



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 202
1107 SOUTH DUCK, STILLWATER, OK, 74074
MAY 27, 2025, 12:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

- a) Vote to convene executive session
- b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
- c) Vote to convene regular meeting
- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano

3. CONSENT DOCKET

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

- a) Minutes: March 25, 2025, Regular Meeting

- b) Stillwater Public Library March and April 2025 Financial Report
- c) Stillwater Public Library March and April 2025 Activity Reports

4. PUBLIC COMMENT ON AGENDA ITEMS

*Stillwater City Code, Section 2-53(a) & (b) and Article IV, Section 10 of the Bylaws of the Stillwater Public Library Board, taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting.*

5. GENERAL ORDERS

The Library Board will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

- a) Consider acceptance of \$30,000 grant from the Oklahoma Department of Libraries and Institute for Museum and Library Services for the Oklahoma Virtual Library Lucky Day pilot program
- b) Report and possible discussion from the nominating committee on 2025-2026 officers
- c) Election of 2025-2026 Chair
- d) Election of 2025-2026 Vice Chair
- e) Consider reappointment of Naomi Brown as Secretary

6. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
 - ii. Report from Staff Appreciation Committee

7. 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
ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
MARCH 25, 2025, 12 P.M.
library.stillwater.org

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

Guest present: Chris Peters

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: Feb. 25, 2025, Regular Meeting
- b) Stillwater Public Library Feb. 2025 Financial Report
- c) Stillwater Public Library Feb. 2025 Activity Reports

Edwards/Woods 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 2025-28 Long Range Plan vision and mission statements, values, goals, objectives, and measurements for submittal to the Oklahoma Department of Libraries

The Long Range Plan consists of five major areas. Each area has goals, objectives, and measures of success. Library departments will have an action plan under each objective. DeLano and library staff met with a facilitator from Meridian Technology to form this document. Ross and Upson attended creation sessions to contribute a non-staff perspective. Board members are included in a proposal to participate in fundraising and advocacy efforts. Board members requested that this objective be changed to reflect 100% Board member participation. Once the Library Board approves the Long Range Plan, the goals and measures of success will be submitted to the Oklahoma Department of Libraries. DeLano invited board members to submit suggestions for action items by email. Upson suggested further defining measures of success for goal 1.2 as to when an underserved group has been *reached*.

Woods/Sinnes moved to approve the 2025-28 Long Range Plan vision and mission statements, values, goals, objectives, and measurements for submittal to the Oklahoma Department of Libraries contingent on requested changes. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Appoint nominating committee for May election of Library Board officers
McMillian, Sinnes, and Edwards were appointed to serve on the nominating committee. Nominees will be considered and voted for at the May meeting.

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 and Emily States, Adult Services Supervisor, created a resource website immediately after the Stillwater Fires. DeLano, States, and Elizabeth Murray,

Children's Services Supervisor, attended donation pick-up events for the affected community. For patrons who lost library materials in the fire, the library circulation policy allows for waiving damage fees during a natural disaster.

The library fire suppression system project was on hold pending design approval. It is now on hold due to the need for a procedural adjustment to payroll processing by the construction company. Once the team returns to work, a week-by-week update will be provided on the project timeline.

The Finance Director and the City Attorney have informed the Library Trust Board about irregularities in the trust document. The City Attorney has recommended hiring legal counsel to amend the document and to determine whether the organization should operate as a public trust or as another entity. The Trust Board selected Jeri Holmes from Nonprofit Solutions to help with the project.

IMLS was included in an executive order to reduce activities and funding to a statutorily required level. The library receives grants and funding from this organization. From what DeLano has learned the state block grants appear to be safe until September 30 but parties are still unsure what will happen when the LTSA ends and needs to be renewed. This could greatly affect funding for the Oklahoma Virtual Library consortium, interlibrary loan services, and databases. Loss of LTSA funds would result in significantly longer wait times and limit purchases to only the most in-demand items. DeLano will provide details as she learns more.

- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
Staff from the HR department will attend the next meeting to begin the process for the Director's annual review.
 - ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation luncheon
Cornwell will delay setting up a date and providing a sign-up sheet until it is known when the library will move to the north building.

6. ADJOURN

Cornwell/Edwards move 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 12:50 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

