



**AGENDA**  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
ROOM 313  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
MARCH 24, 2026, 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: Feb. 24, 2026, Regular Meeting
- b) Stillwater Public Library Feb. 2026 Financial Report
- c) Stillwater Public Library Feb. 2026 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 approve the Library's proposed Fiscal Year 2026-27 budget
- b) Review and possible discussion of the annual review process for the Library Director. (No action will be taken on this item.)
- c) Biannual update on 2025-28 Long Range Plan (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
- 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

FEBRUARY 24, 2026, 12:00 P.M.

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

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**Board members present:** **Mike Woods, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson, Sharon Edwards**

**Staff present:** **Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck, Paula Long**

**1. CALL MEETING TO ORDER** The meeting was called to order at 12:01 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: Jan. 27, 2026, Regular Meeting
- b) Stillwater Public Library Jan. 2026 Financial Report
- c) Stillwater Public Library Jan. 2026 Activity Reports

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

**3. PUBLIC COMMENT ON AGENDA ITEMS**

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*on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.*

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- a) Presentation on Library revenues and expenditures (No action will be taken)  
**DeLano's presentation provided information about the Library's funding sources, expenditures, revenue generated by the library, gaps in library funding, and major budget concerns. Additionally, Christy Cluck, Assistant City Manager and Finance Director, explained that most city departments have received budget reductions. The total reduction for the library is \$22,000.**

**Edwards arrived at 12:27 p.m.**

- b) Consideration, discussion, and possible action on Library's 2026-27 budget  
**DeLano outlined the most significant changes in the operating budget due to the budget reduction. As a result of these reductions, the library may lose eligibility for a State Aid grant, which would lead to losses of approximately \$20,000 starting in fiscal year 27-28. Edwards asked what could be done to help with this problem. DeLano said helping to advocate for donations to the Library Trust is the best way to assist.**
- c) Consideration, discussion, and possible action to accept the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant for \$15,376.24  
**The purpose of this grant is to preserve and describe 29,000 files of the Stillwater News Press photo collection. Next year, the library hopes to begin digitizing the items and posting them on Past Perfect, the online archive catalog.**

**Cornwell/Sinnes moved to accept the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant for \$15,376.24. The votes are as follows: Woods, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- d) Consideration, discussion, and possible action to approve the Severe Weather Policy  
**This policy provides updated guidance for closures due to severe weather. Cluck suggested some changes to the draft. The board discussed changing the following: Under Closing for Severe Weather, the sections Weekdays, and After-hours and Weekends will be removed. A bullet point will be added stating that the library may follow the same procedures as City Hall departments.**

**Edwards/Sinnes moved to approve the Severe Weather policy as amended during the meeting. Chair Upson requested that the motion be clarified with the specific details of the amendment to the policy including the following amendments: removing Weekends and After-Hours bullet points under Closing for Severe Weather and adding a bullet point stating that the library may follow the same closing procedures as City Hall. The votes are as follows: Sinnes, no; Ross, yes; Cornwell, no; Upson, no; Edwards, no. Motion failed.**

**Sinnes/Ross moved to table this policy until the March 24 meeting. The votes are as follows: Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

**Woods left at 1:40 p.m.**

- e) **Appoint nominating committee for May 2026-April 2027 officers**  
**Sinnes volunteered to be on the nominating committee. Upson will ask Woods if he would like to be on the committee and will notify DeLano.**

#### **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 accepted the inaugural Community Partner award from the OSU Museum of Art. DeLano invited Catherine and Jordan, who primarily work with the museum, to attend the gala. While at the gala, the library received a beautiful watercolor of the library building, which is hanging outside the business office. The library had a First Amendment auditor in the library. The supervisor on duty did an excellent job interacting with the auditor. The first of four AI classes was well-received, with over 25 in attendance. Registration will begin soon for the upcoming Let's Talk About It, Oklahoma program. The Readathon was a success with many attendees and \$3000 raised for the Trust.**
  - i. **Recruitment of Library Board applicants**  
**DeLano reminded the board to invite potential board members to fill out the online application form.**
- b) **Miscellaneous items from the Library Board**  
**Ross encouraged board members to listen to DeLano's recent interview on the podcast, Still Connect.**
  - i. **Discussion about scheduling items for upcoming meetings**

**ADJOURN Sinnes/Cornwell moved to adjourn. The votes are as follows: Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting was adjourned at 2:12 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: 02/28/2026

Pct.

