



Agenda
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
SOUTH BUILDING CONFERENCE **ROOM 138**
1107 SOUTH DUCK, STILLWATER, OK, 74074
DECEMBER 17, 2024, 12:00 NOON
stillwaterok.gov/library

NOTE: The Stillwater Public Library Board will gather in the South Building Conference **Room 138** 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: Nov. 19, 2024, Regular Meeting
- b) Stillwater Public Library Nov. 2024 Financial Reports
- c) Stillwater Public Library Nov. 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 \$1,500 grant from Oklahoma Humanities for a Let's Talk About It, Oklahoma series
- b) Continue discussion and consideration of revised Patron Confidentiality Policy
- c) Update on fire suppression system replacement
- d) Update on migration of Board agenda packets to CivicRec

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. Note on meeting location of upcoming Board meeting
- b) Miscellaneous items from the Library Board
- c) Discussion about scheduling items for upcoming meetings
 - i. Consider holding a Special meeting in January for discussion of budget

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
NOVEMBER 19, 2024, 12:00 NOON
stillwaterok.gov/library

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

Staff present: Stacy DeLano, Naomi Brown, 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: Sept. 24, 2024, Regular Meeting
- b) Stillwater Public Library Sept. and Oct. 2024 Financial Reports
- c) Stillwater Public Library Sept. and Oct. 2024 Activity Report

McMillian asked about the Oklahoma Department of Libraries (ODL) providing less funding, as mentioned in the September minutes. DeLano explained that the library enjoyed several years with increased funding for Oklahoma Virtual Library titles during the pandemic due to ARPA grants. Cornwell requested that column

headings on the experimental financial report be right aligned. DeLano will update the template headings for future reports.

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

3. PUBLIC COMMENT ON AGENDA ITEMS

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

4. GENERAL ORDERS

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

a) Consider approval of 2025 meeting dates

Cornwell/Sinnes move to approve 2025 meeting dates. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

b) Consider approval of 2025 Stillwater Literacy Council space agreement

The Stillwater Literacy Council Board has signed the yearly standard agreement for the use of room 102.

Cornwell/Edwards moved to approve the 2025 Stillwater Literacy Council Space agreement. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

c) Consider approval of revised Patron Confidentiality Policy

Changes to this policy include updating the applicable statute. McMillian asked about children's cards. DeLano explained that the person responsible for a child's library account is the child's legal guardian. As such, the responsible party has access to the titles of current checkouts on that account. Patrons can also choose to save checkout history on their account. Board members asked about checkout history stored in library system software (SIRSI.) DeLano will investigate and bring information to the next meeting. McMillian asked about the security of library accounts. DeLano explained that library accounts are accessed by entering the library card number. A future update from SIRSI will include assigning PINs to library accounts for an additional layer of security.

Woods/Cornwell moved to approve the revised Patron Confidentiality Policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

- d) Consider acceptance and approval of \$100,000 grant contract with ODL for the purchase of e-materials for Oklahoma Virtual Library
In addition to approval by the Library Board, this grant will need to be approved by City Council.

Edwards/Ross moved to approve the \$100,000 grant contract with ODL for the purchase of e-materials for Oklahoma Virtual Library. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- e) Update on fire suppression system replacement
DeLano and library supervisors met with the fire suppression company on November 18. The north building will be vacated by December 16 for phase one of the project. Meeting room staff have informed people or groups who make reservations about upcoming changes. Room 138 will be used for meetings that can hold 13 or fewer people. Otherwise, groups are being referred to the Community Center. The Friends of the Library book sorting area will be in the south building. The spring book sale will likely be at the Community Center or the Armory. Communication with the public has been executed via newsletters, social media, and email. Phase two will provide time for relocating to the north building and setting up a temporary library. The library may be closed for two weeks. Phase three will take place in the south building. Twenty-five percent of the collection will be moved to the temporary library in the north building. Staff hope to pull holds from the shelves in the south building once a week, if permitted. The project is estimated to last four to six months.

5. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
Upcoming programming includes a read-a-thon fundraiser in February, Let's Talk About It Oklahoma in the spring, and a fall community read series with visiting author Sheldon Russell.
 - i. Request for a Library Board member to be a reader at library Readathon
One volunteer from the Library Board and Library Trust Board will be requested to read at the event with the goal of raising \$250 in donations per reader.

b) Miscellaneous items from the Library Board

McMillian reminded the Board about the visit by author Adam Rex on November 19 and the December story slam event.

i. Discussion about scheduling items for upcoming meetings

6. ADJOURN Edwards/Cornwell moved to adjourn. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved. The meeting adjourned at 1:03 p.m.

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

Object - Description	Budget	Month to date		Year to date		Encumbrance		Report Date: 11/30/2024	
		Actual		Actual				Balance	Pct. Rem.

