



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
NOVEMBER 28, 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: October 24, 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 October 2023 Financial Reports
- b) Review proposed changes to the monthly Financial Report format
- c) Consider approval of Stillwater Public Library October 2023 Activity Report
- d) Review proposed changes to the monthly Activity Report format
- e) Consider approval of proposed revision of Notary 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
- 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
OCTOBER 24, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, 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 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: September 26, 2023, Regular Meeting

Edwards/McMillian moved to approve the consent docket. The votes are as follows:
Woods, yes; McMillian, yes; Ross, 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 approval of Stillwater Public Library September 2023 Financial Reports
DeLano is monitoring the total in the supplies account and spending cautiously. If necessary some funds can be transferred from the HVAC repair or building repair account into general supplies. Brown reported that Finance will be meeting with library staff in the next few weeks and there should be an update on custom financial reports for the November Library Board meeting.

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

- b) Consider approval of Stillwater Public Library September 2023 Activity Report
Total borrowers have increased due to expanding outreach efforts this fiscal year. DeLano explained that the auto-renewal feature for library materials will artificially increase some of the circulation statistics. The updated Activity report template should be available and in use for the November Library Board meeting. DeLano requested any remaining suggestions for the template be emailed to her in the next few weeks.

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

- c) Consider approval of 2024 Schedule of Regular Meetings
Sinnes/Edwards moved to approve the 2024 Meeting Schedule. The votes are as follows: Woods, yes; McMillian, yes; Ross, 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

DeLano reported that the Haunted Library event was successful. It ran exactly as planned thanks to amazing volunteers and staff. The donations collected along with Friend of the Library matching funds will be around \$7000. This event attracted a lot of new people to the library. It was also a great opportunity to form partnerships in the community.

The final Centennial activity will be \$100 for 100 Years Campaign. DeLano will send a letter to past donors with a detailed sheet of Centennial year activities.

The IT Manager position is still open. The current manager has agreed to stay until the position is filled.

b) Miscellaneous items from the Library Board

Edwards suggested offering a handout about the library or card applications at upcoming the Will Rogers Elementary book fair. DeLano said she would have the Children's department add library card applications to the Thursday packets that get sent home with the students.

Cornwell reported that the updated ODL Trustee manual is very useful, with great information about advocacy, challenges to books, and intellectual freedom.

Upton said that the Oklahoma Chapter of the Association of College and Research Libraries (OK-ACRL) will be holding their annual conference at Edmon Low Library on November 10. James LaRue will give the keynote address at 9:15 a.m. An invitation to attend has been extended to Library Board members.

Discussion about scheduling items for upcoming meetings

6. **ADJOURN** Sinnes/Ross moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upton, yes; Edwards, yes. Motion approved. Meeting adjourned at 12:31 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

October 2023

City of Stillwater, OK

33% of Fiscal Year 23-24 Elapsed

Budget to Actuals with Encumbrances by Key and Object

Report Date: 10/31/2023

Object - Description

Key: 1015510 - Library administration

Budget

Month to date
Actual

Year to date
Actual

Encumbrance

Balance

Pct.
Rem.

Revenue

43000 - Grant Revenue	6,000.00	0.00	0.00	0.00	0.00	6,000.00	100.00%
43100 - Federal Grant Revenue	109,000.00	59,000.00	115,000.00	0.00	0.00	-6,000.00	-5.50%
45000 - Fines & Forfeitures	20,000.00	1,322.75	6,905.20	0.00	0.00	13,094.80	65.47%
47012 - Misc Fees	10,000.00	962.32	4,249.95	0.00	0.00	5,750.05	57.50%
47501 - Room Rental	14,000.00	5,152.50	8,127.50	0.00	0.00	5,872.50	41.94%
48701 - Donations	17,921.00	17,219.96	17,994.53	0.00	0.00	-73.53	-0.41%
Revenue Total:	176,921.00	83,657.53	152,277.18	0.00	0.00	24,643.82	13.92%

