



**AGENDA**  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
**ROOM 313**  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
NOVEMBER 18, 2025, 12:00 P.M.  
[library.stillwater.org](http://library.stillwater.org)

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**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: Oct.28, 2025, Regular Meeting
- b) Stillwater Public Library Oct. 2025 Financial Report
- c) Stillwater Public Library Oct. 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 Oklahoma Department of Libraries Health Literacy grant award
- b) Consider revised and merged Volunteer and Court Appointed Volunteer Policy
- c) Consider revised Meeting Room Policy
- d) Report on 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

OCTOBER 28, 2025, 12:00 P.M.

[library.stillwater.org](http://library.stillwater.org)

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**Board members present:**

**Mike Woods, Martha McMillian, Donna Sinnes,  
Kathryn Ross, Robin Cornwell, Matt Upson, Sharon  
Edwards**

**Staff present:**

**Emily States, Elizabeth Murray, Andrea Kane, Naomi  
Brown, Ashlyn Garis, Christy Cluck**

**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

**McMillian asked who Holmes is, as mentioned in the minutes. Jeri Holmes is legal counsel for the Library Trust.**

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

**3. PUBLIC COMMENT ON AGENDA ITEMS**

*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  
**This policy consolidates and streamlines the two policies. The board discussed the onboarding of volunteers and who oversees the process. McMillian said she would prefer the policies to be separated into two documents and to make the language more welcoming for potential volunteers. McMillian will send her wording suggestions to DeLano.**

**McMillian/Woods moved to table discussion of the Volunteer and Court Appointed Volunteer Policy until the November 18 meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, no; Upson, no; Edwards, no. Motion approved.**

- b) Consider Space Agreement with Stillwater Literacy Council  
**The Stillwater Literacy Council board chair has signed the yearly standard agreement for the use of room 102.**

**Cornwell/Sinnes moved to approve the 2026 Space Agreement with Stillwater Literacy Council. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- c) Consider 2026 Library Board Meeting Schedule  
**Edwards/Sinnes moved to approve the 2026 Library Board Meeting Schedule. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- d) Report on Long Range Plan Year One Activities

Library staff discussed the Long Range Plan for 2025-2028. Staff will create action steps each year to achieve the measures of success for each goal. The goals discussed include creating a marketing team and developing a marketing plan that spans multiple library departments, engaging with the local maker community to form partnerships, and exploring creative options for food or coffee trucks to enhance the library's appeal as a community destination. Cornwell asked about the ECC, and Murray clarified that it stands for the Early Childhood Coalition. This group's current initiative aims to support better brain development in children aged 0-5 by teaching the community effective strategies for interacting with this age group. McMillian inquired about what a makerspace is. Murray explained that it is a collaborative workspace where community members can access tools and technology to create projects and learn new skills.

- e) Update on Stillwater Public Library Trust  
**At the October meeting of the Library Trust Board, Jeri Holmes with Non-Profit Solutions Law presented a plan to transition the Trust to a 501(c)(3) supporting organization. This transition offers several advantages, including the ability for the Trust to employ broader investment strategies and to directly accept donations through donor-advised funds. Some drawbacks include the need to pay for legal and accounting services, as well as liability insurance for board members. After discussing the proposal, the board voted to move forward with Holmes' plan. Additionally, they decided to resume fundraising activities, which will include preparing annual donor letters and hosting the Readathon in February.**
- f) Report from Community Advocacy Committee  
**Upson reported that he, Edwards, and Cornwell met and created a document outlining the goals of the committee that they will share at the November Library Board meeting. The main goals of the committee include identifying ways to increase awareness among board members about community activities, finding opportunities to contribute to those events, communicating the value of the library, and ensuring that any support provided by the committee is beneficial to library staff. More information will be discussed at the November meeting.**

## **5. REPORTS FROM OFFICERS & BOARDS**

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

- a) Miscellaneous items from Library Staff  
**States said that Lexicon was successful with 1,227 attendees. Murray said the library is preparing for the Winter Reading Program, which will run from Thanksgiving through December. One of the popular activities during Winter Reading is searching for a stuffed animal that will be hidden among the library**

shelves. Once it is found, the child can pick a prize and then hide the stuffed animal for the next person to find.

