



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
SEPTEMBER 23, 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: August 26, 2025, Regular Meeting
- b) Stillwater Public Library August 2025 Financial Report
- c) Stillwater Public Library August 2025 Activity Reports
- d) Five Year Trend Report

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) Consider library staff request to apply for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to \$25,000 to continue the Stillwater Fire Department Collection project
- b) Consider revision to Personal Conduct Policy
- c) Nominate and elect Trust Board appointee
- d) Update on Stillwater Public Library Trust
- e) Nominate and appoint Board members to Community Advocacy Committee

5. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

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

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



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

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

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER The meeting was called to order at 12:00 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: 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

McMillian asked if DeLano expects to receive less federal funding this year. DeLano said that eRate funding remains available as the eRate program was not found to be unconstitutional. IMLS funding is also available through the end of the fiscal year. Monthly statistics reflect the library's limited collection available during the fire suppression system project and the use of offsite programming. The balance in the building repair account is lower than typically seen two months into the fiscal

year due to several smaller repair projects. If needed, funds from other accounts will be moved. Sinnes asked about funding sources for unexpected large expenses beyond the library budget. DeLano said funding mechanisms are available, including the option to ask the city for assistance. McMillian asked if the library's budget is lower than in the past. DeLano said it is not lower. Services with OCLC were cancelled, and the funds saved from that were transferred into the personnel budget.

Cornwell/Sinnes moved to approve the consent docket with corrections to the June and July Activity Reports. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

3. PUBLIC COMMENT ON AGENDA ITEMS

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a) Presentation by Ashlyn Garis from the City Attorney's Office on Oklahoma Open Meetings Act
Garis' presentation included a PowerPoint presentation and discussion explaining the purpose of the act, what must be done to comply, and its importance to public bodies.

b) Consider FY 24-25 Stillwater Public Library Trust Report
This report details Trust activities over the past year and is submitted for approval to the Trust Board, Library Board, City Council, and Friends of the Library. Woods asked if the library adheres to a spending policy for investment funds. DeLano said a spending policy is in place based on a formula that is calculated annually. However, DeLano has not been requesting funds for the purpose of increasing the Trust corpus.

Ross/Sinnes moved to approve the FY 24-25 Stillwater Public Library Trust Report. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- c) Update on Stillwater Public Library Trust
The attorney for the Trust has created a plan, submitted it to the City of Stillwater, and is now awaiting a response. If an answer is returned in time, the attorney could attend the September Trust Board meeting to answer questions from the board. DeLano will meet with a potential Trust Board nominee on August 28. She may request a vote at the September Library Board meeting to fill the vacant position.

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
Registration is open for book discussions and programs. The author's visit will be on September 4.
 - ii. Summer Reading Program 2025
Summer reading was a success. Attendance was down due to construction and programs being held outside the library. However, the teen program had a much higher attendance this year, and collaborating with the teens made for an excellent experience.
 - iii. Updates on facility
The fire suppression project was completed, and the library was moved back to the south building on July 4. A leak was located on the 3rd floor, which has been remediated and repaired. The library's maintenance lead restored the drywall and painted it, and the area is open for use again. With state aid funds, two major purchases were made. First, a yearlong subscription to digital magazines was purchased through Overdrive. Over 100 titles were checked out on the first day magazines were available. Second, starting September 2, a subscription through Newsbank will provide digital access to The Oklahoman and Tulsa World newspapers. The database can be accessed through the library website.
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Sinnes/Cornwell moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:02 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: 08/31/2025

