



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
FEBRUARY 25, 2025, 12 P.M.
library.stillwater.org

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: Jan. 14, 2025, Special Meeting
- b) Stillwater Public Library Dec. 2024 and Jan. 2025 Financial Reports
- c) Stillwater Public Library Dec. 2024 and Jan. 2025 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 approval of library director's request to change the three positions of Shelver to Library Aide
- b) Consider approval of FY 25-26 Personnel Budget
- c) Consider approval of FY 25-26 General Operating Budget
- d) Consider acceptance of State Aid grant from the Oklahoma Department of Libraries in the amount of \$18,517
- e) Consider acceptance of digitization grant from the Oklahoma Historical Society in the amount of \$13,733.09
- f) Consider acceptance of OLA Conference grant from the Oklahoma Department of Libraries in the amount of \$1784.12
- g) Consider approval of Library director's request to apply for eRate discount for internet services and for hotspot devices and service
- h) Consider approval of Library Director's request to close for up to two weeks for set-up of temporary library

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
 - ii. Report from Staff Appreciation Committee

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

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

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

Staff present: Stacy DeLano, Naomi Brown, Andrea Kane, Paula Long, 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: December 17, 2024, Regular Meeting

Sinnes arrived at 12:02 p.m.

Edwards/McMillian 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) Presentation on Library revenues and expenditures (No action will be taken)
DeLano's presentation provided information about the library's funding sources, expenditures, revenue generated by the library, gaps in library funding, and major budget concerns.
- b) Discuss FY 25-26 Personnel Budget (No action will be taken)
DeLano provided a document that detailed library personnel positions and pay rate information. DeLano submitted a request to the city manager's office for three part-time shelver positions to transition into three part-time library aide positions. Funding needed to transition the position would be available through discontinuing the library's OCLC subscription. A request for approval from the Library Board will be considered at a future meeting.
- c) Discuss FY 25-26 Operating Budget (No action will be taken)
The operation budget parameters have not yet been provided to city departments. DeLano's preliminary figure for the operating budget for the library is around \$215,000. The library's integrated library system is its largest general budget expense followed by material collections, software, and supplies.

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
DeLano welcomed board members to attend the Meet Your Legislators event on Thursday, January 16, and reminded them that complying with the Open Meetings Act requires that Library Board topics not be discussed at the gathering.
- b) Miscellaneous items from the Library Board
 - 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.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Trust Board

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 12/31/2024

Pct.

Object - Description	Budget	Actual	Actual	Encumbrance	Balance	Rem.
Key: 1015510 - Library administration						
Revenue						
43100 - Federal Grant Revenue	100,825.00	100,000.00	100,824.68	0.00	0.32	0.00%
45000 - Fines & Forfeitures	20,000.00	1,505.08	8,289.72	0.00	11,710.28	58.55%
47012 - Misc Fees	9,000.00	1,164.46	7,886.29	0.00	1,113.71	12.37%
47501 - Room Rental	11,000.00	505.00	9,700.25	0.00	1,299.75	11.81%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	23,363.00	2,574.96	26,155.35	0.00	-2,792.35	-11.95%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	164,188.00	105,749.50	152,856.29	0.00	11,331.71	6.90%
Expenditure						
51001 - Full Time	699,471.00	85,554.79	339,845.67	0.00	359,625.33	51.41%
51002 - Part Time	294,720.00	33,668.24	131,293.98	0.00	163,426.02	55.45%
51003 - Overtime	500.00	11.27	131.73	0.00	368.27	73.65%
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	8,895.33	34,793.83	0.00	41,299.17	54.27%
51022 - Retirement	41,998.00	4,713.22	19,985.24	0.00	22,012.76	52.41%
52012 - Vehicle Repair Parts	500.00	0.00	216.60	0.00	283.40	56.68%
52031 - Office Supplies	1,700.00	70.15	459.18	161.99	1,078.83	63.46%
52034 - Postage	200.00	58.40	58.40	141.60	0.00	0.00%
52036 - Janitorial Supplies	5,100.00	123.68	2,514.92	0.00	2,585.08	50.68%
52040 - Books & Publications	88,300.00	7,744.60	45,616.95	42,371.31	311.74	0.35%
52041 - Clothing & Uniforms	600.00	0.00	400.00	0.00	200.00	33.33%
52043 - Vehicle Fuel & Oil	450.00	0.00	77.39	0.00	372.61	82.80%
52046 - Supplies	10,000.00	149.16	3,019.52	844.20	6,136.28	61.36%
53001 - Natural Gas	6,000.00	209.66	856.47	0.00	5,143.53	85.72%
53004 - Telecommunications	7,640.00	52.15	312.90	0.00	7,327.10	95.90%
53011 - Equipment Rental	6,000.00	1,000.54	2,851.31	3,035.64	113.05	1.88%
53020 - Repair-Structures	14,743.00	75.00	4,459.42	4,353.00	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	87.53	7,758.19	5,679.65	34,369.16	71.89%
53045 - Grant Expenditure	141,213.00	3,512.92	41,842.01	89,952.91	9,418.08	6.66%
53049 - Cash Short	0.00	0.00	-5.47	0.00	5.47	0.00%
53054 - Dues & Subscriptions	737.00	51.00	247.00	0.00	490.00	66.48%
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: 12/31/2024

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	914.90		3,836.90		6,134.10	14.00	0.14%
53066 - Miscellaneous Services	250.00	0.00		17.50		132.50	100.00	40.00%
53068 - Travel Expense	750.00	2.05		2.05		37.95	710.00	94.66%
53071 - Software Maintenance	51,295.00	0.00		46,021.75		330.00	4,943.25	9.63%
53076 - Bad Debt Expense	0.00	51.80		51.80		0.00	-51.80	0.00%
53083 - Employee Discounts	0.00	0.00		-1,777.50		0.00	1,777.50	0.00%
56000 - Direct Costs	413.00	34.00		204.00		0.00	209.00	50.60%
56001 - Indirect Costs	422.00	35.00		210.00		0.00	212.00	50.23%
Expenditure Total:	1,531,637.00	147,015.39		700,940.87		155,674.85	675,021.28	44.07%
Key Total:	(1,367,449.00)	(41,265.89)		(548,084.58)		(155,674.85)	(663,689.57)	48.53%

