



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

NOTE: The Stillwater Public Library Board will gather in the North Building Conference Room 313 beginning at 11:30 a.m. for lunch. No Stillwater Public Library Board business will be discussed or acted upon at this time. This is not a closed session and members of the public and press are welcome to attend. Lunch will not be provided to anybody in attendance.

1. CALL MEETING TO ORDER

2. 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: June 25, 2024, Regular Meeting
- b) Stillwater Public Library June-July 2024 Financial Reports
- c) Stillwater Public Library June-July 2024 Activity Report

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 acceptance of 2023-24 Annual Trust Report
- b) Consider approval of the Children in the Library Policy to supersede the Underage Policy and Disruptive Behavior Policy
- c) Consider approval of a 3% cost-of-living increase to the Library Director's compensation effective June 27, 2024, which is consistent with a recent across-the-board cost of living adjustment for general city employees.
- d) Update and discussion on Staff Appreciation subcommittee report

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. Update on Fire Suppression System Replacement
 - ii. Update on long range planning and facilitation by MTC
- 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
JUNE 25, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present: Mike Woods, Martha McMillian, Donna Sinnes, Robin Cornwell, Matt Upson, Sharon Edwards

Staff present: Stacy DeLano, Naomi Brown, Reagan Thomas, Ashlyn Garis

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

2. CONSENT DOCKET

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

- a) Minutes: May 28, 2024, Regular Meeting
- b) Stillwater Public Library May 2024 Financial Report
- 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

Cornwell asked about the key total in the financial report. The key total is the difference between expenditures and revenue totals. Cornwell asked when the

streamlined activity report will be available. DeLano said it would be available starting with the August meeting. McMillian asked about the donation expenditure account in the financial report. DeLano explained that funds not used will be carried forward. Most of the donations are from Friends of the Library money, much of which will be spent in July. Upson asked about the difference in the two locations in the activities report documenting reference questions. DeLano explained that the difference has to do with the information the state aid report requires which excludes directional questions, while we like to know how many directional questions were asked in our statistical analysis.

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

3. PUBLIC COMMENT ON AGENDA ITEMS

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

4. GENERAL ORDERS

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

a) Consider appointment of staff appreciation committee

Cornwell suggested forming a subcommittee to plan a regular staff appreciation activity. The city attorney said a subcommittee for that purpose would be appropriate. If the staff appreciation activity is an event attended by Board members, it will need to be posted as a special meeting, even though no business will take place. Cornwell, Ross, and Sinnes have volunteered to be on the committee. They will report back with activity ideas at the next regular meeting.

Sinnes/Cornwell moved to form an ad hoc committee with the three members above to plan staff appreciation events. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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 **This grant would provide funds for materials needed to digitize an archives collection, most likely the Stillwater Fire Department collection. These archives would be available to the public, likely appearing on the Oklahoma Historical Society (OHS) website or ODL's Oklahoma Images site where the rest of the**

library's online archives are posted. The grant requires a 10% cash match which DeLano will procure via a Friends of the Library request or through use of the State Aid grant.

Cornwell/Woods moved to approve DeLano's 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 digitize an archival collection. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

c) Report on staff's Trust fundraising plan

DeLano explained that the Trust fundraising plan provides the basic framework for a regular fundraising schedule. DeLano met with an Oklahoma AmeriCorps representative to inquire about volunteers for fundraising assistance. There are no current openings in the lowest cost program, but DeLano will check regularly for openings. The next fundraising activity will be the read-a-thon in February. A committee will soon be formed to begin planning for it.

d) Consider reaffirmation of the Personal Computer Assistance Policy

DeLano explained that the reference staff are frequently asked to help with computers and devices. The primary purpose of this policy is to lay out the type of assistance that staff can provide.

Woods/Sinnes moved to reaffirm the Personal Computer Assistance Policy. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

5. REPORTS FROM OFFICERS & BOARDS

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

a) Miscellaneous items from the Library Director

Summer reading has been successful with over 1,400 people signed up so far. On Wednesday, DeLano will meet with the engineer for the fire suppression replacement project and learn more details including information about the upcoming Request for Proposal process. Recently DeLano formed a welcoming committee to determine whether community members feel welcome in the library and whether library staff are perceived as approachable. A short survey has been made available to the public. Feedback received from the surveys so far has been positive. The information learned will be used to create a standard greeting given consistently by all staff. The City of Stillwater recently awarded a three percent cost-of-living increase to all staff.

- i. Introduction of Library Technology Manager Reagan Thomas

Thomas is the newest member of the leadership team. He started work at the library at the end of February 2024. Thomas maintains the library network and assists with library staff computer issues. He is also creating procedures for IT processes at the library and will assist in creating a technology long-range plan.

- b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Sinnes/Woods moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 12:59 p.m.

Prepared by: Naomi Brown, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Board**

June 30, 2024

Experimental Finance Template

Percent of Year remaining:

0.00%

Revenue000 -Revenue going to City

	Projected Annual Collections	Total Collected this month	Total Collected this year	NA	Remainder Projected to be Collected
45000 - Fines & Forfeits	20,000.00	1,386.24	17,570.26	0.00	2,429.74
47012 - Misc Fees	10,000.00	1,207.55	13,444.80	0.00	-3,444.80
47501 - Room Rental	14,000.00	852.50	31,123.25	0.00	-17,123.25
Total	44,000	3,446.29	62,138.31	0.00	-18,138.31

Revenue000 -Revenue from 2023-24grants

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to receive from grantor (if neg. total, then do budget amend)
43000 - Grant Revenue	7,000.00	0.00	7,000.00	0.00	0.00
43100 - Federal Grants	145,757.00	30,000.00	140,724.89	0.00	5,032.11
43200 - State Grants	19,008.00	0.00	19,008.00	0.00	0.00
Total	171,765	30,000.00	166,732.89		5,032.11

Revenue000 -Revenue from 2023-24donations

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to be received (if neg. total, then do budget amend; postive = rounding error)
48701 - Donations	24,486.00	0.00	24,485.96	0.00	0.04
Total	24,486.00	0.00	24,485.96	0.00	0.04

Expenditure100 -Personal Services

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (minus encumbrances)	Pct. Remaining
51001 - Full Time	684,565.00	50,688.07	652,383.73	0.00	32,181.27	4.70%
51002 - Part Time	274,306.00	19,728.20	244,163.60	0.00	30,142.40	10.99%
51003 - Overtime	1,400.00	83.16	173.47	0.00	1,226.53	87.61%
51021 - Social Security	73,823.00	5,126.13	65,690.03	0.00	8,132.97	11.02%
51022 - Retirement	40,737.00	3,045.53	38,746.95	0.00	1,990.05	4.89%
Total	1,074,831.00	78,671.09	1,001,157.78	0.00	73,673.22	

