



AGENDA  
REGULAR MEETING  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
NORTH BUILDING CONFERENCE ROOM 313  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
JANUARY 23, 2024, 12:00 NOON  
[library.stillwater.org](http://library.stillwater.org)

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**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: January 18, 2024, Special 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) Discussion with City of Stillwater City Manager Kimberly Meek
- b) Consider approval of Stillwater Public Library November-December 2023 Financial Reports
- c) Consider approval of Stillwater Public Library November-December 2023 Activity Report
- d) Consider approval of FY 24-25 Personnel Budget
- e) Consider approval of FY 24-25 Operating Budget
- f) Consider acceptance of \$1,000 Oklahoma Humanities grant for a Let's Talk About It, Oklahoma reading series
- g) Consider acceptance of \$19,008 State Aid grant from Oklahoma Department of Libraries
- h) Consider acceptance of Thinking Money for Kids materials grant from American Library Association
- i) Consider staff request to apply for Erate and Oklahoma Universal Service Fund funding for FY 24-25 internet service

## **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**

### **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](http://library.stillwater.org)

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**Board members present: Sharon Edwards, Martha McMillian, Mike Woods, Kathryn Ross, Robin Cornwell**

**Staff present: Stacy Delano, Andrea Kane, Elizabeth Steward, Emily States, Paula Long, Ashlyn Garrison, Christy Cluck**

**1. CALL MEETING TO ORDER** The meeting was called to order at 3:30 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: November 28, 2023, Regular Meeting

**Cornwell/Ross moved to approve the consent docket. The votes were as follows: Edwards, yes; McMillian, yes; Woods, yes; Ross, 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) Presentation on Library revenues and expenditures (No action will be taken)

**Delano presented a document covering the personnel and operating costs of the library, the types of funding the library receives, revenues that are generated by the library, and the biggest budget concerns the library is facing. She answered questions from the board related to grants, the challenge of costs moving to a leasing model instead of ownership, meeting room revenue, and future library projects.**

- b) Discuss FY 24-25 Personnel Budget (No action will be taken)

**McMillian asked if librarians receive an increase in salary if they had received an advanced library science degree, or if the differences in salary were related to tenure. Delano replied that having a degree did not affect the rate of pay. Cluck said that across all City departments there is not an education incentive related to salaries. Delano said that some departments did have incentives related to certifications and the library needed to investigate why it does not have something like that. States relayed that the City does have a program for employee assistance with tuition.**

- c) Discuss FY 24-25 Operating Budget (No action will be taken)

**Delano went over the itemized Operating Budget and explained the changes that had been made from previous years, such as increased costs for natural gas and printing, and correcting the accounts that some items were placed in.**

**Cornwell and Woods inquired what the next steps in the budget process are. Delano replied that a cleaned up budget would be on the next meeting agenda. And Cluck relayed that public hearings on the City budget as a whole would take place in April, and the City Council would adopt the budget in May.**

**Woods thanked the City for its support of the library and asked Cluck what the City budget looked like for next year. Cluck replied that in recent years the budget had challenges because of rising costs, but because of the new utility rate increases, which had not been increased in three years, the City was feeling better about the budget.**

#### **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 stated that a regular and full update would be given at next meeting. She reminded board members that should they attend the Legislative event following the current meeting that no library business would be discussed.**

b) Miscellaneous items from the Library Board

**McMillian mentioned that a former City Commissioner recently passed away.**

i. Discussion about scheduling items for upcoming meetings

## **6. ADJOURN**

**Edwards/McMillian moved to adjourn. The votes were as follows: Edwards, yes; McMillian, yes; Woods, yes; Ross, yes; Cornwell, yes. Motion approved. Meeting adjourned at 4:51 p.m.**

**Prepared by: Andrea Kane, Recording Secretary**

**Approved by: \_\_\_\_\_  
Chair, Stillwater Public Library Board**

## Budget to Actuals with Encumbrances by Key and Object

| Object - Description                  |            | Budget    | Month to date | Year to date | Encumbrance | Report Date: 11/30/2023 |           |
|---------------------------------------|------------|-----------|---------------|--------------|-------------|-------------------------|-----------|
| Key: 1015510 - Library administration |            |           | Actual        | Actual       |             | 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 | 0.00      | 0.00          | 115,000.00   | 0.00        | -6,000.00               | -5.50%    |
| 45000 - Fines & Forfeitures           | 20,000.00  | 1,412.01  | 8,317.21      | 5,095.19     | 0.00        | 11,682.79               | 58.41%    |
| 47012 - Misc Fees                     | 10,000.00  | 845.24    | 5,095.19      | 0.00         | 0.00        | 4,904.81                | 49.04%    |
| 47501 - Room Rental                   | 14,000.00  | 1,627.50  | 9,755.00      | 0.00         | 0.00        | 4,245.00                | 30.32%    |
| 48701 - Donations                     | 17,921.00  | 144.91    | 18,139.44     | 0.00         | 0.00        | -218.44                 | -1.21%    |
| Revenue Total:                        | 176,921.00 | 4,029.66  | 156,306.84    | 0.00         | 0.00        | 20,614.16               | 11.65%    |
| Expenditure                           |            |           |               |              |             |                         |           |
| 51001 - Full Time                     | 677,565.00 | 50,852.24 | 246,915.64    | 0.00         | 0.00        | 430,649.36              | 63.55%    |
| 51002 - Part Time                     | 274,306.00 | 20,304.60 | 94,377.11     | 0.00         | 0.00        | 179,928.89              | 65.59%    |
| 51003 - Overtime                      | 1,400.00   | 0.29      | 10.91         | 0.00         | 0.00        | 1,389.09                | 99.22%    |
| 51021 - Social Security               | 72,924.00  | 5,203.13  | 25,034.46     | 0.00         | 0.00        | 47,889.54               | 65.67%    |
| 51022 - Retirement                    | 40,737.00  | 3,060.20  | 14,825.21     | 0.00         | 0.00        | 25,911.79               | 63.60%    |
| 52012 - Vehicle Repair Parts          | 500.00     | 0.00      | 29.98         | 0.00         | 0.00        | 470.02                  | 94.00%    |
| 52031 - Office Supplies               | 1,700.00   | 80.92     | 798.30        | 0.00         | 0.00        | 901.70                  | 53.04%    |
| 52034 - Postage                       | 200.00     | 0.00      | 0.00          | 0.00         | 0.00        | 200.00                  | 100.00%   |
| 52036 - Janitorial Supplies           | 6,100.00   | 612.24    | 2,353.55      | 5.07         | 0.00        | 3,741.38                | 61.33%    |
| 52040 - Books & Publications          | 88,300.00  | 13,072.52 | 30,780.30     | 50,468.50    | 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     | 24.71     | 131.55        | 0.00         | 0.00        | 318.45                  | 70.76%    |
| 52046 - Supplies                      | 12,190.00  | 659.06    | 5,086.86      | 474.14       | 0.00        | 6,629.00                | 54.38%    |
| 53001 - Natural Gas                   | 3,000.00   | 162.34    | 628.74        | 0.00         | 0.00        | 2,371.26                | 79.04%    |
| 53004 - Telecommunications            | 7,640.00   | 52.15     | 260.75        | 0.00         | 0.00        | 7,379.25                | 96.58%    |
| 53011 - Equipment Rental              | 4,800.00   | 101.83    | 1,691.19      | 2,508.81     | 0.00        | 600.00                  | 12.50%    |
| 53020 - Repair-Structures             | 15,687.00  | 87.50     | 3,739.54      | 400.00       | 0.00        | 6,616.97                | 42.18%    |
| 53023 - Repair-HVAC                   | 9,250.00   | 0.00      | 4,869.05      | 266.02       | 0.00        | 8,354.59                | 90.31%    |
| 53041 - Donations                     | 36,607.00  | 177.75    | 4,869.05      | 266.02       | 0.00        | 31,471.93               | 85.97%    |
| 53045 - Grant Expenditure             | 123,126.00 | 17,054.34 | 74,542.34     | 39,578.06    | 0.00        | 9,005.60                | 7.31%     |
| 53049 - Cash Short                    | 0.00       | -1.90     | -2.50         | 0.00         | 0.00        | 2.50                    | 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     | 10.85     | 10.85         | 0.00         | 0.00        | 189.15                  | 94.57%    |
| 53064 - Contract for Services         | 8,585.00   | 458.25    | 2,388.65      | 5,242.35     | 0.00        | 954.00                  | 11.11%    |
| 53066 - Miscellaneous Services        | 250.00     | 0.00      | 52.50         | 197.50       | 0.00        | 0.00                    | 0.00%     |

