



Agenda
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JUNE 25, 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. 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: May 28, 2024, Regular Meeting
- b) Stillwater Public Library May 2024 Financial Reports
- c) Stillwater Public Library May 2024 Activity Report
- d) Accept \$30,000 Oklahoma Department of Libraries grant for the purchase of downloadable material for the Oklahoma Virtual Library
- e) Accept \$824.68 Oklahoma Department of Libraries grant to fund the 20% portion of a battery back-up purchase not funded by the federal eRate program

3. PUBLIC COMMENT ON AGENDA ITEMS

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

4. GENERAL ORDERS

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

- a) Consider appointment of staff appreciation committee
- b) Consider request to apply for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to \$20,000 with a 10% library match to obtain digitization equipment and to digitize the Stillwater Fire Department collection
- c) Report on staff's Trust fundraising plan
- d) Consider reaffirmation of the Personal Computer Assistance Policy

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
 - i. Introduction of Library Technology Manager, Reagan Thomas
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

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

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



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
MAY 28, 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, Ashlyn Garis

Visitors present: Bryan Hodgkins

1. CALL MEETING TO ORDER 12:01 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

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

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

c) Vote to convene regular meeting

Sinnes/Upson moved to convene a regular meeting. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, 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, including possible reasonable action to increase the Library Directors compensation.

Cornwell/Sinnes moved to increase DeLano's salary by three percent starting July 1. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

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

Cornwell asked if Oklahoma Library Association (OLA) membership fees come out of the dues and subscriptions account (53054) listed on the financial report. DeLano explained that this is the account OLA memberships are taken from and they are individually purchased memberships. Edwards/Sinnes moved to approve consent docket. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, 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) Report and possible discussion of from the nominating committee on 2023-2024 officers

Correction-5. a) should read nominating committee on 2024-2025 officers. The nominating committee recommended electing Matt Upson as Chair and Kathryn Ross as Vice Chair. They recommended reappointing Naomi Brown as Secretary.

- b) Election of 2024-2025 Chair

Sinnes/McMillian moved to elect Matt Upson as Chair. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

- c) Election of 2024-2025 Vice Chair

Sinnes/McMillian moved to elect Kathryn Ross as Vice Chair. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

- d) Consider reappointment of Naomi Brown as Secretary

Woods/Edwards moved to reappoint Naomi Brown as Secretary. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

- e) Consider approval of Bulletin Board and Pamphlets Policy

DeLano explained that the Bulletin Board and Pamphlet policies have been combined and consolidated with some additional information added. Ross suggested posting a sign stating that the library doesn't necessarily endorse what is posted.

Edwards/Cornwell moved to approve the updated Bulletin Board and Pamphlets policy. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

- f) Consider appointment of staff appreciation committee

Cornwell learned from a library trustee webinar that some boards regularly participate in staff appreciation activities. Cornwell and Ross volunteered to be on a staff appreciation committee. This item has been tabled until the City Attorney's Office considers issues.

- 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

The library received a funding commitment letter for federal discounts on internet service and battery backup equipment. The discount has increased from 60% in previous years to 80%. Speeds will also increase from 200mbps to 500mbps. It is less certain if the library will receive the State eRate discount, but funds available in the operating budget will cover that amount if necessary.

Sinnes/Cornwell moved to accept a 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. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

- 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.

The Board asked Garis to report back if the library has any additional liability when holding programs outside of business hours.

Woods/Cornwell moved to authorize the Library Director to approve library programs held outside of normal operating hours. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, 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

- a. SRP schedule

Several hundred children have already signed up for summer reading. The kick-off event, an outdoor foam party, will take place on June 1 which is also the first day readers can fill out reading logs. Due to significant yearly price increases, using OCLC for catalog records is becoming less sustainable. The Technical Services supervisor will find out the cost and how much staff time it would take to purchase catalog records from a vendor. An engineer has been selected for the fire suppression system project and will send out a request for proposals. Construction will likely start between November and April and will take around three to six weeks to complete. DeLano hopes to keep the library open for the duration of the project, potentially leaving one portion of the building open at a time. The books will have to be moved from the main part of the library during the project.

- b) Miscellaneous items from the Library Board

McMillian shared one of the latest Library Shelf articles from the News Press noting it was very well written.