b) Miscellaneous items from the Library Board

**Sinnes asked if the library has dementia-friendly activities. States explained that once a month, the library holds a program at Life Center with dementia-friendly activities. The library's Take It-Make It Kits include memory minder kits for adults. Additionally, Brenna Gilchrist, Adult Services librarian, is attending a local aging advocates group monthly to build closer connections with the community.**

i. Discussion about scheduling items for upcoming meetings

**6. ADJOURN**

**Sinnes/Edwards 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 12:58 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: 10/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	Rem.
		Actual		Actual					
<b>Key: 1015510 - Library administration</b>									
<b>Revenue</b>									
43200 - State Grant Revenue	1,084.00	0.00		0.00		0.00	1,084.00	100.00%	
45000 - Fines & Forfeitures	20,000.00	1,307.60		4,982.85		0.00	15,017.15	75.08%	
47012 - Misc Fees	11,000.00	1,424.81		5,437.14		0.00	5,562.86	50.57%	
47501 - Room Rental	13,000.00	662.50		1,847.50		0.00	11,152.50	85.78%	
48700 - Miscellaneous Revenue	0.00	0.00		0.00		0.00	0.00	0.00%	
48701 - Donations	13,179.00	1,479.96		14,659.27		0.00	-1,480.27	-11.23%	
48702 - Reimbursements	0.00	0.00		0.00		0.00	0.00	0.00%	
<b>Revenue Total:</b>	<b>58,263.00</b>	<b>4,874.87</b>		<b>26,926.76</b>		<b>0.00</b>	<b>31,336.24</b>	<b>53.78%</b>	
<b>Expenditure</b>									
51001 - Full Time	696,692.00	53,098.12		199,590.81		0.00	497,101.19	71.35%	
51002 - Part Time	309,009.00	21,135.44		78,008.97		0.00	231,000.03	74.75%	
51003 - Overtime	1,519.00	0.21		1,635.65		0.00	-116.65	-7.67%	
51021 - Social Security	76,974.00	5,447.09		20,600.93		0.00	56,373.07	73.23%	
51022 - Retirement	41,831.00	3,185.87		12,032.38		0.00	29,798.62	71.23%	
52012 - Vehicle Repair Parts	500.00	0.00		0.00		0.00	500.00	100.00%	
52031 - Office Supplies	1,700.00	88.25		280.78		68.87	1,350.35	79.43%	
52034 - Postage	200.00	0.00		0.00		200.00	0.00	0.00%	
52036 - Janitorial Supplies	5,800.00	263.10		1,707.40		572.79	3,519.81	60.68%	
52040 - Books & Publications	93,300.00	5,164.53		20,259.14		66,952.95	6,087.91	6.52%	
52041 - Clothing & Uniforms	600.00	0.00		300.00		0.00	300.00	50.00%	
52043 - Vehicle Fuel & Oil	450.00	53.55		112.29		0.00	337.71	75.04%	
52046 - Supplies	11,500.00	1,290.13		2,052.95		2,300.03	7,147.02	62.14%	
53001 - Natural Gas	6,000.00	183.22		526.76		0.00	5,473.24	91.22%	
53004 - Telecommunications	3,500.00	52.15		208.60		0.00	3,291.40	94.04%	
53011 - Equipment Rental	7,500.00	148.10		1,439.04		4,596.21	1,464.75	19.53%	
53020 - Repair-Structures	15,700.00	0.00		8,212.61		5,048.00	2,439.39	15.53%	
53023 - Repair-HVAC	18,756.00	484.00		13,588.83		2,211.81	2,955.36	15.75%	
53041 - Donations	52,724.00	2,272.88		14,610.00		62.11	38,051.89	72.17%	
53045 - Grant Expenditure	38,190.00	8,949.05		36,542.76		426.72	1,220.52	3.19%	
53049 - Cash Short	0.00	-0.25		-0.10		0.00	0.10	0.00%	
53053 - Licenses & Fees	0.00	0.00		0.00		0.00	0.00	0.00%	
53054 - Professional Dues	740.00	0.00		196.00		30.00	514.00	69.45%	
53055 - Training	1,300.00	143.00		143.00		0.00	1,157.00	89.00%	
53062 - Refunds	200.00	0.00		0.00		0.00	200.00	100.00%	

# City of Stillwater, OK

## Budget to Actuals with Encumbrances by Key and Object

Report Date: 10/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem. Pct.
		Actual		Actual				
53064 - Contract for Services	12,800.00	727.40		2,291.90		8,330.10	2,178.00	17.01%
53066 - Miscellaneous Services	250.00	0.00		0.00		150.00	100.00	40.00%
53068 - Travel Expense	750.00	0.00		0.00		40.00	710.00	94.66%
53071 - Software Maintenance	36,600.00	996.00		32,998.60		330.00	3,271.40	8.93%
53083 - Employee Discounts	0.00	30.00		480.00		0.00	-480.00	0.00%
56000 - Direct Costs	413.00	34.00		136.00		0.00	277.00	67.07%
56001 - Indirect Costs	422.00	35.00		140.00		0.00	282.00	66.82%
<b>Expenditure Total:</b>	<b>1,435,920.00</b>	<b>103,780.84</b>		<b>448,095.30</b>		<b>91,319.59</b>	<b>896,505.11</b>	<b>62.43%</b>
<b>Key Total:</b>	<b>(1,377,657.00)</b>	<b>(98,905.97)</b>		<b>(421,168.54)</b>		<b>(91,319.59)</b>	<b>(865,168.87)</b>	<b>62.80%</b>



