AGENDA
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

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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: Jan. 27, 2026, Regular Meeting
   b) Stillwater Public Library Jan. 2026 Financial Report
   c) Stillwater Public Library Jan. 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) Presentation on library revenues and expenditures (No action will be taken)
b) Consideration, discussion, and possible action to approve the library's proposed Fiscal Year 2026-27 budget
c) Consideration, discussion, and possible action to accept the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant for $15,376.24
d) Consideration, discussion, and possible action to approve the Severe Weather & Power Outage Closing Policy
e) Appoint nominating committee for May 2026-April 2027 officers

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. Recruitment of Library Board applicants
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
JANUARY 27, 2026, 12:00 P.M.
library.stillwater.org

Board members present:	**Mike Woods, Martha McMillian, Kathryn Ross, Robin Cornwell, Sharon Edwards**
Staff present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck**

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: Nov. 18, 2025, Regular Meeting
   b) Stillwater Public Library Nov. & Dec. 2025 Financial Report
   c) Stillwater Public Library Nov. & Dec. 2025 Activity Reports

   McMillian asked about e-periodicals in the Activity Reports. DeLano explained that this refers to e-magazines available on Libby and digital newspapers accessible on the database News Bank. Cornwell asked about the total in the overtime account on the November Financial Report. DeLano explained that overtime was accrued when some staff members worked on July 4 to help move the library back to the south building after the completion of the fire suppression system project. A budget revision will be

necessary to allocate more funds to the account. Cornwell asked about donations in the Financial Report. DeLano explained that donations in the revenue account reflect donations received during the current fiscal year. Donations recorded in the expenditure account include those received during the current fiscal year, as well as any remaining donations from the previous fiscal year that have been carried forward. DeLano updated board members on the Activity Report, explaining that staff will edit the format to show three years of data for all data points. It will take some time to update the report and will be available at a future meeting.

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

3. **PUBLIC COMMENT ON AGENDA ITEMS**
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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
State Aid Funds are provided when a library meets the state requirements for a professional library. Staff members have begun compiling a list of purchases needed. Half of the grant funds will be used for subscriptions and services, and the other half for non-infrastructure one-time purchases that will propel public services forward.

Edwards/Cornwell moved to accept the Oklahoma Department of Libraries' State Aid for $20,117. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

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
Edwards/Cornwell moved to accept the Oklahoma Department of Libraries' eMedia grant for $100,000 for the purchase of downloadable material for the

Oklahoma Virtual Library. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

c) Consideration, discussion, and possible action to accept the Oklahoma Humanities Let's Talk About It grant for $350
This will be a smaller program than previous years due to federal funding cuts for the humanities. The program will be a one-book series that complements the Americans and the Holocaust exhibit, which will be displayed at the Tulsa City-County Library in April. The featured book is the graphic novel "Maus." The grant funds will cover a scholar honorarium and supplies.

Cornwell/Woods moved to accept the Oklahoma Humanities Let's Talk About It grant for $350. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

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
This is an annual request to apply for eRate discounts. An extension contract has been received between Chickasaw Telecommunications Services and Stillwater Public Library for FY26-27.

Cornwell/Edwards moved to authorize library staff to apply for federal eRate and Oklahoma Universal Fund discounts for FY26-27 internet services. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

e) Consideration, discussion, and possible action to approve the revised Volunteer Policy
McMillian/Woods moved to approve the revised Volunteer Policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

f) Consideration, discussion, and possible action to approve the revised Court Appointed Volunteer Policy
McMillian/Cornwell moved to approve the revised Court Appointed Volunteer Policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

g) Report from Community Advocacy Committee (No action will be taken on this item.)
The purpose of the Library Board Interests Inventory 2026 Survey is to provide library staff with a list of the strengths, interests, and abilities of the board members. If no changes or adjustments are needed, a link to the survey will be sent to the Board.

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
Meet Your Legislators will take place on Thursday, January 29, from 6 to 8 p.m. The Readathon will take place on Friday, February 13, at Finnegan's from 7 to 9 p.m. The upcoming series of four AI programs, in conjunction with OSU, will take place once a month, starting in February. Preparations are ongoing for the upcoming Health Literacy Program for babies and children. Most events will take place at Block 34. DeLano will accept an award on behalf of the library for best partner from the OSU Museum of Art at their upcoming Gala on February 7. Jordan Stine, teen librarian, and Catherine Mintmire, children's librarian, will attend for the frequent work they do in partnership with the museum.

i. Upcoming Board term expirations
Mike Woods' term will end in May. Board members can encourage interested individuals to complete the online form. Alternatively, DeLano could send the form to Library Board members via email. The City Council appoints this position.

b) Miscellaneous items from the Library Board
McMillian asked about the expiration of IMLS funding. DeLano explained that it needs to be reapproved periodically. The Oklahoma Library Association works to raise awareness about the significance of libraries and their need for funding support.

i. Discussion about scheduling items for upcoming meetings
1. Consider scheduling Budget meeting
DeLano will email potential dates for scheduling a special budget meeting.