Key: 1015510 - Library administration

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Rem.
<b>Revenue</b>						
43000 - Grant Revenue	350.00	350.00	350.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	105,000.00	100,000.00	105,000.00	0.00	0.00	0.00%
43200 - State Grant Revenue	21,201.00	20,117.00	20,117.00	0.00	1,084.00	5.11%
45000 - Fines & Forfeitures	20,000.00	1,398.54	10,458.59	0.00	9,541.41	47.70%
47012 - Misc Fees	11,000.00	1,512.50	10,854.31	0.00	145.69	1.32%
47501 - Room Rental	13,000.00	1,482.50	10,372.50	0.00	2,627.50	20.21%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	19,791.00	132.43	19,923.87	0.00	-132.87	-0.67%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Revenue Total:</b>	<b>190,342.00</b>	<b>124,992.97</b>	<b>177,076.27</b>	<b>0.00</b>	<b>13,265.73</b>	<b>6.96%</b>
<b>Expenditure</b>						
51001 - Full Time	708,442.00	53,689.76	446,449.18	0.00	261,992.82	36.98%
51002 - Part Time	309,009.00	21,967.43	179,524.94	0.00	129,484.06	41.90%
51003 - Overtime	1,519.00	80.42	1,956.21	0.00	-437.21	-28.78%
51021 - Social Security	77,873.00	5,554.66	46,336.82	0.00	31,536.18	40.49%
51022 - Retirement	42,536.00	3,226.20	26,444.39	0.00	16,091.61	37.83%
52012 - Vehicle Repair Parts	500.00	0.00	24.96	0.00	475.04	95.00%
52031 - Office Supplies	1,700.00	86.81	436.46	85.90	1,177.64	69.27%
52034 - Postage	200.00	0.00	0.00	200.00	0.00	0.00%
52036 - Janitorial Supplies	5,800.00	525.77	2,729.63	414.48	2,655.89	45.79%
52040 - Books & Publications	93,300.00	7,766.14	56,809.40	34,396.10	2,094.50	2.24%
52041 - Clothing & Uniforms	600.00	0.00	600.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	200.69	0.00	249.31	55.40%
52046 - Supplies	11,500.00	299.24	4,884.93	1,200.83	5,414.24	47.08%
53001 - Natural Gas	6,000.00	946.69	2,644.40	0.00	3,355.60	55.92%
53004 - Telecommunications	3,500.00	52.15	417.20	120.00	2,962.80	84.65%
53011 - Equipment Rental	7,500.00	586.75	3,924.04	2,111.21	1,464.75	19.53%
53020 - Repair-Structures	15,700.00	395.00	8,682.61	3,828.00	3,189.39	20.31%
53023 - Repair-HVAC	18,756.00	0.00	16,043.65	2,042.23	670.12	3.57%
53041 - Donations	59,336.00	1,389.69	18,926.78	6,465.32	33,943.90	57.20%
53045 - Grant Expenditure	163,657.00	2,214.58	39,169.06	100,891.55	23,596.39	14.41%
53049 - Cash Short	0.00	-12.50	-10.36	0.00	10.36	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	35.00	479.00	64.72%

# City of Stillwater, OK

## Budget to Actuals with Encumbrances by Key and Object

Report Date: 02/28/2026

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53055 - Training	1,300.00	275.00	541.00	374.00	385.00	29.61%
53062 - Refunds	200.00	0.00	6.99	0.00	193.01	96.50%
53064 - Contract for Services	12,800.00	949.85	5,158.55	5,463.45	2,178.00	17.01%
53066 - Miscellaneous Services	250.00	17.50	17.50	132.50	100.00	40.00%
53068 - Travel Expense	750.00	0.00	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	0.00	1,005.00	0.00	-1,005.00	0.00%
56000 - Direct Costs	413.00	34.00	272.00	0.00	141.00	34.14%
56001 - Indirect Costs	422.00	35.00	280.00	0.00	142.00	33.64%
<b>Expenditure Total:</b>	<b>1,581,353.00</b>	<b>100,080.14</b>	<b>896,705.61</b>	<b>158,125.59</b>	<b>526,521.80</b>	<b>33.29%</b>
<b>Key Total:</b>	<b>(1,391,011.00)</b>	<b>24,912.83</b>	<b>(719,629.34)</b>	<b>(158,125.59)</b>	<b>(513,256.07)</b>	<b>36.89%</b>



**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT  
FEBRUARY 2026**

**ADULT SERVICES**

<u>4,187</u>	<u>Reference Questions</u>	<u>1</u>	Outreach <u>45</u> Participants
	<u>3,178</u> in person	<u>14</u>	Number of Adult Programs
	<u>663</u> by phone	<u>451</u>	Attendance at Adult Programs
	<u>346</u> directional	<u>3</u>	Number of Young Adult Programs
		<u>43</u>	Attendance at Young Adult Programs
<u>21</u>	Meeting Room Usage	<u>40</u>	Number of Volunteers
		<u>219.00</u>	Total Volunteer Hours
		<u>18</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>13</u>	Number of pre-school programs		(daycare & Headstart)
<u>518</u>	Attendance at pre-school programs		
<u>29</u>	Number of storyhours		
<u>632</u>	Attendance at storyhours		
<u>14</u>	Number of programs/school visits for school age children		(here or away)
<u>201</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>2</u>	Number of volunteers		
<u>12.00</u>	Total volunteer hours		

**REGISTRATION**

<u>231</u>	<u>Total new borrowers</u>	
	<u>194</u> Adults	
	<u>37</u> Juveniles	

## STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT FEBRUARY 2026

### ADULT

Total Book & Non-Book Material Checkouts

2024	2025	2026	
4,864	4,669	4,607	Fiction
1,900	1,934	1,771	Nonfiction
1,368	1,326	1,356	New books
21	35	2	Multi-language items
8,153	7,964	7,736	Total Book Checkouts
26	15	6	Devices
149	95	86	CD books
5	29	9	Music cds
140	216	120	DVDs & Blu-rays
90	140	100	Book Club Bks
21	118	118	Kits
431	613	439	Total Checkouts
369	98	305	In-library use
35	25	27	ILL
5,832	5,572	4,936	Ebooks
5,502	5,516	5,993	Downloadable audios
0	0	2,858	Eperiodicals
0	0	0	Streaming videos
11,738	11,211	14,119	Total Checkouts
34,804	32,245	33,730	<b>GRAND TOTAL CIRCULATION</b>

### CHILDREN'S

Total Book & Non-Book Material Checkouts

2024	2025	2026	
10,704	9,372	8,284	Fiction
1,257	1,055	997	Nonfiction
715	718	777	New books
131	98	120	Multi-language items
12,807	11,243	10,178	Total Book Checkouts
826	604	548	CD books
3	13	2	Music cds
336	280	257	DVDs & Blu-rays
68	24	45	Kits
1,233	921	852	Total Checkouts
442	293	406	In-library use

