



Agenda
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
MAY 28, 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, including possible reasonable action to increase the Library Directors compensation.

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: April 23, 2024, Regular Meeting
- b) Stillwater Public Library April 2024 Financial Reports
- c) Stillwater Public Library April 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) Report and possible discussion of from the nominating committee on 2023-2024 officers
- b) Election of 2024-2025 Chair
- c) Election of 2024-2025 Vice Chair
- d) Consider reappointment of Naomi Brown as Secretary
- e) Consider approval of Bulletin Board and Pamphlets Policy
- f) Consider appointment of staff appreciation committee
- g) Consider acceptance of federal eRate discount for internet services in the amount of \$9,840 and a discount for battery backups in the amount of \$3,294.70
- h) Discussion, consideration, and possible action to authorize the Library Director to approve library programs held outside of normal operating hours, or in the alternative, consider approval of an adult services program Friday, July 19, 7- 9 p.m. and the summer finale lock-in for all ages Friday, July 26, 7- 11 p.m.

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
 - a. SRP schedule
- 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
APRIL 23, 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, Sara Rebelo

Guests present: Nathan Cheever, Mary Mach

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

Cornwell/Ross moved to convene an executive session. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

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

Rebelo left at 12:40 p.m. Mary Mach arrived at 12:40 p.m.

c) Vote to convene regular meeting
Sinnes/Cornwell 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.

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

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

McMillian explained that the correction in the minutes for the February Financial Report is inaccurate. The Financial Report was mislabeled as March 2023 rather than February 2024. Brown explained that the Activity Report for March has an error on page 3. The column headings should read 2022, 2023, and 2024.

Cornwell/Sinnes move to approve the consent docket with corrections to the Minutes and Activity Report. 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) Appoint nominating committee for May officer election
Upson and Sinnes were chosen for the nominating committee for 2024-25 officers. The committee will make recommendations for the chair, vice chair, and recording secretary at the May meeting.

- b) Consider approval of Display Policy revision

Updates to this policy include additional information about intellectual freedom and provide framework for addressing challenges to displays. It now better aligns with the collection development policy. It also provides standards for signage that incorporate more readers' advisory-related content. The policy tasks staff with addressing a greater cross-section of the community thereby increasing variety. McMillian asked about the section that spoke about displays representing two sides of a topic. DeLano said that, when possible, displays will reflect diverse points of view.

Sinnes/Ross moved to approve the revised display policy. 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

The Dolly Parton Imagination Library is receiving \$35,000 in additional funding which should be enough to register all children in Payne County. The Children's Department has plans in place to register as many children as possible. DeLano met with lead people on the Block 34 project and learned that at least two trees on the southeast side of the library will have to be removed to provide drain access. New trees may be planted in the future. The project will start on April 29 or May 6. It will take three to five weeks depending on weather conditions. The fire suppression replacement project is ongoing with designers out to bid. DeLano will be given access to timeline-tracking software and will update the board moving forward. The Friends of the Library Book sale was exceptionally successful, raising over \$15,000.

- b) Miscellaneous items from the Library Board

Cornwell is interested in organizing staff appreciation activities. This topic will be included on the next meeting agenda. Woods volunteered on Friday at the book sale, noting it was a fun and busy event. Woods encourages board members to volunteer at a future sale. McMillian asked about the One Card project with public schools mentioned in the weekly report. DeLano explained providing one card for school libraries and the public library is no longer feasible due to changes in legislation affecting schools. Ross mentioned she appreciates the weekly updates, finding them useful and informative.