| Object - Description | Budget | Month to date | | Year to date | Encumbrance | Balance | Pct. |
|--|------------------|-----------------|-----------------|--------------|------------------|---------------|------|
| | | Actual | Actual | | | | |
| Key: 1015110 - Library administration | | | | | | | |
| Revenue | | | | | | | |
| 45000 - Fines & Forfeitures | 20,000.00 | 1,277.83 | 2,381.50 | 0.00 | 17,618.50 | 88.09% | |
| 47012 - Misc Fees | 11,000.00 | 1,274.27 | 2,553.63 | 0.00 | 8,446.37 | 76.78% | |
| 47501 - Room Rental | 13,000.00 | 590.00 | 590.00 | 0.00 | 12,410.00 | 95.46% | |
| 48700 - Miscellaneous Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | |
| 48701 - Donations | 0.00 | 431.97 | 505.35 | 0.00 | -505.35 | 0.00% | |
| 48702 - Reimbursements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | |
| Revenue Total: | 44,000.00 | 3,574.07 | 6,030.48 | 0.00 | 37,969.52 | 86.29% | |
| Expenditure | | | | | | | |
| 51001 - Full Time | 696,692.00 | 50,776.53 | 94,497.76 | 0.00 | 602,194.24 | 86.43% | |
| 51002 - Part Time | 309,009.00 | 18,764.20 | 36,324.97 | 0.00 | 272,684.03 | 88.24% | |
| 51003 - Overtime | 1,519.00 | 0.00 | 1,635.23 | 0.00 | -116.23 | -7.65% | |
| 51021 - Social Security | 76,974.00 | 5,093.04 | 9,831.08 | 0.00 | 67,142.92 | 87.22% | |
| 51022 - Retirement | 41,831.00 | 3,046.58 | 5,726.82 | 0.00 | 36,104.18 | 86.30% | |
| 52012 - Vehicle Repair Parts | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 100.00% | |
| 52031 - Office Supplies | 1,700.00 | 192.53 | 192.53 | 89.66 | 1,417.81 | 83.40% | |
| 52034 - Postage | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00% | |
| 52036 - Janitorial Supplies | 5,800.00 | 439.16 | 439.16 | 1,443.10 | 3,917.74 | 67.54% | |
| 52040 - Books & Publications | 93,300.00 | 5,309.35 | 7,658.76 | 79,786.24 | 5,855.00 | 6.27% | |
| 52041 - Clothing & Uniforms | 600.00 | 0.00 | 300.00 | 0.00 | 300.00 | 50.00% | |
| 52043 - Vehicle Fuel & Oil | 450.00 | 17.04 | 17.04 | 0.00 | 432.96 | 96.21% | |
| 52046 - Supplies | 11,500.00 | 319.51 | 349.49 | 1,467.58 | 9,682.93 | 84.19% | |
| 53001 - Natural Gas | 6,000.00 | 160.32 | 160.32 | 0.00 | 5,839.68 | 97.32% | |
| 53004 - Telecommunications | 3,500.00 | 52.15 | 104.30 | 0.00 | 3,395.70 | 97.02% | |
| 53011 - Equipment Rental | 7,500.00 | 463.08 | 845.26 | 5,189.99 | 1,464.75 | 19.53% | |
| 53020 - Repair-Structures | 15,700.00 | 1,615.60 | 5,172.76 | 7,887.85 | 2,639.39 | 16.81% | |
| 53023 - Repair-HVAC | 6,250.00 | 124.00 | 124.00 | 2,376.00 | 3,750.00 | 60.00% | |
| 53041 - Donations | 39,545.00 | 6,589.62 | 10,444.62 | 3,190.35 | 25,910.03 | 65.52% | |
| 53045 - Grant Expenditure | 38,190.00 | 17,239.65 | 17,406.88 | 19,547.60 | 1,235.52 | 3.23% | |
| 53049 - Cash Short | 0.00 | 0.50 | 1.05 | 0.00 | -1.05 | 0.00% | |
| 53053 - Licenses & Fees | 0.00 | 250.00 | 250.00 | 0.00 | -250.00 | 0.00% | |
| 53054 - Professional Dues | 740.00 | 0.00 | 0.00 | 194.00 | 546.00 | 73.78% | |
| 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 | 12,800.00 | 932.00 | 1,448.00 | 9,174.00 | 2,178.00 | 17.01% | |

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 08/31/2025

| Object - Description | Budget | Month to date | | Year to date | | Encumbrance | Balance | Rem. |
|--------------------------------|-----------------------|---------------------|--------------|---------------------|---------------|---------------------|-----------------------|---------------|
| | | Actual | Pct. | Actual | Pct. | | | |
| 53066 - Miscellaneous Services | 250.00 | 0.00 | 0.00% | 0.00 | 0.00% | 150.00 | 100.00 | 40.00% |
| 53068 - Travel Expense | 750.00 | 0.00 | 0.00% | 0.00 | 0.00% | 40.00 | 710.00 | 94.66% |
| 53071 - Software Maintenance | 36,600.00 | 2,729.52 | 7.46% | 31,398.85 | 85.8% | 1,055.00 | 4,146.15 | 11.32% |
| 53083 - Employee Discounts | 0.00 | 450.00 | 0.00% | 450.00 | 0.00% | 0.00 | -450.00 | 0.00% |
| 56000 - Direct Costs | 413.00 | 34.00 | 8.23% | 68.00 | 16.46% | 0.00 | 345.00 | 83.53% |
| 56001 - Indirect Costs | 422.00 | 35.00 | 8.30% | 70.00 | 16.59% | 0.00 | 352.00 | 83.41% |
| Expenditure Total: | 1,410,235.00 | 114,633.38 | 8.13% | 224,916.88 | 15.95% | 131,791.37 | 1,053,526.75 | 74.70% |
| Key Total: | (1,366,235.00) | (111,059.31) | 8.13% | (218,886.40) | 15.95% | (131,791.37) | (1,015,557.23) | 74.33% |

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
AUGUST 2025**

ADULT SERVICES

| | | | |
|--------------|----------------------------|--------------|------------------------------------|
| <u>4,738</u> | <u>Reference Questions</u> | <u>6</u> | Outreach <u>764</u> Participants |
| | <u>3,609</u> in person | <u>8</u> | Number of Adult Programs |
| | <u>793</u> by phone | <u>52</u> | Attendance at Adult Programs |
| | <u>336</u> directional | <u>2</u> | Number of Young Adult Programs |
| | | <u>44</u> | Attendance at Young Adult Programs |
| <u>18</u> | Meeting Room Usage | <u>9</u> | Number of Volunteers |
| | | <u>95.00</u> | Total Volunteer Hours |
| | | <u>18</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>6</u> | Number of pre-school programs | | (daycare & Headstart) |
| <u>179</u> | Attendance at pre-school programs | | |
| <u>32</u> | Number of storyhours | | |
| <u>522</u> | Attendance at storyhours | | |
| <u>1</u> | Number of programs/school visits for school age children | | (here or away) |
| <u>145</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>8</u> | Displays | | |
| <u>0</u> | Number of volunteers | | |
| <u>0.00</u> | Total volunteer hours | | |

REGISTRATION

| | | |
|------------|----------------------------|--|
| <u>428</u> | <u>Total new borrowers</u> | |
| | <u>358</u> Adults | |
| | <u>70</u> Juveniles | |