**November 2023**

**City of Stillwater, OK**

**41% 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         | Report Date: 11/30/2023 |               |
|------------------------------|-----------------------|---------------------|--|---------------------|--|---------------------|-------------------------|---------------|
|                              |                       | Actual              |  | Actual              |  |                     | Balance                 | Pct. Rem.     |
| 53068 - Travel Expense       | 750.00                | 0.00                |  | 0.00                |  | 0.00                | 750.00                  | 100.00%       |
| 53071 - Software Maintenance | 52,467.00             | 1,320.00            |  | 46,805.02           |  | 300.00              | 5,361.98                | 10.21%        |
| 53083 - Employee Discounts   | 0.00                  | 1,485.00            |  | 100.00              |  | 0.00                | -100.00                 | 0.00%         |
| 56000 - Direct Costs         | 702.00                | 59.00               |  | 295.00              |  | 0.00                | 407.00                  | 57.97%        |
| 56001 - Indirect Costs       | 851.00                | 71.00               |  | 355.00              |  | 0.00                | 496.00                  | 58.28%        |
| <b>Expenditure Total:</b>    | <b>1,442,876.00</b>   | <b>114,908.02</b>   |  | <b>557,008.41</b>   |  | <b>104,770.94</b>   | <b>781,096.65</b>       | <b>54.13%</b> |
| <b>Key Total:</b>            | <b>(1,265,955.00)</b> | <b>(110,878.36)</b> |  | <b>(400,701.57)</b> |  | <b>(104,770.94)</b> | <b>(760,482.49)</b>     | <b>60.07%</b> |

December 2023

City of Stillwater, OK

50% 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 | Report Date: 12/31/2023 |           |
|---------------------------------------|------------|---------------|--------------|-------------|-------------------------|-----------|
|                                       |            | Actual        | Actual       |             | 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         | 109,000.00 | 0.00          | 115,000.00   | 0.00        | -6,000.00               | -5.50%    |
| 45000 - Fines & Forfeitures           | 20,000.00  | 1,116.15      | 9,433.36     | 0.00        | 10,566.64               | 52.83%    |
| 47012 - Misc Fees                     | 10,000.00  | 861.80        | 5,956.99     | 0.00        | 4,043.01                | 40.43%    |
| 47501 - Room Rental                   | 14,000.00  | 3,632.25      | 13,387.25    | 0.00        | 612.75                  | 4.37%     |
| 48701 - Donations                     | 17,921.00  | 2,085.53      | 20,224.97    | 0.00        | -2,303.97               | -12.85%   |
| Revenue Total:                        | 176,921.00 | 7,695.73      | 164,002.57   | 0.00        | 12,918.43               | 7.30%     |
| Expenditure                           |            |               |              |             |                         |           |
| 51001 - Full Time                     | 677,565.00 | 58,153.93     | 305,069.57   | 0.00        | 372,495.43              | 54.97%    |
| 51002 - Part Time                     | 274,306.00 | 23,563.65     | 117,940.76   | 0.00        | 156,365.24              | 57.00%    |
| 51003 - Overtime                      | 1,400.00   | 1.13          | 12.04        | 0.00        | 1,387.96                | 99.14%    |
| 51021 - Social Security               | 72,924.00  | 5,999.76      | 31,034.22    | 0.00        | 41,889.78               | 57.44%    |
| 51022 - Retirement                    | 40,737.00  | 3,069.34      | 17,894.55    | 0.00        | 22,842.45               | 56.07%    |
| 52012 - Vehicle Repair Parts          | 500.00     | 0.00          | 29.98        | 0.00        | 470.02                  | 94.00%    |
| 52031 - Office Supplies               | 1,700.00   | 7.84          | 806.14       | 281.77      | 612.09                  | 36.00%    |
| 52034 - Postage                       | 200.00     | 52.80         | 52.80        | 0.00        | 147.20                  | 73.60%    |
| 52036 - Janitorial Supplies           | 6,100.00   | -299.60       | 2,053.95     | 502.17      | 3,543.88                | 58.09%    |
| 52040 - Books & Publications          | 88,300.00  | 10,678.50     | 41,458.80    | 40,210.50   | 6,630.70                | 7.50%     |
| 52041 - Clothing & Uniforms           | 600.00     | 0.00          | 300.00       | 0.00        | 300.00                  | 50.00%    |
| 52043 - Vehicle Fuel & Oil            | 450.00     | 0.00          | 131.55       | 0.00        | 318.45                  | 70.76%    |
| 52046 - Supplies                      | 12,190.00  | 534.88        | 5,621.74     | 1,872.04    | 4,696.22                | 38.52%    |
| 53001 - Natural Gas                   | 6,600.00   | 391.82        | 1,020.56     | 0.00        | 5,579.44                | 84.53%    |
| 53004 - Telecommunications            | 2,840.00   | 52.15         | 312.90       | 0.00        | 2,527.10                | 88.98%    |
| 53011 - Equipment Rental              | 6,000.00   | 848.19        | 2,539.38     | 1,660.62    | 1,800.00                | 30.00%    |
| 53020 - Repair-Structures             | 15,687.00  | 0.00          | 3,739.54     | 6,115.00    | 5,832.46                | 37.18%    |
| 53023 - Repair-HVAC                   | 9,250.00   | 0.00          | 495.41       | 400.00      | 8,354.59                | 90.31%    |
| 53041 - Donations                     | 36,607.00  | 412.68        | 5,281.73     | 250.00      | 31,075.27               | 84.88%    |
| 53045 - Grant Expenditure             | 123,126.00 | 22,569.44     | 97,111.78    | 18,827.61   | 7,186.61                | 5.83%     |
| 53049 - Cash Short                    | 0.00       | 0.95          | -1.55        | 0.00        | 1.55                    | 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          | 10.85        | 0.00        | 189.15                  | 94.57%    |
| 53064 - Contract for Services         | 8,585.00   | 671.45        | 3,060.10     | 4,570.90    | 954.00                  | 11.11%    |
| 53066 - Miscellaneous Services        | 250.00     | 0.00          | 52.50        | 197.50      | 0.00                    | 0.00%     |

