



AGENDA
SPECIAL MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 14, 2025, 12 P.M.
library.stillwater.org

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: December 17, 2024, Regular Meeting

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) Presentation on Library revenues and expenditures (No action will be taken)
- b) Discuss FY 25-26 Personnel Budget (No action will be taken)
- c) Discuss FY 25-26 Operating Budget (No action will be taken)

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
- 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
SOUTH BUILDING CONFERENCE **ROOM 138**
1107 SOUTH DUCK, STILLWATER, OK, 74074
DECEMBER 17, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present: Martha McMillian, Kathryn Ross, Robin Cornwell, Matt Upson

Staff present: Stacy DeLano, Andrea Kane, Paula Long, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER The meeting was called to order at 12:01 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: Nov. 19, 2024, Regular Meeting
- b) Stillwater Public Library Nov. 2024 Financial Reports
- c) Stillwater Public Library Nov. 2024 Activity Report

McMillian pointed out that the heading on the financial report should read 24-25. Board members discussed whether to continue reviewing both formats of the monthly financial report. It was decided that both formats have beneficial aspects, and they will continue considering both reports.

Ross/McMillian moved to approve the consent docket with amendments to the financial report. The votes are as follows: McMillian, yes; Ross, yes; Cornwell, yes; Upson, 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 acceptance of \$1,500 grant from Oklahoma Humanities for a Let's Talk About It, Oklahoma series

Oklahoma Humanities will provide \$1,500 for a five-book community reading series in the spring. The books in the program include contemporary Native authors. Emily States, the Adult Services Supervisor, will manage the series.

Cornwell/Ross moved to approve acceptance of \$1500 grant from Oklahoma Humanities for a Let's Talk About It, Oklahoma series. The votes are as follows: McMillian, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

- b) Continue discussion and consideration of revised Patron Confidentiality Policy
The board discussed different avenues for keeping patron records confidential and how Sirsi, the integrated library system, handles patron confidentiality. Andrea Kane, Tech Services supervisor, will inquire about contemporary libraries' records policies. The Legal department will review the City's record retention policy. This topic will be revisited at a future meeting.

- c) Update on fire suppression system replacement
The construction crew started work today in the north building. DeLano and maintenance lead Heath Lindley met with the crew. Lindley will be checking in with them periodically. Friends of the Library will be sorting books in the genealogy room during phase one of the project. Stillwater Literacy Council will meet virtually until phase one is complete. Staff members have moved out of the north building and are rehoused in the archives room in the south building. People who regularly use meeting rooms have been contacted and placed into Room 138, if capacity allows, or referred to the Community Center. The Community Center will be used for some library programming and events, including AARP tax preparation and the spring book sale.

- d) Update on migration of Board agenda packets to CivicRec

City Council and other boards receive meeting packets through an online system. An agenda with attached reports is created on the CivicRec portal. Once it is prepared, a link to the packet will be emailed to board members. If a board member prefers, meeting documents can still be sent in the current manner. The January meeting will be prepared using 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
Readathon planning is progressing well, and readers have been selected. The event will take place on February 14 at Stonecloud. The library has received a grant from Amazon for \$5,000 in goods. Items selected for purchase include books for the Big Read event and activity kits for adults with dementia.
- b) Miscellaneous items from the Library Board
Ross reported that she attended and enjoyed the silent book club and hopes it will continue. Ross said she was impressed with the librarians at long-range planning meetings and appreciated their collaboration with one another on the project. DeLano said the facilitator will provide a draft of the long-range plan in January, staff will review it, and it will be presented to the Library Board in March. The final draft will be submitted to the Oklahoma Department of Libraries before June 30.
- c) Discussion about scheduling items for upcoming meetings
 - i. Consider holding a Special meeting in January for discussion of budget
DeLano offered to hold a special meeting in January to explain the budget for the next fiscal year and provide details about the funding streams the library uses. The meeting will take place on January 14 at noon.

6. **ADJOURN** Cornwell/Ross moved to adjourn. The votes are as follows: McMillian, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:01 p.m.