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT AUGUST 2025

ADULT

Total Book & Non-Book Material Checkouts

| 2023 | 2024 | 2025 | |
|--------|--------|--------|----------------------|
| 5,704 | 5,991 | 5,210 | Fiction |
| 2,075 | 2,129 | 2,003 | Nonfiction |
| 1,431 | 1,551 | 1,460 | New books |
| 16 | 32 | 27 | Multi-language items |
| 9,226 | 9,703 | 8,700 | Total Book Checkouts |
| 14 | 14 | 36 | Devices |
| 240 | 143 | 130 | CD books |
| 43 | 19 | 14 | Music cds |
| 200 | 243 | 197 | DVDs & Blu-rays |
| 80 | 120 | 70 | Book Club Bks |
| 19 | 107 | 93 | Kits |
| 596 | 646 | 540 | Total Checkouts |
| 380 | 341 | 392 | In-library use |
| 34 | 46 | 37 | ILL |
| 6,613 | 6,553 | 5,786 | Ebooks |
| 5,619 | 5,932 | 6,667 | Downloadable audios |
| 0 | 0 | 781 | Emagazines |
| 0 | 0 | 0 | Streaming videos |
| 12,646 | 12,872 | 13,663 | Total Checkouts |

CHILDREN'S

Total Book & Non-Book Material Checkouts

| 2023 | 2024 | 2025 | |
|--------|--------|--------|----------------------|
| 11,067 | 12,140 | 11,002 | Fiction |
| 1,144 | 1,267 | 1,051 | Nonfiction |
| 824 | 814 | 711 | New books |
| 140 | 131 | 149 | Multi-language items |
| 13,175 | 14,352 | 12,913 | Total Book Checkouts |
| 693 | 724 | 685 | CD books |
| 11 | 12 | 1 | Music cds |
| 300 | 366 | 282 | DVDs & Blu-rays |
| 53 | 64 | 60 | Kits |
| 1,057 | 1,166 | 1,028 | Total Checkouts |
| 484 | 580 | 405 | In-library use |

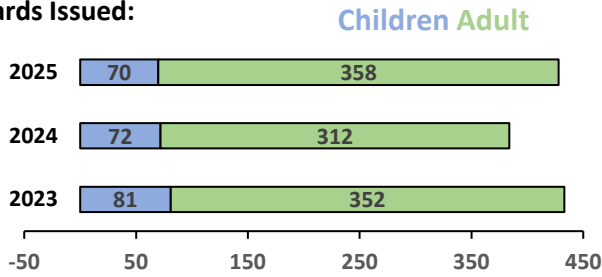
| | | | |
|--------|--------|--------|--------------------------------|
| 37,184 | 39,319 | 37,249 | GRAND TOTAL CIRCULATION |
|--------|--------|--------|--------------------------------|

OUTREACH

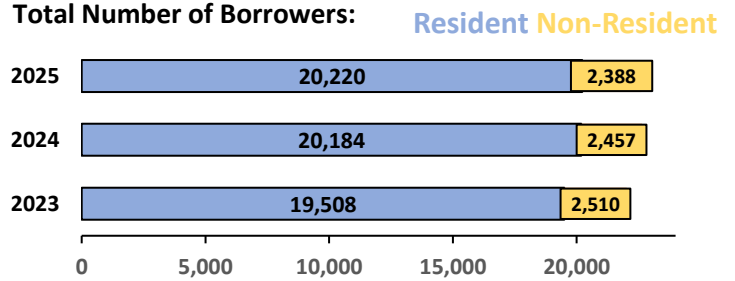
| | | | |
|----|-----------------------------|----|-----------------------|
| 1 | Homebound patron deliveries | 4 | Facility deliveries |
| 25 | Homebound items/materials | 5 | Deposit collections |
| | | 90 | Total number of books |

AUGUST 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

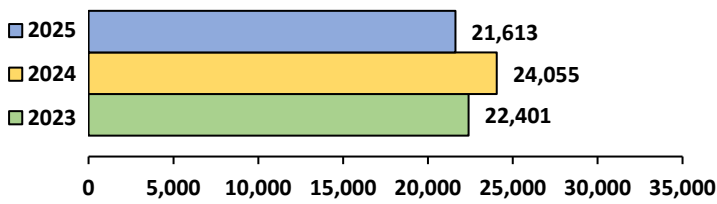


Total Number of Borrowers:

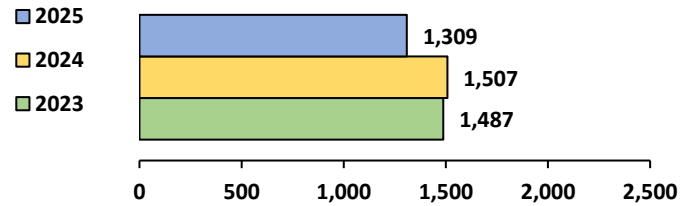


AUGUST 2025 - MONTHLY CIRCULATION:

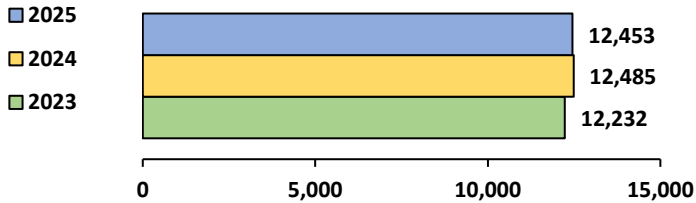
Books:



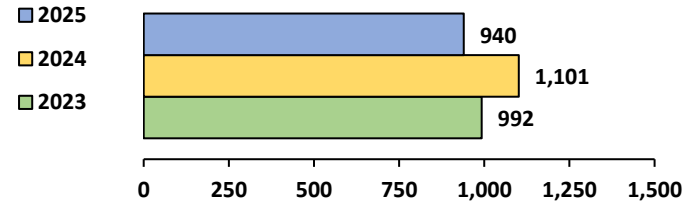
Audio Visual:



Digital:

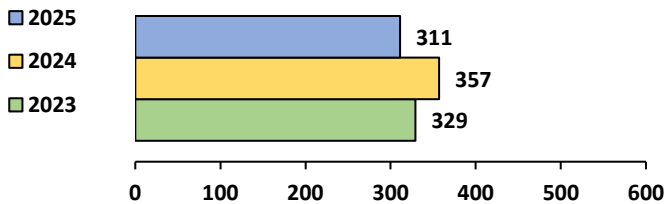


Other Items:

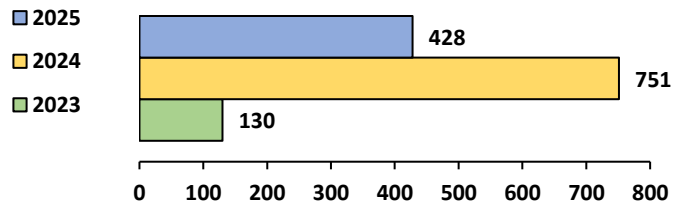


AUGUST 2025 - ITEMS:

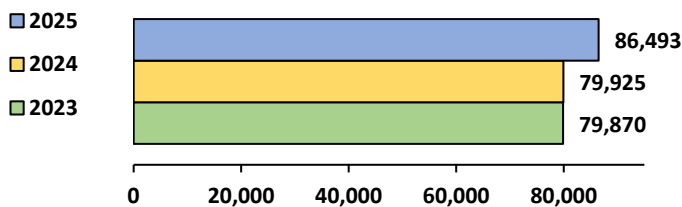
Added This Month:



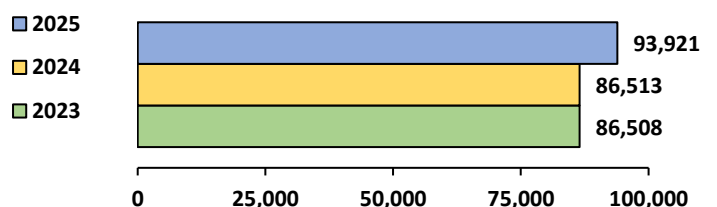
Removed This Month:



Total Physical Items:



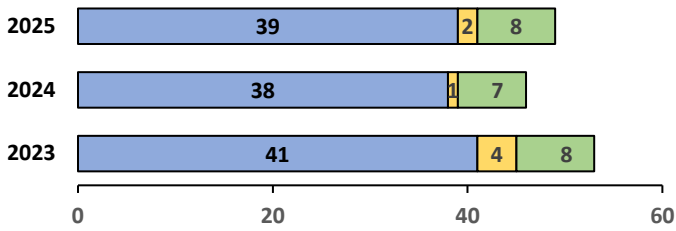
Total Digital Items:



AUGUST 2025 - PROGRAMMING:

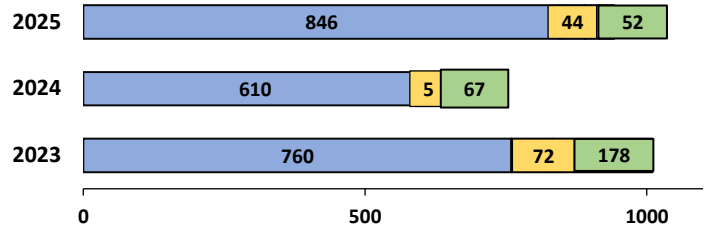
Number of Programs:

Children Teen Adult

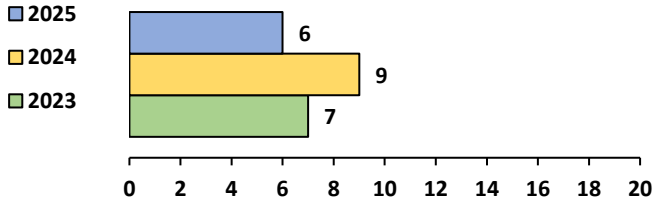


Number of Attendees:

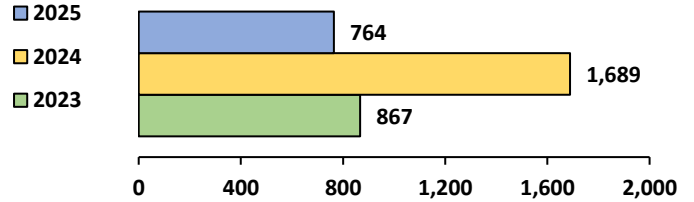
Children Teen Adult



Outreach Number of Events Attended:

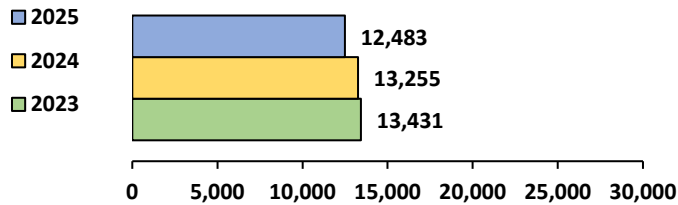


Outreach Number of People Reached:

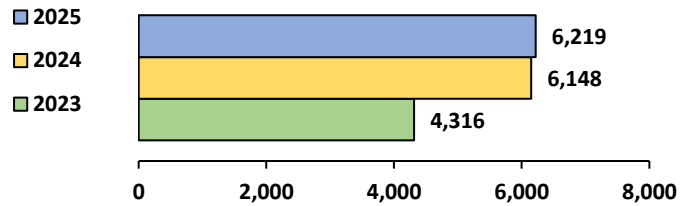


AUGUST 2025 - LIBRARY USE:

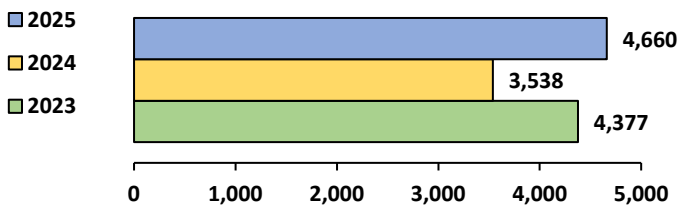
Number of Visitors:



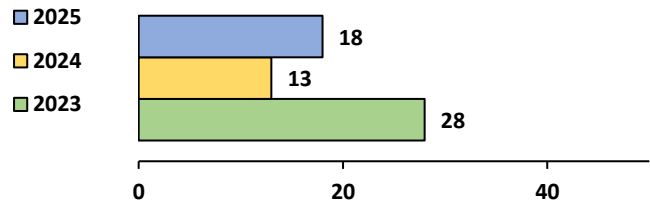
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Financial Trend Report

| | 2024-25 | 2023-24 | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| City funds provided | 1,542,556 | 1,496,554 | 1,434,800 | 1,361,033 | 1,348,837 | 1,452,536 | 1,353,482 |
| State Aid | 18,517 | 19,008 | 17,433 | 0 | 0 | 19,751 | 19,851 |
| State Grants | 13,733 | 0 | 8,313 | 9,425 | 11,460 | 0 | 0 |
| LSTA grants | 132,142 | 90,699 | 201,300 | 164,005 | 326,735 | 125,100 | 70,535 |
| Other Federal grants | 0 | 0 | 48,089 | 36,369 | 25,000 | 23,000 | 0 |
| Other Collected (non-Trust) | 58,147 | 31,486 | 17,182 | 12,736 | 5,216 | 36,964 | 67,974 |
| Carryover from previous year | 78,768 | 79,542 | 129,906 | 237,568 | 33,805 | 7,541 | 55,334 |
| Carrying over to next year | 91,260 | 78,768 | 79,542 | 129,906 | 237,568 | 33,805 | 7,541 |
| Funds returned to COS | 60,113 | 41,527 | 47,219 | 35,150 | 38,309 | 105,141 | 858 |
| MOE* | 1,482,443 | 1,455,027 | 1,387,581 | 1,325,883 | 1,310,528 | 1,664,892 | 1,567,176 |
| | | | | | | | |
| Staff expenditures | 1,282,707 | 1,253,987 | 1,211,392 | 1,138,012 | 1,109,694 | 1,146,758 | 1,130,853 |
| Collection expenditures | 234,151 | 189,922 | 348,478 | 319,137 | 241,039 | 187,802 | 221,871 |
| Other expenditures | 175,632 | 153,085 | 170,833 | 198,932 | 124,444 | 191,386 | 206,053 |

*Maintenance of effort is the funding the City must provide for the library to remain eligible for State Aid. Failure to meet MOE can be excepted in certain cases, primarily when City decreases budgets of ALL departments at an equal rate.

[Home](#) | [About](#) | Program Requirements

Oklahoma Heritage Preservation Grant Program

Program Requirements

The below information provides a general overview of the grants program. [Please refer to the official rules for full compliance of the grants program administrative rules \(PDF\)](#). Any checklists, suggestions, or guidance found on this website are for illustrative purposes only and do not supersede the official rules for the program.

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[Typical Projects](#)

[Application Process](#)

[Application Evaluation and Award Process](#)

[Funding and Payment Procedures](#)

[Definitions](#)

Purpose

The Oklahoma Historical Society (OHS), a state agency and private membership organization, may set aside funds each year to assist organizations that collect, preserve, and share collections associated with Oklahoma history. The objectives of the program include:






- Encourage improvement in the care of [collections](#), a higher quality of [exhibits](#), and the expansion of Oklahoma history [programs](#) at the local level, where a sense of community and the spirit of volunteerism are assets that can be tapped for historical purposes.
- Foster a learning process that brings together trained, experienced museum and archival professionals with avocational volunteers and part-time employees who want to improve care of collections, learn techniques of preservation, and expand educational programs.

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Eligibility

Eligible Entities

Only entities that meet the following eligibility requirements shall be considered for a grant:

- Applicants must be [municipal](#) , [county](#) , or [tribal](#)  governments, [not-for-profit historical organizations](#)  as defined in section 320:15-1-3, or a [support group](#)  of a municipal, country, or tribal government or a not-for-profit historical organization.
- Applicant organizations must be engaged in the collection, preservation, and sharing of collections that may include but are not limited to: objects, photographs, manuscripts, videos, audio recordings, maps,

periodicals, microforms, books, vertical files, archaeological material, or [historic buildings](#) ?).

- Applicant organizations must have a [strategic plan](#) ? for their organization. If an organization does not have a strategic plan, the only [project](#) ? that will be eligible for consideration is the development of a strategic plan.
- Applicant organizations must have an [operating budget](#) ? under \$750,000.

Eligible Projects

Only projects that meet the following eligibility requirements shall be considered for a grant.

- The minimum amount requested shall be \$1,000, and the maximum amount requested shall be \$25,000, with the exception of grant requests for the development of a strategic plan which shall be a minimum of \$1,000 to and a maximum of \$5,000.
- Applicants requesting \$5,000 to \$25,000 in grant funds must provide a [cash match](#) ? of ten (10) percent of the total grant funds distributed by the OHS. Applicants requesting less than \$5,000 must provide a financial match (cash or in-kind) of ten (10) percent of the total grant funds distributed by the OHS.
- Proposed projects must be completed within twelve (12) months of receipt of grant contract.