200 -Materials & Supplies

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
52012 - Vehicle Rep.Parts	500.00	0.00	29.98	0.00	470.02	94.00%
52031 - Office Supplies	1,300.00	0.00	1,201.30	0.00	98.70	7.59%
52034 - Postage	200.00	0.00	52.80	0.00	147.20	73.60%
52036 - Janitorial Supplies	5,350.00	864.07	5,272.96	0.00	77.04	1.44%
52040 - Books & Pubs	88,300.00	6,826.34	85,639.37	2,568.26	92.37	0.10%
52041 - Clothing/Uniforms	600.00	0.00	600.00	0.00	0.00	0.00%
52042 - Food	80.00	0.00	80.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	45.64	213.09	0.00	236.91	52.65%
52046 - Supplies	12,190.00	2,777.21	11,725.23	20.12	444.65	3.65%
Total	108,970.00	10,513.26	104,814.73	2,588.38	1,566.89	

300 -Other Services & Fees

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
53001 - Natural Gas	4,600.00	155.56	3,835.40	0.00	764.60	16.62%
53004 - Telecom	840.00	52.67	628.05	0.00	211.95	25.23%
53011 - Equipment Rental	6,000.00	1,032.59	5,508.03	0.00	491.97	8.20%
53020 - Repair-Structures	19,687.00	2,934.86	11,463.40	7,357.50	866.10	4.40%
53023 - Repair-HVAC	15,560.00	0.00	1,236.06	14,000.00	323.94	2.08%
53041 - Donations	43,172.00	1,698.76	18,730.30	0.00	24,441.70	56.61%
53045 - Grant Expenditure	179,891.00	2,513.99	136,131.48	823.68	42,935.84	23.87%
53049 - Cash Short	0.00	-0.10	-38.85	0.00	38.85	0.00%
53054 - Dues	689.00	112.00	447.00	0.00	242.00	35.12%
53055 - Training	1,300.00	0.00	894.00	0.00	406.00	31.23%
53062 - Refunds	200.00	30.68	77.52	0.00	122.48	61.24%
53064 - Cont. for Services	8,585.00	578.25	7,054.30	776.70	754.00	8.78%
53066 - Misc. Services	250.00	21.90	91.90	0.00	158.10	63.24%
53068 - Travel Expense	10.00	0.00	10.00	0.00	0.00	0.00%
53071 - Software Maint	47,967.00	754.92	47,889.94	0.00	77.06	0.16%
Total	328,751.00	9,886.08	233,958.53	22,957.88	71,834.59	

July 31, 2024

Experimental Finance Template

Percent of Year remaining: 91.66%

This color indicates that fixed costs are encumbered so % remaining will be low

Revenue

000 -

Revenue going to City

	Projected Annual Collections	Total Collected this month	Total Collected this year	NA	Remainder Projected to be Collected
45000 - Fines & Forfeits	20,000.00	1,517.81	1,517.81	0.00	18,482.19
47012 - Misc Fees	9,000.00	1,614.83	1,614.83	0.00	7,385.17
47501 - Room Rental	11,000.00	5,617.75	5,617.75	0.00	5,382.25
Total	40,000	8,750.39	8,750.39	0.00	31,249.61

Revenue

000 -

Revenue from 2023-24
grants

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to receive from grantor (if neg. total, then do budget amend)
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
43100 - Federal Grants	0.00	824.68	824.68	0.00	-824.68
43200 - State Grants	0.00	0.00	0.00	0.00	0.00
Total	0	824.68	824.68		-824.68

Revenue

000 -

Revenue from 2023-24
donations

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to be received (if neg. total, then do budget amend; postive = rounding error)
48701 - Donations	0.00	168.91	168.91	0.00	-168.91
Total	0.00	168.91	168.91	0.00	-168.91

Expenditure

100 -

Personal Services

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (minus encumbrances)	Pct. Remaining
51001 - Full Time	679,101.00	45,200.10	45,200.10	0.00	633,900.90	93.34%
51002 - Part Time	286,136.00	18,338.43	18,338.43	0.00	267,797.57	93.59%
51003 - Overtime	500.00	45.34	45.34	0.00	454.66	90.93%
51021 - Social Security	73,879.00	4,760.62	4,760.62	0.00	69,118.38	93.56%
51022 - Retirement	40,776.00	2,714.72	2,714.72	0.00	38,061.28	93.34%
Total	1,080,392.00	71,059.21	71,059.21	0.00	1,009,332.79	

200 -

Materials & Supplies

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
52012 - Vehicle Rep.Parts	500.00	4.44	4.44	0.00	495.56	99.11%
52031 - Office Supplies	1,700.00	0.00	0.00	154.88	1,545.12	90.89%
52034 - Postage	200.00	0.00	0.00	0.00	200.00	100.00%
52036 - Janitorial Supplies	5,100.00	0.00	0.00	0.00	5,100.00	100.00%
52040 - Books & Pubs	88,300.00	344.10	344.10	84,475.90	3,480.00	3.94%
52041 - Clothing/Uniforms	600.00	0.00	0.00	0.00	600.00	100.00%
52042 - Food	0.00	0.00	0.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	17.21	17.21	0.00	432.79	96.18%
52046 - Supplies	10,000.00	0.00	0.00	839.63	9,160.37	91.60%
Total	106,850.00	365.75	365.75	85,470.41	21,013.84	

300 -

Other Services & Fees

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
53001 - Natural Gas	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
53004 - Telecom	7,640.00	52.15	52.15	0.00	7,587.85	99.32%
53011 - Equipment Rental	6,000.00	412.01	412.01	5,474.94	113.05	1.88%
53020 - Repair-Structures	14,743.00	3,332.92	3,332.92	5,029.41	6,380.67	43.28%
53023 - Repair-HVAC	9,250.00	0.00	0.00	4,000.00	5,250.00	56.76%
53041 - Donations	11,604.00	3,125.00	3,125.00	517.52	7,961.48	68.61%
53045 - Grant Expenditure	8,681.00	1,672.09	1,672.09	983.68	6,025.23	69.41%
53049 - Cash Short	0.00	0.00	0.00	0.00	0.00	0.00%
53054 - Dues	737.00	0.00	0.00	0.00	737.00	100.00%
53055 - Training	1,300.00	0.00	0.00	0.00	1,300.00	100.00%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Cont. for Services	9,985.00	0.00	0.00	9,971.00	14.00	0.14%
53066 - Misc. Services	250.00	0.00	0.00	150.00	100.00	40.00%
53068 - Travel Expense	750.00	0.00	0.00	40.00	710.00	94.67%
53071 - Software Maint	51,295.00	20,927.42	20,927.42	8,179.39	22,188.19	43.26%
Total	128,435.00	29,521.59	29,521.59	34,345.94	64,567.47	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,952)	9,884	ADULT BOOKS	(267)	292	NEW ADULT CARDS
(11,522)	16,396	CHILDREN'S BOOKS	(110)	112	NEW CHILDREN'S CARDS
(16)	9	DEVICES	(21,813)	22,509	TOTAL ACTIVE BORROWERS
(474)	603	VIDEOS	(11)	20	HOMEBOUND & FACILITIES DELIVERIES
(969)	1,283	AUDIOS	(913)	1,114	COMPUTER
(80)	110	BOOK CLUB BOOKS	(2,764)	4,236	WIRELESS USERS
(37)	36	INTERLIBRARY LOAN	(16)	44	NOTARY SERVICES
(903)	983	IN LIBRARY USE	(4)	2	CURBSIDE DELIVERIES
(6,484)	6,688	EBOOKS			
(5,637)	6,482	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(92)	186	KITS			
(34,166)	42,660	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,807)	13,161	ADULT	(1,751)	1,815	OSU STUDENT
(4,342)	4,357	CHILD	(212)	208	OUT OF COUNTY
			(2,701)	2,968	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			2,462 /	20,047	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(16,133)	17,584	(15358 +2226)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(19,426)	30,479	