Key: 1015510 - Library administration

Revenue

43100 - Federal Grant Revenue	100,825.00	0.00		824.68		0.00		100,000.32	99.18%
45000 - Fines & Forfeitures	20,000.00	1,363.02		6,784.64		0.00		13,215.36	66.07%
47012 - Misc Fees	9,000.00	944.05		6,721.83		0.00		2,278.17	25.31%
47501 - Room Rental	11,000.00	-787.25		9,195.25		0.00		1,804.75	16.40%
48700 - Miscellaneous Revenue	0.00	0.00		0.00		0.00		0.00	0.00%
48701 - Donations	23,363.00	101.67		23,580.39		0.00		-217.39	-0.93%
48702 - Reimbursements	0.00	0.00		0.00		0.00		0.00	0.00%
Revenue Total:	164,188.00	1,621.49		47,106.79		0.00		117,081.21	71.30%

Expenditure

51001 - Full Time	699,471.00	52,282.51		254,290.88		0.00		445,180.12	63.64%
51002 - Part Time	294,720.00	20,090.26		97,625.74		0.00		197,094.26	66.87%
51003 - Overtime	500.00	0.30		120.46		0.00		379.54	75.90%
51004 - Allowance	0.00	0.00		0.00		0.00		0.00	0.00%
51005 - On-Call	0.00	0.00		0.00		0.00		0.00	0.00%
51021 - Social Security	76,093.00	5,311.51		25,898.50		0.00		50,194.50	65.96%
51022 - Retirement	41,998.00	3,144.42		15,272.02		0.00		26,725.98	63.63%
52012 - Vehicle Repair Parts	500.00	0.00		216.60		0.00		283.40	56.68%
52031 - Office Supplies	1,700.00	0.00		389.03		134.15		1,176.82	69.22%
52034 - Postage	200.00	0.00		0.00		200.00		0.00	0.00%
52036 - Janitorial Supplies	5,100.00	879.33		2,391.24		0.00		2,708.76	53.11%
52040 - Books & Publications	88,300.00	16,171.34		37,872.35		48,463.56		1,964.09	2.22%
52041 - Clothing & Uniforms	600.00	100.00		400.00		0.00		200.00	33.33%
52043 - Vehicle Fuel & Oil	450.00	31.35		77.39		0.00		372.61	82.80%
52046 - Supplies	10,000.00	306.14		2,870.36		454.02		6,675.62	66.75%
53001 - Natural Gas	6,000.00	167.24		646.81		0.00		5,353.19	89.21%
53004 - Telecommunications	7,640.00	52.15		260.75		0.00		7,379.25	96.58%
53011 - Equipment Rental	6,000.00	0.00		1,850.77		4,036.18		113.05	1.88%
53020 - Repair-Structures	14,743.00	0.00		4,384.42		4,428.00		5,930.58	40.22%
53023 - Repair-HVAC	23,250.00	0.00		15,260.40		2,500.00		5,489.60	23.61%
53041 - Donations	47,807.00	1,207.06		7,670.66		3,077.29		37,059.05	77.51%
53045 - Grant Expenditure	141,213.00	823.68		38,329.09		823.68		102,060.23	72.27%
53049 - Cash Short	0.00	-1.95		-5.47		0.00		5.47	0.00%
53054 - Dues & Subscriptions	737.00	0.00		196.00		0.00		541.00	73.40%
53055 - Training	1,300.00	0.00		378.73		0.00		921.27	70.86%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 11/30/2024

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53062 - Refunds	200.00	0.00		0.00		0.00	200.00	100.00%
53064 - Contract for Services	9,985.00	678.00		2,922.00		7,049.00	14.00	0.14%
53066 - Miscellaneous Services	250.00	0.00		17.50		132.50	100.00	40.00%
53068 - Travel Expense	750.00	0.00		0.00		40.00	710.00	94.66%
53071 - Software Maintenance	51,295.00	796.32		46,021.75		330.00	4,943.25	9.63%
53083 - Employee Discounts	0.00	-1,540.00		-1,777.50		0.00	1,777.50	0.00%
56000 - Direct Costs	413.00	34.00		170.00		0.00	243.00	58.83%
56001 - Indirect Costs	422.00	35.00		175.00		0.00	247.00	58.53%
Expenditure Total:	1,531,637.00	114,488.66		553,925.48		71,668.38	906,043.14	59.15%
Key Total:	(1,367,449.00)	(112,867.17)		(506,818.69)		(71,668.38)	(788,961.93)	57.69%

Nov. 30, 2024

Experimental Finance Template

% Year remaining:

58.33%

Fixed costs/encumbered so % is low

Concerns & oddities

Revenue

000 -

Revenue going to City

Remainder

Projected to be

Collected

(neg=collected

more than

planned

	Projected Annual Collections	Total Collected this month	Total Collected this year	NA	
45000 - Fines & Forfeits	20,000.00	1,363.02	6,784.64	0.00	13,215.36
47012 - Misc Fees	9,000.00	944.05	6,721.83	0.00	2,278.17
47501 - Room Rental	11,000.00	-787.25	9,195.25	0.00	1,804.75
Total	40,000	1,519.82	22,701.72	0.00	17,298.28

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)

	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	100,825.00	0.00	824.68	0.00	100,000.32
43200 - State Grants	0.00	0.00	0.00	0.00	0.00
Total	100,825	0.00	824.68		100,000.32

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)

	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	23,363.00	101.67	23,580.39	0.00	-217.39
Total	23,363.00	101.67	23,580.39	0.00	-217.39

Expenditure

100 -

Personal Services

Expenditure
budgetExpended
this monthExpended
this year

Encumbrance

Total remaining
(minus

encumbrances)

