



Agenda
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
APRIL 23, 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.

- a) Minutes: March 26, 2024, Regular Meeting
- b) Stillwater Public Library March 2024 Financial Reports
- c) Stillwater Public Library March 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) Appoint nominating committee for May officer election
- b) Consider approval of Display Policy revision

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
MARCH 26, 2024, 12:00 NOON
stillwaterok.gov/library

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

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Driskel, Sara Rebelo

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

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

Sinnes/Ross moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved. Upson and Rebelo arrived at 12:04 p.m.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

c) Vote to convene regular meeting

Cornwell/Sinnes moved to convene a regular meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Driskel and Rebelo left at 12:57 p.m.

- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
No action was taken.

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.

- a) Minutes: February 27, 2024, Regular Meeting
- b) Stillwater Public Library February 2024 Financial Reports
- c) Stillwater Public Library February 2024 Activity Report

McMillian identified that the financial report is mislabeled as March 2023 rather than March 2024.

Sinnes/McMillian moved to approve the consent docket with a correction. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

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) Discuss biannual long range plan update
The Board discussed the long range plan. Cornwell asked about the updated “how to” brochure on the Libby app. DeLano explained the brochure will be available on the library website and at service desks, along with one-on-one instruction if needed. DeLano shared that she looks forward to including the library board and the community in future long range plans.
- b) Discuss financial report template

The updated template further breaks down revenues into categories. The wording for the headings has also been adjusted to better align with revenue and expenditure categories. The aim of updating the financial report template is to make it more helpful for staff, future board members, and the public. DeLano

- c) Consider adoption of graphical monthly activity report template
Woods suggested adding a note in the heading indicating that all data are monthly data for the year indicated in the report. DeLano expressed thanks to Paula Long and Brandon Borowicz for their assistance in creating and refining this report. DeLano stated that the use of the reports would not be implemented for several months.

Sinnes/Cornwell moved to adopt the graphical monthly activity report template. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

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
Staff CPUs and monitors are being updated. The replaced staff monitors will be retained to update patron monitors. The library held two eclipse programs in the last week. Library staff did an excellent job gathering experts for the programs. Eclipse glasses were given out to 100 adults and 125 children who registered and attended two different classes. Upcoming Heath Literacy programming includes a lake adventure, nature walks, and a ropes course at McMurtry. Library staff and board members are encouraged to donate games and puzzles to put into circulation. DeLano expressed appreciation to Sinnes and Upson for the idea and assistance with implementing the plan. Ross left at 1:15 p.m.
- b) Miscellaneous items from the Library Board
Upson asked about the seed library at Stillwater Public Library. DeLano explained that the Payne County Extension started a seed library and the library agreed to provide space in the gardening section to display it and to advertise it on social media. The seed library has been well received and has been restocked several times. The board asked about the library culture document mentioned in the long range plan. DeLano will email a copy of this document to the board.
 - i. Discussion about scheduling items for upcoming meetings

7. **ADJOURN** Sinnes/Upson moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 1:38 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

March 2024

City of Stillwater, OK

25% of Fiscal Year 23-24 Remaining

Budget to Actuals with Encumbrances by Key and Object

Object - Description	Budget	Month to date	Year to date	Encumbrance	Report Date: 03/31/2024	
		Actual	Actual		Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43000 - Grant Revenue	7,000.00	0.00	7,000.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	110,757.00	0.00	109,000.00	0.00	1,757.00	1.58%
43200 - State Grant Revenue	19,008.00	0.00	19,008.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	20,000.00	1,252.36	13,542.11	0.00	6,457.89	32.28%
47012 - Misc Fees	10,000.00	1,346.11	9,463.52	0.00	536.48	5.36%
47501 - Room Rental	14,000.00	916.25	28,983.50	0.00	-14,983.50	-107.02%
48701 - Donations	20,225.00	1,034.92	23,004.03	0.00	-2,779.03	-13.74%
Revenue Total:	200,990.00	4,549.64	210,001.16	0.00	(9,011.16)	-4.48%
Expenditure						
51001 - Full Time	684,565.00	66,874.34	500,265.42	0.00	184,299.58	26.92%
51002 - Part Time	274,306.00	20,576.36	183,469.19	0.00	90,836.81	33.11%
51003 - Overtime	1,400.00	0.57	90.02	0.00	1,309.98	93.57%
51021 - Social Security	73,823.00	6,422.96	50,198.57	0.00	23,624.43	32.00%
51022 - Retirement	40,737.00	4,012.54	29,610.71	0.00	11,126.29	27.31%
52012 - Vehicle Repair Parts	500.00	0.00	29.98	0.00	470.02	94.00%
52031 - Office Supplies	1,700.00	0.00	1,131.07	0.00	568.93	33.46%
52034 - Postage	200.00	0.00	52.80	0.00	147.20	73.60%
52036 - Janitorial Supplies	6,100.00	0.00	3,145.86	0.00	2,954.14	48.42%
52040 - Books & Publications	88,300.00	5,752.22	60,553.79	22,028.25	5,717.96	6.47%
52041 - Clothing & Uniforms	600.00	0.00	600.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	17.30	148.85	0.00	301.15	66.92%
52046 - Supplies	12,190.00	89.56	6,547.90	2,687.70	2,954.40	24.23%
53001 - Natural Gas	6,600.00	499.48	3,219.71	0.00	3,380.29	51.21%
53004 - Telecommunications	2,840.00	52.15	469.35	0.00	2,370.65	83.47%
53011 - Equipment Rental	6,000.00	849.09	3,952.44	2,047.56	0.00	0.00%
53020 - Repair-Structures	15,687.00	12.50	5,958.54	5,767.50	3,960.96	25.24%
53023 - Repair-HVAC	9,250.00	0.00	1,236.06	0.00	8,013.94	86.63%
53041 - Donations	38,911.00	2,563.71	9,023.47	1,841.91	28,045.62	72.07%
53045 - Grant Expenditure	144,891.00	1,868.67	118,460.83	13,774.07	12,656.10	8.73%
53049 - Cash Short	0.00	3.95	-38.60	0.00	38.60	0.00%
53054 - Dues & Subscriptions	689.00	0.00	232.00	0.00	457.00	66.32%
53055 - Training	1,300.00	0.00	894.00	140.00	266.00	20.46%
53062 - Refunds	200.00	0.00	46.84	0.00	153.16	76.58%
53064 - Contract for Services	8,585.00	904.85	4,764.55	2,866.45	954.00	11.11%