6. **ADJOURN Cornwell/McMillian moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:01 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 01/31/2026

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43100 - Federal Grant Revenue	5,000.00	0.00	5,000.00	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	1,678.70	9,060.05	0.00	10,939.95	54.69%
47012 - Misc Fees	11,000.00	1,543.87	9,341.81	0.00	1,658.19	15.07%
47501 - Room Rental	13,000.00	507.50	8,890.00	0.00	4,110.00	31.61%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	14,659.00	0.00	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	3,730.07	52,083.30	0.00	12,659.70	19.55%
Expenditure						
51001 - Full Time	708,442.00	53,264.47	392,759.42	0.00	315,682.58	44.56%
51002 - Part Time	309,009.00	20,811.97	157,557.51	0.00	151,451.49	49.01%
51003 - Overtime	1,519.00	90.75	1,875.79	0.00	-356.79	-23.48%
51021 - Social Security	77,873.00	5,457.48	40,782.16	0.00	37,090.84	47.62%
51022 - Retirement	42,536.00	3,200.23	23,218.19	0.00	19,317.81	45.41%
52012 - Vehicle Repair Parts	500.00	24.96	24.96	0.00	475.04	95.00%
52031 - Office Supplies	1,700.00	0.00	349.65	148.77	1,201.58	70.68%
52034 - Postage	200.00	0.00	0.00	200.00	0.00	0.00%
52036 - Janitorial Supplies	5,800.00	0.00	2,203.86	854.01	2,742.13	47.27%
52040 - Books & Publications	93,300.00	7,165.59	49,043.26	42,144.02	2,112.72	2.26%
52041 - Clothing & Uniforms	600.00	300.00	600.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	31.35	200.69	0.00	249.31	55.40%
52046 - Supplies	11,500.00	343.18	4,585.69	1,197.39	5,716.92	49.71%
53001 - Natural Gas	6,000.00	669.39	1,697.71	0.00	4,302.29	71.70%
53004 - Telecommunications	3,500.00	52.15	365.05	120.00	3,014.95	86.14%
53011 - Equipment Rental	7,500.00	1,083.71	3,337.29	2,697.96	1,464.75	19.53%
53020 - Repair-Structures	15,700.00	0.00	8,287.61	4,373.00	3,039.39	19.35%
53023 - Repair-HVAC	18,756.00	0.00	16,043.65	2,042.23	670.12	3.57%
53041 - Donations	54,204.00	393.95	17,537.09	7,201.66	29,465.25	54.35%
53045 - Grant Expenditure	43,190.00	0.00	36,954.48	212.58	6,022.94	13.94%
53049 - Cash Short	0.00	-0.10	2.14	0.00	-2.14	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%
53055 - Training	1,300.00	0.00	266.00	738.00	296.00	22.76%

City of Stillwater, OK
Budget to Actuals with Encumbrances by Key and Object

Report Date: 01/31/2026

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53062 - Refunds	200.00	0.00	6.99	0.00	193.01	96.50%
53064 - Contract for Services	12,800.00	397.30	4,208.70	6,413.30	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	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	238.00	0.00	175.00	42.37%
56001 - Indirect Costs	422.00	35.00	245.00	0.00	177.00	41.94%
Expenditure Total:	1,455,754.00	93,355.38	796,625.47	68,892.94	590,235.59	40.54%
Key Total:	(1,391,011.00)	(89,625.31)	(744,542.17)	(68,892.94)	(577,575.89)	41.52%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JANUARY 2026

PUBLIC SERVICES

MATERIALS CIRCULATION

(8,817)	8,100	ADULT BOOKS
(11,741)	11,041	CHILDREN'S BOOKS
(10)	14	DEVICES
(491)	401	VIDEOS
(885)	754	AUDIOS
(70)	150	BOOK CLUB BOOKS
(36)	34	INTERLIBRARY LOAN
(698)	666	IN LIBRARY USE
(6,448)	6,128	EBOOKS
(6,366)	7,114	DOWNLOADABLE AUDIOS
(0)	3,118	EPERIODICALS
(0)	0	STREAMING VIDEOS
(167)	125	KITS
(35,729)	37,645	GRAND TOTAL

USER SERVICES

(274)	256	NEW ADULT CARDS
(37)	30	NEW CHILDREN'S CARDS
(22,827)	22,589	TOTAL ACTIVE BORROWERS
(10)	6	HOMEBOUND & FACILITIES DELIVERIES
(928)	969	COMPUTER
(4,884)	5,190	WIRELESS USERS
(51)	79	NOTARY SERVICES
(3)	2	CURBSIDE DELIVERIES

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,266)	13,038	ADULT
(4,336)	4,015	CHILD

(1,920)	1,999	OSU STUDENT
(203)	208	OUT OF COUNTY
(3,102)	3,329	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS	20,268 /	2,321
ESTIMATED NUMBER OF VISITORS TO LIBRARY	(10,317)	12,520
NUMBER OF VISITORS TO LIBRARY WEBSITE	(18,427)	22,228

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)	24	MEETING ROOM USAGE
(213)	136	ADULT LIBRARY PROGRAM ATTENDANCE
(56)	32	YOUNG ADULT PROGRAM ATTENDANCE
(515)	521	STORY TIME ATTENDANCE
(393)	668	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(343)	334	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(380)	353	BOOK MATERIALS
(10)	56	NON-BOOK MATERIALS

(161)	479	BOUND VOLUMES WITHDRAWN

(79,655)	79,719	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(80,030)	96,080	TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JANUARY 2026

ADULT SERVICES

4,187	Reference Questions	
	3,178	in person
	663	by phone
	346	directional
24	Meeting Room Usage	

1	Outreach	31	Participants
8	Number of Adult Programs		
136	Attendance at Adult Programs		
3	Number of Young Adult Programs		
32	Attendance at Young Adult Programs		
23	Number of Volunteers		
148.00	Total Volunteer Hours		
16	Displays		

