



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
OCTOBER 28, 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: Sept. 23, 2025, Regular Meeting
- b) Stillwater Public Library Sept. 2025 Financial Report
- c) Stillwater Public Library Sept. 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) Consider revised and merged Volunteer and Court Appointed Volunteer Policy
- b) Consider Space Agreement with Stillwater Literacy Council
- c) Consider 2026 Library Board Meeting Schedule
- d) Report on Long Range Plan Year One Activities
- e) Update on Stillwater Public Library Trust
- f) Report from 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 Library Staff
- 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 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
SEPTEMBER 23, 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

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER 12 p.m.

2. CONSENT DOCKET

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

- a) Minutes: 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

Edwards inquired about the Five-Year Trend Report, specifically mentioning the discrepancies between the Maintenance of Effort and the actual funds provided. DeLano clarified that the total is determined by a formula that includes more than just the city funds. The absence of state aid for fiscal years 20-21 and 21-22 was also

addressed. DeLano noted that the library did not receive State Aid during the time she was pursuing her MLIS degree.

Woods moved to approve the consent docket. Motion withdrawn.

Cornwell/Sinnes moved to approve the consent docket with the stipulation of verifying the total active borrowers and out-of-county figures on the activity report and notifying the board members of any corrections. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

3. PUBLIC COMMENT ON AGENDA ITEMS

*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
This grant will be used to post a large amount of digitized material to the Oklahoma Historical Society's hosting site or create a hosting mechanism. Materials that are digitized will continue the Stillwater Fire Department Collection project. This is a matching grant. The ten percent match required will be requested from the Friends of the Library.

Sinnes/McMillian move to approve applying for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to \$25,000 to continue the Stillwater Fire Department Collection project. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Consider revision to Personal Conduct Policy
The primary changes to the policy include not limiting the number of bags a person can bring into the library. However, the bags a person brings in may not interfere with other patrons' access to shelving, equipment, or walkways. Another addition

is clarification that babies and toddlers are not held to the same standard as others regarding shoes and sleeping. The final change reinstates the ability to temporarily ban a patron for violation of the personal conduct policy. Ross asked what enforcement of this policy looks like. DeLano explained that Adult Services reinforces the policy by speaking with patrons about compliance and providing a copy of the policy. Sinnes noted that the word 'customers' appears alongside 'patrons' in the policy. Stacy will change the wording to 'patrons.'

Cornwell/Edwards moved to approve the personal conduct policy with changes to the wording from customers to patrons. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- c) Nominate and elect Trust Board appointee

The Library Board is responsible for appointing a member to the vacant Trust Board seat. Jeff Simpson, who works at OSU Global, has been recommended. DeLano and Trust Board Chair Cynthia Francisco met with him, and he expressed enthusiasm for serving and supporting fundraising efforts.

Upson/Woods moved to nominate Jeff Simpson as a Trust Board appointee. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

Woods/Sinnes moved to elect Jeff Simpson to the Trust Board. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Update on Stillwater Public Library Trust

DeLano recently met with the legal team for the Trust about the next steps to take. Holmes will attend a special Trust Board meeting on October 8, where she will outline the plan and ask the Trust Board to vote on reinstating fundraising. It will likely take at least a year to transition to the nonprofit format she envisions. McMillian asked what was wrong with the Trust. DeLano said the trust instrument created in the eighties had defects that did not comport with a public trust. The steps being taken now will address these issues.

- e) Nominate and appoint Board members to Community Advocacy Committee

The Long Range Plan includes a goal to increase library board member engagement outside of Library Board meetings. A Community Advocacy Committee would focus on increasing board engagement, including attending activities and events, and promoting the library's value to the community. This Ad hoc committee includes Upson, Edwards, and Cornwell. Upson will draft a charge to bring to the October meeting.

Woods/Edwards moved to table this item until the October meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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

The Stillwater Reads finale and picnic will take place on Sunday, September 28, at 1 p.m. All are welcome to attend and should bring a picnic lunch to Block 34. Oklahoma Swing will play from 2-4 p.m. The City's new liaison to the library is Christy Cluck, the Finance Director and an Assistant City Manager. She has been invited to attend the October meeting.

