



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
AUGUST 25, 2026, 12:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. INTRODUCTION TO NEW LIBRARY BOARD MEMBER

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: June 23, 2026, Regular Meeting
- b) Stillwater Public Library June and July 2026 Financial Report
- c) Stillwater Public Library June and July 2026 Activity Reports
- d) Five-year trend report

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/accept changes to internal monthly statistics report.
- b) Nominate candidates for open Trust Board position
- c) Consideration, discussion, and possible action to appoint Trust Board member
- d) Consideration, discussion, and possible action to approve staff position roster.
- e) Consideration, discussion, and possible action to approve revised Technical Services Specialist job description
- f) Consideration, discussion, and possible action to approve revised Librarian I - Cataloger job description
- g) Consideration, discussion, and possible action to approve Children's Services Specialist (FT) job description
- h) Consideration, discussion, and possible action to approve revised Children's Services Specialist (PT) job description
- i) Consideration, discussion, and possible action to approve Fiscal Year 2025-26 Annual Trust Report
- j) Consideration, discussion, and possible action to approve for library director the 3% annual cost of living raise provided to all City of Stillwater staff beginning July 1, 2026
- k) Consideration, discussion, and possible action to approve application, in partnership with Stillwater History Museum, to the Oklahoma Historical Society's Heritage Preservation Grant Program for up to \$25,000 for the digitization of the Stillwater NewsPress (January 1964-September 1983) with a 10% cash match required

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

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

JUNE 23, 2026, 12:00 P.M.

library.stillwater.org

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

Staff present: **Stacy DeLano, Naomi Brown, Ashlyn Garis, Sara Rebelo**

Guests present: **Chris Peters**

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

Edwards/McMillian moved to convene an executive session. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

c) Vote to convene regular meeting

Edwards/Cornwell moved to convene a regular meeting. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano

Edwards/Upson moved to recommend a six percent raise for Stacy DeLano as library director, effective July 1, 2026. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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: May 26, 2026, Regular Meeting
- b) Stillwater Public Library May 2026 Financial Report
- c) Stillwater Public Library May 2026 Activity Reports

DeLano explained that a surplus of funds in the operating budget was pooled to purchase a heat pump for the second floor in the north building. McMillian asked about the donations account on the Financial Report. DeLano explained that several expenditures are planned before the end of the fiscal year, primarily for Summer Reading activities and other library programming. Any remaining unspent funds will be carried forward to the next fiscal year. Cornwell asked about meeting room usage. DeLano explained that usage numbers fluctuate regularly. However, Meeting Rooms staff have reported that room rentals have increased this year and that overall meeting room activity has risen.

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

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 revised Circulation policy
The proposed revisions to the following three policies primarily consist of removing specific fee amounts, updating the formatting, and making grammatical corrections. Sinnes noted that the date needs to be changed from May to June at the end of all three policies.

Sinnes/Upson moved to approve the revised Circulation policy with changes to the wording regarding Payne County residency. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Consideration, discussion, and possible action to approve revised Collection Development policy

Cornwell/Sinnes moved to approve the revised Collection Development policy with changes to page 2, paragraph 2, removing the word *fully*. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- c) Consideration, discussion, and possible action to approve revised Computer and Internet Use policy

Cornwell/Edwards moved to approve the revised Computer and Internet Use policy. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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
DeLano reported a successful summer reading program with the highest participation since 2019. Information about the America 250 events has been sent out by press release. A form and a sign with a QR code to access the form will be available to submit book suggestions for the America 250 time capsule. Nominations for books will be accepted starting July 1. A new Library Board member will start her term in August. Information about potential Library Trust Board nominees will be discussed at the August meeting.
- b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings

The August agenda will include an item to consider a three percent cost-of-living raise for DeLano. DeLano will report on the upcoming meeting for the unhoused in Stillwater at the August meeting.

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

The staff appreciation ice cream party will take place on July 3 from 1 to 2 p.m.

- 7. **ADJOURN Edwards/Cornwell moved to adjourn. The votes are as follows:**

McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes.