Report Date: 03/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	Rem.
		Actual		Actual					
Revenue									
43000 - Grant Revenue	1,500.00	0.00		1,500.00		0.00	0.00	0.00%	
43100 - Federal Grant Revenue	102,609.00	0.00		100,824.68		0.00	1,784.32	1.73%	
43200 - State Grant Revenue	32,250.00	0.00		18,517.00		0.00	13,733.00	42.58%	
45000 - Fines & Forfeitures	20,000.00	1,652.35		12,707.56		0.00	7,292.44	36.46%	
47012 - Misc Fees	9,000.00	1,563.40		12,102.80		0.00	-3,102.80	-34.47%	
47501 - Room Rental	11,000.00	352.50		10,267.75		0.00	732.25	6.65%	
48700 - Miscellaneous Revenue	0.00	0.00		0.00		0.00	0.00	0.00%	
48701 - Donations	36,256.00	10,049.97		37,313.09		0.00	-1,057.09	-2.91%	
48702 - Reimbursements	0.00	0.00		0.00		0.00	0.00	0.00%	
Revenue Total:	212,615.00	13,618.22		193,232.88		0.00	19,382.12	9.11%	
Expenditure									
51001 - Full Time	699,471.00	52,856.97		497,941.89		0.00	201,529.11	28.81%	
51002 - Part Time	294,720.00	21,663.32		191,884.26		0.00	102,835.74	34.89%	
51003 - Overtime	500.00	0.00		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	5,460.36		50,817.60		0.00	25,275.40	33.21%	
51022 - Retirement	41,998.00	3,171.38		29,471.14		0.00	12,526.86	29.82%	
52012 - Vehicle Repair Parts	500.00	0.00		249.84		0.00	250.16	50.03%	
52031 - Office Supplies	1,700.00	71.47		678.57		0.00	1,021.43	60.08%	
52034 - Postage	200.00	0.00		58.40		141.60	0.00	0.00%	
52036 - Janitorial Supplies	5,100.00	1,178.96		3,948.46		291.45	860.09	16.86%	
52040 - Books & Publications	88,300.00	6,703.11		65,536.36		22,438.82	324.82	0.36%	
52041 - Clothing & Uniforms	600.00	0.00		600.00		0.00	0.00	0.00%	
52043 - Vehicle Fuel & Oil	450.00	10.24		87.63		0.00	362.37	80.52%	
52046 - Supplies	10,000.00	1,740.48		5,495.97		516.69	3,987.34	39.87%	
53001 - Natural Gas	6,000.00	1,001.02		3,529.70		0.00	2,470.30	41.17%	
53004 - Telecommunications	7,640.00	412.15		829.35		0.00	6,810.65	89.14%	
53011 - Equipment Rental	6,000.00	622.14		4,259.83		1,627.12	113.05	1.88%	
53020 - Repair-Structures	14,743.00	25.00		5,209.42		3,978.00	5,555.58	37.68%	
53023 - Repair-HVAC	23,250.00	248.00		15,508.40		2,252.00	5,489.60	23.61%	
53041 - Donations	60,700.00	1,897.60		14,333.00		2,973.27	43,393.73	71.48%	
53045 - Grant Expenditure	176,747.00	23,793.99		91,694.42		53,077.96	31,974.62	18.09%	
53049 - Cash Short	0.00	-0.11		-5.62		0.00	5.62	0.00%	

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 03/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem. Pct.
		Actual		Actual				
53054 - Professional Dues	737.00	0.00		247.00		0.00	490.00	66.48%
53055 - Training	1,300.00	0.00		1,108.73		0.00	191.27	14.71%
53062 - Refunds	200.00	20.00		35.24		0.00	164.76	82.38%
53064 - Contract for Services	9,985.00	128.15		5,371.15		4,199.85	414.00	4.14%
53066 - Miscellaneous Services	250.00	17.50		52.50		97.50	100.00	40.00%
53068 - Travel Expense	750.00	0.00		2.05		439.95	308.00	41.06%
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		306.00		0.00	107.00	25.90%
56001 - Indirect Costs	422.00	35.00		315.00		0.00	107.00	25.35%
Expenditure Total:	1,580,064.00	121,090.73		1,033,998.21		92,364.21	453,701.58	28.71%
Key Total:	(1,367,449.00)	(107,472.51)		(840,765.33)		(92,364.21)	(434,319.46)	31.76%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 04/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.
		Actual		Actual				
Revenue								
Key: 1015510 - Library administration								
43000 - Grant Revenue	1,500.00	0.00		1,500.00	0.00	0.00	0.00%	
43100 - Federal Grant Revenue	102,609.00	1,316.32		102,141.00	0.00	468.00	0.45%	
43200 - State Grant Revenue	32,250.00	0.00		18,517.00	0.00	13,733.00	42.58%	
45000 - Fines & Forfeitures	20,000.00	1,052.91		13,760.47	0.00	6,239.53	31.19%	
47012 - Misc Fees	9,000.00	2,400.67		14,503.47	0.00	-5,503.47	-61.14%	
47501 - Room Rental	11,000.00	0.00		10,267.75	0.00	732.25	6.65%	
48700 - Miscellaneous Revenue	0.00	0.00		0.00	0.00	0.00	0.00%	
48701 - Donations	36,256.00	2,352.14		39,665.23	0.00	-3,409.23	-9.40%	
48702 - Reimbursements	0.00	0.00		0.00	0.00	0.00	0.00%	
Revenue Total:	212,615.00	7,122.04		200,354.92	0.00	12,260.08	5.76%	
Expenditure								
51001 - Full Time	699,471.00	52,961.81		550,903.70	0.00	148,567.30	21.23%	
51002 - Part Time	294,720.00	21,286.32		213,170.58	0.00	81,549.42	27.67%	
51003 - Overtime	500.00	72.36		208.23	0.00	291.77	58.35%	
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	5,445.08		56,262.68	0.00	19,830.32	26.06%	
51022 - Retirement	41,998.00	3,182.03		32,653.17	0.00	9,344.83	22.25%	
52012 - Vehicle Repair Parts	500.00	0.00		249.84	0.00	250.16	50.03%	
52031 - Office Supplies	1,700.00	0.00		678.57	0.00	245.73	14.45%	
52034 - Postage	200.00	29.20		87.60	112.40	0.00	0.00%	
52036 - Janitorial Supplies	5,100.00	597.94		4,546.40	5.00	548.60	10.75%	
52040 - Books & Publications	88,300.00	7,675.67		73,212.03	14,793.15	294.82	0.33%	
52041 - Clothing & Uniforms	600.00	0.00		600.00	0.00	0.00	0.00%	
52043 - Vehicle Fuel & Oil	450.00	18.40		106.03	0.00	343.97	76.43%	
52046 - Supplies	10,000.00	807.27		6,303.24	2,311.62	1,385.14	13.85%	
53001 - Natural Gas	6,000.00	285.65		3,815.35	0.00	2,184.65	36.41%	
53004 - Telecommunications	7,640.00	52.15		881.50	0.00	6,758.50	88.46%	
53011 - Equipment Rental	6,000.00	359.74		4,619.57	1,267.38	113.05	1.88%	
53020 - Repair-Structures	14,743.00	1,745.00		6,954.42	2,393.00	5,395.58	36.59%	
53023 - Repair-HVAC	23,250.00	0.00		15,508.40	2,852.00	4,889.60	21.03%	
53041 - Donations	60,700.00	2,184.58		16,517.58	7,833.04	36,349.38	59.88%	
53045 - Grant Expenditure	176,747.00	22,860.23		114,554.65	43,168.58	19,023.77	10.76%	
53049 - Cash Short	0.00	4.75		-0.87	0.00	0.87	0.00%	