CHILDREN'S SERVICES

341	Reference Questions	
	258	in person
	20	by phone
	63	directional

11	Number of pre-school programs	(daycare & Headstart)
417	Attendance at pre-school programs	
30	Number of storyhours	
521	Attendance at storyhours	
12	Number of programs/school visits for school age children	(here or away)
251	Attendance at programs for school age children	
0	Number of programs for Summer Reading Program	
0	Attendance at Summer Reading Program	
7	Displays	
1	Number of volunteers	
8.00	Total volunteer hours	

REGISTRATION

286	Total new borrowers	
	256	Adults
	30	Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JANUARY 2026

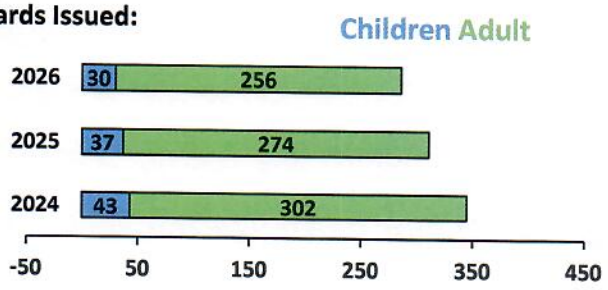
ADULT				CHILDREN'S			
Total Book & Non-Book Material Checkouts				Total Book & Non-Book Material Checkouts			
2024	2025	2026		2024	2025	2026	
5,282	5,227	4,832	Fiction	9,705	9,856	9,074	Fiction
1,725	2,042	1,801	Nonfiction	1,072	917	1,140	Nonfiction
1,430	1,499	1,463	New books	781	843	731	New books
28	49	4	Multi-language items	98	125	96	Multi-language items
8,465	8,817	8,100	Total Book Checkouts	11,656	11,741	11,041	Total Book Checkouts
21	10	14	Devices				
203	104	112	CD books	734	745	582	CD books
13	20	53	Music cds	10	16	7	Music cds
213	178	154	DVDs &Blu-rays	270	313	247	DVDs &Blu-rays
90	70	150	Book Club Bks	60	55	32	Kits
18	112	93	Kits				
558	494	576	Total Checkouts	1,074	1,129	868	Total Checkouts
237	306	224	In-library use	418	392	442	In-library use
33	36	34	ILL				
6,799	6,448	6,128	Ebooks				
5,942	6,366	7,114	Downloadable audios				
0	0	3,118	Eperiodicals				
0	0	0	Streaming videos				
13,011	13,156	16,618	Total Checkouts				
35,182	35,729	37,645	**GRAND TOTAL CIRCULATION**				

OUTREACH

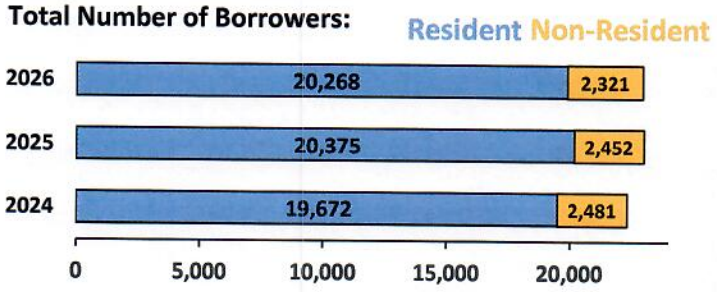
1	Homebound patron deliveries	5	Facility deliveries
1	Homebound items/materials	64	Deposit collections
		141	Total number of books

JANUARY 2026 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

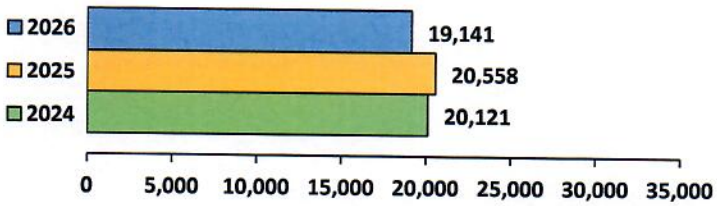


Total Number of Borrowers:

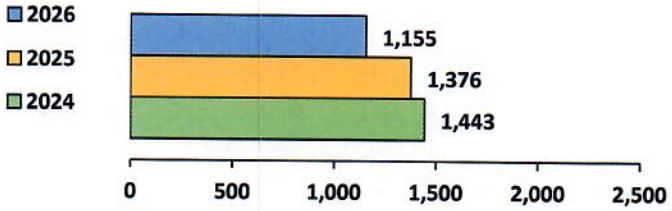


JANUARY 2026 - MONTHLY CIRCULATION:

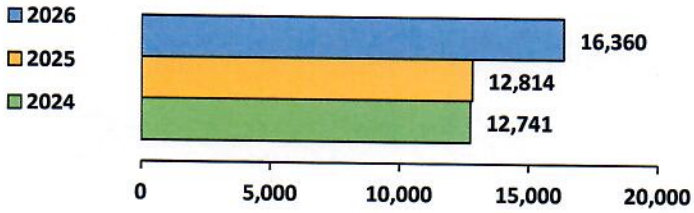
Books:



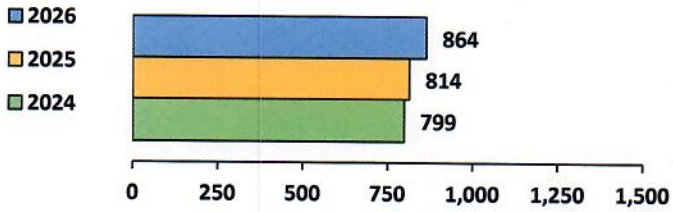
Audio Visual:



Digital:

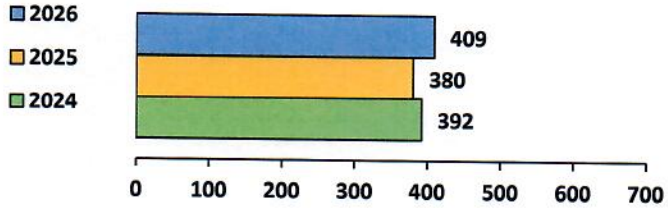


Other Items:

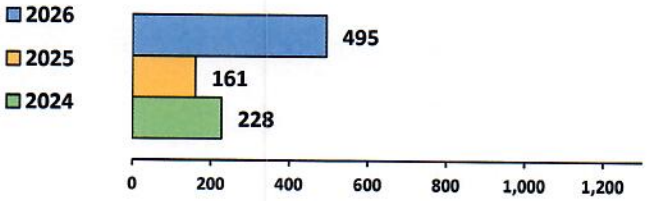


JANUARY 2026 - ITEMS:

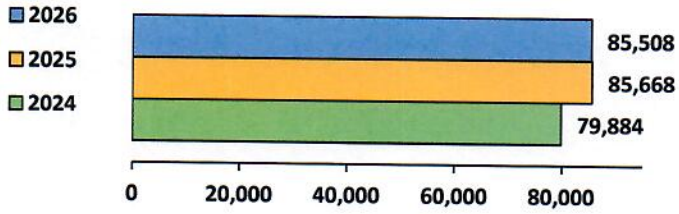
Added This Month:



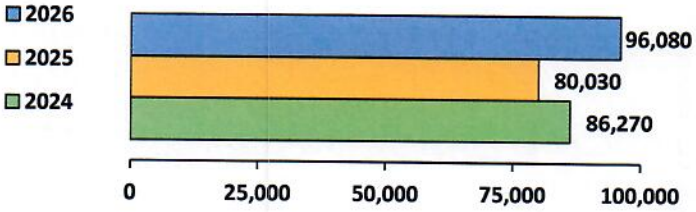
Removed This Month:



Total Physical Items:

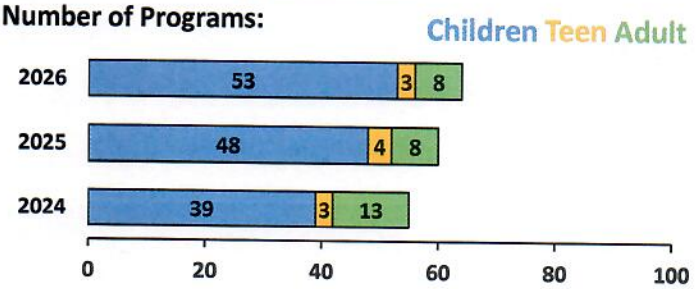


Total Digital Items:

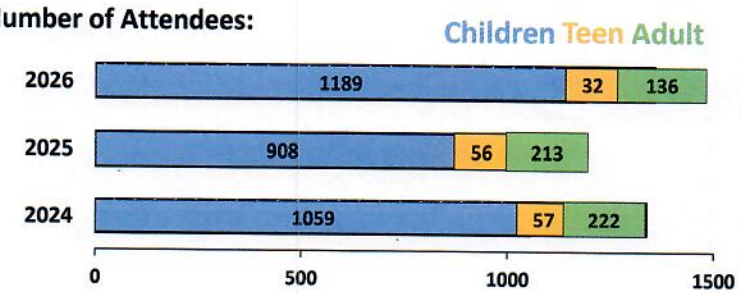


JANUARY 2026 - PROGRAMMING:

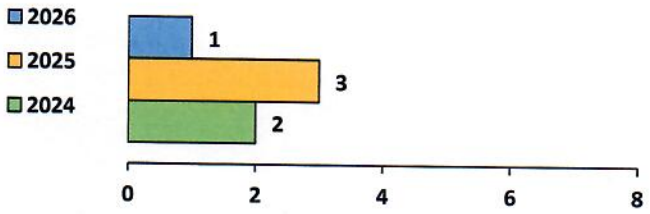
Number of Programs:



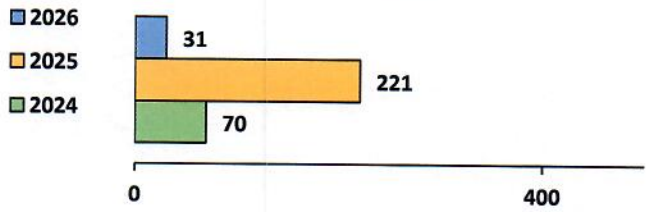
Number of Attendees:



Outreach Number of Events Attended:

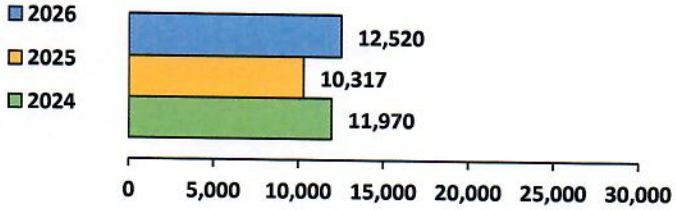


Outreach Number of People Reached:

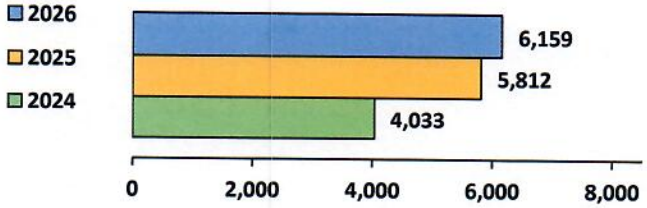


JANUARY 2026 - LIBRARY USE:

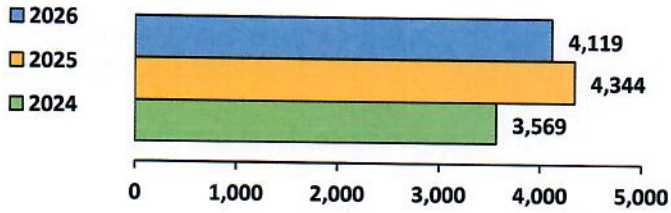
Number of Visitors:



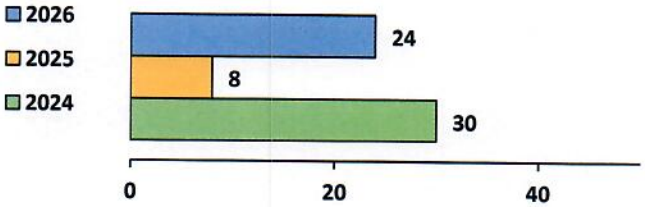
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Oklahoma Heritage Preservation Grant Contract

1. Basic Terms.
Date of Agreement: **February 13, 2026**
Grantee: **Stillwater Public Library**
Project title: **Rehousing and describing the Stillwater News Press Photo Collection**
Grant amount: **$15,376.24**
Grant period: **March 1, 2026 to February 28, 2027**
Special Conditions: **Based on the processing rates required to meet the proposed timeline, completing both series is not feasible. Funding is therefore contingent upon the applicant selecting either the Individual series or the Associations and Organizations series and adjusting the project scope accordingly.**

2. Grant. The OHS has awarded a grant to the Grantee for the purpose identified in the Grantee's Oklahoma Heritage Preservation Grant Program grant application and any special conditions added by the OHS (found in the Basic Terms, if applicable), submitted to the OHS, subject to the terms and conditions set forth in this Agreement. In accepting this grant, the Grantee agrees to use the grant funds solely for the purpose described in this Agreement.

3. Payment. The OHS will pay the amount of the grant to the Grantee as follows:

(a) The Grantee will receive reimbursement for those allowable costs (see attached Appendix A – Project Budget) properly incurred within the effective dates of the project.

(b) To receive reimbursement for allowable costs under the terms of the program, the Grantee shall submit itemized invoices and/or receipts and a completed report using the provided OHS form.

i. Reimbursements may be requested no more than every thirty (30) days during the contract period.

ii. Reimbursement requests must be made within ninety (90) days of receipt of an invoice or date of payment made.

(1) **All expenses dated from March 1, 2026 to June 30, 2026, must be submitted to the OHS no later than July 31, 2026.** This is due to the OHS being on a July-June fiscal year.

iii. No reimbursement will be made for payments made by the Grantee in advance of work performed by a vendor (such as deposits).

(c) A matching ratio of at least ten (10) percent of the reimbursement requested must be demonstrated in each request until such time as the ten (10) percent match (cash or in-kind) of grant funds has been documented and expended by the Grantee.

(d) The OHS will make no advance payments to the Grantee. Payment will be made based on work completed, services rendered, or purchases received.

(e) The final request for reimbursement must be received no later than thirty (30) days following the conclusion of the grant period.

(f) **Final reimbursement will not be made until the completion of the final project report using the provided OHS form.**

(g) The final twenty (20) percent of grant reimbursement funds will be held by the OHS until the completion of the project and the final report approved by the OHS Grants Administrator.

4. Funding Exclusion. The Grantee shall not be reimbursed for any of the following ineligible expenses: repair, maintenance, or expansion of facilities (unless explicitly requested in application and there are no special conditions excluding it in the Basic Terms of this Agreement, and that the expenses are directly related to collections, collections care, or exhibits); rent or mortgage payments; utilities or insurance; salaries, wages, or benefits for employees (unless explicitly requested in the application and there are no special conditions excluding it in the Basic Terms of this Agreement); creation of new monuments, sculptures, murals, or other works of art, unless it serves as an integral part of a larger exhibit; acquisition of real estate; landscaping or site work, unless it serves as an exhibit, an integral part of an exhibit or educational program; planning for new construction; projects to remodel or modernize building interiors unrelated to collections, collections care, or exhibit construction; indirect costs; food or drink (unless explicitly requested in the application and there are no special conditions excluding it in the Basic Terms of this Agreement); fundraising events; projects utilizing federal and/or State historic tax credits for the proposed project, historic preservation projects that are part of a federal undertaking, and no employee(s) of the OHS shall act as an individually paid third-party vendor for a project with an applicant organization that receives grant funds.

5. Program Monitoring and Evaluation. The OHS may monitor and conduct an evaluation of operations under this grant, which may include visits by representatives of the OHS to observe the Grantee's procedures and operations in connection with this grant and to discuss the grant with the Grantee. The Grantee will be required to submit progress reports every quarter (or until the completion of a final report if the grant project is completed before one year) using the provided OHS form.

Progress report due dates:

- **June 12, 2026**- 1st quarter progress report due
- **September 12, 2026** - 2nd quarterly progress report due
- **December 12, 2026**- 3rd quarterly progress report due
- **March 30, 2027** - Final report due

6. Representations and Warranties. The Grantee represents and warrants to, and covenants with, the OHS as follows:

(a) The Grantee confirms that it is a municipal government or entity within the state of Oklahoma. The Grantee will inform the Grants Administrator at the OHS immediately of any change in its status.

