



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 214
1107 SOUTH DUCK, STILLWATER, OK, 74074
AUGUST 26, 2025, 12:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. CONSENT DOCKET

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

- a) Minutes: June 24, 2025, Regular Meeting
- b) Stillwater Public Library June and July 2025 Financial Report
- c) Stillwater Public Library June and July 2025 Activity Reports

3. 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.*

4. 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) Presentation by Ashlyn Garis from the City Attorney's Office on Oklahoma Open Meetings Act
- b) Consider FY 24-25 Stillwater Public Library Trust Report
- c) Update on Stillwater Public Library Trust

5. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
 - i. Stillwater Reads
 - ii. Summer Reading Program 2025
 - iii. Updates on facility
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.



Minutes

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD

STILLWATER PUBLIC LIBRARY

ROOM 202

1107 SOUTH DUCK, STILLWATER, OK, 74074

JUNE 24, 2025, 12:00 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. 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

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

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

- c) Vote to convene regular meeting
Cornwell/Sinnes moved to convene a regular meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, 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
Woods/Sinnes moved to raise DeLano's salary by three percent, effective July 1. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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
Cornwell asked about the total in the HVAC account. DeLano explained that a purchase order for a replacement HVAC unit was carried forward at the beginning of the fiscal year. Near the end of the fiscal year, DeLano revised remaining operating funds and transferred them to the HVAC account to purchase another replacement heat pump unit. This amount will be carried forward to FY 25-26. Cornwell asked what happens to unspent funds at the end of a fiscal year. DeLano explained that the remaining funds are returned to the city budget.

Sinnes/Woods moved to approve the consent docket with corrections to the minutes. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, 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 \$9,840.00 discount from the federal eRate program for the purchase of monthly internet service from Chickasaw

The federal government offers this annual discount to help offset the cost of internet service. The current service agreement the library has with Chickasaw can be extended each year for four years if both parties agree. The Supreme Court decision on funding eRate discounts for internet service is expected to be announced in late June. DeLano and the library's supervisors chose not to renew wireless hotspots with eRate funds. However, due to the wildfires in Stillwater, the need to purchase hotspots did arise. Funds from the Friends of the Library were used to make hotspot purchases.

Sinnes/Edwards moved to accept a \$9,840.00 discount from the federal eRate program for the purchase of monthly internet service from Chickasaw. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Consider acceptance of the revised Library Aide job description

This job description combines the shelver and aide position descriptions with a few notable changes. The section describing physical and mental requirements has been updated to reflect the physical requirements and tasks likely to be asked of an aide. Upson asked if the revised library aide position is two jobs combined, making more work for employees. DeLano explained that it is a merging and distribution of the two jobs' duties over a greater number of employees. McMillian asked about ADA requirements. DeLano said the description accurately reflects the physical requirements of the position.

Cornwell/Edwards moved to accept the revised Library Aide job description. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- c) Update on legal work regarding Stillwater Public Library Trust

In January, the Finance Director told the Trust Board that there was an issue with the trust document. The Trust Board hired an attorney to research the situation and suggest strategies for curing possible defects to the Trust charter. DeLano was notified in the last week that a plan to move forward has been prepared. Limited Trust donations are being accepted until the issue is resolved.

- d) Update on fire suppression system replacement

The fire suppression project has been completed. The system has been inspected, and all is in good order. The move back to the south building will take place on July

4. Fourteen staff members will help with the move, and the south building will open to the public on July 5.

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 summer reading program has been very successful, with approximately 1,200 participants enrolled so far. The Community Center has been an excellent location for summer programs. The library recently participated in Juneteenth celebrations. The library is promoting a Crowns Tea event in July. While tea is served, a facilitator will lead participants in a discussion about unifying the Stillwater community and sharing cultures. This program will take place at the library. Stillwater Reads planning is progressing well. The community picnic will take place at Block 34. The Friends of the Library cookbook sale raised about \$800.

b) Miscellaneous items from the Library Board

Woods said since DeLano spoke as a guest in their February meeting, the Lions club formed a book club and completed their first book, *Boys in the Boat*.

i. Discussion about scheduling items for upcoming meetings

Board members would like to discuss a community advocacy working group during the September meeting.

7. ADJOURN

Woods/Sinnes moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:26 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: 06/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	
		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	0.00	0.00	132,141.00	0.00	468.00	0.35%		
43200 - State Grant Revenue	32,250.00	12,648.54	12,648.54	31,165.54	0.00	1,084.46	3.36%		
45000 - Fines & Forfeitures	20,000.00	2,209.18	2,209.18	16,996.88	0.00	3,003.12	15.01%		
47012 - Misc Fees	9,000.00	1,109.15	1,109.15	16,107.08	0.00	-7,107.08	-78.96%		
47501 - Room Rental	11,000.00	2,675.00	2,675.00	12,942.75	0.00	-1,942.75	-17.66%		
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
48701 - Donations	40,702.00	65.97	65.97	40,767.18	0.00	-65.18	-0.16%		
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Revenue Total:	247,061.00	18,707.84	18,707.84	251,620.43	0.00	(4,559.43)	-1.84%		
Expenditure									
51001 - Full Time	699,471.00	50,665.01	50,665.01	652,889.77	0.00	46,581.23	6.65%		
51002 - Part Time	294,720.00	20,202.31	20,202.31	253,988.73	0.00	40,731.27	13.82%		
51003 - Overtime	500.00	0.00	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	5,191.92	5,191.92	66,730.47	0.00	9,362.53	12.30%		
51022 - Retirement	41,998.00	3,039.88	3,039.88	38,772.34	0.00	3,225.66	7.68%		
52012 - Vehicle Repair Parts	500.00	4.41	4.41	254.25	0.00	245.75	49.15%		
52031 - Office Supplies	1,700.00	688.12	688.12	1,479.95	0.00	220.05	12.94%		
52034 - Postage	200.00	87.60	87.60	175.20	0.00	24.80	12.40%		
52036 - Janitorial Supplies	5,100.00	495.95	495.95	5,042.35	0.00	57.65	1.13%		
52040 - Books & Publications	88,300.00	6,000.74	6,000.74	85,285.00	2,960.77	54.23	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	21.16	21.16	127.19	0.00	322.81	71.73%		
52046 - Supplies	10,000.00	3,214.92	3,214.92	9,831.50	203.81	-35.31	-0.35%		
53001 - Natural Gas	5,648.00	169.90	169.90	4,199.58	0.00	1,448.42	25.64%		
53004 - Telecommunications	1,640.00	52.15	52.15	985.85	0.00	654.15	39.88%		
53011 - Equipment Rental	6,300.00	610.44	610.44	5,818.80	0.00	481.20	7.63%		
53020 - Repair-Structures	14,743.00	218.00	218.00	7,255.04	3,675.00	3,812.96	25.86%		
53023 - Repair-HVAC	33,950.00	1,268.79	1,268.79	18,332.72	13,202.47	2,414.81	7.11%		
53041 - Donations	65,146.00	1,258.27	1,258.27	25,668.11	0.00	39,477.89	60.59%		
53045 - Grant Expenditure	206,747.00	31,926.92	31,926.92	167,067.04	119.99	39,559.97	19.13%		
53049 - Cash Short	0.00	-0.50	-0.50	-1.87	0.00	1.87	0.00%		