- i. Discussion about scheduling items for upcoming meetings

7. **ADJOURN** Sinnes/Cornwell moved to adjourn. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:06 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

Budget to Actuals with Encumbrances by Key and Object

Report Date: 04/30/2024

Object - Description

Key: 1015510 - Library administration

Revenue

	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
43000 - Grant Revenue	7,000.00	0.00	7,000.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	110,757.00	1,724.89	110,724.89	0.00	32.11	0.02%
43200 - State Grant Revenue	19,008.00	0.00	19,008.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	20,000.00	1,051.91	14,594.02	0.00	5,405.98	27.02%
47012 - Misc Fees	10,000.00	1,417.48	10,881.00	0.00	-881.00	-8.81%
47501 - Room Rental	14,000.00	907.50	29,891.00	0.00	-15,891.00	-113.50%
48701 - Donations	20,225.00	58.59	23,062.62	0.00	-2,837.62	-14.03%
Revenue Total:	200,990.00	5,160.37	215,161.53	0.00	(14,171.53)	-7.05%

Expenditure

51001 - Full Time	684,565.00	50,742.22	551,007.64	0.00	133,557.36	19.50%
51002 - Part Time	274,306.00	20,568.58	204,037.77	0.00	70,268.23	25.61%
51003 - Overtime	1,400.00	0.00	90.02	0.00	1,309.98	93.57%
51021 - Social Security	73,823.00	5,192.82	55,391.39	0.00	18,431.61	24.96%
51022 - Retirement	40,737.00	3,048.17	32,658.88	0.00	8,078.12	19.82%
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	71.24	497.69	29.27%
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	529.46	2,424.68	39.74%
52040 - Books & Publications	88,300.00	6,979.10	67,532.89	16,193.76	4,573.35	5.17%
52041 - Clothing & Uniforms	600.00	0.00	600.00	0.00	0.00	0.00%
52042 - Food	0.00	60.00	60.00	0.00	-60.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	18.60	167.45	0.00	282.55	62.78%
52046 - Supplies	12,190.00	709.48	7,257.38	1,496.74	3,435.88	28.18%
53001 - Natural Gas	6,600.00	289.89	3,509.60	0.00	3,090.40	46.82%
53004 - Telecommunications	2,840.00	53.41	522.76	0.00	2,317.24	81.59%
53011 - Equipment Rental	6,000.00	523.00	4,475.44	1,524.56	0.00	0.00%
53020 - Repair-Structures	15,687.00	1,970.00	7,928.54	3,898.50	3,859.96	24.60%
53023 - Repair-HVAC	9,250.00	0.00	1,236.06	0.00	8,013.94	86.63%
53041 - Donations	38,911.00	1,665.91	10,689.38	1,972.53	26,249.09	67.45%
53045 - Grant Expenditure	144,891.00	9,486.29	127,947.12	7,882.95	9,060.93	6.25%
53049 - Cash Short	0.00	-0.05	-38.65	0.00	38.65	0.00%
53054 - Dues & Subscriptions	689.00	0.00	232.00	103.00	354.00	51.37%
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%

April 2024

City of Stillwater, OK

17% of Fiscal Year 23-24 remaining

Budget to Actuals with Encumbrances by Key and Object

Report Date: 04/30/2024

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53064 - Contract for Services	8,585.00	1,241.60		6,006.15		1,624.85	954.00	11.11%
53066 - Miscellaneous Services	250.00	0.00		70.00		180.00	0.00	0.00%
53068 - Travel Expense	750.00	10.00		10.00		0.00	740.00	98.66%
53071 - Software Maintenance	52,467.00	330.00		47,135.02		0.00	5,331.98	10.16%
53083 - Employee Discounts	0.00	502.50		22,235.00		0.00	-22,235.00	0.00%
56000 - Direct Costs	702.00	59.00		590.00		0.00	112.00	15.95%
56001 - Indirect Costs	851.00	71.00		710.00		0.00	141.00	16.56%
Expenditure Total:	1,474,844.00	103,521.52		1,157,362.39		35,617.59	281,864.02	19.11%
Key Total:	(1,273,854.00)	(98,361.15)		(942,200.86)		(35,617.59)	(296,035.55)	23.23%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

