



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 27, 2026, 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: Nov. 18, 2025, Regular Meeting
- b) Stillwater Public Library Nov. & Dec. 2025 Financial Report
- c) Stillwater Public Library Nov. & Dec. 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) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries' State Aid for \$20,117
- b) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries' eMedia grant for \$100,000 for the purchase of downloadable material for Oklahoma Virtual Library
- c) Consideration, discussion, and possible action to accept the Oklahoma Humanities Let's Talk About It grant for \$350
- d) Consideration, discussion, and possible action to authorize library staff to apply for federal eRate and Oklahoma Universal Fund discounts for FY26-27 internet services
- e) Consideration, discussion, and possible action to approve the revised Volunteer Policy
- f) Consideration, discussion, and possible action to approve the revised Court Appointed Volunteer Policy
- g) Report from Community Advocacy Committee (No action will be taken on this item.)

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
 - i. Upcoming Board term expirations
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
 - 1. Consider scheduling Budget meeting

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
NOVEMBER 18, 2025, 12:00 P.M.
library.stillwater.org

Board members present: 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 The meeting was called to order at 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: Oct.28, 2025, Regular Meeting
- b) Stillwater Public Library Oct. 2025 Financial Report
- c) Stillwater Public Library Oct. 2025 Activity Reports

McMillian requested changes to the wording in the Minutes comments under the volunteer policies section. Delano created a trendline for recent changes in statistics. Most categories that were lower due to the fire suppression project are trending back up, apart from eBooks which have plateaued nationwide as audiobooks rise in popularity. Board members asked why page two of the activities report doesn't have two years of data like the rest of the report. DeLano will report back on this after the beginning of the year.

Sinnes/Ross moved to approve the consent docket as amended in the minutes. The votes are as follows: 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 Oklahoma Department of Libraries Health Literacy grant award
The library applied for and received an Oklahoma Department of Libraries Health Literacy grant in the amount of \$5,000. The amount awarded is less than they have offered in the past due to more libraries participating this year. Activities this year include health and fitness activities themed after classic books for both younger and older children. The classes will largely take place at Block 34 and will run from January through May 2026.

Edwards/McMillian moved to accept the Oklahoma Department of Libraries Health Literacy grant award. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Consider revised and merged Volunteer and Court Appointed Volunteer Policy
DeLano will separate the policies into two distinct documents. The language in the Court Appointed Volunteer Policy is serious and more direct than the Volunteer policy. The language has been updated to sound less promotional than in previous versions and closer to a statute or ordinance. DeLano will also cross-reference the policies for additional clarity. The updated documents will be presented in the next regular meeting.

- c) Consider revised Meeting Room Policy
This policy has been revised to include a discussion about intellectual freedoms and their implications when using meeting rooms. It has also been updated to clarify what the library does and does not permit when using meeting rooms. The application form has been separated from the policy itself. The board discussed

the reasons the library might cancel a meeting, the use of free meeting rooms, the reservation of rooms for life events, security concerns during events, and the considerations surrounding the use of meeting rooms in relation to freedom of speech.

Cornwell/Sinnes moved to approve the revised Meeting Rooms Policy. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Report on Community Advocacy Committee
Upson, Cornwell, and Edwards met to discuss how board members could support the library. Board members discussed that creating an inventory of board members' strengths, interests, and availability would be a more flexible option than a structured committee. This inventory would facilitate a better match between the skills and interests of board members and the types of assistance needed by the library staff. Upson will prepare a draft of the Interest Inventory to be included in the packet for the next regular meeting. Additionally, flyers for upcoming events will be sent out with the board meeting packets in formats that can be easily shared or distributed.

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
The library has formed a partnership with the Early Childhood Coalition. All staff members have received introductory training on integrating the Better Brain Program with interactions with children and their parents in the library. The Winter Reading Program has started, and many patrons have signed up. This year's "Meet Your Legislators" program is scheduled for Thursday, January 29, from 6 to 8 p.m. Reagan Thomas, the IT Manager, and Heath Lindley, the Maintenance Manager, collaborated on a cooling tower repair project. This saved \$6,000 in library funds.
- b) Miscellaneous items from the Library Board
Ross asked how the library uses AI and if there is a way for the library to educate the public further about AI. The library and OSU have partnered to provide a series of classes about AI in February. DeLano explained that reference services at the library will not include the use of AI. Some staff use AI for image generation and brainstorming. Cornwell said that the League of Women Voters is hosting a panel discussion on AI on November 18 at 6 p.m. Ross asked if the library is aware of the local podcast, "Still Connect." DeLano will be a guest on the podcast in November.

Ross said the OSU Botanic Garden will have a children's literature trail, which could be an outreach opportunity for the library.

i. Discussion about scheduling items for upcoming meetings

Upson will send library staff a draft of the Interest inventory documents to include in the December meeting packet.

6. ADJOURN

Edwards/Cornwell moved to adjourn. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:03 p.m.

Prepared by: Naomi Brown, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Board**

Budget to Actuals with Encumbrances by Key and Object

Report Date: 11/30/2025

Pct. Rem.

Key: 1015510 - Library administration

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct.
Revenue						
43200 - State Grant Revenue	1,084.00	0.00	0.00	0.00	1,084.00	100.00%
45000 - Fines & Forfeitures	20,000.00	1,086.84	6,069.69	0.00	13,930.31	69.65%
47012 - Misc Fees	11,000.00	1,116.40	6,553.54	0.00	4,446.46	40.42%
47501 - Room Rental	13,000.00	1,398.75	3,246.25	0.00	9,753.75	75.02%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	13,179.00	77.96	14,737.23	0.00	-1,558.23	-11.82%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	58,263.00	3,679.95	30,606.71	0.00	27,656.29	47.46%
Expenditure						
51001 - Full Time	696,692.00	53,098.11	252,688.92	0.00	444,003.08	63.73%
51002 - Part Time	309,009.00	22,389.74	100,398.71	0.00	208,610.29	67.50%
51003 - Overtime	1,519.00	73.41	1,709.06	0.00	-190.06	-12.51%
51021 - Social Security	76,974.00	5,548.68	26,149.61	0.00	50,824.39	66.02%
51022 - Retirement	41,831.00	3,190.27	15,222.65	0.00	26,608.35	63.60%
52012 - Vehicle Repair Parts	500.00	0.00	0.00	0.00	500.00	100.00%
52031 - Office Supplies	1,700.00	68.87	349.65	0.00	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	0.00	1,707.40	572.79	3,519.81	60.68%
52040 - Books & Publications	93,300.00	14,192.90	34,452.04	53,618.23	5,229.73	5.60%
52041 - Clothing & Uniforms	600.00	0.00	300.00	0.00	300.00	50.00%
52043 - Vehicle Fuel & Oil	450.00	33.21	145.50	0.00	304.50	67.66%
52046 - Supplies	11,500.00	354.09	2,407.04	1,988.21	7,104.75	61.78%
53001 - Natural Gas	6,000.00	188.60	715.36	0.00	5,284.64	88.07%
53004 - Telecommunications	3,500.00	52.15	260.75	0.00	3,239.25	92.55%
53011 - Equipment Rental	7,500.00	688.18	2,127.22	3,908.03	1,464.75	19.53%
53020 - Repair-Structures	15,700.00	0.00	8,212.61	4,448.00	3,039.39	19.35%
53023 - Repair-HVAC	18,756.00	181.07	13,769.90	4,219.97	766.13	4.08%
53041 - Donations	52,724.00	1,261.20	15,871.20	1,465.02	35,387.78	67.11%
53045 - Grant Expenditure	38,190.00	0.00	36,542.76	426.72	1,220.52	3.19%
53049 - Cash Short	0.00	2.34	2.24	0.00	-2.24	0.00%
53053 - Licenses & Fees	0.00	0.00	0.00	0.00	0.00	0.00%
53054 - Professional Dues	740.00	30.00	226.00	0.00	514.00	69.45%
53055 - Training	1,300.00	123.00	266.00	0.00	1,034.00	79.53%
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: 11/30/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual	Actual	Actual	Actual			
53064 - Contract for Services	12,800.00	549.85	2,841.75	7,780.25	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	0.00	32,998.60	330.00	3,271.40	8.93%		
53083 - Employee Discounts	0.00	0.00	480.00	0.00	-480.00	0.00%		
56000 - Direct Costs	413.00	34.00	170.00	0.00	243.00	58.83%		
56001 - Indirect Costs	422.00	35.00	175.00	0.00	247.00	58.53%		
Expenditure Total:	1,435,920.00	102,094.67	550,189.97	79,147.22	806,582.81	56.17%		
Key Total:	(1,377,657.00)	(98,414.72)	(519,583.26)	(79,147.22)	(778,926.52)	56.53%		

