



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
May 26, 2026, 12:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

- a) Vote to convene executive session
- b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
- c) Vote to convene regular meeting
- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano

3. 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: April 28, 2026, Regular Meeting
- b) Stillwater Public Library April 2026 Financial Report

c) Stillwater Public Library April 2026 Activity Reports

4. 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.*

5. 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 library fee schedule
- b) Consideration, discussion, and possible action to accept \$9,840.00 discount from the federal E-rate program for internet service from Chickasaw Telecommunications
- c) Report and possible discussion from the nominating committee on 2026-2027 officers
- d) Election of 2026-2027 Chair
- e) Election of 2026-2027 Vice Chair
- f) Consideration, discussion, and possible action to reappoint Naomi Brown as Secretary

6. 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
 - ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity

7. 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

APRIL 28, 2026, 12:00 P.M.

library.stillwater.org

Board members present:	Mike Woods, Martha McMillian, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson
Staff present:	Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck
Guests:	Chris Peters

1. CALL MEETING TO ORDER The meeting was called to order at 12:02 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: March 24, 2026, Regular Meeting
- b) Stillwater Public Library March 2026 Financial Report
- c) Stillwater Public Library March 2026 Activity Reports

Cornwell asked about the percentage of funds remaining in the state aid grant account. DeLano explained that the remaining funds will be used for subscriptions renewing near the end of the fiscal year, and on products and services intended to improve the patron printing process which is still being investigated.

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

3. PUBLIC COMMENT ON AGENDA ITEMS

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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 approve July 6 as the city-observed holiday for Independence Day

When a holiday falls on Saturday, the library typically closes on Friday. This year, due to Boomer Blast being on Friday, July 3, and staff working at the event, the city manager has moved the paid holiday to Monday, July 6.

Sinnes/Ross moved to approve July 6, 2026, as the city-observed holiday for Independence Day. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Consideration and discussion of options for children obtaining library cards (no action will be taken on the item)

DeLano and board members reviewed policies and requirements related to children obtaining library cards at several regional and national peer libraries. The Board discussed the current policies and requirements at the Stillwater Public Library, as well as potential options to make library cards more accessible to children, celebrate a child's first library card, improve school readiness, and address fine forgiveness. These topics will be researched further and discussed at a future meeting.

- c) Consideration, discussion, and possible action to approve 100-year time capsule to be buried on library grounds for America 250 celebration

The time capsule will be purchased with grant funds from the Oklahoma Department of Libraries and buried on the library grounds. It will hold books by American authors selected by patrons as works they believe should remain

accessible to the public in 100 years, along with documents stating why these books are important.

McMillian/Sinnes moved to approve a 100-year time capsule to be buried on library grounds for the America 250 celebration. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, no; Upson, yes; Edwards, yes. Motion approved.

- d) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries America 250 grant for \$2,500, pending review by the City Attorney's Office

The funds from this grant will be used for several programs, outreach events, a trivia night, a book club, and a time capsule project. The library will partner with area Daughters of the American Revolution chapters for several of these events.

Sinnes/Cornwell moved to accept the Oklahoma Department of Libraries America 250 grant for \$2,500, pending review by the City Attorney's Office. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- e) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries Lucky Day grant for \$30,000, pending review by the City Attorney's Office

Lucky day titles appear on the Oklahoma Virtual Library catalog only if they are checked in and available for checkout. It is not possible to place a hold on these titles. This program was analyzed, and it was discovered that while it is challenging to find materials that meet the purchasing requirements, audiobooks that can be purchased outright are permissible, and help reduce patron wait times.