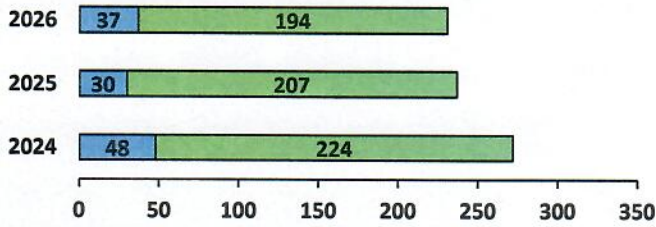
### OUTREACH

0	Homebound patron deliveries	6	Facility deliveries
0	Homebound items/materials	83	Deposit collections
		140	Total number of books

**FEBRUARY 2026 - ACCOUNT HOLDER INFORMATION**

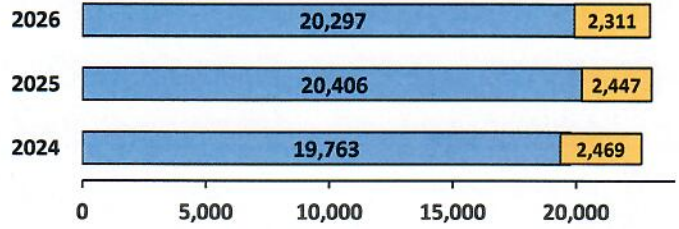
**New Cards Issued:**

Children Adult



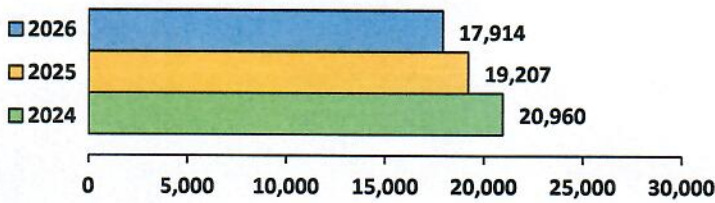
**Total Number of Borrowers:**

Resident Non-Resident

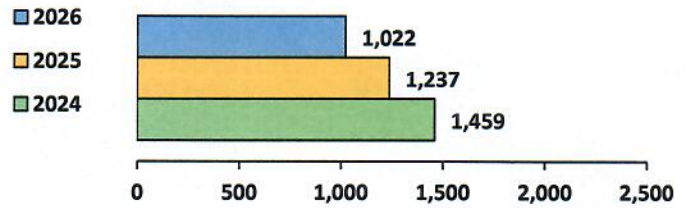


**FEBRUARY 2026 - MONTHLY CIRCULATION:**

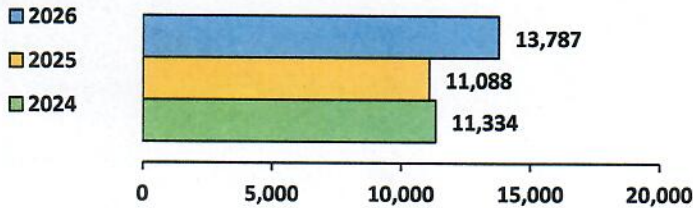
**Books:**



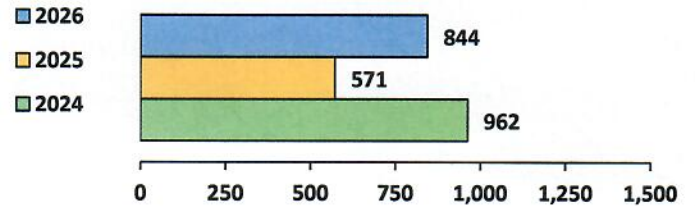
**Audio Visual:**



**Digital:**

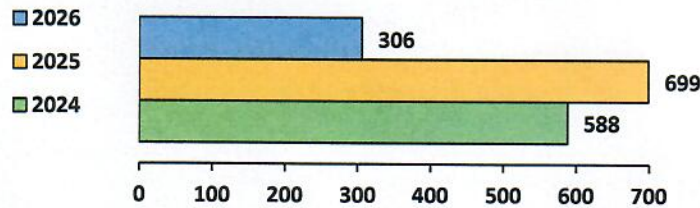


**Other Items:**

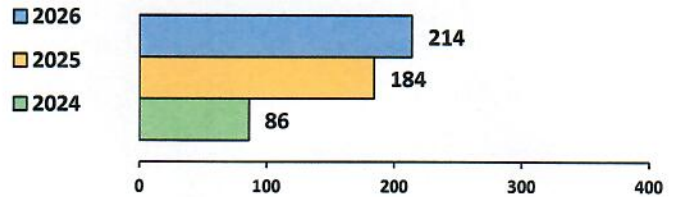


**FEBRUARY 2026 - ITEMS:**

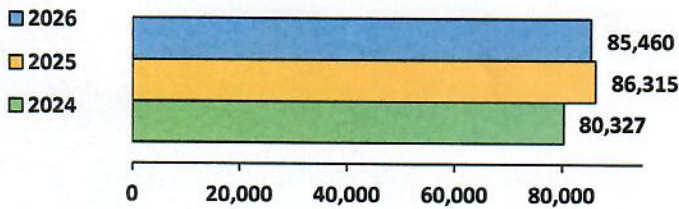
**Added This Month:**



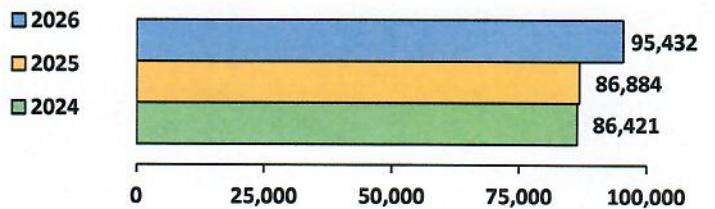