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 12/31/2025

Key: 1015510 - Library administration

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct.	Rem.
		Actual	Actual	Actual	Actual				
Revenue									
43100 - Federal Grant Revenue	5,000.00	5,000.00		5,000.00	0.00	0.00	0.00	0.00%	
43200 - State Grant Revenue	1,084.00	0.00		0.00	0.00	1,084.00	100.00%		
45000 - Fines & Forfeitures	20,000.00	1,311.66		7,381.35	0.00	12,618.65	63.09%		
47012 - Misc Fees	11,000.00	1,244.40		7,797.94	0.00	3,202.06	29.10%		
47501 - Room Rental	13,000.00	5,136.25		8,382.50	0.00	4,617.50	35.51%		
48700 - Miscellaneous Revenue	0.00	0.00		0.00	0.00	0.00	0.00%		
48701 - Donations	14,659.00	5,054.21		19,791.44	0.00	-5,132.44	-35.01%		
48702 - Reimbursements	0.00	0.00		0.00	0.00	0.00	0.00%		
Revenue Total:	64,743.00	17,746.52		48,353.23	0.00	16,389.77	25.31%		
Expenditure									
51001 - Full Time	696,692.00	86,806.03		339,494.95	0.00	357,197.05	51.27%		
51002 - Part Time	309,009.00	36,346.83		136,745.54	0.00	172,263.46	55.74%		
51003 - Overtime	1,519.00	75.98		1,785.04	0.00	-266.04	-17.51%		
51021 - Social Security	76,974.00	9,175.07		35,324.68	0.00	41,649.32	54.10%		
51022 - Retirement	41,831.00	4,795.31		20,017.96	0.00	21,813.04	52.14%		
52012 - Vehicle Repair Parts	500.00	0.00		0.00	0.00	500.00	100.00%		
52031 - Office Supplies	1,700.00	0.00		349.65	0.00	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	496.46		2,203.86	0.00	3,596.14	62.00%		
52040 - Books & Publications	93,300.00	7,425.63		41,877.67	0.00	5,141.73	5.51%		
52041 - Clothing & Uniforms	600.00	0.00		300.00	0.00	300.00	50.00%		
52043 - Vehicle Fuel & Oil	450.00	23.84		169.34	0.00	280.66	62.36%		
52046 - Supplies	11,500.00	1,835.47		4,242.51	1,231.57	6,025.92	52.39%		
53001 - Natural Gas	6,000.00	312.96		1,028.32	0.00	4,971.68	82.86%		
53004 - Telecommunications	3,500.00	52.15		312.90	0.00	3,187.10	91.06%		
53011 - Equipment Rental	7,500.00	126.36		2,253.58	3,781.67	1,464.75	19.53%		
53020 - Repair-Structures	15,700.00	75.00		8,287.61	4,373.00	3,039.39	19.35%		
53023 - Repair-HVAC	18,756.00	2,273.75		16,043.65	2,042.23	670.12	3.57%		
53041 - Donations	54,204.00	1,271.94		17,143.14	6,666.95	30,393.91	56.07%		
53045 - Grant Expenditure	43,190.00	411.72		36,954.48	0.00	6,235.52	14.43%		
53049 - Cash Short	0.00	0.00		2.24	0.00	-2.24	0.00%		
53053 - Licenses & Fees	0.00	0.00		0.00	0.00	0.00	0.00%		
53054 - Professional Dues	740.00	0.00		226.00	0.00	514.00	69.45%		
53055 - Training	1,300.00	0.00		266.00	0.00	1,034.00	79.53%		

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 12/31/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem. Pct.
		Actual		Actual				
53062 - Refunds	200.00	6.99		6.99		0.00	193.01	96.50%
53064 - Contract for Services	12,800.00	969.65		3,811.40		6,810.60	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	4.98		4.98		35.02	710.00	94.66%
53071 - Software Maintenance	36,600.00	0.00		32,998.60		330.00	3,271.40	8.93%
53083 - Employee Discounts	0.00	525.00		1,005.00		0.00	-1,005.00	0.00%
56000 - Direct Costs	413.00	34.00		204.00		0.00	209.00	50.60%
56001 - Indirect Costs	422.00	35.00		210.00		0.00	212.00	50.23%
Expenditure Total:	1,442,400.00	153,080.12		703,270.09		71,901.64	667,228.27	46.25%
Key Total:	(1,377,657.00)	(135,333.60)		(654,916.86)		(71,901.64)	(650,838.50)	47.24%

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
NOVEMBER 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(7,677)	7,175	(190)	142	ADULT BOOKS	NEW ADULT CARDS
(11,981)	10,632	(43)	53	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(19)	16	(22,995)	22,575	DEVICES	TOTAL ACTIVE BORROWERS
(452)	391	(10)	7	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(830)	753	(1,052)	878	AUDIOS	COMPUTER
(120)	130	(6,907)	5,001	BOOK CLUB BOOKS	WIRELESS USERS
(30)	20	(62)	52	INTERLIBRARY LOAN	NOTARY SERVICES
(724)	647	(4)	2	IN LIBRARY USE	CURBSIDE DELIVERIES
(5,613)	5,378			EBOOKS	
(5,568)	6,349			DOWNLOADABLE AUDIOS	
(0)	2,772			EPERIODICALS	
(0)	0			STREAMING VIDEOS	
(159)	92			KITS	
(33,173)	34,355			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,402)	13,032	(1,911)	1,990	ADULT	OSU STUDENT
(4,397)	4,080	(212)	208	CHILD	OUT OF COUNTY
		(3,073)	3,265		OTHER
				CITY RESIDENTS/NON-CITY RESIDENTS	20,231 / 2,344
		(15,972)	10,751	ESTIMATED NUMBER OF VISITORS TO LIBRARY	2024 visitors number higher due to early voting
		(13,134)	13,780	NUMBER OF VISITORS TO LIBRARY WEBSITE	

ESTIMATED ADULT REFERENCE

(3,529)	3,352	IN PERSON
(1,075)	836	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(245)	289	IN PERSON
(25)	51	BY TELEPHONE

PROGRAMMING

(19)	22	MEETING ROOM USAGE
(150)	32	ADULT LIBRARY PROGRAM ATTENDANCE
(32)	66	YOUNG ADULT PROGRAM ATTENDANCE
(548)	422	STORY TIME ATTENDANCE
(419)	440	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(376)	280	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>			
(354)	283	(628)	379	BOOK MATERIALS	BOUND VOLUMES WITHDRAWN
(12)	0			NON-BOOK MATERIALS	
(79,752)	79,765			TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY	
(86,591)	95,729			TOTAL NUMBER OF VOLUMES IN OKVL	

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
NOVEMBER 2025**

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>7</u>	<u>Outreach</u> <u>2545</u> Participants
	<u>3,178</u> in person	<u>6</u>	<u>Number of Adult Programs</u>
	<u>663</u> by phone	<u>32</u>	<u>Attendance at Adult Programs</u>
	<u>346</u> directional	<u>4</u>	<u>Number of Young Adult Programs</u>
		<u>66</u>	<u>Attendance at Young Adult Programs</u>
<u>22</u>	<u>Meeting Room Usage</u>	<u>19</u>	<u>Number of Volunteers</u>
		<u>97.00</u>	<u>Total Volunteer Hours</u>
		<u>18</u>	<u>Displays</u>

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>9</u>	<u>Number of pre-school programs</u>		<u>(daycare & Headstart)</u>
<u>320</u>	<u>Attendance at pre-school programs</u>		
<u>26</u>	<u>Number of storyhours</u>		
<u>422</u>	<u>Attendance at storyhours</u>		
<u>13</u>	<u>Number of programs/school visits for school age children</u>		<u>(here or away)</u>
<u>120</u>	<u>Attendance at programs for school age children</u>		
<u>0</u>	<u>Number of programs for Summer Reading Program</u>		
<u>0</u>	<u>Attendance at Summer Reading Program</u>		
<u>6</u>	<u>Displays</u>		
<u>1</u>	<u>Number of volunteers</u>		
<u>3.00</u>	<u>Total volunteer hours</u>		

REGISTRATION

<u>195</u>	<u>Total new borrowers</u>	
	<u>142</u> Adults	
	<u>53</u> Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT NOVEMBER 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
4,765	4,783	4,373	Fiction
1,421	1,553	1,466	Nonfiction
1,394	1,326	1,319	New books
21	15	17	Multi-language items
7,601	7,677	7,175	Total Book Checkouts
21	19	16	Devices
203	121	179	CD books
49	14	2	Music cds
155	130	135	DVDs & Blu-rays
100	120	130	Book Club Bks
18	92	69	Kits
546	496	531	Total Checkouts
244	270	341	In-library use
25	30	20	ILL
5,963	5,613	5,378	Ebooks
5,521	5,568	6,349	Downloadable audios
0	0	2,772	Eperiodicals
0	0	0	Streaming videos
11,753	11,481	14,860	Total Checkouts
32,230	33,173	34,355	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

2023	2024	2025	
9,085	10,040	8,798	Fiction
885	902	919	Nonfiction
916	908	770	New books
156	131	145	Multi-language items
11,042	11,981	10,632	Total Book Checkouts
624	689	572	CD books
12	6	0	Music cds
279	322	256	DVDs & Blu-rays
57	67	23	Kits
972	1,084	851	Total Checkouts
316	454	306	In-library use

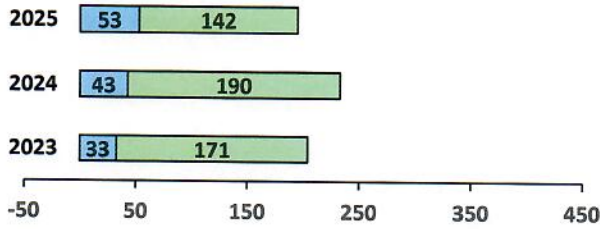
OUTREACH

0	Homebound patron deliveries	7	Facility deliveries
0	Homebound items/materials	86	Deposit collections
		162	Total number of books