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 06/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53054 - Professional Dues	737.00	215.00		563.00		0.00	174.00	23.60%
53055 - Training	1,400.00	0.00		1,323.73		0.00	76.27	5.44%
53062 - Refunds	200.00	58.97		193.28		0.00	6.72	3.36%
53064 - Contract for Services	9,985.00	890.00		8,474.97		1,098.30	411.73	4.12%
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	52.00	0.00		51.80		0.00	0.20	0.38%
53083 - Employee Discounts	0.00	0.00		-1,777.50		0.00	1,777.50	0.00%
56000 - Direct Costs	413.00	39.00		413.00		0.00	0.00	0.00%
56001 - Indirect Costs	422.00	37.00		422.00		0.00	0.00	0.00%
Expenditure Total:	1,614,510.00	126,355.96		1,401,255.66		21,395.79	191,858.55	11.88%
Key Total:	(1,367,449.00)	(107,648.12)		(1,149,635.23)		(21,395.79)	(196,417.98)	14.36%

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

Report Date: 07/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	Rem.
		Actual	Actual	Actual	Actual				
Key: 1015510 - Library administration									
Revenue									
45000 - Fines & Forfeitures	20,000.00	1,103.67	1,103.67	0.00	18,896.33	94.48%			
47012 - Misc Fees	11,000.00	1,279.36	1,279.36	0.00	9,720.64	88.36%			
47501 - Room Rental	13,000.00	0.00	0.00	0.00	13,000.00	100.00%			
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%			
48701 - Donations	0.00	73.38	73.38	0.00	-73.38	0.00%			
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%			
Revenue Total:	44,000.00	2,456.41	2,456.41	0.00	41,543.59	94.41%			
Expenditure									
51001 - Full Time	697,711.00	43,721.23	43,721.23	0.00	653,989.77	93.73%			
51002 - Part Time	309,009.00	17,560.77	17,560.77	0.00	291,448.23	94.31%			
51003 - Overtime	500.00	1,635.23	1,635.23	0.00	-1,135.23	-227.04%			
51021 - Social Security	76,974.00	4,738.04	4,738.04	0.00	72,235.96	93.84%			
51022 - Retirement	41,831.00	2,680.24	2,680.24	0.00	39,150.76	93.59%			
52012 - Vehicle Repair Parts	500.00	0.00	0.00	0.00	500.00	100.00%			
52031 - Office Supplies	1,700.00	0.00	0.00	192.53	1,507.47	88.67%			
52034 - Postage	200.00	0.00	0.00	200.00	0.00	0.00%			
52036 - Janitorial Supplies	5,800.00	0.00	0.00	1,563.12	4,236.88	73.04%			
52040 - Books & Publications	93,300.00	2,349.41	2,349.41	85,095.59	5,855.00	6.27%			
52041 - Clothing & Uniforms	600.00	300.00	300.00	0.00	300.00	50.00%			
52043 - Vehicle Fuel & Oil	450.00	0.00	0.00	0.00	450.00	100.00%			
52046 - Supplies	11,500.00	29.98	29.98	886.90	10,583.12	92.02%			
53001 - Natural Gas	6,000.00	0.00	0.00	0.00	6,000.00	100.00%			
53004 - Telecommunications	3,500.00	52.15	52.15	0.00	3,447.85	98.51%			
53011 - Equipment Rentals	7,500.00	382.18	382.18	5,653.07	1,464.75	19.53%			
53020 - Repair-Structures	14,500.00	3,557.16	3,557.16	7,887.85	3,054.99	21.06%			
53023 - Repair-HVAC	9,250.00	0.00	0.00	2,500.00	6,750.00	72.97%			
53041 - Donations	39,545.00	3,855.00	3,855.00	6,545.03	29,144.97	73.70%			
53045 - Grant Expenditure	38,023.00	167.23	167.23	37,210.40	645.37	1.69%			
53049 - Cash Short	0.00	0.55	0.55	0.00	-0.55	0.00%			
53054 - Professional Dues	740.00	0.00	0.00	0.00	740.00	100.00%			
53055 - Training	1,300.00	0.00	0.00	0.00	1,300.00	100.00%			
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%			
53064 - Contract for Services	11,000.00	516.00	516.00	10,106.00	378.00	3.43%			
53066 - Miscellaneous Services	250.00	0.00	0.00	150.00	100.00	40.00%			

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 07/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem.
		Actual	Actual	Actual	Actual			
53068 - Travel Expense	750.00	0.00	0.00	0.00	40.00	710.00	94.66%	
53071 - Software Maintenance	36,600.00	28,669.33	28,669.33	3,784.52	4,146.15	11.32%		
56000 - Direct Costs	413.00	34.00	34.00	0.00	379.00	91.76%		
56001 - Indirect Costs	422.00	35.00	35.00	0.00	387.00	91.70%		
Expenditure Total:	<u>1,410,068.00</u>	<u>110,283.50</u>	<u>110,283.50</u>	<u>161,815.01</u>	<u>1,137,969.49</u>	<u>80.70%</u>		
Key Total:	<u>(1,366,068.00)</u>	<u>(107,827.09)</u>	<u>(107,827.09)</u>	<u>(161,815.01)</u>	<u>(1,096,425.90)</u>	<u>80.26%</u>		

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JUNE 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(9,884)	7,426	(292)	216	ADULT BOOKS	NEW ADULT CARDS
(16,396)	11,087	(112)	72	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(9)	44	(22,509)	22,663	DEVICES	TOTAL ACTIVE BORROWERS
(603)	197	(20)	7	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(1,283)	1,003	(1,114)	937	AUDIOS	COMPUTER
(110)	110	(4,236)	4,445	BOOK CLUB BOOKS	WIRELESS USERS
(36)	31	(44)	63	INTERLIBRARY LOAN	NOTARY SERVICES
(983)	144	(2)	5	IN LIBRARY USE	CURBSIDE DELIVERIES
(6,688)	6,120			EBOOKS	
(6,482)	6,352			DOWNLOADABLE AUDIOS	
(0)	0			EMAGAZINES	
(0)	0			STREAMING VIDEOS	
(186)	47			KITS	
(42,660)	32,561			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,161)	13,154	(1,815)	1,930	ADULT	OSU STUDENT
(4,357)	4,196	(208)	208	CHILD	OUT OF COUNTY
		(2,968)	3,175		OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 20,265 / 2,398