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

(48)	32	MEETING ROOM USAGE
(242)	157	ADULT LIBRARY PROGRAM ATTENDANCE
(148)	139	YOUNG ADULT PROGRAM ATTENDANCE
(473)	373	STORY TIME ATTENDANCE
(1,818)	2,936	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(560)	651	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(132)	81	BOOK MATERIALS	(172)	139
(5)	1	NON-BOOK MATERIALS		
(79,366)	80,272	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(88,126)	87,088	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2024

ADULT SERVICES

<u>3,714</u>	<u>Reference Questions</u>	<u>6</u>	Outreach	<u>645</u>	Participants
	<u>2,695</u>		in person	<u>12</u>	Number of Adult Programs
	<u>631</u>		by phone	<u>157</u>	Attendance at Adult Programs
	<u>388</u>		directional	<u>6</u>	Number of Young Adult Programs
		<u>139</u>	Attendance at Young Adult Programs		
<u>32</u>	Meeting Room Usage	<u>23</u>	Number of Volunteers		
		<u>82.00</u>	Total Volunteer Hours		
		<u>22</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>3</u>	Number of pre-school programs		(daycare & Headstart)		
<u>93</u>	Attendance at pre-school programs				
<u>20</u>	Number of storyhours				
<u>373</u>	Attendance at storyhours				
<u>0</u>	Number of programs/school visits for school age children		(here or away)		
<u>0</u>	Attendance at programs for school age children				
<u>15</u>	Number of programs for Summer Reading Program				
<u>2,843</u>	Attendance at Summer Reading Program				
<u>11</u>	Displays				
<u>7</u>	Number of volunteers				
<u>19.00</u>	Total volunteer hours				

REGISTRATION

<u>404</u>	<u>Total new borrowers</u>		
	<u>292</u>	Adults	
	<u>112</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
4,632	5,051	6,260	Fiction
1,630	1,591	2,088	Nonfiction
1,314	1,295	1,508	New books
15	15	28	Multi-language items
7,591	7,952	9,884	Total Book Checkouts
33	16	9	Devices
195	164	182	CD books
52	76	17	Music cds
245	159	167	DVDs & Blu-rays
90	80	110	Book Club Bks
15	20	109	Kits
630	515	594	Total Checkouts
244	520	321	In-library use
34	37	36	ILL
6,255	6,484	6,688	Ebooks
4,493	5,637	6,482	Downloadable audios
502	0	0	Emagazines
1	0	0	Streaming videos
11,529	12,678	13,527	Total Checkouts

32,958	34,166	42,660	GRAND TOTAL CIRCULATION
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CHILDREN'S

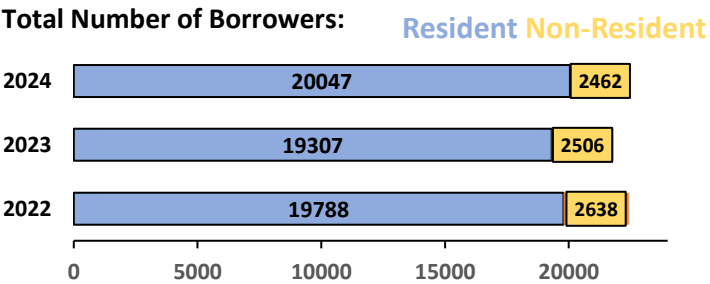
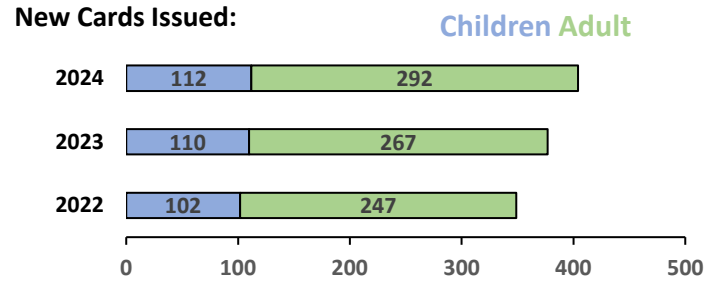
Total Book & Non-Book Material Checkouts

2022	2023	2024	
9,463	9,783	14,260	Fiction
1,451	937	1,162	Nonfiction
599	707	846	New books
81	95	128	Multi-language items
11,594	11,522	16,396	Total Book Checkouts
737	721	1,074	CD books
11	8	10	Music cds
426	315	436	DVDs & Blu-rays
27	72	77	Kits
1,201	1,116	1,597	Total Checkouts
413	383	662	In-library use

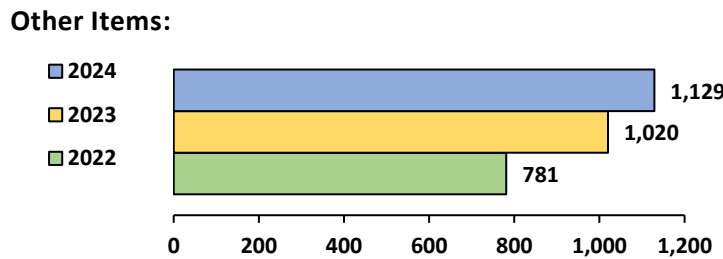
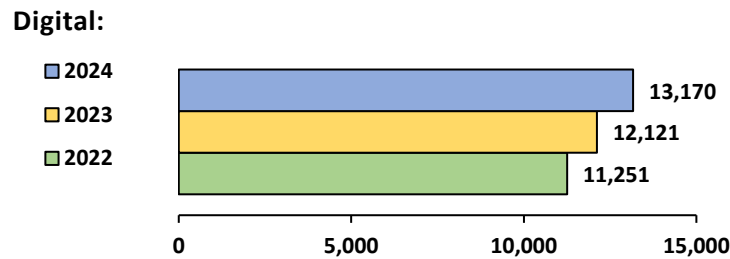
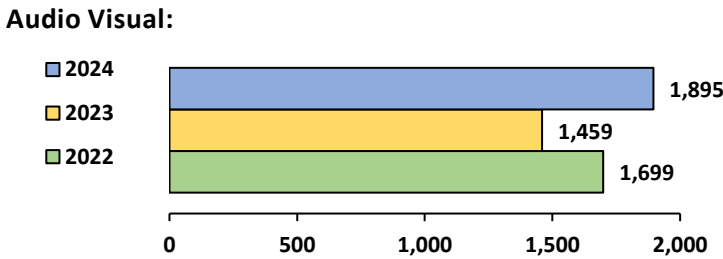
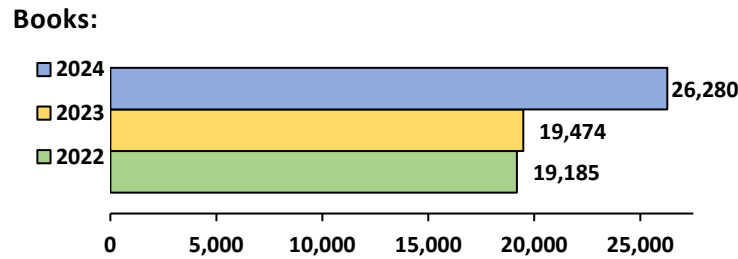
HOMEBOUND/FACILITIES DELIVERIES