January 2025

City of Stillwater, OK

42% of Fiscal Year 24-25 remaining

Budget to Actuals with Encumbrances by Key and Object

Object - Description		Budget	Month to date		Year to date		Report Date: 01/31/2025		
			Actual		Actual		Encumbrance	Balance	Pct. Rem.
Key: 101510 - Library administration									
Revenue									
43100 - Federal Grant Revenue		100,825.00	0.00		100,824.68	0.00	0.32	0.00%	
43200 - State Grant Revenue		0.00	18,517.00		18,517.00	0.00	-18,517.00	0.00%	
45000 - Fines & Forfeitures		20,000.00	1,362.73		9,652.45	0.00	10,347.55	51.73%	
47012 - Misc Fees		9,000.00	1,297.76		9,184.05	0.00	-184.05	-2.04%	
47501 - Room Rental		11,000.00	95.00		9,795.25	0.00	1,204.75	10.95%	
48700 - Miscellaneous Revenue		0.00	0.00		0.00	0.00	0.00	0.00%	
48701 - Donations		23,363.00	100.11		26,255.46	0.00	-2,892.46	-12.38%	
48702 - Reimbursements		0.00	0.00		0.00	0.00	0.00	0.00%	
Revenue Total:		164,188.00	21,372.60		174,228.89	0.00	(10,040.89)	-6.11%	
Expenditure									
51001 - Full Time		699,471.00	52,380.16		392,225.83	0.00	307,245.17	43.92%	
51002 - Part Time		294,720.00	19,473.70		150,767.68	0.00	143,952.32	48.84%	
51003 - Overtime		500.00	4.14		135.87	0.00	364.13	72.82%	
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	5,271.98		40,065.81	0.00	36,027.19	47.34%	
51022 - Retirement		41,998.00	3,143.01		23,128.25	0.00	18,869.75	44.93%	
52012 - Vehicle Repair Parts		500.00	0.00		216.60	0.00	283.40	56.68%	
52031 - Office Supplies		1,700.00	147.92		607.10	0.00	1,092.90	64.28%	
52034 - Postage		200.00	0.00		58.40	0.00	0.00	0.00%	
52036 - Janitorial Supplies		5,100.00	0.00		2,514.92	343.58	2,241.50	43.95%	
52040 - Books & Publications		88,300.00	4,647.36		50,264.31	37,723.95	311.74	0.35%	
52041 - Clothing & Uniforms		600.00	200.00		600.00	0.00	0.00	0.00%	
52043 - Vehicle Fuel & Oil		450.00	0.00		77.39	0.00	372.61	82.80%	
52046 - Supplies		10,000.00	581.79		3,601.31	1,019.50	5,379.19	53.79%	
53001 - Natural Gas		6,000.00	544.83		1,401.30	0.00	4,598.70	76.64%	
53004 - Telecommunications		7,640.00	52.15		365.05	0.00	7,274.95	95.22%	
53011 - Equipment Rental		6,000.00	277.46		3,128.77	2,758.18	113.05	1.88%	
53020 - Repair-Structures		14,743.00	500.00		4,959.42	4,978.00	4,805.58	32.59%	
53023 - Repair-HVAC		23,250.00	0.00		15,260.40	2,500.00	5,489.60	23.61%	
53041 - Donations		47,807.00	3,114.85		10,873.04	2,702.36	34,231.60	71.60%	
53045 - Grant Expenditure		141,213.00	10,786.20		52,628.21	86,524.56	2,060.23	1.45%	
53049 - Cash Short		0.00	0.56		-4.91	0.00	4.91	0.00%	
53054 - Dues & Subscriptions		737.00	0.00		247.00	0.00	490.00	66.48%	

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 01/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Report Date:		Pct. Rem.
		Actual		Actual			Balance		
53055 - Training	1,300.00	0.00		378.73		0.00	921.27		70.86%
53062 - Refunds	200.00	0.00		0.00		0.00	200.00		100.00%
53064 - Contract for Services	9,985.00	786.35		4,623.25		5,347.75	14.00		0.14%
53066 - Miscellaneous Services	250.00	17.50		35.00		115.00	100.00		40.00%
53068 - Travel Expense	750.00	0.00		2.05		707.95	40.00		5.33%
53071 - Software Maintenance	51,295.00	0.00		46,021.75		330.00	4,943.25		9.63%
53076 - Bad Debt Expense	0.00	0.00		51.80		0.00	-51.80		0.00%
53083 - Employee Discounts	0.00	0.00		-1,777.50		0.00	1,777.50		0.00%
56000 - Direct Costs	413.00	34.00		238.00		0.00	175.00		42.37%
56001 - Indirect Costs	422.00	35.00		245.00		0.00	177.00		41.94%
Expenditure Total:	1,531,637.00	101,998.96		802,939.83		145,192.43	583,504.74		38.09%
Key Total:	(1,367,449.00)	(80,626.36)		(628,710.94)		(145,192.43)	(593,545.63)		43.40%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT **DECEMBER 2024**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,333)	7,762	ADULT BOOKS	(180)	138	NEW ADULT CARDS
(9,866)	9,266	CHILDREN'S BOOKS	(26)	21	NEW CHILDREN'S CARDS
(15)	10	DEVICES	(22,052)	22,760	TOTAL ACTIVE BORROWERS
(397)	368	VIDEOS	(9)	10	HOMEBOUND & FACILITIES DELIVERIES
(814)	719	AUDIOS	(842)	998	COMPUTER
(60)	110	BOOK CLUB BOOKS	(2,873)	5,135	WIRELESS USERS
(20)	31	INTERLIBRARY LOAN	(36)	74	NOTARY SERVICES
(394)	419	IN LIBRARY USE	(4)	1	CURBSIDE DELIVERIES
(6,135)	5,851	EBOOKS			
(5,363)	5,760	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(55)	135	KITS			
(30,452)	30,431	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,889)	13,264	ADULT	(1,766)	1,896	OSU STUDENT
(4,314)	4,343	CHILD	(213)	206	OUT OF COUNTY
			(2,870)	3,051	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,324 /	2,436	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(10,619)	10,517	
NUMBER OF VISITORS TO LIBRARY WEBSITE			(8,986)	13,369	

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

(13)	8	MEETING ROOM USAGE
(44)	70	ADULT LIBRARY PROGRAM ATTENDANCE
(66)	23	YOUNG ADULT PROGRAM ATTENDANCE
(435)	416	STORY TIME ATTENDANCE
(375)	301	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(365)	281	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(583)	500	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>	
(311)	310	BOOK MATERIALS	(541) 634 BOUND VOLUMES WITHDRAWN
(17)	0	NON-BOOK MATERIALS	
(79,730)	79,499	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY	
(87,243)	86,705	TOTAL NUMBER OF VOLUMES IN OKVL	

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT DECEMBER 2024

ADULT SERVICES

<u>4,603</u>	<u>Reference Questions</u>	<u>1</u>	Outreach	<u>220</u>	Participants
	<u>3,280</u>		in person	<u>8</u>	Number of Adult Programs
	<u>823</u>		by phone	<u>70</u>	Attendance at Adult Programs
	<u>500</u>		directional	<u>3</u>	Number of Young Adult Programs
		<u>23</u>	Attendance at Young Adult Programs		
<u>8</u>	Meeting Room Usage	<u>24</u>	Number of Volunteers		
		<u>125.75</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>8</u>	Number of pre-school programs		(daycare & Headstart)		
<u>279</u>	Attendance at pre-school programs				
<u>27</u>	Number of storyhours				
<u>416</u>	Attendance at storyhours				
<u>1</u>	Number of programs/school visits for school age children		(here or away)		
<u>22</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>159</u>	<u>Total new borrowers</u>		
	<u>138</u>	Adults	
	<u>21</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