- i. Discussion about scheduling items for upcoming meetings

- 7. **ADJOURN-Edwards/Woods moved to adjourn at 1:12 p.m. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 05/31/2024

Pct.

Object - Description	Budget	Actual	Actual	Encumbrance	Balance	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	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	1,590.00	16,184.02	0.00	3,815.98	19.07%
47012 - Misc Fees	10,000.00	1,356.25	12,237.25	0.00	-2,237.25	-22.37%
47501 - Room Rental	14,000.00	379.75	30,270.75	0.00	-16,270.75	-116.21%
48701 - Donations	23,063.00	1,423.34	24,485.96	0.00	-1,422.96	-6.16%
Revenue Total:	203,828.00	4,749.34	219,910.87	0.00	(16,082.87)	-7.89%
Expenditure						
51001 - Full Time	684,565.00	50,688.02	601,695.66	0.00	82,869.34	12.10%
51002 - Part Time	274,306.00	20,397.63	224,435.40	0.00	49,870.60	18.18%
51003 - Overtime	1,400.00	0.29	90.31	0.00	1,309.69	93.54%
51021 - Social Security	73,823.00	5,172.51	60,563.90	0.00	13,259.10	17.96%
51022 - Retirement	40,737.00	3,042.54	35,701.42	0.00	5,035.58	12.36%
52012 - Vehicle Repair Parts	500.00	0.00	29.98	0.00	470.02	94.00%
52031 - Office Supplies	1,300.00	70.23	1,201.30	0.00	98.70	7.59%
52034 - Postage	200.00	0.00	52.80	0.00	0.20	0.10%
52036 - Janitorial Supplies	5,350.00	1,263.03	4,408.89	881.24	59.87	1.11%
52040 - Books & Publications	88,300.00	11,280.14	78,813.03	9,400.43	86.54	0.09%
52041 - Clothing & Uniforms	600.00	0.00	600.00	0.00	0.00	0.00%
52042 - Food	80.00	20.00	80.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	167.45	0.00	282.55	62.78%
52046 - Supplies	12,190.00	1,690.64	8,948.02	2,790.58	451.40	3.70%
53001 - Natural Gas	4,600.00	170.24	3,679.84	0.00	920.16	20.00%
53004 - Telecommunications	840.00	52.62	575.38	0.00	264.62	31.50%
53011 - Equipment Rental	6,000.00	0.00	4,475.44	1,524.56	0.00	0.00%
53020 - Repair-Structures	19,687.00	600.00	8,528.54	9,152.50	2,005.96	10.18%
53023 - Repair-HVAC	15,560.00	0.00	1,236.06	14,000.00	323.94	2.08%
53041 - Donations	41,749.00	6,342.16	17,031.54	1,699.92	23,017.54	55.13%
53045 - Grant Expenditure	144,891.00	5,670.37	133,617.49	3,896.34	7,377.17	5.09%
53049 - Cash Short	0.00	-0.10	-38.75	0.00	38.75	0.00%
53054 - Dues & Subscriptions	689.00	103.00	335.00	112.00	242.00	35.12%
53055 - Training	1,300.00	0.00	894.00	0.00	406.00	31.23%
53062 - Refunds	200.00	0.00	46.84	0.00	153.16	76.58%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 05/31/2024