**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT  
OCTOBER 2025**

**ADULT SERVICES**

<u>4,187</u>	<u>Reference Questions</u>	<u>6</u>	Outreach <u>484</u> Participants
	<u>3,178</u> in person	<u>27</u>	Number of Adult Programs
	<u>663</u> by phone	<u>1,329</u>	Attendance at Adult Programs
	<u>346</u> directional	<u>4</u>	Number of Young Adult Programs
		<u>54</u>	Attendance at Young Adult Programs
<u>37</u>	Meeting Room Usage	<u>21</u>	Number of Volunteers
		<u>107.00</u>	Total Volunteer Hours
		<u>16</u>	Displays

**CHILDREN'S SERVICES**

<u>341</u>	<u>Reference Questions</u>		
	<u>258</u> in person		
	<u>20</u> by phone		
	<u>63</u> directional		
<u>8</u>	Number of pre-school programs		(daycare & Headstart)
<u>315</u>	Attendance at pre-school programs		
<u>36</u>	Number of storyhours		
<u>717</u>	Attendance at storyhours		
<u>6</u>	Number of programs/school visits for school age children		(here or away)
<u>94</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>7</u>	Displays		
<u>1</u>	Number of volunteers		
<u>2.00</u>	Total volunteer hours		

**REGISTRATION**

<u>269</u>	<u>Total new borrowers</u>	
	<u>210</u> Adults	
	<u>59</u> Juveniles	

## STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT OCTOBER 2025

### ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
4,962	5,286	4,896	Fiction
1,830	1,807	1,717	Nonfiction
1,341	1,461	1,422	New books
23	28	10	Multi-language items
8,156	8,582	8,045	Total Book Checkouts
18	20	15	Devices
153	152	160	CD books
14	13	8	Music cds
175	180	145	DVDs & Blu-rays
70	60	160	Book Club Bks
33	116	93	Kits
463	541	581	Total Checkouts
300	259	263	In-library use
27	29	21	ILL
6,147	5,777	5,305	Ebooks
5,568	6,040	6,697	Downloadable audios
0	0	3,092	Eperiodicals
0	0	0	Streaming videos
12,042	12,105	15,378	Total Checkouts
34,175	35,823	37,390	<b>GRAND TOTAL CIRCULATION</b>

### CHILDREN'S

Total Book & Non-Book Material Checkouts

2023	2024	2025	
10,231	11,117	10,152	Fiction
1,107	897	1,031	Nonfiction
737	971	749	New books
156	133	121	Multi-language items
12,231	13,118	12,053	Total Book Checkouts
617	723	556	CD books
17	1	16	Music cds
291	353	341	DVDs & Blu-rays
53	67	34	Kits
978	1,144	947	Total Checkouts
305	333	386	In-library use

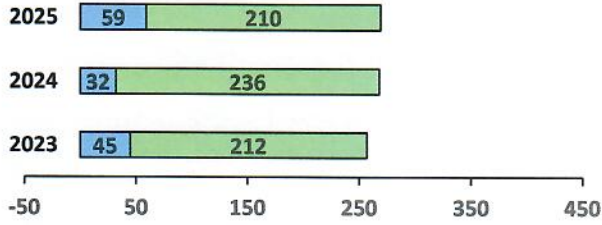
### OUTREACH

1	Homebound patron deliveries	9	Facility deliveries
1	Homebound items/materials	9	Deposit collections
		180	Total number of books

## OCTOBER 2025 - ACCOUNT HOLDER INFORMATION

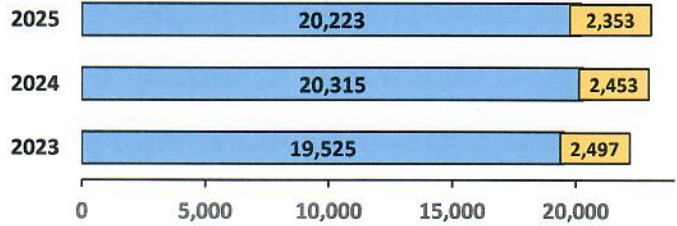
### New Cards Issued:

Children Adult



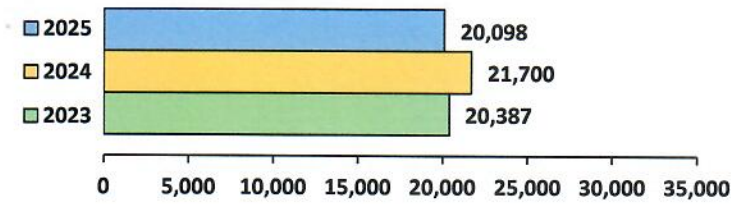
### Total Number of Borrowers:

Resident Non-Resident

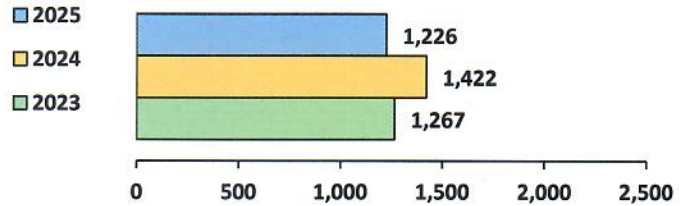


## OCTOBER 2025 - MONTHLY CIRCULATION:

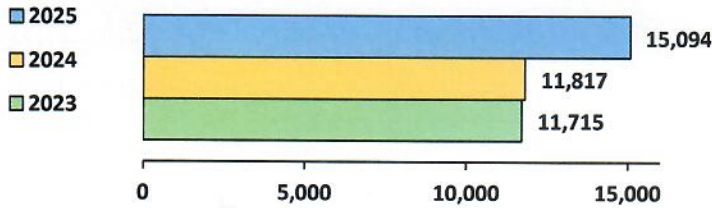
### Books:



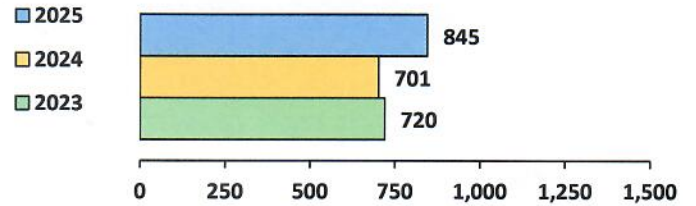
### Audio Visual:



### Digital:

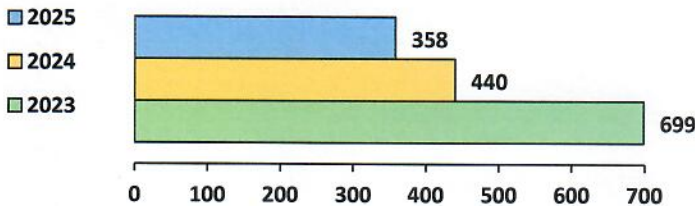


### Other Items:

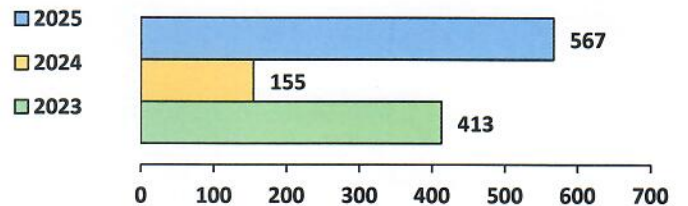


## OCTOBER 2025 - ITEMS:

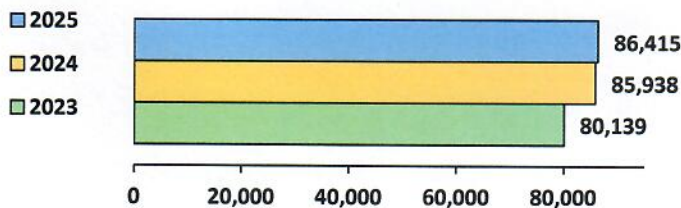
### Added This Month:



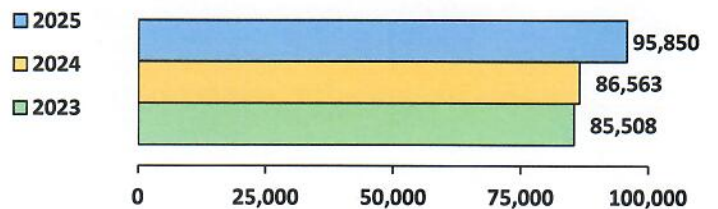
### Removed This Month:



### Total Physical Items:



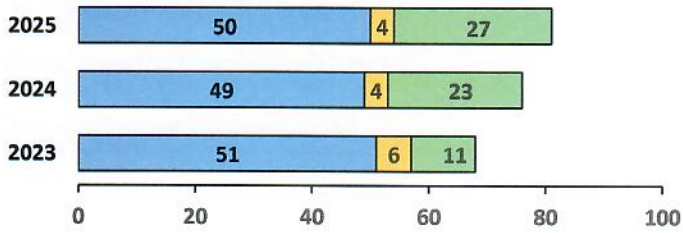
### Total Digital Items:



**OCTOBER 2025 - PROGRAMMING:**

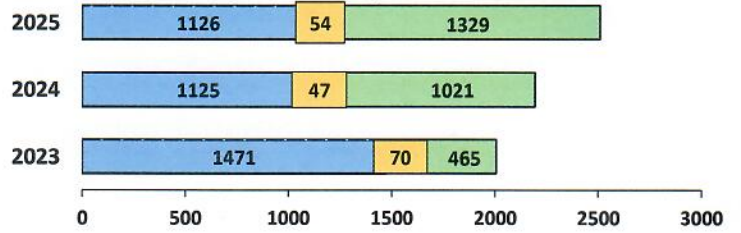
**Number of Programs:**

Children Teen Adult

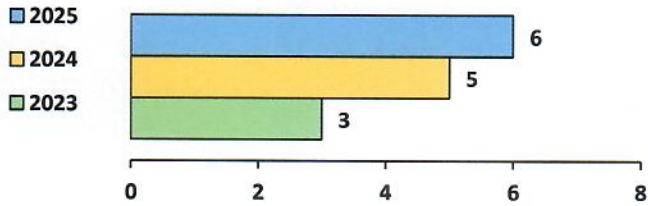


**Number of Attendees:**

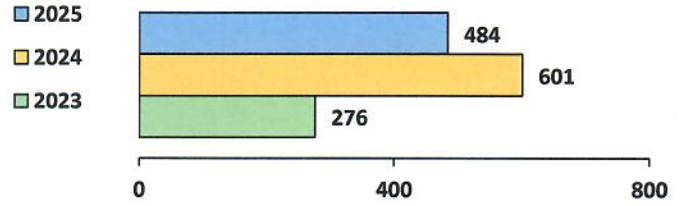
Children Teen Adult



**Outreach Number of Events Attended:**

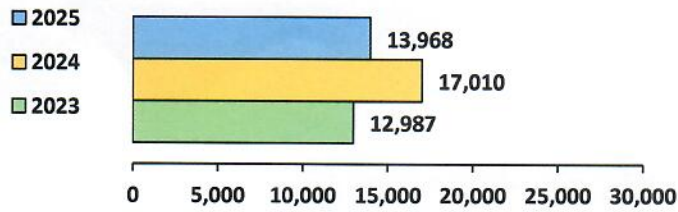


**Outreach Number of People Reached:**

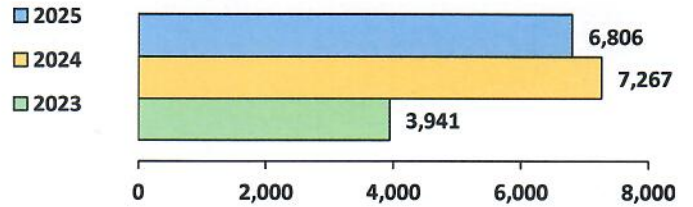


**OCTOBER 2025 - LIBRARY USE:**

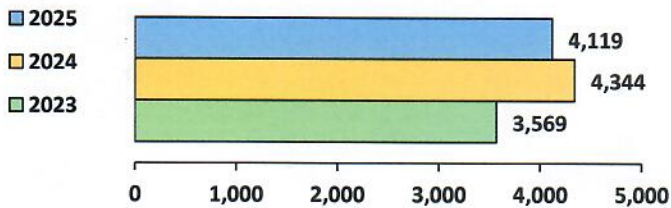
**Number of Visitors:**



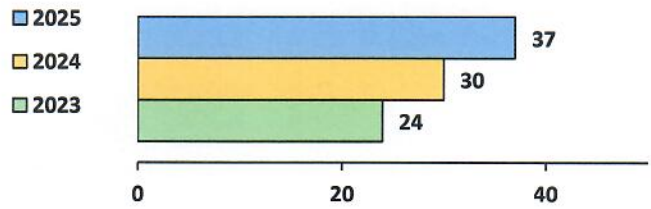
**Computer & Wireless Users:**



**Reference Questions Asked:**



**Meeting Rooms Use:**



**ANALYSIS:**

Blank area for analysis.

# Stillwater Public Library

## Meeting Rooms Application \*

### Meeting Information:

Title of Meeting (to be placed on the board) \_\_\_\_\_

Today's Date \_\_\_\_\_ Room Reservation Date: \_\_\_\_\_ Time of Reservation \_\_\_\_\_ - \_\_\_\_\_

Approximate size of group: \_\_\_\_\_ Is this a "non-profit group or organization"? Yes  No

**\*Please note ~ an application and \$50.00 deposit are required before your meeting will be scheduled and confirmed.**

### Which room do you wish to reserve?

<b>138</b> ~ for non-profit groups only Boardroom style (capacity 14) <input type="checkbox"/>	<b>214</b> U Shape style (capacity 40) <input type="checkbox"/>
<b>119</b> Classroom style (capacity 67) <input type="checkbox"/>	<b>202</b> Classroom style (capacity 36) <input type="checkbox"/>
<b>1st Floor Computer Lab</b> Classroom style (capacity 67) <input type="checkbox"/>	<b>313</b> Boardroom style (capacity 40) <input type="checkbox"/>
<b>215 Auditorium</b> Classroom style (capacity 108) <input type="checkbox"/> Theater style (capacity 250) Custom style (capacity varies)	<b>309 Reception Area</b> Classroom style (capacity 36) <input type="checkbox"/> Theater style (capacity 85) Round Table style (capacity 48)