DECEMBER 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
3,648	4,577	4,689	Fiction
1,229	1,439	1,632	Nonfiction
1,263	1,299	1,432	New books
20	18	9	Multi-language items
6,160	7,333	7,762	Total Book Checkouts
21	15	10	Devices
166	178	97	CD books
57	37	18	Music cds
161	163	159	DVDs & Blu-rays
50	60	110	Book Club Bks
23	17	91	Kits
478	470	485	Total Checkouts
190	187	218	In-library use
24	20	31	ILL
6,231	6,135	5,851	Ebooks
4,531	5,363	5,760	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
10,976	11,705	11,860	Total Checkouts

25,873 30,452 30,431 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2022	2023	2024	
6,068	8,275	7,877	Fiction
616	697	569	Nonfiction
632	782	734	New books
88	112	86	Multi-language items
7,404	9,866	9,266	Total Book Checkouts
430	588	600	CD books
6	11	4	Music cds
276	234	209	DVDs & Blu-rays
15	38	44	Kits
727	871	857	Total Checkouts
128	207	201	In-library use

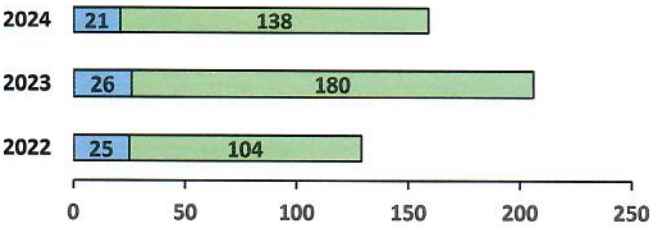
OUTREACH

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

DECEMBER 2024 - ACCOUNT HOLDER INFORMATION

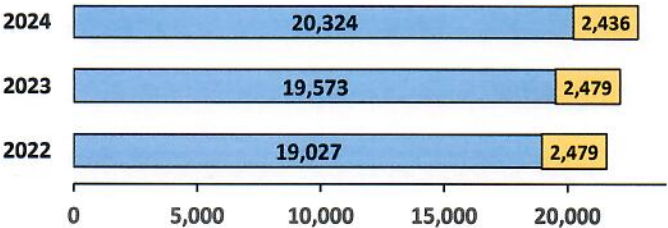
New Cards Issued:

Children Adult



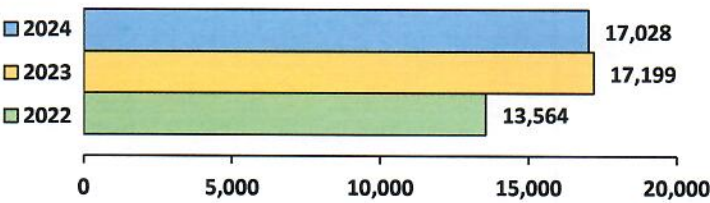
Total Number of Borrowers:

Resident Non-Resident

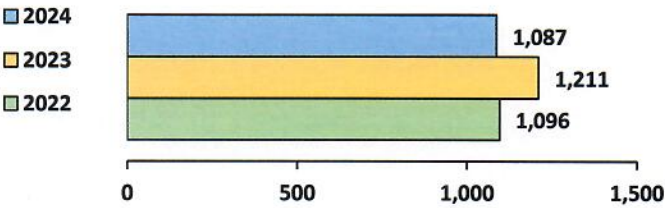


DECEMBER 2024 - MONTHLY CIRCULATION:

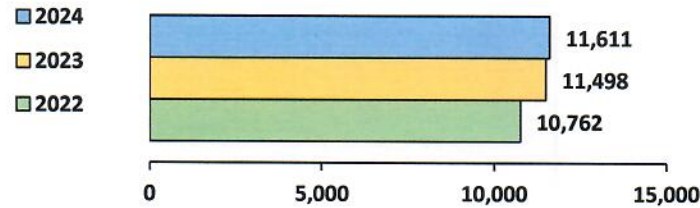
Books:



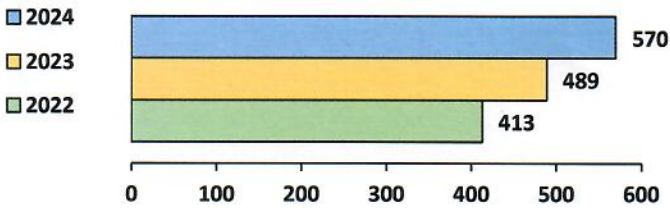
Audio Visual:



Digital:

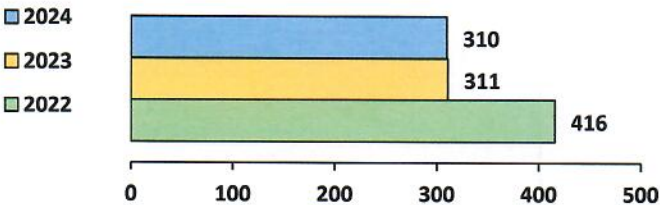


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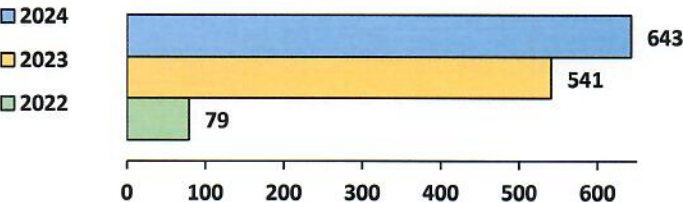


DECEMBER 2024 - ITEMS:

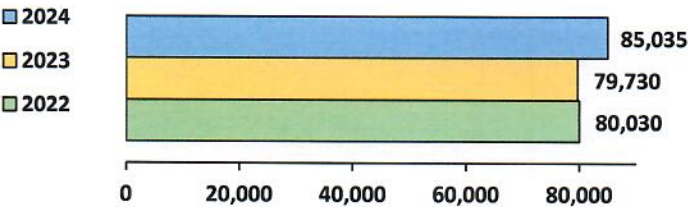
Added This Month:



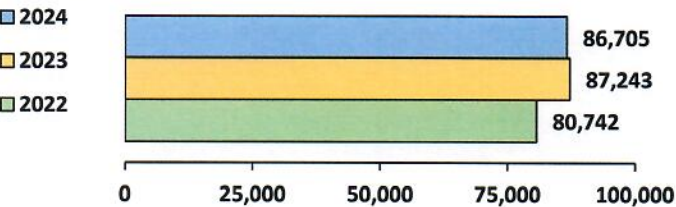
Removed This Month:



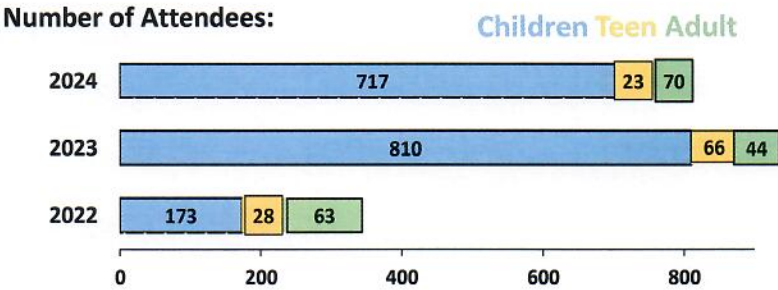
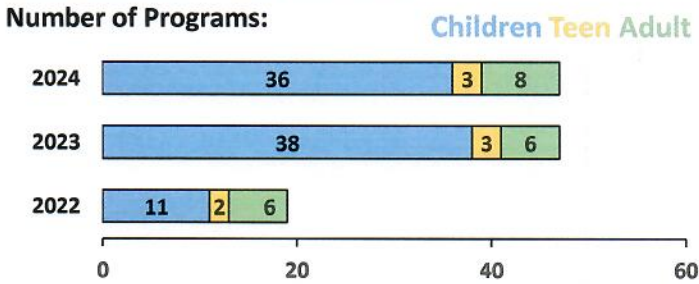
Total Physical Items:



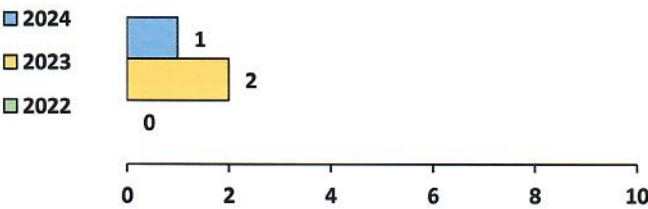
Total Digital Items:



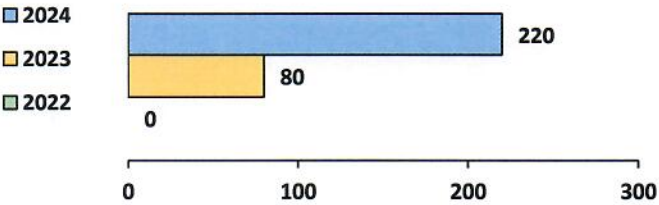
DECEMBER 2024 - PROGRAMING:



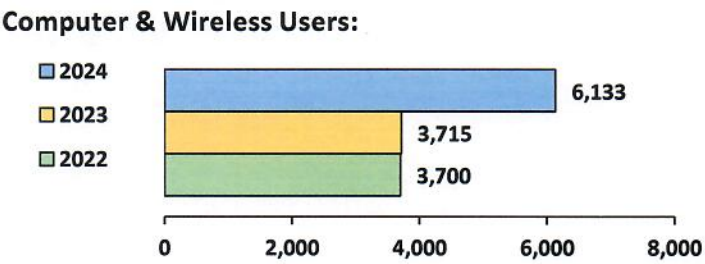
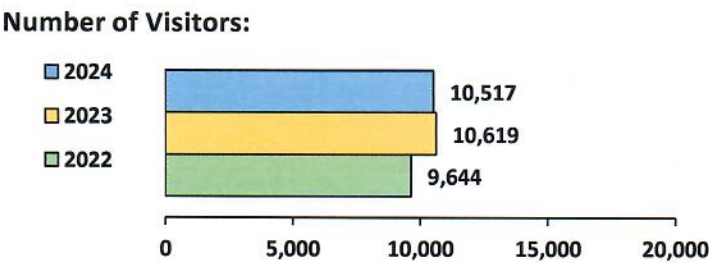
Outreach Number of Events Attended:



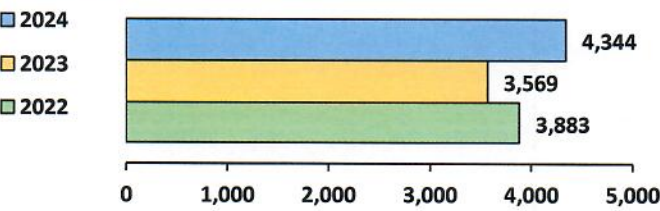
Outreach Number of People Reached:



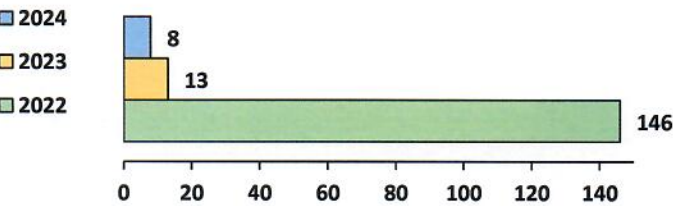
DECEMBER 2024 - LIBRARY USE:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT **JANUARY 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(8,465)	8,817	ADULT BOOKS	(302)	274	NEW ADULT CARDS
(11,656)	11,741	CHILDREN'S BOOKS	(43)	37	NEW CHILDREN'S CARDS
(21)	10	DEVICES	(22,153)	22,827	TOTAL ACTIVE BORROWERS
(483)	491	VIDEOS	(10)	10	HOMEBOUND & FACILITIES DELIVERIES
(960)	885	AUDIOS	(832)	928	COMPUTER
(90)	70	BOOK CLUB BOOKS	(3,201)	4,884	WIRELESS USERS
(33)	36	INTERLIBRARY LOAN	(27)	51	NOTARY SERVICES
(655)	698	IN LIBRARY USE	(2)	3	CURBSIDE DELIVERIES
(6,799)	6,448	EBOOKS			
(5,942)	6,366	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(78)	167	KITS			
(35,182)	35,729	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,944)	13,266	ADULT	(1,797)	1,920	OSU STUDENT
(4,297)	4,336	CHILD	(214)	203	OUT OF COUNTY
			(2,901)	3,102	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,375 /	2,452	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(11,970)	10,317	
NUMBER OF VISITORS TO LIBRARY WEBSITE			(8,438)	18,427	

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

(30)	8	MEETING ROOM USAGE
(222)	213	ADULT LIBRARY PROGRAM ATTENDANCE
(57)	56	YOUNG ADULT PROGRAM ATTENDANCE
(481)	515	STORY TIME ATTENDANCE
(578)	393	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(359)	343	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(392)	370	BOOK MATERIALS	(228)	128
(1)	10	NON-BOOK MATERIALS		
(79,884)	79,655	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(86,270)	80,030	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JANUARY 2025

ADULT SERVICES

<u>4,603</u>	<u>Reference Questions</u>	<u>3</u>	Outreach	<u>221</u>	Participants
	<u>3,280</u>		in person	<u>8</u>	Number of Adult Programs
	<u>823</u>		by phone	<u>213</u>	Attendance at Adult Programs
	<u>500</u>		directional	<u>4</u>	Number of Young Adult Programs
		<u>56</u>	Attendance at Young Adult Programs		
<u>8</u>	Meeting Room Usage	<u>17</u>	Number of Volunteers		
		<u>120.00</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>8</u>	Number of pre-school programs		(daycare & Headstart)		
<u>296</u>	Attendance at pre-school programs				
<u>31</u>	Number of storyhours				
<u>515</u>	Attendance at storyhours				
<u>9</u>	Number of programs/school visits for school age children		(here or away)		
<u>97</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>5</u>	Displays				
<u>0</u>	Number of volunteers				
<u>0.00</u>	Total volunteer hours				