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem.
		Actual		Actual				
53064 - Contract for Services	8,585.00	469.90		6,476.05		1,354.95	754.00	8.78%
53066 - Miscellaneous Services	250.00	0.00		70.00		180.00	0.00	0.00%
53068 - Travel Expense	10.00	0.00		10.00		0.00	0.00	0.00%
53071 - Software Maintenance	47,967.00	0.00		47,135.02		757.62	74.36	0.15%
53083 - Employee Discounts	0.00	-60.00		22,175.00		0.00	-22,175.00	0.00%
56000 - Direct Costs	702.00	59.00		649.00		0.00	53.00	7.54%
56001 - Indirect Costs	851.00	71.00		781.00		0.00	70.00	8.22%
Expenditure Total:	1,477,682.00	107,103.22		1,264,465.61		45,897.14	167,319.25	11.32%
Key Total:	(1,273,854.00)	(102,353.88)		(1,044,554.74)		(45,897.14)	(183,402.12)	14.39%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MAY 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,192)	8,826	ADULT BOOKS	(205)	245	NEW ADULT CARDS
(9,749)	12,544	CHILDREN'S BOOKS	(68)	89	NEW CHILDREN'S CARDS
(24)	16	DEVICES	(21,755)	22,550	TOTAL ACTIVE BORROWERS
(323)	500	VIDEOS	(9)	15	HOMEBOUND & FACILITIES DELIVERIES
(811)	929	AUDIOS	(861)	1,000	COMPUTER
(80)	130	BOOK CLUB BOOKS	(2,217)	4,501	WIRELESS USERS
(31)	18	INTERLIBRARY LOAN	(31)	46	NOTARY SERVICES
(919)	824	IN LIBRARY USE	(3)	2	CURBSIDE DELIVERIES
(6,091)	6,441	EBOOKS			
(5,391)	6,122	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(52)	82	KITS			
(30,663)	36,432	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,782)	13,175	ADULT	(1,745)	1,823	OSU STUDENT
(4,304)	4,373	CHILD	(214)	208	OUT OF COUNTY
			(2,710)	2,971	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,044 /	2,506	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(12,615)	13,585	(12659 +926)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(19,783)	29,079	

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

(64)	26	MEETING ROOM USAGE
(255)	239	ADULT LIBRARY PROGRAM ATTENDANCE
(42)	49	YOUNG ADULT PROGRAM ATTENDANCE
(441)	490	STORY TIME ATTENDANCE
(178)	640	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(325)	328	CHILDREN'S GRAB & GO BAGS
(50)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(405)	276	BOOK MATERIALS	(681)	607
(1)	0	NON-BOOK MATERIALS		
(79,466)	80,401	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(83,531)	86,926	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT MAY 2024

ADULT SERVICES

<u>3,714</u>	<u>Reference Questions</u>	<u>4</u>	Outreach	<u>507</u>	Participants
	<u>2,695</u>		in person	<u>15</u>	Number of Adult Programs
	<u>631</u>		by phone	<u>239</u>	Attendance at Adult Programs
	<u>388</u>		directional	<u>3</u>	Number of Young Adult Programs
		<u>49</u>	Attendance at Young Adult Programs		
<u>26</u>	Meeting Room Usage	<u>23</u>	Number of Volunteers		
		<u>82.00</u>	Total Volunteer Hours		
		<u>17</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>8</u>	Number of pre-school programs		(daycare & Headstart)		
<u>449</u>	Attendance at pre-school programs				
<u>25</u>	Number of storyhours				
<u>490</u>	Attendance at storyhours				
<u>11</u>	Number of programs/school visits for school age children		(here or away)		
<u>191</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>8</u>	Displays				
<u>0</u>	Number of volunteers				
<u>0.00</u>	Total volunteer hours				

REGISTRATION

<u>334</u>	<u>Total new borrowers</u>		
	<u>245</u>	Adults	
	<u>89</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MAY 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
4,040	4,575	5,469	Fiction
1,455	1,448	1,813	Nonfiction
1,193	1,159	1,531	New books
22	10	13	Multi-language items
6,710	7,192	8,826	Total Book Checkouts
26	24	16	Devices
237	150	151	CD books
71	28	17	Music cds
259	126	168	DVDs & Blu-rays
90	80	130	Book Club Bks
10	9	18	Kits
693	417	500	Total Checkouts
358	591	364	In-library use
51	31	18	ILL
6,205	6,091	6,441	Ebooks
4,382	5,391	6,122	Downloadable audios
511	0	0	Emagazines
1	0	0	Streaming videos
11,508	12,104	12,945	Total Checkouts

28,543 30,663 36,432 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2022	2023	2024	
6,591	8,121	10,660	Fiction
1,375	758	914	Nonfiction
597	760	859	New books
99	110	111	Multi-language items
8,662	9,749	12,544	Total Book Checkouts
481	630	755	CD books
6	3	6	Music cds
218	197	332	DVDs & Blu-rays
5	43	64	Kits
710	873	1,157	Total Checkouts
260	328	460	In-library use

HOMEBOUND/FACILITIES DELIVERIES

6	Homebound patron deliveries	9	Facility deliveries
14	Homebound items/materials	13	Deposit collections
		270	Total number of books

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES
AND CITY OF STILLWATER/STILLWATER PUBLIC LIBRARY

The following amendment is added to contract F-24-93 between the Oklahoma Department of Libraries (Department) and the City of Stillwater/Stillwater Public Library (Contractor).