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; Edwards, yes. Motion approved. The meeting adjourned at 12:51 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: 09/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	Rem.
		Actual	Actual	Actual	Actual				
Key: 1015510 - Library administration									
Revenue									
43200 - State Grant Revenue	1,084.00	0.00	0.00	0.00	0.00	0.00	1,084.00	100.00%	
45000 - Fines & Forfeitures	20,000.00	1,293.75	3,675.25	16,324.75	0.00	16,324.75	81.62%		
47012 - Misc Fees	11,000.00	1,458.70	4,012.33	6,987.67	0.00	6,987.67	63.52%		
47501 - Room Rental	13,000.00	595.00	1,185.00	11,815.00	0.00	11,815.00	90.88%		
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
48701 - Donations	0.00	12,673.96	13,179.31	-13,179.31	0.00	0.00	0.00%		
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Revenue Total:	45,084.00	16,021.41	22,051.89	23,032.11	0.00	23,032.11	51.08%		
Expenditure									
51001 - Full Time	696,692.00	51,994.93	146,492.69	550,199.31	0.00	550,199.31	78.97%		
51002 - Part Time	309,009.00	20,548.56	56,873.53	252,135.47	0.00	252,135.47	81.59%		
51003 - Overtime	1,519.00	0.21	1,635.44	-116.44	0.00	-116.44	-7.66%		
51021 - Social Security	76,974.00	5,322.76	15,153.84	61,820.16	0.00	61,820.16	80.31%		
51022 - Retirement	41,831.00	3,119.69	8,846.51	32,984.49	0.00	32,984.49	78.85%		
52012 - Vehicle Repair Parts	500.00	0.00	0.00	500.00	0.00	500.00	100.00%		
52031 - Office Supplies	1,700.00	0.00	192.53	1,417.81	89.66	1,417.81	83.40%		
52034 - Postage	200.00	0.00	0.00	0.00	200.00	0.00	0.00%		
52036 - Janitorial Supplies	5,800.00	1,005.14	1,444.30	4,092.60	263.10	4,092.60	70.56%		
52040 - Books & Publications	93,300.00	7,435.85	15,094.61	5,655.00	72,550.39	5,655.00	6.06%		
52041 - Clothing & Uniforms	600.00	0.00	300.00	300.00	0.00	300.00	50.00%		
52043 - Vehicle Fuel & Oil	450.00	41.70	58.74	391.26	0.00	391.26	86.94%		
52046 - Supplies	11,500.00	413.33	762.82	7,473.77	3,263.41	7,473.77	64.98%		
53001 - Natural Gas	6,000.00	183.22	343.54	5,656.46	0.00	5,656.46	94.27%		
53004 - Telecommunications	3,500.00	52.15	156.45	3,343.55	0.00	3,343.55	95.53%		
53011 - Equipment Rental	7,500.00	445.68	1,290.94	1,464.75	4,744.31	1,464.75	19.53%		
53020 - Repair-Structures	15,700.00	3,039.85	8,212.61	2,439.39	5,048.00	2,439.39	15.53%		
53023 - Repair-HVAC	18,756.00	12,980.83	13,104.83	3,017.94	2,633.23	3,017.94	16.09%		
53041 - Donations	39,545.00	1,892.50	12,337.12	24,822.78	2,385.10	24,822.78	62.77%		
53045 - Grant Expenditure	38,190.00	10,186.83	27,593.71	1,235.52	9,360.77	1,235.52	3.23%		
53049 - Cash Short	0.00	-0.90	0.15	-0.15	0.00	-0.15	0.00%		
53053 - Licenses & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
53054 - Professional Dues	740.00	196.00	196.00	544.00	0.00	544.00	73.51%		
53055 - Training	1,300.00	0.00	0.00	1,300.00	0.00	1,300.00	100.00%		
53062 - Refunds	200.00	0.00	0.00	200.00	0.00	200.00	100.00%		

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 09/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual	Actual	Actual	Actual			
53064 - Contract for Services	12,800.00	116.50	0.00	1,564.50	0.00	9,057.50	2,178.00	17.01%
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	603.75	0.00	32,002.60	0.00	1,575.00	3,022.40	8.25%
53083 - Employee Discounts	0.00	0.00	0.00	450.00	0.00	0.00	-450.00	0.00%
56000 - Direct Costs	413.00	34.00	34.00	102.00	0.00	0.00	311.00	75.30%
56001 - Indirect Costs	422.00	35.00	35.00	105.00	0.00	0.00	317.00	75.11%
Expenditure Total:	1,422,741.00	119,647.58	344,314.46	111,360.47	967,066.07	67.97%		
Key Total:	(1,377,657.00)	(103,626.17)	(322,262.57)	(111,360.47)	(944,033.96)	68.52%		

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
SEPTEMBER 2025**

ADULT SERVICES

<u>4,738</u>	<u>Reference Questions</u>	<u>2</u>	Outreach	<u>136</u>	Participants
	<u>3,609</u> in person	<u>22</u>	Number of Adult Programs		
	<u>793</u> by phone	<u>445</u>	Attendance at Adult Programs		
	<u>336</u> directional	<u>3</u>	Number of Young Adult Programs		
		<u>42</u>	Attendance at Young Adult Programs		
<u>40</u>	Meeting Room Usage	<u>13</u>	Number of Volunteers		
		<u>108.00</u>	Total Volunteer Hours		
		<u>13</u>	Displays		

CHILDREN'S SERVICES

<u>295</u>	<u>Reference Questions</u>				
	<u>232</u> in person				
	<u>26</u> by phone				
	<u>37</u> directional				
<u>9</u>	Number of pre-school programs		(daycare & Headstart)		
<u>297</u>	Attendance at pre-school programs				
<u>30</u>	Number of storyhours				
<u>517</u>	Attendance at storyhours				
<u>5</u>	Number of programs/school visits for school age children		(here or away)		
<u>119</u>	Attendance at programs for school age children				
<u>0</u>	Number of programs for Summer Reading Program				
<u>0</u>	Attendance at Summer Reading Program				
<u>6</u>	Displays				
<u>0</u>	Number of volunteers				
<u>0.00</u>	Total volunteer hours				

REGISTRATION

<u>274</u>	<u>Total new borrowers</u>		
	<u>229</u> Adults		
	<u>45</u> Juveniles		

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT SEPTEMBER 2025

ADULT

CHILDREN'S

Total Book & Non-Book Material Checkouts

Total Book & Non-Book Material Checkouts

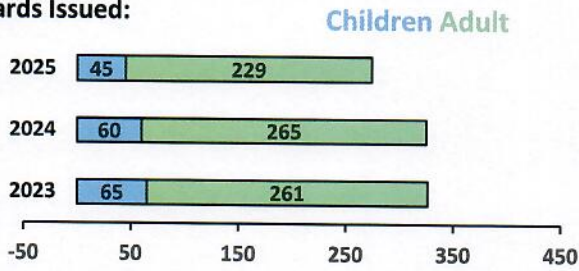
2023	2024	2025		2023	2024	2025	
4,859	5,265	4,807	Fiction	10,515	10,502	10,204	Fiction
1,823	1,943	1,790	Nonfiction	1,032	1,025	1,001	Nonfiction
1,367	1,432	1,407	New books	871	861	712	New books
15	23	8	Multi-language items	169	148	137	Multi-language items
8,064	8,663	8,012	Total Book Checkouts	12,587	12,536	12,054	Total Book Checkouts
12	24	32	Devices				
215	156	134	CD books	685	656	597	CD books
19	22	9	Music cds	5	6	0	Music cds
161	272	150	DVDs & Blu-rays	259	303	212	DVDs & Blu-rays
80	170	160	Book Club Bks	51	76	55	Kits
32	104	77	Kits				
519	748	562	Total Checkouts	1,000	1,041	864	Total Checkouts
390	323	448	In-library use	451	385	494	In-library use
40	33	47	ILL				
6,248	5,946	5,233	Ebooks				
5,377	5,924	6,533	Downloadable audios				
0	0	2,601	Eperiodicals				
0	0	0	Streaming videos				
12,055	12,226	14,862	Total Checkouts				
34,676	35,599	36,848	GRAND TOTAL CIRCULATION				