NOVEMBER 2025 - ACCOUNT HOLDER INFORMATION

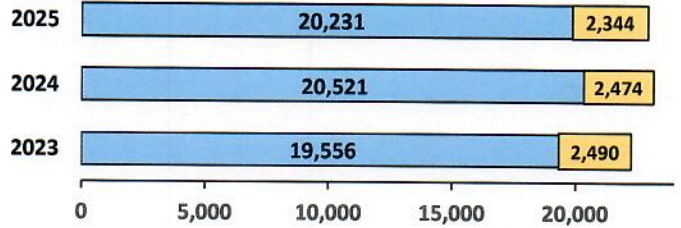
New Cards Issued:

Children Adult



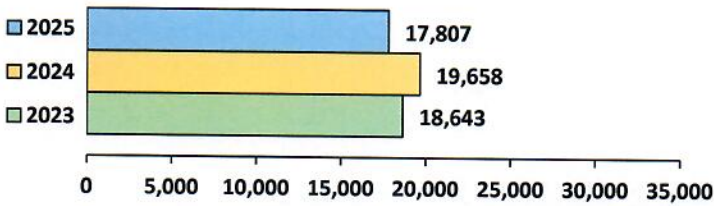
Total Number of Borrowers:

Resident Non-Resident

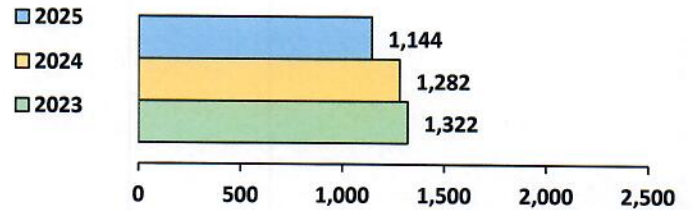


NOVEMBER 2025 - MONTHLY CIRCULATION:

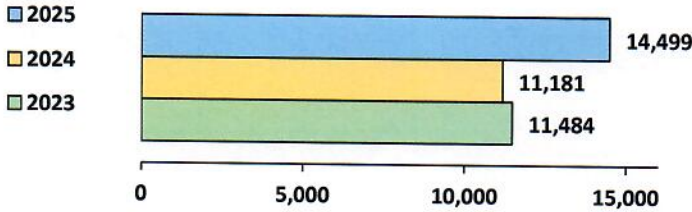
Books:



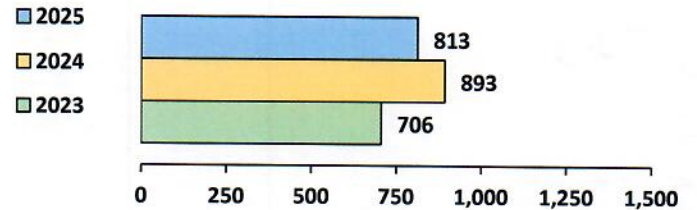
Audio Visual:



Digital:

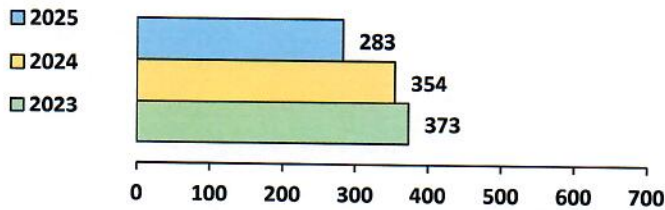


Other Items:

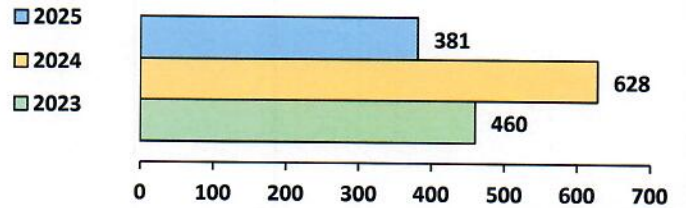


NOVEMBER 2025 - ITEMS:

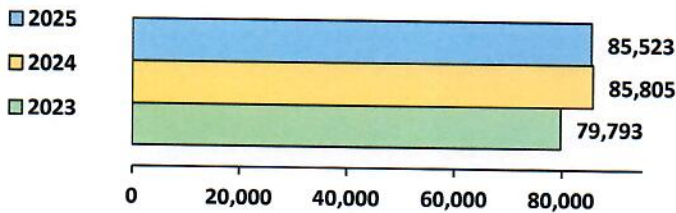
Added This Month:



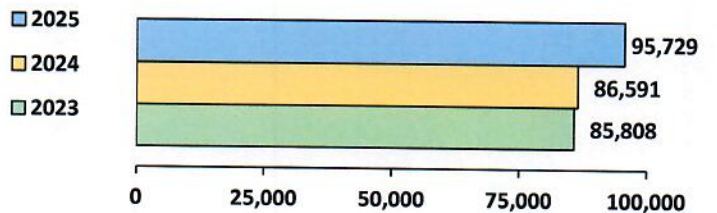
Removed This Month:



Total Physical Items:



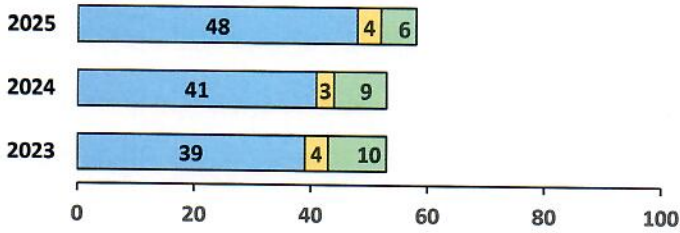
Total Digital Items:



NOVEMBER 2025 - PROGRAMMING:

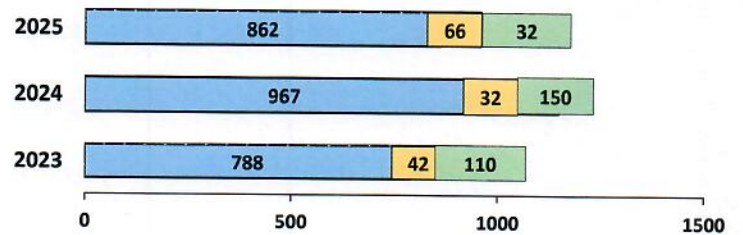
Number of Programs:

Children Teen Adult

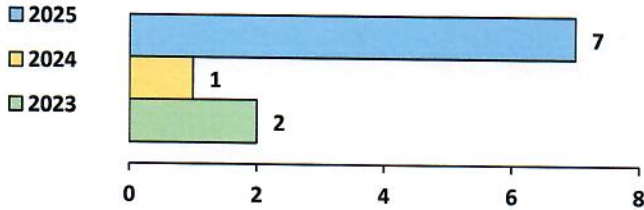


Number of Attendees:

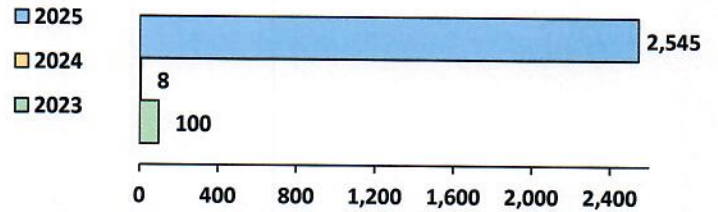
Children Teen Adult



Outreach Number of Events Attended:

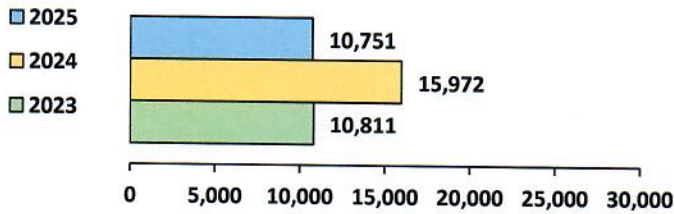


Outreach Number of People Reached:

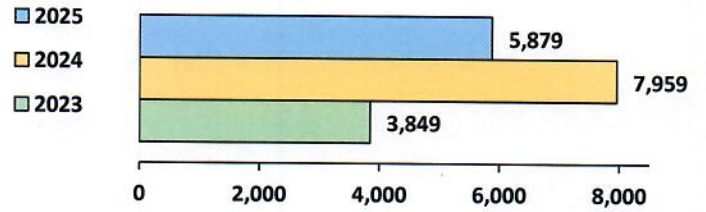


NOVEMBER 2025 - LIBRARY USE:

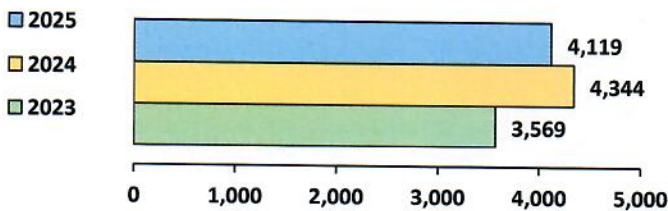
Number of Visitors:



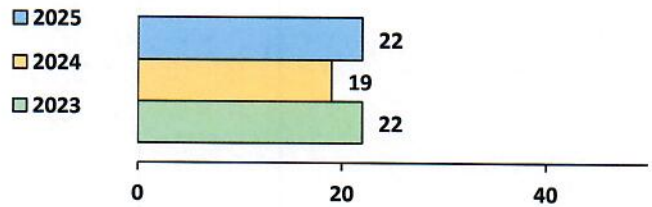
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Outreach numbers are higher than usual due to Elizabeth, Children's Department Supervisor, attending school assemblies to promote the Winter Reading Program.