(b) All information that the Grantee submitted to the OHS relating to the grant, whether in the grant application, in documents submitted in support of the grant application, or otherwise (including all financial information, financial projections, descriptions of the proposed use of funds, project descriptions, available financing, and other information) is true and correct.

(c) The Grantee accepts and agrees to comply with the Special Conditions, if any, included in the Basic Terms of this Agreement.

7. Funding. In the event the State appropriated funds available for this grant are reduced or canceled, the parties agree that the amount of money shown in this Agreement may be reduced accordingly, or the Agreement may be canceled in its entirety upon written notification from the OHS.

8. Amendment Procedure. The Grantee will immediately notify the OHS in writing of any proposed changes to the project that deviate from the project outline set forth in their application or any special conditions found under the Basic Terms of this Agreement. Any changes requested must receive written approval by the OHS to be considered for reimbursement. The Grantee will also immediately notify the OHS if the proposed project for which the grant funds are intended is canceled, delayed, abandoned, or discontinued. Modifications to the project budget in excess of ten (10) percent of any line item/spending category will require prior approval in writing from OHS Executive Director. A contract extension may be granted by the OHS on a case-by-case basis and must be approved in writing.

9. Termination. The OHS may terminate this Agreement immediately upon notice to the Grantee if the Grantee breaches any representation, warranty, covenant, or condition in this Agreement. If the OHS terminates this Agreement due to a breach by the Grantee, the OHS may withhold any future reimbursement of the grant, may require the Grantee to repay any previously paid grant amounts, and may take such other action as the OHS may consider appropriate. If the Grants Administrator makes an initial determination that this Agreement must be terminated for cause (as opposed to termination due to reduction in appropriation), a notice will be sent to the Grantee with the reasons for such termination. The Grantee will have ten (10) calendar days to respond in writing, with any supporting documentation, as to why the contract should not be terminated. Final determination shall be made by the OHS Executive Director or his/her designee.

10. Repayment. If it is determined that the terms and conditions of this Agreement were not followed or that costs claimed are disallowed following an audit, the Grantee shall reimburse the OHS the amount of the disallowed costs.

11. Audit and Records Clause.

(a) As used in this clause, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the State, the Grantee agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract.

(b) The Grantee is required to retain all records relating to this contract for the duration of the contract term and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records are started before the end of the seven-year period, the records are

required to be maintained for seven years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

12. Acknowledgement of the Oklahoma Historical Society and Oklahoma Heritage Preservation Grant Program. Please include the following acknowledgment on all materials related to, advertising, or directly funded by the Oklahoma Heritage Preservation Grant Program: "Oklahoma Heritage Preservation Grants are provided by the Oklahoma Historical Society."

13. Severability. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provisions.

14. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

15. Choice of Forum. Any litigation related to this grant shall be exclusively in the district Court of Oklahoma County and appeals in the appellate courts of Oklahoma.

16. Entire Agreement. This Agreement constitutes the entire understanding and Agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

Oklahoma Historical Society	**Stillwater Public Library**
Authorized Representative	Authorized Representative
Trait Thompson, Executive Director	_____
Name and Title	Name and Title
Trait Thompson	_____
Signature	Signature
February 13, 2026	_____
Date Signed	Date Signed

Appendix A – Project Budget

Item	Purpose/Use	Vendor	Product Link	Quantity	Cost	Shipping	Total	Grant	Match
Envelopes 4x5 (50 pack)	Individuals series rehousing	Archival Methods	https://www.archivalmethods.com/product/open-end-envelopes?srsltid=AfmBOorALtXeBBGRRkoZjewJZZ3O__DMDBx6p8pxO13UjwOzVVInjH-QDp8	353	$16.35	$0.00	$5,771.55	$5,194.40	$577.16
Envelopes 4x6 (25 pack)	Agencies and Organizations rehousing	Archival Methods	https://www.archivalmethods.com/product/4-x-6-archive-envelopes	466	$18.25	$0.00	$8,504.50	$7,654.05	$850.45
35mm Polypropylene FoldFlap Sleeves (500 pack)	Rehousing negatives throughout both series	B&H Photo and Video	https://www.bhphotovideo.com/c/product/1381200-REG/print_file_078_0350_foldflap_2_4_mil_bopp.html	40	$33.87	$0.00	$1,354.80	$1,219.32	$135.48
120mm Polypropylene FoldFlap Sleeves (500 pack)	Rehousing negatives throughout both series	B&H Photo and Video	https://www.bhphotovideo.com/c/product/1381173-REG/print_file_078_0120_foldflap_sleeves_2_4_mil.html	12	$39.53	$18.12	$492.48	$443.23	$49.25
Interleaving Tissue	Seperating photos from negatives	Archival Methods	https://www.archivalmethods.com/product/archival-tissue	1	$121.45	$0.00	$121.45	$109.31	$12.15
Archival mechanical pencils	Writing on envelopes and folders	Pentel	https://www.pentel.com/products/twist-erase-express-0-7mm-assorted-5-pack?_pos=6&_sid=011f6cac2&_ss=r	5	$12.19	$0.00	$60.95	$54.86	$6.10
Carson Magnifying Loupe	Viewing contact sheets	Amazon	https://www.amazon.com/Carson-LumiLoupe-Power-Magnifier-LL-10/dp/B000CAHCQS/?th=1	1	$8.99	$0.00	$8.99	$8.09	$0.90
Eyesen Slide Viewer Light Box	Viewing negative film	Amazon	https://www.amazon.com/Negatives-Sketching-Ultra-Thin-Adjustable-Brightness/dp/B0CXSSMFQ7/	1	$19.99	$0.00	$19.99	$17.99	$2.00
Describing Photographs for the Online Catalogue	Metadata Creation	Library Juice Academy	/064-describing-photographs-online-catalogue/	3	$250.00	$0.00	$750.00	$675.00	$75.00
							$17,084.71	$15,376.24	$1,708.47

Public Library
Stillwater
OKLAHOMA

Severe Weather & Power Outage Closing Policy

In the event of severe/inclement weather or power outage, the library may close in accordance with this Severe Weather & Power Outage Closing Policy when it is determined to be in the best interest of the safety of staff and patrons.