APRIL 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(6,414)	8,480	ADULT BOOKS	(243)	219	NEW ADULT CARDS
(8,462)	10,944	CHILDREN'S BOOKS	(54)	34	NEW CHILDREN'S CARDS
(22)	14	DEVICES	(21,610)	22,343	TOTAL ACTIVE BORROWERS
(342)	365	VIDEOS	(9)	12	HOMEBOUND & FACILITIES DELIVERIES
(708)	804	AUDIOS	(810)	1,012	COMPUTER
(110)	80	BOOK CLUB BOOKS	(3,593)	3,487	WIRELESS USERS
(26)	28	INTERLIBRARY LOAN	(33)	45	NOTARY SERVICES
(715)	607	IN LIBRARY USE	(6)	4	CURBSIDE DELIVERIES
(5,682)	6,048	EBOOKS			
(4,732)	5,619	DOWNLOADABLE AUDIOS			
(53)	92	KITS			
(27,266)	33,081	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,688)	13,057	ADULT	(1,724)	1,812	OSU STUDENT
(4,272)	4,322	CHILD	(211)	205	OUT OF COUNTY
			(2,715)	2,947	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,879 /	2,464	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(12,655)	14,240	(13653+587)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(18,495)	20,407	

ESTIMATED ADULT REFERENCE

(3,512)	2,890	IN PERSON
(1,181)	824	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(229)	223	IN PERSON
(38)	11	BY TELEPHONE

PROGRAMMING

(46)	24	MEETING ROOM USAGE
(117)	338	ADULT LIBRARY PROGRAM ATTENDANCE
(19)	51	YOUNG ADULT PROGRAM ATTENDANCE
(394)	533	STORY TIME ATTENDANCE
(191)	504	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(309)	322	CHILDREN'S GRAB & GO BAGS
(11)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(445)	394	BOOK MATERIALS	(811)	297
(22)	5	NON-BOOK MATERIALS		
(79,642)	80,658	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(82,394)	87,255	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

APRIL 2024

ADULT SERVICES

<u>3,714</u>	<u>Reference Questions</u>	<u>4</u>	Outreach	<u>560</u>	Participants
	<u>2,695</u>		in person	<u>14</u>	Number of Adult Programs
	<u>631</u>		by phone	<u>338</u>	Attendance at Adult Programs
	<u>388</u>		directional	<u>3</u>	Number of Young Adult Programs
		<u>51</u>	Attendance at Young Adult Programs		
<u>24</u>	Meeting Room Usage	<u>20</u>	Number of Volunteers		
		<u>179.00</u>	Total Volunteer Hours		
		<u>19</u>	Displays		

CHILDREN'S SERVICES

<u>234</u>	<u>Reference Questions</u>		
	<u>212</u>		in person
	<u>0</u>		by phone
	<u>22</u>		directional
<u>9</u>	Number of pre-school programs		(daycare & Headstart)
<u>349</u>	Attendance at pre-school programs		
<u>23</u>	Number of storyhours		
<u>533</u>	Attendance at storyhours		
<u>13</u>	Number of programs/school visits for school age children		(here or away)
<u>155</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>6.00</u>	Total volunteer hours		

REGISTRATION

<u>253</u>	<u>Total new borrowers</u>
	<u>219</u> Adults
	<u>34</u> Juveniles



BULLETIN BOARD POLICY

The Stillwater Public Library maintains bulletin boards in its southwest lobby and a display rail system in its north lobby to disseminate Library and City of Stillwater information. As space allows, the Library will also post public notices and notices of upcoming nonprofit meetings and/or nonprofit educational, recreational, and civic events.

The following restrictions shall apply to posted notices:

1. Materials not related to the City of Stillwater must be approved by the Library Director.
2. Postings by non-City of Stillwater organizations will be limited to no more than thirty days. Meeting and event notices will be taken down the day after the scheduled meeting.
3. The Library will not be responsible for saving meeting notices or posters.
4. Notices from non-City of Stillwater organizations should not exceed 8.5" X 14" in size. Larger materials may be accepted and posted if space allows at the discretion of the Library staff.
5. The use of the Library's bulletin boards and or display rail system does not constitute an endorsement of any organization's policies or beliefs.
6. No for-profit commercial or personal notices will be posted.

