to close the meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved. Meeting adjourned at 1:07 p.m.**

Prepared by: Naomi Brown, Recording Secretary

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

September 2023

City of Stillwater, OK

25% of Fiscal Year 23-24 Elapsed

Budget to Actuals with Encumbrances by Key and Object

Report Date: 09/30/2023

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43000 - Grant Revenue	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
43100 - Federal Grant Revenue	50,000.00	6,000.00	56,000.00	0.00	-6,000.00	-12.00%
45000 - Fines & Forfeitures	20,000.00	1,406.88	5,582.45	0.00	14,417.55	72.08%
47012 - Misc Fees	10,000.00	1,266.46	3,287.63	0.00	6,712.37	67.12%
47501 - Room Rental	14,000.00	1,427.50	2,975.00	0.00	11,025.00	78.75%
48701 - Donations	0.00	624.65	774.57	0.00	-774.57	0.00%
Revenue Total:	100,000.00	10,725.49	68,619.65	0.00	31,380.35	31.38%
Expenditure						
51001 - Full Time	677,565.00	49,360.47	145,863.37	0.00	531,701.63	78.47%
51002 - Part Time	274,306.00	19,104.36	54,329.10	0.00	219,976.90	80.19%
51003 - Overtime	1,400.00	6.22	10.33	0.00	1,389.67	99.26%
51021 - Social Security	72,924.00	4,992.82	14,732.43	0.00	58,191.57	79.79%
51022 - Retirement	40,737.00	2,961.69	8,752.95	0.00	31,984.05	78.51%
52012 - Vehicle Repair Parts	500.00	29.98	29.98	0.00	470.02	94.00%
52031 - Office Supplies	1,700.00	302.86	682.06	35.32	982.62	57.80%
52034 - Postage	200.00	0.00	0.00	0.00	200.00	100.00%
52036 - Janitorial Supplies	6,100.00	0.00	663.40	0.00	5,436.60	89.12%
52040 - Books & Publications	88,300.00	8,565.18	11,120.04	69,379.96	7,800.00	8.83%
52041 - Clothing & Uniforms	600.00	0.00	300.00	0.00	300.00	50.00%
52043 - Vehicle Fuel & Oil	450.00	106.84	106.84	0.00	343.16	76.25%
52046 - Supplies	12,190.00	459.33	1,021.65	3,768.01	7,400.34	60.70%
53001 - Natural Gas	3,000.00	158.64	307.76	0.00	2,692.24	89.74%
53004 - Telecommunications	7,640.00	52.15	156.45	0.00	7,483.55	97.95%
53011 - Equipment Rental	4,800.00	179.16	848.55	3,351.45	600.00	12.50%
53020 - Repair-Structures	15,687.00	0.00	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	682.12	3,912.56	1,782.22	12,991.22	69.52%
53045 - Grant Expenditure	64,126.00	14,256.42	42,365.42	15,122.58	6,638.00	10.35%
53049 - Cash Short	0.00	-0.85	-1.60	0.00	1.60	0.00%
53054 - Dues & Subscriptions	689.00	0.00	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	644.65	1,367.25	6,263.75	954.00	11.11%
53066 - Miscellaneous Services	250.00	0.00	17.50	232.50	0.00	0.00%

September 2023

City of Stillwater, OK

25% of Fiscal Year 23-24 Elapsed

Budget to Actuals with Encumbrances by Key and Object

Report Date: 09/30/2023

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53068 - Travel Expense	750.00	0.00		0.00		0.00	750.00	100.00%
53071 - Software Maintenance	52,467.00	0.00		45,485.02		1,860.00	5,121.98	9.76%
56000 - Direct Costs	702.00	59.00		177.00		0.00	525.00	74.78%
56001 - Indirect Costs	851.00	71.00		213.00		0.00	638.00	74.97%
Expenditure Total:	1,365,955.00	101,992.04		332,994.06		106,955.79	926,005.15	67.79%
Key Total:	(1,265,955.00)	(91,266.55)		(264,374.41)		(106,955.79)	(894,624.80)	70.66%

PUBLIC SERVICES

MATERIALS CIRCULATION			USER SERVICES		
(6,684)	8,064	ADULT BOOKS	(237)	261	NEW ADULT CARDS
(9,748)	12,587	CHILDREN'S BOOKS	(36)	65	NEW CHILDREN'S CARDS
(26)	12	DEVICES	(21,554)	22,096	TOTAL ACTIVE BORROWERS
(572)	420	VIDEOS	(11)	8	HOMEBOUND & FACILITIES DELIVERIES
(974)	924	AUDIOS	(1,034)	966	COMPUTER
(90)	80	BOOK CLUB BOOKS	(3,954)	3,131	WIRELESS USERS
(37)	40	INTERLIBRARY LOAN	(73)	35	NOTARY SERVICES
(481)	841	IN LIBRARY USE	(12)	6	CURBSIDE DELIVERIES
(6,143)	6,248	EBOOKS			
(4,660)	5,377	DOWNLOADABLE AUDIOS			
(327)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(35)	83	KITS			
(29,777)	34,676	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,706)	12,893	ADULT	(1,670)	1,792	OSU STUDENT
(4,223)	4,373	CHILD	(202)	209	OUT OF COUNTY
			(2,753)	2,829	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS

19,585 / 2,511

ESTIMATED NUMBER OF VISITORS TO LIBRARY

$$(12,245) \quad 12,533 \quad (12370 + 163)$$

NUMBER OF VISITORS TO LIBRARY WEBSITE

(17,373)	12,236	still troubleshooting this number
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ESTIMATED ADULT REFERENCE

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

ESTIMATED CHILDREN'S REFERENCE

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

PROGRAMMING

(27)	20	MEETING ROOM USAGE
(130)	97	ADULT LIBRARY PROGRAM ATTENDANCE
(5)	21	YOUNG ADULT PROGRAM ATTENDANCE
(318)	556	STORY TIME ATTENDANCE
(45)	368	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(431)	352	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(312)	517	BOOK MATERIALS	(612)	304	BOUND VOLUMES WITHDRAWN
(0)	0	NON-BOOK MATERIALS			

(79,444) 80,046 TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY

(78,486) 85,817 TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

SEPTEMBER 2023

ADULT SERVICES

<u>4,693</u>	<u>Reference Questions</u>	<u>6</u>	Outreach	<u>386</u>	Participants
	<u>3,237</u>		in person	<u>9</u>	Number of Adult Programs
	<u>906</u>		by phone	<u>97</u>	Attendance at Adult Programs
	<u>550</u>		directional	<u>3</u>	Number of Young Adult Programs
		<u>21</u>	Attendance at Young Adult Programs		
<u>20</u>	Meeting Room Usage	<u>12</u>	Number of Volunteers		
		<u>86.50</u>	Total Volunteer Hours		
		<u>19</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>6</u>	Number of pre-school programs		(daycare & Headstart)		
<u>246</u>	Attendance at pre-school programs				
<u>26</u>	Number of storyhours				
<u>556</u>	Attendance at storyhours				
<u>9</u>	Number of programs/school visits for school age children		(here or away)		
<u>122</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>1.25</u>	Total volunteer hours				

REGISTRATION

<u>326</u>	<u>Total new borrowers</u>		
	<u>261</u>	Adults	
	<u>65</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

SEPTEMBER 2023

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2023	
3,459	3,959	4,859	Fiction
1,620	1,480	1,823	Nonfiction
1,119	1,234	1,367	New books
24	11	15	Multi-language items
6,222	6,684	8,064	Total Book Checkouts
4	26	12	Devices
266	194	215	CD books
18	78	19	Music cds
236	244	161	DVDs & Blu-rays
60	90	80	Book Club Bks
23	19	32	Kits
607	651	519	Total Checkouts
312	255	390	In-library use
49	37	40	ILL
6,273	6,143	6,248	Ebooks
4,280	4,660	5,377	Downloadable audios
430	327	0	Emagazines
7	0	0	Streaming videos
11,351	11,422	12,055	Total Checkouts

28,798 29,777 34,676 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2021	2022	2023	
7,289	8,339	10,515	Fiction
1,403	747	1,032	Nonfiction
637	546	871	New books
112	116	169	Multi-language items
9,441	9,748	12,587	Total Book Checkouts
479	699	685	CD books
29	3	5	Music cds
243	328	259	DVDs & Blu-rays
28	16	51	Kits
779	1,046	1,000	Total Checkouts
398	226	451	In-library use

OUTREACH

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

**SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR OF 2024**

Stillwater Public Library Board

DATE	TIME	MEETING LOCATION
January 23, 2024	12:00	Stillwater Public Library
February 27, 2024	12:00	Stillwater Public Library
March 26, 2024	12:00	Stillwater Public Library
April 23, 2024	12:00	Stillwater Public Library
May 28, 2024	12:00	Stillwater Public Library
June 25, 2024	12:00	Stillwater Public Library
No July meeting		
August 27, 2024	12:00	Stillwater Public Library
September 24, 2024	12:00	Stillwater Public Library
October 22, 2024	12:00	Stillwater Public Library
November 19, 2024*	12:00	Stillwater Public Library
December 17, 2024*	12:00	Stillwater Public Library

***Third Tuesday**

Submitted By:	Naomi Brown
Title:	Business Office Manager
Address:	Stw Public Library

Phone Number:	405-372-3633
Fax Number:	405-624-0552

Received and filed in the Stillwater City Clerk's Office on the _____ day of _____, _____.
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