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 04/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem. Pct.
		Actual	Actual	Actual	Actual			
53054 - Professional Dues	737.00	101.00	348.00	215.00	174.00	23.60%		
53055 - Training	1,300.00	215.00	1,323.73	0.00	-23.73	-1.82%		
53062 - Refunds	200.00	99.07	134.31	0.00	65.69	32.84%		
53064 - Contract for Services	9,985.00	2,190.52	7,561.67	2,409.33	14.00	0.14%		
53066 - Miscellaneous Services	250.00	0.00	52.50	97.50	100.00	40.00%		
53068 - Travel Expense	750.00	474.24	476.29	37.95	235.76	31.43%		
53071 - Software Maintenance	51,295.00	330.00	46,351.75	0.00	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	340.00	0.00	73.00	17.67%		
56001 - Indirect Costs	422.00	35.00	350.00	0.00	72.00	17.06%		
Expenditure Total:	1,580,064.00	123,047.01	1,157,045.22	78,271.65	344,747.13	21.81%		
Key Total:	(1,367,449.00)	(115,924.97)	(956,690.30)	(78,271.65)	(332,487.05)	24.31%		

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MARCH 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(8,921)	8,401	(230)	195	ADULT BOOKS	NEW ADULT CARDS
(12,431)	12,482	(63)	42	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(20)	19	(22,282)	22,857	DEVICES	TOTAL ACTIVE BORROWERS
(508)	425	(13)	11	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(945)	902	(913)	1,081	AUDIOS	COMPUTER
(130)	90	(3,672)	5,462	BOOK CLUB BOOKS	WIRELESS USERS
(28)	43	(34)	65	INTERLIBRARY LOAN	NOTARY SERVICES
(866)	497	(3)	1	IN LIBRARY USE	CURBSIDE DELIVERIES
(6,458)	5,975			EBOOKS	
(6,123)	6,192			DOWNLOADABLE AUDIOS	
(0)	0			EMAGAZINES	
(0)	0			STREAMING VIDEOS	
(89)	137			KITS	
(36,519)	35,163			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,036)	13,259	(1,794)	1,954	ADULT	OSU STUDENT
(4,330)	4,313	(205)	201	CHILD	OUT OF COUNTY
		(2,917)	3,130		OTHER
CITY RESIDENTS/NON-CITY RESIDENTS		20,611 / 2,446			
ESTIMATED NUMBER OF VISITORS TO LIBRARY		(14,083)	10,846		
NUMBER OF VISITORS TO LIBRARY WEBSITE		(14,009)	16,147		

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)	15	MEETING ROOM USAGE
(195)	77	ADULT LIBRARY PROGRAM ATTENDANCE
(75)	38	YOUNG ADULT PROGRAM ATTENDANCE
(511)	541	STORY TIME ATTENDANCE
(1,006)	99	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(360)	274	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>			
(385)	325	(145)	133	BOOK MATERIALS	BOUND VOLUMES WITHDRAWN
(0)	22			NON-BOOK MATERIALS	
(80,552)	80,361	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY			
(86,263)	87,079	TOTAL NUMBER OF VOLUMES IN OKVL			

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MARCH 2025**

ADULT SERVICES

<u>4,603</u>	<u>Reference Questions</u>	<u>6</u>	Outreach <u>171</u> Participants
	<u>3,280</u> in person	<u>8</u>	Number of Adult Programs
	<u>823</u> by phone	<u>77</u>	Attendance at Adult Programs
	<u>500</u> directional	<u>3</u>	Number of Young Adult Programs
		<u>38</u>	Attendance at Young Adult Programs
<u>15</u>	Meeting Room Usage	<u>20</u>	Number of Volunteers
		<u>85.00</u>	Total Volunteer Hours
		<u>14</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>292</u>	Attendance at pre-school programs		
<u>31</u>	Number of storyhours		
<u>541</u>	Attendance at storyhours		
<u>9</u>	Number of programs/school visits for school age children		(here or away)
<u>99</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>1</u>	Number of volunteers		
<u>3.00</u>	Total volunteer hours		

REGISTRATION

<u>237</u>	<u>Total new borrowers</u>	
	<u>195</u> Adults	
	<u>42</u> Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT MARCH 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
4,248	5,555	4,919	Fiction
1,756	1,893	1,999	Nonfiction
1,311	1,448	1,472	New books
11	25	11	Multi-language items
7,326	8,921	8,401	Total Book Checkouts
15	20	19	Devices
169	190	141	CD books
45	10	33	Music cds
197	160	173	DVDs & Blu-rays
90	130	90	Book Club Bks
20	34	90	Kits
536	544	546	Total Checkouts
469	331	177	In-library use
44	28	43	ILL
6,287	6,458	5,975	Ebooks
5,112	6,123	6,192	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
11,912	12,940	12,387	Total Checkouts
30,999	36,519	35,163	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

2023	2024	2025	
8,221	10,365	10,479	Fiction
838	1,079	1,022	Nonfiction
818	796	863	New books
116	191	118	Multi-language items
9,993	12,431	12,482	Total Book Checkouts
544	744	713	CD books
2	1	15	Music cds
204	348	252	DVDs & Blu-rays
36	55	47	Kits
786	1,148	1,027	Total Checkouts
446	535	320	In-library use

