AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
FEBRUARY 27, 2024, 12:00 NOON
stillwaterok.gov/library

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. **EXECUTIVE SESSION**
   Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

   a) Vote to convene executive session
   b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
   c) Vote to convene regular meeting
   d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

3. **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.

e) Minutes: January 23, 2024, Regular Meeting
f) Stillwater Public Library January 2024 Financial Reports
g) Stillwater Public Library January 2024 Activity Report

4. 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.

5. 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 Shelley Crynes, Grant Manager, and John McClenny, Procurement Manager, regarding fire suppression system replacement
b) Consider acceptance of Oklahoma Department of Libraries scholarship grant for the 2024 annual conference in the amount of $1756.89

6. 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

7. ADJOURN

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

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

Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 23, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present:	**Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson, Sharon Edwards**
Staff present:	**Stacy DeLano, Naomi Brown, Kimberly Meek, Ashlyn Garis**

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

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

   a) Minutes: January 18, 2024, Special Meeting
   Edwards/Cornwell moved to approve the consent docket. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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

4. **GENERAL ORDERS**

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

a) Discussion with City of Stillwater City Manager Kimberly Meek

The library board members welcomed Meek to Stillwater and thanked her for her service and for coming to the Library Board meeting. Meek and the board discussed Meek's experience with local government. Then they discussed issues affecting the library and the community. Kimberly left at 12:47 p.m.

b) Consider approval of Stillwater Public Library November-December 2023 Financial Reports

McMillian/Sinnes moved to approve the November-December 2023 Financial Reports. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

c) Consider approval of Stillwater Public Library November-December 2023 Activity Report

McMillian asked about attendance at library events. Attendance numbers depend on the type of programming taking place. Attendance has increased compared to last year at this time. Any money generated from meeting room rentals goes into the City's general fund.

Edwards/Sinnes moved to approve November-December 2023 Activity Reports. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

d) Consider approval of FY 24-25 Personnel Budget

The FY 24-25 budget for personnel is $965,623.88 to fund 14 full-time and 19 part-time staff members. Edwards asked if the total included benefits. Delano said this number represents wages only. Ross asked if Delano was pleased with this number. DeLano said the current number of employees is appropriate at this time. A few open positions were purposely not filled once RFID streamlined some library processes. However, the library is now at the minimum number of needed positions and will not be reducing further.

Sinnes/Edwards moved to approve the FY 24-25 Personnel Budget. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

e) Consider approval of FY 24-25 Operating Budget

The total for the FY 24-25 operating budget is $215,000. Board members asked what gaps can be identified in the budget. DeLano indicated that the Software Maintenance account is sizeable, covering many of the library's largest non-staffing expenses, such as the automated service and cataloging services, but that those programs along with the library's few other databases probably do not adequately meet the database needs for the community.

Cornwell asked about the telecommunications account. DeLano said this account pays for internet service and a fax line. The budget in this account is higher because a portion of funds are reserved since the state component of Erate is not guaranteed. Federal Erate is much more stable than the state portion, so no additional funds need to be reserved. Woods said he appreciated the special meeting breaking down the budget. DeLano said this can be a yearly discussion.

Sinnes/Ross moved to approve the Operating Budget. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

f) Consider acceptance of $1,000 Oklahoma Humanities grant for a Let's Talk About It, for Oklahoma reading series
Oklahoma Humanities will grant $1000 for a five-book series this spring, discussing Oklahoma criminal investigators. Registration is now open. A guest scholar will lecture at each program and a book discussion will follow. Friends of the library will cover expenses that the grant does not.

Cornwell/Sinnes moved to accept the OK Humanities grant for Let's Talk About It reading series. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

g) Consider acceptance of $19,008 State Aid grant from Oklahoma Department of Libraries
Supervisors will create a list of potential purchases that will benefit the library. Purchases will be split between subscriptions, items, and equipment for different projects. DeLano will bring the completed list to the next regular meeting.

Sinnes/Cornwell moved to accept $19,088 in State Aid from ODL. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

h) Consider acceptance of Thinking Money for Kids materials grant from American Library Association
This grant will provide financial instruction for children between the ages of three and twelve. Equipment will be granted for programming, rather than funds. Playaway tablets and other provided materials will be available for circulation.

Sinnes/Upson moved to accept Thinking Money for Kids material grant. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

i) Consider staff request to apply for Erate and Oklahoma Universal Service Fund funding for FY 24-25 internet service
Erate is a discount program rather than a grant. FY 23-24 is the final year of a five year, year to year agreement with Chickasaw. When bidding out the next service period, DeLano will ask for 1 GB speeds rather than the current rate of 250 MB.