Motion approved. The meeting adjourned at 1:33 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____

Chair, Stillwater Public Library Board

June 2026

City of Stillwater, OK

0% of FY26 remaining

Budget to Actuals with Encumbrances by Key and Object

Report Date: 06/30/2026

Object - Description

Key: 1015510 - Library administration

Budget

Month to date
ActualYear to date
Actual

Encumbrance

Balance

Pct.
Rem.

Revenue

43000 - Grant Revenue	350.00	0.00	350.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	137,500.00	0.00	137,500.00	0.00	0.00	0.00%
43200 - State Grant Revenue	36,577.00	10,292.25	31,489.25	0.00	5,087.75	13.90%
45000 - Fines & Forfeitures	20,000.00	1,594.46	15,748.40	0.00	4,251.60	21.25%
47012 - Misc Fees	11,000.00	1,782.40	17,377.76	0.00	-6,377.76	-57.97%
47501 - Room Rental	13,000.00	375.00	15,792.50	0.00	-2,792.50	-21.48%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	21,121.00	983.04	22,176.83	0.00	-1,055.83	-5.00%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	239,548.00	15,027.15	240,434.74	0.00	(886.74)	-0.37%

Expenditure

51001 - Full Time	708,442.00	53,907.66	661,873.03	0.00	46,568.97	6.57%
51002 - Part Time	304,509.00	22,043.09	268,477.97	0.00	36,031.03	11.83%
51003 - Overtime	2,019.00	0.42	1,959.68	0.00	59.32	2.93%
51021 - Social Security	77,873.00	5,571.03	68,664.79	0.00	9,208.21	11.82%
51022 - Retirement	42,536.00	3,234.48	39,370.01	0.00	3,165.99	7.44%
52012 - Vehicle Repair Parts	50.00	0.00	24.96	0.00	25.04	50.08%
52031 - Office Supplies	700.00	0.00	524.25	159.85	15.90	2.27%
52034 - Postage	200.00	1.98	69.00	131.00	0.00	0.00%
52036 - Janitorial Supplies	5,600.00	880.13	5,261.82	327.78	10.40	0.18%
52040 - Books & Publications	93,300.00	12,835.98	87,131.43	6,055.25	113.32	0.12%
52041 - Clothing & Uniforms	840.00	0.00	600.00	0.00	240.00	28.57%
52043 - Vehicle Fuel & Oil	450.00	0.00	249.00	0.00	201.00	44.66%
52046 - Supplies	17,500.00	7,283.67	14,999.41	560.23	1,940.36	11.08%
53001 - Natural Gas	3,900.00	182.88	3,618.66	0.00	281.34	7.21%
53004 - Telecommunications	800.00	52.15	745.80	0.00	54.20	6.77%
53011 - Equipment Rental	6,400.00	972.47	5,703.76	389.38	306.86	4.79%
53020 - Repair-Structures	13,700.00	826.00	11,741.61	1,558.39	400.00	2.91%
53023 - Repair-HVAC	32,441.00	787.00	16,830.65	15,507.35	103.00	0.31%
53041 - Donations	60,666.00	6,854.28	35,498.61	597.15	24,570.24	40.50%
53045 - Grant Expenditure	211,533.00	28,964.20	123,836.76	83,073.57	4,622.67	2.18%
53049 - Cash Short	0.00	-1.35	-14.56	0.00	14.56	0.00%
53053 - Licenses & Fees	0.00	0.00	0.00	0.00	0.00	0.00%
53054 - Professional Dues	640.00	260.00	536.00	101.25	2.75	0.42%

User: DARLA.MCBRID - Darla McBride

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Report: GL5000 - GL5000: General Budget to Actual with Enc

1

Current Date: 07/01/2026
Current Time: 14:56:27

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 06/30/2026

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53055 - Training	1,300.00	398.00		1,228.00		0.00	72.00	5.53%
53062 - Refunds	200.00	0.00		20.98		0.00	179.02	89.51%
53064 - Contract for Services	10,100.00	1,068.45		8,650.40		1,401.60	48.00	0.47%
53066 - Miscellaneous Services	250.00	17.50		35.00		166.25	48.75	19.50%
53068 - Travel Expense	375.00	0.00		337.61		35.02	2.37	0.63%
53071 - Software Maintenance	33,400.00	0.00		33,358.60		0.00	41.40	0.12%
53083 - Employee Discounts	0.00	22.50		2,377.50		0.00	-2,377.50	0.00%
56000 - Direct Costs	413.00	39.00		413.00		0.00	0.00	0.00%
56001 - Indirect Costs	422.00	37.00		422.00		0.00	0.00	0.00%
Expenditure Total:	1,630,559.00	146,238.52		1,394,545.73		110,064.07	125,949.20	7.72%
Key Total:	(1,391,011.00)	(131,211.37)		(1,154,110.99)		(110,064.07)	(126,835.94)	9.11%