March 2024

25% of Fiscal Year 23-24 Remaining

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 03/31/2024

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance		Pct. Rem.
		Actual		Actual					
53066 - Miscellaneous Services	250.00	0.00		70.00		180.00	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	472.50		21,732.50		0.00	-21,732.50		0.00%
56000 - Direct Costs	702.00	59.00		531.00		0.00	171.00		24.35%
56001 - Indirect Costs	851.00	71.00		639.00		0.00	212.00		24.91%
Expenditure Total:	1,474,844.00	111,102.75		1,053,840.87		51,633.44	369,369.69		25.04%
Key Total:	(1,273,854.00)	(106,553.11)		(843,839.71)		(51,633.44)	(378,380.85)		29.70%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,326)	8,921	ADULT BOOKS	(190)	230	NEW ADULT CARDS
(9,993)	12,431	CHILDREN'S BOOKS	(51)	63	NEW CHILDREN'S CARDS
(15)	20	DEVICES	(21,434)	22,282	TOTAL ACTIVE BORROWERS
(401)	508	VIDEOS	(9)	13	HOMEBOUND & FACILITIES DELIVERIES
(760)	945	AUDIOS	(946)	913	COMPUTER
(90)	130	BOOK CLUB BOOKS	(3,810)	3,672	WIRELESS USERS
(44)	28	INTERLIBRARY LOAN	(22)	34	NOTARY SERVICES
(915)	866	IN LIBRARY USE	(10)	3	CURBSIDE DELIVERIES
(6,287)	6,458	EBOOKS			
(5,112)	6,123	DOWNLOADABLE AUDIOS			
(56)	89	KITS			
(30,999)	36,519	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,570)	13,036	ADULT	(1,685)	1,794	OSU STUDENT
(4,215)	4,330	CHILD	(211)	205	OUT OF COUNTY
			(2,753)	2,917	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,821 /	2,461	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(13,325)	14,083	(13,193 + 890)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(18,406)	14,009	

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

(70)	30	MEETING ROOM USAGE
(78)	195	ADULT LIBRARY PROGRAM ATTENDANCE
(4)	75	YOUNG ADULT PROGRAM ATTENDANCE
(493)	511	STORY TIME ATTENDANCE
(383)	1,006	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(424)	360	CHILDREN'S GRAB & GO BAGS
(52)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(411)	385	BOOK MATERIALS	(693)	145
(19)	0	NON-BOOK MATERIALS		
(79,969)	80,552	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(81,858)	86,263	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2024

ADULT SERVICES

<u>3,785</u>	<u>Reference Questions</u>	<u>5</u>	Outreach	<u>135</u>	Participants
	<u>2,693</u>		in person	<u>10</u>	Number of Adult Programs
	<u>659</u>		by phone	<u>195</u>	Attendance at Adult Programs
	<u>433</u>		directional	<u>4</u>	Number of Young Adult Programs
		<u>75</u>	Attendance at Young Adult Programs		
<u>30</u>	Meeting Room Usage	<u>23</u>	Number of Volunteers		
		<u>146.50</u>	Total Volunteer Hours		
		<u>20</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>12</u>	Number of pre-school programs		(daycare & Headstart)
<u>625</u>	Attendance at pre-school programs		
<u>24</u>	Number of storyhours		
<u>511</u>	Attendance at storyhours		
<u>15</u>	Number of programs/school visits for school age children		(here or away)
<u>381</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>6</u>	Displays		
<u>1</u>	Number of volunteers		
<u>8.00</u>	Total volunteer hours		

REGISTRATION

<u>293</u>	<u>Total new borrowers</u>
	<u>230</u> Adults
	<u>63</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2024