Ineligible Projects Expenses


The following expenses will not be eligible for a grant funding:


- [Repair](#) ?, maintenance, or expansion of facilities (projects affecting a facility that is directly related to collections, collections care, or exhibits will be considered)
- Rent or mortgage payments
- Utilities or insurance
- Salaries, wages, or benefits for employees (project-specific salaries will be considered)
- Creation of new monuments, sculptures, murals, or other works of art, unless it serves as an integral part of a larger exhibit
- Acquisition of real estate
- Landscaping or site work, unless it serves as an exhibit, an integral part of an exhibit or educational program
- Planning for new construction
- [Indirect costs](#) ?
- Projects to remodel or modernize building interiors unrelated to collections, collections care, or exhibit construction
- Fundraising events
- Entities utilizing federal and/or state historic tax credits for proposed project
- Historic preservation projects that are part of a federal undertaking

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Typical Projects

The following serve as examples of projects that would be eligible for funding. Some of these projects may be accomplished by a grant recipient's staff and/or volunteers, with payments available every quarter or month based on completed work. Some may be accomplished through [OHS project teams](#) ? that work as consultants to the

grant recipients. Still other projects may be completed through [third-party consultants](#)  who are paid quarterly or monthly based on work completed.

- Storage, management, and/or care of collections
- Conducting, transcribing, or cataloging oral histories
- Digital conversion of historical collections (copyright and fair use will be the responsibility of the applicant organization, however the OHS reserves the right to not fund digitization projects for which there are concerns about copyright)
- Preservation assessments
- Emergency Preparedness Efforts
- Environmental assessments and monitoring systems
- Exhibit research, writing, graphic design, fabricating, mounting, and installation
- Production or installation of audio/visual components of exhibits
- Governance capacity building, including board development, constitution and bylaws, or policies and procedures
- Strategic plan/succession planning
- Board, staff, and volunteer training
- Public programs, such as guided tours, classes, or lectures
- [Publications](#) 
- Historical markers
- Website development
- Educational workshops
- Acquisition of collections
- Archaeological/architectural/historical surveys
- Archaeological fieldwork
- Preservation covenant/easement preparation


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Application Process

Application Requirements

Application forms will be available online through the Oklahoma Historical Society's website following the announcement of solicitation of proposals. This form must be submitted online following the instructions on the website. Applicants with questions regarding the application may contact the OHS Grants office. Any staff member(s) designated to facilitate the grant program will not be part of the evaluation or award decision process.

The following information may be requested in the application:

- Project name
- Organization with name and contact information of [authorizing official](#) 
- Organization status (non-profit, governmental entity, tribal)
- Filing number with the Oklahoma Secretary of State, if applicant organization is a domestic not-for-profit corporation.

- Organization type (museum, historic site, historical society, [library with special collection](#) ⓘ, or archive, etc.)
- Organization description (including, if applicable, existing programs, scope and approximate number of collections, visitation, sources of financial support, participation of board members, and total membership)
- Accessibility to the public (this may include hours of operation, website, social media, workshops, or regularly scheduled meetings)
- [Key staff](#) ⓘ/volunteers (if applicable) and board members
- Project summary
- Plan for project and organizational sustainability
- Project cost
- Amount requested
- Source of ten (10) percent financial match
- Strategic plan (not applicable if grant request is for strategic plan development)
- Organization's annual budget
- Timeline of project
- Date board of directors approved submitting a project proposal
- Proposed project budget which shall account for items outlined in project narrative, account for applicant organization's financial match, and include quotes from vendors or use of market research to formulate a budget
- Any other information as may be requested

OHS staff will evaluate all project proposals and certify whether each meets the minimum eligibility requirements. Incomplete applications, or applications received after the application deadline will not be considered.

Only one completed application will be considered per organization each grant selection cycle.

Draft application

Applicant organizations may voluntarily send a draft application to the Grants Administrator for feedback. This draft application must be sent following the guidelines and due date found on the OHS website. Participation in the draft application feedback will not guarantee funding, nor will non-participation negatively affect an organization's ability to receive funding. The applicant organization is able to accept or disregard in whole or part the recommendations offered by the Grants Administrator. It is important to remember that the Grants Administrator does not have grant decision-making authority.

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Application Evaluation and Award Process

Grant Selection Weighted Criteria

Using the established weighted criteria below, a rating of one (1) to five (5) will be applied to each criteria, with one (1) signifying minimum value and five (5) signifying maximum value. The rating then will be multiplied by the weight assigned to each criteria to determine a total value.

All project proposals will be evaluated and ranked using the following weighted criteria:

- Project potential, which may include fulfilling a demonstrated need in the community or for the applicant organization, economic impact on community or organization, publicly accessible product/service, project

sustainability, possible impact on the scope of collections, or produces measurable outcomes. This criteria shall be weighted at a factor of five (5).

- Historical importance of the collections or [theme](#) of the applicant organization as defined by the most current OHS Historic Context Review Report (available upon request), which is in effect at the time of the solicitation of proposals. This criteria shall be weighted at a factor of three (3).
- Institutional readiness of applicant organization, which will address the following: applicant organization's capacity to complete the project. This may also include past accomplishments, programming/activities, facilities, base of support, strength of organizational strategic plan, community engagement, participation of board members/volunteers, accessibility to the public, or record of collecting experience/care. This criteria shall be weighted a factor of three (3).
- Implementation of project, which may include a clear and comprehensive explanation of the project, a clear explanation of how the project will be accomplished, development of project budget based on vendor quotes or market-based research, identification of staff, volunteer, and/or third party vendor responsibilities, identification of deadlines, method for gauging project impact, or ability to complete project within one year. This criteria shall be weighted at a factor of five (5).
- Organizational impact, which may include a description of how the project fits into the long-term goals or strategic plan of the applicant organization, a description of how the project will increase the ability to attract and diversify future funders, and the ability to capitalize on the project's success to springboard into future projects/collaborations. This criteria shall be weighted at a factor of three (3).
- Failure to meet requirements from past Oklahoma Heritage Preservation Grant awards (if applicable). This criteria shall be weighted at a factor of negative two (-2).