OUTREACH

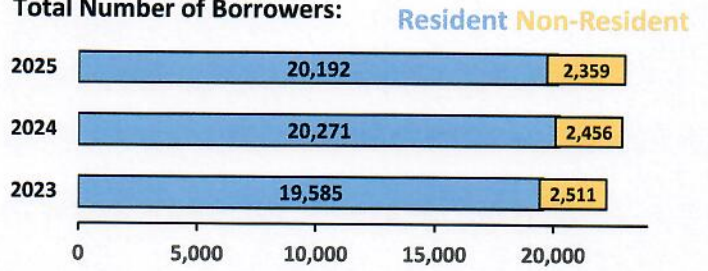
<u>3</u>	Homebound patron deliveries	<u>6</u>	Facility deliveries
<u>4</u>	Homebound items/materials	<u>7</u>	Deposit collections
		<u>140</u>	Total number of books

SEPTEMBER 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

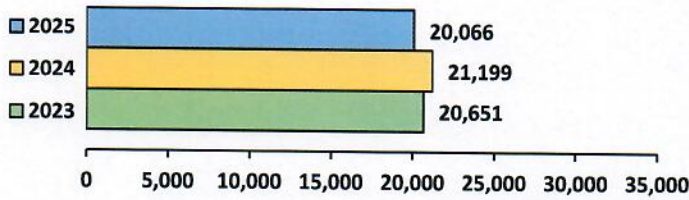


Total Number of Borrowers:

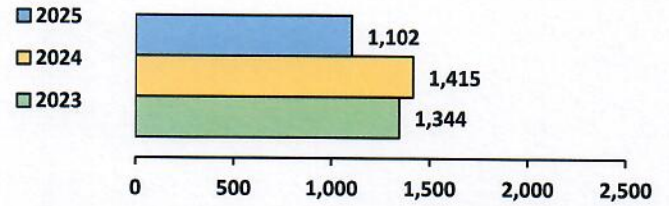


SEPTEMBER 2025 - MONTHLY CIRCULATION:

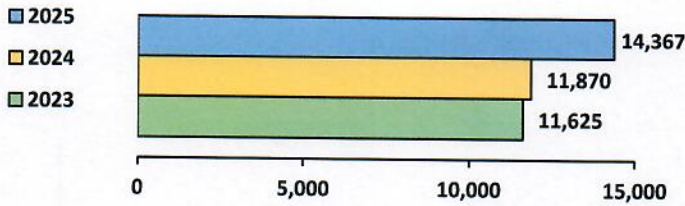
Books:



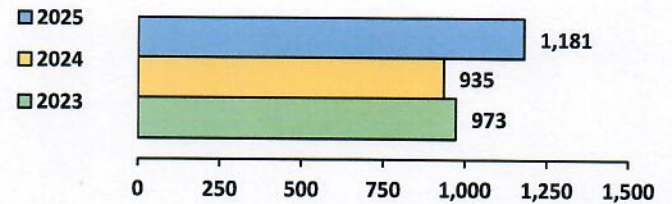
Audio Visual:



Digital:

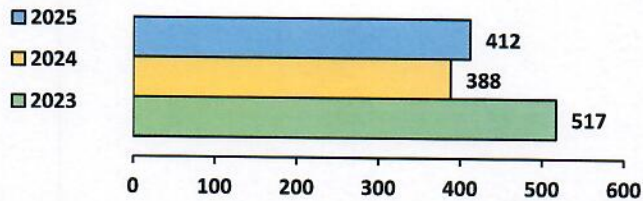


Other Items:

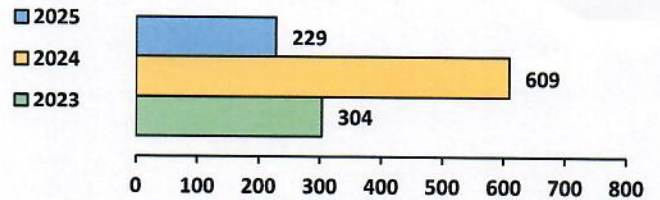


SEPTEMBER 2025 - ITEMS:

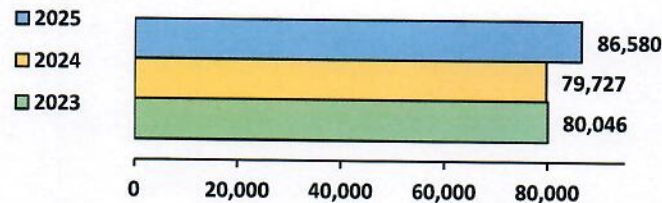
Added This Month:



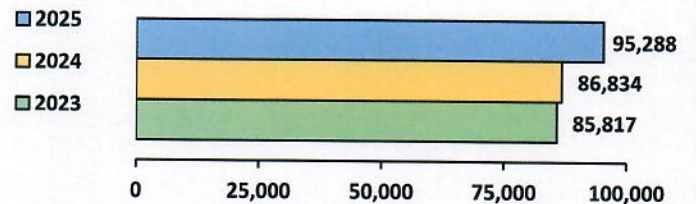
Removed This Month:



Total Physical Items:



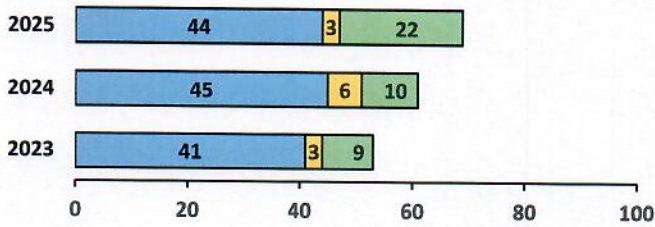
Total Digital Items:



SEPTEMBER 2025 - PROGRAMMING:

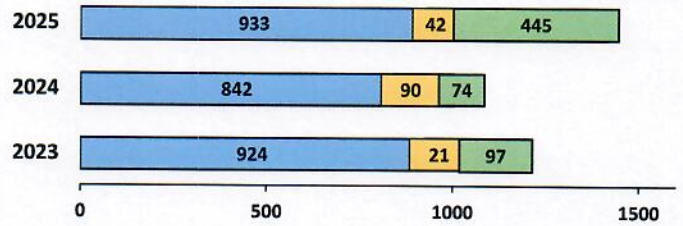
Number of Programs:

Children Teen Adult

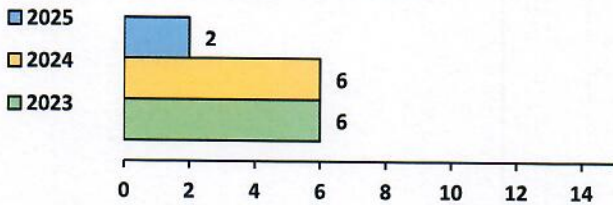


Number of Attendees:

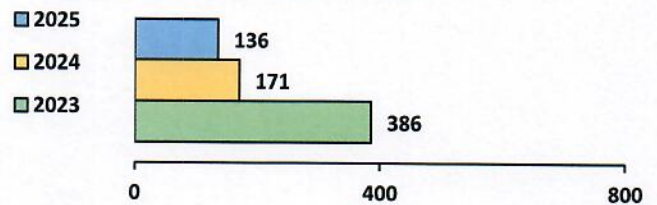
Children Teen Adult



Outreach Number of Events Attended:

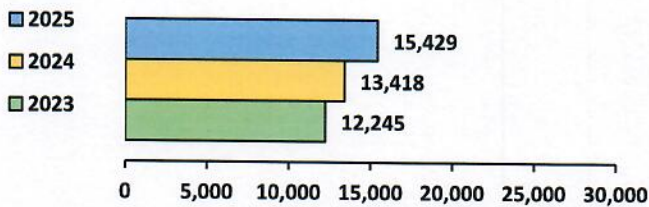


Outreach Number of People Reached:

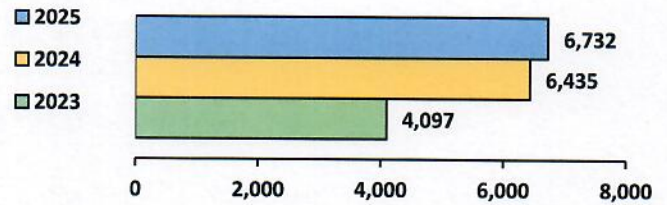


SEPTEMBER 2025 - LIBRARY USE:

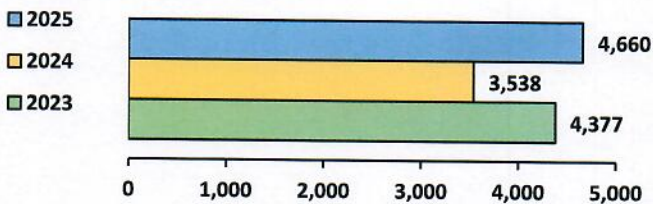
Number of Visitors:



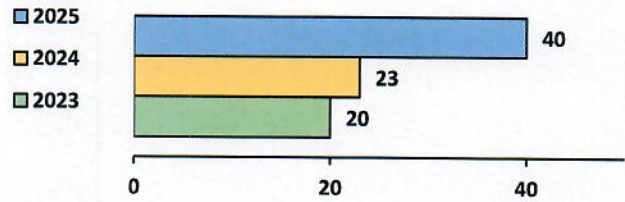
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Newsbank and OverDrive Magazine subscriptions began in September and will be reflected in the digital circulation statistics. Meeting room use and meeting room attendance increased due to the Fall Friends of the Library sale.

Volunteer Policy

Stillwater Public Library volunteers are an invaluable asset that allow the library to provide enhanced services that otherwise could not be provided. The volunteer program provides community members with fulfilling opportunities to use their skills to further the library's mission.

Application

- Potential volunteers must submit an application.
- Because all volunteer positions may include work with vulnerable populations, applicants are subject to a criminal background check.
- Volunteers under age 18 must have an approval form signed by a parent or legal guardian.
- Accepted volunteers must complete a library orientation, confidentiality and computer usage agreement, and a safety review prior to beginning service.

Supervision

A library staff member will be assigned to train and supervise the work of each long-term volunteer. The department supervisor has the ultimate decision in whether the volunteer is functioning appropriately in the department. Front desk staff supervise short-term and court appointed volunteers, and the supervisor on duty has the authority to terminate volunteer service.

Limitations

- Acceptance of volunteer services does not create an employment relationship between the volunteer and the library.
- The association between the volunteer and the library may be terminated by either party at any time and for any lawful reason.
- If a paid library position opens, volunteer applicants will be evaluated on the same criteria as other applicants.
- Volunteers perform hours of service without the promise, expectation or receipt of compensation for services rendered. The library is unable to provide liability insurance for volunteers, and volunteers are not eligible for worker's compensation or benefits given to paid employees.
- Volunteer service will not be used in lieu of standard paid positions.

Court Appointed Volunteers

The library accepts court appointed volunteers, except those with offenses including but not limited to assault, battery, drug or paraphernalia possession, or theft.

Court appointed service applicants shall complete an application and provide the following items:

- Copy of photo ID

PUBLIC LIBRARY

Stillwater OKLAHOMA

stillwaterok.gov/library

- Copy of a court issued judgment and sentence order. If hours are being completed prior to disposition, the applicant will provide a copy of their Information filed with a district court or a copy of the ticket issued by a municipal court.

After acceptance, the applicant must complete a community service agreement which shall be signed and dated.

