



AGENDA

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 18, 2024, 3:30 P.M.
library.stillwater.org

NOTICE: Following the Special Meeting, the Stillwater Public Library Board will gather at 5:30 p.m. on this date in the library auditorium for the Meet Your Legislators event. No library business will be discussed or acted upon. The public is invited to attend.

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: November 28, 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) Presentation on Library revenues and expenditures (No action will be taken)
- b) Discuss FY 24-25 Personnel Budget (No action will be taken)
- c) Discuss FY 24-25 Operating Budget (No action will be taken)

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
NOVEMBER 28, 2023, 12:00 NOON
library.stillwater.org

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

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: October 24, 2023, Regular Meeting

Sinnes/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, 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 October 2023 Financial Reports
Cornwell asked about the book and publications account. DeLano explained that although the balance looks low, the majority of the funds are still on hand but have been encumbered by purchase orders for specific expenditures. Viewing the balance plus encumbrances on the financial report will give an accurate view of the total funds on hand. Some accounts will need to be adjusted by moving funds from one account to another. One account that will be adjusted is the equipment rental account used to pay for the copy machine leases.

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

- b) Review proposed changes to the monthly Financial Report format
DeLano has been working with IT to create a report and have different formatting options. The finance software doesn't export the needed reports to Excel or Word. DeLano would like to improve the existing report by dividing the sections by purchase category and using more explanatory language in the column headings. Cornwell explained that she thinks it's important that decisions are being made with the same information that the Finance Department and City Council use. Cornwell suggests continuing to use the existing report and ask questions for clarification. DeLano thinks the report needs to be clear to anyone who only sees it once a month. Woods suggested that the board continue thinking about this situation while considering everyone's ideas.

- c) Consider approval of Stillwater Public Library October 2023 Activity Report
Sinnes asked about haunted library attendance numbers. Cornwell asked if the Haunted Library drew many new patrons to the library. DeLano explained that on Thursday evening some new library card accounts were created. However, most of the tours were scheduled after hours.

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

- d) Review proposed changes to the monthly Activity Report format
No update was available. DeLano will provide an update on changes at the next meeting.
- e) Consider approval of proposed revision of Notary policy

The Notary policy is very similar to the existing policy. To simplify, the section that mentioned specific hours of availability was removed. Explanation about notary service not being a primary staff duty was also removed. McMillian asked if it is standard practice to make a notary record. DeLano explained that it is best practice to keep a thorough record and is a requirement in some states. Upson asked about notaries on staff. DeLano explained that the library used to have two staff members who were notaries and has since added a third. This spreads the work out evenly through three departments and provides availability during the week and weekend. Cornwell emphasized the importance of regularly reviewing and updating library policies. This is crucial to ensure that policies can be referred to in case of any question or concern regarding library operations. A well-documented policy framework enables the library staff to determine whether their actions align with the established policies and procedures.

Sinnes/Cornwell moved to approve the revision to the Notary policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, 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

Upcoming events include the Winter Reading program, activities related to a children's health literacy grant, and a children's financial kit grant. DeLano and staff members will be updating the library's display policy in the next few months. The current policy can be found on the library website by clicking the About link. Centennial fundraising efforts continue in the month of December with \$67,000.00 raised so far this year.

b) Miscellaneous items from the Library Board

McMillian appreciated the thank you letters she recently received from the library for centennial and memorial donations. Cornwell shared a packet of materials she received from an out-of-state library as an example of what other libraries are doing to sponsor fundraising efforts. Woods expressed thanks to City Council and library staff for the upkeep and maintenance of Stillwater Public Library facilities.

i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Sinnes/Cornwell moved to adjourn. The votes are as follows: Sinnes/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes;

Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 12:53 p.m.