1. The Department will pay an additional **Thirty Thousand Dollars (\$30,000)** to the Contractor to order additional e-media resources as agreed upon among the members of the Oklahoma Virtual Library Consortium, with the Contractor acting as their agent.

All requirements and restrictions described in the original contract apply to this contract amendment.

SIGNATURES

On behalf of the Contractor

Stacy DeLano, Director

Typed name and title of signor



Signature

6-4-24

Date

On behalf of the Department

Natalie Currie, Director

Signature

Date

Kimberly Meek, City Manager

Typed name and title of signor



Signature

6-24-2024

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

Assurances: Fund 40000 is encumbered for this Contract

Financial Mgr: _____ Date: _____



[Home](#) | [About OHS](#) | [Program Requirements](#)

Oklahoma Heritage Preservation Grant Program

Program Requirements

The below information provides a general overview of the grants program. [Please refer to the official rules for full compliance of the grants program administrative rules.](#) Any checklists, suggestions, or guidance found on this website are for illustrative purposes only and do not supersede the official rules for the program.

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Purpose

The Oklahoma Historical Society (OHS), a state agency and private membership organization, may set aside funds each year to assist organizations that collect, preserve, and share collections associated with Oklahoma history. The objectives of the program include:

- Encourage improvement in the care of [collections](#), a higher quality of [exhibits](#), and the expansion of Oklahoma history [programs](#) at the local level where a sense of community and the spirit of volunteerism are assets that can be tapped for historical purposes.

- Foster a learning process that brings together trained, experienced museum and archival professionals with avocational volunteers and part-time employees who want to improve care of collections, learn techniques of preservation, and expand educational programs.

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Eligibility

Eligible Entities

Only entities that meet the following eligibility requirements shall be considered for a grant:

- Applicants must be [municipal](#) , [county](#) , or [tribal](#)  governments, [not-for-profit historical organizations](#) , as defined in section 320:15-1-3, or a [support group](#)  of a municipal, country, or tribal government or not-for-profit historical organizations.
- Applicant organizations must be engaged in the collection, preservation, and sharing of collections that may include but are not limited to: objects, photographs, manuscripts, videos, audio recordings, maps, periodicals, microforms, books, vertical files, archaeological material, or [historic buildings](#) .
- Applicant organizations must have a [strategic plan](#)  for their organization. If an organization does not have a strategic plan, the only [project](#)  that will be eligible for consideration is the development of a strategic plan.
- Applicant organizations must have an [operating budget](#)  under \$500,000.

Eligible Projects

Only projects that meet the following eligibility requirements shall be considered for a grant.

- The minimum amount requested shall be \$1,000 and the maximum amount requested shall be \$20,000, with the exception of grant requests for the development of a strategic plan which shall be a minimum of \$500 to and a maximum of \$5,000.
- Applicants requesting \$5,000 to \$20,000 in grant funds must provide a [cash match](#)  of ten (10) percent of the total grant funds distributed by the OHS. Applicants requesting less than \$5,000 must provide a financial match (cash or in-kind) of ten (10) percent of the total grant funds distributed by the OHS.
- Proposed projects must be completed within twelve (12) months of receipt of grant contract.

Ineligible Projects Expenses

The following expenses will not be eligible for a grant funding:

- [Repair](#) , maintenance, or expansion of facilities (projects affecting a facility that is directly related to collections, collections care, or exhibits will be considered)
- Rent or mortgage payments
- Utilities or insurance
- Salaries, wages, or benefits for employees (project-specific salaries will be considered)

- Creation of new monuments, sculptures, murals, or other works of art, unless it serves as an integral part of a larger exhibit
- Acquisition of real estate
- Landscaping or site work, unless it serves as an exhibit, an integral part of an exhibit or educational program
- Planning for new construction
- [Indirect costs](#) 
- Projects to remodel or modernize building interiors unrelated to collections, collections care, or exhibit construction
- Fundraising events
- Entities utilizing federal and/or state historic tax credits for proposed project
- Historic preservation projects that are part of a federal undertaking

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Typical Projects

The following serve as examples of projects that would be eligible for funding. Some of these projects may be accomplished by a grant recipient's staff and/or volunteers, with payments available every quarter or month based on completed work. Some may be accomplished through [OHS project teams](#)  that work as consultants to the grant recipients. Still other projects may be completed through [third-party consultants](#)  who are paid quarterly or monthly based on work completed.