Pct.
Remaining

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (minus encumbrances)	Pct. Remaining
51001 - Full Time	699,471.00	52,282.51	254,290.88	0.00	445,180.12	63.65%
51002 - Part Time	294,720.00	20,090.26	97,625.74	0.00	197,094.26	66.88%
51003 - Overtime	500.00	0.30	120.46	0.00	379.54	75.91%
51021 - Social Security	76,093.00	5,311.51	25,898.50	0.00	50,194.50	65.96%
51022 - Retirement	41,998.00	3,144.42	15,272.02	0.00	26,725.98	63.64%
Total	1,112,782.00	80,829.00	393,207.60	0.00	719,574.40	

200 -

Materials & Supplies

Expenditure
budgetExpended
this monthExpended
this year

Encumbrance

Total remaining
(not including

encumbrances)

Pct.
Remaining

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
52012 - Vehicle Rep.Parts	500.00	0.00	216.60	0.00	283.40	56.68%
52031 - Office Supplies	1,700.00	0.00	389.03	134.15	1,176.82	69.22%
52034 - Postage	200.00	0.00	0.00	200.00	0.00	0.00%
52036 - Janitorial Supplies	5,100.00	879.33	2,391.24	0.00	2,708.76	53.11%
52040 - Books & Pubs	88,300.00	16,171.34	37,872.35	48,463.56	1,964.09	2.22%
52041 - Clothing/Uniforms	600.00	100.00	400.00	0.00	200.00	33.33%
52042 - Food	0.00	0.00	0.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	31.35	77.39	0.00	372.61	82.80%

52046 - Supplies	10,000.00	306.14	2,870.36	454.02	6,675.62	66.76%
Total	106,850.00	17,488.16	44,216.97	49,251.73	13,381.30	

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	167.24	646.81	0.00	5,353.19	89.22%
53004 - Telecom	7,640.00	52.15	260.75	0.00	7,379.25	96.59%
53011 - Equipment Rental	6,000.00	0.00	1,850.77	4,036.18	113.05	1.88%
53020 - Repair-Structures	14,743.00	0.00	4,384.42	4,428.00	5,930.58	40.23%
53023 - Repair-HVAC	23,250.00	13,920.00	15,260.40	2,500.00	5,489.60	23.61%
53041 - Donations	47,807.00	1,207.06	7,670.66	3,077.29	37,059.05	77.52%
53045 - Grant Expenditure	141,213.00	823.68	38,329.09	823.68	102,060.23	72.27%
53049 - Cash Short	0.00	-1.95	-5.47	0.00	5.47	0.00%
53054 - Dues	737.00	0.00	196.00	0.00	541.00	73.41%
53055 - Training	1,300.00	0.00	378.73	0.00	921.27	70.87%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Cont. for Services	9,985.00	678.00	2,922.00	7,049.00	14.00	0.14%
53066 - Misc. Services	250.00	0.00	17.50	132.50	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	796.32	46,021.75	330.00	4,943.25	9.64%
Total	311,170.00	17,642.50	117,933.41	22,416.65	170,819.94	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

NOVEMBER 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,601)	7,677	ADULT BOOKS	(171)	190	NEW ADULT CARDS
(11,042)	11,981	CHILDREN'S BOOKS	(33)	43	NEW CHILDREN'S CARDS
(21)	19	DEVICES	(22,046)	22,995	TOTAL ACTIVE BORROWERS
(434)	452	VIDEOS	(13)	10	HOMEBOUND & FACILITIES DELIVERIES
(888)	830	AUDIOS	(881)	1,052	COMPUTER
(100)	120	BOOK CLUB BOOKS	(2,968)	6,907	WIRELESS USERS
(25)	30	INTERLIBRARY LOAN	(28)	62	NOTARY SERVICES
(560)	724	IN LIBRARY USE	(8)	4	CURBSIDE DELIVERIES
(5,963)	5,613	EBOOKS			
(5,521)	5,568	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(75)	159	KITS			
(32,230)	33,173	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,882)	13,402	ADULT	(1,768)	1,911	OSU STUDENT
(4,318)	4,397	CHILD	(215)	212	OUT OF COUNTY
			(2,863)	3,073	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,521 /	2,474	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(10,811)	15,972	
NUMBER OF VISITORS TO LIBRARY WEBSITE			(9,611)	13,134	

ESTIMATED ADULT REFERENCE

(2,910)	3,529	IN PERSON
(875)	1,075	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(227)	245	IN PERSON
(20)	25	BY TELEPHONE

PROGRAMMING

(86)	19	MEETING ROOM USAGE
(110)	150	ADULT LIBRARY PROGRAM ATTENDANCE
(42)	32	YOUNG ADULT PROGRAM ATTENDANCE
(469)	548	STORY TIME ATTENDANCE
(319)	419	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(398)	376	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(373)	342	BOOK MATERIALS	(460)	610
(59)	12	NON-BOOK MATERIALS		
(79,793)	79,752	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(85,808)	86,591	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

NOVEMBER 2024

ADULT SERVICES

<u>4,603</u>	<u>Reference Questions</u>	<u>1</u>	Outreach	<u>8</u>	Participants
	<u>3,280</u>		in person	<u>9</u>	Number of Adult Programs
	<u>823</u>		by phone	<u>150</u>	Attendance at Adult Programs
	<u>500</u>		directional	<u>3</u>	Number of Young Adult Programs
		<u>32</u>	Attendance at Young Adult Programs		
<u>19</u>	Meeting Room Usage	<u>22</u>	Number of Volunteers		
		<u>108.00</u>	Total Volunteer Hours		
		<u>15</u>	Displays		