Budget to Actuals with Encumbrances by Key and Object

Report Date: 07/31/2026

Object - Description

Key: 1015510 - Library administration

Revenue

45000 - Fines & Forfeitures	15,000.00	1,261.02	1,261.02	0.00	13,738.98	91.59%
47012 - Misc Fees	12,000.00	2,029.25	2,029.25	0.00	9,970.75	83.08%
47501 - Room Rental	14,000.00	945.00	945.00	0.00	13,055.00	93.25%
48701 - Donations	0.00	240.14	240.14	0.00	-240.14	0.00%
Revenue Total:	41,000.00	4,475.41	4,475.41	0.00	36,524.59	89.08%

Expenditure

51001 - Full Time	705,153.00	44,651.51	44,651.51	0.00	660,501.49	93.66%
51002 - Part Time	313,254.00	17,420.67	17,420.67	0.00	295,833.33	94.43%
51003 - Overtime	500.00	197.36	197.36	0.00	302.64	60.52%
51021 - Social Security	77,946.00	4,689.58	4,689.58	0.00	73,256.42	93.98%
51022 - Retirement	42,339.00	2,687.75	2,687.75	0.00	39,651.25	93.65%
52012 - Vehicle Repair Parts	500.00	154.32	154.32	0.00	345.68	69.13%
52031 - Office Supplies	1,000.00	50.00	50.00	98.22	851.78	85.17%
52034 - Postage	100.00	0.00	0.00	75.00	25.00	25.00%
52036 - Janitorial Supplies	5,400.00	0.00	0.00	0.00	5,400.00	100.00%
52040 - Books & Publications	89,300.00	384.60	384.60	0.00	1,715.00	1.92%
52041 - Clothing & Uniforms	600.00	300.00	300.00	0.00	300.00	50.00%
52042 - Food	0.00	40.00	40.00	0.00	-40.00	0.00%
52043 - Vehicle Fuel & Oil	400.00	0.00	0.00	0.00	400.00	100.00%
52046 - Supplies	12,100.00	0.00	0.00	0.00	11,200.59	92.56%
53001 - Natural Gas	5,000.00	12.77	12.77	0.00	4,987.23	99.74%
53004 - Telecommunications	800.00	52.15	52.15	0.00	747.85	93.48%
53011 - Equipment Rental	7,500.00	128.81	128.81	6,871.19	500.00	6.66%
53020 - Repair-Structures	13,627.00	0.00	0.00	8,609.18	5,017.82	36.82%
53023 - Repair-HVAC	5,000.00	0.00	0.00	2,000.00	3,000.00	60.00%
53041 - Donations	24,555.00	2,065.00	2,065.00	240.14	22,249.86	90.61%
53045 - Grant Expenditure	56,501.00	5,661.68	5,661.68	46,899.12	3,940.20	6.97%
53049 - Cash Short	0.00	-0.85	-0.85	0.00	0.85	0.00%
53054 - Professional Dues	0.00	0.00	0.00	0.00	0.00	0.00%
53055 - Training	500.00	0.00	0.00	99.00	401.00	80.20%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Contract for Services	9,500.00	21.00	21.00	8,556.00	923.00	9.71%
53066 - Miscellaneous Services	150.00	0.00	0.00	105.00	45.00	30.00%
53068 - Travel Expense	250.00	0.00	0.00	25.00	225.00	90.00%

User: DARLA.MCBRID - Darla McBride

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Report: GL5000 - GL5000: General Budget to Actual with Enc