**December 2023**

**City of Stillwater, OK**

**50% 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        | Report Date: 12/31/2023 |               |
|------------------------------|-----------------------|---------------------|--|---------------------|--|--------------------|-------------------------|---------------|
|                              |                       | Actual              |  | Actual              |  |                    | Balance                 | 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                |  | 46,805.02           |  | 300.00             | 5,361.98                | 10.21%        |
| 53083 - Employee Discounts   | 0.00                  | 135.00              |  | 235.00              |  | 0.00               | -235.00                 | 0.00%         |
| 56000 - Direct Costs         | 702.00                | 59.00               |  | 354.00              |  | 0.00               | 348.00                  | 49.57%        |
| 56001 - Indirect Costs       | 851.00                | 71.00               |  | 426.00              |  | 0.00               | 425.00                  | 49.94%        |
| <b>Expenditure Total:</b>    | <b>1,442,876.00</b>   | <b>126,973.91</b>   |  | <b>683,982.32</b>   |  | <b>75,188.11</b>   | <b>683,705.57</b>       | <b>47.38%</b> |
| <b>Key Total:</b>            | <b>(1,265,955.00)</b> | <b>(119,278.18)</b> |  | <b>(519,979.75)</b> |  | <b>(75,188.11)</b> | <b>(670,787.14)</b>     | <b>52.98%</b> |

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## NOVEMBER 2023

### PUBLIC SERVICES

| <u>MATERIALS CIRCULATION</u> |        |                     | <u>USER SERVICES</u> |        |                                 |
|------------------------------|--------|---------------------|----------------------|--------|---------------------------------|
| ( 6,230 )                    | 7,601  | ADULT BOOKS         | ( 201 )              | 171    | NEW ADULT CARDS                 |
| ( 8,793 )                    | 11,042 | CHILDREN'S BOOKS    | ( 54 )               | 33     | NEW CHILDREN'S CARDS            |
| ( 21 )                       | 21     | DEVICES             | ( 21,792 )           | 22,046 | TOTAL ACTIVE BORROWERS          |
| ( 489 )                      | 434    | VIDEOS              | ( 0 )                | 13     | HOMEBOUND & OUTREACH DELIVERIES |
| ( 824 )                      | 888    | AUDIOS              | ( 933 )              | 881    | COMPUTER                        |
| ( 70 )                       | 100    | BOOK CLUB BOOKS     | ( 3,146 )            | 2,968  | WIRELESS USERS                  |
| ( 42 )                       | 25     | INTERLIBRARY LOAN   | ( 39 )               | 28     | NOTARY SERVICES                 |
| ( 491 )                      | 560    | IN LIBRARY USE      | ( 3 )                | 8      | CURBSIDE DELIVERIES             |
| ( 6,029 )                    | 5,963  | EBOOKS              |                      |        |                                 |
| ( 4,626 )                    | 5,521  | DOWNLOADABLE AUDIOS |                      |        |                                 |
| ( 0 )                        | 0      | EMAGAZINES          |                      |        |                                 |
| ( 0 )                        | 0      | STREAMING VIDEOS    |                      |        |                                 |
| ( 25 )                       | 75     | KITS                |                      |        |                                 |
| ( 27,640 )                   | 32,230 | GRAND TOTAL         |                      |        |                                 |

### STILLWATER PUBLIC LIBRARY PATRON PROFILE

|                                         |        |       |            |        |                                          |
|-----------------------------------------|--------|-------|------------|--------|------------------------------------------|
| ( 12,821 )                              | 12,882 | ADULT | ( 1,708 )  | 1,768  | OSU STUDENT                              |
| ( 4,275 )                               | 4,318  | CHILD | ( 201 )    | 215    | OUT OF COUNTY                            |
|                                         |        |       | ( 2,787 )  | 2,863  | OTHER                                    |
| CITY RESIDENTS/NON-CITY RESIDENTS       |        |       | 19,556 /   | 2,490  |                                          |
| ESTIMATED NUMBER OF VISITORS TO LIBRARY |        |       | ( 11,641 ) | 10,811 | (10429 + 382)                            |
| NUMBER OF VISITORS TO LIBRARY WEBSITE   |        |       | ( 15,393 ) | 9,611  | still troubleshooting with web developer |

### 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

|         |     |                                       |
|---------|-----|---------------------------------------|
| ( 34 )  | 86  | MEETING ROOM USAGE                    |
| ( 80 )  | 110 | ADULT LIBRARY PROGRAM ATTENDANCE      |
| ( 0 )   | 42  | YOUNG ADULT PROGRAM ATTENDANCE        |
| ( 212 ) | 469 | STORY TIME ATTENDANCE                 |
| ( 13 )  | 319 | CHILDREN'S LIBRARY PROGRAM ATTENDANCE |
| ( 379 ) | 398 | CHILDREN'S GRAB & GO BAGS             |
| ( 35 )  | 0   | TEEN'S GRAB & GO BAGS                 |
| ( 0 )   | 0   | ADULT PASSIVE (BOOKWORMS)             |

### TECHNICAL SERVICES

| <u>MATERIALS ADDED &amp; PROCESSED</u> |        |                                              |
|----------------------------------------|--------|----------------------------------------------|
| ( 306 )                                | 314    | BOOK MATERIALS                               |
| ( 1 )                                  | 59     | NON-BOOK MATERIALS                           |
| ( 79,828 )                             | 79,793 | TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY |
| ( 79,286 )                             | 85,808 | TOTAL NUMBER OF VOLUMES IN OKVL              |

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

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## NOVEMBER 2023

### ADULT SERVICES

|              |                            |               |            |            |                                    |
|--------------|----------------------------|---------------|------------|------------|------------------------------------|
| <u>3,785</u> | <u>Reference Questions</u> | <u>2</u>      | Outreach   | <u>100</u> | Participants                       |
|              | <u>2,693</u>               |               | <u>10</u>  |            | Number of Adult Programs           |
|              | <u>659</u>                 |               | <u>110</u> |            | Attendance at Adult Programs       |
|              | <u>433</u>                 |               | <u>4</u>   |            | Number of Young Adult Programs     |
|              |                            |               | <u>42</u>  |            | Attendance at Young Adult Programs |
| <u>86</u>    | Meeting Room Usage         | <u>27</u>     |            |            | Number of Volunteers               |
|              |                            | <u>124.50</u> |            |            | Total Volunteer Hours              |
|              |                            | <u>21</u>     |            |            | Displays                           |

### CHILDREN'S SERVICES

|             |                                                          |          |          |          |                       |
|-------------|----------------------------------------------------------|----------|----------|----------|-----------------------|
| <u>247</u>  | <u>Reference Questions</u>                               | <u>0</u> | Outreach | <u>0</u> | Participants          |
|             | <u>213</u>                                               |          |          |          | in person             |
|             | <u>4</u>                                                 |          |          |          | by phone              |
|             | <u>30</u>                                                |          |          |          | directional           |
| <u>6</u>    | Number of pre-school programs                            |          |          |          | (daycare & Headstart) |
| <u>185</u>  | Attendance at pre-school programs                        |          |          |          |                       |
| <u>24</u>   | Number of storyhours                                     |          |          |          |                       |
| <u>469</u>  | Attendance at storyhours                                 |          |          |          |                       |
| <u>9</u>    | Number of programs/school visits for school age children |          |          |          | (here or away)        |
| <u>134</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>4</u>    | Displays                                                 |          |          |          |                       |
| <u>1</u>    | Number of volunteers                                     |          |          |          |                       |
| <u>7.00</u> | Total volunteer hours                                    |          |          |          |                       |