Prepared by: Naomi Brown, Recording Secretary

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

7/1/2024

F Name	Pos #	Auth #	PosTitle	FT/PT	Hrly Rate at 7/1	Grade	Step	Total FY25 Wages	Subtotals		Number of Pos
Employee	111111	1	Tester	F	10.0000	H11	1	20,800.00			
								965,623.88	679,001.36	F	14
									286,622.52	P	19
									33		33

PRICE	1022	1	LIBRARY SHELVER P/T	P	9.13	A07	7	9,596.72			
JONNA	1022	3	LIBRARY SHELVER P/T	P	8.86	A07	6	9,317.00			
BREANNA	1022	4	LIBRARY SHELVER P/T	P	8.86	A07	6	9,317.00			
MICAH	5013	1	LIBRARY AIDE	P	14.29	B14	8	15,025.00			
CHERYL	5013	2	LIBRARY AIDE	P	14.29	B14	8	15,076.60			
CAMERON	5013	3	LIBRARY AIDE	P	12.69	B14	4	13,338.96			
KARIS	5013	4	LIBRARY AIDE	P	11.97	B14	2	12,882.96			
ROSEANNA	5013	5	LIBRARY AIDE	P	12.33	B14	3	12,994.56			
JESSICA	5013	6	LIBRARY AIDE	P	12.33	B14	3	12,960.00			
			LIBRARY MEETING RM								
ANNA	5024	1	COORDINATOR	P	11.97	B14	2	12,756.96			
			LIBRARY MEETING RM								
PAMELA	5024	2	COORDINATOR	P	16.57	B14	13	17,232.80			
NABUQI	5025	1	CIRCULATION SPECIALIST	F	14.65	A26	4	30,771.28			
BRANDON	5025	2	CIRCULATION SPECIALIST	F	13.80	A26	2	29,494.48			
			TECHNICAL SERVICES								
SHERRI	5041	1	SPECIALIST	F	19.11	A26	13	39,748.80			
			CHILDRENS SERVICES								
SARAH	6013	1	SPECIALIST	P	14.21	A26	3	14,989.60			
			CHILDRENS SERVICES								
AMBER	6013	2	SPECIALIST	P	13.80	A26	2	14,716.08			
			CHILDRENS SERVICES								
SUSAN	6013	3	SPECIALIST	P	14.21	A26	3	15,112.80			

CHILDRENS SERVICES							
CATHERINE	6013	4 SPECIALIST	P	14.21	A26	3	15,172.64
BLDG MAINTENANCE							
LUKE	12052	1 WORKER PT	P	15.08	A28	3	15,809.20
BLDG MAINTENANCE							
TYLER	12052	2 WORKER PT	P	15.08	A28	3	15,971.20
BUSINESS OFFICE							
NAOMI	18012	1 MANAGER	F	19.31	B20	3	40,915.28
JESSICA	20311	1 LIBRARIAN I/CATALOGER	F	19.27	L32	2	40,457.44
JORDAN	23021	1 LIBRARIAN I	F	19.85	L32	3	41,624.00
BRENNA	23021	2 LIBRARIAN I	F	21.06	L32	5	44,318.88
LISA	23022	1 LIBRARIAN I-PT	P	22.35	L32	7	33,856.92
LACY	23022	2 LIBRARIAN I-PT	P	19.27	L32	2	20,495.52
CIRCULATION SERVICES							
PAULA	25082	1 SUPERVISOR	F	26.15	L33	8	55,055.60
LIBRARIAN II/CHILDREN'S							
ELIZABETH	27012	1 SERVICES	F	27.76	L33	10	57,740.80
LIBRARIAN II/ADULT							
EMILY	27013	1 SERVICES	F	26.15	L33	8	55,182.00
TECHNICAL SERVICES							
ANDREA	30092	1 SUPERVISOR	F	27.76	L33	10	57,740.80
LIBRARY TECHNOLOGY							
RICK	41031	1 MGR	F	30.86	L34	13	64,188.80
MAINTENANCE SR							
HEATH	48808	2 TECHNICIAN	F	23.42	M02	2	48,713.60
STACY	95501	2 LIBRARY DIRECTOR	F	35.12	S	1	73,049.60