**Removed This Month:**



**Total Physical Items:**



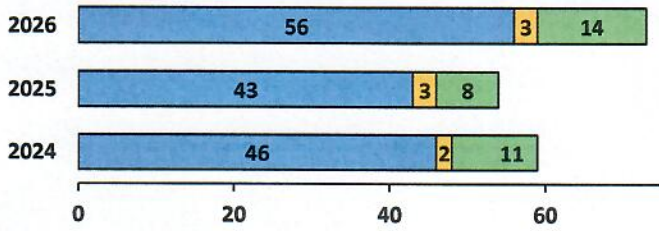
**Total Digital Items:**



**FEBRUARY 2026 - PROGRAMMING:**

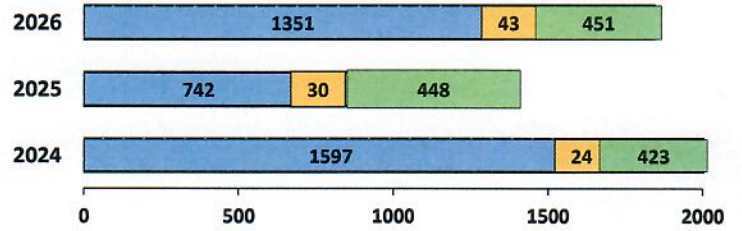
**Number of Programs:**

Children Teen Adult

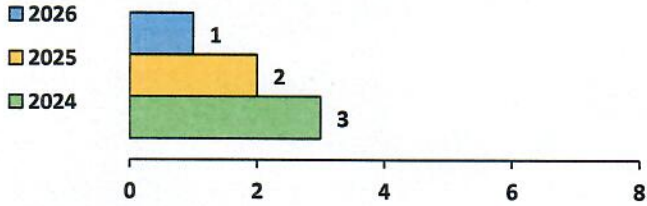


**Number of Attendees:**

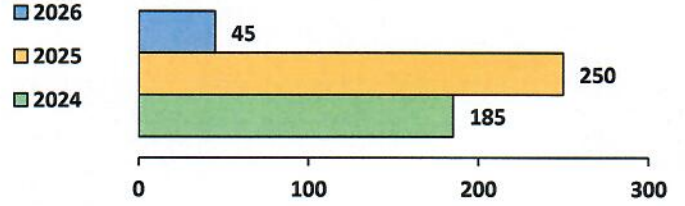
Children Teen Adult



**Outreach Number of Events Attended:**

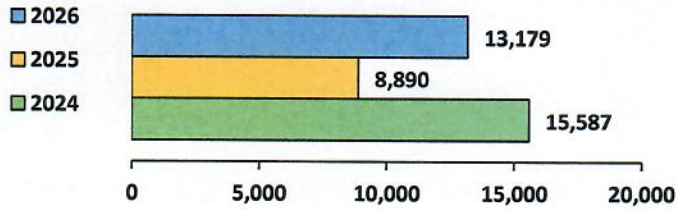


**Outreach Number of People Reached:**

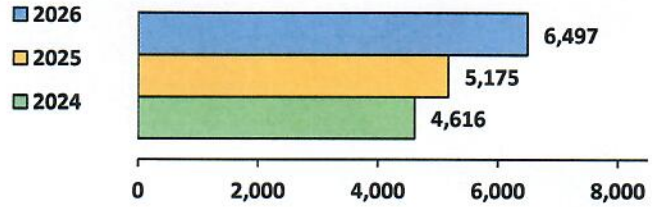


**FEBRUARY 2026 - LIBRARY USE:**

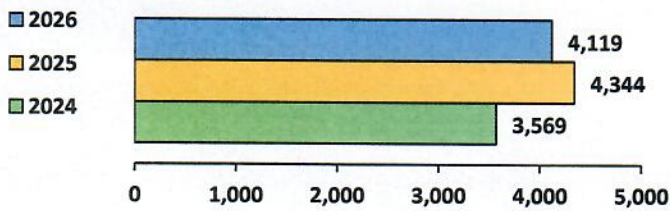
**Number of Visitors:**



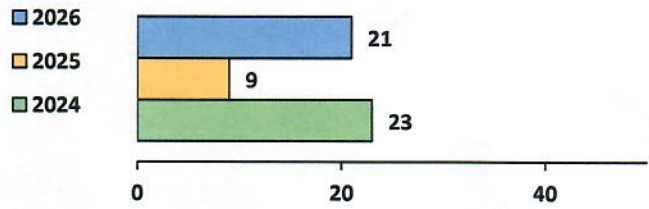
**Computer & Wireless Users:**



**Reference Questions Asked:**

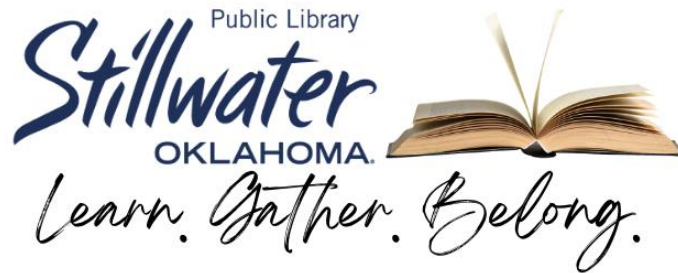


**Meeting Rooms Use:**



**ANALYSIS:**

Empty space reserved for analysis.