### REGISTRATION

|            |                            |
|------------|----------------------------|
| <u>204</u> | <u>Total new borrowers</u> |
|            | <u>171</u> Adults          |
|            | <u>33</u> Juveniles        |

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## NOVEMBER 2023

### ADULT

Total Book & Non-Book Material Checkouts

| 2021   | 2022   | 2023   |                      |
|--------|--------|--------|----------------------|
| 3,327  | 3,523  | 4,765  | Fiction              |
| 1,204  | 1,372  | 1,421  | Nonfiction           |
| 1,106  | 1,312  | 1,394  | New books            |
| 9      | 23     | 21     | Multi-language items |
| 5,646  | 6,230  | 7,601  | Total Book Checkouts |
| 32     | 21     | 21     | Devices              |
| 255    | 153    | 203    | CD books             |
| 15     | 36     | 49     | Music cds            |
| 250    | 198    | 155    | DVDs & Blu-rays      |
| 80     | 70     | 100    | Book Club Bks        |
| 22     | 19     | 18     | Kits                 |
| 654    | 497    | 546    | Total Checkouts      |
| 359    | 289    | 244    | In-library use       |
| 39     | 42     | 25     | ILL                  |
| 5,837  | 6,029  | 5,963  | Ebooks               |
| 4,217  | 4,626  | 5,521  | Downloadable audios  |
| 485    | 0      | 0      | Emagazines           |
| 7      | 0      | 0      | Streaming videos     |
| 10,944 | 10,986 | 11,753 | Total Checkouts      |

26,719 27,640 32,230 **GRAND TOTAL CIRCULATION**

### CHILDREN'S

Total Book & Non-Book Material Checkouts

| 2021  | 2022  | 2023   |                      |
|-------|-------|--------|----------------------|
| 6,535 | 7,261 | 9,085  | Fiction              |
| 1,449 | 746   | 885    | Nonfiction           |
| 547   | 675   | 916    | New books            |
| 82    | 111   | 156    | Multi-language items |
| 8,613 | 8,793 | 11,042 | Total Book Checkouts |
| 361   | 629   | 624    | CD books             |
| 22    | 6     | 12     | Music cds            |
| 246   | 291   | 279    | DVDs & Blu-rays      |
| 1     | 6     | 57     | Kits                 |
| 630   | 932   | 972    | Total Checkouts      |
| 232   | 202   | 316    | In-library use       |

### OUTREACH

|    |                             |     |                       |
|----|-----------------------------|-----|-----------------------|
| 7  | Homebound patron deliveries | 6   | Facility deliveries   |
| 23 | Homebound items/materials   | 9   | Deposit collections   |
|    |                             | 180 | Total number of books |

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## DECEMBER 2023

### PUBLIC SERVICES

| <u>MATERIALS CIRCULATION</u> |        |                     | <u>USER SERVICES</u> |        |                                   |
|------------------------------|--------|---------------------|----------------------|--------|-----------------------------------|
| ( 6,160 )                    | 7,333  | ADULT BOOKS         | ( 104 )              | 180    | NEW ADULT CARDS                   |
| ( 7,404 )                    | 9,866  | CHILDREN'S BOOKS    | ( 25 )               | 26     | NEW CHILDREN'S CARDS              |
| ( 21 )                       | 15     | DEVICES             | ( 21,506 )           | 22,052 | TOTAL ACTIVE BORROWERS            |
| ( 437 )                      | 397    | VIDEOS              | ( 0 )                | 9      | HOMEBOUND & FACILITIES DELIVERIES |
| ( 659 )                      | 814    | AUDIOS              | ( 891 )              | 842    | COMPUTER                          |
| ( 50 )                       | 60     | BOOK CLUB BOOKS     | ( 2,809 )            | 2,873  | WIRELESS USERS                    |
| ( 24 )                       | 20     | INTERLIBRARY LOAN   | ( 19 )               | 36     | NOTARY SERVICES                   |
| ( 318 )                      | 394    | IN LIBRARY USE      | ( 6 )                | 4      | CURBSIDE DELIVERIES               |
| ( 6,231 )                    | 6,135  | EBOOKS              |                      |        |                                   |
| ( 4,531 )                    | 5,363  | DOWNLOADABLE AUDIOS |                      |        |                                   |
| ( 0 )                        | 0      | EMAGAZINES          |                      |        |                                   |
| ( 0 )                        | 0      | STREAMING VIDEOS    |                      |        |                                   |
| ( 38 )                       | 55     | KITS                |                      |        |                                   |
| ( 25,873 )                   | 30,452 | GRAND TOTAL         |                      |        |                                   |

### STILLWATER PUBLIC LIBRARY PATRON PROFILE

|                                         |        |       |            |        |                |
|-----------------------------------------|--------|-------|------------|--------|----------------|
| ( 12,615 )                              | 12,889 | ADULT | ( 1,673 )  | 1,766  | OSU STUDENT    |
| ( 4,239 )                               | 4,314  | CHILD | ( 204 )    | 213    | OUT OF COUNTY  |
|                                         |        |       | ( 2,775 )  | 2,870  | OTHER          |
| CITY RESIDENTS/NON-CITY RESIDENTS       |        |       | 19,573 /   | 2,479  |                |
| ESTIMATED NUMBER OF VISITORS TO LIBRARY |        |       | ( 9,644 )  | 10,619 | ( 10395 + 224) |
| NUMBER OF VISITORS TO LIBRARY WEBSITE   |        |       | ( 13,599 ) | 8,986  |                |

### 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

|         |     |                                       |
|---------|-----|---------------------------------------|
| ( 195 ) | 13  | MEETING ROOM USAGE                    |
| ( 63 )  | 44  | ADULT LIBRARY PROGRAM ATTENDANCE      |
| ( 28 )  | 66  | YOUNG ADULT PROGRAM ATTENDANCE        |
| ( 173 ) | 435 | STORY TIME ATTENDANCE                 |
| ( 0 )   | 375 | CHILDREN'S LIBRARY PROGRAM ATTENDANCE |
| ( 372 ) | 365 | CHILDREN'S GRAB & GO BAGS             |
| ( 40 )  | 0   | TEEN'S GRAB & GO BAGS                 |
| ( 538 ) | 583 | PASSIVE ACTIVITIES                    |

### TECHNICAL SERVICES

|            |        | <u>MATERIALS ADDED &amp; PROCESSED</u>       |        |     |
|------------|--------|----------------------------------------------|--------|-----|
| ( 394 )    | 294    | BOOK MATERIALS                               | ( 79 ) | 541 |
| ( 22 )     | 17     | NON-BOOK MATERIALS                           |        |     |
| ( 80,030 ) | 79,730 | TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY |        |     |
| ( 80,742 ) | 87,243 | TOTAL NUMBER OF VOLUMES IN OKVL              |        |     |