The library may dismiss any court appointed volunteer for infraction of the community service agreement or for any other inappropriate behavior and may take any of the following actions:

- Timesheet notation stating that the library staff cannot verify that the community service volunteer completed work
- Refusal to credit time worked during the session
- Notification of infractions to the presiding judge, probation officer, or sponsor
- City of Stillwater police notification

The library retains all rights afforded by the Oklahoma Community Sentencing Act.

Additional Guidelines

Library staff will provide a letter of service completed upon 24-hour notice. Timesheets, intake information, and service agreements will be retained for one year and then destroyed.

The library reserves the right to refuse any volunteer applicant, but does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, marital status, or gender identity.

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

Volunteers Policy approved by Library Board 4/27/04; Re-affirmed 5/23/06; 3/23/10; 11/19/13; Revised: 1/23/18

Community Service Policy approved 3/25/08; Reaffirmed: 11/24/09; 11/19/13; 1/23/18

Approved consolidation and revision: 10/29/25



Volunteer Policy

Mission Statement

The mission of the Stillwater Public Library volunteer program is to give surrounding community members fulfilling opportunities to use their skills to:

- Enhance the lifelong learning of community residents.
- Assist the library staff in providing services and service enhancements that otherwise could not be achieved.
- Further the relationship between the public library and the community it serves.

Goals

The goals of the Stillwater Public Library volunteer program include:

- Recognizing and stimulating volunteers so that long-term commitments are maintained.
- Enhancing library services without relying on volunteers to supplant necessary paid positions.
- Giving community volunteers opportunities to use their experience and expertise to communicate and to help implement community needs.

Volunteer Provisions

Volunteers are the library's best opportunity to provide enhanced services that otherwise could not be provided. Therefore, volunteers should expect and shall receive regular recognition for their services. In addition, volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library.

Potential volunteers must complete and submit a volunteer application. Volunteers will meet with the volunteer coordinator and supervisor prior to beginning services. Volunteers will also complete a library orientation, confidentiality and computer usage agreement, and a safety review.

Because all volunteer positions may include work with vulnerable populations a criminal background check is necessary for completion of the application process. Acceptance of an applicant is at the volunteer coordinator's discretion.

The completion of the volunteer application, and the library's acceptance of volunteer services, does not create an employment contract between the volunteer and the library. The association between the volunteer and the library may be terminated by either party at any time and for any lawful reason. If a paid library position opens, volunteer applicants will be evaluated on the same criteria as other applicants.

The library is unable to provide liability insurance for volunteers, and volunteers are not eligible for workman's compensation or other legal protections or benefits given to paid employees.

Volunteers under age eighteen must have an approval form signed by a parent or legal guardian.

Volunteer Coordinator and Departmental Relations

The volunteer coordinator is the liaison between volunteers and the library departments. The volunteer coordinator will report interdepartmental issues dealing with the volunteer program to the library director.

Community Services and Court Appointed Volunteer work are executed under a separate program. The children's summer volunteering program is managed by the children's services department.

Volunteer coordinators suggest and help develop volunteer descriptions with staff members in each department. The volunteer coordinator is responsible for recruitment and placement of volunteers in appropriate positions.

An individual department staff member is responsible for training and assessing the work of the volunteer placed in the staff member's department, and reports assessments of the volunteer to the coordinator. The department supervisor will have the ultimate decision in whether the volunteer is functioning appropriately in the department. The volunteer coordinator is responsible for finding alternate positions for the volunteer and/or severing the relation between the volunteer and the library.

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

Approved by Library Board 4/27/04

Revised: 1/23/18

Re-affirmed 5/23/06; 3/23/10; 11/19/13



Court Appointed Volunteer Policy

The library accepts court appointed volunteers, except volunteers with offenses including but not limited to assault, battery, drug or paraphernalia possession, or theft.

Court appointed service applicants shall fill out a court appointed service application and provide the following items, in person:

1. Copy of photo id
2. Copy of a court issued judgment and sentence or order to complete community service. If hours are being completed prior to disposition, the applicant will provide a copy of their Information filed with a district court or a copy of the ticket issued by a municipal court.

The library reserves the right to refuse any Community Service applicant, but it does not discriminate in accepting applicants based on race, nationality, alien status, gender, age, ability, or religion.

After acceptance of the applicant, the court appointed volunteer will complete a community service agreement which shall be signed and dated.

The library retains all rights afforded by the Prisoners Public Work Act and the Oklahoma Community Sentencing Act.

The library may dismiss any Community Service volunteer for infraction of the community service agreement or for any other inappropriate behavior and may take any of the following actions upon dismissal:

- Timesheet notation stating that the library staff cannot verify that the community service volunteer completed work.
- Refusal to credit time worked during the session.
- Notification of infractions to the presiding judge or sponsor
- City of Stillwater police notification

The library staff will provide a letter of service completed upon 24 hours notice. Timesheets for work completed, intake information, and service agreements will be archived for one year and then destroyed.

Community service volunteers are not eligible for any compensation, insurance, worker's compensation benefit or any other benefit provided to a City of Stillwater employee, volunteer, or patron. Community service volunteers injured at the library must report the injury immediately to the librarian at the sign-in desk.

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

Approved 3/25/08

Reaffirmed: 11/24/09; 11/19/13; 1/23/18

**AGREEMENT
BETWEEN STILLWATER PUBLIC LIBRARY AND
STILLWATER LITERACY COUNCIL**

This Agreement is entered into this 8 day of Sept., 2025, by and between Stillwater Public Library/City of Stillwater, Oklahoma, a municipal corporation ("Stillwater"), and STILLWATER LITERACY COUNCIL, INC., an Oklahoma not-for-profit corporation ("Council").

For and in consideration of the following, Stillwater and Council hereby agree to the following terms and conditions:

1. SERVICES

Stillwater shall provide Room 102 at the Stillwater Public Library, 1107 S Duck, at no charge during the term of January 1, 2026, to December 31, 2026 to Council who provides free literacy services to adult residents of Stillwater. Stillwater will provide key check out service to Council provided that only the Council Director may be in possession of or use the external door key. And provided further, that only those Council members or tutors who are registered on the internal key checkout may be in possession of or use the internal key.