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

Approved 4/22/97

Reaffirmed 6/18/02; 9/27/05; 10/27/09; 8/27/13



Pamphlet Rack

Pamphlet racks are maintained in the Library's southwest lobby for the purpose of distributing brochures from the Library and the City of Stillwater. The Library permits non-City of Stillwater organizations to use the pamphlet racks to distribute brochures with the following restrictions:

1. Materials not related to the City of Stillwater must be approved by the Library Director.
2. Each organization will be limited to the use of not more than one slot on each pamphlet rack, space permitting.
3. No for-profit commercial or personal brochures will be accepted.

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

Approved 4/22/97

Reaffirmed 6/18/02; 11/22/05; 1/26/10; 9/24/13; 3/27/18



Bulletins and Pamphlets

The Stillwater Public Library maintains bulletin boards, display rails, and pamphlet racks in its lobbies to disseminate library and City of Stillwater information. As space allows, the library may post non-profit bulletins and pamphlets.

The following restrictions shall apply:

1. Library or City of Stillwater related information or publicity will be given priority for posting should space become limited.
2. Materials not related to the City of Stillwater must be approved by the Library Director or designee. Items posted without approval will be removed.
3. Bulletins by non-City of Stillwater organizations are limited to no more than thirty days. Meeting and event bulletins will be taken down the day after the scheduled meeting.
4. The library will not be responsible for saving material or returning it.
5. Bulletins from non-City of Stillwater organizations may not exceed 11" x 17" in size. Larger materials may be accepted and posted if space allows at the discretion of the library staff.
6. No commercial or personal material will be posted.
7. Non-City of Stillwater postings are limited to governmental material and to bulletins and pamphlets related to public services, events, and meetings.
8. The posting of any item on the library bulletin boards, display rail, or pamphlet racks in no way constitutes endorsement by the Library Board, management, or staff, nor by the City of Stillwater.
9. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation.

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

Approved: 4/22/97

Re-affirmed: 6/18/02; 9/27/05; 10/27/09; 8/27/13; 12/19/17

Approved consolidation and revision: 5/28/24

Funding Commitment Decision Letter

Funding Year 2024

Contact Information:

Stacy DeLano
STILLWATER PUBLIC LIBRARY
1107 S DUCK ST
STILLWATER, OK 74074
stacy.delano@stillwater.org

FCC Form 471: 241032253**BEN:** 140109**Wave:** 1**Application Nickname:** 2024-25 cat 1 Chickasaw

Totals

Total Committed	\$9,840.00
------------------------	-------------------

What is in this letter?

Thank you for submitting your application for Funding Year 2024 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.**

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2024

Application Comments for FCC Form 471: #241032253

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2499046304	Chickasaw Telecommunications Services, Inc.	\$9,840.00	\$9,840.00	Funded

BEN Name: STILLWATER PUBLIC LIBRARY
BEN: 140109

FCC Form 471: 241032253
Wave: 1

FRN 2499046304	Service Type Data Transmission and/or Internet Access	Status Funded
--------------------------	--	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$12,300.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$12,300.00	
Discount Rate		80.00%	
Committed Amount		\$9,840.00	

Dates	
Service Start Date	7/1/2024
Contract Expiration Date	6/30/2025
Contract Award Date	3/20/2024
Service Delivery Deadline	6/30/2025
Expiration Date (All Extensions)	6/30/2029

Service Provider and Contract Information	
Service Provider	Chickasaw Telecommunications Services, Inc.
SPIN (498ID)	143013786
Contract Number	
Account Number	
Establishing FCC Form 470	240017037

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: Approved as submitted.

Funding Commitment Decision Letter

Funding Year 2024

Contact Information:

Stacy DeLano
STILLWATER PUBLIC LIBRARY
1107 S DUCK ST
STILLWATER, OK 74074
stacy.delano@stillwater.org

FCC Form 471: 241032506**BEN:** 140109**Wave:** 4**Application Nickname:** 2024 cat. 2 united systems
batteries

Totals

Total Committed	\$3,294.70
------------------------	-------------------

What is in this letter?

