



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 202
1107 SOUTH DUCK, STILLWATER, OK, 74074
JUNE 24, 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: May 27, 2025, Regular Meeting

- b) Stillwater Public Library May 2025 Financial Report
- c) Stillwater Public Library May 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 \$9,840.00 discount from the federal erate program for the purchase of monthly internet service from Chickasaw
- b) Consider acceptance of the revised Library Aide job description
- c) Update on legal work regarding Stillwater Public Library Trust
- d) Update on fire suppression system replacement

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

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 202

1107 SOUTH DUCK, STILLWATER, OK, 74074

MAY 27, 2025, 12:00 P.M.

library.stillwater.org

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

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

Cornwell/Sinnes moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved. Edwards arrived at 12:02 p.m.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

Rebello left at 12:47 p.m.

c) Vote to convene regular meeting

Sinnes/Cornwell moved to convene a regular session. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano
No action

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

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

4. PUBLIC COMMENT ON AGENDA ITEMS

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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
The purpose of this grant is to test a pilot program. Titles purchased with the funds cannot be placed on hold and will be available on a first-come, first-served basis. Patrons will be able to see something they want and check it out immediately rather than place items on hold. Andrea Kane, Technical Services supervisor, will purchase collection titles throughout the summer and then gather user feedback to measure the program's successes. The titles must be one-time purchases rather than titles that expire and need to be repurchased, or time-limited titles. Upson asked about selecting titles in Section 3, part A of the contract. DeLano said it will be Kane's purview to select titles. Cornwell asked what LSTA is. DeLano explained

it is the Library Services and Technology Act. McMillian asked about Part 6, Section C, Performance Suspension. Circumstances listed for possible suspension included breach of duty, such as poor selection of titles. DeLano explained that this is the first time she has seen the act of God section in Oklahoma Department of Library contracts that includes loss of funding and is likely due to uncertainty of federal funding.

Edwards/Sinnes moved to accept a \$30,000 grant from Oklahoma Department of Libraries and Institute for Museum and Library Services for the Oklahoma Virtual Library Lucky Day pilot program. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Report and possible discussion from the nominating committee on 2025-2026 officers
The nominating committee recommended electing Matt Upson as Chair and Kathryn Ross as Vice Chair. They recommended reappointing Naomi Brown as Secretary.
- c) Election of 2025-2026 Chair
Woods/Sinnes moved to elect Matt Upson as 2025-2026 Chair. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, abstain; Edwards, yes. Motion approved.
- d) Election of 2025-2026 Vice Chair
Woods/Sinnes moved to elect Kathryn Ross as 2025-2026 Vice Chair. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, abstain; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.
- e) Consider reappointment of Naomi Brown as Secretary
McMillian/Sinnes moved to reappoint Naomi Brown as Secretary. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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
The library was moved with only a small delay due to changes required by the construction company on their next-to-last inspection. Those items were corrected, the pre-inspection passed, and the temporary library was able to open on May 22. The staff worked hard to accomplish the move. The shelving donated

by Edmon Low has worked exceptionally well and is accommodating around 20,000 books on two floors. Arrangements are working well on all three floors. Safety measures including fire drills, tornado drills, and elevator safety have been executed. Edwards came and tested library services before opening to assist in identifying any operating problems. By mid-June construction must be materially complete. The library will not be closing to execute the move back to the south building. Staff materials will be moved first and then the books will be returned to the main library slowly. Summer reading will kick off on May 31. Most summer reading programs will be held at the Community Center. Plans are progressing well for the September reading event, with most contracts completed.

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

The Board requested to have an update on the Library Trust and Open Meeting training for upcoming meetings.

ii. Report from Staff Appreciation Committee

Cornwell said in March the board discussed having a staff appreciation event. Cornwell intended to bring it up at the April meeting, but the board did not meet. In March, DeLano mentioned that library staff would enjoy ice cream. The Staff Appreciation Committee decided to bring ice cream and toppings for library staff on May 15.

7. ADJOURN

Edwards/Cornwell moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:14 p.m.