- Storage, management, and/or care of collections
- Conducting, transcribing, or cataloging oral histories
- Digital conversion of historical collections (copyright and fair use will be the responsibility of the applicant organization, however the OHS reserves the right to not fund digitization projects for which there are concerns about copyright)
- Preservation assessments
- Emergency Preparedness Efforts
- Environmental assessments and monitoring systems
- Exhibit research, writing, graphic design, fabricating, mounting, and installation
- Production or installation of audio/visual components of exhibits
- Governance capacity building, including board development, constitution and bylaws, or policies and procedures
- Strategic plan/succession planning
- Board, staff, and volunteer training
- Public programs, such as guided tours, classes, or lectures
- [Publications](#) 
- Historical markers
- Website development

- Educational workshops
- Acquisition of collections
- Archaeological/architectural/historical surveys
- Archaeological field work
- Preservation covenant/easement preparation

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Application Process

Application Requirements

Application forms will be available online through the Oklahoma Historical Society's website following the announcement of solicitation of proposals. This form must be submitted online following the instructions on the website. Applicants with questions regarding the application may contact the OHS Grants office. Any staff member(s) designated to facilitate the grant program will not be part of the evaluation or award decision process.

The following information will be requested in the application:

- Project name
- Organization with name and contact information of [authorizing official](#) 
- Organization status (non-profit, governmental entity, tribal)
- Filing number with the Oklahoma Secretary of State, if applicant organization is a domestic not-for-profit.
- Organization type (museum, historic site, historical society, [library with special collection](#) , or archive, etc.)
- Organization description (including, if applicable, existing programs, scope and approximate number of collections, visitation, sources of financial support, participation of board members, and total membership)
- Accessibility to the public (this may include hours of operation, website, social media, workshops, or regularly scheduled meetings)
- [Key staff](#) /volunteers (if applicable) and board members
- Project summary
- Plan for project and organizational sustainability
- Project cost
- Amount requested
- Source of ten (10) percent financial match
- Strategic plan (not applicable if grant request is for strategic plan development)
- Organization's annual budget
- Timeline of project
- Date board of directors approved submitting a project proposal

- Proposed project budget which shall account for items outlined in project narrative, account for applicant organization's cash match, and include quotes from vendors or use of market research to formulate budget
- Any other information as may be requested

OHS staff will evaluate all project proposals and certify whether each meets the minimum eligibility requirements. Incomplete applications, or applications received after the application deadline will not be considered.

Only one completed application will be considered per organization each grant selection cycle.

Draft application

Applicant organizations may voluntarily send a draft application to the Grants Administrator for feedback. This draft application must be sent following the guidelines and due date found on the OHS website. Participation in the draft application feedback will not guarantee funding nor will non participation negatively affect an organization's ability to receive funding. The applicant organization is able to accept or disregard in whole or part the recommendations offered by the Grants Administrator. It is important to remember that the Grants Administrator does not have grant decision making authority.

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Application Evaluation and Award Process

Grant Selection Weighted Criteria

Using the established weighted criteria below, a rating of one (1) to five (5) will be applied to each criteria, with one (1) signifying minimum value and five (5) signifying maximum value. The rating then will be multiplied by the weight assigned to each criteria to determine a total value.

All project proposals will be evaluated and ranked using the following weighted criteria:

- Project potential, which may include, fulfilling a demonstrated need in the community or for the applicant organization, economic impact on community or organization, publicly accessible product/service, project sustainability, possible impact on the scope of collections, or produces measurable outcomes. This criteria shall be weighted at a factor of five (5).
- Historical importance of the collections or [theme](#)  of the applicant organization as defined by the most current OHS Historic Context Review Report (available upon request), which is in effect at the time of the solicitation of proposals. This criteria shall be weighted at a factor of three (3).
- Institutional readiness of applicant organization, which may include past accomplishments, programming/activities, facilities, base of support, strength of organizational strategic plan, community engagement, participation of board members/volunteers, accessibility to the public, or record of collecting experience/care. This criteria shall be weighted a factor of three (3).
- Implementation of project, which may include a clear and comprehensive explanation of the project, a clear explanation of how the project will be accomplished, development of project budget based on

vendor quotes or market-based research, identification of staff, volunteer, and/or third party vendor responsibilities, identification of deadlines, method for gauging project impact, or ability to complete project within one year. This criteria shall be weighted at a factor of three (3).