2. RESPONSIBILITIES OF COUNCIL

The Stillwater Literacy Council will be responsible for the following:

1. providing any additional furnishings and equipment;
2. maintaining the room in a safe, neat and orderly condition;
3. providing its own telephone, internet service and equipment;
4. providing the labor to maintain its collections;
5. abiding by library policies regarding building safety, security, and key check-out;
6. maintaining its own system for handling messages, appointments, and telephone calls;
7. reimbursing the City of Stillwater for the cost of any damages to the building or Library furniture/equipment;
8. ensuring that Council office space is locked up for the evening at least 15 minutes prior to the closing of the library building(s).

3. TERMINATION

This Agreement may be terminated by Stillwater for convenience at any time upon thirty (30) days prior written notice to the Council. This Agreement may be terminated for cause by the non-breaching party in the event the other party materially breaches this Agreement and provided the non-breaching party provides the breaching party thirty (30) days prior written notice and the opportunity to cure such breach(es) specified in the notice. Upon termination by Stillwater, Council will have sixty (60) days to vacate the premises.

4. NO INDEMNIFICATION BY CITY OF STILLWATER

Council understands and acknowledges that Stillwater is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, Stillwater shall not indemnify nor hold Council harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorney's fees and costs. Stillwater reserves the right to pursue all legal and equitable remedies to which it may be entitled.

5. APPLICABLE LAW

This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principals. The parties agree that all causes of action shall be brought in the Federal or State Courts within the State of Oklahoma. The parties stipulate that venue is proper in a court of competent jurisdiction in Payne County, Oklahoma and each party waives any objection to such venue. Stillwater does not and will not agree to binding arbitration of any disputes.

6. ENTIRE AGREEMENT

These Terms and Conditions constitute the entire agreement between Council and Stillwater. There are no agreements, understandings, restrictions, warranties or representations between the parties other than those set forth herein or herein provided.

Accepted and approved this ___ day of _____, 2025.

STILLWATER PUBLIC LIBRARY BOARD

CHAIR

Accepted and approved this ___ day of _____, 2025.

STILLWATER LITERACY COUNCIL, INC.

x Bob Hargrove

Print Name: Bob Hargrove

Title: Board President

**SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR OF 2026**

Stillwater Public Library Board

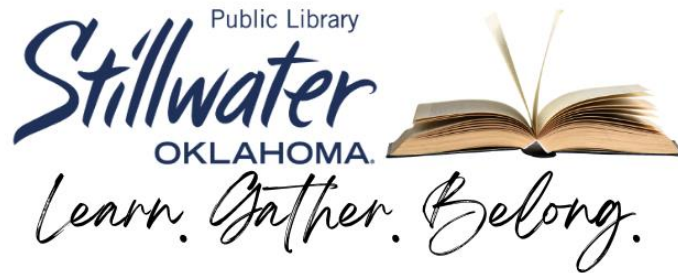
DATE	TIME	MEETING LOCATION
January 27, 2026	12:00	Stillwater Public Library
February 24, 2026	12:00	Stillwater Public Library
March 24, 2026	12:00	Stillwater Public Library
April 28, 2026	12:00	Stillwater Public Library
May 26, 2026	12:00	Stillwater Public Library
June 23, 2026	12:00	Stillwater Public Library
No July meeting		
August 25, 2026	12:00	Stillwater Public Library
September 22, 2026	12:00	Stillwater Public Library
October 27, 2026	12:00	Stillwater Public Library
November 17, 2026*	12:00	Stillwater Public Library
December 15, 2026*	12:00	Stillwater Public Library

*Third Tuesday

Submitted By:	Naomi Brown
Title:	Business Office Manager
Address:	1107 S Duck St, Stillwater, OK 74074

Phone Number:	405-372-3633
Fax Number:	405-624-0552

Received and filed in the Stillwater City Clerk's Office on the _____ day of _____, _____.
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Stillwater Public Library | Long-Range Plan

Measures of Success and Timelines

1. Community Engagement and Outreach

Goal 1.1: Pave the path to school readiness for every child in the community.

Measures of Success:

- Annual school readiness program has been implemented.
- 15% increase in child cards

	Action	Team Responsible	Timeline
1.	Work with the Early Childhood Coalition (ECC) to improve Sprout Backpack content with school readiness tips	Children’s Services	Provide backpacks to ECC in Fall 2025; ECC will provide a timeline for completion
2.	Staff training from ECC on Better Brain Basics (school readiness)	Children’s Services	Children’s staff training on Oct. 30, 2025; All staff training Nov. 7, 2025 (will be recorded)
3.	Identify and attend at least one outreach event at each elementary school with a focus on card sign up	Children’s Services	<ul style="list-style-type: none"> ● Will Rogers & Highland: Attended Meet the Teacher Nights Aug. 12, 2025 ● Skyline: School book sale Spring 2026

			<ul style="list-style-type: none"> • Westwood: Fall Frolic Nov. 8, 2025 • Richmond & Sangre: TBD by Spring 2026 • Complete proposed schedule for school visits in 2026-27 school year by April 2026
4.	Coordinate with schools to have library information available at enrollment	Adult and Children's Services Supervisors	<ul style="list-style-type: none"> • Fall 2025 – Provided flyers with QR codes at all schools • Fall 2026 – Include flyers with applications at all schools
5.	Identify organizations handing out free back-to-school backpacks; request inclusion of library information and card applications in all backpacks	Adult and Children's Services	<ul style="list-style-type: none"> • Spring 2026 – Create list based on 2025 events • Spring 2026 – Begin contacting organizations to coordinate • Summer/Fall 2026 – Include information in two back-to-school free backpack events
6.	Investigate methods to make getting a children's card easier, ex. must child be present; provide temporary cards with no internet access until legal guardian can sign card; broaden scope of permissible adult signers	Supervisors	<ul style="list-style-type: none"> • Research other libraries' policies and procedures for children's cards by Jan. 2026 • Send legal department inquiries by Feb. 2026
7.	Clarify the procedure for issuing child cards	Circulation	Completed Sept. 2025
8.	Develop handout on benefits of children having library cards	Circulation and Children's Services	May 2026
9.	Investigate the cost of creating a special design for children's library cards	Circulation Supervisor	March 2026
10.	Research celebratory activities for children getting their first card	Circulation	Feb. 2026

Goal 1.2: Expand outreach efforts to underserved groups, including teens, tweens, and diverse populations across Stillwater.