## Stillwater Public Library | Long-Range Plan Measures of Success and Timelines

### 1. Community Engagement and Outreach

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Work with the Early Childhood Coalition (ECC) to improve Sprout Backpack content with school readiness tips	Children’s Services	<b>In Process.</b> 80% complete as of Winter 2026. Provide backpacks to ECC in Fall 2025.
2.	Staff training from ECC on Better Brain Basics (school readiness)	Children’s Services	<b>Completed.</b> Children’s staff training was on Oct. 30, 2025; All staff training Nov. 7, 2025.
3.	Identify and attend at least one outreach event at each elementary school with a focus on card sign up	Children’s Services	<b>Completed:</b> <ul style="list-style-type: none"> <li>● Will Rogers &amp; Highland: Attended Meet the Teacher Nights Aug. 12, 2025</li> <li>● Skyline: School book sale</li> </ul>

			<p>March 3, 2026</p> <ul style="list-style-type: none"> <li>Westwood: Fall Frolic Nov. 8, 2025</li> <li>Richmond: School book sale March 2, 2026</li> </ul> <p><b>In Process:</b></p> <ul style="list-style-type: none"> <li>Sangre: Attending Career Day April 10, 2026</li> <li>Complete proposed schedule for school visits in 2026-27 school year by April 2026</li> </ul>
4.	Coordinate with schools to have library information available at enrollment	Adult and Children's Services Supervisors	<p><b>Completed Fall 2025.</b> Provided flyers with QR codes at all schools.</p> <p><b>Next:</b> Fall 2026 – Include flyers with applications at all schools</p>
5.	Identify organizations handing out free back-to-school backpacks; request inclusion of library information and card applications in all backpacks	Adult and Children's Services	<p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>Created list based on 2025 events</li> <li>Submitted participation form to GRAND back to school event. Event to be held in Aug 2026.</li> </ul> <p><b>In Process:</b></p> <ul style="list-style-type: none"> <li>Spring 2026 – Begin contacting organizations to coordinate.</li> <li>Summer/Fall 2026 – Include information in two back-to-school free backpack events.</li> </ul>
6.	Investigate methods to make getting a children's card easier, ex. must child be present; provide temporary cards with no internet access until legal guardian can sign card; broaden scope of permissible adult signers	Supervisors	<p><b>Completed.</b> Research other libraries' policies and procedures for children's cards. Data saved <a href="#">1. Community Engagement and Outreach\1.1\Child card data from other libraries.xlsx</a>.</p> <p><b>Adjusted action/In process.</b> Send legal department inquiries by Feb. 2026 Meeting March 30 to create Recommendation memo for April 28 Board meeting to</p>

			discuss options. Must go to Legal after.
7.	Clarify the procedure for issuing child cards	Circulation	<b>Completed Sept. 2025.</b> Circ staff were trained on procedures.
8.	Develop handout on benefits of children having library cards	Circulation and Children's Services	May 2026
9.	Investigate the cost of creating a special design for children's library cards	Circulation Supervisor	<b>Completed Feb. 2026.</b> Current vendor, Lucas Color Cards, said there was no additional fee for multiple designs, now investigating design options.
10.	Research celebratory activities for children getting their first card	Circulation	<b>Completed Dec. 2025.</b> Circ staff surveyed other libraries and a cardboard photo op and stickers deemed best fit. <b>In Process.</b> Search for those items has begun. <b>Added step:</b> Create specific photo release for sending to newspaper and post online.

**Additional Steps Taken:**

- Children's Librarian is meeting monthly with a group of professionals to discuss school readiness in Stillwater with the goal of creating recommendations for best practices.
- Working with Early Childhood Coalition to develop "Let's Play" project which will provide playful learning prompts at downtown artwork. The library is writing an ODL grant for funds to support early literacy in conjunction with the "Let's Play" project.

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

**Measures of Success:**

- 75% of identified underserved groups have been reached

	Action	Team Responsible	Timeline
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1.	Identify list of underserved groups using census data	Adult Services	<b>Completed.</b> Census data gathered and potential groups to focus on identified.
2.	Identify places to contact for outreach opportunities and attempt to coordinate visits	Adult Services	Spring 2026
3.	Schedule targeted offsite library programs, ex. storytimes, computer classes	Adult and Children's Services	Summer 2026

**Additional Steps Taken:**

- Iowa Tribe of Oklahoma preschool class visits the library to attend a monthly Music and Movement class.

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

**Measures of Success:**

- MOU's in place with 5 most frequent partners

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Work on an updated outreach book deposit procedure (see also 3.3.3)	Children's Services and Circulation	<b>Completed Jan. 2026.</b>
2.	Create a complete list of partners	Adult and Children's Services Supervisors	<b>In process.</b> List started located in 1.3\Partnership List.xlsx. Other depts. need to review and fill in.
3.	Investigate MOUs from other libraries and institutions and send final draft to legal department	Director	<b>In Process:</b> <ul style="list-style-type: none"> <li>● Obtained MOU examples</li> <li>● Obtained Partnership Policy examples to consider with or in lieu of MOUs</li> <li>● Obtained FOL MOU examples and best</li> </ul>

			practices <ul style="list-style-type: none"> <li>• Sent request for City template sections</li> </ul>
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**Additional Steps Taken:**

- Children’s Librarian is a member of the Early Childhood Coalition’s programming committee and attended their annual strategic planning retreat.