	Library							
Allocation:	\$ 215,000.00		Amounts in error	Decrease	Increase			
5510	Column Totals	198,267.19	179,034.61	207,062.74	194,786.00	211,868.00	215,000.00	
Object Code	Object Code Description	21 Actual	22 Actual	23 Actual	3 Year Average	24 Adopted Budget	25 Budget Request	Notes
52012	VehicleRepairParts	0.00	80.12	371.04	150.00	500.00	500.00	
52031	OfficeSupplies	0.00	0.00	1,658.62	553.00	1,700.00	1,700.00	
52034	Postage	3,014.00	1,011.60	172.30	1,399.00	400.00	200.00	PLEASE MOVE 200.00 more to Finance postage. \$2,600 (now \$2800) moved to Finance budget
52036	JanitorialSupplies	3,777.18	3,955.02	4,755.38	4,163.00	6,100.00	5,100.00	Decrease to pay for increases
52040	Books&Publications	83,338.86	74,289.56	92,874.75	83,501.00	88,300.00	88,300.00	
52041	Clothing&Uniforms	72.00	197.76	400.00	223.00	600.00	600.00	
52042	Food	0.00	0.00	10.00	3.00	0.00	0.00	Please remove
52043	VehicleFuel&Oil	53.81	321.52	174.67	183.00	450.00	450.00	
52046	Supplies	7,208.36	9,809.00	13,070.20	10,029.00	9,200.00	10,000.00	Increase by 800 more items moved to this acct
53001	NaturalGas	2,717.87	4,267.70	5,537.43	4,174.00	3,000.00	6,000.00	Increase by 3000 increasing bills
53004	Telecommunications	584.34	1,230.76	1,346.20	1,054.00	7,640.00	7,640.00	
53011	OfficeEquipmentRental	6,080.61	4,726.12	3,729.16	4,845.00	4,800.00	6,000.00	Increase by 1200 added patron printer; increased printing due to Staples
53020	Repair-Structures	32,460.32	10,246.10	13,715.14	18,807.00	15,687.00	14,743.00	Decrease to pay for increases
53023	Repair-HVAC	11,021.71	12,302.90	23,961.91	15,762.00	9,250.00	9,250.00	
53049	Cash Short	0.00	0.00	-44.86	-15.00	0.00	0.00	
53054	Dues&Subscriptions	198.00	555.00	388.00	380.00	689.00	737.00	Increase for dues
53055	Training	739.00	810.00	746.10	765.00	1,300.00	1,300.00	
53062	Refunds	68.66	31.04	49.71	50.00	200.00	200.00	
53064	Contract for Services	6,970.72	7,349.15	7,514.85	7,278.00	8,585.00	9,985.00	Increase bc cheaper sniffer went OOB doubling price; increased collection service

53066	MiscellaneousServices	0.00	52.50	87.50	47.00	250.00	250.00	
53068	TravelExpense	0.00	0.00	335.30	112.00	750.00	750.00	
53069	ProfessionalServices	0.00	0.00	0.00	0.00	0.00	0.00	Please remove
53071	SoftwareMaintenance	39,961.75	47,798.76	36,209.34	41,323.00	52,467.00	51,295.00	Decrease to remove Library Elf; past years: several grants used to pay subscripits + some vendors waived fees FY21
53084	StateAid	0.00	0.00	0.00	0.00	0.00	0.00	C2 said we do this now as a project under grant so not sure why this is still on here?

				215,000.00			
Object Code	Object Code Description	24 Adopted Budget		25 Budget Request	Itemized		
52012	VehicleRepairParts	500.00		500.00			500
52031	OfficeSupplies	1,700.00		1,700.00			1700
52034	Postage	400.00		200.00	USPS	Stamp rolls and receipted delivery	200 200
52036	JanitorialSupplies	6,100.00		5,100.00	Amazon	Papertowel machine towels	1000
					Amazon	Janitorial equipment	300
					Various	Supplies 950/quarter	3800
							5100
52040	Books&Publications	88,300.00		88,300.00	Overdrive	E platform and Stw only content	22240
					Various	Periodicals	2700
					Ingram	Teen	3600
					Vaious	Children's	21400
					Ingram	Adult	25000
					Midwest Tape	CD Books	600
					Ingram	In Demand titles	9600
					Various	Non-ingram books/AV	3160
							88300
52041	Clothing&Uniforms	600.00		600.00			
					Heath	Jean allowance	200
					Tyler	Jean allowance	200
					Luke	Jean allowance	200
							600
52043	VehicleFuel&Oil	450.00		450.00			450