Cornwell/Ross moved to accept the Oklahoma Department of Libraries Lucky Day grant for \$30,000, pending review by the City Attorney's Office. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

5. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from Library Staff

DeLano met with a potential Library Board nominee who plans to submit an application. The Americans and the Holocaust series was successful and well attended. Image Net toured the library facilities to develop a plan for updating meeting room technology. Library staff also held the first technology planning

meeting as part of the Long Range Plan process to further assess and update the library's technology needs. In addition, library staff, the Early Childhood Coalition, and representatives from Stillwater schools met to explore the creation of a program called Play K to assist parents and children with kindergarten readiness. McMillian left at 1:08 p.m.

b) Miscellaneous items from the Library Board

Woods said he enjoyed being on the Library Board and thanked DeLano, the Library, the City of Stillwater, and the Library Board, noting that it had been a wonderful six years of service.

i. Discussion about scheduling items for upcoming meetings

ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity

Cornwell reviewed last year's ice cream party, which was in May. Ross volunteered to chair this year's committee. Upson and Sinnes volunteered to assist.

6. **ADJOURN Woods/Sinnes moved to adjourn. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:14 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: 04/30/2026

Key: 1015510 - Library administration

Object - Description	Budget	Month to date	Year to date	Encumbrance	Balance	Pct.
		Actual	Actual			
Revenue						
43000 - Grant Revenue	350.00	0.00	350.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	105,000.00	0.00	105,000.00	0.00	0.00	0.00%
43200 - State Grant Revenue	36,577.00	0.00	21,197.00	0.00	15,380.00	42.04%
45000 - Fines & Forfeitures	20,000.00	1,151.90	12,737.95	0.00	7,262.05	36.31%
47012 - Misc Fees	11,000.00	1,699.25	14,340.01	0.00	-3,340.01	-30.36%
47501 - Room Rental	13,000.00	180.00	12,757.50	0.00	242.50	1.86%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	19,791.00	106.96	21,118.83	0.00	-1,327.83	-6.70%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	205,718.00	3,138.11	187,501.29	0.00	18,216.71	8.85%
Expenditure						
51001 - Full Time	708,442.00	53,890.97	554,057.71	0.00	154,384.29	21.79%
51002 - Part Time	308,509.00	22,021.60	223,839.57	0.00	84,669.43	27.44%
51003 - Overtime	2,019.00	0.72	1,958.41	0.00	60.59	3.00%
51021 - Social Security	77,873.00	5,568.11	57,480.52	0.00	20,392.48	26.18%
51022 - Retirement	42,536.00	3,233.50	32,901.02	0.00	9,634.98	22.65%
52012 - Vehicle Repair Parts	500.00	0.00	24.96	0.00	475.04	95.00%
52031 - Office Supplies	1,700.00	0.00	436.46	167.73	1,095.81	64.45%
52034 - Postage	200.00	0.00	67.02	132.98	0.00	0.00%
52036 - Janitorial Supplies	5,800.00	78.83	3,135.70	1,245.99	1,418.31	24.45%
52040 - Books & Publications	93,300.00	5,793.43	68,096.04	23,309.46	1,894.50	2.03%
52041 - Clothing & Uniforms	600.00	0.00	600.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	48.31	249.00	0.00	201.00	44.66%
52046 - Supplies	11,500.00	39.29	5,124.75	2,732.68	3,642.57	31.67%
53001 - Natural Gas	6,000.00	255.48	3,251.51	0.00	2,748.49	45.80%
53004 - Telecommunications	3,500.00	52.15	641.50	0.00	2,858.50	81.67%
53011 - Equipment Rental	7,500.00	335.54	4,731.29	1,303.96	1,464.75	19.53%
53020 - Repair-Structures	15,700.00	250.00	10,677.61	1,968.00	3,054.39	19.45%
53023 - Repair-HVAC	18,756.00	0.00	16,043.65	2,042.23	670.12	3.57%
53041 - Donations	59,336.00	2,420.41	25,479.76	8,135.79	25,720.45	43.34%
53045 - Grant Expenditure	179,033.00	8,444.36	67,082.51	92,147.42	19,803.07	11.06%
53049 - Cash Short	0.00	24.10	-11.31	0.00	11.31	0.00%
53053 - Licenses & Fees	0.00	0.00	0.00	0.00	0.00	0.00%
53054 - Professional Dues	740.00	0.00	276.00	240.00	224.00	30.27%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 04/30/2026