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Receive training from City’s Communications Director on creating short promotional videos	Adult, Children’s, and Circulation Supervisors	<b>Completed Aug. 2025.</b>
2.	Appoint a marketing team with members from each department, preferably non-supervisors	Supervisors	<b>Completed. First meeting scheduled for March 24, 2026.</b>
3.	Develop a resource list of marketing classes for marketing team; each member will take at least one class	Adult Services and Director	<b>In process.</b> Team assigned marketing training prior to first meeting. List will be created from the best of those trainings Spring 2026.
4.	Research other libraries’ marketing plans and select a general template	Marketing Team	<b>Completed. Template found and ready for use.</b>

5.	Conduct background and demographic research, including requesting research compiled by City Communications	Adult Services	April 2026
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## 2. Technology and Innovation

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

**Measures of Success:**

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

	Action	Team Responsible	Timeline
1.	Research other library and professional association surveys	Supervisors and IT Manager	Winter 2026: Not started
2.	Identify platforms and format	Supervisors and IT Manager	Winter 2026: Not started
3.	Draft of survey completed	Supervisors and IT Manager	July 2026
4.	Survey finalized	Supervisors and IT Manager	Aug. 2026

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

**Measures of Success:**

- Technology Plan has been completed

	Action	Team Responsible	Timeline
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1.	Appoint team members from each department to form a Technology Plan Committee	IT Manager and Director	<b>Completed.</b> Team appointed Jan. 2026. First meeting
2.	Create timeline for plan creation	Technology Plan Committee	Feb. 2026. <b>In Progress:</b> <ul style="list-style-type: none"> <li>• First meeting April 7, 2pm</li> <li>• Obtained plan checklist, examples, plan template, and timeline examples</li> </ul>
3.	Survey other libraries to determine popular public technology available that SPL does not offer	Technology Plan Committee	Spring 2026

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Join local maker group and begin attending regular meetings.	IT Manager and Adult Services	<b>Completed.</b> IT Manager started attending Stillwater Makerspace meetings Summer 2025.
2.	Explore forming a partnership with the OSU Library’s Maker Space	Adult Services	<b>Completed.</b> Contact made. Determining feasibility of collaboration. <b>In Process.</b> Coming up with alternative partnership options like Meridian and Kicker.
3.	Survey maker space equipment available and regularly used at other libraries	IT Manager and Tech Services	Spring 2026

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

**Measures of Success:**

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

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

**3. Space Utilization and Accessibility**

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Document lessons from north building operations and identify most feasible ideas	Director	<b>Completed Nov. 2025.</b>
2.	Contact Dr. Mansy regarding student findings	Circulation Supervisor	<b>Completed Nov. 2025.</b> OSU dept. investigating, notes

3.	Pilot having afternoon Meeting Room Coordinator operate next to Adult Help Desk	Adult Services Supervisor	<b>In process.</b> Timeline had to be adjusted due to taxes intake. Pilot now planned to begin in April 2026.
4.	Visit Lawton or Ardmore to evaluate their use of space and volume control	Director and Children's Services	<b>Completed.</b> Supervisors visited Lawton on March 6, 2026. Notable observations included use of mobile shelving for temp quiet areas and perm shelving to box in sound.

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Move storage items into clear bins, label and consolidate items	Children's Services	<b>Completed Dec. 2025.</b>
2.	Finalize updated meeting room policy	Adult Services Supervisor and Director	<b>Completed Nov. 2025.</b>
3.	Contact Imagenet and find out process for obtaining full consultation and quote to update meeting room technology	Director	<b>Completed Nov. 2025.</b> Follow-up in-person visit scheduled.
4.	Create survey for meeting room users to determine renters' needs	Meeting Room Coordinators	<b>In process.</b> Planned completion end of March 2026.
5.	Ask finance if the surplus process can be expedited	Director	<b>Oct. 2025. Completed/ Monitoring.</b> City is revising process. Update: New procedure is at Legal. ETA unknown.
6.	Clear surplus items	Director and Business	May 2026

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Reach out to AbleTech to request an accessibility audit and schedule if possible	Adult Services	<b>Completed.</b> They do not conduct audits. <b>In Process.</b> <ul style="list-style-type: none"> <li>● Received other potential audit contacts and will reach out to them by June 2026.</li> <li>● Consulted with SW ADA Center &amp; received self-use checklists</li> </ul>
2.	Homebound Specialist will contact two assisted living facilities about delivering digital services	Circulation and Adult Services	<b>Completed.</b> Homebound specialist met with Adult Ref staff who contacted all known facilities (6). Scheduled visit at Renaissance April 10, 2026.
3.	Homebound Specialist will contact two new facilities about delivering deposit collections	Circulation	<b>Completed.</b> Homebound specialist spoke with Primrose and West Haven about establishing deposit collections.
4.	Request a quote for Sirsi's mobile app, which would increase patron access and use of the catalog	Tech Services	<b>Completed.</b> Quote received March 2026.
5.	Develop a project plan for creating	Children's Services	<b>Updated.</b> Per supervisor

	a children's paperback section		discussion, this plan is pivoting in a new direction due to lack of requests. Possibility of an outreach paperback selection instead. Further investigation during Spring 2026.
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**Additional Steps Taken:**

- Sent AbleTech a summary of current assistive technologies at SPL and received positive feedback and a list of some other options to explore. Emails saved [3. Space Utilization and Accessibility\3.3\Re AT @ Stillwater Public Library - A Few Questions.msg](#)
- Adult Services staff and Circulation Supervisor have a scheduled visit to AbleTech to learn about assistive technologies March 25, 2026.

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

**Measures of Success:**

- Beverage option in place

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

**4. Financial Stability and Staffing**

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Continue to host annual fundraiser	Readathon Committee	<b>Completed.</b> Read-a-thon took place Feb. 13, 2026.
2.	Request approval for Trust resumes fundraising	Director	<b>Completed.</b> Approved at Oct. 8, 2025 meeting.
3.	Highlight trust in library newsletter semi-annually	Adult Services	<b>Completed.</b> First article highlight in Dec. 2025 newsletter.
4.	Continue to send annual donation request letter	Director and Adult Services Supervisor	<b>Completed Dec. 2025.</b>
5.	Identify and attend fundraising or related classes quarterly	Director and Business Office Manager	<b>Completed. List Jan. 2026</b>

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

**Measures of Success:**

- Achieved second review of salaries with increases

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Introduce concerns and request second review of salaries with new City liaison	Director	<b>Completed. March 2026.</b> Extensive discussion with CMO, Deputy and Assts.
2.	Research comparable wages at libraries in Edmond and Broken Arrow	Director	<b>Completed. Fall 2025.</b>
3.	Determine comparable positions in the City of Stillwater	Director	<b>Completed. Fall 2025</b>

4.	Create a brief to submit to the Library Board and City requesting specific date for second salary review	Director	<b>Dec. 2025. Postponed</b> pending budget talks.
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**Goal 4.3:** Strengthen board involvement in fundraising and advocacy efforts to champion the library’s mission.