Sinnes/Edwards moved to approve the request to apply for Erate and Oklahoma Universal Service fund. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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

a) Miscellaneous items from the Library Director
Upcoming events include a Let's Talk About It Oklahoma (LTAIO) book series and continuing Heath Literacy programming for children. DeLano and supervisory staff met with project planners for the Block 34 project. They discussed how the project may impact the library and how to minimize disruptions to library service. DeLano and Maintenance Lead Heath Lindley will meet with project managers about a future fire suppression project for the library after the library board meeting. Then DeLano and Woods will meet with City Manager Meek, and Assistant City Manager Driskel regrading library priorities. Edwards left at 1:13 p.m.

b) Miscellaneous items from the Library Board
Sinnes shared that a community member and friend suggested that the library provide jigsaw puzzles for in-library use and provided information on how to maintain this project. McMillian requested that DeLano keep the board updated on legislation that may affect the library.

i. Discussion about scheduling items for upcoming meetings

6. **ADJOURN Cornwell/McMillian moved to adjourn. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. Meeting adjourned at 1:16 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

January 2024 **58% of Fiscal Year 23-24 Elapsed**

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 01/31/2024

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43000 - Grant Revenue	7,000.00	6,000.00	6,000.00	0.00	1,000.00	14.28%
43100 - Federal Grant Revenue	109,000.00	-6,000.00	109,000.00	0.00	0.00	0.00%
43200 - State Grant Revenue	19,008.00	19,008.00	19,008.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	20,000.00	1,670.59	11,103.95	0.00	8,896.05	44.48%
47012 - Misc Fees	10,000.00	887.12	6,844.11	0.00	3,155.89	31.55%
47501 - Room Rental	14,000.00	2,308.75	15,696.00	0.00	-1,696.00	-12.11%
48701 - Donations	20,225.00	554.85	20,779.82	0.00	-554.82	-2.74%
Revenue Total:	199,233.00	24,429.31	188,431.88	0.00	10,801.12	5.42%
Expenditure						
51001 - Full Time	684,565.00	76,858.93	381,928.50	0.00	302,636.50	44.20%
51002 - Part Time	274,306.00	26,489.43	144,430.19	0.00	129,875.81	47.34%
51003 - Overtime	1,400.00	77.41	89.45	0.00	1,310.55	93.61%
51021 - Social Security	73,823.00	7,652.54	38,686.76	0.00	35,136.24	47.59%
51022 - Retirement	40,737.00	4,615.82	22,510.37	0.00	18,226.63	44.74%
52012 - Vehicle Repair Parts	500.00	0.00	29.98	0.00	470.02	94.00%
52031 - Office Supplies	1,700.00	277.03	1,083.17	47.90	568.93	33.46%
52034 - Postage	200.00	0.00	52.80	0.00	147.20	73.60%
52036 - Janitorial Supplies	6,100.00	502.02	2,555.97	613.58	2,930.45	48.04%
52040 - Books & Publications	88,300.00	5,972.59	47,431.39	34,360.76	6,507.85	7.37%
52041 - Clothing & Uniforms	600.00	300.00	600.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	131.55	0.00	318.45	70.76%
52046 - Supplies	12,190.00	355.66	5,977.40	1,745.58	4,467.02	36.64%
53001 - Natural Gas	6,600.00	654.92	1,675.48	0.00	4,924.52	74.61%
53004 - Telecommunications	2,840.00	52.15	365.05	0.00	2,474.95	87.14%
53011 - Equipment Rental	6,000.00	563.97	3,103.35	1,096.65	1,800.00	30.00%
53020 - Repair-Structures	15,687.00	337.50	4,077.04	6,427.50	5,182.46	33.03%
53023 - Repair-HVAC	9,250.00	0.00	495.41	1,401.40	7,353.19	79.49%
53041 - Donations	38,911.00	315.87	5,597.60	2,353.21	30,960.19	79.56%
53045 - Grant Expenditure	143,134.00	13,365.49	110,477.27	7,849.92	24,806.81	17.33%
53049 - Cash Short	0.00	2.05	0.50	0.00	-0.50	0.00%
53054 - Dues & Subscriptions	689.00	99.00	232.00	0.00	457.00	66.32%
53055 - Training	1,300.00	144.00	144.00	750.00	406.00	31.23%
53062 - Refunds	200.00	0.00	10.85	0.00	189.15	94.57%
53064 - Contract for Services	8,585.00	174.75	3,234.85	4,396.15	954.00	11.11%

January 2024 **58% of Fiscal Year 23-24 Elapsed**

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 01/31/2024

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53066 - Miscellaneous Services	250.00	0.00	52.50	197.50	0.00	0.00%
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	9,117.50	9,352.50	0.00	-9,352.50	0.00%
56000 - Direct Costs	702.00	59.00	413.00	0.00	289.00	41.16%
56001 - Indirect Costs	851.00	71.00	497.00	0.00	354.00	41.59%
Expenditure Total:	1,473,087.00	148,058.63	832,040.95	61,540.15	579,505.90	39.33%
Key Total:	(1,273,854.00)	(123,629.32)	(643,609.07)	(61,540.15)	(568,704.78)	44.64%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JANUARY 2024