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual	Actual	Actual	Actual			
53055 - Training	1,300.00	0.00	830.00	0.00	470.00	36.15%		
53062 - Refunds	200.00	13.99	20.98	0.00	179.02	89.51%		
53064 - Contract for Services	12,800.00	613.25	7,135.35	3,486.65	2,178.00	17.01%		
53066 - Miscellaneous Services	250.00	0.00	17.50	132.50	100.00	40.00%		
53068 - Travel Expense	750.00	261.23	337.61	35.02	377.37	50.31%		
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	2,355.00	0.00	-2,355.00	0.00%		
56000 - Direct Costs	413.00	34.00	340.00	0.00	73.00	17.67%		
56001 - Indirect Costs	422.00	35.00	350.00	0.00	72.00	17.06%		
Expenditure Total:	1,596,729.00	103,414.27	1,120,528.72	137,410.41	338,789.87	21.21%		
Key Total:	(1,391,011.00)	(100,276.16)	(933,027.43)	(137,410.41)	(320,573.16)	23.04%		

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
APRIL 2026**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(7,564)	7,699	(205)	204	ADULT BOOKS	NEW ADULT CARDS
(11,644)	10,975	(28)	38	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(21)	23	(22,858)	22,499	DEVICES	TOTAL ACTIVE BORROWERS
(354)	408	(9)	7	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(762)	751	(1,170)	1,030	AUDIOS	COMPUTER
(170)	110	(5,595)	6,447	BOOK CLUB BOOKS	WIRELESS USERS
(34)	26	(65)	61	INTERLIBRARY LOAN	NOTARY SERVICES
(603)	674	(0)	2	IN LIBRARY USE	CURBSIDE DELIVERIES
(5,734)	5,113			EBOOKS	
(5,842)	6,655			DOWNLOADABLE AUDIOS	
(0)	2,590			EPERIODICALS	
(0)	0			STREAMING VIDEOS	
(168)	177			KITS	
(32,896)	35,201			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,266)	12,951	(1,962)	1,976	ADULT	OSU STUDENT
(4,295)	3,942	(204)	208	CHILD	OUT OF COUNTY
		(3,131)	3,422		OTHER
CITY RESIDENTS/NON-CITY RESIDENTS		20,226 / 2,273			
ESTIMATED NUMBER OF VISITORS TO LIBRARY		(10,884)	13,842		
NUMBER OF VISITORS TO LIBRARY WEBSITE		(11,803)	17,699		

ESTIMATED ADULT REFERENCE

(3,777)	3,352	IN PERSON
(961)	836	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(249)	289	IN PERSON
(46)	51	BY TELEPHONE

PROGRAMMING

(11)	23	MEETING ROOM USAGE
(125)	207	ADULT LIBRARY PROGRAM ATTENDANCE
(39)	35	YOUNG ADULT PROGRAM ATTENDANCE
(555)	669	STORY TIME ATTENDANCE
(376)	546	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(337)	286	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(367)	322	(279)	283	BOOK MATERIALS
(6)	0			NON-BOOK MATERIALS
(80,477)	79,411			TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(87,055)	94,992			TOTAL NUMBER OF VOLUMES IN OKVL

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

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
APRIL 2026**

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>8</u>	<u>Outreach</u> <u>1097</u> Participants
	<u>3,178</u> in person	<u>13</u>	<u>Number of Adult Programs</u>
	<u>663</u> by phone	<u>207</u>	<u>Attendance at Adult Programs</u>
	<u>346</u> directional	<u>4</u>	<u>Number of Young Adult Programs</u>
		<u>35</u>	<u>Attendance at Young Adult Programs</u>
<u>23</u>	<u>Meeting Room Usage</u>	<u>22</u>	<u>Number of Volunteers</u>
		<u>135.00</u>	<u>Total Volunteer Hours</u>
		<u>15</u>	<u>Displays</u>