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Library Board appoints Advocacy Committee	Director	<b>Completed Sept. 2025. Update: Committee cancelled in lieu of interest/skill survey</b>
2.	Identify key outreach opportunities and community events to invite board members to help with	Adult Services, Children’s Services, and Director	<b>Updated.</b> Date adjusted from Dec. 2025 to Summer 2026 to occur AFTER skill survey.
3.	Identify and share continuing education materials on fundraising with the Library Board	Business Office Manager and Director	April 2026
4.	Create interest and skill survey for Library Board	Director	<b>Completed. Jan. 2026. See Google drive.</b>

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

**Measures of Success:**

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

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Create Survey	Supervisors	<b>Updated.</b> Now to be integrated

			into Staff Satisfaction Survey in Goal 2.4 with deadline of June 2026.
2.	Identify key areas where training is needed and find best options	Supervisors	June 2026
3.	Add recommended training in key areas to the internal staff webpage	Adult Services	May 2026
4.	Write proposal to Director and Library Board to consider holding one closed training day per year	Tech Services	<b>Completed.</b> Proposal written March 2026. Update: Surveyed 10 in cohort. 5/10 close. Consider ½ day closing.
5.	Include regular time in part-time staff schedules for training	Supervisors	<b>Completed Dec. 2025.</b> Circulation supervisor made changes to part-time staff schedules as they were the last department not providing this time.
6.	Create list of trainings for new staff to complete during their first six months	Supervisors	<b>In Process.</b> List started and saved <u>4. Financial Stability and Staffing\4.4\Trainings for all new staff.docx</u> . Finalize by June 2026.

## 5. Collections and Resources

**Goal 5.1:** Increase access to digital resources.

**Measures of Success:**

- Hold time has decreased by 5%

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Complete cleanup of Libby titles expired for 2+ years and remove old holds	Tech Services Supervisor and Cataloger	<b>Completed Feb. 2026.</b> Scheduling monthly cleanup.
2.	Investigate small grants available that would provide additional	Tech Services	July 2026

	funds for SPL Advantage titles		
3.	Create material encouraging use of Tags instead of Holds	Tech Services	<b>Completed.</b> Material was sent to Adult Services for social media posting. Will continue to post regularly. Pamphlets were put in brochure rack by reference desk March 2026.

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

**Measures of Success:**

- Procedure created and in place

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Document current funding split calculation practices (for departments that have them)	Supervisors	<b>Completed.</b> Adult and Tech Services Supervisors documents done March 2026.
2.	Analyze stats to decide if books on CD will continue to be included in the materials budget	Supervisors	<b>Completed.</b> Will not be included in material budget for FY27.
3.	Start holding annual “state of the collection” meeting	Tech Services	April 2026

**Goal 5.3:** Increase community engagement in collection development.

**Measures of Success:**

- Two new tools for community input are developed and implemented

	<b>Action</b>	<b>Team Responsible</b>	<b>Timeline</b>
1.	Update the library’s program evaluations to include a section for material suggestions	Adult Services	<b>Completed.</b> Started using March 2026.

2.	Create “suggest a purchase” guidelines	Tech Services and Children’s Supervisor	<b>Completed March 2026.</b>
3.	Include link and brief description for “Suggest a Purchase” in monthly newsletter	Adult Services	<b>Completed Nov. 2025.</b>
4.	Create a paper version of the online “Suggest a Purchase” form	Circulation	<b>In process.</b> Draft created March 2026 5. Collections and Resources\5.3\Suggest a Purchase Draft Form 3.13.26.png
5.	Contact five peer libraries to find out how they solicit reader’s suggestions	Circulation	Summer 2026

**Goal 5.4:** Improve age and condition of collection.

**Measures of Success:**

- Average age of physical collection is lowered by two years

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

	condition		
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**Goal 5.5:** Execute the special collections strategic plan.

**Measures of Success:**

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

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

LRP lessons for next time:

1. Schedule supervisors for once/month. Done
2. Place a folder for every action step in an objective in a goal.
3. Planning action steps per year is working based on the many changes in circumstances

**TEENS**  
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# Crafty Friday

Bring crafts and work with  
friends on projects



Teens (Grades 6-12)



Friday, Apr. 10  
6-8 PM



Free & Open  
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Learn the Basics of Live-Action Roleplaying in a Guided Introductory LARP with COLA Games! Registration required at [tinyurl.com/SPLLARPing](https://tinyurl.com/SPLLARPing)