CHILDREN'S SERVICES

<u>274</u>	<u>Reference Questions</u>				
	<u>232</u>		in person		
	<u>9</u>		by phone		
	<u>33</u>		directional		
<u>10</u>	Number of pre-school programs		(daycare & Headstart)		
<u>362</u>	Attendance at pre-school programs				
<u>29</u>	Number of storyhours				
<u>548</u>	Attendance at storyhours				
<u>2</u>	Number of programs/school visits for school age children		(here or away)		
<u>57</u>	Attendance at programs for school age children				
<u>0</u>	Number of programs for Summer Reading Program				
<u>0</u>	Attendance at Summer Reading Program				
<u>6</u>	Displays				
<u>0</u>	Number of volunteers				
<u>0.00</u>	Total volunteer hours				

REGISTRATION

<u>233</u>	<u>Total new borrowers</u>		
	<u>190</u>	Adults	
	<u>43</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

NOVEMBER 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
3,523	4,765	4,783	Fiction
1,372	1,421	1,553	Nonfiction
1,312	1,394	1,326	New books
23	21	15	Multi-language items
6,230	7,601	7,677	Total Book Checkouts
21	21	19	Devices
153	203	121	CD books
36	49	14	Music cds
198	155	130	DVDs & Blu-rays
70	100	120	Book Club Bks
19	18	92	Kits
497	546	496	Total Checkouts
289	244	270	In-library use
42	25	30	ILL
6,029	5,963	5,613	Ebooks
4,626	5,521	5,568	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
10,986	11,753	11,481	Total Checkouts

27,640 32,230 33,173 **GRAND TOTAL CIRCULATION**

CHILDREN'S

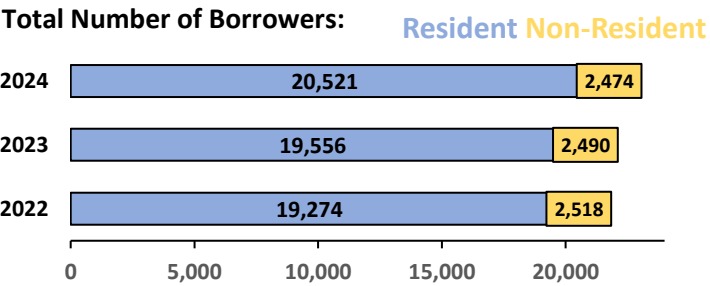
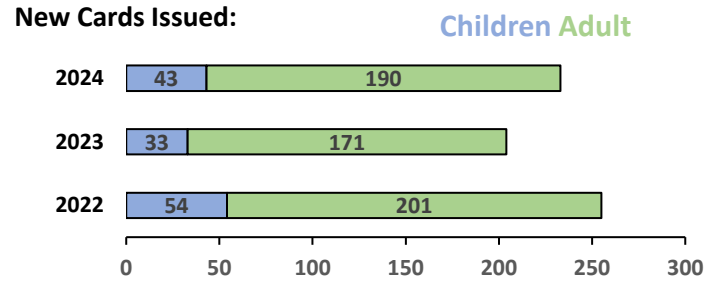
Total Book & Non-Book Material Checkouts

2022	2023	2024	
7,261	9,085	10,040	Fiction
746	885	902	Nonfiction
675	916	908	New books
111	156	131	Multi-language items
8,793	11,042	11,981	Total Book Checkouts
629	624	689	CD books
6	12	6	Music cds
291	279	322	DVDs & Blu-rays
6	57	67	Kits
932	972	1,084	Total Checkouts
202	316	454	In-library use

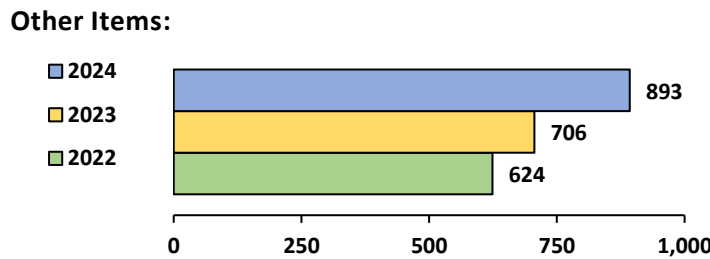
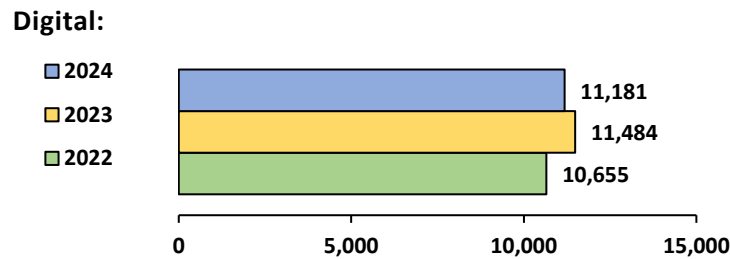
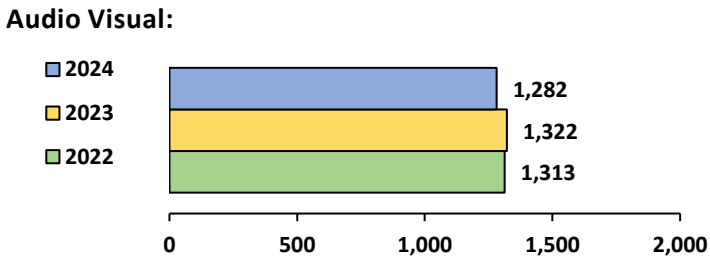
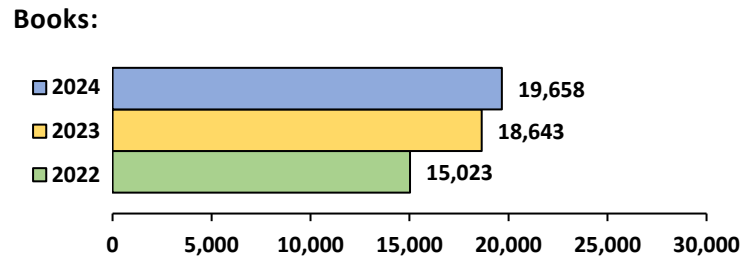
OUTREACH