CHILDREN'S SERVICES

<u>341</u>	<u>Reference Questions</u>		
	<u>258</u> in person		
	<u>20</u> by phone		
	<u>63</u> directional		
<u>14</u>	<u>Number of pre-school programs</u>		<u>(daycare & Headstart)</u>
<u>392</u>	<u>Attendance at pre-school programs</u>		
<u>34</u>	<u>Number of storyhours</u>		
<u>669</u>	<u>Attendance at storyhours</u>		
<u>7</u>	<u>Number of programs/school visits for school age children</u>		<u>(here or away)</u>
<u>154</u>	<u>Attendance at programs for school age children</u>		
<u>0</u>	<u>Number of programs for Summer Reading Program</u>		
<u>0</u>	<u>Attendance at Summer Reading Program</u>		
<u>5</u>	<u>Displays</u>		
<u>1</u>	<u>Number of volunteers</u>		
<u>6.00</u>	<u>Total volunteer hours</u>		

REGISTRATION

<u>242</u>	<u>Total new borrowers</u>
	<u>204</u> Adults
	<u>38</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT APRIL 2026

ADULT

Total Book & Non-Book Material Checkouts

2024	2025	2026	
5,288	4,422	4,611	Fiction
1,762	1,729	1,639	Nonfiction
1,415	1,387	1,447	New books
15	26	2	Multi-language items
8,480	7,564	7,699	Total Book Checkouts
14	21	23	Devices
160	117	111	CD books
28	16	44	Music cds
114	126	103	DVDs & Blu-rays
80	170	110	Book Club Bks
18	113	132	Kits
414	563	523	Total Checkouts
297	209	236	In-library use
28	34	26	ILL
6,048	5,734	5,113	Ebooks
5,619	5,842	6,655	Downloadable audios
0	0	2,590	Eperiodicals
0	0	0	Streaming videos
11,992	11,819	14,620	Total Checkouts
33,081	32,896	35,201	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

2024	2025	2026	
9,140	9,605	8,962	Fiction
893	993	1,067	Nonfiction
795	759	811	New books
116	287	135	Multi-language items
10,944	11,644	10,975	Total Book Checkouts
612	619	593	CD books
4	10	3	Music cds
251	228	305	DVDs & Blu-rays
74	55	45	Kits
941	912	946	Total Checkouts
310	394	438	In-library use

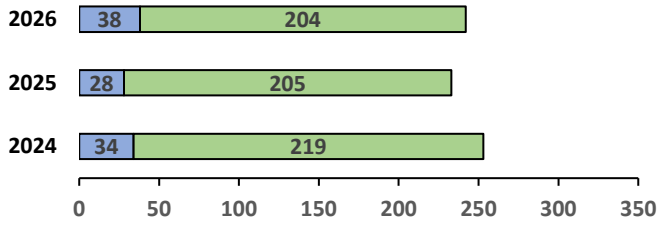
OUTREACH

1	Homebound patron deliveries	6	Facility deliveries
1	Homebound items/materials	86	Deposit collections
		163	Total number of books

APRIL 2026 - ACCOUNT HOLDER INFORMATION

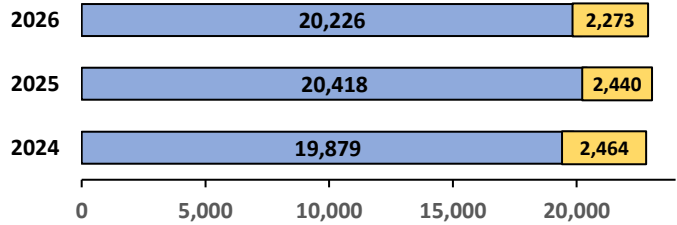
New Cards Issued:

Children Adult



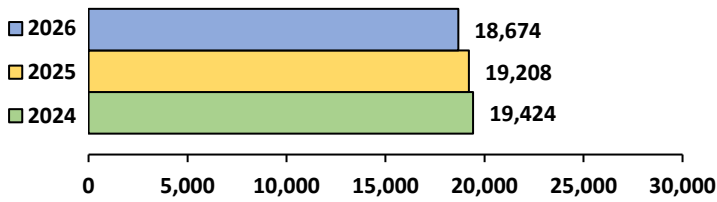
Total Number of Borrowers:

Resident Non-Resident

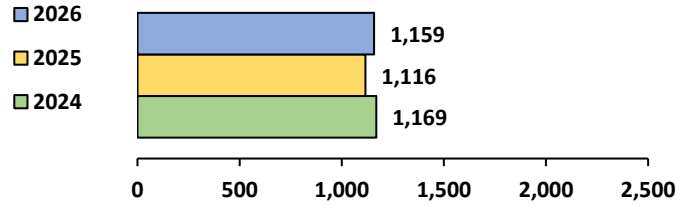


APRIL 2026 - MONTHLY CIRCULATION:

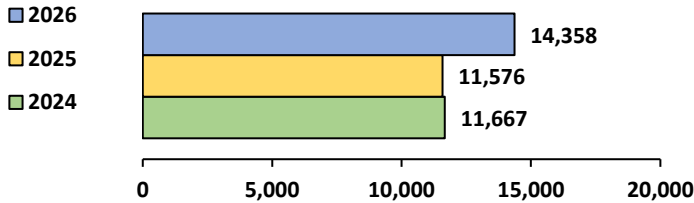
Books:



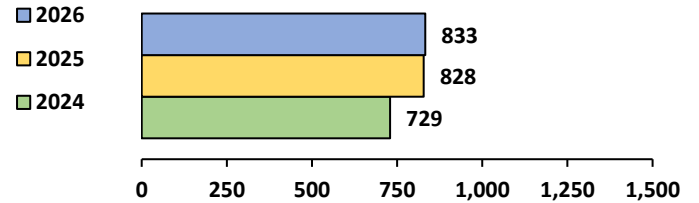
Audio Visual:



Digital:

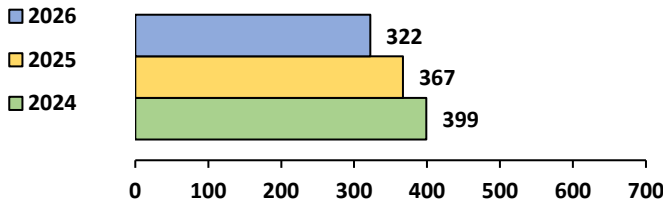


Other Items:

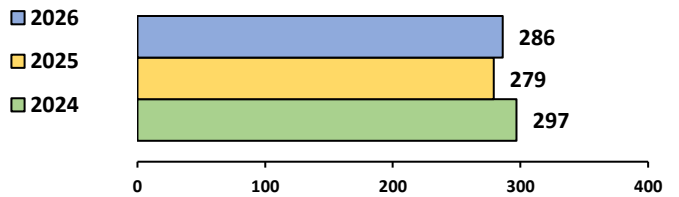


APRIL 2026 - ITEMS:

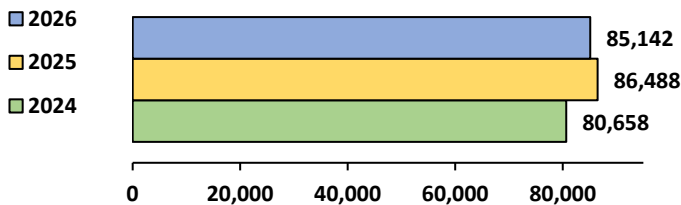
Added This Month:



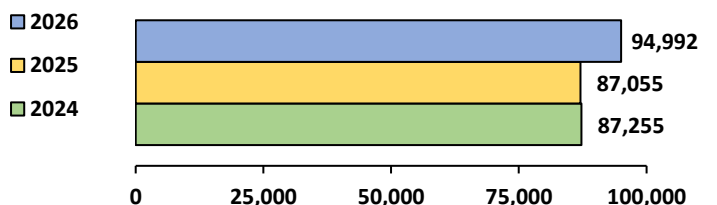
Removed This Month:



Total Physical Items:



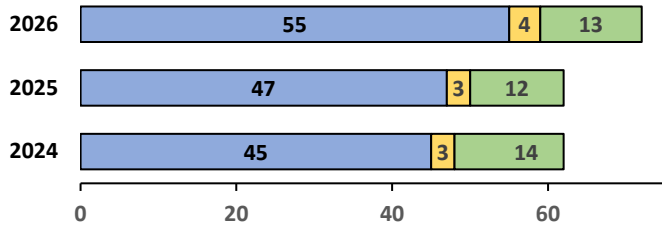
Total Digital Items:



APRIL 2026 - PROGRAMMING:

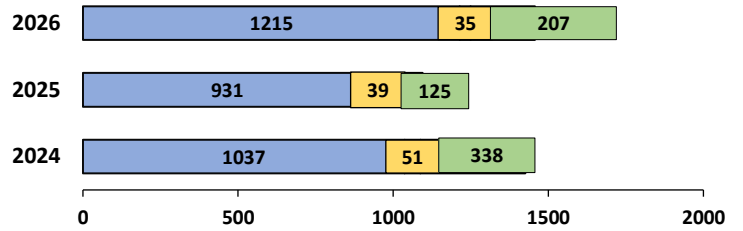
Number of Programs:

Children Teen Adult

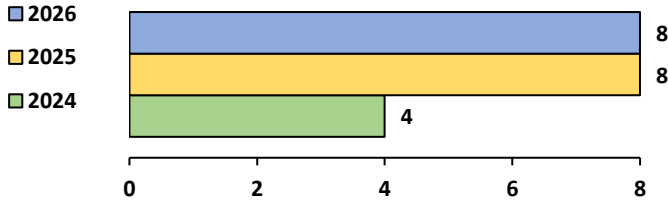


Number of Attendees:

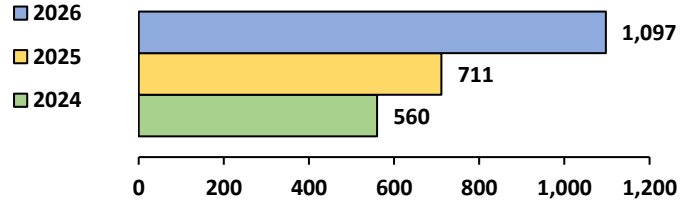
Children Teen Adult



Outreach Number of Events Attended:

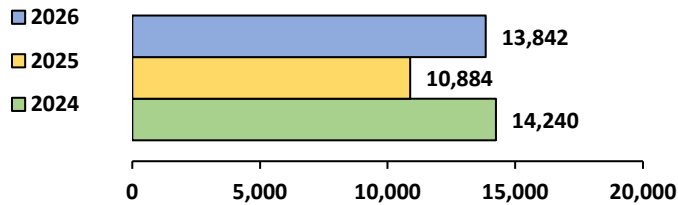


Outreach Number of People Reached:

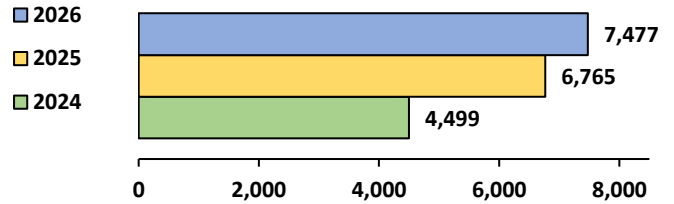


APRIL 2026 - LIBRARY USE:

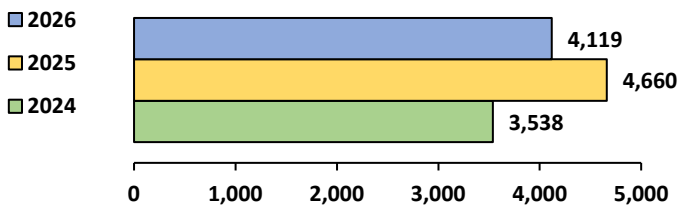
Number of Visitors:



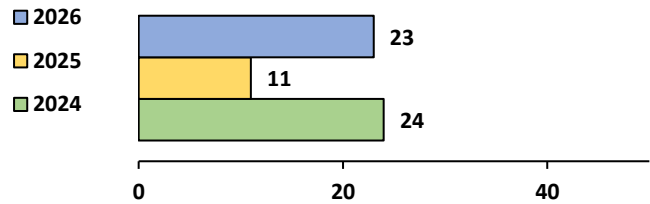
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:





Fee Schedule

The purpose of this fee schedule is to provide a comprehensive listing of fees charged by Stillwater Public Library.

Type	Fee	Additional Information
Library Card – Out of County	\$25.00	User does not live, work, or go to school in Payne County.
Replacement card	\$2.00	All library cards
Device overdue fine	\$1.00/day	
Overdue fines	\$.25/day	
Lost/Damaged items	List price of item on purchase date	
Interlibrary Loan	\$3.00	
Lost/Damaged Interlibrary Loan	Dependent on lending library	
Lost item paid then returned within three months	\$10.00	If a lost item is paid, user will be refunded the lost fee, except this processing fee. Processing fees for items under \$10 will be limited to the cost of the item.
Replacement Bar Code	\$1.00	
Replacement CD case, DVD case, or hanging bag	\$5.00	
Replacement book jacket	\$1.00	
Color printing/copying	\$.50	
Black and white printing/copying	\$.15	
Notary	\$2.00	Voting ballot notarization is FREE
Faxing	\$1.75/\$1.00 (U.S.) \$3.95/\$3.45 (non-U.S.)	First page/each subsequent page; Service provided by third party vendor
Rental - 202, 214, 313	\$30/\$45 per hr	City resident/Nonresident; possible deposit
Rental - 119	\$45/\$67.50 per hr	City resident/Nonresident; possible deposit
Rental - Auditorium	\$45/\$67.50 per hr	City resident/Nonresident; possible deposit
Rental - Reception	\$35/\$52.50 per hr	City resident/Nonresident; possible deposit
Setup/Cleanup fee for rentals	\$25/\$37.50	City resident/Nonresident

Tech. assistance for rentals	\$30/\$45	City resident/Nonresident
Tablecloth rental	\$5/\$7.50 each	City resident/Nonresident
Coffee/Tea Service	12 cups \$15/\$22.50 24 cups \$30/\$45 36 cups \$40/\$60	City resident/Nonresident
Research fees	\$25.00 per hour	\$6.25 minimum

Changes to the fee schedule will be applied to Library Board policies. Disagreements concerning any aspect of the fee schedule may be appealed to the Stillwater Public Library Board.

Approved: 5/26/26 to go into effect 7/1/26

Funding Commitment Decision Letter

Funding Year 2026

Contact Information:

Stacy DeLano
STILLWATER PUBLIC LIBRARY
1107 S DUCK ST
STILLWATER, OK 74074
stacy.delano@stillwater.org

FCC Form 471: 261032474**BEN:** 140109**Wave:** 1**Application Nickname:** 2026-27 Cat. 1 internet ser
vice Chickasaw.SPL (2nd renewal on 2024 kx)

Totals

Total Committed	\$9,840.00
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What is in this letter?

Thank you for submitting your application for Funding Year 2026 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider** must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2026

Application Comments for FCC Form 471: #261032474

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2699047470	Chickasaw Telecommunications Services, Inc.	\$9,840.00	\$9,840.00	Funded

FRN 2699047470	Service Type Data Transmission and/or Internet Access	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$12,300.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$12,300.00	
Discount Rate		80.00%	
Committed Amount		\$9,840.00	

Dates	
Service Start Date	7/1/2026
Contract Expiration Date	6/30/2027
Contract Award Date	3/20/2024
Service Delivery Deadline	6/30/2027
Expiration Date (All Extensions)	6/30/2029

Service Provider and Contract Information	
Service Provider	Chickasaw Telecommunications Services, Inc.
SPIN (498ID)	143013786
Contract Number	
Account Number	
Establishing FCC Form 470	240017037
Invoicing Method	Service Provider - FCC Form 474 (SPI Form)

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: Approved as submitted.