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

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT DECEMBER 2023

## ADULT SERVICES

|              |                            |              |                                    |           |                                |
|--------------|----------------------------|--------------|------------------------------------|-----------|--------------------------------|
| <u>3,785</u> | <u>Reference Questions</u> | <u>2</u>     | Outreach                           | <u>80</u> | Participants                   |
|              | <u>2,693</u>               |              | in person                          | <u>6</u>  | Number of Adult Programs       |
|              | <u>659</u>                 |              | by phone                           | <u>44</u> | Attendance at Adult Programs   |
|              | <u>433</u>                 |              | directional                        | <u>3</u>  | Number of Young Adult Programs |
|              |                            | <u>66</u>    | Attendance at Young Adult Programs |           |                                |
| <u>13</u>    | Meeting Room Usage         | <u>19</u>    | Number of Volunteers               |           |                                |
|              |                            | <u>90.00</u> | Total Volunteer Hours              |           |                                |
|              |                            | <u>19</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>4</u>    | Number of pre-school programs                            |  | (daycare & Headstart) |  |  |
| <u>173</u>  | Attendance at pre-school programs                        |  |                       |  |  |
| <u>26</u>   | Number of storyhours                                     |  |                       |  |  |
| <u>435</u>  | Attendance at storyhours                                 |  |                       |  |  |
| <u>8</u>    | Number of programs/school visits for school age children |  | (here or away)        |  |  |
| <u>202</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>5</u>    | Displays                                                 |  |                       |  |  |
| <u>1</u>    | Number of volunteers                                     |  |                       |  |  |
| <u>8.25</u> | Total volunteer hours                                    |  |                       |  |  |

## REGISTRATION

|            |                            |           |  |
|------------|----------------------------|-----------|--|
| <u>206</u> | <u>Total new borrowers</u> |           |  |
|            | <u>180</u>                 | Adults    |  |
|            | <u>26</u>                  | Juveniles |  |

# STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

## DECEMBER 2023

### ADULT

Total Book & Non-Book Material Checkouts

| 2021   | 2022   | 2023   |                      |
|--------|--------|--------|----------------------|
| 3,313  | 3,648  | 4,577  | Fiction              |
| 1,102  | 1,229  | 1,439  | Nonfiction           |
| 1,064  | 1,263  | 1,299  | New books            |
| 8      | 20     | 18     | Multi-language items |
| 5,487  | 6,160  | 7,333  | Total Book Checkouts |
| 38     | 21     | 15     | Devices              |
| 298    | 166    | 178    | CD books             |
| 25     | 57     | 37     | Music cds            |
| 264    | 161    | 163    | DVDs & Blu-rays      |
| 50     | 50     | 60     | Book Club Bks        |
| 12     | 23     | 17     | Kits                 |
| 687    | 478    | 470    | Total Checkouts      |
| 331    | 190    | 187    | In-library use       |
| 38     | 24     | 20     | ILL                  |
| 6,040  | 6,231  | 6,135  | Ebooks               |
| 4,089  | 4,531  | 5,363  | Downloadable audios  |
| 379    | 0      | 0      | Emagazines           |
| 7      | 0      | 0      | Streaming videos     |
| 10,884 | 10,976 | 11,705 | Total Checkouts      |

25,347 25,873 30,452 **GRAND TOTAL CIRCULATION**

### CHILDREN'S

Total Book & Non-Book Material Checkouts

| 2021  | 2022  | 2023  |                      |
|-------|-------|-------|----------------------|
| 5,928 | 6,068 | 8,275 | Fiction              |
| 1,101 | 616   | 697   | Nonfiction           |
| 423   | 632   | 782   | New books            |
| 79    | 88    | 112   | Multi-language items |
| 7,531 | 7,404 | 9,866 | Total Book Checkouts |
| 322   | 430   | 588   | CD books             |
| 21    | 6     | 11    | Music cds            |
| 226   | 276   | 234   | DVDs & Blu-rays      |
| 11    | 15    | 38    | Kits                 |
| 580   | 727   | 871   | Total Checkouts      |
| 178   | 128   | 207   | In-library use       |

### OUTREACH

|    |                             |     |                       |
|----|-----------------------------|-----|-----------------------|
| 3  | Homebound patron deliveries | 6   | Facility deliveries   |
| 16 | Homebound books             | 9   | Deposit collections   |
|    |                             | 180 | Total number of books |

7/1/2024

| F Name   | Pos #  | Auth # | PosTitle | FT/PT | Hrly Rate<br>at 7/1 | Grade | Step | Total FY25<br>Wages | Subtotals  |   | Number<br>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 |
| LIBRARIAN I/CATALOGER   |       |                         |   |       |     |    |           |
| 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 |

|                    |                                |                   |                   |                   |                       |                          |                          |
|--------------------|--------------------------------|-------------------|-------------------|-------------------|-----------------------|--------------------------|--------------------------|
|                    | <b>Library</b>                 |                   |                   |                   |                       |                          |                          |
| <b>Allocation:</b> | <b>\$ 215,000.00</b>           |                   |                   |                   |                       |                          |                          |
|                    |                                |                   |                   |                   |                       |                          |                          |
| <b>5510</b>        | <b>Column Totals</b>           | <b>198,267.19</b> | <b>179,034.61</b> | <b>207,062.74</b> | <b>194,786.00</b>     | <b>211,868.00</b>        | <b>215,000.00</b>        |
|                    |                                |                   |                   |                   |                       |                          |                          |
| <b>Object Code</b> | <b>Object Code Description</b> | <b>21 Actual</b>  | <b>22 Actual</b>  | <b>23 Actual</b>  | <b>3 Year Average</b> | <b>24 Adopted Budget</b> | <b>25 Budget Request</b> |
| 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                   |
| 52036              | JanitorialSupplies             | 3,777.18          | 3,955.02          | 4,755.38          | 4,163.00              | 6,100.00                 | 5,100.00                 |
| 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                     |
| 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                |
| 53001              | NaturalGas                     | 2,717.87          | 4,267.70          | 5,537.43          | 4,174.00              | 3,000.00                 | 6,000.00                 |
| 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                 |
| 53020              | Repair-Structures              | 32,460.32         | 10,246.10         | 13,715.14         | 18,807.00             | 15,687.00                | 14,743.00                |
| 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                   |
| 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                 |
| 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                     |
| 53071              | SoftwareMaintenance            | 39,961.75         | 47,798.76         | 36,209.34         | 41,323.00             | 52,467.00                | 51,295.00                |
| 53084              | StateAid                       | 0.00              | 0.00              | 0.00              | 0.00                  | 0.00                     | 0.00                     |



**OKLAHOMA  
HUMANITIES**

**LET'S TALK ABOUT IT  
GRANT AGREEMENT**

THIS AGREEMENT STIPULATES CONDITIONS APPLYING TO THE FOLLOWING GRANT MADE BY OKLAHOMA HUMANITIES:

PROJECT No: Y24.025

GRANTEE: Stillwater Public Library

TITLE OF PROJECT: Oklahoma Private Investigations

OUTRIGHT GRANT FUNDS AWARDED: \$1,000.00

LOCAL COST-SHARE: \$2,386.07

PERIOD OF GRANT: 12/15/2023 - 05/31/2024

LETTER OFFERING GRANT DATED: 12/15/2023

DATE OF THIS AGREEMENT: 12/15/2023

**A. AUTHORIZATION OF GRANT**

The Oklahoma Humanities (OH) is authorized by the National Endowment of the Humanities (NEH) to make grants to private nonprofit organizations; institutions of higher education; state, local, and federally recognized Indian tribal governments; institutions of the federal government; and groups of persons that form an association to carry out a project. These organizations and groups must be constituted for nonprofit purposes and it is not necessary that such organizations or groups be incorporated or have tax-exempt status. By accepting this grant, the recipient warrants itself to be qualified under the above definition. It is the responsibility of the grantee to promptly notify OH of any change from this status.