REGISTRATION

<u>311</u>	<u>Total new borrowers</u>		
	<u>274</u>	Adults	
	<u>37</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JANUARY 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
3,652	5,282	5,227	Fiction
1,536	1,725	2,042	Nonfiction
1,286	1,430	1,499	New books
15	28	49	Multi-language items
6,489	8,465	8,817	Total Book Checkouts
21	21	10	Devices
124	203	104	CD books
48	13	20	Music cds
227	213	178	DVDs & Blu-rays
130	90	70	Book Club Bks
11	18	112	Kits
561	558	494	Total Checkouts
250	237	306	In-library use
27	33	36	ILL
6,742	6,799	6,448	Ebooks
5,085	5,942	6,366	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
12,104	13,011	13,156	Total Checkouts

29,114 35,182 35,729 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2023	2024	2025	
7,130	9,705	9,856	Fiction
847	1,072	917	Nonfiction
676	781	843	New books
54	98	125	Multi-language items
8,707	11,656	11,741	Total Book Checkouts
581	734	745	CD books
6	10	16	Music cds
301	270	313	DVDs & Blu-rays
25	60	55	Kits
913	1,074	1,129	Total Checkouts
340	418	392	In-library use

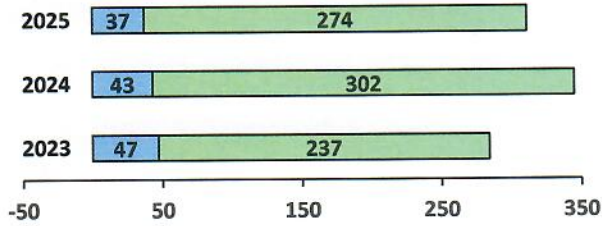
OUTREACH

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

JANUARY 2025 - ACCOUNT HOLDER INFORMATION

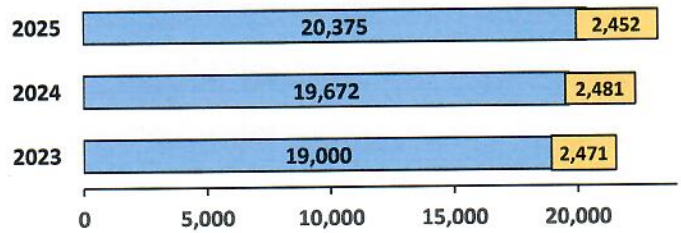
New Cards Issued:

Children Adult



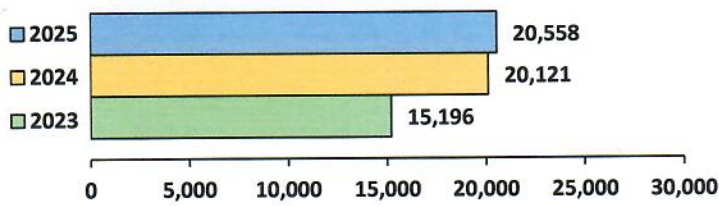
Total Number of Borrowers:

Resident Non-Resident

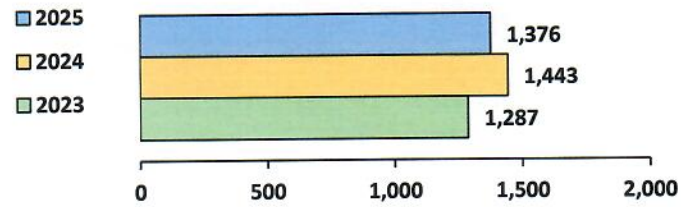


JANUARY 2025 - MONTHLY CIRCULATION:

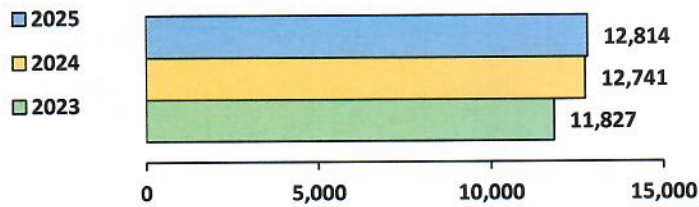
Books:



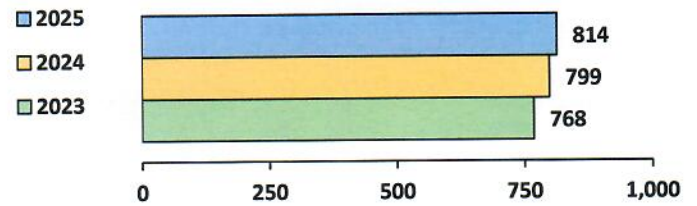
Audio Visual:



Digital:

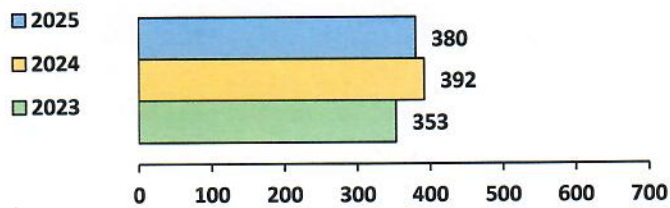


Other Items:

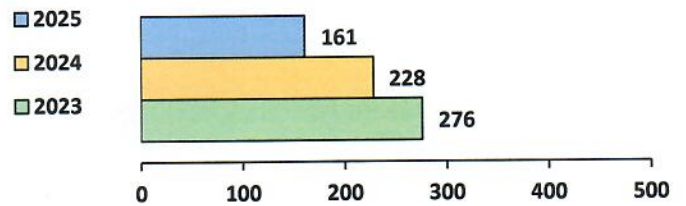


JANUARY 2025 - ITEMS:

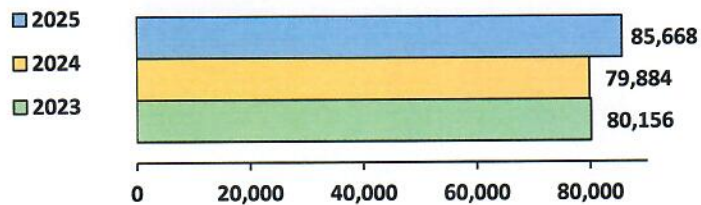
Added This Month:



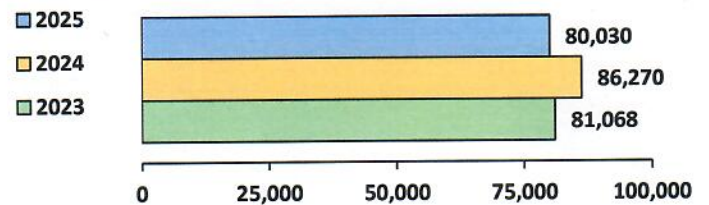
Removed This Month:



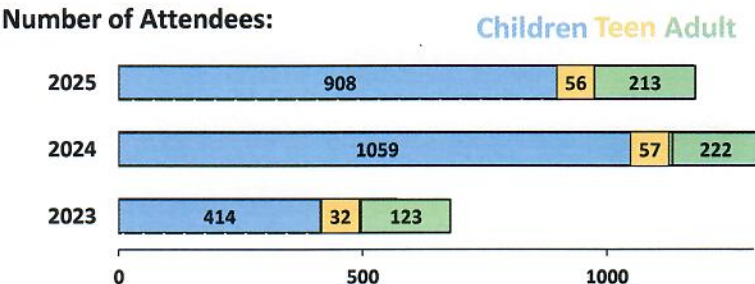
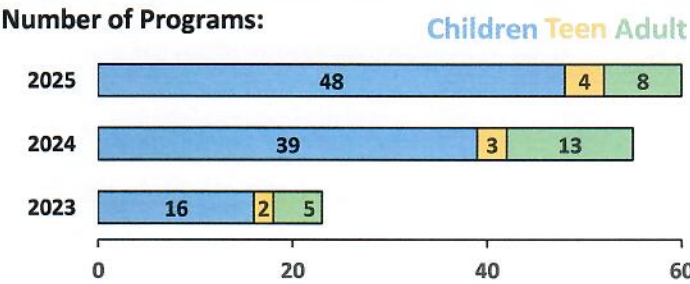
Total Physical Items:



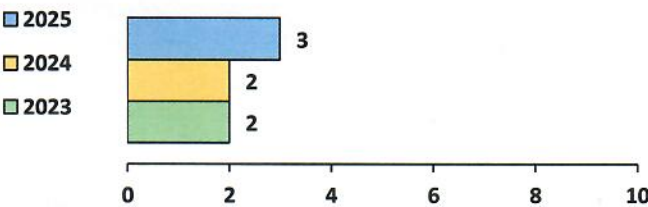
Total Digital Items:



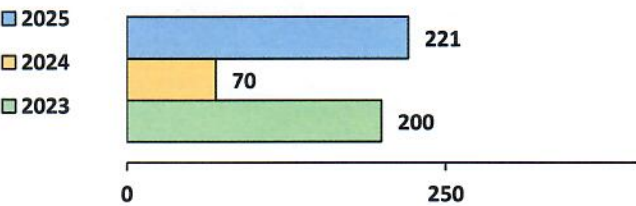
JANUARY 2025 - PROGRAMING:



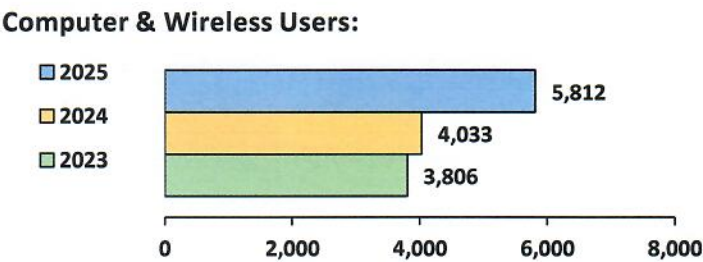
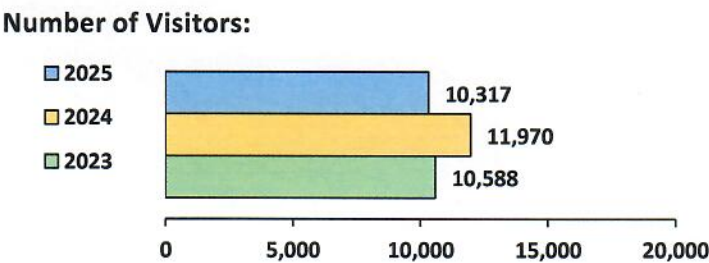
Outreach Number of Events Attended:



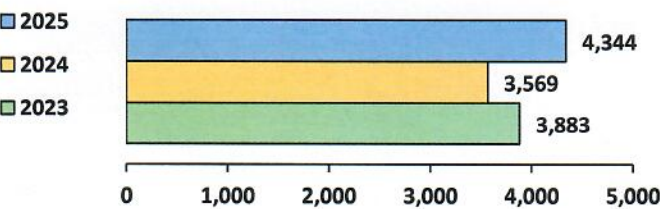
Outreach Number of People Reached:



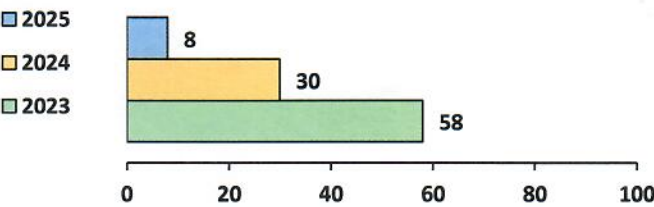
JANUARY 2025 - LIBRARY USE:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

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**

7/1/2025										#####																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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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

Division Title: Library
Budget Allocation: \$208,550.00

Division Code: 5510 **Column Totals** **179,020.24** **207,062.74** **191,643.33** **192,573.00** **215,000.00** **205,640.00**

Key Code	Object Code	Object Code Description	22 Actual	23 Actual	24 Actual	3 Year Average	25 Adopted Budget	26 Budget Request
1015510	52012	VehicleRepairParts	80.12	371.04	473.20	308.00	500.00	500.00
1015510	52031	OfficeSupplies	0.00	1,658.62	1,201.30	953.00	1,700.00	1,700.00
1015510	52034	Postage	1,011.60	172.30	52.80	412.00	200.00	200.00
1015510	52036	JanitorialSupplies	3,955.02	4,755.38	5,272.96	4,661.00	5,100.00	5,800.00
1015510	52040	Books&Publications	74,289.56	92,874.75	87,923.20	85,029.00	88,300.00	93,300.00
1015510	52041	Clothing&Uniforms	197.76	400.00	600.00	399.00	600.00	600.00
1015510	52042	Food	0.00	10.00	80.00	30.00	0.00	0.00
1015510	52043	VehicleFuel&Oil	321.52	174.67	213.09	236.00	450.00	450.00
1015510	52046	Supplies	9,809.00	13,070.20	11,725.23	11,535.00	10,000.00	11,500.00
1015510	53001	NaturalGas	4,267.70	5,537.43	4,015.03	4,607.00	6,000.00	6,000.00
1015510	53004	Telecommunications	1,230.76	1,346.20	628.05	1,068.00	7,640.00	3,500.00
1015510	53011	OfficeEquipmentRental	4,726.12	3,729.16	5,563.33	4,673.00	6,000.00	7,500.00
1015510	53020	Repair-Structures	10,246.10	13,715.14	15,728.42	13,230.00	14,743.00	14,500.00
1015510	53023	Repair-HVAC	12,302.90	23,961.91	1,236.06	12,500.00	9,250.00	9,250.00
1015510	53049	Cash Short	-14.37	-44.86	-38.85	-33.00	0.00	0.00
1015510	53054	Dues&Subscriptions	555.00	388.00	447.00	463.00	737.00	740.00
1015510	53055	Training	810.00	746.10	894.00	817.00	1,300.00	1,300.00
1015510	53062	Refunds	31.04	49.71	77.52	53.00	200.00	200.00
1015510	53064	Contract for Services	7,349.15	7,514.85	7,559.15	7,474.00	9,985.00	11,000.00
1015510	53066	MiscellaneousServices	52.50	87.50	91.90	77.00	250.00	250.00
1015510	53068	TravelExpense	0.00	335.30	10.00	115.00	750.00	750.00
1015510	53069	ProfessionalServices	0.00	0.00	0.00	0.00	0.00	0.00
1015510	53071	SoftwareMaintenance	47,798.76	36,209.34	47,889.94	43,966.00	51,295.00	36,600.00
1015510	53084	StateAid	0.00	0.00	0.00	0.00	0.00	0.00

AGREEMENT

For
2024 State Aid Recipients

WHEREAS, the State of Oklahoma and the Oklahoma Department of Libraries wish to improve library service in the State.