Application Evaluation and Awards

- The [OHS staff review committee](#) appointed by the OHS Executive Director shall rank the proposed projects using the weighted criteria. The OHS staff member(s) designated to facilitate the program and grant application process will be excluded from appointment to this committee.
- Using the established weighted criteria (320:15-2-2[1-6]), a rating of one (1) to five (5) will be applied to each criteria, with one (1) signifying minimum value and five (5) signifying maximum value. The rating then will be multiplied by the weight assigned to each criteria to determine a total value. In making the list for recommendation, the OHS staff review committee shall evaluate based on the weighted criteria and adherence to statutory and regulatory program requirements. These requirements are geographic balance, cash match, the existence of a strategic plan for the applicant organization, tribal division, or governmental department, as well as consideration of failure to meet requirements from past Oklahoma Heritage Grant Program awards.
- The OHS Executive Director shall submit the staff evaluations and accompanying recommendations to the [Oklahoma Heritage Preservation Grant Review Committee](#) for review and recommendation to the full Board.
- The [Oklahoma Historical Society Board of Directors](#) will make the final decision of which projects will be funded, the amount of each grant, and the number of organizations to receive a grant. In awarding grants the Board will, in accordance with statutory requirements, give preference to projects affecting collections, educational programs, and exhibits (53 O.S. Section 415). Because the grant application procedure(s) are

not individual proceedings, the awarding of grants by the Board is not subject to appeal under the Administrative Procedures Act.

- The OHS will initiate a contract with each grant recipient. Modifications to project scope or project budget in excess of ten percent of any line item/spending category, will require prior approval in writing from OHS Executive Director. A contract extension may be granted by the OHS on a case-by-case basis and must be approved in writing.
- The Grants Administrator may contact the applicant organization for clarification or for additional information regarding an application.
- No employee of the OHS shall act as an individually paid third-party vendor for a project with an applicant organization that receives grant funds.

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Funding and Payment Procedure

Funding

The total amount of funds to be granted, as well as specific grants awarded, will be based on appropriations, unless a revenue shortfall reduces appropriations to the OHS. If this occurs, funds granted will be deducted by the proportionate percentage of the shortfall to the Oklahoma Historical Society's appropriations.

Payment Procedures

This grant program is reimbursement based. Where applicable, payments for projects, programs, services, or activities for the Heritage Preservation Grant Program will be made according to the Central Purchasing Act (74 O.S. Section 85.1 et seq.) and Central Purchasing Rules as established by the Oklahoma Office of Management and Enterprise Services Administrative rules OAC 260:115. Grant recipients must submit documentation for completed work and invoices to receive reimbursement as the project moves forward. All reimbursements will be made after proof that work has been completed.

Audit

The grantee shall retain all books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the State, the successful grant recipient agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant contract.

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Definitions

The following words and terms shall have the following meaning, unless the context clearly indicates otherwise:

The following words and terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Administrative Rules Liaison" means or refers to the OHS staff member that has been designated by the OHS Executive Director to serve as the liaison to the Office of Administrative Rules (OAR) in the Oklahoma Secretary of

State's Office. They shall act as liaison between the OHS and the OAR in all matters concerning documents submitted by the OHS. All documents submitted by the OHS shall be coordinated through the liaison and require the verification and signature of the liaison.

"Authorizing official" means or refers to the individual authorized on behalf of the institution to approve the submission of proposals and accept any resulting project grants or contracts.

"Capital improvement" means or refers to a durable upgrade, adaptation, or enhancement of a property that increases its value, often involving a structural change. Provided, however, it does not include any improvements to items in collections or collections care, nor any modification or improvements made to exhibits or installing exhibits.

"Cash match" means or refers to the money that the applicant organization will provide toward the project. This money can be from a number of sources: examples include general operations, donations, or a fundraiser. Cash match would not include the salary of a full-time staff member already working for the applicant organization. Matching funds must be expended after the grant contract is signed.

"Collections" means or refers to objects, photographs, manuscripts, videos, audio recordings, maps, periodicals, microforms, books, vertical files, archaeological material, historic buildings, or oral histories.

"Conserved" means or refers to the act of stabilizing or protecting an artifact or archival collection.

"County government" means or refers to Oklahoma county governments as defined in Oklahoma law.

"Exhibits" means or refers to the public display, either physical or online, of collections with contextual interpretation informing the public on the topic being explored.

"Historic buildings" means or refers to a structure listed or eligible for listing on the National Register of Historic Places.

"Indirect costs" means or refers to an organization's overhead, administrative, or other expenses not directly related to the project and also possibly supporting other projects or functions. An example of this would be another division of the applicant organization managing the financial aspects of the grant and wanting a percentage of the grant funds to pay for the financial overhead costs incurred.

"Key staff" means or refers to the staff member(s) or individual(s) who will play a major role in the proposed project.

"Libraries with special collection(s)" means or refers to historical collections held by libraries that may include anything other than published books.

"Major component" means or refers to the mission of the institution and the inclusion of Oklahoma history.