Expenditure

51001 - Full Time	677,565.00	50,200.03	196,063.40	0.00	0.00	481,501.60	71.06%
51002 - Part Time	274,306.00	19,743.41	74,072.51	0.00	0.00	200,233.49	73.00%
51003 - Overtime	1,400.00	0.29	10.62	0.00	0.00	1,389.38	99.24%
51021 - Social Security	72,924.00	5,098.90	19,831.33	0.00	0.00	53,092.67	72.80%
51022 - Retirement	40,737.00	3,012.06	11,765.01	0.00	0.00	28,971.99	71.11%
52012 - Vehicle Repair Parts	500.00	0.00	29.98	0.00	0.00	470.02	94.00%
52031 - Office Supplies	1,700.00	35.32	717.38	87.03	0.00	895.59	52.68%
52034 - Postage	200.00	0.00	0.00	0.00	0.00	200.00	100.00%
52036 - Janitorial Supplies	6,100.00	1,077.91	1,741.31	617.31	0.00	3,741.38	61.33%
52040 - Books & Publications	88,300.00	6,587.74	17,707.78	63,541.02	0.00	7,051.20	7.98%
52041 - Clothing & Uniforms	600.00	0.00	300.00	0.00	0.00	300.00	50.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	106.84	0.00	0.00	343.16	76.25%
52046 - Supplies	12,190.00	3,406.15	4,427.80	658.41	0.00	7,103.79	58.27%
53001 - Natural Gas	3,000.00	158.64	466.40	0.00	0.00	2,533.60	84.45%
53004 - Telecommunications	7,640.00	52.15	208.60	0.00	0.00	7,431.40	97.26%
53011 - Equipment Rental	4,800.00	740.81	1,589.36	2,610.64	0.00	600.00	12.50%
53020 - Repair-Structures	15,687.00	3,252.04	3,652.04	5,085.00	0.00	6,949.96	44.30%
53023 - Repair-HVAC	9,250.00	495.41	495.41	400.00	0.00	8,354.59	90.31%
53041 - Donations	36,607.00	778.74	4,691.30	49.75	0.00	31,865.95	87.04%
53045 - Grant Expenditure	123,126.00	15,122.58	57,488.00	53,399.03	0.00	12,238.97	9.94%
53049 - Cash Short	0.00	1.00	-0.60	0.00	0.00	0.60	0.00%
53054 - Dues & Subscriptions	689.00	0.00	133.00	0.00	0.00	556.00	80.69%
53055 - Training	1,300.00	0.00	0.00	0.00	0.00	1,300.00	100.00%
53062 - Refunds	200.00	0.00	0.00	0.00	0.00	200.00	100.00%
53064 - Contract for Services	8,585.00	563.15	1,930.40	5,700.60	0.00	954.00	11.11%
53066 - Miscellaneous Services	250.00	35.00	52.50	197.50	0.00	0.00	0.00%

October 2023

City of Stillwater, OK

33% of Fiscal Year 23-24 Elapsed

Budget to Actuals with Encumbrances by Key and Object

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Report Date: 10/31/2023	
		Actual	Pct.	Actual	Pct.			Rem.	
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%	
53083 - Employee Discounts	0.00	-1,385.00		-1,385.00		0.00	1,385.00	0.00%	
56000 - Direct Costs	702.00	59.00		236.00		0.00	466.00	66.38%	
56001 - Indirect Costs	851.00	71.00		284.00		0.00	567.00	66.62%	
Expenditure Total:	1,442,876.00	109,106.33		442,100.39		134,206.29	866,569.32	60.05%	
Key Total:	(1,265,955.00)	(25,448.80)		(289,823.21)		(134,206.29)	(841,925.50)	66.50%	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

OCTOBER 2023

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(6,415)	8,156	ADULT BOOKS	(193)	212	NEW ADULT CARDS
(9,213)	12,231	CHILDREN'S BOOKS	(47)	45	NEW CHILDREN'S CARDS
(24)	18	DEVICES	(21,601)	22,022	TOTAL ACTIVE BORROWERS
(466)	466	VIDEOS	(0)	9	HOMEBOUND & OUTREACH DELIVERIES
(812)	801	AUDIOS	(1,006)	920	COMPUTER
(90)	70	BOOK CLUB BOOKS	(3,249)	3,021	WIRELESS USERS
(45)	27	INTERLIBRARY LOAN	(65)	21	NOTARY SERVICES
(517)	605	IN LIBRARY USE	(12)	3	CURBSIDE DELIVERIES
(6,114)	6,147	EBOOKS			
(4,440)	5,568	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(11)	86	KITS			
(28,147)	34,175	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,713)	12,871	ADULT	(1,688)	1,768	OSU STUDENT
(4,239)	4,327	CHILD	(202)	213	OUT OF COUNTY
			(2,759)	2,843	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,525 /	2,497	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(10,922)	12,555	(12145+ 410) add 432 for Haunted
NUMBER OF VISITORS TO LIBRARY WEBSITE			(15,387)	12,054	Library tours

ESTIMATED ADULT REFERENCE

(3,028)	2,910	IN PERSON
(1,039)	875	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(255)	227	IN PERSON
(55)	20	BY TELEPHONE