0	Homebound patron deliveries	10	Facility deliveries
0	Homebound items/materials	13	Deposit collections
		270	Total number of books

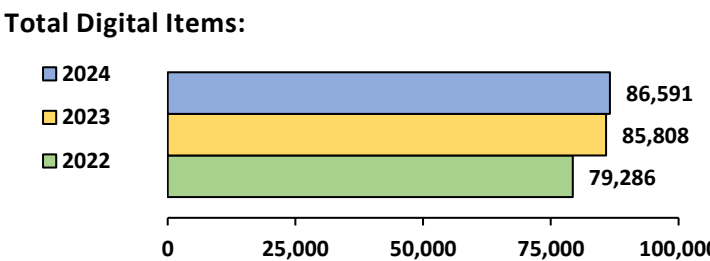
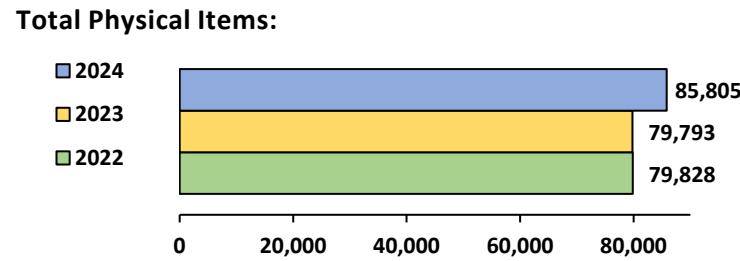
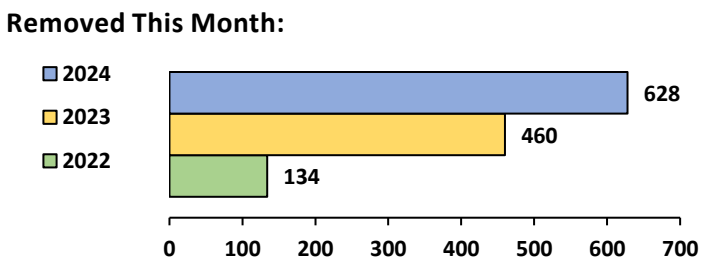
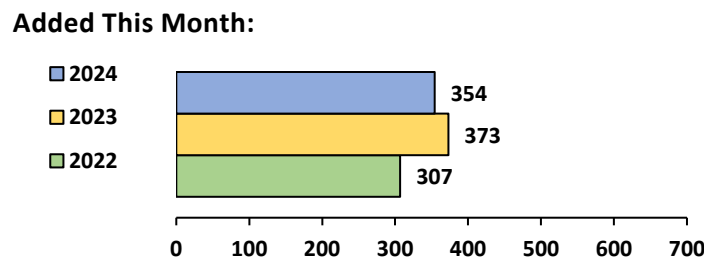
NOVEMBER 2024 - ACCOUNT HOLDER INFORMATION



NOVEMBER 2024 - MONTHLY CIRCULATION:



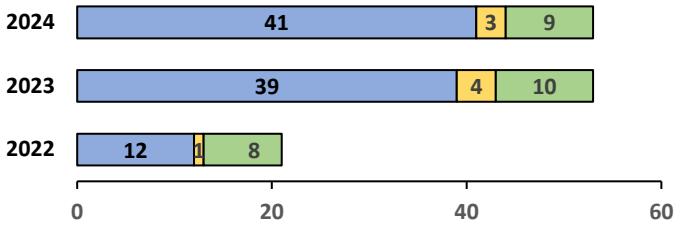
NOVEMBER 2024 - ITEMS:



NOVEMBER 2024 - PROGRAMING:

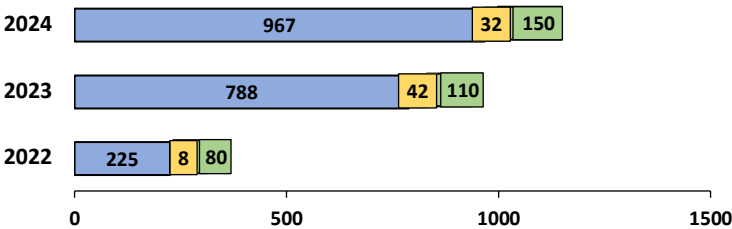
Number of Programs:

Children Teen Adult

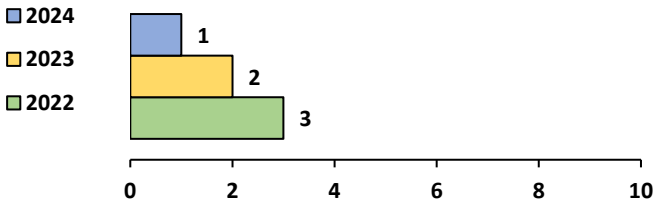


Number of Attendees:

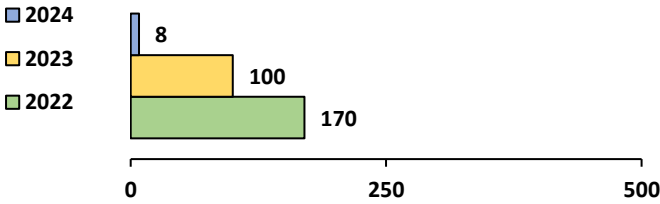
Children Teen Adult



Outreach Number of Events Attended:

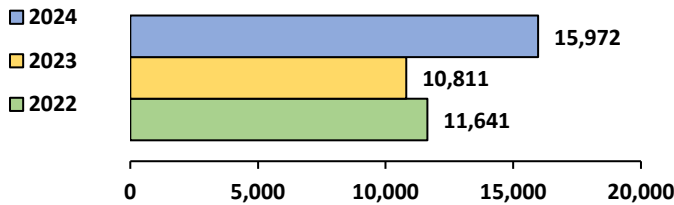


Outreach Number of People Reached:

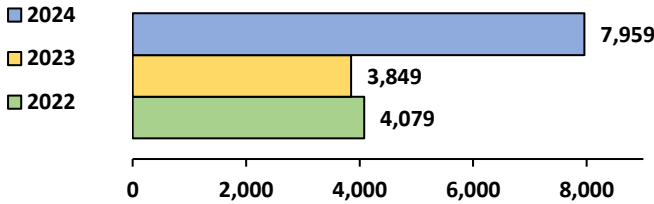


NOVEMBER 2024 - LIBRARY USE:

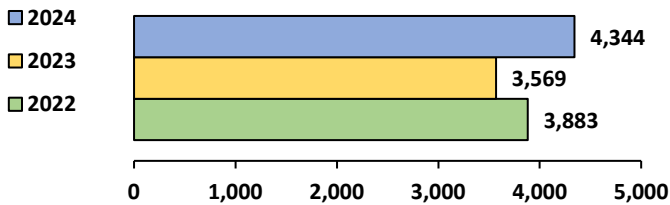
Number of Visitors:



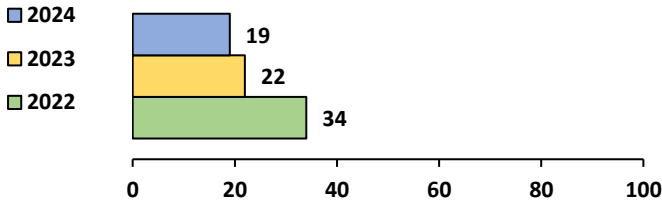
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:



OKLAHOMA HUMANITIES

***LET'S TALK ABOUT IT* GRANT AGREEMENT**

This Agreement stipulates conditions applying to the following grant made by Oklahoma Humanities. The City of Stillwater: Stillwater Public Library, hereinafter referred to as the “grantee”, shall agree to the following terms and conditions:

Project Number	Y25.022
Grantee (grant recipient)	City of Stillwater: Stillwater Public Library
Title of Project	<i>Coming and Going in Oklahoma Indian Country</i>
OH Grant Funds Awarded	\$1,500.00
Cost-Share	
Organizational Resources & Cash:	\$1,910.38
Third Party In-Kind:	\$0.00
Total Cost-Share:	\$1,910.38
Period of Grant	12/03/2024 - 05/31/2025
Grant Award Letter Dated	12/03/2024
Date of this Agreement	12/03/2024
Final Report Due Date	08/31/2025

A. AUTHORIZATION OF GRANT

Oklahoma Humanities (OH) is authorized by the National Endowment for the Humanities (NEH) to make grants to private nonprofit organizations; accredited public and 501(c)(3) institutions of higher education; state, local, and federally recognized Native American tribal governments; institutions of the federal government; and groups of persons that form an association to carry out a project. These organizations and groups must be constituted for nonprofit purposes, and such organizations or groups don't need to be incorporated or have tax-exempt status. By accepting this grant, the recipient warrants itself to be qualified under the above definition. It is the responsibility of the grantee to promptly notify OH of any change in this status.

B. DEFINITION AND SCOPE OF PROJECT

Acceptance of this award creates a legal duty on the part of the grantee to use the funds exclusively for the purpose of carrying out the humanities project as described in the grantee's application (with any modifications or conditions stated by OH in the award letter). The grantee agrees to comply fully with the terms and provisions of this agreement.