- Organizational impact, which may include a description of how the project fits into the long-term goals or strategic plan of the applicant organization, a description of how the project will increase the ability to attract and diversify future funders, and the ability to capitalize on the project's success to springboard into future projects/collaborations. This criteria shall be weighted at a factor of three (3).
- Failure to meet requirements from past Heritage Preservation Grant award (if applicable). This criteria shall be weighted at a factor of negative two (-2).

Application Evaluation and Awards

- The [OHS staff review committee](#)  appointed by the OHS Executive Director, shall rank the proposed projects using the weighted criteria. The OHS staff member(s) designated to facilitate the program and grant application process will be excluded from appointment to this committee.
- Using the established weighted criteria (320:15-2-2[1-6]), a rating of one (1) to five (5) will be applied to each criteria, with one (1) signifying minimum value and five (5) signifying maximum value. The rating then will be multiplied by the weight assigned to each criteria to determine a total value. In making the list for recommendation the OHS staff review committee shall evaluate based on the weighted criteria and adherence to statutory and regulatory program requirements. These requirements are geographic balance, cash match, the existence of a strategic plan for the applicant organization, tribal division, or governmental department, as well as, consideration of failure to meet requirements from past Heritage Grant awards.
- The OHS Executive Director shall submit the staff evaluations and accompanying recommendations to the [Oklahoma Heritage Preservation Grant Review Committee](#)  for review and recommendation to the full Board.
- The [Oklahoma Historical Society Board of Directors](#)  will make the final decision of which projects will be funded, the amount of each grant, and the number of organizations to receive a grant. In awarding grants the Board will, in accordance with statutory requirements, give preference to projects affecting collections, educational programs, and exhibits (53 O.S. Section 415). Because the grant application procedure(s) are not individual proceedings, the awarding of grants by the Board is not subject to appeal under the Administrative Procedures Act.
- The OHS will initiate a contract with each grant recipient. Modifications to project scope or project budget, in excess of ten percent of any line item/spending category will require prior approval in writing from OHS executive director.
- The Grants Administrator may contact the applicant organization for clarification or for additional information regarding an application.
- No employee of the OHS shall act as an individually paid third-party vendor for a project with an applicant organization that receives grant funds.

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Funding and Payment Procedure

Funding

For the fiscal year 2024 (July 1, 2023, through June 30, 2024) the OHS has allocated \$500,000 for grant funds. The total amount of funds to be granted, as well as specific grants awarded, will be based on appropriations, unless a revenue shortfall reduces appropriations to the OHS. If this occurs, funds granted will be deducted by the proportionate percentage of the shortfall to the Oklahoma Historical Society's appropriations.

Payment Procedures

This grant program is reimbursement based. Where applicable, payments for projects, programs, services, or activities for the Heritage Preservation Grant Program will be made according to the Central Purchasing Act (74 O.S. Section 85.1 et seq.) and Central Purchasing Rules as established by the Oklahoma Office of Management and Enterprise Services Administrative rules OAC 260:115. Grant recipients must submit documentation for completed work and invoices to receive reimbursement as the project moves forward. All reimbursements will be made after proof that work has been completed.

Audit

The grantee shall retain all books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the State, the successful grant recipient agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant contract.

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Definitions

The following words and terms shall have the following meaning, unless the context clearly indicates otherwise:

The following words and terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Administrative Rules Liaison" means or refers to the OHS staff member that has been designated by the OHS Executive Director to serve as the liaison to the Office of Administrative Rules (OAR) in the Oklahoma Secretary of State's Office. They shall act as liaison between the OHS and the OAR in all matters concerning documents submitted by the OHS. All documents submitted by the OHS shall be coordinated through the liaison, and require the verification and signature of the liaison.

"Authorizing official" means or refers to the individual authorized on behalf of the institution to approve the submission of proposals and accept any resulting project grants or contracts.

"Capital improvement" means or refers to a durable upgrade, adaptation, or enhancement of a property that increases its value, often involving a structural change. Provided, however, it does not include any improvements to items in collections, or collections care, nor any modification or improvements made to exhibits or installing exhibits.