City of Stillwater, OK Budget to Actuals with Encumbrances by Key and Object

Report Date: 05/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	Rem.
		Actual	Actual	Actual	Actual				
Key: 1015510 - Library administration									
Revenue									
43000 - Grant Revenue	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00%	
43100 - Federal Grant Revenue	132,609.00	30,000.00	0.00	132,141.00	0.00	468.00	0.35%		
43200 - State Grant Revenue	32,250.00	0.00	0.00	18,517.00	0.00	13,733.00	42.58%		
45000 - Fines & Forfeitures	20,000.00	1,027.23	494.46	14,787.70	0.00	5,212.30	26.06%		
47012 - Misc Fees	9,000.00	0.00	0.00	14,997.93	0.00	-5,997.93	-66.64%		
47501 - Room Rental	11,000.00	0.00	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	0.00%		
48701 - Donations	39,666.00	1,035.98	0.00	40,701.21	0.00	-1,035.21	-2.60%		
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Revenue Total:	246,025.00	32,557.67	0.00	232,912.59	0.00	13,112.41	5.32%		
Expenditure									
51001 - Full Time	699,471.00	51,321.06	0.00	602,224.76	0.00	97,246.24	13.90%		
51002 - Part Time	294,720.00	20,615.84	0.00	233,786.42	0.00	60,933.58	20.67%		
51003 - Overtime	500.00	0.59	0.00	208.82	0.00	291.18	58.23%		
51004 - Allowance	0.00	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	0.00%		
51021 - Social Security	76,093.00	5,275.87	0.00	61,538.55	0.00	14,554.45	19.12%		
51022 - Retirement	41,998.00	3,079.29	0.00	35,732.46	0.00	6,265.54	14.91%		
52012 - Vehicle Repair Parts	500.00	0.00	0.00	249.84	0.00	250.16	50.03%		
52031 - Office Supplies	1,700.00	113.26	0.00	791.83	0.00	249.06	14.65%		
52034 - Postage	200.00	0.00	0.00	87.60	0.00	0.00	0.00%		
52036 - Janitorial Supplies	5,100.00	0.00	0.00	4,546.40	0.00	56.07	1.09%		
52040 - Books & Publications	88,300.00	6,072.23	0.00	79,284.26	0.00	55.60	0.06%		
52041 - Clothing & Uniforms	600.00	0.00	0.00	600.00	0.00	0.00	0.00%		
52043 - Vehicle Fuel & Oil	450.00	0.00	0.00	106.03	0.00	343.97	76.43%		
52046 - Supplies	10,000.00	313.34	0.00	6,616.58	0.00	265.70	2.65%		
53001 - Natural Gas	6,000.00	214.33	0.00	4,029.68	0.00	1,970.32	32.83%		
53004 - Telecommunications	1,640.00	52.20	0.00	933.70	0.00	706.30	43.06%		
53011 - Equipment Rental	6,000.00	588.79	0.00	5,208.36	0.00	113.05	1.88%		
53020 - Repair-Structures	14,743.00	82.62	0.00	7,037.04	0.00	4,812.96	32.64%		
53023 - Repair-HVAC	33,950.00	1,555.53	0.00	17,063.93	0.00	14,919.60	43.94%		
53041 - Donations	64,110.00	7,892.26	0.00	24,409.84	0.00	38,529.05	60.09%		
53045 - Grant Expenditure	206,747.00	20,585.47	0.00	135,140.12	0.00	40,355.81	19.51%		
53049 - Cash Short	0.00	-0.50	0.00	-1.37	0.00	1.37	0.00%		