"Municipal government" means or refers to Oklahoma municipalities as defined in Oklahoma law.

"Not-for-profit historical organization" means or refers to museums, historic sites, historical associations, historic preservation organizations, archives, libraries with special collections, or genealogical associations. These organizations must be located in the state of Oklahoma, be registered and in good standing with the Oklahoma

Secretary of State as a domestic not for profit corporation, and feature Oklahoma history as a major component of their mission.

"OHS" means or refers to the Oklahoma Historical Society.

"OHS project teams" means or refers to employees or volunteers under the jurisdiction of the Oklahoma Historical Society who may serve as consultants or contractors to the grant recipient to accomplish all or part of an awarded project.

"OHS staff review committee" means or refers to the OHS staff members selected by the OHS Executive Director who will evaluate applications based on the weighted criteria and adherence to program requirements. The OHS Grants Administrator is excluded from appointment to this committee and has no grant decision-making power.

"Oklahoma Heritage Preservation Grant Review Committee" means or refers to the committee appointed by the Oklahoma Historical Society Board President and confirmed by the Oklahoma Historical Society Board of Directors. As authorized by 53 O.S. Section 416(a) this committee will be made up of no less than five (5) and no more than seven (7) individuals.

"Oklahoma Historical Society Board of Directors" means or refers to the governing body of the Oklahoma Historical Society as authorized by 53 O.S. Section 1.6.

"Organizational development" means or refers to training for board and staff, professional assistance with organizational issues, improving governance structures, volunteer or membership program development, and assessments or strategic plans (including paid facilitators/consultants).

"Operating budget" means or refers to the most recent operating budget approved for the applicant organization. This budget shall include staff salaries but exclude non-reoccurring costs. Applicants of tribal or municipal governments may use the operating budget of the division in which the project will take place. If an applicant organization is a sub-entity of tribal or municipal government but is a historical organization (museum, historic site, historical association, archive, library with special collection or genealogical association), they will use the sub-entity's operating budget. Support organizations must use the operating budget of the primary beneficiary of the grant funds, regardless of the funding source of that operating budget. Libraries with special collections may use the operating budget allotted to special collections. An example of this would be a city government applying for a grant to digitize historic maps. This applicant would use the operating budget for the division that oversees archives, not the entire budget of the city government.

"Programs" means or refers to organized educational activities available to the public. Examples of this might include a tour, lecture series, or workshop.

"Project" means or refers to an inclusive term to convey any eligible proposal.

"Publications" means or refers to publishing content of an educational nature in print or electronic form. For this purpose, publications would not include paid advertisements or invitation cards.

"Repair" means or refers to fix or mend a thing suffering from damage or fault, or refers to fixing or repairing of facilities, not the repair of items in collections.

"Strategic plan" means or refers to an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. The applicant organization's strategic plan should address the following: organization's mission statement, setting of goals, long-range planning, and an action plan for accomplishing goals.

"Support groups" means or refers to a not-for-profit organization whose purpose is to support the mission and provide financial support to the applicant organization. This term could also include friend's groups or foundations. An example of this would be a library operated by an institute of higher learning having a friend's group that supports the organization through applying for grants, receiving and managing donations, or hosting donor events.

"Theme" means or refers to broad categories of Oklahoma history such as "American Indian," "Transportation," or "Military."

"Third-party vendor" means or refers to a contracted third party who conducts work for the grant recipient as it relates to the project grant funds awarded.

"Tribal government" means or refers to federally recognized American Indian tribes located in Oklahoma.

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PERSONAL CONDUCT POLICY

The Stillwater Public Library strives to be a gathering place that is welcome to all and provides equal access and services to all people of varied backgrounds and needs. In order to maintain a safe, friendly, and productive environment while visiting for all patrons and staff of the Stillwater Public Library, the following are **not** allowed on library property:

- Weapons (except by law enforcement officers)
- Alcohol and illegal drugs or individuals under the influence
- Any illegal or dangerous activity
- Any unsafe act that could harm customers and staff
- Items or individuals who pose a health, sanitary, or safety risk that interfere with others' use of the library
- Unruly or offensive Behavior that disrupts the normal functioning of the library
- Abuse of library property Using library property in a manner inconsistent with its customary purpose or in a destructive or potentially damaging manner
- Harassment ~~Harrassing or threatening of customers and patrons or staff~~
- Pets or animals (except use of service animals or animals engaged by the library) as outlined by ADA: <https://www.ada.gov/service-animals-2010.htm>
- Tethering animals on library grounds
- Bathing, shaving, or washing clothes, or similar activities
- Entering Being in the library building without a shirt and shoes (except children held by a caretaker or in a stroller/carrier)
- Sleeping (except babies and toddlers)
- Eating in public areas (except in meeting rooms and lobbies)
- Operating electronic or cellular devices in an audibly disruptive manner
- Smoking or use of tobacco products or vapor products in the building or within 25 feet of building entrances
- Soliciting
- demonstrating or picketing in such a way that blocks access to the Library
- bedrolls, suitcases, large or multiple bags, and carts
- Blocking or impeding access to entrances, pathways, or shared spaces
- Leaving personal items unattended; unattended items are subject to removal

Any person found to be in violation of this policy may be asked to leave the library. The Library Director may additionally restrict library privileges for a reasonable amount of time when a patron's behavior endangers customers, staff, or property. Failure to comply with a request to leave will result in staff notifying the police and may result in the filing of trespassing charges against the offender.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Revised 8/24/04; 12/27/05; 4/28/09; 1/26/10; 9/24/13; 2/25/14; 11/29/16; 9/23/25