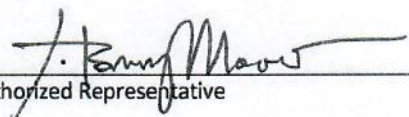
THEREFORE, in consideration of the mutual covenants contained herein and as set forth in the Oklahoma Administrative Code Title 405, Chapter 25;

The Department will distribute funds as per approved formula. State aid funds are dependent on the Oklahoma Department of Libraries having sufficient funds to pay awards. In case of revenue failures, payments to libraries will be reduced uniformly.

All funds shall be administered according to 11 O.S. § 17-207 (2011), which states, "Any monies received or expended by a municipality must be accounted for by fund and account."

In accepting state aid funds, the undersigned representative of a public library or system agrees that said library or system meets the standards as adopted by the Oklahoma Department of Libraries Board on April 1, 1999, amended in 2017, 2019 and 2022, or are covered by the waivers approved by the Board on December 16, 2022, that address impacts on hours of operation and Maintenance of Effort. Said library or system agrees to adhere to the adopted standards and to notify the Department if such standards cannot be maintained. Said library or system agrees to apply state aid funds for the improvement of public library services. All funds will be expended or obligated on or before July 31, 2025.

Stillwater Public Library


Authorized Representative

J. Brady Moore, City Manager
Print Name and Title

1/6/2025
Date


Library Director

1/7/25
Date

Oklahoma Heritage Preservation Grant Contract

1. Basic Terms:

Date of Agreement: February 18, 2025

Grantee: Stillwater Public Library

Project title: Creation of Digitization Area in Stillwater Public Library Special Collections

Grant amount: \$13,733.09

Grant period: February 18, 2025, to February 17, 2026

Special Conditions: N/A

2. Grant: The OHS has awarded a grant to Grantee for the purpose identified in the Grantee's Oklahoma Heritage Preservation Grant Program grant application and any special conditions added by the OHS (found in Basic Terms, if applicable) submitted to the OHS, subject to the terms and conditions set forth in this Agreement. In accepting this grant, Grantee agrees to use the grant funds solely for the purpose described in this Agreement.

3. Payment: The OHS will pay the amount of the grant to Grantee as follows:

(a) The Grantee will receive reimbursement for those allowable costs (see attached project budget– appendix A) properly incurred within the effective dates of the project.

(b) To receive reimbursement for allowable costs under the terms of the program, the Grantee shall submit itemized invoices and/or receipts and a completed report using the provided OHS form.

i. Reimbursements may be requested no more than every 30 days during the contract period

ii. Reimbursement requests must be made within 90 days of receipt of an invoice or payment made

(1) All invoices/receipts/expenses from February 2025 to June 30, 2025, must be submitted to the OHS no later than July 31, 2025. This is due to the OHS being on a July/June fiscal year.

iii. No reimbursement will be made for payments made by grantees in advance of work performed by a vendor (such as deposits)

(c) A matching ratio of at least ten (10) percent of the reimbursement requested must be demonstrated in each request for reimbursement. Until such time as the ten (10) percent cash match of grant funds has been documented and expended by the Grantee.

(d) The OHS will make no advance payments to the Grantee. Payment will be made based on work completed, services rendered, or purchases received.

(e) The final request for reimbursement must be received no later than thirty (30) days following the conclusion of the grant period.

(f) Final reimbursement will not be made until the completion of the final project report using the provided OHS format.

(g) The final 20 percent of grant reimbursement funds will be held by the OHS until the completion of the project and the final report approved by the grants administrator.

4. Funding Exclusion. The Grantee shall not be reimbursed for any of the following ineligible expenses: repair, maintenance, or expansion of facilities (unless explicitly requested in application and there are no special conditions excluding it in the Basic Terms of this Agreement, and that the expenses are directly related to collections, collections care, or exhibits); rent or mortgage payments; utilities or insurance; salaries, wages, or benefits for employees (unless explicitly requested in the application and there are no special conditions excluding it in the Basic Terms of this Agreement); creation of new monuments, sculptures, murals, or other works of art, unless it serves as an integral part of a larger exhibit; acquisition of real estate; landscaping or site work, unless it serves as an exhibit, an integral part of an exhibit or educational program; planning for new construction; projects to remodel or modernize building interiors unrelated to collections, collections care, or exhibit construction; indirect costs; food or drink (unless explicitly requested in the application and there are no special conditions excluding it in the Basic Terms of this Agreement); fundraising events; projects utilizing federal and/or State historic tax credits for the proposed project, historic preservation projects that are part of a federal undertaking, and no employee(s) of the OHS shall act as an individually paid third-party vendor for a project with an applicant organization that receives grant funds.

5. Program Monitoring and Evaluation. The OHS may monitor and conduct an evaluation of operations under this grant, which may include visits by representatives of the OHS to observe the Grantee's procedures and operations in connection with this grant and to discuss the grant with the Grantee. Grantees will be required to submit progress reports every quarter (or until the completion of a final report if the grant project is completed before one year) using the provided OHS format.

Progress report due dates:

June 13, 2025 - 1st quarter progress report due

September 12, 2025 - 2nd quarterly progress report due

December 12, 2025 - 3rd quarterly progress report due

March 19, 2026 - Final report due

6. Representations and Warranties. Grantee represents and warrants to, and covenants with, the OHS as follows:

(a) Grantee confirms that it is a municipal government or entity within the state of Oklahoma. Grantee will inform the Grants Administrator at the OHS immediately of any change in its status.

(b) All information that the Grantee submitted to the OHS relating to the grant, whether in the grant application, in documents submitted in support of the grant application, or otherwise (including all financial information, financial projections, descriptions of the proposed use of funds, project descriptions, available financing, and other information) is true and correct.

(c) The Grantee accepts and agrees to comply with the Special Conditions, if any, included in the Basic Terms of this Agreement.

7. Funding. In the event that the State appropriated funds available for this grant are reduced or canceled, the parties agree that the amount of money shown in this Agreement may be reduced accordingly, or the Agreement may be canceled in its entirety upon written notification from the OHS.

8. Amendment Procedure. Grantee will immediately notify the OHS in writing of any proposed changes to the project that deviate from the project outline set forth in their application or any special conditions found under the Basic Terms of this Agreement. Any changes requested must receive written approval by the OHS in order to be considered for reimbursement. Grantee will also immediately notify the OHS if the proposed project for which the grant funds are intended is canceled, delayed, abandoned, or discontinued. Modifications to the project budget in excess of ten percent of any line item/spending category, will require prior approval in writing from OHS Executive Director. A contract extension may be granted by the OHS on a case-by-case basis and must be approved in writing.