PUBLIC SERVICES

MATERIALS CIRCULATION

(6,489)	8,465	ADULT BOOKS
(8,707)	11,656	CHILDREN'S BOOKS
(21)	21	DEVICES
(528)	483	VIDEOS
(759)	960	AUDIOS
(130)	90	BOOK CLUB BOOKS
(27)	33	INTERLIBRARY LOAN
(590)	655	IN LIBRARY USE
(6,742)	6,799	EBOOKS
(5,085)	5,942	DOWNLOADABLE AUDIOS
(0)	0	EMAGAZINES
(0)	0	STREAMING VIDEOS
(36)	78	KITS
(29,114)	35,182	GRAND TOTAL

USER SERVICES

(237)	302	NEW ADULT CARDS
(47)	43	NEW CHILDREN'S CARDS
(21,471)	22,153	TOTAL ACTIVE BORROWERS
(8)	10	HOMEBOUND & FACILITIES DELIVERIES
(877)	832	COMPUTER
(2,929)	3,201	WIRELESS USERS
(28)	27	NOTARY SERVICES
(8)	2	CURBSIDE DELIVERIES

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,578)	12,944	ADULT
(4,236)	4,297	CHILD

(1,685)	1,797	OSU STUDENT
(203)	214	OUT OF COUNTY
(2,769)	2,901	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 19,672 / 2,481

ESTIMATED NUMBER OF VISITORS TO LIBRARY	(10,588) 11,970	(11,500+ 470)
NUMBER OF VISITORS TO LIBRARY WEBSITE	(17,300) 8,438	

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

(58)	30	MEETING ROOM USAGE
(123)	222	ADULT LIBRARY PROGRAM ATTENDANCE
(32)	57	YOUNG ADULT PROGRAM ATTENDANCE
(288)	481	STORY TIME ATTENDANCE
(126)	578	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(314)	359	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(344)	391	BOOK MATERIALS
(9)	1	NON-BOOK MATERIALS

(276) 228 BOUND VOLUMES WITHDRAWN

(80,156) 79,884 TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY

(81,068) 86,270 TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JANUARY 2024

ADULT SERVICES

3,785	Reference Questions		2	Outreach	70 Participants
	2,693	in person	13	Number of Adult Programs	
	659	by phone	222	Attendance at Adult Programs	
	433	directional	3	Number of Young Adult Programs	
			57	Attendance at Young Adult Programs	
30	Meeting Room Usage		18	Number of Volunteers	
			96.00	Total Volunteer Hours	
			17	Displays	

CHILDREN'S SERVICES

247	Reference Questions	
213	in person	
4	by phone	
30	directional	
8	Number of pre-school programs	(daycare & Headstart)
376	Attendance at pre-school programs	
21	Number of storyhours	
481	Attendance at storyhours	
10	Number of programs/school visits for school age children	(here or away)
202	Attendance at programs for school age children	
0	Number of programs for Summer Reading Program	
0	Attendance at Summer Reading Program	
6	Displays	
1	Number of volunteers	
6.00	Total volunteer hours	

REGISTRATION

345	Total new borrowers
302	Adults
43	Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JANUARY 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
3,902	3,652	5,282	Fiction
1,458	1,536	1,725	Nonfiction
1,239	1,286	1,430	New books
18	15	28	Multi-language items
6,617	6,489	8,465	Total Book Checkouts
34	21	21	Devices
193	124	203	CD books
16	48	13	Music cds
289	227	213	DVDs &Blu-rays
80	130	90	Book Club Bks
13	11	18	Kits
625	561	558	Total Checkouts
320	250	237	In-library use
29	27	33	ILL
6,953	6,742	6,799	Ebooks
4,395	5,085	5,942	Downloadable audios
361	0	0	Emagazines
30	0	0	Streaming videos
12,088	12,104	13,011	Total Checkouts
28,525	29,114	35,182	**GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2022	2023	2024	
6,204	7,130	9,705	Fiction
1,448	847	1,072	Nonfiction
508	676	781	New books
97	54	98	Multi-language items
8,257	8,707	11,656	Total Book Checkouts
389	581	734	CD books
9	6	10	Music cds
231	301	270	DVDs &Blu-rays
4	25	60	Kits
633	913	1,074	Total Checkouts
305	340	418	In-library use

OUTREACH

4	Homebound patron deliveries	6	Facility deliveries
20	Homebound items/materials	9	Deposit collections
		180	Total number of books