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2024	
4,040	4,248	5,555	Fiction
1,455	1,756	1,893	Nonfiction
1,193	1,311	1,448	New books
22	11	25	Multi-language items
6,710	7,326	8,921	Total Book Checkouts
26	15	20	Devices
237	169	190	CD books
71	45	10	Music cds
259	197	160	DVDs & Blu-rays
90	90	130	Book Club Bks
10	20	34	Kits
693	536	544	Total Checkouts
358	469	331	In-library use
51	44	28	ILL
6,205	6,287	6,458	Ebooks
4,382	5,112	6,123	Downloadable audios
511	0	0	Emagazines
1	0	0	Streaming videos
11,508	11,912	12,940	Total Checkouts

28,543	30,999	36,519	GRAND TOTAL CIRCULATION
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CHILDREN'S

Total Book & Non-Book Material Checkouts

2021	2022	2024	
6,591	8,221	10,365	Fiction
1,375	838	1,079	Nonfiction
597	818	796	New books
99	116	191	Multi-language items
8,662	9,993	12,431	Total Book Checkouts
481	544	744	CD books
6	2	1	Music cds
218	204	348	DVDs & Blu-rays
5	36	55	Kits
710	786	1,148	Total Checkouts
260	446	535	In-library use

OUTREACH

5	Homebound patron deliveries	8	Facility deliveries
40	Homebound items/materials	11	Deposit collections
		220	Total number of books



DISPLAY POLICY

Goal

~~The goals of the Stillwater Public Library displays are to highlight library and City of Stillwater services, to educate the public about community resources, and to promote lifelong learning.~~

Purpose

~~The purpose of library displays is to:~~

- ~~• Promote lifelong learning and enjoyment of reading to a wide range of members of the community~~
- ~~• Promote library, City of Stillwater, and community services, programs, and resources~~
- ~~• Promote quality materials, particularly those with lower circulation in practice of good stewardship~~
- ~~• Provide easy access to materials relevant to interests in the community~~
- ~~• Provide reader's advisory and information services for users~~

Display Philosophy

~~Contents and information in exhibits are not meant to reflect the views of the Stillwater Public Library or of the City of Stillwater. Library displays shall attempt to reflect diverse points of view. Individual displays shall reflect multiple viewpoints in all possible cases.~~

~~The library does not take a stand on public issues or attempt to promote any point of view, except for those issues that directly impact the operation of the library and the open access to information, and does not endorse the opinions or viewpoints expressed in displays or materials in displays. When possible, displays will reflect diverse points of view. The library shall not create or remove a display solely because of the views reflected or the endorsement or disapproval of an individual or group within the community.~~

Display Guidelines Standards for displays

- ~~1. Library staff members shall design and construct all displays in the Library's exhibit areas.~~
- ~~2. Staff members will construct displays in consideration of their appropriateness for all age groups.~~
- ~~3. The Library will not construct for-profit displays.~~

- Library staff members shall design and construct all displays in the library's exhibit areas.
- The library shall not construct for-profit displays.
- Display topics shall be approved by a department supervisor prior to creation.
- Displays will reflect the interests of community members, including displays on observances such as those declared by presidential proclamation.
- The breadth of displays will reflect a broad array of topics.
- Displays will highlight a balanced collection including materials on a wide spectrum of subjects and viewpoints. In controversial areas, such as religion and politics, materials which attempt to inform rather than convince are preferred.
- Display signage shall contain a concise description of the topic and material found in the display.
- Staff members shall consider the appropriateness of images used in display materials for all age groups.
- Library staff shall create and install displays in consideration of safety and accessibility. All displays must comply with City of Stillwater and library safety regulations and will be reviewed for safety and accessibility following installation.

Safety and Security

~~Library staff will create and install displays in consideration of safety and accessibility. All displays must comply with city and library safety regulations and will be reviewed for safety and accessibility following installation.~~

Loaning Material for Displays

~~Library staff shall keep records of all borrowed display materials and the incoming condition of the materials. Items requested for loan will require the completion of the "Display Lending Inventory" (see attached) which releases the Library and City of Stillwater from any loss or damage to items loaned. If desired, persons loaning materials for display may arrange to insure the loaned items, at their own expense.~~

Customer Comments

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

Approved 11/22/05

Re-affirmed 11/24/09; 8/27/13; 2/27/18

Revision 4/23/2024

COA review: 4/19/24

Display Lending Inventory

Thank you for your willingness to loan items for the Stillwater Public Library's display. Without your help, completing interesting displays could not be possible!

Name _____

Date _____

Items loaned: _____ Note condition: _____ Locked? _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Anticipated date of return _____

Location of items before and after display _____

Where items will be used _____

_____ I understand that my items marked above will not be locked under display and that the items potentially could be taken or damaged.

_____ I am loaning these items for locked display only.

I hereby waive any liability of the Stillwater Public Library, its employees, and the City of Stillwater for any damage or loss of the above loaned items, whether in the Library's locked cases or not, and that any insurance for the items must be secured at my own expense.

Person Loaning Items (signature)

Date

Address _____

Telephone Number _____