ESTIMATED NUMBER OF VISITORS TO LIBRARY (17,584) 0

NUMBER OF VISITORS TO LIBRARY WEBSITE (30,479) 14,146

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

(32)	5	MEETING ROOM USAGE
(157)	84	ADULT LIBRARY PROGRAM ATTENDANCE
(139)	202	YOUNG ADULT PROGRAM ATTENDANCE
(373)	0	STORY TIME ATTENDANCE
(93)	0	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(651)	326	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>			
(82)	18	BOOK MATERIALS	(140)	29	BOUND VOLUMES WITHDRAWN
(1)	0	NON-BOOK MATERIALS			
(80,272)	80,621	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY			
(87,088)	88,488	TOTAL NUMBER OF VOLUMES IN OKVL			

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JUNE 2025**

ADULT SERVICES

<u>4,738</u>	<u>Reference Questions</u>	<u>2</u>	Outreach <u>120</u> Participants
	<u>3,609</u> in person	<u>11</u>	Number of Adult Programs
	<u>793</u> by phone	<u>84</u>	Attendance at Adult Programs
	<u>336</u> directional	<u>6</u>	Number of Young Adult Programs
		<u>202</u>	Attendance at Young Adult Programs
<u>5</u>	Meeting Room Usage	<u>13</u>	Number of Volunteers
		<u>72.00</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>2</u>	Number of pre-school programs		(daycare & Headstart)
<u>57</u>	Attendance at pre-school programs		
<u>23</u>	Number of storyhours		
<u>405</u>	Attendance at storyhours		
<u>0</u>	Number of programs/school visits for school age children		(here or away)
<u>0</u>	Attendance at programs for school age children		
<u>12</u>	Number of programs for Summer Reading Program		
<u>1,982</u>	Attendance at Summer Reading Program		
<u>0</u>	Displays		
<u>0</u>	Number of volunteers		
<u>0.00</u>	Total volunteer hours		

REGISTRATION

<u>288</u>	<u>Total new borrowers</u>	
	<u>216</u> Adults	
	<u>72</u> Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT JUNE 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
5,051	6,260	4,747	Fiction
1,591	2,088	1,407	Nonfiction
1,295	1,508	1,270	New books
15	28	2	Multi-language items
7,952	9,884	7,426	Total Book Checkouts
16	9	44	Devices
164	182	95	CD books
76	17	0	Music cds
159	167	17	DVDs & Blu-rays
80	110	110	Book Club Bks
20	109	10	Kits
515	594	276	Total Checkouts
520	321	83	In-library use
37	36	31	ILL
6,484	6,688	6,120	Ebooks
5,637	6,482	6,352	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
12,678	13,527	12,586	Total Checkouts
34,166	42,660	32,561	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

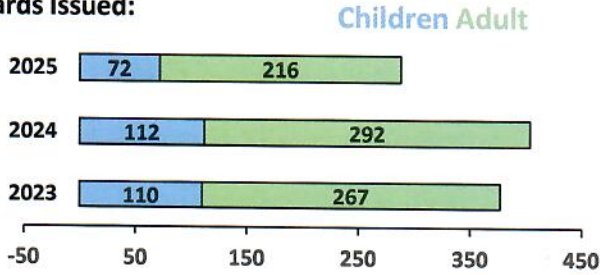
2023	2024	2025	
9,783	14,260	9,460	Fiction
937	1,162	792	Nonfiction
707	846	715	New books
95	128	120	Multi-language items
11,522	16,396	11,087	Total Book Checkouts
721	1,074	906	CD books
8	10	2	Music cds
315	436	180	DVDs & Blu-rays
72	77	37	Kits
1,116	1,597	1,125	Total Checkouts
383	662	61	In-library use

OUTREACH

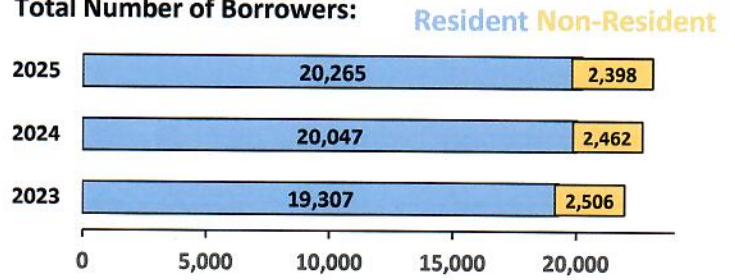
1	Homebound patron deliveries	6	Facility deliveries
6	Homebound items/materials	6	Deposit collections
		155	Total number of books

JUNE 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

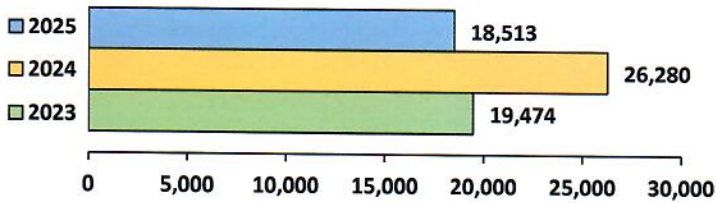


Total Number of Borrowers:

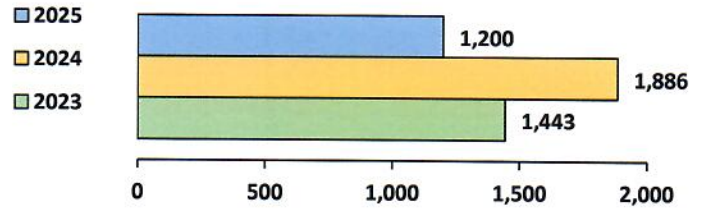


JUNE 2025 - MONTHLY CIRCULATION:

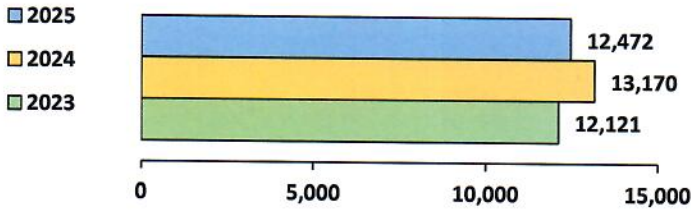
Books:



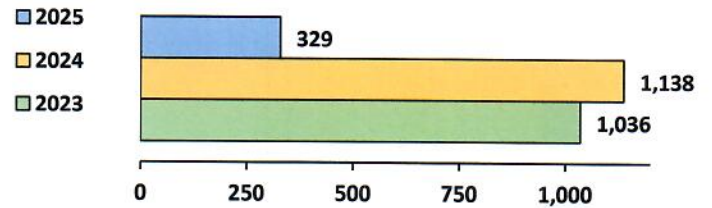
Audio Visual:



Digital:

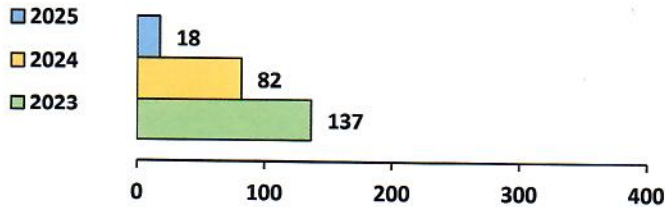


Other Items:

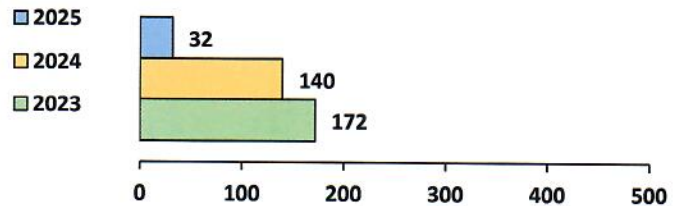


JUNE 2025 - ITEMS:

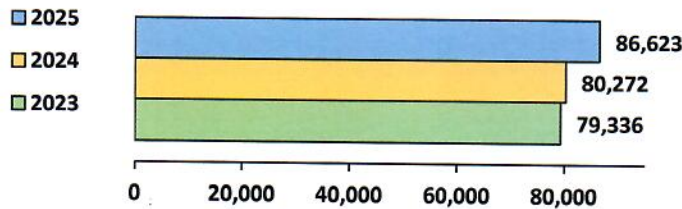
Added This Month:



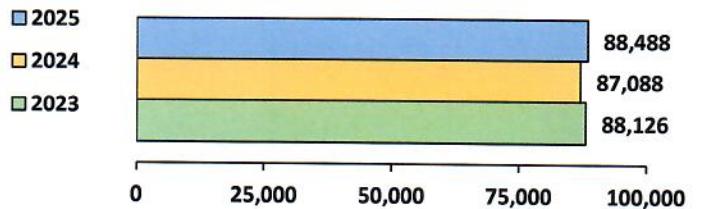
Removed This Month:



Total Physical Items:



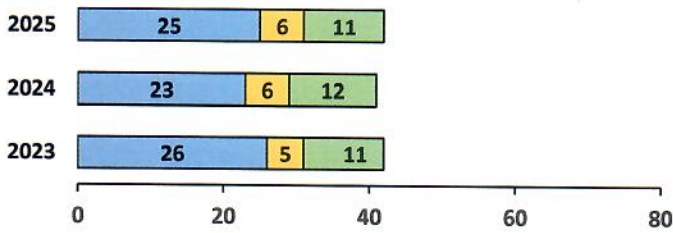
Total Digital Items:



JUNE 2025 - PROGRAMMING:

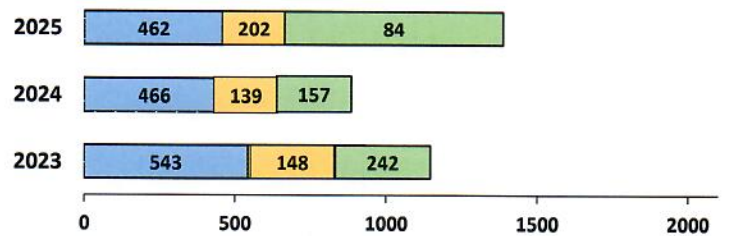
Number of Programs:

Children Teen Adult

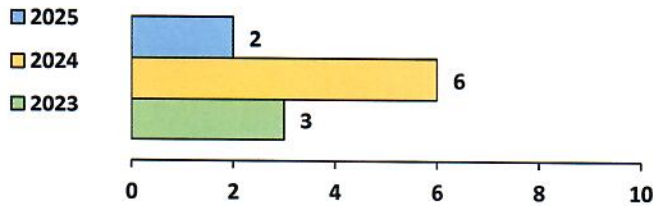


Number of Attendees:

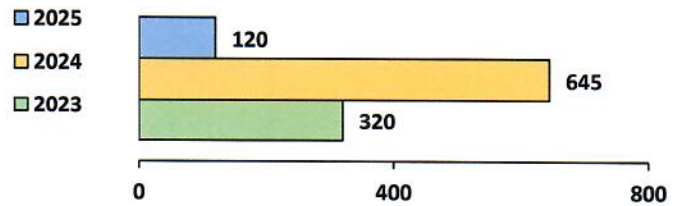
Children Teen Adult



Outreach Number of Events Attended:

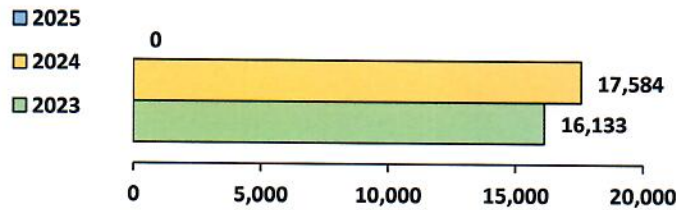


Outreach Number of People Reached:

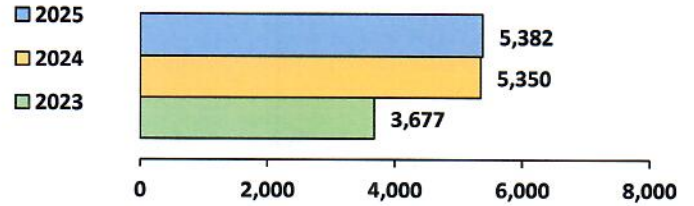


JUNE 2025 - LIBRARY USE:

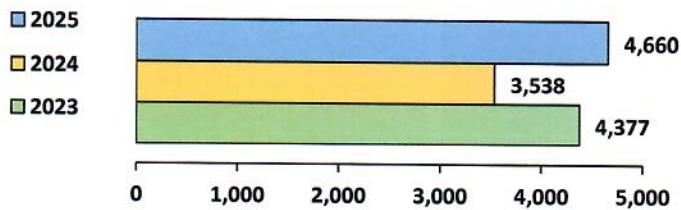
Number of Visitors:



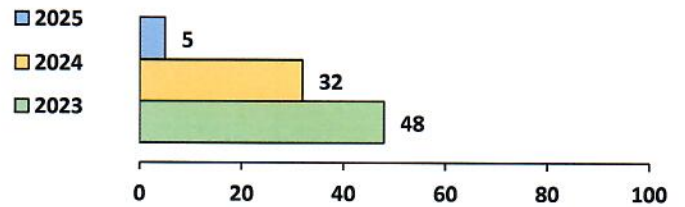
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Number of visitors could not be totaled while operating out of the north building since there is no counting mechanism for people entering and exiting the building on the north side.