### Applicant/Organization information:

Organization Name (if applicable): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

(Fax) \_\_\_\_\_ Email: \_\_\_\_\_

Purpose or function of meeting: \_\_\_\_\_

I affirm that I am at least eighteen years of age. I have completely read and fully understand the policies, rules and the disclaimer pertaining to the use of the Stillwater Public Library's meeting rooms. I agree to be responsible for my group and paying all fees accrued.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

### **For office use only:**

Deposit Amount: \_\_\_\_\_ Payment Description: \_\_\_\_\_ Date: \_\_\_\_\_ GIS \_\_\_\_\_

Transfer/Applied Amount \_\_\_\_\_ Refund Amount \_\_\_\_\_ Date: \_\_\_\_\_

# Meeting Room Policy

The Stillwater Public Library is an exceptional meeting facility designed to accommodate a variety of meeting and event needs including free Internet access. The five spacious conference rooms, impressive Auditorium, and beautiful Reception Area make this facility suitable for conferences, seminars, workshops, banquets, receptions, showers, and small conventions. The Prep Kitchen, which comes free of charge, is ideal for catering events.

## To Reserve a Meeting Room:

Please call a meeting room coordinator at **372-3633 ext. 8103 (M-F 9am-5pm)** or contact us by emailing [libmeetingrooms@stillwater.org](mailto:libmeetingrooms@stillwater.org). A completed application and deposit are required to schedule and receive a confirmation for a meeting room. **The deposit is due at least 3 business days prior to any meeting.**

## Available Hours:

Library meeting rooms are available during the following hours, excluding Library holidays. It is suggested that arrangements to conclude your program be made at least **15 minutes** prior to the closing of the Library. The Library does not rent meeting rooms after normal business hours

## Meeting Room Hours:

<i>Monday – Thursday</i>	<i>8:00 am – 8:45 pm</i>	<i>Saturday</i>	<i>9:00 am – 5:45pm</i>
<i>Friday</i>	<i>8:00 am – 5:45 pm</i>	<i>Sunday</i>	<i>1:00 pm – 4:45 pm</i>

## Standard Conference Room Amenities:

**Wireless internet**, tables, padded chairs, projection screens. The Auditorium and 119/Computer Lab are equipped with a public address system and equipment for the hearing impaired. The Auditorium is equipped with stage lighting and a wheel chair lift. Room 119/Computer Lab is equipped with a Cisco Telepresence video-conference system, 10 computers with Skype capabilities, and Microsoft Office Pro. An LCD projector and a DVD/Blu-Ray player (no charge) are available for use in the Auditorium, 119/Computer Lab, and Room 313. Rooms 202, 214, and the Reception Area are each equipped with a 60" flat-screen smart TV with computer and DVD/Blu-ray player. The Prep Kitchen includes a refrigerator, microwave, ice machine, and abundant counter space. Easels, A/V carts, lecterns, and modular panels are also available.

Meeting Room Information		Fees Per Hour		
	Rooms	Capacity Max:	Resident *	Non-resident *
138	Boardroom (for non profits only)	14**	No fee	No fee
Prep kitchen	For use with meeting room (by request only)		No fee	No fee
313,214,202	Conference rooms	40**	\$30.00	\$45.00
119 /computer lab	2108 sq. foot classroom/computer lab with 10 computers on 5 tables	67 **	\$45.00	\$67.50
Auditorium	2128 sq. foot multi use, multi setting room	250 **	\$45.00	\$67.50
Reception Area	804 sq. foot multi use, multi setting room	85**	\$35.00	\$52.50
Other Fees		Fees Per Event		
Room deposit	Not required for government agencies or room 138		\$50.00	\$50.00
Setup/Cleanup fee	Applied for chair and table setup and teardown, reservations with food service, when preconfigured rooms are rearranged.		\$25.00	\$37.50
Technical assistance	(when available)		\$30.00	\$45.00
Tablecloths	White tablecloths – Subject to availability		\$5.00	\$7.50
Coffee & tea service	Coffee will be prepared including condiments, cups, stir sticks, and napkins.	12 cups	\$15.00	\$22.50
		24 cups	\$30.00	\$45.00
		36 cups	\$40.00	\$60.00

Groups renting two (2) or more rooms for simultaneous use will receive a **10%** discount on the room rental fee only.