Thank you for submitting your application for Funding Year 2024 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.**

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2024

Application Comments for FCC Form 471: #241032506

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2499046671	United Systems, Inc.	\$3,294.70	\$3,294.70	Funded

FRN 2499046671	Service Type Internal Connections	Status Funded
--------------------------	---	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$4,118.38
Total Pre-discount Charges		\$4,118.38	
Discount Rate		80.00%	
Committed Amount		\$3,294.70	

Dates		Service Provider and Contract Information	
Service Start Date	7/1/2024	Service Provider	United Systems, Inc.
Contract Expiration Date	6/30/2025	SPIN (498ID)	143004698
Contract Award Date	3/20/2024	Contract Number	
Service Delivery Deadline	9/30/2025	Account Number	
Expiration Date (All Extensions)		Establishing FCC Form 470	240017037

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: Approved as submitted.

SUMMER @ YOUR LIBRARY 2024



Register online
beginning May 6.
Track reading & earn
prizes starting
June 1.

Sponsored by the Institute of Museum and Library Services and the Oklahoma Department of Libraries

STILLWATEROK.GOV/LIBRARY
1107 S. DUCK | 405.372.3633
FREE AND OPEN TO THE PUBLIC

PUBLIC LIBRARY
Stillwater OKLAHOMA
stillwaterok.gov/library



Begin Your Reading Adventure!



JUNE

Tuesday	Wednesday	Thursday	Friday	Saturday
K Kids (through 5th grade): Tues/Thurs @ 10 am & 2 pm T Teens (grades 6-12): Wed @ 2 pm A Adults & older teens (16 & up): day/time vary		E Everyone! Kids, teens, families Movie Outside Registration Required		1 Kickoff Foam Party 11 am-12 pm
4 K Game On! Glow Show w/ Inspiral Circus	5 T Musical Jeopardy	6 Deep K (PG, 92m) A Adventures w/ Spices 6-7 pm	7	8
11 K Get Wild w/ Extreme Animals	12 T Art Mystery Adventure @ OSU Art Museum	13 A Early Voting 8 am - 6 pm 2nd floor auditorium	14 A Early Voting 8 am - 6 pm 2nd floor auditorium	15 Juneteenth 11 -1 @ S. Woods Park A Early Voting 8-2 2nd floor auditorium
18 K Beauty & the Beast Marionettes E New Pet Adventures 6 pm	19 Library Closed for Juneteenth	20 K Wish (PG, 92m)	21	22 Butterfly Walk 9 am @ Botanic Gardens at OSU
25 K Dino Science w/ Mad Science	26 T Create Your Own Adventure	27 K Up (PG, 96m)	28	29

LIBRARY CLOSED THURSDAY, JULY 4 - NO SUMMER READING PROGRAMS THAT WEEK

JULY

9 K Sing Along Adventures w/ Monty Harper	10 T Campfire Stories w/ Jeff Provine	11 Migration K (PG, 82 m) A StorySLAM @ Everyman 7 pm	12	13
16 K An Egyptian Curse! w/ Denise Gard	17 T Extreme Animals	18 K Tangled (PG, 100 m)	19 A Murder at the Castle w/Bearded Rat Mysteries 7 pm	20
23 K Adventurous Magic w/ Kevin Wade	24 T Mini Canvas Art @ OSU Art Museum ends at Prairie Arts	25 K Epic (PG, 102 m)	26 E Finale Lock-In 7-11 pm <i>Registration Required</i>	27 Last Day to Enter Reading Time For grand prize drawing entries
30	31 T Teens Top 30 Challenge Course @ OSU Outdoor Adventure (by invitation only)	For the Little Ones Music & Movement For ages 0-5 Tues. May 28 @ 10 am & 10:45 am Sat. June 22 @ 10:30 am	Summer Storytimes: Mon. - Babies @ 9:30 am Wed. - Toddlers @ 9:30 am & 10:30 am Fri. - Preschool @ 9:30 am & 10:30 am 1st & 3rd Sat. - All Ages @ 10:30 am	

Stillwater Public Library Summer Reading Program 2024: stillwaterok.gov/LibrarySummer