52046	Supplies	9,200.00	10,000.00		Archives (AF boxes, folders, mylar enclosures	500	
					Batteries (Flashlights, door counters, walkie talkies, labelers, AED, paper towel disps, mics, clocks, auto toilet flushers)	700	
					Barcode scanner OR receipt printer alternating years	600	
					ILL packages, taping, labeling	400	
					Patron headphones	150	
					Book processing	1000	
					Register tape	250	
					Tools, small parts	2500	
					Mouses & keyboards	600	
					Volunteer recognition (15)	300	
					Filters	1000	
					Light Bulbs	2000	
							10000
53001	NaturalGas	3,000.00	6,000.00				6000
53004	Telecomm	7,640.00	7,640.00	Chickasaw	Fax line 55/mo.	660	
					Unguaranteed protion of eRate	6980	
							7640
53011	OfficeEquipment Rental	4,800.00	6,000.00	B&C	2 copiers 389/mo.	4668	
				B&C	1 printer 111/mo.	1332	
							6000
53020	Repair-Structures	15,687.00	14,743.00	Falco	Alarm inspection and maintenance	375	

				Kone	Elevator mainteance	3168	
				Hollon	Fire Suppression inspec	650	
				QEI	Elevator inspection on Kone	320	
				DOL	Elevator inspection	225	
				Johnson	Fire extinuisher	190	
				DOL	Boiler inspection	75	
				DOL	Hot water heater inspections	600	
				DOL	Stage lift inspection	75	
				Byers	Roof inspection	1785	
				Marshall	Electrician	2500	
				Various	Plumbing/Drains/Fire suppression/Other repairs	4780	
							14743
53023	Repair-HVAC	9,250.00	9,250.00	B&L	1 heat pump or 2 repairs	5000	
				Various	Repair engine, plumbing, freon, motors	4250	
							9250
53054	Dues&Subscriptions	689.00	737.00	OLA	Director	121	
					Tech sup	101	
					Circ sup	99	
					Children's sup	101	
					Cataloger	93	
					Librarian 1	93	
					Librarian 1	93	
					Divisions/RTs	36	
							737
53055	Training	1,300.00	1,300.00	OLA	Director OLA	250	
				OLA	Sup 1 OLA	250	
				OLA	Sup 2 OLA	250	
				OLA	Librarian OLA	250	

				OLA	4-6 workshops	300	
							1300
53062	Refunds	200.00	200.00	Patrons	Return book replacement fees	200	200
53064	Contract for Services	8,585.00	9,985.00	BB Uncovered	Quarterly inspection	2000	
				Peak Pest	Termitre Control	795	
				Worth	Monthly cooling tower maintenance	4800	
				Worth	Poccasional extra charges	150	
				Peak pest	Quarterly treatment	480	
				Falco	Alarm monitoring	160	
				Unique	Recovery service	1600	
							9985
53066	MiscellaneousServices	250.00	250.00	Volunteers	17.50 background checks for 14	250	250
53068	TravelExpense	750.00	750.00	Hotel	4 attendees/2 nights @ OLA conf	500	
				Per diem	Per diem x 4	200	
				Mileage	Reimbur BO/maintenance	50	
							750
53071	SoftwareMaintenance	52,467.00	51,295.00	Web Dewey	Cataloging tool	370	
				OCLC	Cataloging service	18300	
				Sirsi	Library system	23892	
				Pronunciator	Languange service	1850	
				HQ & Ancestry	Genealogy DBs	2733	
				Printeron	Printing service	725	
				Sensource	Door count service	300	