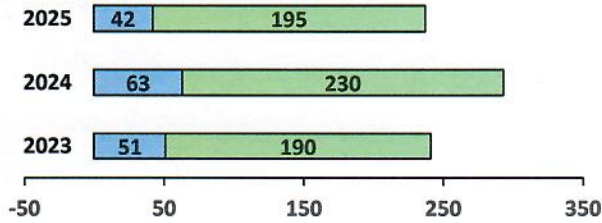
OUTREACH

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

MARCH 2025 - ACCOUNT HOLDER INFORMATION

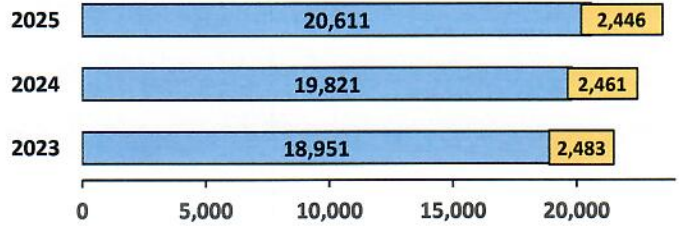
New Cards Issued:

Children Adult



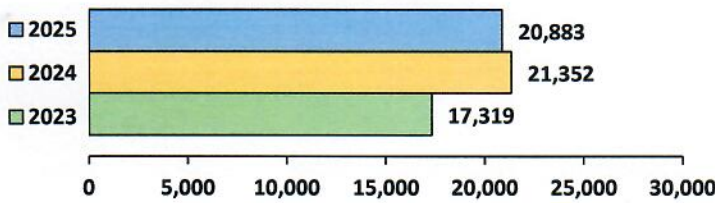
Total Number of Borrowers:

Resident Non-Resident

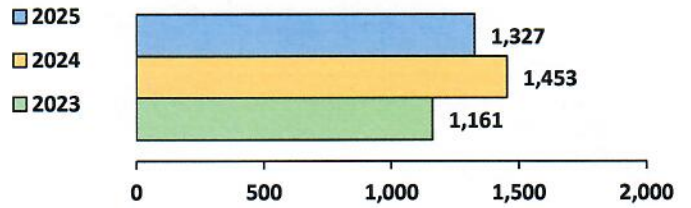


MARCH 2025 - MONTHLY CIRCULATION:

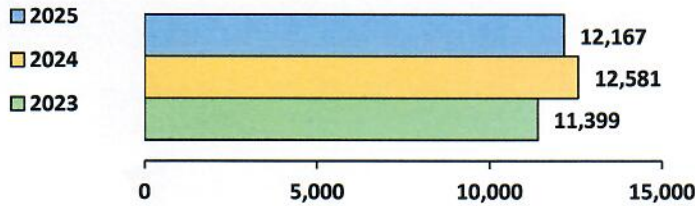
Books:



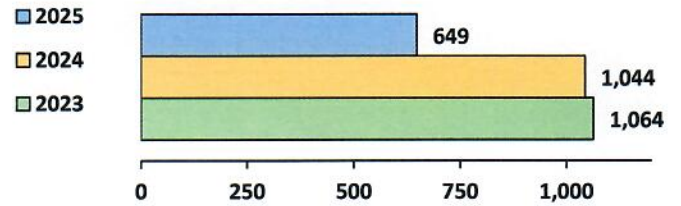
Audio Visual:



Digital:

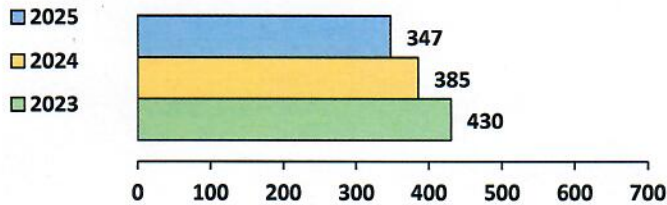


Other Items:

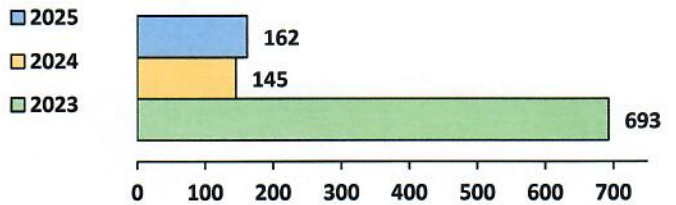


MARCH 2025 - ITEMS:

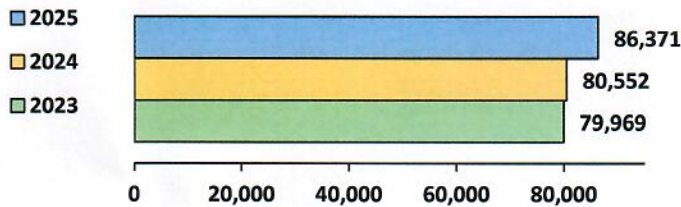
Added This Month:



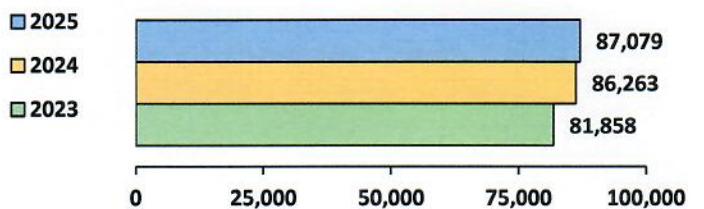
Removed This Month:



Total Physical Items:



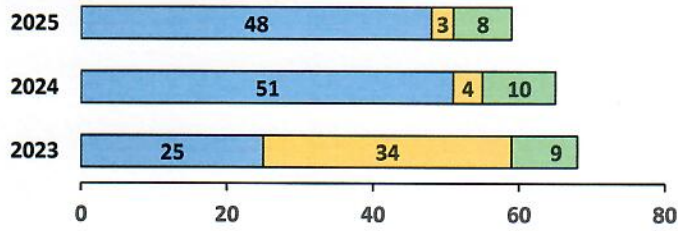
Total Digital Items:



MARCH 2025 - PROGRAMMING:

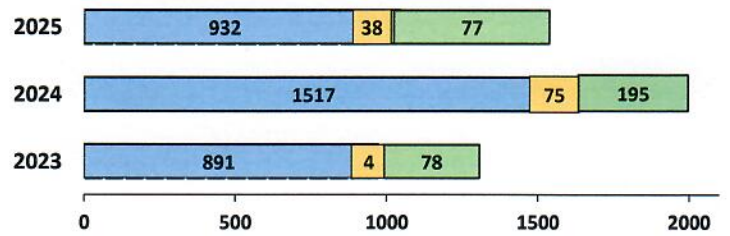
Number of Programs:

Children Teen Adult

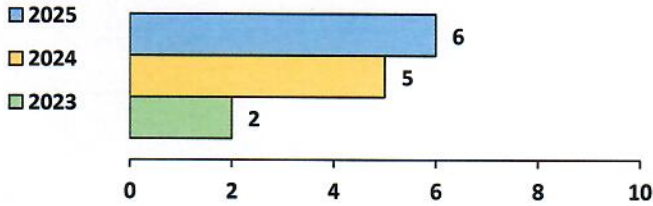


Number of Attendees:

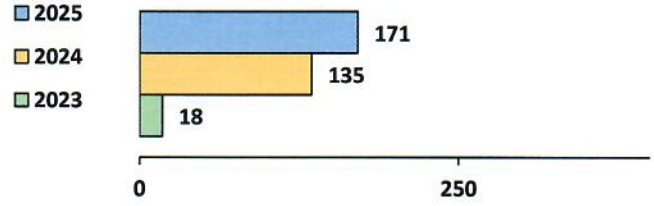
Children Teen Adult



Outreach Number of Events Attended:

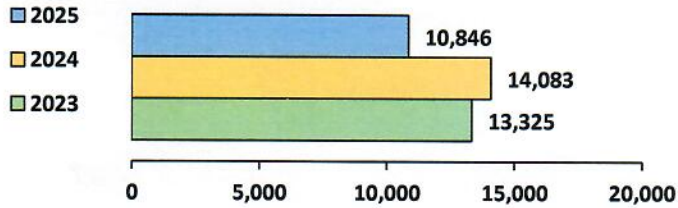


Outreach Number of People Reached:

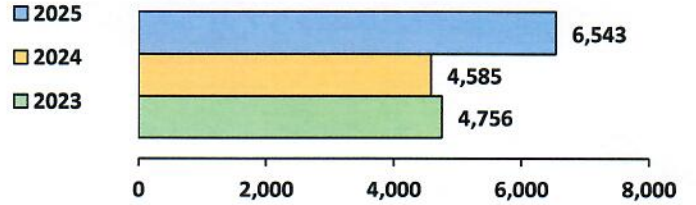


MARCH 2025 - LIBRARY USE:

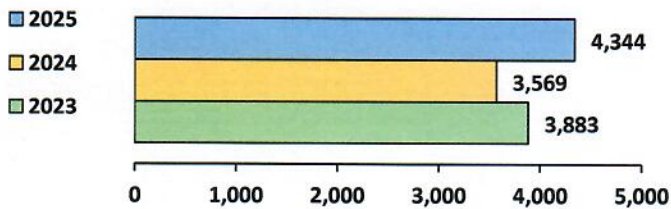
Number of Visitors:



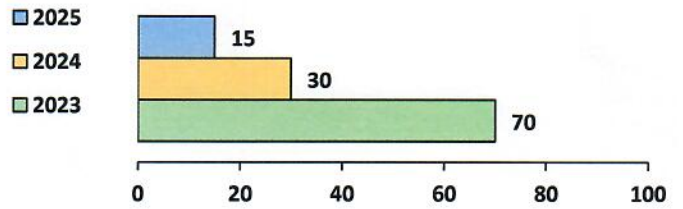
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Blank area for analysis.

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
APRIL 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(8,480)	7,564	(219)	205	ADULT BOOKS	NEW ADULT CARDS
(10,944)	11,644	(34)	28	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(14)	21	(22,343)	22,858	DEVICES	TOTAL ACTIVE BORROWERS
(365)	354	(12)	9	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(804)	762	(1,012)	1,170	AUDIOS	COMPUTER
(80)	170	(3,487)	5,595	BOOK CLUB BOOKS	WIRELESS USERS
(28)	34	(45)	65	INTERLIBRARY LOAN	NOTARY SERVICES
(607)	603	(4)	0	IN LIBRARY USE	CURBSIDE DELIVERIES
(6,048)	5,734			EBOOKS	
(5,619)	5,842			DOWNLOADABLE AUDIOS	
(0)	0			EMAGAZINES	
(0)	0			STREAMING VIDEOS	
(92)	168			KITS	
(33,081)	32,896			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,057)	13,266	(1,812)	1,962	ADULT	OSU STUDENT
(4,322)	4,295	(205)	204	CHILD	OUT OF COUNTY
		(2,947)	3,131		OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 20,418 / 2,440

ESTIMATED NUMBER OF VISITORS TO LIBRARY (14,240) 10,884

NUMBER OF VISITORS TO LIBRARY WEBSITE (20,407) 11,803

ESTIMATED ADULT REFERENCE

(2,890)	3,777	IN PERSON
(824)	961	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(223)	249	IN PERSON
(11)	46	BY TELEPHONE