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
DECEMBER 2025**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(7,762)	7,537	(138)	161	ADULT BOOKS	NEW ADULT CARDS
(9,266)	10,176	(21)	42	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(10)	22	(22,760)	22,586	DEVICES	TOTAL ACTIVE BORROWERS
(368)	393	(10)	7	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(719)	631	(998)	836	AUDIOS	COMPUTER
(110)	90	(5,135)	5,406	BOOK CLUB BOOKS	WIRELESS USERS
(31)	21	(74)	54	INTERLIBRARY LOAN	NOTARY SERVICES
(419)	821	(1)	0	IN LIBRARY USE	CURBSIDE DELIVERIES
(5,851)	5,693			EBOOKS	
(5,760)	6,663			DOWNLOADABLE AUDIOS	
(0)	2,799			EPERIODICALS	
(0)	0			STREAMING VIDEOS	
(135)	173			KITS	
(30,431)	35,019			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,264)	13,030	(1,896)	1,994	ADULT	OSU STUDENT
(4,343)	4,061	(206)	200	CHILD	OUT OF COUNTY
		(3,051)	3,301		OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 20,254 / 2,332

ESTIMATED NUMBER OF VISITORS TO LIBRARY (10,517) 11,556

NUMBER OF VISITORS TO LIBRARY WEBSITE (13,369) 15,582

ESTIMATED ADULT REFERENCE

(3,529)	3,352	IN PERSON
(1,075)	836	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(245)	289	IN PERSON
(25)	51	BY TELEPHONE

PROGRAMMING

(8)	16	MEETING ROOM USAGE
(70)	79	ADULT LIBRARY PROGRAM ATTENDANCE
(23)	53	YOUNG ADULT PROGRAM ATTENDANCE
(416)	435	STORY TIME ATTENDANCE
(301)	438	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(281)	309	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(500)	569	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(310)	302	(643)	1,184	BOOK MATERIALS
(0)	1			NON-BOOK MATERIALS
(79,499)	79,837			TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(86,705)	86,039			TOTAL NUMBER OF VOLUMES IN OKVL

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
DECEMBER 2025**

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>4</u>	Outreach	<u>635</u>	Participants
	<u>3,178</u> in person	<u>8</u>	Number of Adult Programs		
	<u>663</u> by phone	<u>79</u>	Attendance at Adult Programs		
	<u>346</u> directional	<u>3</u>	Number of Young Adult Programs		
		<u>53</u>	Attendance at Young Adult Programs		
<u>16</u>	Meeting Room Usage	<u>21</u>	Number of Volunteers		
		<u>74.50</u>	Total Volunteer Hours		
		<u>14</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>10</u>	Number of pre-school programs		(daycare & Headstart)		
<u>351</u>	Attendance at pre-school programs				
<u>30</u>	Number of storyhours				
<u>435</u>	Attendance at storyhours				
<u>5</u>	Number of programs/school visits for school age children		(here or away)		
<u>108</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>3.00</u>	Total volunteer hours				

REGISTRATION

<u>203</u>	<u>Total new borrowers</u>		
	<u>161</u> Adults		
	<u>42</u> Juveniles		

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT DECEMBER 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
4,577	4,689	4,534	Fiction
1,439	1,632	1,547	Nonfiction
1,299	1,432	1,446	New books
18	9	10	Multi-language items
7,333	7,762	7,537	Total Book Checkouts
15	10	22	Devices
178	97	111	CD books
37	18	37	Music cds
163	159	262	DVDs & Blu-rays
60	110	90	Book Club Bks
17	91	143	Kits
470	485	665	Total Checkouts
187	218	442	In-library use
20	31	21	ILL
6,135	5,851	5,693	Ebooks
5,363	5,760	6,663	Downloadable audios
0	0	2,799	Eperiodicals
0	0	0	Streaming videos
11,705	11,860	15,618	Total Checkouts

CHILDREN'S

Total Book & Non-Book Material Checkouts

2023	2024	2025	
8,275	7,877	8,608	Fiction
697	569	809	Nonfiction
782	734	663	New books
112	86	96	Multi-language items
9,866	9,266	10,176	Total Book Checkouts
588	600	481	CD books
11	4	2	Music cds
234	209	131	DVDs & Blu-rays
38	44	30	Kits
871	857	644	Total Checkouts
207	201	379	In-library use

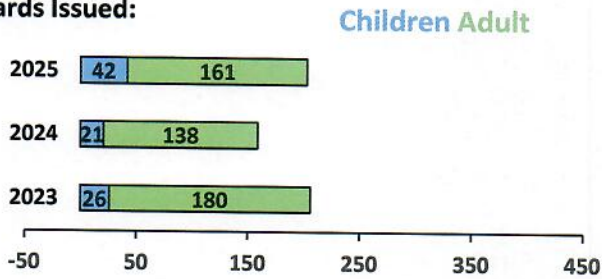
30,452	30,431	35,019	GRAND TOTAL CIRCULATION
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OUTREACH

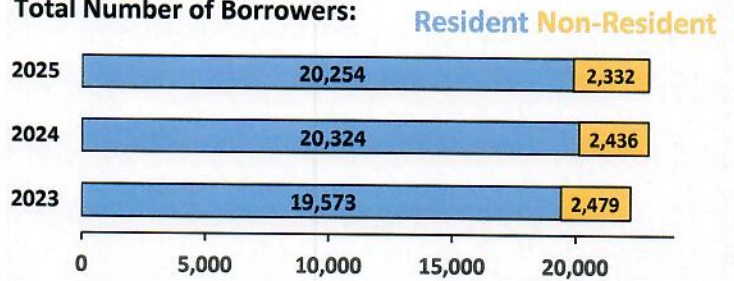
0	Homebound patron deliveries	7	Facility deliveries
0	Homebound items/materials	83	Deposit collections
		140	Total number of books

DECEMBER 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

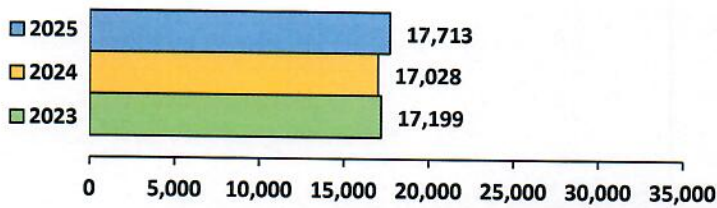


Total Number of Borrowers:

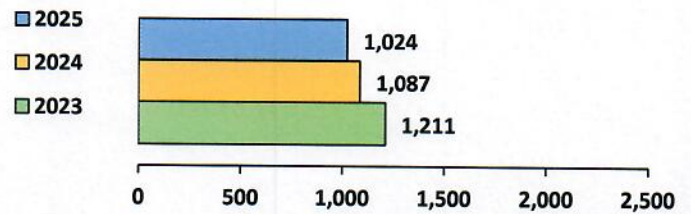


DECEMBER 2025 - MONTHLY CIRCULATION:

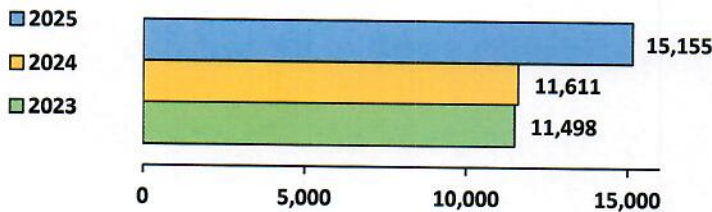
Books:



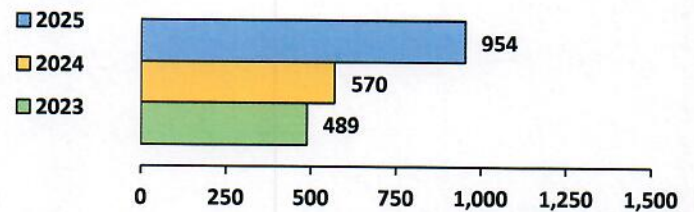
Audio Visual:



Digital:

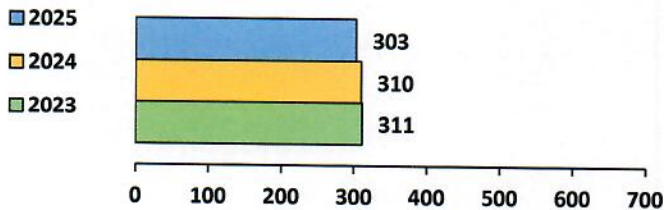


Other Items:

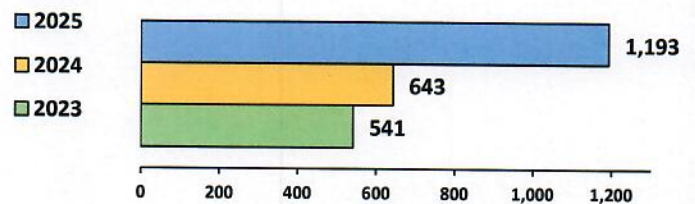


DECEMBER 2025 - ITEMS:

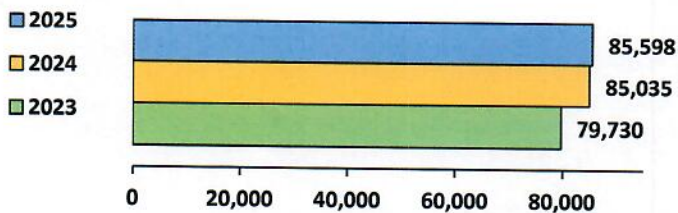
Added This Month:



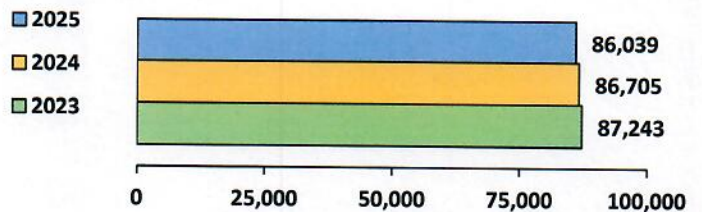
Removed This Month:



Total Physical Items:



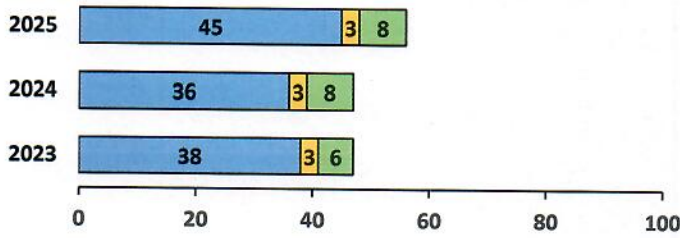
Total Digital Items:



DECEMBER 2025 - PROGRAMMING:

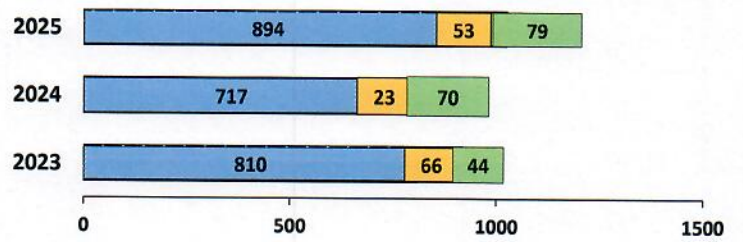
Number of Programs:

Children Teen Adult

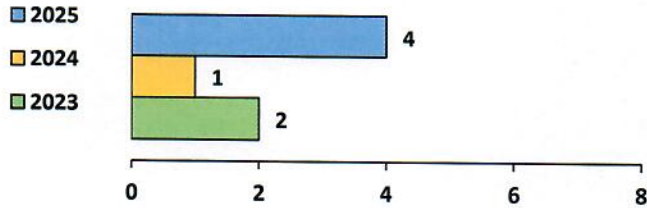


Number of Attendees:

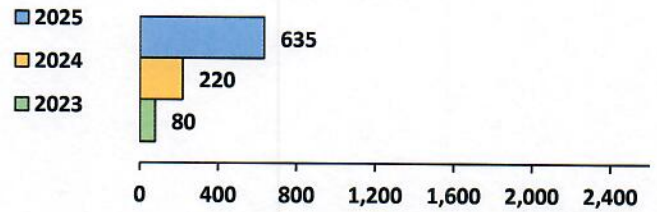
Children Teen Adult



Outreach Number of Events Attended:

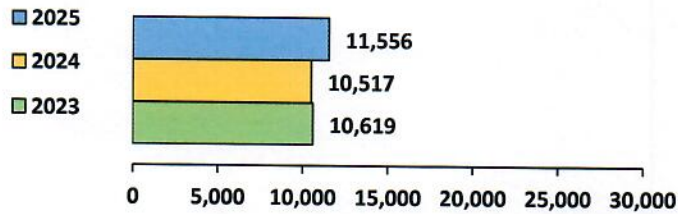


Outreach Number of People Reached:

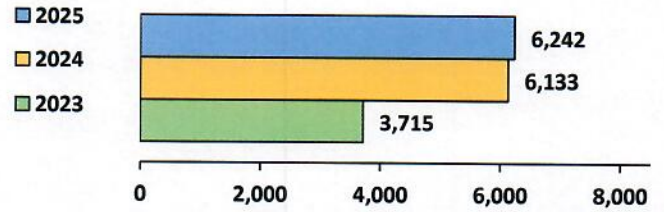


DECEMBER 2025 - LIBRARY USE:

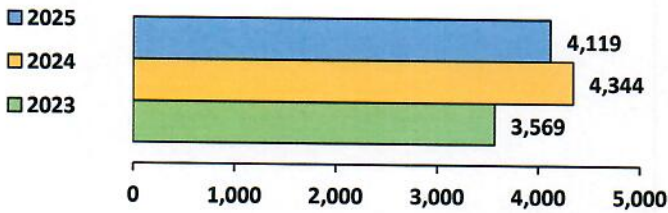
Number of Visitors:



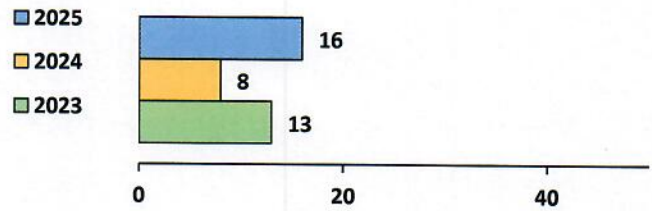
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Blank area for analysis.

Natalie Currie
Director



J. Kevin Stitt
Governor

To: Public Library Directors
From: Natalie Currie, Executive Director, State Librarian and Archivist
Oklahoma Department of Libraries
Date: December 16, 2025
Re: State Aid to Oklahoma Public Libraries for FY 2025

The evaluation of Fiscal Year 2025 Annual Reports from public libraries is complete. I'm pleased to let you know that your library meets all eligibility requirements for State Aid under OAC 405:25-1-3.

We are honored to provide State Aid Grants to Oklahoma public libraries and library systems. Please follow the enclosed instructions for the rules and regulations, agreement, and claim form.

Rules and Regulations for State Aid Grants to Public Libraries

Please review the State Aid qualification requirements. If you have any questions, contact Sadie Bruce at sadie.bruce@libraries.ok.gov.

Agreement for FY 2025 State Aid Recipients

Print a copy of the agreement. It must be signed and dated by the library director and your city's authorized representative (mayor, city manager, or library board chairperson). This agreement serves as a contract between your library and the Oklahoma Department of Libraries.

Claim Form

The claim form must be signed by the city's authorizing official and notarized. The official should sign in the lower left corner as the "Claimant." Please note that if your city has any liens with the Oklahoma Tax Commission, your library's State Aid payment may be delayed until the lien is resolved.

State Aid funds must be obligated or expended by July 31, 2026.

Please scan both the signed agreement and the notarized claim form and email them to odlgrants@libraries.ok.gov. Please retain the originals for your records. Do not send these documents by mail.

AGREEMENT

For
2025 State Aid Recipients

WHEREAS, the State of Oklahoma and the Oklahoma Department of Libraries wish to improve library service in the State.

THEREFORE, in consideration of the mutual covenants contained herein and as set forth in the Oklahoma Administrative Code Title 405, Chapter 25;

The Department will distribute funds as per approved formula. State aid funds are dependent on the Oklahoma Department of Libraries having sufficient funds to pay awards. In case of revenue failures, payments to libraries will be reduced uniformly.

All funds shall be administered according to 11 O.S. § 17-207 (2011), which states, "Any monies received or expended by a municipality must be accounted for by fund and account."

In accepting state aid funds, the undersigned representative of a public library or system agrees that said library or system meets the standards as adopted by the Oklahoma Department of Libraries Board on April 1, 1999, amended in 2017, 2019 and 2022. Said library or system agrees to adhere to the adopted standards and to notify the Department if such standards cannot be maintained. Said library or system agrees to apply state aid funds for the improvement of public library services. All funds will be expended or obligated on or before July 31, 2026.

Stillwater Public Library



Authorized Representative

Matt Upson, Chair, Stillwater
Public Library
Board

Print Name and Title

1/5/26

Date



Library Director

Date

1/12/26

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

Authority 65 O.S., § 2-106(m)

Source Codified 12-27-91

405:25-1-1. Purpose

This Chapter sets forth the required standards for eligibility of public libraries to receive state appropriated funds for library development in Oklahoma.

405:25-1-2. Definitions

The following words or terms, when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Bibliographic access" means the provision of author, title, and subject indexes to the library materials, classification and location.

"Free library service" means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.

"Library system" means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, § 10 A of the Oklahoma Constitution.

"Long range plan" means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.

"ODL" means the Oklahoma Department of Libraries as defined in 65 O.S. § 3-101.

"Statement of purpose" means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

405:25-1-3. Eligibility for State aid grants to public libraries

Eligibility for state aid grants to public libraries is governed by the requirements listed below. Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.

(1) Basic requirements.

(A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.

(B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

(2) User service requirements.

(A) Libraries must provide free library service.

(B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;

(ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;

(iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;

(iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and

(v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

(C) Libraries must have a telephone located in the library with a listed number.

(D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.

(E) All libraries shall at a minimum offer programming for youth under 18 years of age.

(F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

(i) Libraries shall provide bibliographic access to its collection for customers.

(ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

(iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) Administration and finance requirements.

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151-161 and Sections 551-561, Sections 4-101-107.1 and Sections 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

(i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.

(ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.

(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.

(F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.

(G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.

(H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(I) Libraries must have a written statement of purpose.

(J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

(K) Libraries must provide bibliographic access to their collections.

(L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library

school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

(N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

(O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99¹; Amended at 34 Ok Reg 1756, eff 9-11-17; Amended at 39 Ok Reg 1901, eff 9-11-22]

EDITOR'S NOTE: ¹ An Editor's Notice was published in the 9/15/99 issue of The Oklahoma Register [16 Ok Reg 3601], which identified a technical error that occurred when subparagraph (2)(B)(ii) of this Section 405:25-1-3 was published in the 7/1/99 issue of the Register [16 Ok Reg 3052]. The language that read "3 hours a week" in that subparagraph should have read "30 hours a week." A similar Editor's Note was also published at OAC 405:25-1-3 in the Oklahoma Administrative Code until the Section was amended again on 9-11-17.

405:25-1-4. Use of state aid funds

State aid funds cannot be used for construction, remodeling, land, vehicles, or items that will become a permanent part of the building, such as carpet or air conditioners.

405:25-1-5. Ineligibility notification

(a) When libraries are found to be ineligible for State Aid, ODL will notify the librarian and the City Manager, and shall state the reasons for ineligibility. The librarian will then have a period of two weeks from receipt of notification in which to submit additional evidence of eligibility. Such appeals shall be reviewed by the ODL administration and a final decision made.

(b) The Oklahoma Department of Libraries Board shall serve as an appeal board in the agency's execution of the State Aid Grants to Public Libraries. After the Oklahoma Department of Libraries administration denies a community's eligibility for state aid, a community may appeal the ineligibility for state aid by agency administration to the Oklahoma Department of Libraries Board at a special board meeting. The community must file the appeal to the Oklahoma Department of Libraries Board within seven days of receipt of the denial by the agency administration. The Board shall affirm the administration's determination unless it finds such determination is contrary to applicable rules.

[Source: Amended at 36 Ok Reg 980, eff 7-25-19]

405:25-1-6. State aid formula

The Oklahoma Department of Libraries will utilize the latest population estimates from the United States Census Bureau to determine per capita payments for the distribution of state aid funds for public libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

CONTRACT
BETWEEN OKLAHOMA DEPARTMENT OF LIBRARIES
AND CITY OF STILLWATER

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and City of Stillwater, a municipal government (Subrecipient) (collectively known herein as the “Parties”).

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on November 30, 2026.

- a. In the event the Subrecipient fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Subrecipient, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law. This Contract may be terminated without cause by either party upon thirty (30) days written notice to the other party, or in accordance with the provisions set forth herein.
- b. The Parties of this contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE SUBRECIPIENT

The Subrecipient shall render diligently and competently the services indicated, and in the manner set forth herein, which shall be binding on the Parties.

The Subrecipient shall:

- a. Use grant funds to purchase e-materials as agreed upon among members of the Oklahoma Virtual Library Consortium (OKVL), the Contractor acting as their agent. Any subscriptions must end by September 30, 2026.
- b. Collect and report data to evaluate the usage of materials. Data collection should include, but is not limited to:
 - i. Circulation statistics,
 - ii. Wait times for selected titles, and
 - iii. Feedback from OKVL member libraries and library users.
- c. Publicize the grant and purchase of materials in at least two formats (newspaper, social media, website, etc.) to reach a minimum of 500 community members.
- d. Reference the Institute of Museum and Library Services (IMLS) and ODL in all publicity.
- e. Expend all grant funds by September 30, 2026.
- f. Submit a final project report by November 15, 2026. The final report will include a Narrative, Programs and Statistics Report, and Expenditure Report.

g. Agree to the *LSTA Certifications and Assurances*. A signed copy must be on file at the Department.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Provide a contract, *LSTA Certifications and Assurances*, and claim form to the Subrecipient.
- b. Process grant payment to the Subrecipient upon receipt of a notarized claim form.
- c. Review recommendation and data collected.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **One Hundred Thousand Dollars (\$100,000.00)** to purchase e-materials for OKVL. Funding is provided by the Library Services and Technology Act through the Institute of Museum and Library Services.

- a. Expenditures for this project must conform to the approved budget and to applicable local, state, and federal laws and regulations, and are subject to all conditions of this Contract.
- b. Grant funds may not be used for entertainment, refreshments, or giveaways.
- c. Any deviations from the approved budget must be approved by the Department in writing.
- d. Subrecipient will sign, notarize, and submit to the Department a claim form not later than March 1, 2026. Failure to timely submit said notarized claim form may result in non-payment of the request.
- e. Payment will be made via electronic deposit within 45 days of receipt of the notarized claim form and the availability of federal funds.

VI. GENERAL PROVISIONS

a. Notices

Any notices to be given herein shall be sent by depositing such notice with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Notice shall be deemed effective upon receipt or refusal of delivery. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

ODL – State Records Center
Attn: Tara McCleod
426 E Hill Street
Oklahoma City, OK 73105

As to the Subrecipient:

Stillwater Public Library
Attn: Stacy DeLano
1107 S Duck
Stillwater, OK 74074

b. No Grant of Authority

Nothing herein shall be construed as conferring upon Subrecipient the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the

Department. The Subrecipient agrees not to assume or incur any such liability without the prior written consent of the Department.

c. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

d. Understanding Terms

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Certifications and Assurances* and agree to be bound by the same.

VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Subrecipient agrees to maintain all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for a period of three (3) years after the last State Program Report for the Oklahoma LSTA 5-Year Plan 2023-2027 is submitted, or until January 29, 2032, whichever is later.

Upon reasonable notice, the Department, Office of the Attorney General (OAG), the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items for purpose of audit and examination at Subrecipient's premises during normal business hours at no additional cost. The Subrecipient further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. Subrecipient is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following the completion or termination of this Contract. If a claim, audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

VIII. VENUES AND APPLICABLE LAW

If any legal action is taken to enforce the terms of this contract, the Parties agree that the venue for all legal action is Oklahoma County, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

IX. ADDITIONAL REQUIREMENTS

- a. It is expressly agreed that the Subrecipient under this contract is an independent entity and under no circumstances shall any owners, officers, employees or volunteers of the Subrecipient be considered employees of the Department or the State of Oklahoma.
- b. The Subrecipient will comply with all applicable federal and state laws and any other requirements relevant to the performance of the Subrecipient under this contract, including, but not limited to, the rules and guidance as applicable found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR § 200 and 2 CFR § 3187.
- c. All publicity related to the grant award must include acknowledgment of the Institute of Museum and Library Services in accordance with IMLS Acknowledgement Requirements and the Oklahoma Department of Libraries. Publicity includes, but is not limited to press releases, media events, public events, displays in the benefiting library, announcements on the Subrecipient's website, and materials distributed through the grant project. The Subrecipient shall provide the Department with one set of all public relations materials produced under this grant with the Final Report, with the submission of invoices and receipts, or upon request.
- d. The Department may terminate this Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such inefficiency, Subrecipient will be provided at least fifteen (15) calendar days' written notice of termination. The determination by the Department of insufficient funding shall be accepted by, and shall be final and binding on, the Subrecipient. Subrecipient shall immediately comply with notice terms upon receipt of notice and shall take all necessary steps to minimize the incurrence of costs affected by the notice. If an order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve the obligation to pay for the product or service, but there shall not be any liability for further payments or damages caused by or associated with such termination. The Department's exercise of its right to terminate under this provision shall not be considered a default or breach under the Contract.
- e. In the event the Subrecipient does not comply with the terms of this contract, including the timetable, budget, and objectives, the Subrecipient will be given written notification of such noncompliance by the Department. The Subrecipient may appeal for reconsideration by providing the Department written evidence of compliance within twenty (20) days following receipt of such notification. Should noncompliance be confirmed, the Department may take possession of any items purchased under this contract for reassignment to other programs and projects.
- f. Evidence of failure to comply with the above policies shall result in a hold being placed on pending payments for all future grants until compliance can be assured.

- g. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Subrecipient is for the sole benefit of the Subrecipient and is not a solicitation for, or receipt of, funds for the Department.
- h. The Subrecipient acknowledges that the Department is subject to the Oklahoma Open Records Act set forth at 51 O.S. § 24A.1 *et seq.* The Subrecipient also acknowledges that compliance with the Oklahoma Open Records Act and all opinions of the Oklahoma Attorney General concerning the Act are required.
- i. The Subrecipient may not subcontract or assign any duties herein without the express written consent of the Department.

X. AMENDMENTS

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

XI. ENTIRE CONTRACT

This instrument, consisting of six pages, and including the *LSTA Certifications and Assurances* as incorporated herein, constitutes the entire Contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract, if any, have been reduced to writing and are contained herein.

XII. EXECUTION OF CONTRACT

The Subrecipient affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Subrecipient certifies that neither the Subrecipient, nor anyone subject to the Subrecipient's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Contract.