**\*\*** Capacity can vary depending upon room configuration with furniture.

**\*Resident is defined as someone who lives inside the [Stillwater city limits](#). A non-resident is someone who lives outside [Stillwater city limits](#).**

### Payment Guidelines:

- Hourly meeting room fees will be assessed based on the time scheduled. If use of a room exceeds time scheduled, additional fees will be assessed.
- **Groups should notify the Library of a meeting cancellation 24 hours in advance. Failure to do so may result in a two hour usage fee.**
- Meeting room charges are due within 30 days after the invoice date. Payments made after this due date are subject to a \$25.00 late fee, excluding state and government agencies, for every month or portion thereof that payment is not received. New and existing reservations for groups and individuals with overdue meeting room accounts may not be honored.
- Refunds on deposits may be requested after all meeting room user fees have been paid and upon verification that the meeting room used has no damages. Room deposits will be applied to any unpaid meeting user fees after the due date.

### Meeting Room Guidelines:

- **Room 138** may be scheduled for up to 4 hours per day. No food is allowed however, you *can* have covered drinks. Please do not go over your requested time frame; we schedule this room very often, sometimes back to back with other groups.
- Unlawful, hazardous or dangerous activities are prohibited in the Library. **No open flames** of any kind are allowed: for example, candles, pyrotechnics, lighters, matches, etc. **No alcoholic beverages. No tobacco products.**
- Groups using meeting rooms assume full responsibility for any damage to the room or contents. Beverages or foods which may stain the carpeting such as **red punch should not be served**. Meeting rooms should be left in a neat and orderly condition. If not, notice will be given to the group that a second offense may result in being denied further use of the Library meeting rooms. Part or all of the deposit may be forfeited. Fees incurred as a result of damage will be determined by the Library Director in consultation with the Library Maintenance staff. We do not reserve rooms for children's birthday parties.
- Groups using the meeting rooms are responsible for providing their own refreshments and supplies such as note paper, flip chart pads, pencils, etc. Only dry erase markers provided by the Library may be used on marker boards in the conference rooms.
- No additional furniture or equipment other than that furnished by the Library is to be used without advance approval. Any outside furniture or equipment approved for use should be removed from the Library at the end of the meeting. Groups wanting to leave equipment in building overnight will need to sign a release form.
- Neither the name nor the address of the Library may be used as the official address or headquarters of any organization. Meeting at the Library does not in any way constitute an endorsement of the group's policies or beliefs.
- The Stillwater Public Library and the City of Stillwater shall be held harmless from any injuries or accidents arising out of any group or individual's use of its facilities.
- Violation of these guidelines may result in revocation of meeting room use.

**Please Note:** Fire Code capacity limits will be enforced to ensure safety according to fire codes established by the Stillwater Fire Department.

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

**Date Revised: June 24, 2014; November 28, 2017**

### **Meeting Room Policy**

The Stillwater Public Library provides meeting rooms to the community as a public service to access and share information and participate in programs created for enrichment and lifelong learning. Use of the library's meeting rooms does not constitute library endorsement or approval of viewpoints expressed by meeting sponsors, speakers, or participants, and no advertisement or announcement implying such endorsement is permitted.

The library provides access to meeting rooms on an equitable basis, regardless of the race, religion, nationality, or political views of individuals or groups requesting their use. The library will not deny access to meeting room space due to the controversial content of a meeting or gathering, or disapproval of an individual or group within the community.

Scheduling priority is given to programs and meetings sponsored by the library and the City of Stillwater. Meeting room use is available on a first-come, first-served basis to individuals and organizations and is subject to cancellation at any time.

Failure to comply with the meeting room policy may result in the inability to schedule and use the library's meeting rooms. Fees may be charged for damage or misuse of the room or equipment.

#### **Eligibility:**

- To rent space, applicants must be 18 years old, submit a complete meeting room application in advance, and agree to follow all policies and rules.
- Applicants are subject to any applicable rental fees listed in the Fee Schedule.
- The meeting room applicant must be in attendance for the duration of the scheduled meeting.

#### **Use Restrictions:**

- The library does not allow meeting rooms to be used for personal events such as birthday parties, weddings, wedding receptions, baby showers, reunions, funerals, or other similar events. The library does not have sufficient resources to assist with such events and encourages applicants to contact the Stillwater Community Center.
- The use of the room for any unlawful purpose is not permitted.
- Red punch, cooking, alcoholic beverages, illegal substances or drugs, firearms, weapons, open flames, and smoking are not allowed.
- Room capacity must be followed.
- While individuals may use library meeting rooms for business, they are not intended to be used regularly as office space.
- No services or products may be bought or sold to the public unless the organization is affiliated with the library or City of Stillwater.
- Non-profit organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, as well as governmental entities, may use library meeting rooms to conduct fundraising events.

## **Conduct**

- The applicant must manage the orderly behavior of all attendees, and the library's Personal Conduct Policy must be observed at all times. In the event of misconduct, library staff may immediately terminate the event/meeting and clear the premises.
- Activities must not disrupt regular library operations including, but not limited to, soliciting or conducting surveys, making loud noise, and blocking entries, fire lanes, or walkways.
- The library will not be liable for personal injury or items lost, damaged, or stolen. Personal belongings should not be left unattended.