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 05/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem. Pct.
		Actual		Actual				
53054 - Professional Dues	737.00	0.00		348.00		215.00	174.00	23.60%
53055 - Training	1,400.00	0.00		1,323.73		0.00	76.27	5.44%
53062 - Refunds	200.00	0.00		134.31		0.00	65.69	32.84%
53064 - Contract for Services	9,985.00	23.30		7,584.97		2,386.03	14.00	0.14%
53066 - Miscellaneous Services	150.00	0.00		52.50		97.50	0.00	0.00%
53068 - Travel Expense	750.00	0.00		476.29		37.95	235.76	31.43%
53071 - Software Maintenance	46,595.00	0.00		46,351.75		0.00	243.25	0.52%
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		374.00		0.00	39.00	9.44%
56001 - Indirect Costs	422.00	35.00		385.00		0.00	37.00	8.76%
Expenditure Total:	1,613,474.00	117,854.48		1,274,899.70		54,043.62	284,530.68	17.63%
Key Total:	(1,367,449.00)	(85,296.81)		(1,041,987.11)		(54,043.62)	(271,418.27)	19.84%

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MAY 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(8,826)	5,988	(245)	140	ADULT BOOKS	NEW ADULT CARDS
(12,544)	8,930	(89)	45	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(16)	33	(22,550)	22,743	DEVICES	TOTAL ACTIVE BORROWERS
(500)	268	(15)	4	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(929)	647	(1,000)	386	AUDIOS	COMPUTER
(130)	90	(4,501)	4,331	BOOK CLUB BOOKS	WIRELESS USERS
(18)	28	(46)	19	INTERLIBRARY LOAN	NOTARY SERVICES
(824)	157	(2)	278	IN LIBRARY USE	CURBSIDE DELIVERIES
(6,441)	6,213			EBOOKS	
(6,122)	6,385			DOWNLOADABLE AUDIOS	
(0)	0			EMAGAZINES	
(0)	0			STREAMING VIDEOS	
(82)	69			KITS	
(36,432)	28,808			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,175)	13,207	(1,823)	1,936	ADULT	OSU STUDENT
(4,373)	4,243	(208)	206	CHILD	OUT OF COUNTY
		(2,971)	3,151		OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 20,328 / 2,415

ESTIMATED NUMBER OF VISITORS TO LIBRARY (13,585) 4,561
 NUMBER OF VISITORS TO LIBRARY WEBSITE (29,079) 15,092

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

(26)	14	MEETING ROOM USAGE
(239)	80	ADULT LIBRARY PROGRAM ATTENDANCE
(49)	25	YOUNG ADULT PROGRAM ATTENDANCE
(490)	281	STORY TIME ATTENDANCE
(640)	453	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(328)	170	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>			
(276)	233	(607)	87	BOOK MATERIALS	BOUND VOLUMES WITHDRAWN
(0)	0			NON-BOOK MATERIALS	
(80,401)	80,664			TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY	
(86,926)	87,685			TOTAL NUMBER OF VOLUMES IN OKVL	

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MAY 2025**

ADULT SERVICES

<u>4,738</u>	<u>Reference Questions</u>	<u>9</u>	Outreach <u>2751</u> Participants
	<u>3,609</u> in person	<u>9</u>	Number of Adult Programs
	<u>793</u> by phone	<u>80</u>	Attendance at Adult Programs
	<u>336</u> directional	<u>2</u>	Number of Young Adult Programs
		<u>25</u>	Attendance at Young Adult Programs
<u>14</u>	Meeting Room Usage	<u>4</u>	Number of Volunteers
		<u>16.75</u>	Total Volunteer Hours
		<u>0</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>8</u>	Number of pre-school programs		(daycare & Headstart)
<u>230</u>	Attendance at pre-school programs		
<u>15</u>	Number of storyhours		
<u>281</u>	Attendance at storyhours		
<u>1</u>	Number of programs/school visits for school age children		(here or away)
<u>23</u>	Attendance at programs for school age children		
<u>1</u>	Number of programs for Summer Reading Program		
<u>200</u>	Attendance at Summer Reading Program		
<u>2</u>	Displays		
<u>3</u>	Number of volunteers		
<u>6.00</u>	Total volunteer hours		