1

Current Date: 08/03/2026
Current Time: 16:50:14

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 07/31/2026

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53071 - Software Maintenance	32,000.00	18,795.02		18,795.02		2,300.00	10,904.98	34.07%
56000 - Direct Costs	441.00	37.00		37.00		0.00	404.00	91.60%
56001 - Indirect Costs	465.00	39.00		39.00		0.00	426.00	91.61%
Expenditure Total:	1,405,081.00	97,387.37		97,387.37		163,977.66	1,143,715.97	81.39%
Key Total:	(1,364,081.00)	(92,911.96)		(92,911.96)		(163,977.66)	(1,107,191.38)	81.16%
Revenue								
46004 - Interest-CD's	0.00	729.64		729.64		0.00	-729.64	0.00%
48701 - Donations	0.00	90.85		90.85		0.00	-90.85	0.00%
Revenue Total:	0.00	820.49		820.49		0.00	(820.49)	0.00%
Key Total:	0.00	820.49		820.49		0.00	(820.49)	0.00%

Key: 6400000 - Library

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2026

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,426)	9,656	ADULT BOOKS	(216)	276	NEW ADULT CARDS
(11,087)	16,510	CHILDREN'S BOOKS	(72)	76	NEW CHILDREN'S CARDS
(44)	5	DEVICES	(22,663)	22,454	TOTAL ACTIVE BORROWERS
(197)	562	VIDEOS	(7)	7	HOMEBOUND & FACILITIES DELIVERIES
(1,003)	1,070	AUDIOS	(937)	1,103	COMPUTER
(110)	150	BOOK CLUB BOOKS	(4,445)	5,228	WIRELESS USERS
(31)	46	INTERLIBRARY LOAN	(63)	64	NOTARY SERVICES
(144)	1,310	IN LIBRARY USE	(5)	2	CURBSIDE DELIVERIES
(6,120)	5,874	EBOOKS			
(6,352)	6,973	DOWNLOADABLE AUDIOS			
(0)	2,790	EPERIODICALS			
(0)	0	STREAMING VIDEOS			
(47)	239	KITS			
(32,561)	45,185	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,154)	12,912	ADULT	(1,930)	1,956	OSU STUDENT
(4,196)	3,895	CHILD	(208)	201	OUT OF COUNTY
			(3,175)	3,490	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,198 /	2,256	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(0)	18,824	
NUMBER OF VISITORS TO LIBRARY WEBSITE			(14,146)	17,412	

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

(5)	25	MEETING ROOM USAGE
(84)	116	ADULT LIBRARY PROGRAM ATTENDANCE
(202)	141	YOUNG ADULT PROGRAM ATTENDANCE
(405)	381	STORY TIME ATTENDANCE
(57)	10	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(326)	673	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(18)	46	BOOK MATERIALS	(32)	317
(0)	1	NON-BOOK MATERIALS		
(80,621)	79,078	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(88,488)	94,895	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2026

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>5</u>	Outreach	<u>285</u>	Participants
	<u>3,178</u>		in person	<u>12</u>	Number of Adult Programs
	<u>663</u>		by phone	<u>116</u>	Attendance at Adult Programs
	<u>346</u>		directional	<u>5</u>	Number of Young Adult Programs
		<u>141</u>	Attendance at Young Adult Programs		
<u>25</u>	Meeting Room Usage	<u>19</u>	Number of Volunteers		
		<u>155.50</u>	Total Volunteer Hours		
		<u>19</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>1</u>	Number of pre-school programs		(daycare & Headstart)
<u>10</u>	Attendance at pre-school programs		
<u>21</u>	Number of storyhours		
<u>381</u>	Attendance at storyhours		
<u>0</u>	Number of programs/school visits for school age children		(here or away)
<u>0</u>	Attendance at programs for school age children		
<u>16</u>	Number of programs for Summer Reading Program		
<u>2,628</u>	Attendance at Summer Reading Program		
<u>10</u>	Displays		
<u>8</u>	Number of volunteers		
<u>16.00</u>	Total volunteer hours		

REGISTRATION

<u>352</u>	<u>Total new borrowers</u>
	<u>276</u> Adults
	<u>76</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2026