"Cash match" means or refers to the money that the applicant organization will provide toward the project. This money can be from a number of sources, examples include: general operations, donation, or a fundraiser. Cash match would not include the salary of a full-time staff member already working for the applicant organization. Matching funds must be expended after the grant contract is signed.

"Collections" means or refers to the objects, photographs, manuscripts, videos, audio recordings, maps, periodicals, microforms, books, vertical files, archaeological material, historic buildings, or oral histories.

"Conserved" means or refers to the act of stabilizing or protecting an artifact or archival collection.

"County government" means or refers to Oklahoma county governments as defined in Oklahoma law.

"Exhibits" means or refers to the public display either physical or online of collections with contextual interpretation informing the public on the topic being explored.

"Historic buildings" means or refers to a structure listed or eligible for listing on the National Register of Historic Places.

"Indirect costs" means or refers to an organization's overhead, administrative, or other expenses not directly related to the project and also possibly supporting other projects or functions. An example of this would be another division of the applicant organization managing the financial aspects of the grant and wanting a percentage of the grant funds to pay for the financial overhead costs incurred.

"Key staff" means or refers to the staff member(s) or individual(s) who will play a major role in the proposed project.

"Libraries with special collection(s)" means or refers to historical collections held by libraries that may include anything other than published books.

"Major component" means or refers to the mission of the institution and the inclusion of Oklahoma history.

"Municipal government" means or refers to Oklahoma municipalities as defined in Oklahoma law.

"Not-for-profit historical organization" means or refers to museums, historic sites, historical associations, historic preservation organizations, archives, libraries with special collections, or genealogical associations. These organizations must be located in the state of Oklahoma, be registered and in good standing with the

Oklahoma Secretary of State as a domestic not for profit, and feature Oklahoma history as a major component of their mission.

"OHS" means or refers to the Oklahoma Historical Society.

"OHS project teams" means or refers to employees or volunteers under the jurisdiction of the Oklahoma Historical Society who may serve as consultants or contractors to the grant recipient to accomplish all or part of an awarded project.

"OHS staff review committee" means or refers to the OHS staff members selected by the OHS Executive Director who will evaluate applications based on the weighted criteria and adherence to program requirements. The OHS Grants Administrator is excluded from appointment to this committee and has no grant decision making power.

"Oklahoma Heritage Preservation Grant Review Committee" means or refers to the committee appointed by the Oklahoma Historical Society Board President and confirmed by the Oklahoma Historical Society Board of Directors. As authorized by 53 O.S. Section 416(a) this committee will be made up of no less than five (5) and no more than seven (7) individuals.

"Oklahoma Historical Society Board of Directors" means or refers to the governing body of the Oklahoma Historical Society as authorized by 53 O.S. Section 1.6.

"Organizational Development" means or refers to training for board and staff, professional assistance with organizational issues, improving governance structures, volunteer or membership program development, and assessments or strategic plans (including paid facilitators/consultants).

"Operating budget" means or refers to the most recent operating budget approved for the applicant organization. This budget shall include staff salaries but exclude non-reoccurring costs. Applicants of tribal or municipal governments may use the operating budget of the division in which the project will take place. If an applicant organization is a sub-entity of tribal or municipal government but is a historical organization (museum, historic site, historical association, archive, library with special collection or genealogical association) they will use the sub-entity's operating budget. Support organizations must use the operating budget of the primary beneficiary of the grant funds, regardless of the funding source of that operating budget. Libraries with special collections may use the operating budget allotted to special collections. An example of this would be a city government applying for a grant to digitize historic maps. This applicant would use the operating budget for the division which oversees archives, not the entire budget of the city government.

"Programs" means or refers to organized educational activities available to the public. Examples of this might include a tour, lecture series, or workshop.

"Project" means or refers to an inclusive term to convey any eligible proposal.

"Publications" means or refers to publishing content of an educational nature in print or electronic form. For

this purpose, publications would not include paid advertisements or invitation cards.

"Repair" means or refers to fix or mend a thing suffering from damage or fault, or refers to fixing or repairing of facilities, not the repair of items in collections.

"Strategic plan" means or refers to an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. The applicant organization's strategic plan should address the following: organization's mission statement, setting of goals, long-range planning, and an action plan for accomplishing goals.