PROGRAMMING

(26)	24	MEETING ROOM USAGE
(148)	465	ADULT LIBRARY PROGRAM ATTENDANCE
(0)	70	YOUNG ADULT PROGRAM ATTENDANCE
(261)	702	STORY TIME ATTENDANCE
(41)	769	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(364)	346	CHILDREN'S GRAB & GO BAGS
(30)	0	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>	
(311)	625	BOOK MATERIALS	(144) 413 BOUND VOLUMES WITHDRAWN
(3)	74	NON-BOOK MATERIALS	
(79,660)	80,139	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY	
(78,281)	85,508	TOTAL NUMBER OF VOLUMES IN OKVL	

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT OCTOBER 2023

ADULT SERVICES

<u>3,785</u>	<u>Reference Questions</u>	<u>3</u>	Outreach	<u>276</u>	Participants
	<u>2,693</u>		in person	<u>11</u>	Number of Adult Programs
	<u>659</u>		by phone	<u>465</u>	Attendance at Adult Programs
	<u>433</u>		directional	<u>6</u>	Number of Young Adult Programs
				<u>70</u>	Attendance at Young Adult Programs
<u>24</u>	Meeting Room Usage	<u>22</u>	Number of Volunteers		
		<u>168.50</u>	Total Volunteer Hours		
		<u>22</u>	Displays		

CHILDREN'S SERVICES

<u>247</u>	<u>Reference Questions</u>				
	<u>213</u>		in person		
	<u>4</u>		by phone		
	<u>30</u>		directional		
<u>7</u>	Number of pre-school programs		(daycare & Headstart)		
<u>294</u>	Attendance at pre-school programs				
<u>28</u>	Number of storyhours				
<u>702</u>	Attendance at storyhours				
<u>16</u>	Number of programs/school visits for school age children		(here or away)		
<u>475</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>9.50</u>	Total volunteer hours				

REGISTRATION

<u>257</u>	<u>Total new borrowers</u>		
	<u>212</u>	Adults	
	<u>45</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

OCTOBER 2023

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2023	
3,313	3,842	4,962	Fiction
1,631	1,358	1,830	Nonfiction
1,146	1,204	1,341	New books
46	11	23	Multi-language items
6,136	6,415	8,156	Total Book Checkouts
3	24	18	Devices
271	174	153	CD books
21	33	14	Music cds
215	148	175	DVDs & Blu-rays
70	90	70	Book Club Bks
29	4	33	Kits
609	473	463	Total Checkouts
221	346	300	In-library use
52	45	27	ILL
6,151	6,114	6,147	Ebooks
4,432	4,440	5,568	Downloadable audios
430	0	0	Emagazines
5	0	0	Streaming videos
11,291	10,945	12,042	Total Checkouts

28,358	28,147	34,175	GRAND TOTAL CIRCULATION
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CHILDREN'S

Total Book & Non-Book Material Checkouts

2021	2022	2023	
7,128	7,691	10,231	Fiction
1,530	813	1,107	Nonfiction
521	613	737	New books
107	96	156	Multi-language items
9,286	9,213	12,231	Total Book Checkouts
391	590	617	CD books
17	15	17	Music cds
291	318	291	DVDs & Blu-rays
20	7	53	Kits
719	930	978	Total Checkouts
317	171	305	In-library use

OUTREACH

3	Homebound patron deliveries	6	Facilities deliveries
10	Homebound books	11	Deposit collections
		220	Total number of books



Notary Policy

Stillwater Public Library offers free, limited Notary Public services.

Notaries are available based on the schedule and workload of library staff members who have received Notary certification. ~~In general, services are available weekdays from 9-11:45 a.m. and 1-4:45 p.m. and some weekend and evening hours. An appointment for Notary service is not required, but because notaries' day to day schedules may vary, patrons needing services should call ahead to verify that a notary is on duty.~~ Patrons are advised to call the library to ensure a Notary is available.

Valid photo identification is required of any patron seeking Notary service. Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, notarize documents in which they have a personal interest, or notarize pre-signed documents.

The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must personally know the person needing the service of the Notary. This individual must also provide valid photo identification.

Only documents written in the English language will be accepted for ~~N~~notarization. The information must be clearly written. The Library Notary and the customer requesting Notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate from the customer requesting Notary services.

Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty ~~for the Library~~. In this event, the ~~Library~~ Notary may, at his or her sole discretion, decline to provide Notary Service.

Notaries will keep a record of their Notary acts and include the date of notarial act; type of notarial act performed; description of the document; the signature, printed name and address of each person for whom a notarial act was performed; description of the form of identification provided (i.e. driver's license); location where the notarization was performed; amount of fee charged, if any, and pertinent personal notes.

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

Approved: 8/26/14; Re-affirmed: 2/27/18; Revised: 11/28/23

CAO: XXXXXX