Prepared by: Naomi Brown, Recording Secretary

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

7/1/2025										#####																		
				7/1/2025						Date of Review / Progression move in FY25		New						Allowance (not typical)				Number of Pos						
Pos #	#	PosTitle	FT/PT	Hrly Rate at 7/1	Grade	Step	Hrs/Yr			New Hrly Rate	Grade / Prog Lvl	New Step	7/1/25 to Rev Date	Rev Date to 6/30/26	Total FY25 Wages			Subtotals										
####	1	Tester	F	10.0000	H11	1	2,080			6/30/2026	10.30	H11	2	20,800.00	164.80	20,964.80	0											
																1,004,286.30	0											
																		695,277.65	F	14								
																		309,008.66	P	19								
																		33		33								

5013	7	LIBRARY AIDE	P	11.98	B14	1	1,040	8/14/2025	12.33	B14	2	1,533.44	11,244.96	12,778.40
5013	8	LIBRARY AIDE	P	11.98	B14	1	1,040	5/19/2026	12.33	B14	2	11,021.60	1,479.60	12,501.20
5013	9	LIBRARY AIDE	P	11.98	B14	1	1,040	5/20/2026	12.33	B14	2	11,069.52	1,430.28	12,499.80
5013	1	LIBRARY AIDE	P	15.16	B14	9	1,040	2/17/2026	15.60	B14	10	10,005.60	5,928.00	15,933.60
5013	2	LIBRARY AIDE	P	15.16	B14	9	1,040	1/6/2026	15.60	B14	10	8,186.40	7,800.00	15,986.40
5013	3	LIBRARY AIDE	P	13.46	B14	5	1,040	2/19/2026	13.85	B14	6	8,991.28	5,152.20	14,143.48
5013	4	LIBRARY AIDE	P	12.70	B14	3	1,040	1/31/2026	13.07	B14	4	7,823.20	5,541.68	13,364.88
5013	5	LIBRARY AIDE	P	12.33	B14	2	1,040	3/19/2026	12.70	B14	3	9,222.84	3,708.40	12,931.24
5013	6	LIBRARY AIDE	P	13.07	B14	4	1,040	2/16/2026	13.46	B14	5	8,573.92	5,168.64	13,742.56
		LIBRARY MEETING												
5024	1	RM COORDINATOR	P	12.70	B14	3	1,040	9/3/2025	13.07	B14	4	2,336.80	11,187.92	13,524.72
		LIBRARY MEETING												
5024	2	RM COORDINATOR	P	17.07	B14	13	1,040	5/27/2026	17.07	B14	13	16,114.08	1,638.72	17,752.80
		CIRCULATION												
5025	1	SPECIALIST	F	14.21	A26	2	2,080	1/25/2026	14.64	A26	3	16,938.32	13,000.32	29,938.64
		CIRCULATION												
5025	2	SPECIALIST	F	14.64	A26	3	2,080	7/26/2025	15.09	A26	4	2,225.28	29,093.52	31,318.80
		TECHNICAL												
5041	1	SERVICES	F	19.68	A26	13	2,080	2/2/2026	19.68	A26	13	24,245.76	16,688.64	40,934.40
		CHILDRENS												
6013	1	SERVICES	P	15.09	A26	4	1,040	1/11/2026	15.53	A26	5	8,390.04	7,516.52	15,906.56
		CHILDRENS												
6013	2	SERVICES	P	14.64	A26	3	1,040	8/22/2025	15.09	A26	4	2,225.28	13,399.92	15,625.20
		CHILDRENS												
6013	3	SERVICES	P	15.09	A26	4	1,040	10/6/2025	15.53	A26	5	4,164.84	11,864.92	16,029.76
		CHILDRENS												
6013	4	SERVICES	P	15.09	A26	4	1,040	8/20/2025	15.53	A26	5	2,172.96	13,914.88	16,087.84
		BLDG MAINTENANCE												
12052	1	WORKER PT	P	16.00	A28	4	1,040	3/22/2026	16.49	A28	5	12,096.00	4,683.16	16,779.16
		BLDG MAINTENANCE												
12052	2	WORKER PT	P	15.09	A28	2	1,040	5/5/2026	15.53	A28	3	13,279.20	2,484.80	15,764.00
		BUSINESS OFFICE												
18012	1	MANAGER	F	20.50	B20	4	2,080	11/19/2025	21.12	B20	5	16,564.00	26,864.64	43,428.64
		LIBRARIAN												
20311	1	I/CATALOGER	F	20.45	L32	3	2,080	3/7/2026	21.06	L32	4	29,284.40	13,646.88	42,931.28
23021	1	LIBRARIAN I	F	21.06	L32	4	2,080	3/22/2026	21.69	L32	5	31,842.72	12,319.92	44,162.64
23021	3	LIBRARIAN I	F	22.34	L32	6	2,080	2/6/2026	23.02	L32	7	28,237.76	18,784.32	47,022.08