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JULY 2025**

ADULT SERVICES

<u>4,738</u>	<u>Reference Questions</u>	<u>1</u>	Outreach <u>11</u> Participants
	<u>3,609</u> in person	<u>9</u>	Number of Adult Programs
	<u>793</u> by phone	<u>90</u>	Attendance at Adult Programs
	<u>336</u> directional	<u>6</u>	Number of Young Adult Programs
		<u>231</u>	Attendance at Young Adult Programs
<u>106</u>	Meeting Room Usage	<u>15</u>	Number of Volunteers
		<u>80.00</u>	Total Volunteer Hours
		<u>9</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>2</u>	Number of pre-school programs		(daycare & Headstart)
<u>32</u>	Attendance at pre-school programs		
<u>22</u>	Number of storyhours		
<u>432</u>	Attendance at storyhours		
<u>0</u>	Number of programs/school visits for school age children		(here or away)
<u>0</u>	Attendance at programs for school age children		
<u>13</u>	Number of programs for Summer Reading Program		
<u>1,770</u>	Attendance at Summer Reading Program		
<u>6</u>	Displays		
<u>4</u>	Number of volunteers		
<u>6.00</u>	Total volunteer hours		

REGISTRATION

<u>282</u>	<u>Total new borrowers</u>	
	<u>229</u> Adults	
	<u>53</u> Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT JULY 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
4,877	7,069	5,510	Fiction
1,605	2,427	1,679	Nonfiction
1,217	1,539	1,374	New books
22	33	17	Multi-language items
7,721	11,068	8,580	Total Book Checkouts
17	6	43	Devices
158	208	147	CD books
52	27	12	Music cds
252	253	121	DVDs & Blu-rays
110	90	160	Book Club Bks
22	133	111	Kits
611	717	594	Total Checkouts
398	313	234	In-library use
38	38	20	ILL
6,636	6,853	6,659	Ebooks
5,730	6,704	6,736	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
12,802	13,908	13,649	Total Checkouts
34,969	44,489	38,785	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

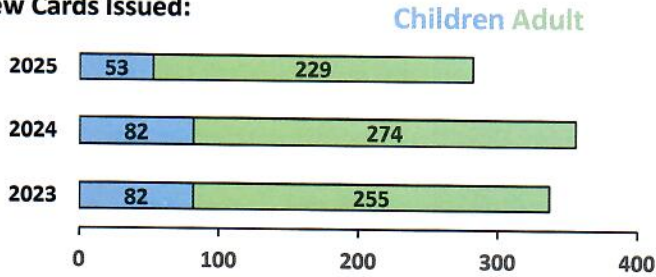
2023	2024	2025	
10,240	14,398	11,737	Fiction
1,025	1,425	1,407	Nonfiction
800	792	944	New books
118	167	196	Multi-language items
12,183	16,782	14,284	Total Book Checkouts
705	1,022	901	CD books
7	4	3	Music cds
248	485	260	DVDs & Blu-rays
57	87	52	Kits
1,017	1,598	1,216	Total Checkouts
635	416	462	In-library use

OUTREACH

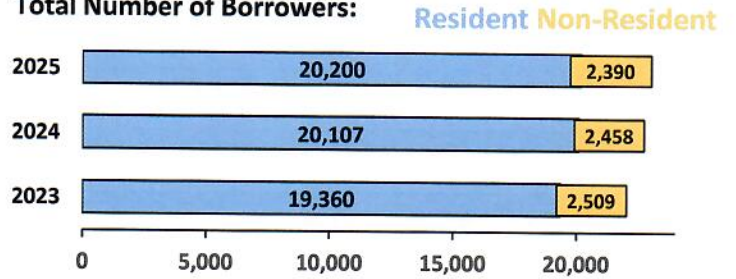
0	Homebound patron deliveries	3	Facility deliveries
0	Homebound items/materials	4	Deposit collections
		80	Total number of books

JULY 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

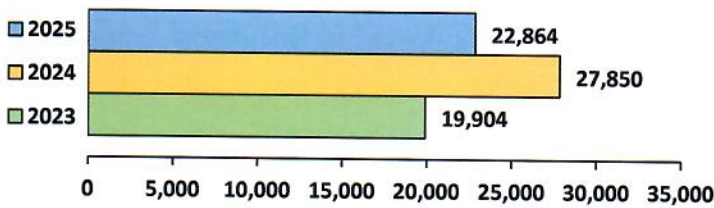


Total Number of Borrowers:

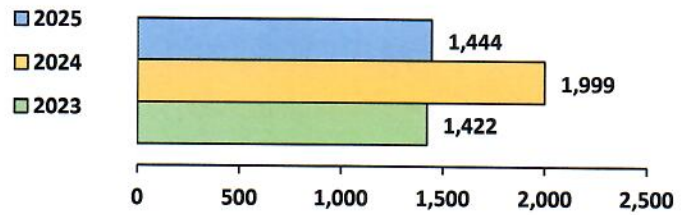


JULY 2025 - MONTHLY CIRCULATION:

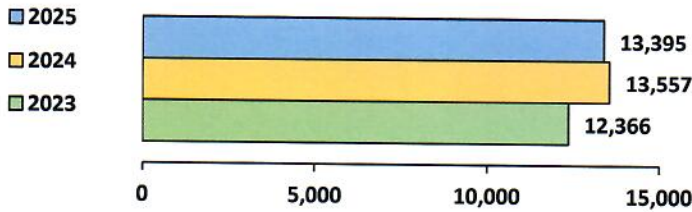
Books:



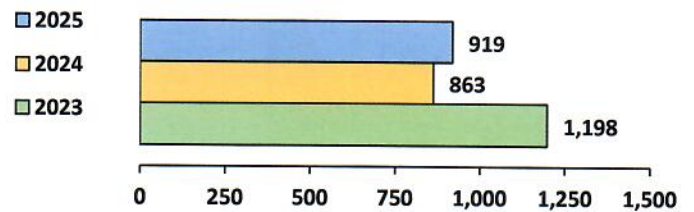
Audio Visual:



Digital:

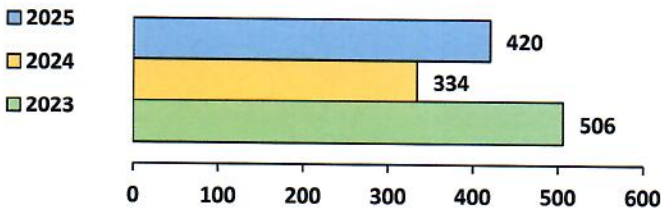


Other Items:

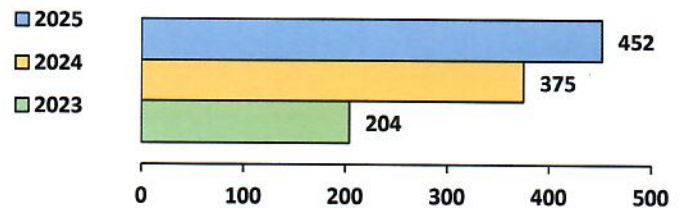


JULY 2025 - ITEMS:

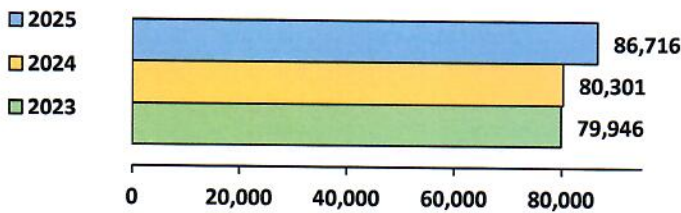
Added This Month:



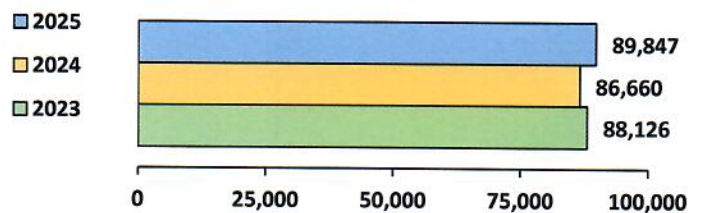
Removed This Month:



Total Physical Items:



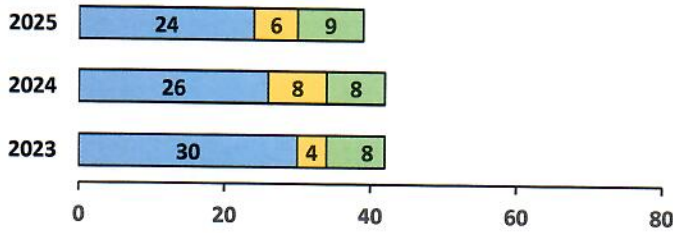
Total Digital Items:



JULY 2025 - PROGRAMMING:

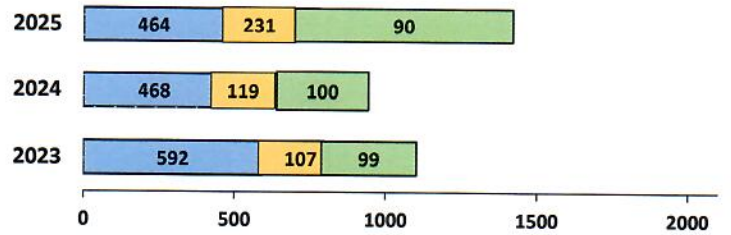
Number of Programs:

Children Teen Adult

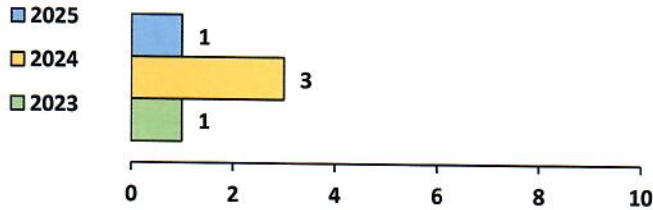


Number of Attendees:

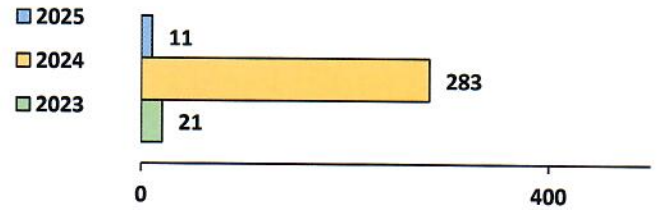
Children Teen Adult



Outreach Number of Events Attended:

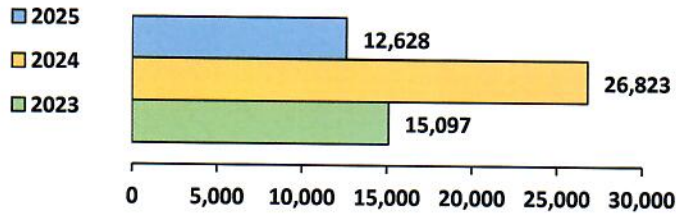


Outreach Number of People Reached:

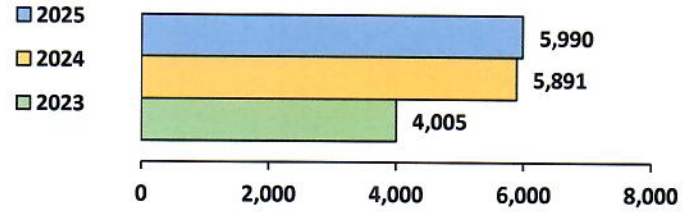


JULY 2025 - LIBRARY USE:

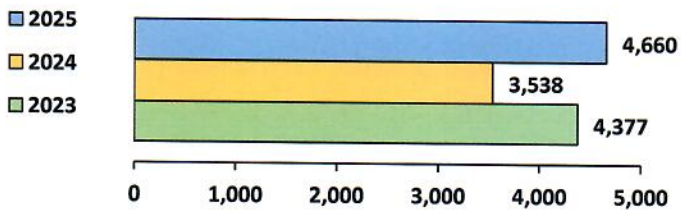
Number of Visitors:



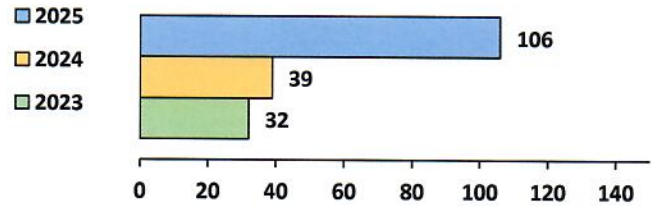
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Blank area for analysis.