**A** Adults 18+

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# Let's Talk About It 2026

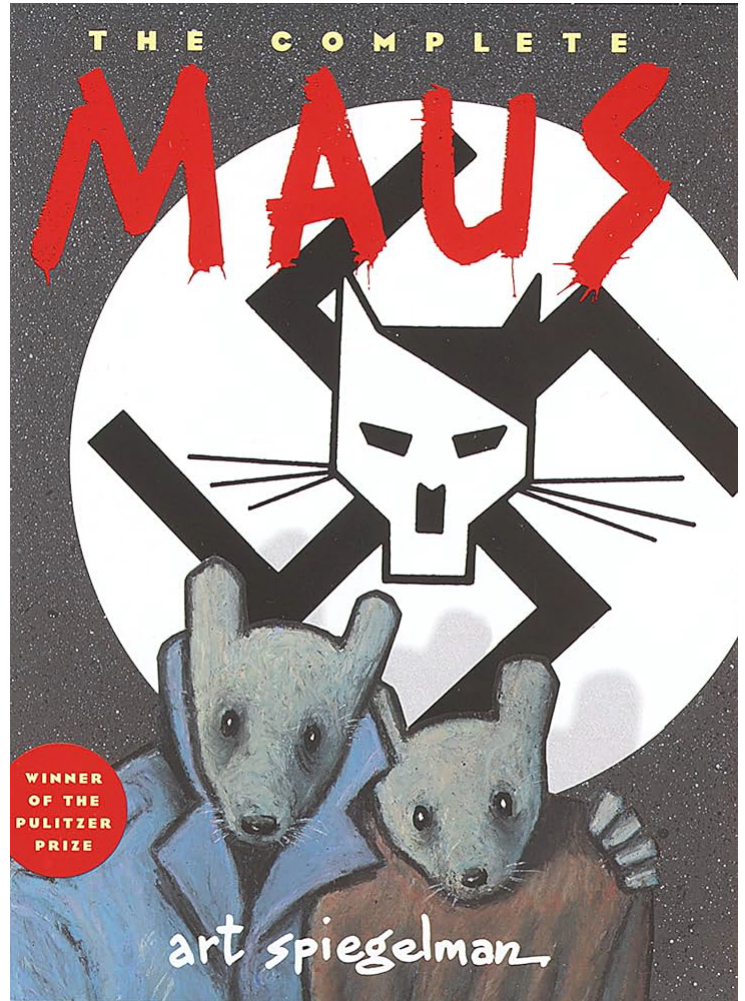
## Maus by Art Spiegelman

Scholar presentation by OSU's Dr. Jason Lavery, followed by book discussions.

**Thurs. April 9**  
**6:30 p.m.**

### About the Book:

A Pulitzer Prize-winning graphic novel that tells the story of Vladek Spiegelman, a Jewish survivor of the Holocaust, and his son, a cartoonist coming to terms with his father's story.



Space is limited and registration is required. Borrow books at the library's Help Desk (while supplies last) starting Monday, March 9.

Register at: [tinyurl.com/SPLMaus](https://tinyurl.com/SPLMaus)

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Books, services, and other materials for this series are provided by *Let's Talk About It*, a project of Oklahoma Humanities (OH). Generous funding and support for this series was provided by the 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.



# AMERICANS AND THE HOLOCAUST

**Stillwater History Museum Exhibit: The Ritchie Boys of Oklahoma (April 1 – Dec. 31)** The story of elite German-speaking Jewish soldiers trained in espionage, who produced 60% of credible Allied intelligence. Among them are soldiers from Oklahoma, including three from Stillwater.

Please register for the following programs at [stillwaterok.gov/libraryAATH](http://stillwaterok.gov/libraryAATH):

**Let's Talk About It - *Maus* by Art Spiegelman (April 9, 6:30 p.m.)** OSU's Dr. Jason Lavery will lead a discussion of the Pulitzer Prize-winning graphic novel *Maus*, which explores the strained relationship between a Holocaust survivor and his son. Books are available to borrow at the library's Help Desk while supplies last.

**The 45th Division's Role in Liberating Dachau (Tuesday, April 14, 6:30 p.m.)** Dr. Denise Neil, Executive Director of the Oklahoma National Guard Museum and OSU's Dr. David D'Andrea will discuss Oklahoma's 45th Infantry Division and the harsh realities they faced in the liberation of the Dachau concentration camp.

**Resilience and Remembrance: Exploring Holocaust Children's Books (Thursday, April 23, 6:30 p.m.)** Designed for parents and educators, this workshop features scholars Dr. Shanedra Nowell, Rebecca Weber, and Dr. Sherry Been, discussing age-appropriate texts that can help young readers understand the complex history and enduring lessons of the Holocaust.

This series supports the national exhibit, "Americans and the Holocaust," on display at the Central Library in Tulsa April 14-May 20. Learn more about the exhibit from the U.S. Holocaust Memorial Museum and American Library Association at [tulsalibrary.org/AATH](http://tulsalibrary.org/AATH).

Attend Stillwater series events for chances to win fuel gift cards to travel to the free Tulsa exhibit. Courtesy of Friends of the Stillwater Public Library.

Friends of the Stillwater Public Library's

Spring Used

# Book Sale



1,000s  
of items  
for 25¢  
50¢  
& \$1!

Cash & checks  
accepted.  
No sales tax.



## Preview Night

Thursday 5-8 pm

\$10 at the door (except lifetime members)

100 book limit

## General Public

Friday 12-8 pm &

Saturday 10 am-5 pm

## \$1 Bag Sale

Sunday 1:30-4 pm

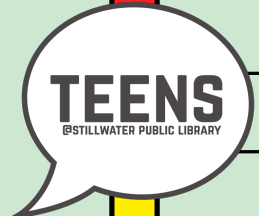
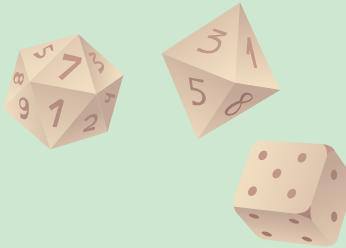
Bags provided - no bag limit

Sale at Stillwater Public Library | 1107 S. Duck | 405-372-3633  
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G A M I N G

Monthly board game nights for teens



Teens (Grades 6-12)



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