23022	1	LIBRARIAN I-PT	P	23.70	L32	8	1,508	5/4/2026	24.42	L32	9	30,103.74	5,807.08	35,910.82
23022	2	LIBRARIAN I-PT	P	20.45	L32	3	1,040	9/27/2025	21.06	L32	4	5,235.20	16,511.04	21,746.24
		CIRCULATION												
25082	1	SERVICES SUP	F	27.75	L33	9	2,080	2/1/2026	28.59	L33	10	34,188.00	24,244.32	58,432.32
		CHILDREN'S												
27012	1	SERVICES SUP	F	28.59	L33	10	2,080	3/17/2026	28.59	L33	10	42,313.20	17,154.00	59,467.20
		ADULT SERVICES												
27013	1	SUP	F	27.75	L33	9	2,080	1/4/2026	28.59	L33	10	29,748.00	28,818.72	58,566.72
		TECHNICAL												
30092	1	SERVICES SUP	F	28.59	L33	10	2,080	2/1/2026	28.59	L33	10	35,222.88	24,244.32	59,467.20
41031	2	LIBRARY TECH MGR	F	24.36	L34	4	2,080	8/22/2025	25.08	L34	5	7,405.44	44,542.08	51,947.52
		MAINTENANCE SR												
48808	2	TECHNICIAN	F	24.12	M02	2	2,080	1/3/2026	24.12	M02	2	25,856.64	24,312.96	50,169.60
95501	2	LIBRARY DIRECTOR	F	37.26	S	1	2,080	12/6/2025	37.2551	S	1	33,976.65	43,513.96	77,490.61

Memo

From: Stacy DeLano, library director

Date: 12/31/2024

In re: Position change request

REQUEST

The library requests that its three part-time Shelver positions (A07) be transitioned to three part-time Library Aide positions (B14).

BACKGROUND

When positions were frozen citywide during the pandemic, the library lost one PT Shelver (8.86/hour) and one FT Circulation Clerk (13.79/hour), as well as other members of the staff due to attrition. When hiring resumed during the pandemic, the Director and Circulation Supervisor decided not to refill the Shelver and Clerk positions, primarily because the library continued to see a lower level of check outs, which continued until approximately late summer of 2023.

ISSUE

Since summer 2023, patron usage has continued to increase and has surpassed the checkout rate of pre-pandemic levels, which increases demand at the Circulation desk and substantially increases the amount of shelving needed.

In addition, during the second half of the pandemic, wages were increasing significantly enough in other industries and workplaces that the City of Stillwater began having difficulty filling positions. For the library, this problem primarily impacted the shelving positions and Library Aides, which have the lowest wages at the library. Since Summer 2023, the Shelving positions have **turned over eight times** and Aide positions have turned over three times. Lack of a full roster is not an occasional occurrence. It has become a standard operating environment.