ADULT

Total Book & Non-Book Material Checkouts

2024	2025	2026	
6,260	4,747	6,104	Fiction
2,088	1,407	1,876	Nonfiction
1,508	1,270	1,668	New books
28	2	8	Multi-language items
9,884	7,426	9,656	Total Book Checkouts
9	44	5	Devices
182	95	925	CD books
17	0	25	Music cds
167	17	213	DVDs & Blu-rays
110	110	150	Book Club Bks
109	10	160	Kits
594	276	1,478	Total Checkouts
321	83	394	In-library use
36	31	46	ILL
6,688	6,120	5,874	Ebooks
6,482	6,352	6,973	Downloadable audios
0	0	2,790	Eperiodicals
0	0	0	Streaming videos
13,527	12,586	16,077	Total Checkouts
42,660	32,561	45,185	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

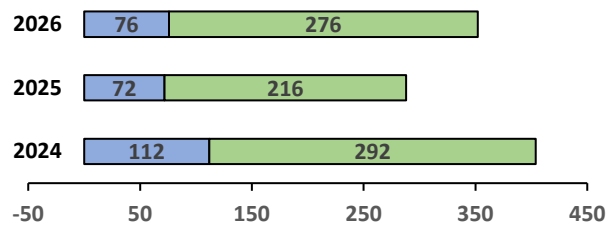
2024	2025	2026	
14,260	9,460	13,884	Fiction
1,162	792	1,572	Nonfiction
846	715	886	New books
128	120	168	Multi-language items
16,396	11,087	16,510	Total Book Checkouts
1,074	906	113	CD books
10	2	7	Music cds
436	180	349	DVDs & Blu-rays
77	37	79	Kits
1,597	1,125	548	Total Checkouts
662	61	916	In-library use

OUTREACH

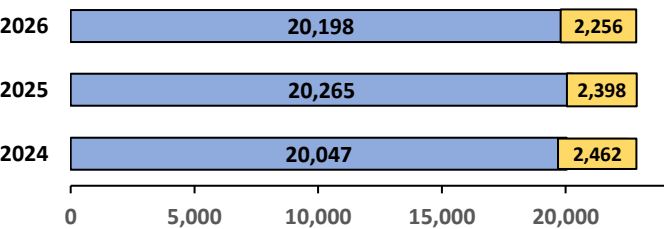
0	Homebound patron deliveries	7	Facility deliveries
0	Homebound items/materials	103	Deposit collections
		160	Total number of books

JUNE 2026 - ACCOUNT HOLDER INFORMATION

New Cards Issued: Children Adult

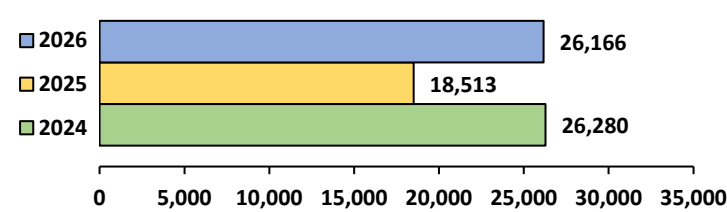


Total Number of Borrowers: Resident Non-Resident

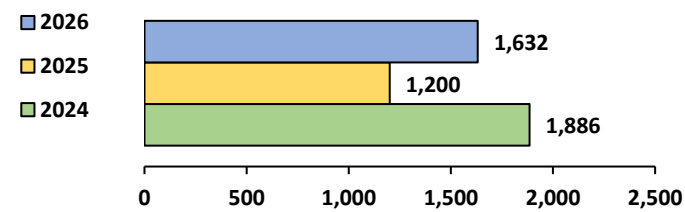


JUNE 2026 - MONTHLY CIRCULATION:

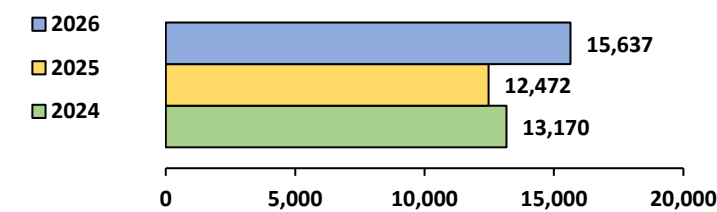
Books:



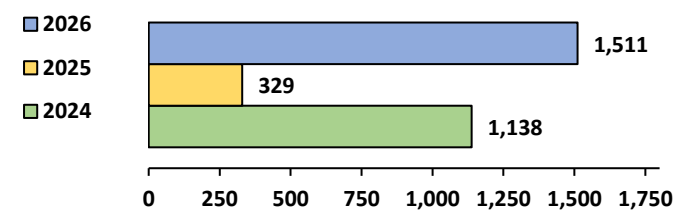
Audio Visual:



Digital:

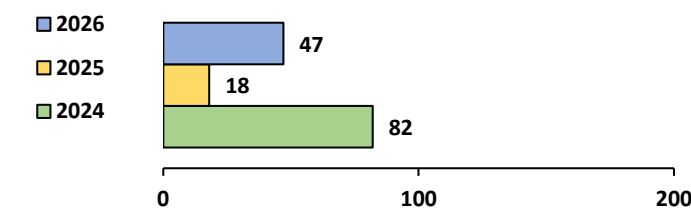


Other Items:

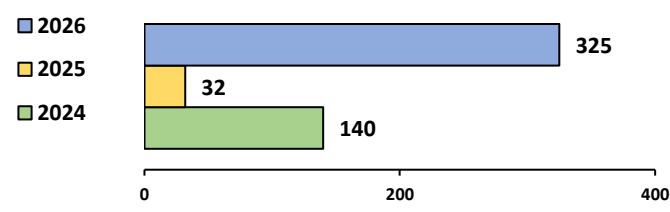


JUNE 2026 - ITEMS:

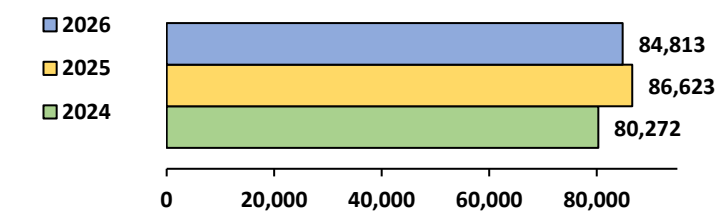
Added This Month:



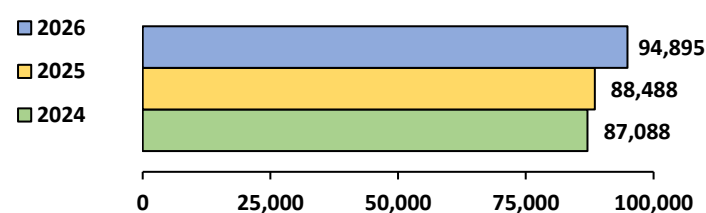
Removed This Month:



Total Physical Items:

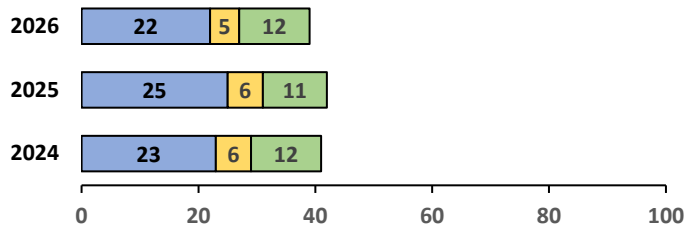


Total Digital Items:

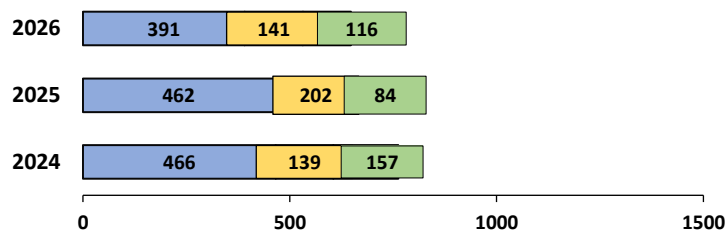


JUNE 2026 - PROGRAMMING:

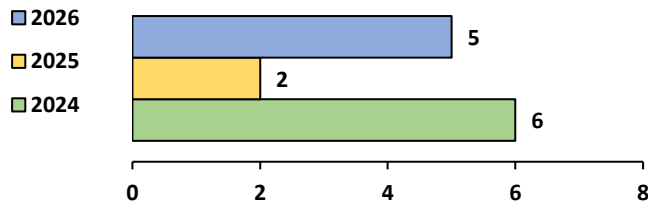
Number of Programs: Children Teen Adult



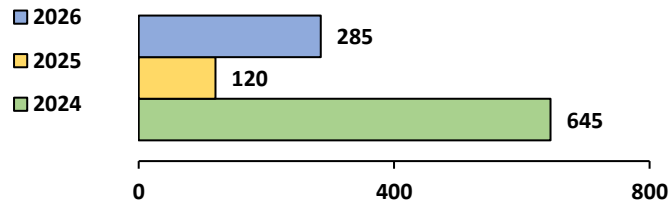
Number of Attendees: Children Teen Adult



Outreach Number of Events Attended:

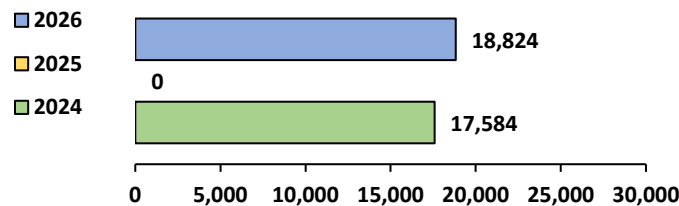


Outreach Number of People Reached:

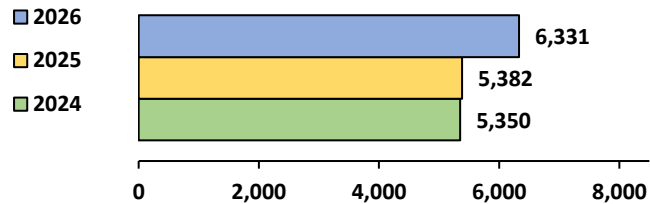


JUNE 2026 - LIBRARY USE:

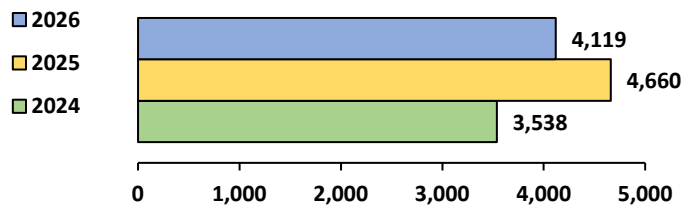
Number of Visitors:



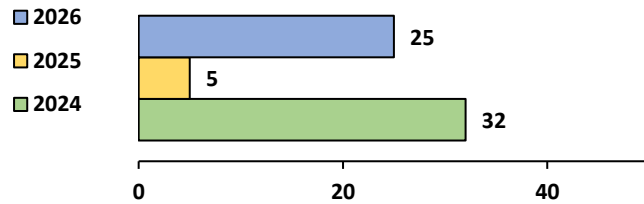
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

The library was closed all of June 2025 for work on the fire suppression system. This significantly impacted of the numbers in the report.

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JULY 2026

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(8,580)	9,008	ADULT BOOKS	(229)	265	NEW ADULT CARDS
(14,284)	14,154	CHILDREN'S BOOKS	(53)	62	NEW CHILDREN'S CARDS
(43)	21	DEVICES	(22,590)	21,297	TOTAL ACTIVE BORROWERS
(381)	531	VIDEOS	(3)	7	HOMEBOUND & FACILITIES DELIVERIES
(1,063)	969	AUDIOS	(1,072)	986	COMPUTER
(160)	170	BOOK CLUB BOOKS	(4,918)	5,001	WIRELESS USERS
(20)	35	INTERLIBRARY LOAN	(72)	58	NOTARY SERVICES
(696)	1,475	IN LIBRARY USE	(0)	5	CURBSIDE DELIVERIES
(6,659)	6,198	EBOOKS			
(6,736)	7,389	DOWNLOADABLE AUDIOS			
(0)	3,196	EPERIODICALS			
(0)	0	STREAMING VIDEOS			
(163)	232	KITS			
(38,785)	43,378	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,118)	12,818	ADULT	(1,922)	1,948	OSU STUDENT
(4,158)	3,919	CHILD	(207)	200	OUT OF COUNTY
			(3,185)	2,412	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,068 /	2,208	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(12,628)	17,108	
NUMBER OF VISITORS TO LIBRARY WEBSITE			(12,824)	15,486	