Closing for Severe Weather

- **Weekdays**
  Monday through Friday during normal City of Stillwater hours, the library will follow the same procedures as other departments that are not responsible for responding to severe weather-related conditions.

- **After-hours and Weekends**
  The library director, or appointed designee, may delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff. A decision to close will be based on:
  - Actual, observed weather conditions
  - Recommendation of Stillwater Emergency Management, if available
  - Projected forecast for worsening conditions reported from credible weather resources
  - Time of day
  - Availability of staff to open and operate the library
  - Events taking place at the library

Closing for Power Outage

- If a power outage at the library lasts more than 30 minutes, the supervisor on duty will contact the library director to discuss closing pursuant to this policy.
- If the Director is unavailable, the supervisor on duty shall attempt to contact another library department supervisor for consultation regarding closure.
- After consultation with the director or another supervisor, the supervisor on duty may close the library pursuant to the provisions of this section.
- In the event, the supervisor on duty attempts to contact the Director or another library department supervisor but is unsuccessful, the supervisor on duty is authorized to close the library in accordance with this policy.
- The library may be closed due to a power outage for any of the following reasons:
  - During daylight hours and power is not restored within two hours
  - The library is dark and power is not expected to be restored within one hour
  - Power outage at any time where power is not expected to be restored within one hour and the library will be closing within one hour

Notifications
If the library closes, the following actions will take place:

- Staff will refer to Severe Weather and Power Outage procedures
- All staff scheduled to work during the period of closure will be notified
- The parent/guardian of unattended children will be contacted and the Children in the Library Policy will be followed
- For power outages, if patrons in wheelchairs or with mobility difficulties cannot leave, the Fire Department will be contacted for assistance
- Closing signage will be posted on doors
- City IT will be called to request a closing message placed on the phone greeting
- Social media messages and a media PSA will be posted
- Due dates and pick-up dates for reserved items will be extended to the date the library reopens
- During severe/inclement weather, the book drop will be closed to discourage patrons from travelling
- Programs will be cancelled and registered attendees notified
- If necessary, reference service will be maintained by forwarding phone calls to the library director and/or department supervisors

Administrative Leave
If the library closes for severe weather or power outage, staff scheduled to work during the hours of the closure are eligible to receive administrative leave. Staff not scheduled to work, or already scheduled for leave, prior to the closure shall not be eligible for Administrative Leave. All Administrative Leave must be approved by the Library Director.

Exceptions
At the library director's sole discretion, exceptions to this policy may be made when it is deemed reasonable and necessary.

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

Approved: 2/24/26

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1107 S. Duck Street

AI WORKSHOP SERIES

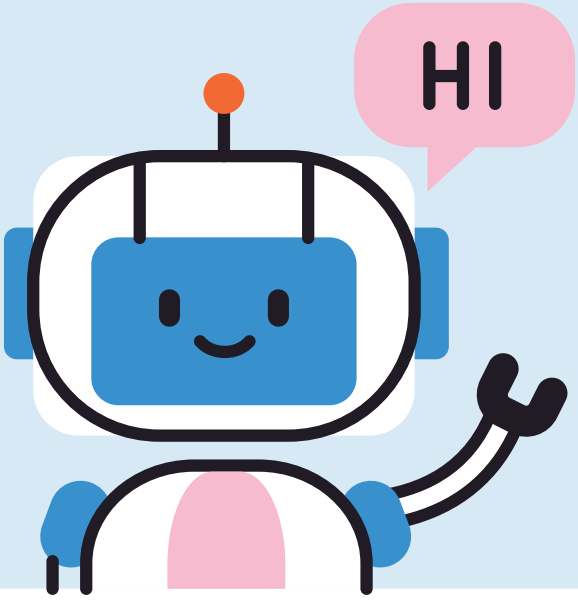
With OSU's Edmon Low Librarians

Feb. 17
Starting the Conversation: Essential Insights for Working with Generative AI

March 3
From Science Fiction to Reality: How Generative AI Actually Works (and Doesn't!)

April 28
The Human Side of AI: Ethics, Environment, and Online Safety

May 5
AI in Action: A Hands-On Look at Popular Tools



Tuesdays

6-7 p.m.

Free and open to the public

Register at:
stillwaterok.gov/LibraryDigitalLit
or call (405) 372-3633 x8106

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

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Computer Classes

Learn the basics about using a computer plus how to use gmail, the internet, and more

OK

Computer Basics
Sat., Feb. 21, 1 p.m.

Internet Basics
Sat., Mar. 7, 10 a.m.

Gmail Basics
Fri., Apr. 3, 3 p.m.

Cybsecurity Basics
Thurs., May 14, 6 p.m.

Adults

Register at:
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or call (405) 372-3633 x8106

Once a month computer classes

Free & open to the public

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

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MIGHTY MOVES
Fitness Adventures

Healthy movement inspired by classic children's stories at Block 34!