B. DEFINITION AND SCOPE OF PROJECT

Acceptance of this award creates a legal duty on the part of the grantee to use the funds exclusively for the purpose of carrying out the humanities project as described in the grantee's application with any modifications or conditions stated by the OH in its letter offering the grant award. The grantee agrees to comply fully with the terms and provisions of this agreement and the grant award letter.

C. RELATIONSHIP OF GRANTEE TO OH

The subrecipient is not an agent of OH but is an independent contractor. The subrecipient shall have no authority to bind OH to any agreement. Neither party is authorized or empowered to act for the other for any purpose and shall not be on behalf of the other enter into any contract, warranty, and/or representation as to any matter. The subrecipient may not, without prior approval, represent any grant activity as being carried out by or for OH, the NEH, or the federal government.

D. LIMITATIONS ON THE USE OF GRANT FUNDS

1. Grant funds must be obligated during the grant period. Payment of all outstanding commitments made by Grantee shall be made no later than ninety (90) days following the termination date of the grant.
2. Grantee must submit proposed grant revisions specified below in writing **before they are incurred**, for approval by OH:

Program Changes:

- a) Changes in the scope or the objectives of the project, the project director, or the duration of the project; prior approval is required before the grantee may subcontract or transfer substantive project work.

Budget Changes:

- a) Changes that involve the addition or deletion of substantial budget items, the inclusion of costs that were specifically disallowed by the terms of the grant award, the transfer of funds allotted for training purposes (for example, participant stipends and fellowship awards), and the transfer of funds that were budgeted for direct costs to absorb increases in indirect cost type items.
  - b) The transfer of funds among direct costs categories when the effect is to change the scope or objectives of the project.
3. The Grantee shall refund to the OH all sums paid under the grant which are found not allowable under terms of the Cost Principles (section E), and all funds received from the OH which remain uncommitted at the completion of the grant.

E. COST PRINCIPLES

1. No funds from this grant will be used to pay the costs of entertainment, amusement or social activities.
2. Necessary travel expenses will be allowed at the current IRS allowable rate.

F. GRANT ACCOUNTING AND REPORTS

1. The grantee must maintain records that adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to obligations, unobligated balances, assets, liabilities, expenditures and income. For sponsoring organizations that do not have a double-entry accounting system in place, the OH will provide upon request a check-log form with instructions, which when utilized by the grantee will satisfy this requirement.
2. The grantee shall retain financial records and documentation of disbursements and matching funds, including organizational resources, cash, and cost-share services, for three (3) years following the submission of the final financial report for a grant and will furnish the OH, upon request, with reasonable proof of the value of cost-share contributions. A sample form to facilitate documentation of cost-share contributions is included in the LTAI grantee packet.
3. During the period of the grant and for three (3) years thereafter, the grantee shall provide access to the OH or its designated representatives to its books, records and accounts relating to the grant.
4. Grantees shall have ninety (90) days from the completion date of the grant period to submit the above mentioned Final Financial and Evaluation reports.

G. ACKNOWLEDGMENT OF GRANT SUPPORT

1. The Grantee shall include and agrees to include the following statement in all publicity and printed materials:

**"Books, services, and other materials for this series are provided by *Let's Talk About It*, a project of Oklahoma Humanities. Generous funding and support for this series was provided by the Kirkpatrick Family Fund and Oklahoma City University. Any views, findings, conclusions, or recommendations expressed in these programs do not necessarily represent those of the National Endowment for the Humanities or Oklahoma Humanities."**

2. The Grantee shall inform all participants paid with grant funds that their fees/honoraria are made possible by a grant from the OH and the NEH, and that the NEH is an independent agency under the Executive Branch of the Federal Government.
3. The grantee agrees to include in each program the acknowledgment that this is a humanities program provided by OH with funding from the NEH.

H. PUBLICATIONS

The grantee may publish, without charge to grant funds, the results of grant activity provided that such publications (written, visual, or audio) contain the acknowledgments of OH grant funds.

I. COPYRIGHT

Grantee does hereby assign and convey to the OH and the NEH or their assigns, the right to unlimited use and reproduction of all materials of every nature, including copyrighted matter, which shall or may be produced by reason of the project funded by the OH grant award.

J. CIVIL RIGHTS

The grantee agrees that no person shall be denied full participation in any aspect of this project on the grounds of race, color, sex, age, national origin, creed, political affiliation or opinion, sexual orientation, veteran's status, or disabilities.

K. TERMINATION OF GRANTS

1. If, in OH's judgment, the grantee is not in full compliance with the terms and conditions of this grant, it may at its discretion, after consultation with the grantee, terminate on 30 days written notice, the grant, in whole or in part.
2. Such termination may affect any commitment which, in the judgment of OH, had been obligated prior to the effective date of termination. The grantee agrees to furnish OH within 60 days of the date of termination an itemized accounting of funds expended, obligated and remaining under the grant. The grantee also agrees to remit within 30 days of the receipt of a written request any amount found due.
3. A grantee which has received a notice of termination may request from OH a review of the termination action. The request must be postmarked no later than thirty (30) days after the date of the termination notice and should be addressed to the executive director, Oklahoma Humanities, 424 Colcord Drive, Suite E, Oklahoma City, OK 73102. The request must contain a full statement of the grantee's position and the pertinent facts and reasons that support such a position. The executive director will promptly acknowledge the request for review and will notify OH's executive committee to review and resolve the issue. Pending such resolution, the notice of termination will remain in effect.

4. The OH staff will not participate in the decision of the executive committee. The executive committee will have full access to all relevant OH and program materials and may request additional information from the grantee and from OH staff. The executive committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be documented by the executive committee. Based on its review, the executive committee will advise the parties concerned of its decision.

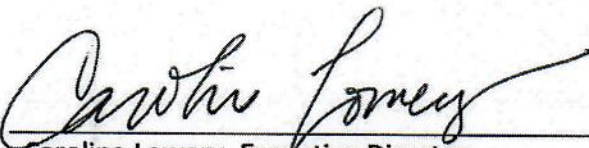
L. EVALUATION

The grantee must render to OH upon request reports in such form and containing such information as the OH shall direct. Included will be an evaluation of the project on a form to the provided by OH.

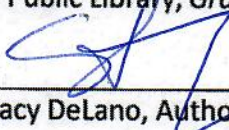
M. AUTHORIZED SIGNATURES

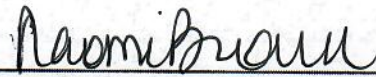
The grantee stipulates that the signatures below include those of officials authorized to commit grantee to the terms of this agreement, and that the officials have read and agreed to the terms of this agreement, the OH Guidelines, and the grant award letter.

OKLAHOMA HUMANITIES

By:  Date: 1/18/2024  
Caroline Lowery, Executive Director

Stillwater Public Library, Grantee

By:  Date: 1/19/24  
Stacy DeLano, Authorizing Official and Project Director

By:  Date: 1-19-24  
Naomi Brown, Fiscal Agent

Natalie Currie  
Director



J. Kevin Stitt  
Governor

To: Public Library Directors

From: Natalie Currie, Director, State Librarian and Archivist  
Oklahoma Department of Libraries

Date: January 8, 2024

Re: State Aid to Oklahoma Public Libraries for FY 2023

Evaluation of the Fiscal Year 2023 Annual Reports received from municipal public libraries has been completed. I am pleased to inform you that your library meets all eligibility criteria for State Aid as outlined in OAC 405:25-1-3.