Because the library was already operating on a lean personnel roster, turnover has been difficult to absorb. The issue is exacerbated because most part-time staff are students, retired, or have second jobs and are not able to work beyond their regular 20 hours. The Circulation Supervisor, who is scheduled to work 3 hours/week at the desk, consistently works 10 hours/week at the Circulation desk and department supervisors, reference librarians, and the library director are needed to help perform shelving. The deficiency in staffing has lowered staff morale and increased burnout in the Circulation department and created disruption and delays in work for all departments.

RECOMMENDED SOLUTION

Because of efficiencies established in the past several years, the addition of the RFID system, and continued reduction of public service six hours/week, the library will not ask to return the PT and FT positions lost during the pandemic.

Instead, the library proposes transitioning its three PT Shelver positions to three part-time Library Aide positions and rewriting the Aide job description to add shelving to its responsibilities beginning

July 1, 2025. Combining the positions is a common and more modern public library practice, and the library expects the change to lead to the following benefits:

- Flexibility in providing coverage during turnover in both the Shelver and Aide positions
- Decrease in turnover due to higher hourly wages and increased department-wide morale
- Substantial increase in supervisory-level tasks completed by Circulation Supervisor
- Fewer disruptions for professional level staff
- Better use of skills of Shelving staff; most who have completed at least several years of college and often have a bachelor's degree

FINANCIAL IMPACT

The direct cost of transitioning the three positions is 9,874.52. Please see Attachment 1 for calculations.

The library proposes paying for the increase in wages by eliminating its OCLC cataloging service, to which it has subscribed for more than 25 years. OCLC has announced an official policy of raising its annual subscription fee by 3-5% each year. The library director has determined that this level of increase will eventually make use of this service financially unsustainable unless other services are cut. The FY25 service was 19,077.42, a 4% increase from FY24 cost of 18,299.68. No other library service vendor is increasing rates at that pace.

Instead, the library is considering transitioning to the purchase of vendor catalog records and improving these briefer records by the library cataloger. This plan has been attempted imperfectly in the past and failed. The current leadership team believes it will work successfully due to 1) substantially increased hiring expectations and a willingness to wait for the right candidate; 2) gaining a highly experienced and dedicated cataloger who is planning to stay long-term; 3) an expectation that supervisors more directly communicate and enforce expectations; and 4) library-wide efforts to cross train staff so that the Technical Services Supervisor and three MLIS level staff members can aid in cataloging if necessary. Use of vendor records has been tested by Technical Services staff. Elimination of the OCLC service will immediately result in \$12,000 annual savings with the remainder of the OCLC cost going toward record purchases. Most importantly, it will result in a continuing savings of the annual 3-5% increase in the subscription price, which approximates the annual wage increase of the transitioned Circulation staff.

The library is taking a risk in eliminating OCLC, but the library director and Technical Services supervisor believe that the library's increase in professionalism and employee management skills make this a positively calculated risk that will result in better customer service, increased staff wellbeing, and lowered HR costs due to continuing turnover.

ATT. 1 - WAGE DATA

Employee	Hourly Rate 7/1/25	FICA	Hourly Benefits	Hourly Pay W/Benefits	20/week	52/weeks
Shelver 1*	\$9.13	\$0.70	\$0.70	\$9.83	\$196.57	\$10,221.58
Shelver 2*	\$9.13	\$0.70	\$0.70	\$9.83	\$196.57	\$10,221.58
Shelver 3	\$9.40	\$0.72	\$0.72	\$10.12	\$202.38	\$10,523.86
TOTAL						\$30,967.03

Aide 1	\$11.9800	\$0.92	\$0.92	\$12.90	\$257.93	\$13,412.33
Aide 2	\$11.9800	\$0.92	\$0.92	\$12.90	\$257.93	\$13,412.33
Aide 3	\$11.9800	\$0.92	\$0.92	\$12.90	\$257.93	\$13,412.33
						\$40,236.99

Increase in
staffing cost \$9,269.9568

*Figures assume that current Shelves remain until July 1.
Based on the past 18 mos. data, this is statistically unlikely.
Therefore, wages may need to be figured at \$8.86 for two of
the positions.

**Most likely
increase in
staffing cost \$9,874.5200**