C. RELATIONSHIP OF GRANTEE TO OH

The grantee is not an agent of OH but is an independent contractor. The grantee shall have no authority to bind OH to any agreement. Neither party is authorized or empowered to act for the other for any purpose and shall not be on behalf of the other enter into any contract, warranty, and/or representation as to any matter. The grantee may not, without prior approval, represent any grant activity as being carried out by or for OH, the NEH, or the federal government.

D. AWARD PAYMENT PROCESS

OH uses an electronic payment system to disburse grant funds. OH pays grantees on an advanced basis upon the receipt and approval of the signed Grant Agreement. Payments will be electronically distributed within 30 days of the approval of the signed Grant Agreement. Notifications of the electronic transfers are directed to the project Fiscal Agent.

E. LIMITATIONS ON THE USE OF GRANT FUNDS

1. Grants funds must be spent on the originally approved project expenses (please see E.3.b for budget revision requests and see E.4 for information on underspent awards).
2. Grant funds must be obligated during the grant period. Payment of all outstanding commitments made by the grantee shall be made no later than ninety (90) days following the termination date of the grant.
3. Significant changes to your OH-funded project require prior approval. Proposed project changes are submitted via the online grant management system. Only the following project changes are allowable under the terms and conditions of this award
 - a. Grant Period Extension Request: A one-time grant period extension of up to 6 months may be requested if additional time is required to complete the original scope of the project with funds already made available. **This request must be submitted at least two**

weeks before the grant period is scheduled to end. If you are unable to complete the original scope of the project within a 6-month extension, please contact Program Officer Rayne McKinney as soon as possible (rayne@okhumanities.org or 405-235-0280).

- b. Budget Revision Request: Changes that involve the addition or deletion of substantial budget items, the inclusion of costs that were specifically disallowed by the terms of the grant award, the transfer of funds allotted for training purposes (for example, participant stipends and fellowship awards), and the transfer of funds that were budgeted for direct costs to absorb increases in indirect cost type items.
- c. Key Personnel Change Request: The replacement of the Project Director, Fiscal Agent, Authorizing Official, Humanities Scholars, or other significant project personnel requires prior approval from OH. Evidence of qualifications of replacements may be required for certain project roles.
- d. Change in Project Scope Request: Changes to the scope of the originally funded project must be approved in advance by OH. Changes in scope result in significant modifications to program accessibility, outcomes, or audiences served. Depending upon the change request, more information may be required prior to approval. Grantees should discuss the change in program scope with Program Officer Rayne McKinney **prior** to the changes.

Change in scope requests require executive approval and may take up to 30 days to process. Requests should be made as soon as possible.

- 4. The grantee shall refund to OH all sums paid under the grant which are found not allowable under terms of the Cost Principles (section F), and all funds received from OH which remain uncommitted at the completion of the grant. Unspent grant funds must be returned to OH within 90 days of the end of the grant period.

F. COST PRINCIPLES

- 1. No funds from this grant will be used to pay the costs of entertainment, amusement, or social activities.
- 2. Necessary travel expenses will be allowed at the current IRS allowable rate.

G. FINANCIAL MANAGEMENT STANDARDS

The financial management systems of the grantee must meet the following standards:

- 1. *Accounting Record:* Grantee must maintain records that adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to obligations, unobligated balances, assets, liabilities, expenditures, and income.
- 2. The grantee shall retain financial records and documentation of disbursements and matching funds, including organizational resources, cash, and cost-share services, for three (3) years following the submission of the final financial report for a grant and will

furnish the OH, upon request, with reasonable proof of the value of cost-share contributions. A sample form to facilitate documentation of cost-share contributions is included in the LTAI grantee packet.

3. The grantee shall retain financial records and documentation of disbursements and matching funds, including organizational resources, cash, and third party in-kind services, for three (3) years following the submission of the final financial report for a grant and will furnish OH, upon request, reasonable proof of the value of third party in-kind contributions. A sample Documentation of Organizational Resources and Third Party In-kind Contributions Form is included in the grant packet.

The grantee shall have a double-entry accounting system that is maintained according to generally accepted accounting principles that are applied on a consistent basis. The system should provide for a general ledger, a cash receipts journal, a cash disbursements journal, and a general journal. The general ledger would contain control accounts for regrant funds that are awarded (obligated) and cost-sharing funds that are provided by the council itself. A separate control account, which may be recorded in a memorandum ledger rather than the general ledger, should be established for cost-sharing funds.

For grantees that do not have a double-entry accounting system in place, OH will provide upon request a check-log form with instructions, which when utilized by the grantee will satisfy this requirement.

4. Grantees shall have ninety (90) days from the completion date of the grant period to submit the above mentioned Final Financial and Evaluation reports.

H. REPORTING AND EVALUATION REQUIREMENTS

The grantee is required to submit project evaluation information in the form of a project Final Report. The grantee shall have ninety (90) days from the completion date of the grant period to submit the Final Report as assigned in the online grant management system.

I. ACKNOWLEDGMENT OF GRANT SUPPORT

1. It is a requirement of this grant that OH's name, logo, and the following acknowledgement statement be used on all printed, audiovisual, and/or broadcast promotional materials. This acknowledgment must also be announced in broadcast promotions and in the introduction to each program presented by the project. The acknowledgment statement is:

"Books, services, and other materials for this series are provided by Let's Talk About It, a program of Oklahoma Humanities. Generous funding and support for this series was provided by Kirkpatrick Family Fund, McCasland Foundation, and Oklahoma City University. Any views, findings, conclusions, or recommendations expressed in these programs do not necessarily represent those of Oklahoma Humanities."