10	Homebound patron deliveries	10	Facility deliveries
69	Homebound items/materials	14	Deposit collections
		281	Total number of books

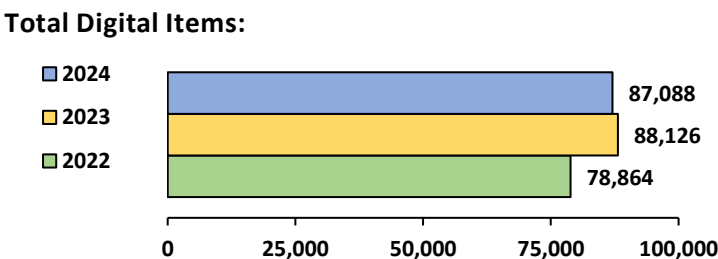
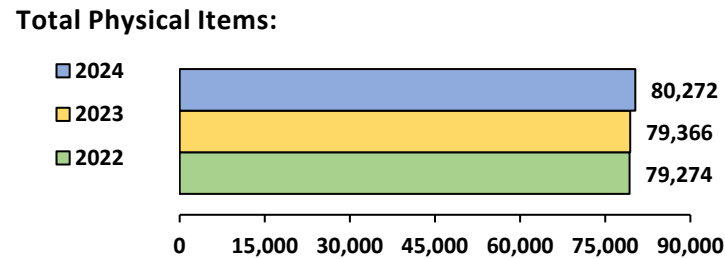
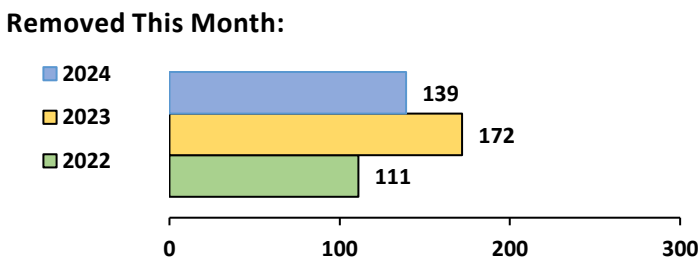
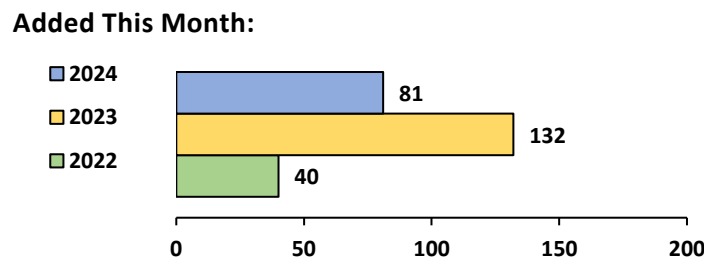
JUNE 2024 - ACCOUNT HOLDER INFORMATION



JUNE 2024 - MONTHLY CIRCULATION:

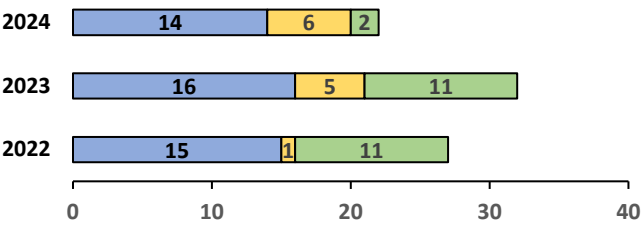


JUNE 2024 - ITEMS:

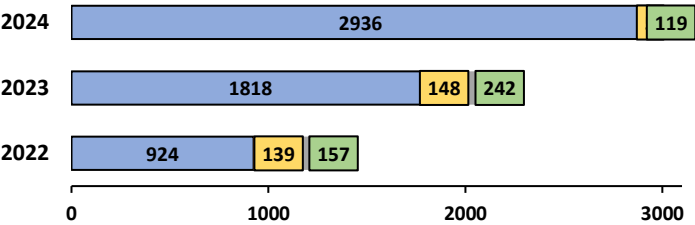


JUNE 2024 - PROGRAMING:

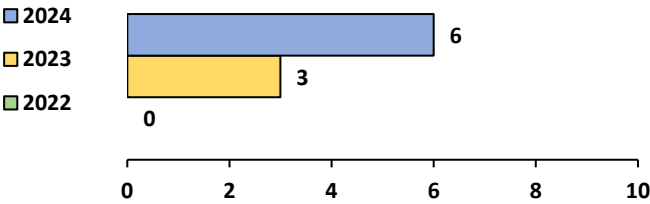
Number of Programs: Children Teen Adult



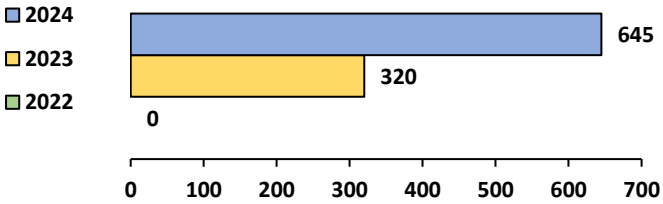
Number of Attendees: Children Teen Adult



Outreach Number of Events Attended:

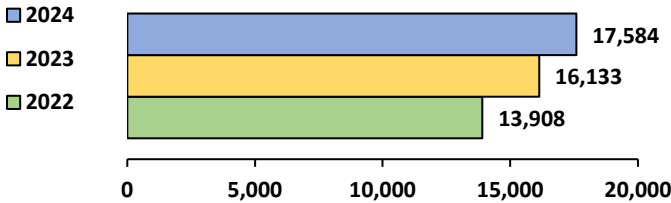


Outreach Number of People Reached:

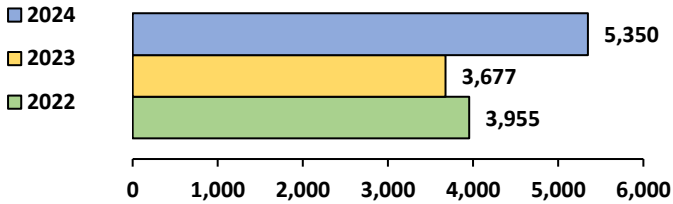


JUNE 2024 - LIBRARY USE:

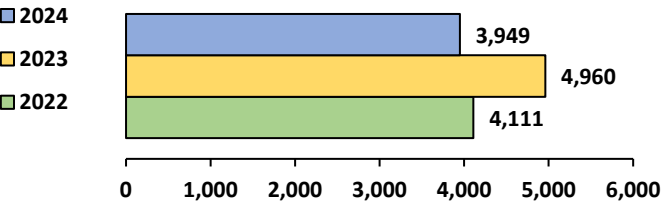
Number of Visitors:



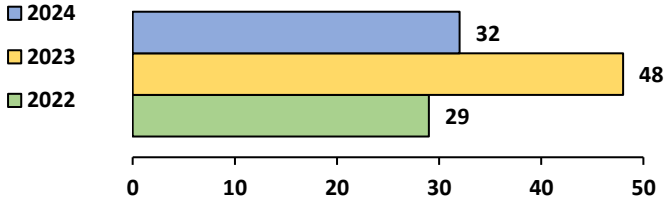
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JULY 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,721)	11,068	ADULT BOOKS	(255)	274	NEW ADULT CARDS
(12,183)	16,782	CHILDREN'S BOOKS	(82)	82	NEW CHILDREN'S CARDS
(17)	6	DEVICES	(21,869)	22,565	TOTAL ACTIVE BORROWERS
(500)	738	VIDEOS	(8)	18	HOMEBOUND & FACILITIES DELIVERIES
(822)	1,261	AUDIOS	(1,115)	1,236	COMPUTER
(110)	90	BOOK CLUB BOOKS	(2,890)	4,655	WIRELESS USERS
(38)	38	INTERLIBRARY LOAN	(21)	40	NOTARY SERVICES
(1,033)	729	IN LIBRARY USE	(3)	2	CURBSIDE DELIVERIES
(6,636)	6,853	EBOOKS			
(5,730)	6,704	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(79)	220	KITS			
(34,869)	44,489	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,845)	13,181	ADULT	(1,758)	1,819	OSU STUDENT
(4,349)	4,375	CHILD	(209)	212	OUT OF COUNTY
			(2,708)	2,978	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,107 /	2,458	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(15,097)	26,823	(15091 + 11,732)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(11,766)	29,906	

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

(32)	39	MEETING ROOM USAGE
(99)	100	ADULT LIBRARY PROGRAM ATTENDANCE
(107)	119	YOUNG ADULT PROGRAM ATTENDANCE
(482)	462	STORY TIME ATTENDANCE
(1,134)	1,172	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(449)	524	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

<u>MATERIALS ADDED & PROCESSED</u>		
(461)	330	BOOK MATERIALS
(45)	4	NON-BOOK MATERIALS
(79,746)	80,301	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(88,126)	86,660	TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JULY 2024

ADULT SERVICES

<u>3,714</u>	<u>Reference Questions</u>	<u>3</u>	Outreach	<u>283</u>	Participants
	<u>2,695</u>		in person	<u>8</u>	Number of Adult Programs
	<u>631</u>		by phone	<u>100</u>	Attendance at Adult Programs
	<u>388</u>		directional	<u>8</u>	Number of Young Adult Programs
		<u>119</u>	Attendance at Young Adult Programs		
<u>39</u>	Meeting Room Usage	<u>21</u>	Number of Volunteers		
		<u>169.00</u>	Total Volunteer Hours		
		<u>16</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>1</u>	Number of pre-school programs		(daycare & Headstart)		
<u>6</u>	Attendance at pre-school programs				
<u>25</u>	Number of storyhours				
<u>462</u>	Attendance at storyhours				
<u>0</u>	Number of programs/school visits for school age children		(here or away)		
<u>0</u>	Attendance at programs for school age children				
<u>13</u>	Number of programs for Summer Reading Program				
<u>1,166</u>	Attendance at Summer Reading Program				
<u>10</u>	Displays				
<u>5</u>	Number of volunteers				
<u>10.00</u>	Total volunteer hours				

REGISTRATION

<u>356</u>	<u>Total new borrowers</u>		
	<u>274</u>	Adults	
	<u>82</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JULY 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
4,541	4,877	7,069	Fiction
1,792	1,605	2,427	Nonfiction
1,190	1,217	1,539	New books
19	22	33	Multi-language items
7,542	7,721	11,068	Total Book Checkouts
21	17	6	Devices
252	158	208	CD books
43	52	27	Music cds
284	252	253	DVDs & Blu-rays
70	110	90	Book Club Bks
20	22	133	Kits
690	611	717	Total Checkouts
278	398	313	In-library use
34	38	38	ILL
7,067	6,636	6,853	Ebooks
4,708	5,730	6,704	Downloadable audios
512	0	0	Emagazines
5	0	0	Streaming videos
12,604	12,802	13,908	Total Checkouts

33,783	34,969	44,489	GRAND TOTAL CIRCULATION
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CHILDREN'S

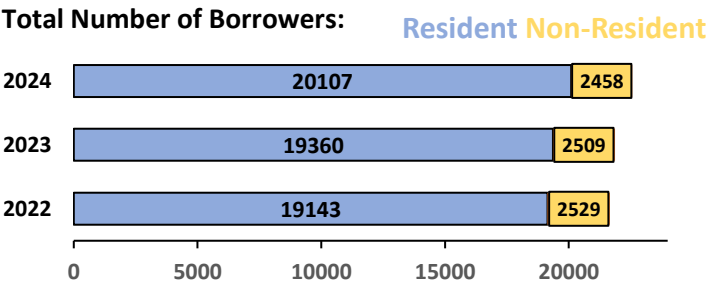
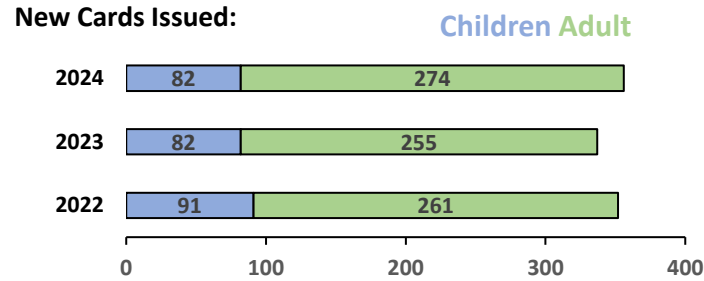
Total Book & Non-Book Material Checkouts

2022	2023	2024	
9,639	10,240	14,398	Fiction
1,095	1,025	1,425	Nonfiction
616	800	792	New books
122	118	167	Multi-language items
11,472	12,183	16,782	Total Book Checkouts
729	705	1,022	CD books
14	7	4	Music cds
387	248	485	DVDs & Blu-rays
22	57	87	Kits
1,152	1,017	1,598	Total Checkouts
323	635	416	In-library use