PROGRAMMING

(24)	11	MEETING ROOM USAGE
(338)	125	ADULT LIBRARY PROGRAM ATTENDANCE
(51)	39	YOUNG ADULT PROGRAM ATTENDANCE
(533)	555	STORY TIME ATTENDANCE
(504)	56	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(322)	337	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(399)	361	(297)	279	BOOK MATERIALS
(5)	6			NON-BOOK MATERIALS
(80,658)	80,477			TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(87,255)	87,055			TOTAL NUMBER OF VOLUMES IN OKVL

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
APRIL 2025**

ADULT SERVICES

<u>4,738</u>	<u>Reference Questions</u>	<u>8</u>	Outreach <u>711</u> Participants
	<u>3,609</u> in person	<u>12</u>	Number of Adult Programs
	<u>793</u> by phone	<u>125</u>	Attendance at Adult Programs
	<u>336</u> directional	<u>3</u>	Number of Young Adult Programs
		<u>39</u>	Attendance at Young Adult Programs
<u>11</u>	Meeting Room Usage	<u>21</u>	Number of Volunteers
		<u>149.00</u>	Total Volunteer Hours
		<u>15</u>	Displays

CHILDREN'S SERVICES

<u>295</u>	<u>Reference Questions</u>		
	<u>232</u> in person		
	<u>26</u> by phone		
	<u>37</u> directional		
<u>9</u>	Number of pre-school programs		(daycare & Headstart)
<u>320</u>	Attendance at pre-school programs		
<u>32</u>	Number of storyhours		
<u>555</u>	Attendance at storyhours		
<u>6</u>	Number of programs/school visits for school age children		(here or away)
<u>56</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>1</u>	Number of volunteers		
<u>5.00</u>	Total volunteer hours		

REGISTRATION

<u>233</u>	<u>Total new borrowers</u>	
	<u>205</u> Adults	
	<u>28</u> Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT APRIL 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
3,797	5,288	4,422	Fiction
1,456	1,762	1,729	Nonfiction
1,150	1,415	1,387	New books
11	15	26	Multi-language items
6,414	8,480	7,564	Total Book Checkouts
22	14	21	Devices
152	160	117	CD books
11	28	16	Music cds
149	114	126	DVDs & Blu-rays
110	80	170	Book Club Bks
18	18	113	Kits
462	414	563	Total Checkouts
255	297	209	In-library use
26	28	34	ILL
5,682	6,048	5,734	Ebooks
4,732	5,619	5,842	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
10,695	11,992	11,819	Total Checkouts
27,266	33,081	32,896	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

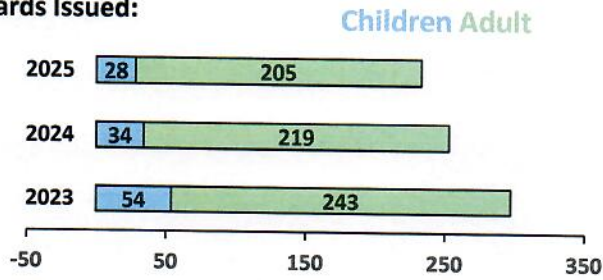
2023	2024	2025	
7,009	9,140	9,605	Fiction
741	893	993	Nonfiction
620	795	759	New books
92	116	287	Multi-language items
8,462	10,944	11,644	Total Book Checkouts
543	612	619	CD books
2	4	10	Music cds
193	251	228	DVDs & Blu-rays
35	74	55	Kits
773	941	912	Total Checkouts
460	310	394	In-library use

OUTREACH

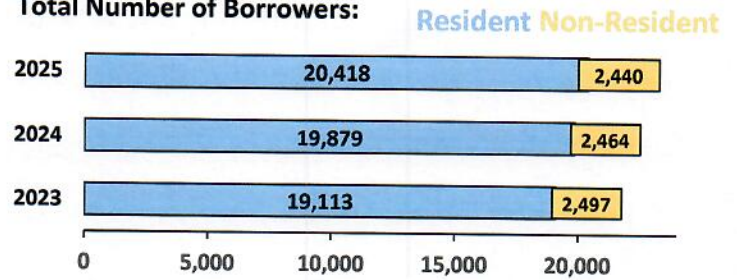
1	Homebound patron deliveries	8	Facility deliveries
5	Homebound items/materials	12	Deposit collections
		240	Total number of books

APRIL 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

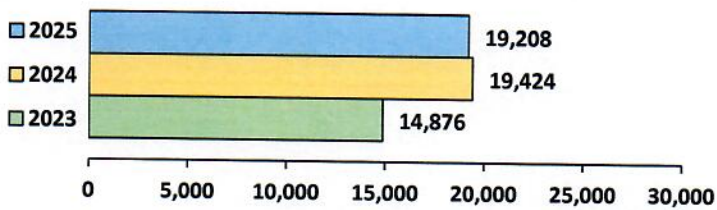


Total Number of Borrowers:

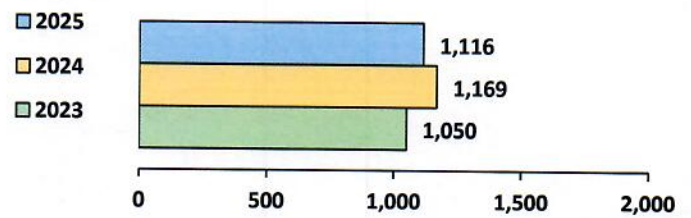


APRIL 2025 - MONTHLY CIRCULATION:

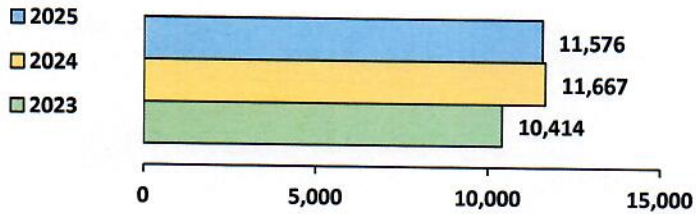
Books:



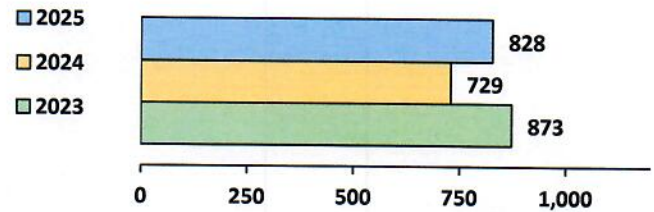
Audio Visual:



Digital:

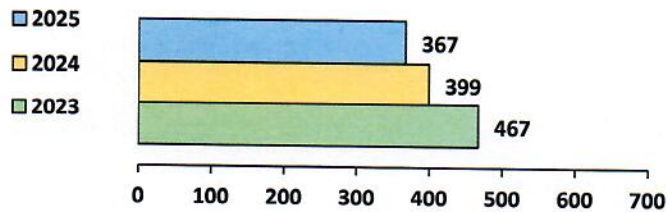


Other Items:

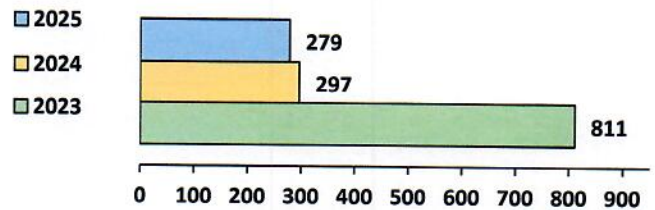


APRIL 2025 - ITEMS:

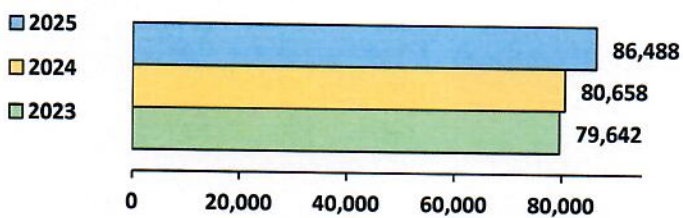
Added This Month:



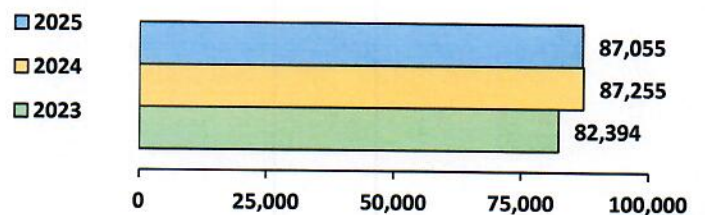
Removed This Month:



Total Physical Items:



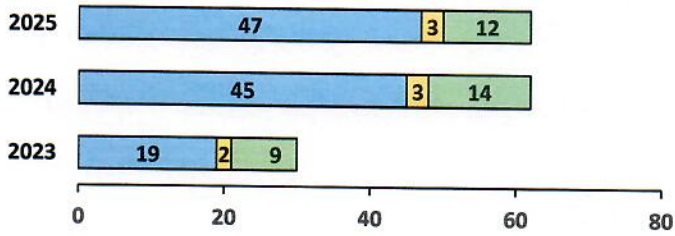
Total Digital Items:



APRIL 2025 - PROGRAMMING:

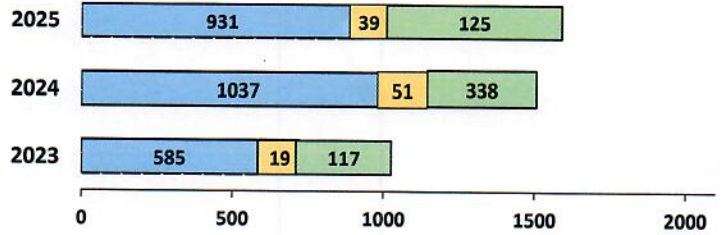
Number of Programs:

Children Teen Adult

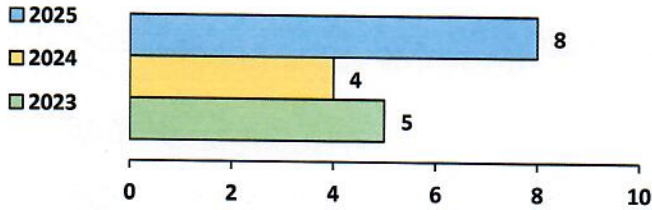


Number of Attendees:

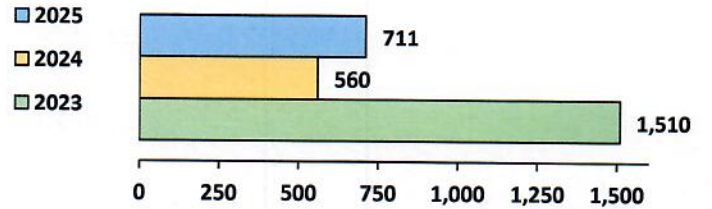
Children Teen Adult



Outreach Number of Events Attended:

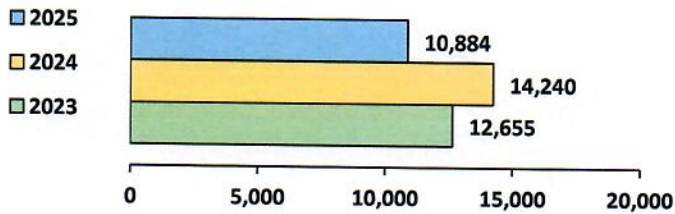


Outreach Number of People Reached:

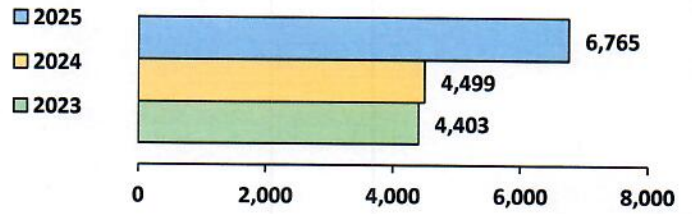


APRIL 2025 - LIBRARY USE:

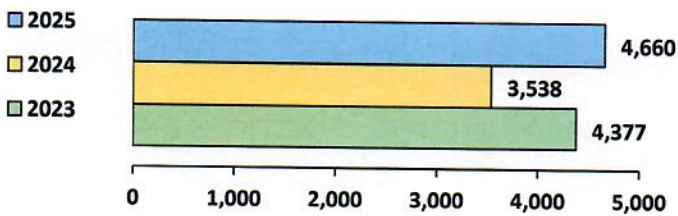
Number of Visitors:



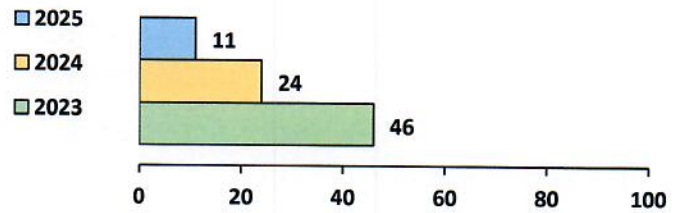
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Empty space reserved for analysis.

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

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and City of Stillwater/Stillwater Public Library, (Contractor), collectively known as the Parties.

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on December 1, 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.
- b. The Parties of 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 render diligently and competently the services as indicated and in the manner set forth herein which shall be binding on the Parties of this Contract.

The Contractor shall:

- a. Purchase e-books and/or e-audiobook materials for the Lucky Day collection pilot. The purpose of the Lucky Day collection is to remove or shorten wait times for customers. Titles must be popular, high-circulation, or frequently requested.
- b. Collect and report data to evaluate the pilot's effectiveness in reducing wait times. Data collection should include, but is not limited to:
 - i. Circulation statistics specific to Lucky Day titles,
 - ii. Sample wait times for selected titles prior to inclusion in the Lucky Day collection, and
 - iii. Feedback from libraries and/or customers.
- c. Agree to and sign the *LSTA Terms and Conditions Agreement*.
- d. Reference the Institute of Museum and Library Services (IMLS) and ODL in all publicity.
- e. Expend funds by September 30, 2025. Any subscriptions must also end on September 30, 2025.
- f. Submit a data-driven recommendation on the continuation of the pilot, including a request for the funding amount needed to continue the pilot for a full cycle, and all data collected to the Department by November 1, 2025.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Provide a contract, *LSTA Terms and Conditions Agreement*, and claim form to the Contractor.
- b. Process grant payment to the Contractor upon receipt of a notarized claim form.
- c. Review recommendation and data collected.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **Thirty Thousand Dollars (\$30,000)** to purchase titles for the Lucky Day Collection on the Oklahoma Virtual Library Consortium.

- a. Expenditures for this project must conform to the approved budget and to applicable local, state, and federal laws and regulations, and are subject to all conditions of this Contract. Any deviations from the approved budget must be approved by the Department.
- b. Payment will be made via electronic deposit within 45 days of receipt of the notarized claim form.
- c. The Contractor assures that expenditures under this Contract will be included in its next regular audit.

VI. GENERAL PROVISIONS

a. Notices

Any notices to be given herein are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Oklahoma Department of Libraries
Attn: Tara McCleod
200 NE 18 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, loss of funding, 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. Understanding of 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.

VII. 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, Office of the Attorney General (OAG), the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items for purpose of audit and examination at the 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.

VIII. 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 City, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

IX. ADDITIONAL REQUIREMENTS

- a. The Contractor may not subcontract or assign any duties herein without the express written consent of the Department.
- b. 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. The opinions and content of activities and materials do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS, and no official endorsement should be inferred."
- c. In the event the Contractor does not comply with the terms of this contract, including the timetable, budget, and objectives, the Contractor will be given written notification of such noncompliance by the Department. The Contractor may appeal for reconsideration by giving

written evidence of compliance within twenty (20) days following receipt of such notification. Should noncompliance be confirmed, the Department may take possession of items purchased under this contract for reassignment to other programs and projects.

- d. Evidence of failure to comply with the above policies shall result in a hold being placed on pending payments for all future grants until compliance can be assured.
- e. 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.
- f. The Contractor will comply with regulations under the Open Meetings Act and the Open Records Act.

X. AMENDMENTS

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

XI. ENTIRE CONTRACT

This instrument, consisting of five pages, 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.

XII. 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.

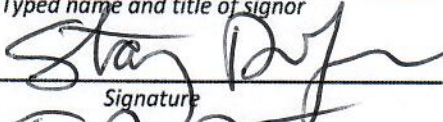
Each signatory to this Contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

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

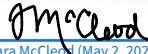
On behalf of the Department

Stacy DeLano, Director
Typed name and title of signor

Signature
5.2.25
Date

Natalie Currie, Executive Director
Typed name and title of signor
Natalie Currie
Signature
05/02/2025
Date

Brady Moore, City Manager
Typed name and title of signor

Signature
5.2.2025
Date

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

Lead Officer: 
Tara McCleod (May 2, 2025 13:29 CDT)

Date: 05/02/2025








Contract City of Stillwater E-MEDIA FFY24 Lucky Day Pilot

Final Audit Report

2025-05-02

Created:	2025-05-02
By:	Tara McCleod (tara.mccleod@libraries.ok.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARxWnQD2dqxLsgHQqHDdtHZk7OQsX7yWv

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