REGISTRATION

<u>185</u>	<u>Total new borrowers</u>
	<u>140</u> Adults
	<u>45</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT MAY 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
4,575	5,469	3,743	Fiction
1,448	1,813	1,242	Nonfiction
1,159	1,531	989	New books
10	13	14	Multi-language items
7,192	8,826	5,988	Total Book Checkouts
24	16	33	Devices
150	151	93	CD books
28	17	3	Music cds
126	168	23	DVDs & Blu-rays
80	130	90	Book Club Bks
9	18	29	Kits
417	500	271	Total Checkouts
591	364	33	In-library use
31	18	28	ILL
6,091	6,441	6,213	Ebooks
5,391	6,122	6,385	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
12,104	12,945	12,659	Total Checkouts
30,663	36,432	28,808	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

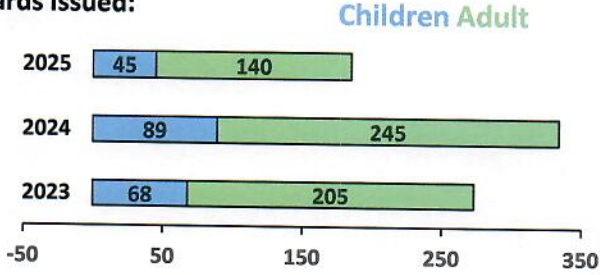
2023	2024	2025	
8,121	10,660	7,477	Fiction
758	914	719	Nonfiction
760	859	575	New books
110	111	159	Multi-language items
9,749	12,544	8,930	Total Book Checkouts
630	755	547	CD books
3	6	4	Music cds
197	332	245	DVDs & Blu-rays
43	64	40	Kits
873	1,157	836	Total Checkouts
328	460	124	In-library use

OUTREACH

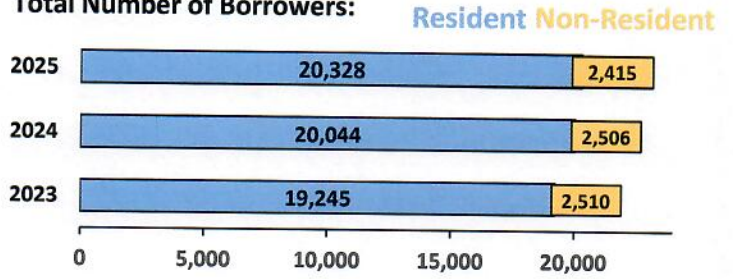
0	Homebound patron deliveries	4	Facility deliveries
0	Homebound items/materials	6	Deposit collections
		120	Total number of books

MAY 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

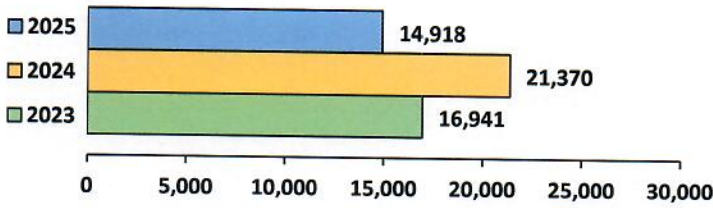


Total Number of Borrowers:

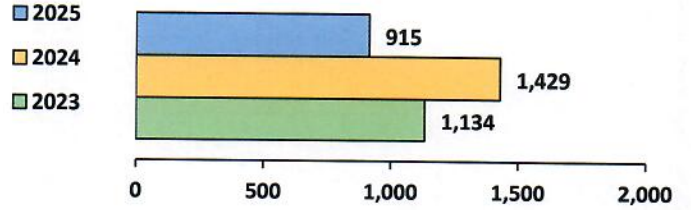


MAY 2025 - MONTHLY CIRCULATION:

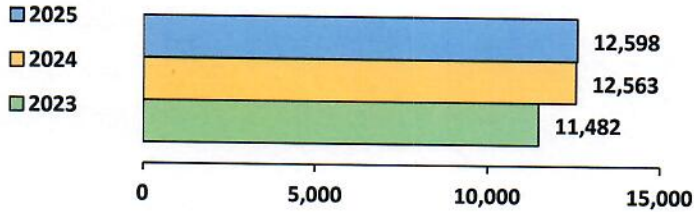
Books:



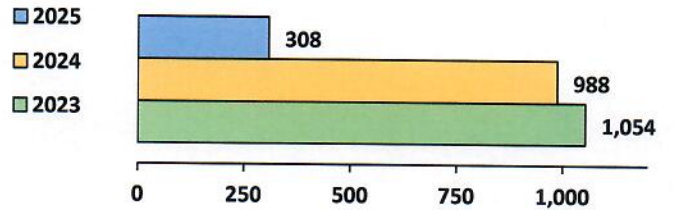
Audio Visual:



Digital:

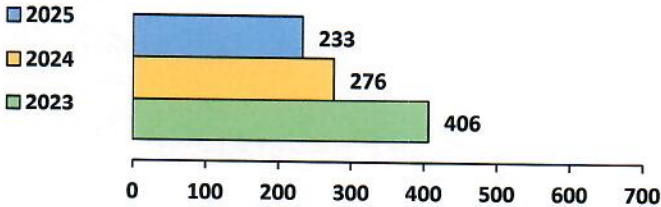


Other Items:

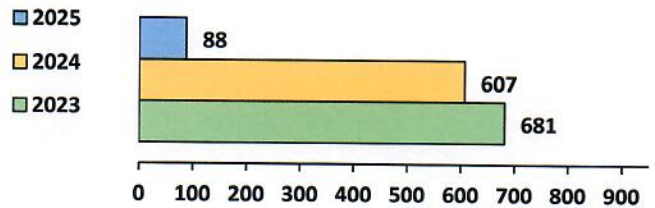


MAY 2025 - ITEMS:

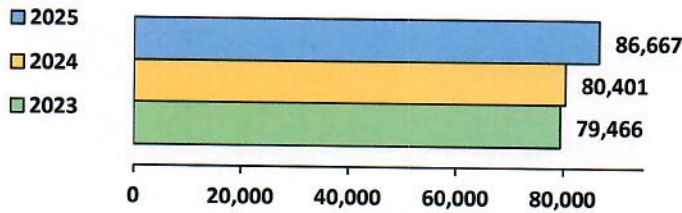
Added This Month:



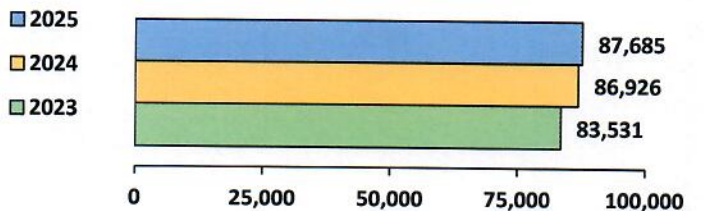
Removed This Month:



Total Physical Items:



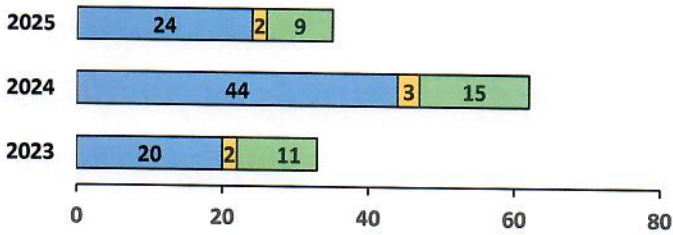
Total Digital Items:



MAY 2025 - PROGRAMMING:

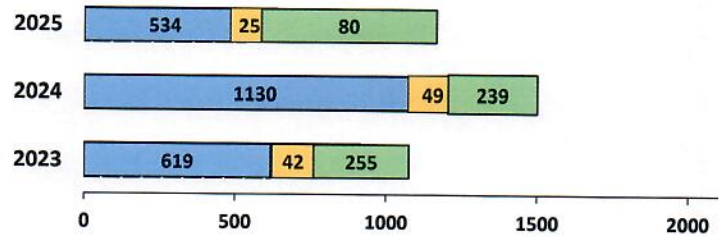
Number of Programs:

Children Teen Adult

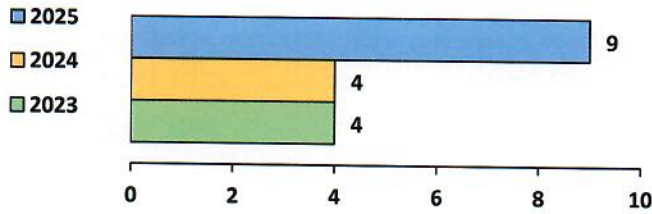


Number of Attendees:

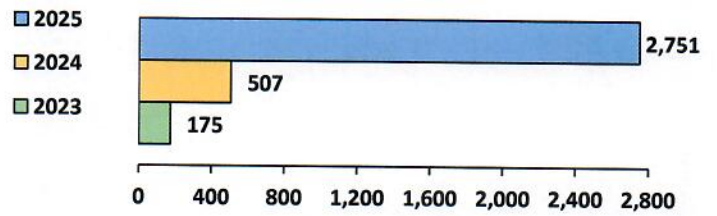
Children Teen Adult



Outreach Number of Events Attended:

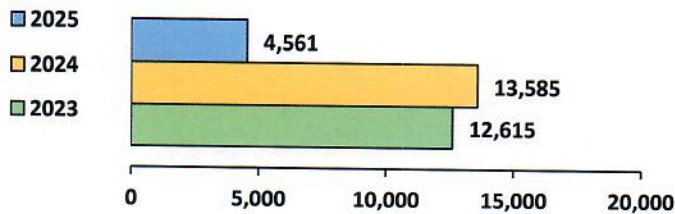


Outreach Number of People Reached:

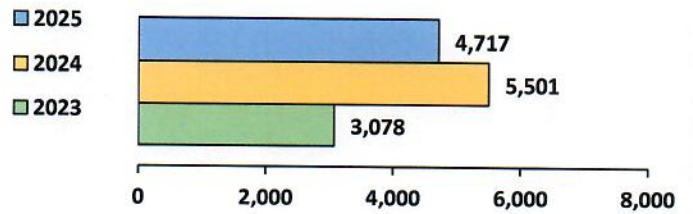


MAY 2025 - LIBRARY USE:

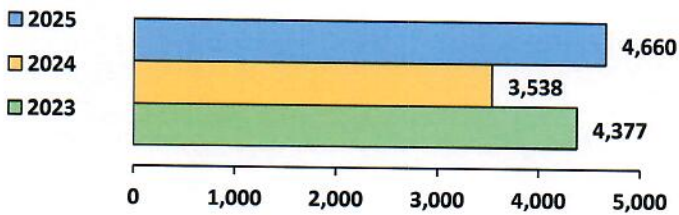
Number of Visitors:



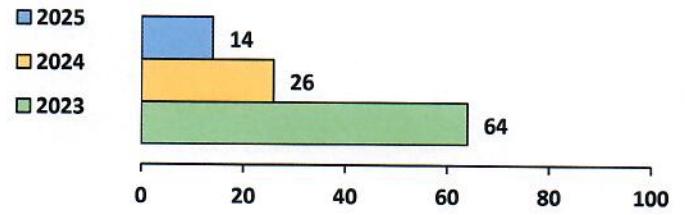
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

The library was closed to the public from May 5-21 and then the temporary library opened in the North building.



April 26, 2025

Funding Commitment Decision Letter

Funding Year 2025

Contact Information:

Stacy DeLano
STILLWATER PUBLIC LIBRARY
1107 S DUCK ST
STILLWATER, OK 74074
stacy.delano@stillwater.org

FCC Form 471: 251032360

BEN: 140109

Wave: 1

Application Nickname: 2025-26 Cat. 1 internet service Chickasaw.SPL

Totals

Total Committed	\$9,840.00
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What is in this letter?

Thank you for submitting your application for Funding Year 2025 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider** must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2025

Application Comments for FCC Form 471: #251032360

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2599045271	Chickasaw Telecommunications Services, Inc.	\$9,840.00	\$9,840.00	Funded

FRN 2599045271	Service Type Data Transmission and/or Internet Access	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$12,300.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$12,300.00	
Discount Rate		80.00%	
Committed Amount		\$9,840.00	

Dates	
Service Start Date	7/1/2025
Contract Expiration Date	6/30/2026
Contract Award Date	3/20/2024
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	6/30/2029

Service Provider and Contract Information	
Service Provider	Chickasaw Telecommunications Services, Inc.
SPIN (498ID)	143013786
Contract Number	
Account Number	
Establishing FCC Form 470	240017037

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: Approved as submitted.