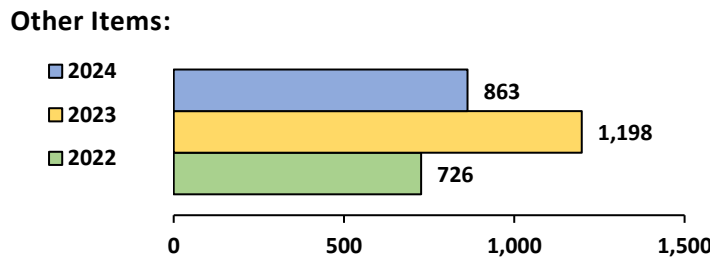
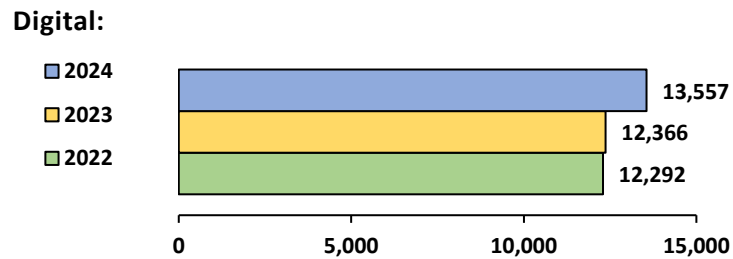
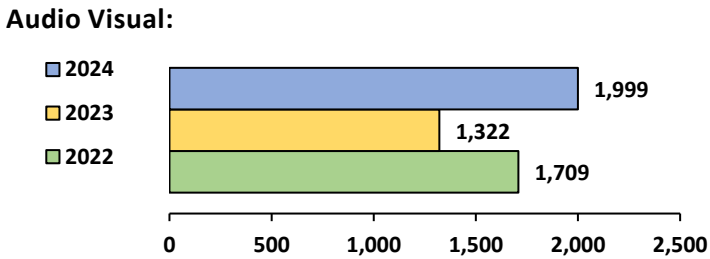
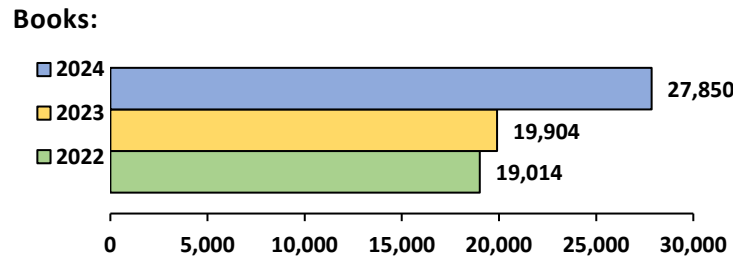
HOMEBOUND/FACILITIES DELIVERIES

9	Homebound patron deliveries	9	Facility deliveries
40	Homebound items/materials	13	Deposit collections
		260	Total number of books

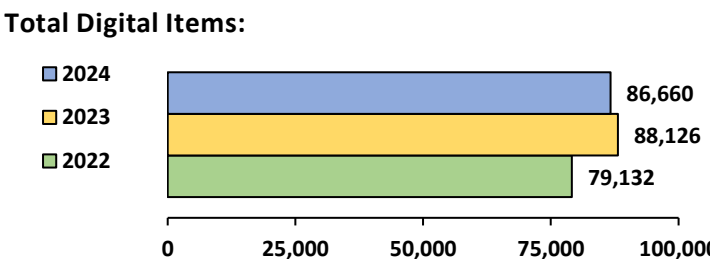
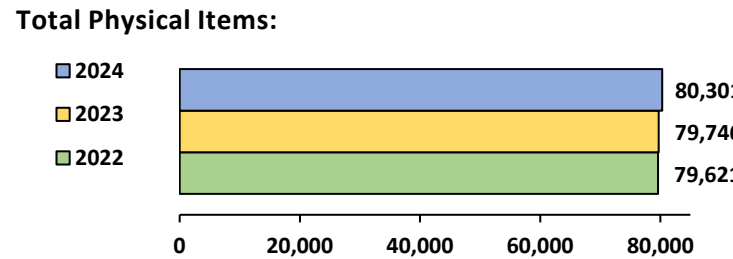
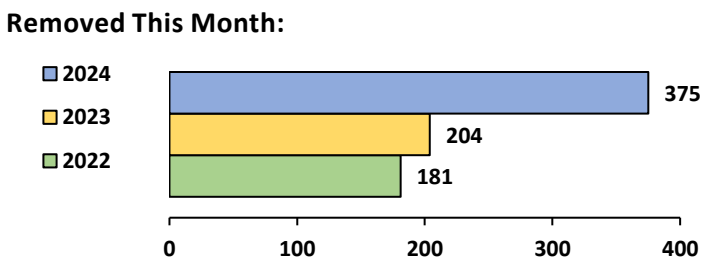
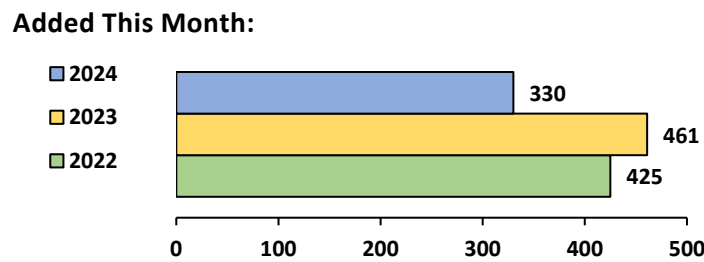
JULY 2024 - ACCOUNT HOLDER INFORMATION



JULY 2024 - MONTHLY CIRCULATION:

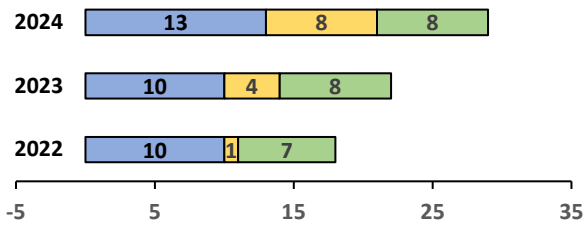


JULY 2024 - ITEMS:

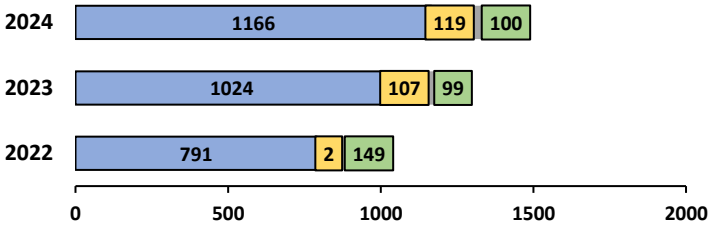


JULY 2024 - PROGRAMING:

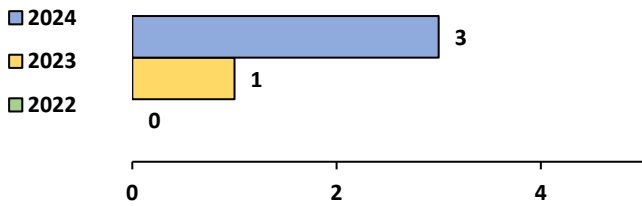
Number of Programs: Children Teen Adult



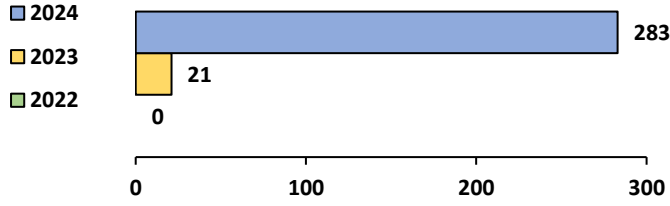
Number of Attendees: Children Teen Adult



Outreach Number of Events Attended:

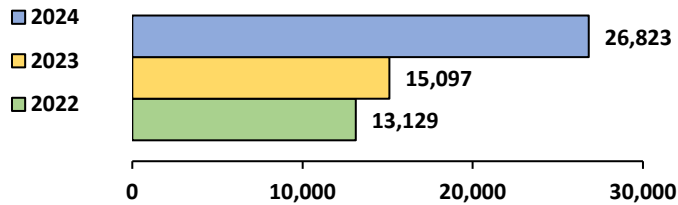


Outreach Number of People Reached:

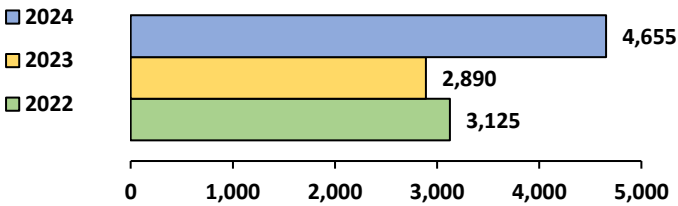


JULY 2024 - LIBRARY USE:

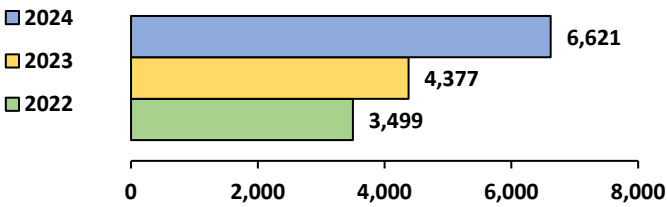
Number of Visitors:



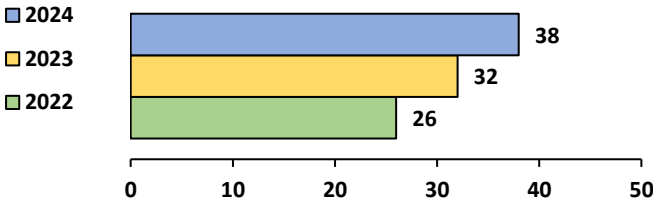
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:



**STILLWATER PUBLIC LIBRARY TRUST
ANNUAL REPORT
2023/24 FISCAL YEAR**

Financial Statement

During the 2023/24 fiscal year, there were **63** donations to the Stillwater Public Library Trust totaling **\$31,703.09**. As of June 30, 2024), the Trust Fund has a balance of **\$725,542.95**. The Mabel King Fund has a balance of **\$55,800.50**. Funds are managed by the Stillwater Public Library Trust Board with assistance from the City of Stillwater Finance Department.

During the 2023/24 fiscal year, **\$2857.25** was expended:

Centennial Activity Costs	\$2,235.82
Donor Recognition Installation	\$621.43

Activities Report

During the 2023/24 fiscal year, the Stillwater Public Library Trust Board met **7** times. Trust Board members were involved in the following activities during the year:

- 1) Managed investment of Trust funds in Certificates of Deposit and Vanguard Mutual and Money Market Funds;
- 2) Approved the Stillwater Public Library Trust Annual report for FY2022/23; and
- 3) Approved and expended Trust Projects for FY 2023/24 using the trailing 3-year average as of 6/30/23.

The regular meetings of the Stillwater Public Library Trust Board are held bimonthly, beginning in January on the second Wednesday of the month at 4:00 p.m. at the Stillwater Public Library. Members of the 2023-24 Trust Board included: Chair Sandeep Nabar, Vice-Chair Cynthia Francisco, and members Matt Hull, Holly Hartman, and new Library Board appointee, Sherryl Nelson.

Respectfully Submitted,

Executive Secretary
Naomi Brown



CHILDREN IN THE LIBRARY

Providing children with learning and enrichment opportunities and resources in a safe environment is one of the library's top priorities. To that end, it is essential that children visit the library while accompanied by a responsible caregiver who can monitor and ensure the safety, comfort, usage, and behavior of children while in the library.

Visiting the Library

Children under 10 years of age (ie. 9 and younger) shall at all times be attended to and adequately supervised by a responsible caregiver at least 16 years old who is responsible for the child's activity, usage, and behavior.

Use of Materials and Services

The library supports the right and the responsibility of all parents and guardians to guide their children's use of the library, resources, and services. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities must monitor or advise their children.

Attending Programs

- Library programs are events planned, organized, and/or implemented by library staff. Programs for children follow the Stillwater Public Library's Programming Policy.
- Children 5 years of age and under may not be left unattended in a program.
- Depending on the target age group and activity, a caregiver 16 years or older may be required to stay with older children at a program. Such requirements will be noted in all publicity.
- Children who display disruptive behavior will be warned and/or asked to leave the program.
- Organizations bringing children to programs must provide adequate staff to supervise all children attending with their organization.
- Repeated disruptive behavior at programs will result in staff asking the organization or guardian and child not to attend programs until the behavior is corrected.

At Closing

If a supervisor is notified of a child twelve or under on library premises near closing time, the supervisor will assist the child in calling a parent or guardian. If the child has not been picked up within fifteen minutes after closing or if the child cannot make contact with a parent or guardian, the police will be notified. Two staff members will remain with

the child until the police arrive. At the supervisor's discretion, staff may take the same actions with older children.

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

Approved: 08/27/24



UNDERAGE POLICY

The Stillwater Public Library Board and staff are pleased to welcome children and teens to the Library facilities and programs. A top library priority is the provision of a safe environment for all library patrons, especially children and teens. The Library staff cannot provide close supervision or take responsibility for an underage child. A parent or legal guardian will be contacted and asked to remove a child if their behavior becomes disruptive. A teen will be asked to leave the library premises with a copy of this policy to serve as notification to the parent or legal guardian.

Children 5 and under

Under no circumstances may children five (5) and under be left unattended at the Library or in a program.

Children 8 and under

An adult guardian must be present to supervise children eight (8) and under during their visit to the Library unless children are attending a library sponsored program for children. The adult guardian must remain in the Library while children are attending a library sponsored program for children.

Children 9 and older

Children nine (9) and older may not be left unattended at the Library for extended periods of time that do not include programs.

At closing

Children and teens left unattended at closing may be given a copy of this policy and a brochure listing library hours.

Children 12 and under

If a supervisor is notified of a child twelve (12) and under on library premises near closing, the supervisor will assist the child in calling a parent or legal guardian. If the child has not been picked up by fifteen minutes after closing or if the child cannot make contact with a parent, the police will be notified. Two staff members will remain with the child until the police arrive.

Children 13 and over

Children thirteen (13) and over on library premises near closing will be asked to use the phones to contact a parent or guardian, but will be required to remain outside the Library after closing. At the supervisor's discretion, the police may be notified.

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

Approved 3/28/06

Re-affirmed 3/23/10

Revised 9/27/11; 3/25/14; 5/22/18



DISRUPTIVE BEHAVIOR AT CHILDREN'S PROGRAMS

1. Children who display disruptive behavior will be asked to leave the program after one warning and escorted by a staff member to the main library. If the child is a problem in the main library, the parents will be called and asked to come and pick him/her up.
2. Parents with children who are crying or engaging in other disruptive behaviors such as running, scuffling, and yelling will be asked to take their children away from the program area until the behavior can be corrected.
3. Day care groups who cannot control their children will be contacted by the library staff. If this problem is not corrected, the day care group will be asked not to return until the problem is corrected.