Mighty Littles (0-5)

The Little Engine That Could Baby Gym @ the Library
Tuesdays in Jan. & Feb. (10 am)

Ferdinand and the Bull Morning Yoga
Tuesdays in April & May (9:30 am)

Winnie the Pooh Teddy Bear Picnic
Saturday, May 2 (10 am)

Mighty Bigs (5-9)

Harriet the Spy's Ninja Course
Saturday, March 7 (10 & 11 am)

Eloise at the Block Hula Hooping
Tuesdays March 3, 10, 24 & 31 (4 pm)

Peter Pan Swordfighting
Thursdays in April (4 pm)

Charlotte's Web Dinnertime Yoga
Thursdays in May (6:30 pm)

More details & registration at stillwaterok.gov/LibraryHealthLit

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PUBLIC LIBRARY Stillwater OKLAHOMA stillwaterok.gov/library · OKLAHOMA Libraries · INSTITUTE of Museum and Library SERVICES · BLOCK 34 · OSU DEPARTMENT OF NUTRITIONAL SCIENCES · Early Childhood Coalition · TSET HEALTHY LIVING PROGRAM Serving Payne County · OSU EXTENSION

This activity is supported by the Institute of Museum and Library Services (IMLS) & the Oklahoma Department of Libraries (ODL). The opinions & content of activities & materials do not necessarily reflect the position or policy of ODL or IMLS, & no official endorsement should be inferred.

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NERF AFTER HOURS

TEENS
@STILLWATER PUBLIC LIBRARY

Play fun dart games with friends
Pizza and refreshments provided

Teens (Grades 6-12)

Friday, March 20
6-8 PM

Free & Open
to Teens

Register at:
tinyurl.com/NerfAfterHours

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Stillwater Public Library FRIENDS

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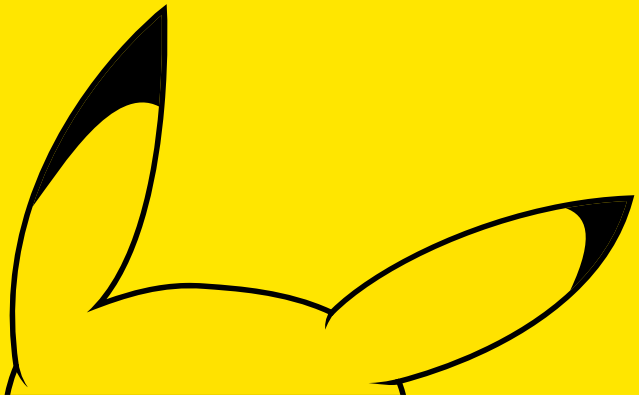
SCAVENGER HUNT AND FAMILY MOVIE NIGHT



Search the library, get a prize, and an entry for one of three grand prizes (themed handbooks)

Scavenger Hunt (ages 6-14)

Feb. 21- 27

Detective Pikachu (Rated PG)

Friday, Feb. 27 at 4 PM

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Stillwater Public Library FRIENDS

Friends of the Stillwater Public Library's

Spring Used Book Sale

April 16 - 19 2026

1,000s of items for 25¢ 50¢ & $1!

Cash & checks accepted.

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
TINYURL.COM/STWLIBFRIENDS

Stillwater Public Library FRIENDS

STILLWATEROK.GOV/LIBRARY

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Creative Writing Club

Let's write about us and our world

K 1st & 2nd Grade

Wednesdays
Feb. 18 - Mar. 11

Must Register
tinyurl.com/SPLwrite26

4:00 - 5:00 pm

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Creative Writing Club

it's a mystery!

Let's write stories, poems, or plays that have a mystery to solve

K 3rd - 6th Grade

Thursdays
Feb. 19 - Mar. 12

Must Register
tinyurl.com/SPLmys26

4:00 - 5:00 pm

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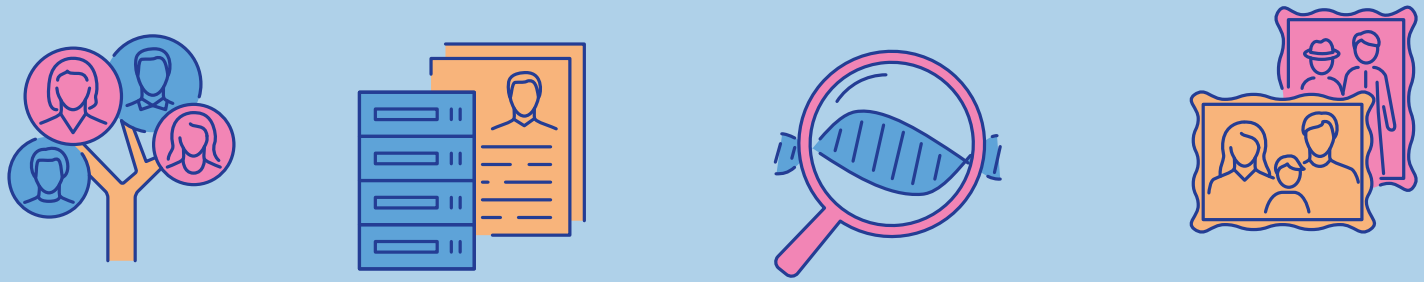
The Payne County Genealogical Society Presents:

GENEALOGY BASICS



Learn how how to begin your research, search databases, use library resources, and more!

Thursday, March 12

6:30-8 p.m.

Free and open to the public

Register at
stillwaterok.gov/Library
or call (405) 372-3633 x8106

Your Library

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

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PAYNE COUNTY Genealogical Society