**STILLWATER PUBLIC LIBRARY TRUST
ANNUAL REPORT
2024/25 FISCAL YEAR**

Financial Statement

During the 2024/25 fiscal year, there were **66** donations to the Stillwater Public Library Trust totaling **\$9,503.80**. As of June 30, 2025, the Trust Fund has a balance of **\$971,319.58**. The Mabel King Fund has a balance of **\$57,949.98**. Funds are managed by the Stillwater Public Library Trust Board with assistance from the City of Stillwater Finance Department.

During the 2024/25 fiscal year, **\$58.99** was expended:

Donor newsletter supplies	\$33.99
Donor Recognition spines	\$25.00

Activities Report

During the 2024/25 fiscal year, the Stillwater Public Library Trust Board met **8** times. Trust Board members were involved in the following activities during the year:

- 1) Managed investment of Trust funds in Certificates of Deposit and Vanguard Mutual and Money Market Funds;
- 2) Approved the Stillwater Public Library Trust Annual report for FY2023/24; and
- 3) Approved and expended Trust Projects for FY 2024/25 using the trailing 3-year average as of 6/30/24.
- 4) Arranged for legal counsel regarding the Trust Agreement and legal compliance of Trust investments

The regular meetings of the Stillwater Public Library Trust Board are held bimonthly, beginning in January on the second Wednesday of the month at 4:00 p.m. at the Stillwater Public Library. Members of the 2024-25 Trust Board included: Chair Cynthia Francisco, Vice-Chair Holly Hartman, and members Sandeep Nabar, Matt Hull (resigned in March 2025), and Sherryl Nelson.

Respectfully Submitted,

Executive Secretary
Naomi Brown

STILLWATER READS



SEPTEMBER 2025

**Registration
Opens August 15**

SIGN UP TO
ATTEND A
DISCUSSION AND
GET A FREE
BOOK WHILE
SUPPLIES LAST!

FOR ADULTS

“LISTEN”

BY SHELDON RUSSELL
OK BOOK AWARD WINNER!

FOR YOUTH

“NOWHERE BETTER
THAN HERE”

BY SARAH GUILLORY

STILLWATEROK.GOV/STWREADS

1107 S. DUCK ST. 405.372.3633 ASKALIBRARIAN@STILLWATEROK.GOV

PUBLIC LIBRARY

Stillwater OKLAHOMA



WITH SUPPORT FROM AMAZON THINK BIG, OKLAHOMA STATE UNIVERSITY LIBRARY, OKLAHOMA HISTORICAL SOCIETY, BLOCK 34, MERIDIAN TECHNOLOGY CENTER, AND STILLWATER PUBLIC SCHOOLS

EVENTS

ALL EVENTS ARE FREE & OPEN TO THE PUBLIC.
REGISTRATION IS REQUIRED.

AUTHOR SHELDON RUSSELL

Thursday, 9/4 (7-9 p.m.) at Stillwater Public Library
Oklahoma Book Award winner Sheldon Russell will sit down for a cozy interview with OSU's Dr. Mary Larson. Afterwards, Russell will sign copies of "Listen."

WPA ARCHITECTURE

Tuesday, 9/9 (6-7 p.m.) at Stillwater Public Library
Dr. Matthew Pearce, Oklahoma Historical Society's State Historian and former National Register of Historic Places Coordinator for Oklahoma, will discuss the history of WPA architecture, with a focus on local structures.

AUTHOR SARAH GUILLORY + HANDS-ON SCIENCE

Saturday, 9/13 (2-4 p.m.) at Stillwater Public Library
Children's author Guillory will discuss the inspiration her book "Nowhere Better Than Here," and sign copies for youth participants, followed by hands-on science activities simulating rainfall, flooding, and erosion with the Oklahoma Conservation Commission.

ORAL HISTORY 101

Wednesday, 9/17 (6-8 p.m.) at Community Center
Patrick Daglaris, Associate Professor and Oral History Archivist for the Oral History Research Program at OSU's Library, will teach attendees how to get started on their own oral history projects. The library will also begin loaning oral history kits in September.

PODCASTING FOR BEGINNERS

Tuesday, 9/23 (6:30-8:30 p.m.) at Stillwater Public Library
Meridian Technology will present an introductory class for adults and teens ages 12 and up interested in starting a podcast. Learn about equipment, editing software, and more.

WESTERN SWING DANCE LESSON

Friday, 9/26 (7-8:30 p.m.) at Community Center
Local dance instructor Janice Hunter will teach attendees basic western swing dance steps and some simple line dances, so readers can confidently cut a rug at the community picnic and dance finale.

COMMUNITY PICNIC FINALE

Sunday, 9/28 (1-4 p.m.) at Block 34
Celebrate a month of reading and learning together with a 1930s style community picnic with games and dancing. Enjoy live Western swing music courtesy of Oklahoma Swing. Bring a picnic lunch and a blanket or lawn chairs to sit on. The library will provide drinks and pie.

All events will feature door prize giveaways!

EXHIBIT: DUST, DROUGHT, AND DREAMS GONE DRY

The exhibit features images, quotations, and memories of the Dust Bowl from oral histories accessible by QR codes. It will be on display at the library Aug. 18-Sept. 30.

BOOK DISCUSSIONS

ADULTS MUST SIGN UP FOR A DISCUSSION TO GET A FREE BOOK

8/26	(Tue)	7 p.m.	Prairie Arts + Bring a Craft
8/28	(Thu)	6:30 p.m.	Stillwater Public Library
9/3	(Wed)	5 p.m.	Stonecloud
9/6	(Sat)	12:30 p.m.	OSU Museum of Art + View Exhibit
9/8	(Mon)	2 p.m.	Stillwater Armory
9/12	(Fri)	1 p.m.	Stillwater Public Library + Tea Party
9/14	(Sun)	3 p.m.	Freddy's Steakhouses
9/16	(Tue)	3:30 p.m.	Stillwater History Museum
9/19	(Fri)	10 a.m.	Stillwater Public Library
9/22	(Mon)	5:30 p.m.	Zannotti's
9/23	(Tue)	10 a.m.	Balanced Coffee
9/25	(Thu)	6 p.m.	Stillwater Public Library + 1930s Potluck

MORE FOR KIDS

Programs beyond Sarah Guillory's visit:

Friday 9/5 & Saturday 9/6
(9:30 & 10:30 a.m.)

Oklahoma history-themed storytimes
No registration required.

Wednesdays in September (4-5 p.m.)
Writing Club for 4th through 6th graders
Limited space, registration required.

"NOWHERE BETTER THAN HERE"
IS MOST APPROPRIATE FOR
GRADES 4-7.

Kids do not need to register for any programs to get a free copy of the book.