Measures of Success:

- 75% of identified underserved groups have been reached

	Action	Team Responsible	Timeline
1.	Identify list of underserved groups using census data	Adult Services	Feb. 2026
2.	Identify places to contact for outreach opportunities and attempt to coordinate visits	Adult Services	Spring 2026
3.	Schedule targeted offsite library programs, ex. storytimes, computer classes	Adult and Children’s Services	Summer 2026

Goal 1.3: Develop and expand partnerships with local schools, community organizations, and businesses to enhance programming and resources.

Measures of Success:

- MOU’s in place with 5 most frequent partners

	Action	Team Responsible	Timeline
1.	Work on an updated outreach book deposit procedure (see also 3.3.3)	Children’s Services and Circulation	Final draft due Jan. 2026
2.	Create a complete list of partners	Adult and Children’s Services Supervisors	March 2026
3.	Investigate MOUs from other libraries and institutions and send final draft to legal department	Director	Feb. 2026

Goal 1.4: Develop a unified marketing and communication strategy to increase community awareness of library programs, services and resources.

Measures of Success:

- All departments have been assigned an identified responsibility
- Have a completed plan that receives positive feedback from marketing professionals

	Action	Team Responsible	Timeline
1.	Receive training from City’s Communications Director on creating short promotional videos	Adult, Children’s, and Circulation Supervisors	Completed Aug. 2025
2.	Appoint a marketing team with members from each department, preferably non-supervisors	Supervisors	Fall 2025
3.	Develop a resource list of marketing classes for marketing team; each member will take at least one class	Adult Services and Director	Jan. 2026
4.	Research other libraries’ marketing plans and select a general template	Marketing Team	Feb. 2026
5.	Conduct background and demographic research, including requesting research compiled by City Communications	Adult Services	April 2026

2. Technology and Innovation

Goal 2.1: Build and maintain current technology to serve patrons, including opportunities for learning and hands-on use.

Measures of Success:

- Annual community survey of technology needs
- 75% of respondents will say they are satisfied with library technology

	Action	Team Responsible	Timeline
1.	Research other library and professional association surveys	Supervisors and IT Manager	Winter 2026
2.	Identify platforms and format	Supervisors and IT Manager	Winter 2026
3.	Draft of survey completed	Supervisors and IT Manager	July 2026
4.	Survey finalized	Supervisors and IT Manager	Aug. 2026

Goal 2.2: Implement a comprehensive technology evaluation and planning process to address current and future needs.

Measures of Success:

- Technology Plan has been completed

	Action	Team Responsible	Timeline
1.	Appoint team members from each department to form a Technology Plan Committee	IT Manager and Director	Jan. 2026
2.	Create timeline for plan creation	Technology Plan Committee	Feb. 2026
3.	Survey other libraries to determine popular public technology available that SPL does not offer	Technology Plan Committee	Spring 2026

Goal 2.3: Engage the maker community through assessment of the community’s needs and focused partnerships.

Measures of Success:

- Community assessment has been completed
- Two maker community partnerships have been formed or expanded

	Action	Team Responsible	Timeline
1.	Join local maker group and begin attending regular meetings.	IT Manager and Adult Services	IT Supervisor started attending Stillwater Makerspace meetings Summer 2025
2.	Explore forming a partnership with the OSU Library’s Maker Space	Adult Services	Contact Fall 2025; schedule a collaborative program in 2026
3.	Survey maker space equipment available and regularly used at other libraries	IT Manager and Tech Services	Fall 2025

Goal 2.4: Enhance staff knowledge and training to support innovative technology use and teaching.

Measures of Success:

- Staff response on annual staff needs and satisfaction survey shows they are confident and comfortable with library technology

	Action	Team Responsible	Timeline
1.	Research examples of staff needs surveys	Director and Circulation Supervisor	March 2026
2.	Draft survey	Director and Circulation Supervisor	May 2026
3.	Deploy survey	Director and Circulation Supervisor	June 2026

3. Space Utilization and Accessibility

Goal 3.1: Reimagine library spaces to balance quiet study areas with collaborative and community-driven spaces.

Measures of Success:

- Document lessons learned from experience of operating out of the north building
- Cohesive plan for changes in library space is completed

	Action	Team Responsible	Timeline
1.	Document lessons from north building operations and identify most feasible ideas	Director	Nov. 2025
2.	Contact Dr. Mansy regarding student findings	Circulation Supervisor	Nov. 2025
3.	Pilot having afternoon Meeting Room Coordinator operate next to Adult Help Desk	Adult Services Supervisor	Jan. 2026
4.	Visit Lawton or Ardmore to evaluate their use of space and volume control	Director and Children's Services	Winter 2026

Goal 3.2: Optimize the use of the North building, reducing inefficiencies and expanding programming potential.

Measures of Success:

- Cohesive plan for refurbishment is completed
- Funding has been identified

	Action	Team Responsible	Timeline
1.	Move storage items into clear bins, label and consolidate items	Children’s Services	Jan. 2026
2.	Finalize updated meeting room policy	Adult Services Supervisor and Director	Nov. 2025
3.	Contact Imagenet and find out process for obtaining full consultation and quote to update meeting room technology	Director	Nov. 2025
4.	Create survey for meeting room users to determine renters’ needs	Meeting Room Coordinators	March 2026
5.	Ask finance if the surplus process can be expedited	Director	Oct. 2025
6.	Clear surplus items	Director and Business Office Manager	May 2026

Goal 3.3: Improve the physical and digital accessibility of library services for all patrons, including investigating transportation barriers.