2. The OH logo can be accessed on the OH website (www.okhumanities.org). You will receive an OH logo poster by mail in your media packet. This poster must be prominently displayed at each session of your LTAI series.

J. PUBLICATIONS

The grantee may publish, without charge to grant funds, the results of grant activity provided that such publications (written, visual, or audio) contain the acknowledgments of OH grant funds and the disclaimer of section I.

K. CIVIL RIGHTS

The grantee agrees that no person shall be denied full participation in any aspect of this project on the grounds of race, color, sex, age, national origin, creed, political affiliation or opinion, sexual orientation, veteran's status, or disabilities.

L. TERMINATION OF GRANTS

1. If, in OH's judgment, the grantee is not in full compliance with the terms and conditions of this grant, it may at its discretion, after consultation with the grantee, terminate on 30 days written notice, the grant, in whole or in part.
2. Such termination may affect any commitment which, in the judgment of OH, had been obligated prior to the effective date of termination. The grantee agrees to furnish OH within 60 days of the date of termination an itemized accounting of funds expended, obligated and remaining under the grant. The grantee also agrees to remit within 30 days of the receipt of a written request any amount found due.
3. A grantee which has received a notice of termination may request from OH a review of the termination action. The request must be postmarked no later than thirty (30) days after the date of the termination notice and should be addressed to the Executive Director, Oklahoma Humanities, 424 Colcord Dr., Suite E, Oklahoma City, OK 73102. The request must contain a full statement of the grantee's position and the pertinent facts and reasons that support such a position. The Executive Director will promptly acknowledge the request for review and will notify OH's Executive Committee to review and resolve the issue. Pending such resolution, the notice of termination will remain in effect.
4. OH staff will not participate in the decision of the Executive Committee. The Executive Committee will have full access to all relevant OH and program materials and may request additional information from the grantee and from OH staff. The Executive Committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be documented by the Executive Committee. Based on its review, the Executive Committee will advise the parties concerned of its decision.

M. AUTHORIZATION OF DEPOSIT

By signing this agreement, the Authorizing Official certifies that they are an authorized representative of this organization and authorizes Oklahoma Humanities to automatically deposit grant funding into the identified business checking account and, if necessary, to adjust or reverse a deposit for any payment entry made to the account in error. This authorization will remain in effect until the deposit has been cleared by both financial institutions and no errors are found.

N. OKLAHOMA HUMANITIES MAGAZINE SIGN-UP INSTRUCTIONS

Audience members are eligible to receive a free subscription to *Oklahoma Humanities* magazine. This bi-annual educational publication is distributed free of charge statewide. A sample issue of the magazine and a sign-up sheet are included in the award materials.

1. Grantees should place an issue of the magazine and a sign-up sheet out at any public program.
2. Grantee will upload the completed sign-up sheet to the project final report assigned in the online grant management system.

O. AUTHORIZED SIGNATURES

The grantee stipulates that the signatures below include those of officials authorized to commit Grantee to the terms of this agreement, and that the officials have read and agreed to the terms of this agreement, OH Guidelines, and the grant award letter.

OKLAHOMA HUMANITIES


Caroline Lowery, Executive Director

Date: 12/03/2024

City of Stillwater: Stillwater Public Library
GRANTEE

By: _____
Stacy DeLano, Authorizing Official

Date: _____

By: _____
Emily States, Project Director

Date: _____

By: _____
Naomi Brown, Fiscal Agent

Date: _____

**SIGN GRANT AGREEMENT AND UPLOAD ENTIRE DOCUMENT
TO THE ONLINE GRANT MANAGEMENT SYSTEM**



Patron Confidentiality Policy

Oklahoma State Statute 65 O.S. §1-105- Disclosure of Records protects the confidentiality of library records. Library records cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

Confidentiality extends to information sought or received; circulation records; database search records; reference interviews; interlibrary loan records; and computer uses.

All registration information of minors collected will not be disclosed except for those exceptions noted above. Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to the appropriate law enforcement agency.

Library records will not be made available to any individual, group, or law enforcement agency without a valid court order, subpoena, or search warrant issued by a court of competent jurisdiction and presented to the Library Director or his/her designee. The Library Director will contact the City Attorney's office whenever a court order, subpoena or search warrant is received.

Names of patrons may be disclosed to another library for the purpose of borrowing materials for the patron through interlibrary loan services.

Any patron who wishes to release information to another individual with regards to materials on reserve must complete a "Release of Information Form" available at the Circulation Desk.

Library records not protected under Statute 65 O.S. §1-105 fall under Oklahoma State Statute ~~25 O.S. §301~~ 51 O.S. §24A.1, et seq., Oklahoma Open Records Act and must be disclosed in accordance with that statute upon written request to the City Clerk's office.

All employees, board members, and volunteers of the Stillwater Public Library must comply with this policy.

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

Approved by the Library Board 4/22/03
Revised 4/27/04; 1/26/10; 8/28/12; 5/28/13
Re-affirmed 12/27/05; 3/27/18; 10/22/24