Each signatory to this Contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Subrecipient and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Subrecipient:

On behalf of the Department:

Stacy DeLano, Director
Typed name and title of signor

Natalie Currie, Executive Director

Signature

Signature

Date

Date

Brady Moore
Typed name of Authorizing Official

City Manager
Title

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Assurances: RSHARE 400-25 is encumbered for this Contract

Lead Officer: _____

Date: _____

Business Manager: _____

Date: _____



OKLAHOMA HUMANITIES

LET'S TALK ABOUT IT: ABRIDGED VERSION GRANT AGREEMENT

This Agreement stipulates conditions applying to the following grant made by Oklahoma Humanities. The City of Stillwater: Stillwater Public Library, hereinafter referred to as the "grantee", shall agree to the following terms and conditions:

Project Number	Y26.015
Grantee (grant recipient)	City of Stillwater: Stillwater Public Library
Title of Project	<i>Americans & the Holocaust-Stillwater: Maus</i>
OH Grant Funds Awarded	\$350.00
Period of Grant	12/15/2025 - 04/30/2026
Grant Award Letter Dated	12/15/2025
Date of this Agreement	12/15/2025
Final Report Due Date	5/31/2026

A. DEFINITION AND SCOPE OF PROJECT

Acceptance of this award creates a legal duty on the part of the grantee to use the funds exclusively for the purpose of carrying out the humanities project as described in the grantee's application (with any modifications or conditions stated by OH in the award letter). The grantee agrees to comply fully with the terms and provisions of this agreement.

B. RELATIONSHIP OF GRANTEE TO OH

The grantee is not an agent of OH but is an independent contractor. The grantee shall have no authority to bind OH to any agreement. Neither party is authorized or empowered to act for the other for any purpose and shall not be on behalf of the other enter into any contract, warranty,

and/or representation as to any matter. The grantee may not, without prior approval, represent any grant activity as being carried out by or for OH, the NEH, or the federal government.

C. AWARD PAYMENT PROCESS

OH uses an electronic payment system to disburse grant funds. OH pays grantees on an advanced basis upon the receipt and approval of the signed Grant Agreement. Payments will be electronically distributed within 30 days of the approval of the signed Grant Agreement. Notifications of the electronic transfers are directed to the project Fiscal Agent.

D. LIMITATIONS ON THE USE OF GRANT FUNDS

1. Grants funds must be spent on the originally approved project expenses (please see E.3.b for budget revision requests and see E.4 for information on underspent awards).
2. Grant funds must be obligated during the grant period. Payment of all outstanding commitments made by the grantee shall be made no later than ninety (90) days following the termination date of the grant.
3. No budget, grant period revisions, or change in scope will be allowed.
4. No underspent grants are allowed.

E. REPORTING AND EVALUATION REQUIREMENTS

The grantee is required to submit project evaluation information in the form of a project Final Report. The grantee must submit the Final Report as assigned in the online grant management system by May 31, 2026.

F. ACKNOWLEDGMENT OF GRANT SUPPORT

1. It is a requirement of this grant that OH's name, logo, and the following acknowledgement statement be used on all printed, audiovisual, and/or broadcast promotional materials. This acknowledgment must also be announced in broadcast promotions and in the introduction to each program presented by the project. The acknowledgment statement is:

"Books, services, and other materials for this series are provided by *Let's Talk About It*, a program of Oklahoma Humanities. Generous funding and support for this series was provided by Kirkpatrick Family Fund, McCasland Foundation, and Oklahoma City University. Any views, findings, conclusions, or recommendations expressed in these programs do not necessarily represent those of Oklahoma Humanities."

2. The OH logo can be accessed on the OH website (www.okhumanities.org). If you previously received an OH logo poster by mail in your media packet, this poster must be prominently displayed at each session of your LTAI series.

G. PUBLICATIONS

The grantee may publish, without charge to grant funds, the results of grant activity provided that such publications (written, visual, or audio) contain the acknowledgments of OH grant funds and the disclaimer of section I.

H. CIVIL RIGHTS

The grantee agrees that no person shall be denied full participation in any aspect of this project on the grounds of race, color, sex, age, national origin, creed, political affiliation or opinion, sexual orientation, veteran's status, or disabilities.

I. TERMINATION OF GRANTS

1. If, in OH's judgment, the grantee is not in full compliance with the terms and conditions of this grant, it may at its discretion, after consultation with the grantee, terminate on 30 days written notice, the grant, in whole or in part.
2. Such termination may affect any commitment which, in the judgment of OH, had been obligated prior to the effective date of termination. The grantee agrees to furnish OH within 60 days of the date of termination an itemized accounting of funds expended, obligated and remaining under the grant. The grantee also agrees to remit within 30 days of the receipt of a written request any amount found due.
3. A grantee which has received a notice of termination may request from OH a review of the termination action. The request must be postmarked no later than thirty (30) days after the date of the termination notice and should be addressed to the Executive Director, Oklahoma Humanities, PO Box 31733, Edmond, OK 73003. The request must contain a full statement of the grantee's position and the pertinent facts and reasons that support such a position. The Executive Director will promptly acknowledge the request for review and will notify OH's Executive Committee to review and resolve the issue. Pending such resolution, the notice of termination will remain in effect.
4. OH staff will not participate in the decision of the Executive Committee. The Executive Committee will have full access to all relevant OH and program materials and may request additional information from the grantee and from OH staff. The Executive Committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be documented by the Executive Committee. Based on its review, the Executive Committee will advise the parties concerned of its decision.


M. AUTHORIZATION OF DEPOSIT


By signing this agreement, the Authorizing Official certifies that they are an authorized representative of this organization and authorizes Oklahoma Humanities to automatically deposit grant funding into the identified business checking account and, if necessary, to adjust or reverse a deposit for any payment entry made to the account in error. This authorization will remain in effect until the deposit has been cleared by both financial institutions and no errors are found.

O. AUTHORIZED SIGNATURES

The grantee stipulates that the signatures below include those of officials authorized to commit Grantee to the terms of this agreement, and that the officials have read and agreed to the terms of this agreement, OH Guidelines, and the grant award letter.

OKLAHOMA HUMANITIES


Caroline Lowery, Executive Director

Date: 
12/15/2025

City of Stillwater: Stillwater Public Library
GRANTEE

By: _____ Date: _____
Brady Moore, Authorizing Official

By: _____ Date: _____
Stacy DeLano, Project Director

By: _____ Date: _____
Christy Cluck, Fiscal Agent

**SIGN GRANT AGREEMENT AND UPLOAD ENTIRE DOCUMENT
TO THE ONLINE GRANT MANAGEMENT SYSTEM**

CIRCUIT ORDER AGREEMENT

Agreement for the Provision of Telecommunications Services and Facilities by and between Chickasaw Telecommunications Services, Inc. (CTSI), as Supplier, and Stillwater Public Library, as Customer, Customer hereby orders and Supplier hereby agrees to provide the following digital Telecommunications Services and Facilities:

Customer	<u>Stillwater Public Library</u>
CTSI SPIN	<u>143013786</u>
Customer Address	<u>1107 S Duck St Stillwater, OK 74074</u>
Customer Contact	<u>Library Director</u>
Service Provided	<u>500 Meg Internet Access</u>
Service Start / End Date	<u>July 1, 2025 to June 30, 2026</u>
Contract Term	<u>Original Term is 1 year, having 4 - 1 year voluntary renewals</u> As evidenced by written Extension Agreement signed by both parties.
Location Connected	<u>DMARC</u>
Term Liability and Penalty	<u>None</u>
Monthly Internet Access Charges	<u>\$1,025.00</u>
Nonrecurring Internet Charges	<u>None</u>
Monthly Router Charges	<u>None</u>
One Time Charges Managed Router Installation	<u>None</u>
Other Services	<u>None</u>

Chickasaw Telecommunications Services, Inc.

Stillwater Public Library

By: Kevin Stone

By: Stacy De

(Name)

(Name)

Director of Sales

(Title)

Library Director

(Title)

2/13/2025

(Date)

2/20/25

(Date)

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 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, supervise, and recognize 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 volunteers, and the supervisor on duty has the authority to terminate short-term 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.

Additional Guidelines

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.

Community service volunteers completing service by court order are addressed in the Court Appointed Volunteer Policy

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; 1/27/26



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 provides volunteer opportunities for persons assigned with court appointed community service hours. The library cannot accept volunteers with offenses related to assault, battery, drug or paraphernalia possession, or theft.

Application

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

- Copy of photo ID
- 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.

Supervision

Front desk staff supervise Court Appointed Community Service volunteers. The supervisor on duty has the authority to terminate volunteer service, including dismissing volunteers for infraction of the community service agreement or for any other inappropriate behavior. In addition, the supervisor may take any of the following actions:

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

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.

Community service volunteers are not eligible for any compensation, insurance, worker's compensation benefit or other benefits. Community service volunteers injured at the library must report the injury immediately to the librarian at the sign-in desk. The library retains all rights afforded by the Oklahoma Community Sentencing Act.

Non- court appointed volunteers are addressed in the Volunteer Policy.

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

Community Service Policy approved 3/25/08; Reaffirmed: 11/24/09; 11/19/13; 1/23/18; 1/27/26



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

Library Board Interest Inventory 2026

Thank you for taking a few minutes to complete this interest inventory.

The purpose of this survey is to help library staff better understand the experiences, interests, and availability of our board members so we can identify opportunities where board involvement may be especially helpful and well-aligned with library needs. Library staff will define the scope, timelines, and expectations for any opportunities that arise. Your responses will help staff identify ways board members can best serve the library in a productive and efficient manner.