## **Scheduling Parameters**

- Meeting room use must occur during library hours. Meetings should terminate 15 minutes before the library closes to ensure all attendees have exited the building at closing time. Exceptions may apply for meetings starting as early as 8 a.m. depending on staff availability; however, staff are not available to provide assistance until 9 a.m. Meeting rooms are not available after the library is closed except for library-sponsored events.
- Failure to notify the library of cancellation at least 24 hours in advance are subject to a two-hour usage fee. Exceptions include unexpected library closings.
- Reservations cannot be made for more than one year in advance.
- The library reserves the right to cancel any meeting should conditions warrant. When the library closes due to an emergency, reasonable efforts will be made to notify organizations scheduled to use a meeting room.

## **Setup, Cleanup, Equipment**

- Requests for use of equipment must be made at the time of the room reservation. Available equipment and costs are listed on the application form. Equipment must remain in the library.
- It is the responsibility of the Applicant to schedule the time needed to test any reserved audio-visual equipment before the scheduled meeting.
- Furniture setup must be coordinated in advance.
- All computers and technology used must work within the library's computer environment. If using library computers, users agree to comply with the library's Computer Use Policy.
- The Applicant is responsible for the space and all its contents and for any loss or damage to the building, furniture, or equipment, including laptops, projectors, and other AV equipment.
- Refreshments may be served by the group. Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed. A kitchen is available to reserve free of charge with space rental. Coffee service is available during certain hours for an added fee.
- The room must be left clean and in its original condition.
- Groups are responsible for disposing of all food or trash in bins.
- No tacks, nails, or adhesive tape are to be placed on doors, walls, furniture, etc.
- No ladders may be used, and no items may be hung from the ceiling.
- Groups are responsible for providing their own meeting supplies including paper, flip chart pads, pens, pencils, etc.
- Materials may not be stored at the library before or after room use unless sponsored by the library or City of Stillwater, or with advanced permission.

## **Payment Guidelines**

- Hourly meeting room fees will be assessed based on the time scheduled. Payment of meeting room fees is due prior to the scheduled event. Failure to remit payment prior to the scheduled

date will result in the reservation being cancelled. Organizations that operate under a purchase order or similar billing process may be exempt from the advance payment requirement with prior approval from the Library Director or designee.

- If use of a meeting room exceeds the time scheduled, additional fees will be incurred. Additional fees incurred shall be due within 30 days of the invoice date. Late payments are subject to a \$25 late fee for every month that payment has not been received. .
- A deposit may be required at the time of reservation. The deposit will be refunded if the room is vacated at the scheduled time and left in good condition. If the room is not vacated on time, or if there is damage or excessive cleaning required, the library will use the deposit to cover the costs of the overage and associated costs for repair.

### Rooms Available for Free Use

The library has two rooms available in the main library that can be used free of charge, the Study Room and Room 138. Food is not allowed in these rooms, but drinks with lids are permitted.

The Study Room and Room 138 may be reserved by nonprofits and by individuals for a maximum of four hours per day. Business use is not permitted. Additional time may be granted if the room is available. A total of 12 reservations can be made in advance, with no more than two reservations per week. When the room isn't reserved, walk-in requests are accepted.

If the free rooms in the main library are in use, patrons may be allowed to use a room in the north building as a walk-in for no charge if it is available and they meet the requirements for free use. Rooms in the north building cannot be reserved in advance for these purposes.

### Meeting Room Fee Schedule

Room(s):	Description	Capacity	*Resident	*Non-Resident
138	Boardroom (for nonprofits and individual use only)	12**	No fee	No fee
Study Room	Study room (for nonprofits and individual use only)	5	No fee	No fee
202, 214, 313	Classroom/Small conference rooms	40**	\$30/hour	\$45/hour
119	2,108 sq. foot classroom	67**	\$45/hour	\$67.50/hour
Auditorium	2,128 sq. foot multi use room	230**	\$45/hour	\$67.50/hour
Reception Area	804 sq. foot multi use room	85**	\$35/hour	\$52.50/hour
<b>Other fees:</b>				
Room Deposit	Not required for government agencies or free use rooms (138, Study Room)		\$50	\$50
Setup/Cleanup Fee	Applied for chair and table setup and teardown; when catered food has been served; and when preconfigured rooms are rearranged		\$25	\$37.50
Technical Assistance	When available and by prearrangement		\$30	\$45
Tablecloths	White tablecloths – subject to availability		\$5 each	\$7.50 each
Coffee & Tea Service	Coffee will be prepared including condiments, cups, and napkins	12 cups 24 cups 36 cups	\$15 \$30 \$40	\$22.50 \$45 \$60

\* Resident is defined as someone who lives inside Stillwater city limits. A non-resident lives outside Stillwater city limits.

\*\* Capacity can vary depending on room configuration

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

Date Revised: 6/24/1414; 11/28/17; 11/18/25