Summer Reading Program 2025 Children Report

Overview: Summer Reading 2025 was the year we held all of our activities offsite. The library itself was closed for two and a half weeks, followed by a temporary state from May 22 through July 4. SRP consisted of two performer shows every Tuesday at the Community Center and a “field trip” every Thursday (exception: Juneteenth). Additionally we held two sensory friendly performer shows. We continued to use the online reading tracking platform, Beanstack.

Children Registration 2025: 654 (818)

Children Hours Read 2025: 9,054 (10,341)

All ages Kickoff: 200 (463)

All ages Finale: 108 (94)

Tues Performances: 16/2960 (14/2856)

Sensory Friendly Performances: 2/35

Thurs Field Trips: 7/757 (12/596 movies)

Successes:

Following the feedback from a parent last year, the library made several steps towards providing a more sensory-friendly summer reading. Over the spring months, an OT graduate student conducted a capstone project to assist the library in identifying ways to become more sensory-friendly. The results included hosting two sensory-friendly summer performances, providing items such as headphones and fidgets during performances, and connecting with a local therapist who brought their clients consistently to events.

The switch from Thursday movie days to field trips had very positive feedback from both families and partnering organizations. Field trip locations included: Prairie Arts Center, city parks, Fire Station, OSU Art Museum, Botanic Gardens, and Stillwater History Museum. The results from our post-summer survey showed a majority interest in retaining field trips, with some interest in mixing in movies.

After struggling for the past few years to figure out the best way to hold a finale, we had a very successful all ages tie dye event.

Challenges:

Our sensory-friendly performance, while enthusiastically supported, had extremely low attendance numbers. The June show was during severe weather and had minimal advertising, only to targeted audience. The July show had a wider range of advertising but still had a smaller than desired attendance. We will continue to work with local contacts to determine the future of specific sensory-friendly shows.

The long-standing tradition of SRP shirts needs to be reconsidered. Ever since we eliminated the prize incentive for wearing a shirt to the shows, the number of people getting shirts made has decreased. We might bring back a prize incentive, but not have it tied to wearing it at shows.

We had a significantly lower registration which is hopefully due to the confusion surrounding the construction and library opening/closing particularly during the prime sign up time (end of school). On a positive note, of the children registered we had over 40% achieve 10 hours or more of reading which is considered completing SRP. The national average for SRP “completion” is around 33%.

Summer Reading Program 2025 Report: Teens

Reading Statistics

	2025:	2024:
Teen registration	230	270
Teen hours read	362,239 minutes	445,971 minutes

Successes:

- Teen program participation more than doubled this summer. These are the contributing factors:
 - a. I sent out a poll via Google Forms to teens prior to the start of summer to vote for the programs they wanted to see – we had 30 responses from teens.
 - b. Took ideas from TAC members and library staff
 - c. We did outreaches not just at the secondary schools, but at the primary schools to get interest from fifth graders heading into sixth grade.
 - d. There was increased variety in the types of programs during summer reading that appealed to a wider range of teens.
 - e. We were active in adding certain hyped-up elements to the programs in order to encourage teens to attend programs. Examples included providing sugar cookies from the bakeries at one program and having a dunk tank at another.
- This summer, we had a teens-only kickoff event. The idea was well received by both teens and parents, and is something we will likely do again next summer.
- There was a good balance between presenter and library-led programs. This gave teens a rounded-out experience of learning from instructors while also enjoying the themed programs that were put on by the library.

Challenges:

- There were several weeks when we were close to running out of supplies, such as at the colorful slime program and the Bob Ross painting class. This can be resolved by planning for greater numbers and purchasing more supplies in the months before summer reading.
- We regularly ran out of coupons, specifically for teens. To prevent this from happening next summer, I would like to have a separate bucket specifically for teen coupons. We can also use the statistics for how many teens picked up coupon prizes in the previous years to set out a certain amount of coupons for teens.
- The total number of teens registered and time registered was down this year. To improve this, I plan to change the grand prize reward structure by having more reward winners.

Program Statistics, 2025:

Quidditch Kickoff	13 attendees
Acting 101	25 attendees
Sugar Cookie Deco Challenge	75 attendees
Fiber Lasers	42 attendees
Camp Half Blood	46 attendees
Live Action Minecraft	62 attendees
Bob Ross Painting	50 attendees
Colorful Slime!	53 attendees
Blacklight Paint Party	55 attendees
Top 30 Readers Party: Laser Tag	26 attendees
Total teen participation for 2025:	447 teens at programs
Total teen participation for 2024:	204 teens at programs

There would be three grand prize winners instead of one who would each get to choose between a gift card to a local bookstore or a different prize, each valued at \$100.

Summer Reading Program 2025 Adult Report

Brenna Gilchrist

8/15/2025

- Number registered 2025/number registered 2024
 - 406/513
- Number hours read 2025/number hours read 2024
 - 11,591/12,676
- Number attending programs 2025/number attending programs 2024
 - 65 attendees at 5 programs/150 attendees at 4 programs
- List of the programs given + attendance at each
 - Raising Chickens in Town – 8 (Stormed)
 - Book Craft: Purses – 27
 - Washita Love Child Author Talk – 10 (Stormed)
 - Book Craft: – 8 (Stormed)
 - StorySlam – 0 (Canceled)
 - Stolen Heritage – 12
- 3 successes
 - The craft programs had the most sign ups and were very well received. I would like to have one craft program every year for Summer Reading.
 - Even though holding the programs offsite was more difficult, I did meet new people and made connections. Also, while searching for presenters, I got in contact with professors who would like to do programs in the future even if they weren't available this year.
 - I liked having the programs split into topics of craft, how-to, and discussion. Each topic brought in a different group of community members.
- 3 things to do differently
 - Adults and teens seem to like trinkets, so we will get more for next year. Adults usually get their coupon prizes first so that the popular ones are not always available for teens. We will split them into two bins next year and once the adults use their bin, they will have to pick a different prize. That way there is plenty left for the teens.
 - We had lower attendance than in the past partially because it stormed at three of the programs and we also didn't have the Butterfly Walk that usually has 30 plus attendees. Also, the coordinator for the StorySlam program got sick and since we only had one person sign up to tell a story, we decided to cancel the program. While last summer's StorySlam was popular, one was also held in December, and it's likely that twice a year is too often. I do plan to have the Butterfly Walk again but it will be a stand-alone family program and not an adult summer reading program.
 - I tried having six programs this year and I think it's too many and will go back to four programs. Part of the low attendance might have been from having the programs offsite and because we didn't have drawings for small prizes at the programs this year. Next year I will have a small prize drawing at each program or a larger prize drawing of attendees from all four programs.