Name

Your answer

Preferred method of contact

- Email
- Phone
- Either

Preferred phone number for general library staff to use

Your answer

Pre-fill responses, then click "Get link"

Preferred email for general library staff to use

Your answer

INTERESTS: Which areas of library support are you interested in learning more about or potentially assisting with? (Check all that apply)

- Advocacy (e.g., speaking on behalf of the library, representing the library in the community)
- Community outreach and partnerships
- Fundraising activities
- Grant research or grant support
- Marketing or communications
- Events or programs (planning, promotion, or support)
- Strategic planning or long-range thinking
- Facilities or capital projects
- Policy or governance-related work
- Other:

Are there any of these areas that you are especially interested in?

Your answer

Pre-fill responses, then click "Get link"

EXPERIENCE & SKILLS: Do you have experience, skills, or knowledge in any of the following areas that you would be willing to share if needed? (Check all that apply)

- Communications or public relations
- Public speaking or presentations
- Marketing or graphic design
- Fundraising or development
- Grant writing or grant management
- Finance or budgeting
- Legal or policy work
- Education or training
- Event planning
- Facilities, construction, or project management
- Technology or digital tools
- Community organizing or advocacy
- None in particular / prefer not to say
- Other:

If you'd like, briefly describe any experience or expertise you think could be useful to the library.

Your answer

Pre-fill responses, then click "Get link"

What types of involvement would you potentially be open to? (Check all that apply)

- One-time tasks or short-term help
- Time-limited projects (a few weeks or months)
- Occasional advisory or consultation roles
- Ongoing involvement (as time allows)

In general, how much time would you be comfortable contributing outside of regular board responsibilities?

- Very limited (occasional, as available)
- A few hours per month
- Varies depending on the project
- Prefer not to commit at this time

Are there any constraints, preferences, or boundaries library staff should be aware of when considering opportunities for you?

Your answer

Is there anything else you'd like library staff to know as we think about ways board members can best support library services and activities?

Your answer

Pre-fill responses, then click "Get link"

Do you have any unusual or fascinating skills that we would not have thought to ask about?

Your answer

Get link

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Google Forms

Pre-fill responses, then click "Get link"

ACT AND SAT PREP WORKSHOPS

**FREE PREP CLASSES
SNACKS PROVIDED**



Math Session
Sat., Feb. 7, 1 PM



**Free & Open
to Teens**

English Session
Sat., Mar. 14, 1 PM



Register at:
tinyurl.com/SPLPrepClasses

Your Library

is an essential source of knowledge and offers equal access for everyone in the community, providing educational resources for all ages and pursuits.

Follow Us

@StillwaterOKLib





K-3rd Grade
3:30-4:30 pm



Tuesdays
Jan. & Feb.

4th-6th Grade
4:30-5:30 pm



Register in Advance
tinyurl.com/SPLArtClub

Your Library

is an essential source of knowledge and offers equal access for everyone in the community, providing educational resources for all ages and pursuits.



Follow Us

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Free Business Classes



Open

Discovering Your Side Hustle

- Discover how to start & market a part-time business.

Starting a Business

- Learn what is required to run a full-time business.



Discovering Your Side Hustle

Thur. Feb. 5, 6 p.m.



Free & Open to the Public

Starting a Business

Sat. Feb. 7, 1 p.m.



Register Online

stillwaterok.gov/LibraryRegister

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Meet Your
LEGISLATORS
2026

Meet your local legislators and City and County officials and learn about priorities for the upcoming legislative session. This event is free and open to the public. Refreshments will be available. **Need a reminder? Sign up at stillwaterok.gov/Library**



Thurs. Jan. 29
6-8 PM



Stillwater Public Library
2nd Floor Auditorium

Your Library

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MUSIC and MOVEMENT!



Come move and groove with Sarah on the 2nd Tuesday & Saturday of every month, starting in August!

K Kids 5 and under

 2nd Tues/2nd Sat

 Register at <https://tinyurl.com/SPLmusicandmove>

 10:30 am

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*Library
Lovers*
READ-A-THON
2026

donate



Friday, February 13

7-9 p.m. at Finnegan's Fighting Goat | 704 S. Main Street
A fundraiser for the Stillwater Public Library Trust.
Live readings, local celebs, specialty drinks! Ages 21+



DRIVE THRU SHRED

With Shred Away



Saturday, Feb. 28



9:00-11:00 am



Free, donations
accepted to help
with costs



2 boxes per car

Your Library

uses exceptional customer service to provide every community member with access to quality information, literature, and technology.

Follow Us

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STORYTIME

MON: BABIES - 9:30

WED: TODDLERS - 9:30 & 10:30

THUR: PRESCHOOL 9:30 & 10:30

**FRI: PRESCHOOL
9:30 & 10:30**

**1ST & 3RD SAT:
ALL AGES - 10:30**

**4TH SAT: STAY & PLAY
10AM - 12PM**



K Kids

 August - May

 Free & Open
to all Families

 Storytime Room

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FREE TAX PREP

Provided by the AARP



Feb. 3 - April 7



**Schedule appointments
starting Thurs. Jan. 15**
stillwaterok.gov/LibraryTaxes
(405) 372-3633 x8103

Appointments are limited and must be scheduled in advance. Intake paperwork must be picked up and completed before your appointment. Intake appointments last 20 min. and are scheduled Tuesdays between 9:20 a.m. and 12:40 p.m. Tax pick-up is on Fridays.

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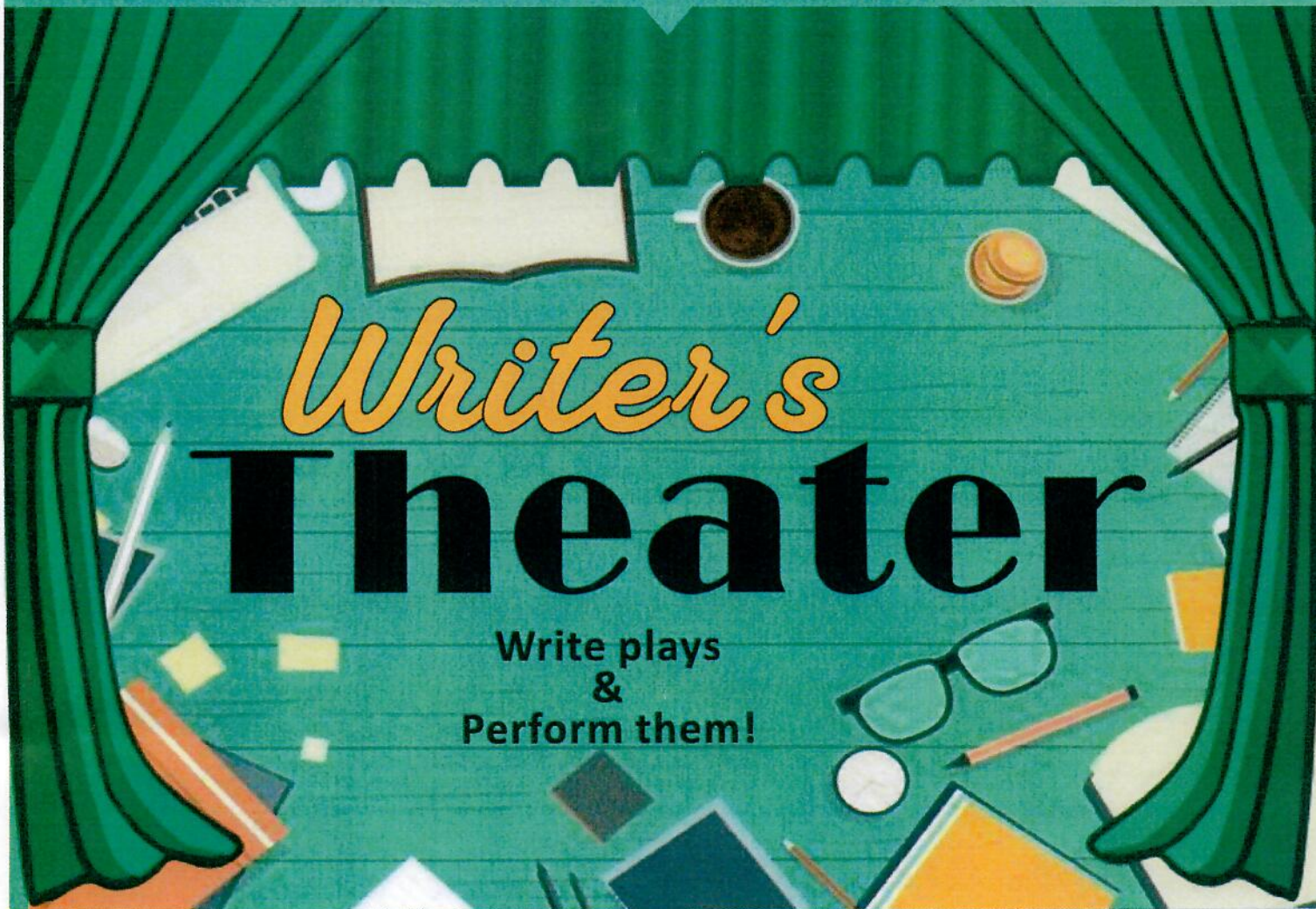
PUBLIC LIBRARY
Stillwater OKLAHOMA
stillwaterok.gov/library

AARPSM
FOUNDATION
Tax-Aide

Follow Us

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Kids
Grade 3 - 6



Thursdays
Jan. 8 - Feb. 5
4 - 5pm



Free & Open
to all Families



Must Register
tinyurl.com/SPLwriteJan26

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