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

Approved 6/21/94

Re-affirmed 10/25/05; 12/22/09; 9/24/13; 2/27/18

Summer Reading Program 2024 Children Report

Overview: Summer Reading 2024 hosted two performer shows every Tuesday and two movie screenings every Thursday (exception: Thursday Early Voting day and the week of 4th of July). We continued to use the online reading tracking platform, Beanstack. A majority of families were familiar with the website/ app after using it the previous summer. Staff was also more familiar with the product and could troubleshoot problems more efficiently.

Children Registration 2024/2023/2022: 818/ 732/ 654

Children Hours Read 2024/2023/2022: 10,341.23/ 9,576.83/ 3,892.45

All ages Kickoff: 1/463

Tuesday Performances: 14/2,856

Thursday Movies: 12/596

All ages Finale: 1/94

Successes:

The SRP Kickoff foam party was a great success as it attracted families with children both very young and up to middle school age. There were several requests for a repeat in the future.

Due to several businesses being unable to provide coupons we purchased a few small items to place in the prize bucket. This was a great alternative to those unable to use the food coupons and not nearly as cost-prohibitive as originally anticipated. Even with the decrease in coupon donations, we had a wide selection of options throughout the summer.

June Tuesday performance attendance exceeded expectations and the July Tuesday attendance was on par with last's numbers. The Thursday movie attendance also exceeded expectations as most dates doubled the attendance from 2023.

Challenges:

Although families and staff were much more familiar with using the online platform Beanstack, there is still more to learn about the product. While it is nice people do not need to re-register for each new reading program, the tracking information from previous programs did present some confusion, particularly for staff using the reports.

The Extreme Animals show generated a significant amount of attention due to social media shares (not initiated by library staff) which caused max capacity to be reached. Unfortunately, this caused a less enjoyable presentation due to the full room and the presenters not being fully prepared to handle that size of crowd. However, it did result in a patron comment that resulted in the library forming a committee to evaluate how the library can become more sensory-friendly.

In 2023, there was a lot of confusion around the various age group finales so staff attempted to alleviate the confusion by hosting an all-ages finale. A lock-in was selected due to its popularity during the Centennial activities. While the lock-in was enjoyed by the attendees, it did not hit the mark for attracting a wider range of participants to celebrate their reading achievements. Staff will continue to brainstorm a more appealing conclusion to the summer program.

Summer Reading Program 2024 Report: Teens

Overview: Year two of summer reading for the teen program had a similar structure to last year: one program every week on Wednesdays at 2 PM (except for the weeks of Juneteenth and the Fourth of July). Each program featured a giveaway for one random teen and was designed between the library and organizations such as the OSU Art Museum, Prairie Arts Center, OSU Outdoor Adventure, and the Teen Advisory Council (TAC).

Reading Statistics

	2023:	2024:
Teen registration	265	270
Teen hours read	7412.5 hours	7433 hours

Program Statistics, 2024:

Musical Jeopardy	24 attendees
Art Mystery Adventure	58 attendees
Create Your Own Adventure	22 attendees
Campfire Stories	8 attendees
Extreme Animals	35 attendees
Mini Canvas Art	19 attendees
Top 30 Readers Party	26 attendees
Art Showcase	12 attendees
Total Number for 2024:	204 teens at programs
Total Number for 2023:	273 teens at programs

Successes:

This is what worked for teen summer reading program 2024:

- Working with other organizations was successful. We coordinated where the programs would be taking place and how each program would be structured with great success.
- This year, coupon prizes for teens and adults were rationed out to last longer, and this was incredibly successful. Several adults and families let the reference desk know that they preferred this method to previous years.
- The number of teens who registered for summer reading increased. Outreaches at the Middle School and Junior High in May before school got out were successful in garnering interest.

Challenges:

This is what did not work for summer reading 2024 and the steps I intend to take to fix these challenges for next year:

- The Campfire Stories program was not very well attended. This was because we had an author visit and instead of having an activity, the program was a sit-and-listen program which failed to engage the teens attending.
 - To fix this, I plan on designing future programs that are broad enough for teens of all ages and engage teens with activities. Example programs include outdoor quidditch, Tulsa Makerspace, a Bob Ross painting party, and more.

- The type of programs for teens this year wasn't diverse enough to attract larger numbers of teens at programs.
 - To fix this, I want to continue networking with other libraries and ask for their program assistance so that each program appeals to different teen interests.
 - Additionally, I plan on implementing surveys and giveaways for teens to garner interest for summer reading next year.
- This year, we could have been more successful in getting teen volunteers for summer reading.
 - Next year, I will try to attend the high school for outreach to motivate students needing volunteer hours to help. I am also considering having a volunteer party at the end of summer to incentivize those who helped.

Summer Reading Program 2024 Adult Report

Brenna Gilchrist

8/16/2024

- Number registered 2024/number registered 2023
 - 513/397
- Number hours read 2024/number hours read 2023
 - 12,676/9,840
- Number attending programs 2024/number attending programs 2023
 - 150 attendees at 5 programs/73 attendees at 4 programs
- List of the programs given + attendance at each
 - Adventures with Spices – 29
 - New Pet Adventures – 24
 - Butterfly Walk with the Audubon Society – 33
 - StorySlam – 37
 - Murder at the Castle – 27
- 3 successes
 - The prize structure worked better this year. Breaking it up into tiers that participants had to meet to get different prizes made it easier to distribute the prizes around amongst the teens and adults. The more favored coupons didn't run out as fast and when they did, other coupons and prize options were still available.
 - Program attendance doubled. I believe two reasons for this was that I added ten more spots to each program, knowing that half usually don't show up, and that we didn't give out prizes at the programs. Last year, people signed up wanting the prizes but didn't attend the programs, which was odd as they had to attend to get their name in the drawing for a prize.
 - More adults in their 20s and 30s attended. Also, men attended all programs except the "Adventures with Spices." I'm not sure what was different, but hopefully, it will carry over to next year.
- 3 things to do differently
 - This year, book prizes were given at 15 hours for all ages, and unfortunately, we ran out of Friends of the Library (FOL) book coupons for adults very quickly. With more adults participating, 224 adults reach the 15-hour mark. We are changing the book prizes back to 10hrs for kids, 15hrs for teens, and 20hrs for adults. I will also ask for 100 book coupons from FOL instead of 50. This should be enough as some adults prefer another food coupon to a book prize coupon.
 - Parents sometimes ask to bring their kids to adult programs as they don't always have someone to watch them. We usually say it's just for 16 plus, not wanting other adults to feel the program is disorderly. That said, most adults seem okay with the kids being there as long as they aren't disruptive. I will let staff know that if a parent asks to say that it is okay for them to bring their children, but if there is an activity, anyone under 16 won't get to participate in it. Also, programs like "Murder at the Castle" will still be 18 plus as the game has a more mature discussion.
 - I've been counting the Butterfly Walk as a summer reading program since I started offering it, but it has become more of a yearly program. Next year, I will not add attendance to SRP stats but will add another adult program instead. This will give us six adult summer reading programs, three in June and three in July.