It is with pleasure that we again distribute **State Aid Grants to Oklahoma Public Libraries and Library Systems**. Please follow these instructions for the enclosed rules and regulations, agreement, and claim form.

**Rules and Regulations for State Aid Grants to Public Libraries:**

Please read the State Aid qualification requirements and contact your library consultant if you have any questions.

**Agreement for FY 2023 State Aid Recipients:**

Print a copy of the agreement. The agreement must be **signed and dated** by the **library director** and your city's **authorized representative** (mayor, city manager, or library board chairperson). Return a scanned copy of the agreement and keep the original copy for your records. This document serves as a contract between your library and the Oklahoma Department of Libraries.

**Claim Form:**

The claim form must be signed by the city's **authorizing official** and **notarized**. The official should sign in the lower left corner of the page as the "Claimant."

State Aid funds must be obligated or expended by July 31, 2024.

Please scan the signed agreement and the notarized claim form and email to [tara.mccleod@libraries.ok.gov](mailto:tara.mccleod@libraries.ok.gov). Email is preferred.

If you need to mail your documents, please send them to:

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

# AGREEMENT

For  
2023 State Aid Recipients

**WHEREAS**, the State of Oklahoma and the Oklahoma Department of Libraries wish to improve library service in the State.

**THEREFORE**, in consideration of the mutual covenants contained herein and as set forth in the Oklahoma Administrative Code Title 405, Chapter 25;

The Department will distribute funds as per approved formula. State aid funds are dependent on the Oklahoma Department of Libraries having sufficient funds to pay awards. In case of revenue failures, payments to libraries will be reduced uniformly.

All funds shall be administered according to 11 O.S. § 17-207 (2011), which states, "Any monies received or expended by a municipality must be accounted for by fund and account."

In accepting state aid funds, the undersigned representative of a public library agrees that said library meets the standards as adopted by the Oklahoma Department of Libraries Board on April 1, 1999, amended in 2017, 2019 and 2022, or are covered by the waivers approved by the Board on December 16, 2022, that address impacts on hours of operation and Maintenance of Effort. Said library agrees to adhere to the adopted standards and to notify the Department if such standards cannot be maintained. Said library agrees to apply state aid funds for the improvement of public library services. All funds will be expended or obligated on or before July 31, 2024.

## Stillwater Public Library

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

Authority65 O.S., § 2-106(m)

SourceCodified 12-27-91

### 405:25-1-1. Purpose

This Chapter sets forth the required standards for eligibility of public libraries to receive state appropriated funds for library development in Oklahoma.

### 405:25-1-2. Definitions

The following words or terms, when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

**"Bibliographic access"** means the provision of author, title, and subject indexes to the library materials, classification and location.

**"Free library service"** means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.

**"Library system"** means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, § 10 A of the Oklahoma Constitution.

**"Long range plan"** means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.

**"ODL"** means the Oklahoma Department of Libraries as defined in 65 O.S. § 3-101.

**"Statement of purpose"** means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

### 405:25-1-3. Eligibility for State aid grants to public libraries

Eligibility for state aid grants to public libraries is governed by the requirements listed below. Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.

#### (1) Basic requirements.

(A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.

(B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

#### (2) User service requirements.

(A) Libraries must provide free library service.

(B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;

(ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;

(iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;

(iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and

(v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

(C) Libraries must have a telephone located in the library with a listed number.

(D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.

(E) All libraries shall at a minimum offer programming for youth under 18 years of age.

(F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

(i) Libraries shall provide bibliographic access to its collection for customers.

(ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

(iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

**(3) Administration and finance requirements.**

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151-161 and Sections 551-561, Sections 4-101-107.1 and Sections 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

(i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.

(ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.

(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.

(F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.

(G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.

(H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(I) Libraries must have a written statement of purpose.

(J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

(K) Libraries must provide bibliographic access to their collections.

(L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library

school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

(N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

(O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99 <sup>1</sup>; Amended at 34 Ok Reg 1756, eff 9-11-17; Amended at 39 Ok Reg 1901, eff 9-11-22]

**EDITOR'S NOTE:** <sup>1</sup> An Editor's Notice was published in the 9/15/99 issue of *The Oklahoma Register* [16 Ok Reg 3601], which identified a technical error that occurred when subparagraph (2)(B)(ii) of this Section 405:25-1-3 was published in the 7/1/99 issue of the *Register* [16 Ok Reg 3052]. The language that read "3 hours a week" in that subparagraph should have read "30 hours a week." A similar Editor's Note was also published at OAC 405:25-1-3 in the *Oklahoma Administrative Code* until the Section was amended again on 9-11-17.

#### **405:25-1-4. Use of state aid funds**

State aid funds cannot be used for construction, remodeling, land, vehicles, or items that will become a permanent part of the building, such as carpet or air conditioners.

#### **405:25-1-5. Ineligibility notification**

(a) When libraries are found to be ineligible for State Aid, ODL will notify the librarian and the City Manager, and shall state the reasons for ineligibility. The librarian will then have a period of two weeks from receipt of notification in which to submit additional evidence of eligibility. Such appeals shall be reviewed by the ODL administration and a final decision made.

(b) The Oklahoma Department of Libraries Board shall serve as an appeal board in the agency's execution of the State Aid Grants to Public Libraries. After the Oklahoma Department of Libraries administration denies a community's eligibility for state aid, a community may appeal the ineligibility for state aid by agency administration to the Oklahoma Department of Libraries Board at a special board meeting. The community must file the appeal to the Oklahoma Department of Libraries Board within seven days of receipt of the denial by the agency administration. The Board shall affirm the administration's determination unless it finds such determination is contrary to applicable rules.

[Source: Amended at 36 Ok Reg 980, eff 7-25-19]

#### **405:25-1-6. State aid formula**

The Oklahoma Department of Libraries will utilize the latest population estimates from the United States Census Bureau to determine per capita payments for the distribution of state aid funds for public libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

# Thinking Money for Kids Program Kit (2023)

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*American Library Association*

## *Thinking Money for Kids Program Kit Grant Acceptance Form (2023)*

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### **Thinking Money for Kids Program Kit Grant Acceptance Form**

This is an agreement between Host Site ("Host"), a library, and the American Library Association ("ALA") for Host's participation in the Thinking Money for Kids Program Kit project, an offering of ALA in collaboration with the FINRA Investor Education Foundation ("FINRA Foundation").

**This online form must be submitted by Monday, December 4, 2023 to secure Host's participation in the project.**

Questions may be directed to [publicprograms@ala.org](mailto:publicprograms@ala.org).

#### **AWARD INFORMATION**

The Thinking Money for Kids Program Kit contains various materials a library needs to host five different in-person programs that engage kids in financial education topics through age-appropriate play. The programs — designed by educational media specialists and vetted by children's librarians and financial literacy experts — can be scaled to work in libraries of all sizes and can be led by library workers, volunteers, or teens of varying experience levels, including those with little or no prior experience hosting financial education programming. Following the initial programs, many of the activities can continue to be done by families visiting the library with little or no supervision by library staff.

To continue the learning when children leave the library, each Thinking Money for Kids Program Kit also contains a set of Playaway Launchpad tablets pre-loaded with digital content that aligns with the in-person program offerings. These kid-friendly devices are designed to circulate and do not require an internet connection.