Measures of Success:

- Investigated five opportunities
- Piloted one project
- Completed accessibility audit

	Action	Team Responsible	Timeline
1.	Reach out to AbleTech to request an accessibility audit and schedule if possible	Adult Services	Dec. 2025
2.	Homebound Specialist will contact two assisted living facilities about delivering digital services	Circulation and Adult Services	Spring 2026

3.	Homebound Specialist will contact two new facilities about delivering deposit collections	Circulation	Jan. 2026
4.	Request a quote for Sirsi's mobile app, which would increase patron access and use of the catalog	Tech Services	Feb. 2026
5.	Develop a project plan for creating a children's paperback section	Children's Services	Feb. 2026

Goal 3.4: Explore creative options like food or coffee trucks to enhance the library as a community destination.

Measures of Success:

- Beverage option in place

	Action	Team Responsible	Timeline
1.	Investigate groups (like Pioneer Pathfinders) to see if they would partner to provide services, and present conclusions	Tech Services	June 2026
2.	Investigate how other libraries SPL's size are making a beverage/snack fundraising option work and present conclusions	Tech Services	June 2026

4. Financial Stability and Staffing

Goal 4.1: Secure stable and creative funding streams, targeting a \$1.25 million trust fund goal.

Measures of Success:

- The Trust corpus is at least \$1.25M
- Gained five new large annual donors (\$1000 +)

	Action	Team Responsible	Timeline
1.	Continue to host annual fundraiser	Readathon Committee	Annually; next date Feb. 13, 2026
2.	Request approval for Trust resumes fundraising	Director	Approved at Oct. 8, 2025 meeting
3.	Highlight trust in library newsletter semi-annually	Adult Services	First article highlight by Dec. 2025
4.	Continue to send annual donation request letter	Director and Adult Services Supervisor	Nov. 2025
5.	Identify and attend fundraising or related classes quarterly	Director and Business Office Manager	Next date by Jan. 2026

Goal 4.2: Advocate for equitable staff salaries that align with city department benchmarks to improve retention.

Measures of Success:

- Achieved second review of salaries with increases

	Action	Team Responsible	Timeline
1.	Discuss in staff meeting	Director	Nov. 2025

Goal 4.3: Strengthen board involvement in fundraising and advocacy efforts to champion the library’s mission.

Measures of Success:

- 100% participation in time, talent and/or resource

	Action	Team Responsible	Timeline
1.	Library Board appoints Advocacy Committee	Director	Completed Sept. 2025
2.	Identify key outreach opportunities and community events to invite board members to	Adult Services, Children’s Services, and Director	Dec. 2025

	help with		
3.	Identify and share continuing education materials on fundraising with the Library Board	Business Office Manager and Director	April 2026
4.	Create interest and skill survey for Library Board	Director	Spring 2026

Goal 4.4: Provide comprehensive staff training and professional development to support a happy, challenged, and fulfilled workforce.

Measures of Success:

- Comprehensive list of training opportunities
- Responses indicate at least 80% satisfaction on annual staff survey

	Action	Team Responsible	Timeline
1.	Create Survey	Supervisors	Feb. 2026
2.	Identify key areas where training is needed and find best options	Supervisors	June 2026
3.	Add recommended training in key areas to the internal staff webpage	Adult Services	May 2026
4.	Write proposal to Director and Library Board to consider holding one closed training day per year	Tech Services	Nov. 2025
5.	Include regular time in part-time staff schedules for training	Supervisors	Oct. 2025
6.	Create list of trainings for new staff to complete during their first six months	Supervisors	Jan. 2026

5. Collections and Resources

Goal 5.1: Increase access to digital resources.

Measures of Success:

- Hold time has decreased by 5%

	Action	Team Responsible	Timeline
1.	Complete cleanup of Libby titles expired for 2+ years and remove old holds	Tech Services Supervisor and Cataloger	Feb. 2026
2.	Investigate small grants available that would provide additional funds for SPL Advantage titles	Tech Services	July 2026
3.	Create material encouraging use of Tags instead of Holds	Tech Services	Dec. 2025

Goal 5.2: Create a procedure for regular analysis of collection use beginning with legacy collections and funding splits.

Measures of Success:

- Procedure created and in place

Goal 5.3: Increase community engagement in collection development.

Measures of Success:

- Two new tools for community input are developed and implemented

	Action	Team Responsible	Timeline
1.	Update the library’s program evaluations to include a section for material suggestions	Adult Services	Oct. 2025
2.	Create “suggest a purchase” guidelines	Tech Services and Children’s Supervisors	Jan. 2026
3.	Include link and brief description for “Suggest a Purchase” in monthly newsletter	Adult Services	Nov. 2025

4.	Create a paper version of the online “Suggest a Purchase” form	Circulation	March 2026
5.	Contact five peer libraries to find out how they solicit reader’s suggestions	Circulation	Summer 2026

Goal 5.4: Improve age and condition of collection.

Measures of Success:

- Average age of physical collection is lowered by two years

	Action	Team Responsible	Timeline
1.	Create new weeding schedule	Adult Services, Children’s Services, Tech Services, and Circulation	Dec. 2025
2.	Design new “age” report using “date added” and present at state of the collection meeting	Tech Services	Dec. 2025
3.	Use report data to identify sections in need of weeding or refresh	Supervisors	Jan. 2026
4.	Create a procedure and train circulation staff on conditions that warrant weeding rather than mending	Circulation Supervisor	Spring 2026
5.	Revise and document process for communicating with purchasers when items are weeded for condition	Circulation Supervisor and Tech Services Supervisor	Spring 2026

Goal 5.5: Execute the special collections strategic plan.

Measures of Success:

- Have assigned timelines to all goals
- All goals in three-year window complete

	Action	Team Responsible	Timeline
1.	Determine project for 2025-2026 Oklahoma Historical Society grant	Tech Services	Completed Oct. 2025
2.	Timeline finalized for special collections strategic plan	Tech Services	Spring 2026