9. Termination. The OHS may terminate this Agreement immediately upon notice to the Grantee if Grantee breaches any representation, warranty, covenant, or condition in this Agreement. If the OHS terminates this Agreement due to a breach by Grantee, the OHS may withhold any future reimbursement of the grant, may require the Grantee to repay any previously paid grant amounts, and may take such other action as the OHS may consider appropriate. If the Grants Administrator makes an initial determination that this Agreement must be terminated for cause (as opposed to termination due to reduction in appropriation), a notice will be sent to the Grantee with the reasons for such termination. The Grantee will have ten (10) calendar days to respond in writing, with any supporting documentation, as to why the contract should not be terminated. Final determination shall be made by the OHS Executive Director or his/her designee.

10. Repayment. If it is determined that the terms and conditions of this Agreement were not followed or that costs claimed are disallowed following an audit, the Grantee shall reimburse the OHS the amount of the disallowed costs.

11. Audit and Records Clause:

(a) As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the State, the grantee agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract.

(b) The grantee is required to retain all records relative to this contract for the duration of the contract term and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records are started before the end of the seven year period, the records are required to be maintained for seven years from the date that all issues arising out of the action are resolved or until the end of the seven year retention period, whichever is later.

12. Acknowledgement of the Oklahoma Historical Society and Oklahoma Heritage Preservation Grant Program. Please include the following acknowledgment on all materials related to, advertising, or directly funded by the Oklahoma Heritage Preservation Grant

Program: "Oklahoma Heritage Preservation Grants are provided by Oklahoma Historical Society."

13. Severability. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provisions.

14. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

15. Choice of Forum. Any litigation related to this grant shall be exclusively in the district Court of Oklahoma County and appeals in the appellate courts of Oklahoma.

16. Entire Agreement. This Agreement constitutes the entire understanding and Agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

Trait Thompson, Executive Director
Name and Title of OHS Authorized Representative

Trait Thompson
Signature of Oklahoma Historical Society Executive Director

18/02/2025
Date Signed

Stacy DeLano, Library Director
Name and Title of Authorized Representative

Signature of Authorized Representative

Date Signed

Appendix A - Stillwater Public Library

Item	Grant Funds	Cash Match
Bookeye 5	\$9,437.40	\$1,048.60
Epson Expression 13000XL	\$3,329.10	\$369.90
Transparency Unit	\$629.10	\$69.90
Kodak Scanza	\$134.99	\$15.00
NEDCC class: Building an Easy Digital Preservation Workflow with Small Tools	\$31.50	\$3.50
NEDCC class: Digitization Planning for Success	\$85.50	\$9.50
NEDCC class: Digitizing Photographic Materials	\$85.50	\$9.50
	\$13,733.09	\$1,525.90

CONTRACT
BETWEEN OKLAHOMA DEPARTMENT OF LIBRARIES
AND STILLWATER PUBLIC LIBRARY

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and City of Stillwater, a municipal government (Contractor), collectively referred to as the Parties.

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on April 30, 2025.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law. This Contract may be terminated without cause by either party upon thirty (30) days written notice to the other party, or in accordance with the provisions set forth herein.
- b. The Parties to this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall be solely responsible for the following duties:

- a. Agree to the *LSTA Terms and Conditions*. A signed copy must be on file at the Department.
- b. Permit Stillwater Public Library employees as named herein to attend the Oklahoma Library Association Annual Conference 2025 in Norman, Oklahoma, March 13-14, 2025. The following employees shall attend: Jessica Weatherby and Lacy Iakovakis.
- c. Reimburse the conference attendees for lodging and travel expenses and per diem, per City of Stillwater travel policies, up to the awarded amounts per employee.
- d. Ensure their employees attend all conference sessions on March 13-14, 2025.
- e. Ensure each employee submits a post-conference Narrative Report to the Department no later than April 15, 2025. The report will list the sessions attended, total minutes of instruction received, and at least three new ideas and/or resources that will be adopted to enhance the library services provided by the Contractor. Work diligently with the Department until the report is approved.
- f. Submit a signed and notarized claim form to the Department within 30 days of receipt of the claim.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities for the event:

- a. Pay the Contractor a maximum of **One Thousand Seven Hundred Eighty-Four Dollars and Twelve Cents (\$1,784.12)** for employees attending the conference and to reimburse registration at the early bird rate, lodging and travel expenses, and per diem as follows: Jessica Weatherby (**\$892.20**), Lacy Iakovakis (**\$891.92**). Funding for this award is provided by the Institute of Museum and Library Services.
- b. Provide the Contractor with a claim for payment.
- c. Review the Narrative Report to verify full participation in the conference. Notify Contractor and conference attendee when the report is approved.

V. GENERAL PROVISIONS

a. Notices

Any notices to be given herein shall be sent by depositing such notice with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Notice shall be deemed effective upon receipt or refusal of delivery. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Attn: Paige Harkins
200 NE 18th Street
Oklahoma City, OK 73105-3205

As to the Contractor:

Stillwater Public Library
Attn: Stacy Delano
1107 S Duck
Stillwater, OK 74074

b. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the Department. The Contractor agrees not to assume or incur any such liability without the prior written consent of the Department.

c. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party,

which prevents the performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

d. Liability

The Department shall not be liable for any injuries or damages to persons or property resulting from acts or omissions of the Contractor, its officers, employees, agents, or trustees, in carrying out the activities of this Contract.

e. Understanding Terms

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Terms and Conditions Agreement* and agree to be bound by the same.

VI. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Contractor agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services, including accounting procedures, practices or any other items relevant to this Contract, for a period of seven (7) years from the ending date of this Contract. Upon reasonable notice, the Department, the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items directly pertaining to charges to the Department thereunder for purpose of audit and examination at Contractor's premises during normal business hours. The Contractor further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the seven (7) year period, the Contractor agrees to retain these records until all issues arising out of the action are resolved or until the end of the seven (7) year period, whichever is later.

VII. VENUES AND APPLICABLE LAW

If any legal action is taken to enforce the terms of this contract, the Parties agree that the venue for all legal action is Oklahoma County, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

VIII. ADDITIONAL REQUIREMENTS

- a. Include the following acknowledgment on any publication or presentation resulting from Contractor's participation in this grant: "This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries (ODL). The opinions expressed by a grant contractor do not necessarily reflect the position or policy of the ODL or IMLS, and no official endorsement should be inferred."
- b. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- c. The Contractor may not subcontract or assign any duties herein without the express written consent of the Department.

IX. AMENDMENTS

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

X. ENTIRE CONTRACT

This instrument, consisting of five pages, and including the *LSTA Terms and Conditions* as incorporated herein, constitutes the entire contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained herein.

XI. EXECUTION OF CONTRACT

The Contractor affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Contractor certifies that neither the Contractor, nor anyone subject to the Contractor's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract.

Each signatory to this contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Contractor and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Contractor:

Stacy Delano, Director

Typed name and title of signor


Signature

2.12.24

Date

Brady Moore

Typed name of Authorizing Official

City Manager
Title


Signature

2/12/2025
Date

On behalf of the Department:

Natalie Currie, Executive Director

Typed name and title of signor

Natalie Currie

Signature

02/13/2025

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Assurances: PRODEV 400-24 is encumbered for this Contract

Lead Officer: *Paige Harkins*

Date: Feb 4, 2025

Financial Manager: *JMickel*

Date: Feb 4, 2025