UNEARTH A

STORY

SUMMER @ YOUR LIBRARY 2026



PUBLIC LIBRARY
Stillwater OKLAHOMA



StillwaterOK.Gov/LibrarySummer
1107 S. Duck Street | 405.372.3633
FREE & OPEN TO THE PUBLIC

UNEARTH A STORY

STILLWATER PUBLIC LIBRARY'S SUMMER READING PROGRAM 2026

JUNE

MAY

Tuesday	Wednesday	Thursday	Friday	Saturday
K Kids (through 5th grade): Tues. shows @ 10 am & 2 pm; Thurs. drop in 10 am -12 pm T Teens (grades 6-12): Wed. @ 2 pm E Everyone: (all ages) Days/times vary A Adults: Days/times vary M Movie: Fri. @ 2 pm ✓ Registration Required				30 Foam Party Kickoff 10 am E T Climbing Wall Kickoff @ Colvin Center 2-4 pm <i>First day to enter reading time!</i>
2 K Magic Show w/ Kevin Wade	3 T Slither Into Summer w/ Jungle Boyz Reptiles	4 K Field Trip: @ Prairie Arts Center	5 E Ice Age: Dawn of the Dinosaurs (PG, 94 min)	6
9 K Dino Rodeo Science Show w/ Mad Science	10 T Jurassic Park Movie & Craft (PG-13, 127 minutes)	11 K Field Trip: @ Chris Salmon Plaza	12 E Wild Robot (PG, 101 min)	13 ✓ A KonMari Home Organization 10 am
16 K PAWSitivity Animal Show	17 T Portable Planetarium w/ Arkansas SkyDome	18 K Field Trip: @ Southern Woods Park Splash Pad	19 Library Closed for Juneteenth	20 ✓ A Paleontology 101 w/ Dr. Melstrom 1 pm
23 K Dinosaurs Rock w/ Monty Harper	24 T Prehistoric Pantry Showdown	25 K Field Trip: @ Botanic Garden	26 E We're Back (G, 79 min)	27
30 K Underground Adventures of Dino Girl	More details at: stillwaterok.gov/LibrarySummer			

JULY

1 T National Treasure Movie & Cupcake Deco (PG, 131 minutes)	2 K Field Trip: @ Couch Park Storywalk	3 E Spirit: Stallion of the Cimarron (G, 85 minutes)	4 Library Closed for July 4 <i>We'll also be closed Mon. July 6</i>
7 K Readin' & Ropin' w/ Buckaroo Bart	8 T SLAM Crew Basketball Showcase @ YMCA Gym	9 K Field Trip: @ History Museum Crochet Dinos 6 pm ✓ A	10 E Good Dinosaur (PG, 100 minutes)
14 K Sketchasaurus Rex Ventriloquist	15 T Improv Acting w/ Town & Gown	16 K Field Trip: @ Fire Station #1	17 E The Land Before Time (G, 69 minutes)
21 K Jurassic Experience w/ Dino Ranger & Baby Dino	22 T Dragon Egg Craft	23 K Field Trip: @ OSU Art Museum	24 E Night at the Museum (PG, 108 minutes) <i>Last day to enter reading time!</i>
			25 E Natural History Museum Finale 10 am-12 pm (drop in)

Summer **STORY** time



Mondays

Babies (0-18 months)

9:30 am

Wednesdays

Toddlers (1-2 years)

9:30 & 10:30 am

Fridays

Preschool (2-5 years)

9:30 & 10:30 am

1st & 3rd Saturdays @ 10:30 am (All Ages 0-5)

Your Library

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

Follow Us

@StillwaterOKLib