As a Thinking Money for Kids Program Kit recipient, Host will receive the following:

- Various materials needed to host five different in-person children's programs — such as ready-to-use games, props and other physical materials — for children ages 3 to 12.
- A set of Playaway Launchpad tablets pre-loaded with digital content that aligns with the in-person program offerings.
- Program instructions, talking points, related book lists and other resources to assist library workers in planning and hosting the in-person programs.

- Template promotional materials and digital graphics to assist library workers with marketing the programs and Launchpad tablets to the public.
- Access to virtual training and a community of practice.

## HOST REQUIREMENTS

Host is required to:

- Attend one of two synchronous virtual training sessions in summer or fall 2024 (dates TBD).
- Host each of the five in-person children's programs at least once, and preferably more than once, during the programming period (September 2024 – December 2025).
  - To ensure that all programming is strictly non-commercial, the programs may not be offered in conjunction with financial services firms, including banks, investment advisers and brokerage firms.
  - All programs must be free to the public.
- Add Launchpad tablets to library circulation and collect circulation data (i.e. number of patron check-outs).
- Complete a concise final report form (estimated time to complete: less than 30 minutes).

## INTELLECTUAL PROPERTY RIGHTS

Host recognizes that portions of the Program Kit, template promotional materials and digital graphics may use trademarks, logos, artwork, photographs, renderings, props and other property (together, the "Intellectual Property") belonging to or licensed to FINRA Foundation and ALA. All rights in and to the Intellectual Property are hereby expressly reserved to FINRA Foundation and ALA. Host shall not modify, delete, obliterate or otherwise alter the use or appearance of any such item. In the event of the violation of Intellectual Property Rights, ALA reserves the right to terminate Host's participation in the project.

## LIMITATIONS OF LIABILITY

~~Host agrees to indemnify and to hold harmless FINRA Foundation and ALA against all damages, claims, suits or other legal proceedings arising from or attributed to negligent or improper operation of the Program Kit.~~

## INSTITUTION INFORMATION

### Opportunity Title\*

In the text box below, enter the project name: TM4KKIT

*Character Limit: 10*

**Institution Name\*** Stillwater Public Library

*Character Limit: 250*

**Institution City\*** Stillwater

*Character Limit: 250*

**Institution State\*** OK

Choices

AK  
AL  
AR  
AS  
AZ  
CA  
CO  
CT  
DC  
DE  
FL  
GA  
GU  
HI  
IA  
ID  
IL  
IN  
KS  
KY  
LA  
MA  
MD  
ME  
MI  
MN  
MO  
MP  
MS  
MT  
NC  
ND  
NE  
NH  
NJ  
NM  
NV  
NY  
OH

OK  
OR  
PA  
PR  
RI  
SC  
SD  
TN  
TX  
UT  
VA  
VI  
VT  
WA  
WI  
WV  
WY

**Institution Website\*** <https://stillwaterok.gov/library>

*Character Limit: 250*

### ***Project Director Information***

---

The Project Director is the individual responsible for attending training, fulfilling programmatic terms and completing required reporting.

**Project Director Name\*** Elizabeth Murray

*Character Limit: 250*

**Project Director Pronouns (optional)**

*Character Limit: 250*

**Project Director Title\*** Children's Services Supervisor

*Character Limit: 250*

**Project Director Email Address\*** [elizabeth.murray@stillwater.org](mailto:elizabeth.murray@stillwater.org)

*Character Limit: 250*

**Project Director Phone Number\*** 405-372-3633 x8116

*Character Limit: 15*

**Project Director Confirmation\***

By checking this box, I confirm that the above-named project director will be responsible for attending training, fulfilling programmatic terms and completing required reporting.

**Choices**

Yes YES /s/ SD



### *Shipping Information*

---

The Program Kit will be delivered in two separate shipments. Deliveries are expected to take place in summer 2024 or earlier. Project Directors will receive advance notice when Program Kits ship.

**Local Delivery Address\*** 1107 South Duck

Please provide the information about where the Program Kit should be shipped. Note that the Program Kit cannot be delivered to a PO box.

*Character Limit: 250*

**Local Delivery Address Line 2**

*Character Limit: 250*

**Local Delivery City\*** Stillwater

*Character Limit: 250*

**Local Delivery State\*** OK

Choices

AK  
AL  
AR  
AS  
AZ  
CA  
CO  
CT  
DC  
DE  
FL  
GA  
GU  
HI  
IA  
ID  
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OH  
OK  
OR  
PA  
PR  
RI  
SC  
SD  
TN  
TX  
UT  
VA  
VI  
VT  
WA  
WI  
WV  
WY

**Local Delivery Zip Code\*** 74074-4449

(xxxxx-xxxx)

*Character Limit: 10*

**Local Delivery Contact First Name\*** Elizabeth

*Character Limit: 250*

**Local Delivery Contact Last Name\*** Murray

*Character Limit: 250*

**Local Delivery Contact Phone Number\*** 405-372-3633

(xxx-xxx-xxxx)

*Character Limit: 250*

**Local Delivery Contact Email Address\*** elizabeth.murray@stillwater.org

*Character Limit: 250*

**Local Delivery Hours\*** M-W: 9 am to 7pm; Th: 9 am to 9 pm; F: 9 am to 6 pm

*Please include closings for holidays.*

*Character Limit: 250*

### **Other Information**

Please include any other important information that should be relayed to the carrier regarding delivery to your library.

*Character Limit: 1000*

## *Spanish-Language Kit Components*

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### **Request for Spanish-Language "Expansion Pack"**

ALA and the FINRA Foundation will make available a limited number of Spanish-language "expansion packs" to libraries. These "packs" will contain translated Spanish-language versions of select components used in the in-person programs (e.g., playing cards, game boards) so the programs can be led in Spanish. **Quantities are limited; requesting a Spanish-language expansion pack does not ensure your library will be provided one.**

Please note that ALL Playaway Launchpad devices will be equipped with Spanish-language subtitles, which can be toggled on/off if desired.

### **Would you like to request a Spanish-language expansion pack?\***

Choices

Yes YES

No

### **Share More Information (optional)**

If you answered "yes", feel free to share information about your community demographics or library to demonstrate how the Spanish-language resources will benefit your community.

*Character Limit: 1000*

4.5% of Stillwater's population is Hispanic or Latino. The library partners with Stillwater Public School's ESL department, Oklahoma State University's Family Resource Center, and St. Xavier Catholic Church to provide Spanish language outreach.

## *Confirmation of Acceptance*

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### **Confirmation of Acceptance\***

Each party agrees that this Agreement and any other documents to be delivered in connection here with may be electronically signed, and that any electronic signatures appearing on this

Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

By completing and submitting the information below, I agree to the terms stated above on behalf of the library.

Choices

Yes. YES (/s/ sd)



**Certifying Official First Name\*** Stacy

*Character Limit: 250*

**Certifying Official Last Name\*** DeLano

*Character Limit: 250*

**Certifying Official Title\*** Library Director

*Character Limit: 250*

**Certifying Official Institution\*** Stillwater Public Library

*Character Limit: 250*

**Certifying Official Email Address\*** stacy.delano@stillwater.org

*Character Limit: 254*

**Certifying Official Phone Number\*** 405-372-3633 x8124

*Character Limit: 250*

**Certification Date (today's date)\*** Dec. 1, 2023

*Character Limit: 10*

### *Review and Submit*

Please review your Grant Acceptance Form to ensure a complete and accurate submission. Once you have completed your review, click "Submit" in the bottom right corner of your screen.

Questions? Contact us at [publicprograms@ala.org](mailto:publicprograms@ala.org).