"Support groups" means or refers to a not-for-profit organization whose purpose is to support the mission and provide financial support to the applicant organization. This term could also include friend's groups or foundations. An example of this would be a library operated by an institute of higher learning having a friend's group that supports the organization through applying for grants, receiving and managing donations, or hosting donor events.

"Theme" means or refers to broad categories of Oklahoma history such as "American Indian," "Transportation," or "Military."

"Third-party consultant" means or refers to a contracted third party who conducts work for the grant recipient as it relates to the project grant funds awarded.

"Tribal government" means or refers to federally recognized American Indian tribes located in Oklahoma.

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Fundraising Schedule

The intent of the fundraising schedule is to create a basic consistent and manageable plan of activities for library staff for the purpose of increasing the Trust corpus to generate enough interest to fund yearly projects. The library staff goal is a \$50,000/year spending limit (approx. \$1,250,000 corpus)

January

- Write Jan-June thank you letter (under \$500)
- Send tax letters to donors \$500 or more (transitioned to handwritten thank you notes)

February

- Annual Large Event: Read-a-thon
 - 24 hour read-a-thon
 - Ask Stillwater “celebrities”
 - Find appropriate fundraising platform
 - Investigate concurrent social media campaign

March

- Identify one person or business to approach each month (April-March)
 - Identify the staff or member of 3 boards to assist for each

May

- Order spines for past 6 months

June

- Write July-Dec. thank you letter (under \$500)

July

- Start committee meeting for Feb. event

August

- Request speaking date for area organizations

September

- Submit end of year communication to Trust

October

- End of Year letter
 - To past donors
 - To February Read-a-thon donors (add to 2025 letter)

November

- Order spines for past 6 months

December

- Write library’s portfolio of elevator pitches
 - Create a checklist of community’s ten most important issues
 - How does library address each community issue

2024-2025 action goals (in addition to above schedule)

1. Investigate the costs and feasibility of adding a fundraising position
 - AmeriCorps
 - Must be no cost or cost covered by Trust
2. Pursue a Fraternity or Sorority local philanthropy partnership
3. Ask FOL about feasibility of providing a funding match to the annual fall campaign
4. Test low or no cost fundraising software while maintaining an up-to-date donor registry on excel
5. Revamp online payment option with City IT/embed form online
6. Investigate methods for strengthening online presence
 - Move donations more prominently on website
 - Donation button on newsletter, Facebook, and Instagram
7. Create permanent sign for donor installation
8. Rework full donor list for website
9. Prepare 2025 fall campaign---One \$Million Mark
10. Plan development of multi-year general publicity
 - New video (<https://www.youtube.com/watch?v=3ilkOi3srLo&t=176s>)
 - Tag (#FollowTheFrog)
 - Mailer brochure

2-5 year action goals

1. Donor options explained on website/brochures (<https://www.nypl.org/support/planned-giving>; <https://www.bklynlibrary.org/support/legacy-giving>)
2. Hold estate planning programs
3. Create a planned giving organization (Bigelow Society, Ingersoll Circle) for special benefits
4. Determine which foundations fund trust-like entities
5. Develop Café Press-like store with products



Personal Computer and Device Assistance Policy

The Stillwater Public Library provides free access to computers, internet, and applications. For patrons who choose to use their own devices, the library provides an array of informational resources, free wireless internet, and space.

Staff may assist patrons who are using their own devices with general applications, such as accessing the library's wireless internet, providing short instruction on internet searching, and answering questions about how to use programs like Microsoft Office Suite, etc. Staff may also assist patrons with registering eBook readers, downloading and setting up library applications like Overdrive, and troubleshooting issues with library applications.

Library staff will not engage in repair, troubleshooting, or technical support for patrons' personal computers and electronic devices. Specifically, library staff is not able to:

- Troubleshoot or engage in technical support that normally is a function of hardware and software manufacturers' support personnel.
- Download or install software, other than library service related programs and applications
- Conduct virus or troubleshooting scans
- Conduct backups or file management
- Install security software or provide security program recommendation

Library staff will assist patrons in locating resources, professionals, and manufacturers so that patrons can address their own computer and device issues.

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

Approved: 5/26/14
Revised: 5/22/18
Reaffirmed: 6/25/24