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Library Aide	DEPARTMENT: Library
RANGE: B14	DIVISION: Circulation
EFFECTIVE DATE: 5/1998	REVISION DATE: 7/2025
NON-EXEMPT	

Purpose of the Position:

Provide quality library services to the public and perform activities related to circulation of library materials. This position reports directly to the Circulation Services Supervisor.

Essential Job Functions:

- Provide excellent customer service when assisting library patrons, in person, online, and on the phone
- Perform circulation desk duties related to checking materials in and out of the library including, but not limited to
 - Assisting patrons with computer checkout
 - Looking up patron account numbers as needed
 - Checking security tags on items
 - Assisting patrons with filling out any needed paperwork
 - Helping patrons lift, stack, or manage books being checked out
 - Inspecting each returned item for damages
 - Making certain each item is fully checked out or checked in as appropriate at the desk
 - Organizing returned items appropriately onto carts
- Maintain library patron confidentiality
- Process library card applications in the library, via email, or at outreach activities
- Operate circulation functions of the library management software
- Interpret and explain circulation policy
- Receive payment for fines, lost or damaged items, and interlibrary loans in person or on the phone and properly apply those payments to patron accounts
- Manage holds by retrieving, processing, organizing and discharging patron holds
- Assist the public with the use of library website, catalog, photocopier, telephone, fax machine, and public printers
- Stock desks with forms and supplies
- Assist in keeping library materials clean and mended
- Retrieve items from outside book drop regularly
- Shelf library materials
- Deliver items curbside to patron vehicles
- Straighten, clean, and read shelves for proper order
- Assist with inventory management by searching for lost items in the stacks
- Perform regular inspections of library stacks and tables and straighten bookshelves, public reading spaces, and children’s play areas as needed
- Collect, tabulate, and reshelve materials used in-house
- Perform opening and closing procedures
- Maintain clean and tidy shared workspaces

- As assigned, create simple displays, mend library materials, assist at outreach visits and events, and maintain kits and periodicals
- Provide patron instruction on basic use of downloadable materials app
- Perform other duties as instructed

Education, Training and Experience Required

- High school diploma or equivalent required
- Library experience preferred

Special Certificates, Registrations, Licenses Required

- Valid driver's license. Must obtain Oklahoma license within thirty days of hire.

Skills, Knowledge, and Abilities

Knowledge of:

- Basic library practices and shelf organization
- Dewey Decimal classification system
- Basic email, word processing, and spreadsheet use

Ability to:

- Communicate effectively on phone, in email, and face-to-face
- Operate a variety of standard office equipment including computers, telephones, photocopiers, fax machines, cash registers, credit card machines, and printers

Physical/Mental Requirements

- Pushing carts of books up to 150 pounds, occasionally maneuvering them over bumps
- Regularly bending to reach floor level, crouching and kneeling below knee level, and swiveling to place and pick up books and other items weighing up to 10 pounds
- Frequently pushing, pulling, and reaching up past shoulder level to place and pick up books and other items weighing up to 10 pounds
- Standing for extended periods of time
- Sitting for extended periods
- Extensive use of keyboard and mouse
- Requires the ability to traverse various areas within the building, including different floors and wings
- Climbing up on a step-stool as needed to clean/shelf read top shelves
- Frequently lifting and moving heavier items such as large books or bags of books 25-50 pounds
- Use of fine motor skill when mending and manipulating small items
- Visual acuity to identify small text such as spine call numbers and to inspect for damage to materials
- Ability to shift focus and move between tasks quickly and repeatedly

Environmental Conditions and Safety Concerns

- No exposure to hazardous conditions
- General office safety precautions need to be followed

Job Location

- Work will be performed at the Stillwater Public Library and occasional outreach locations in Payne County

Approved by the Stillwater Public Library Board: June 24, 2025

Employee Signature: _____ Date: _____