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

(106)	22	MEETING ROOM USAGE
(90)	84	ADULT LIBRARY PROGRAM ATTENDANCE
(231)	155	YOUNG ADULT PROGRAM ATTENDANCE
(432)	500	STORY TIME ATTENDANCE
(32)	8	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(493)	481	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(420)	438	BOOK MATERIALS	(452)	778
(5)	1	NON-BOOK MATERIALS		
(80,992)	78,822	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(89,847)	94,469	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JULY 2026

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>3</u>	Outreach	<u>391</u>	Participants
	<u>3,178</u>		in person	<u>8</u>	Number of Adult Programs
	<u>663</u>		by phone	<u>84</u>	Attendance at Adult Programs
	<u>346</u>		directional	<u>5</u>	Number of Young Adult Programs
		<u>155</u>	Attendance at Young Adult Programs		
<u>22</u>	Meeting Room Usage	<u>20</u>	Number of Volunteers		
		<u>144.00</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>1</u>	Number of pre-school programs		(daycare & Headstart)
<u>8</u>	Attendance at pre-school programs		
<u>24</u>	Number of storyhours		
<u>500</u>	Attendance at storyhours		
<u>0</u>	Number of programs/school visits for school age children		(here or away)
<u>0</u>	Attendance at programs for school age children		
<u>15</u>	Number of programs for Summer Reading Program		
<u>1,309</u>	Attendance at Summer Reading Program		
<u>8</u>	Displays		
<u>12</u>	Number of volunteers		
<u>22.00</u>	Total volunteer hours		

REGISTRATION

<u>327</u>	<u>Total new borrowers</u>
	<u>265</u> Adults
	<u>62</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JULY 2026

ADULT

Total Book & Non-Book Material Checkouts

2024	2025	2026	
7,069	5,510	5,841	Fiction
2,427	1,679	1,679	Nonfiction
1,539	1,374	1,473	New books
33	17	15	Multi-language items
11,068	8,580	9,008	Total Book Checkouts
6	43	21	Devices
208	147	112	CD books
27	12	17	Music cds
253	121	155	DVDs & Blu-rays
90	160	170	Book Club Bks
133	111	166	Kits
717	594	641	Total Checkouts
313	234	462	In-library use
38	20	35	ILL
6,853	6,659	6,198	Ebooks
6,704	6,736	7,389	Downloadable audios
0	0	3,196	Eperiodicals
0	0	0	Streaming videos
13,908	13,649	17,280	Total Checkouts

44,489 38,785 43,378 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

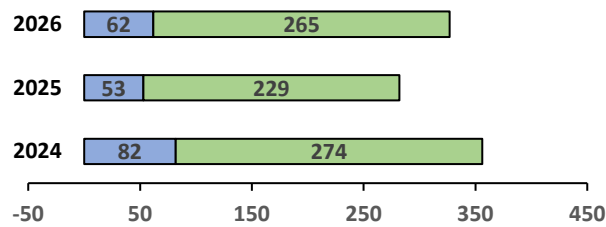
2024	2025	2026	
14,398	11,737	11,732	Fiction
1,425	1,407	1,527	Nonfiction
792	944	749	New books
167	196	146	Multi-language items
16,782	14,284	14,154	Total Book Checkouts
1,022	901	837	CD books
4	3	3	Music cds
485	260	376	DVDs & Blu-rays
87	52	66	Kits
1,598	1,216	1,282	Total Checkouts
416	462	1,013	In-library use

OUTREACH

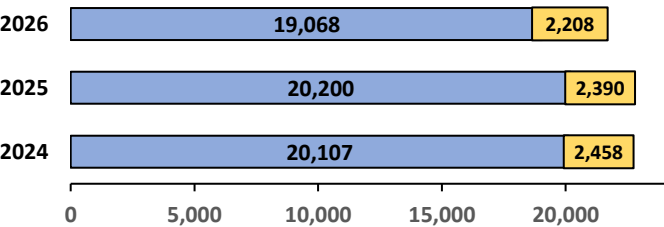
0	Homebound patron deliveries	7	Facility deliveries
0	Homebound items/materials	103	Deposit collections
		160	Total number of books

JULY 2026 - ACCOUNT HOLDER INFORMATION

New Cards Issued: Children Adult

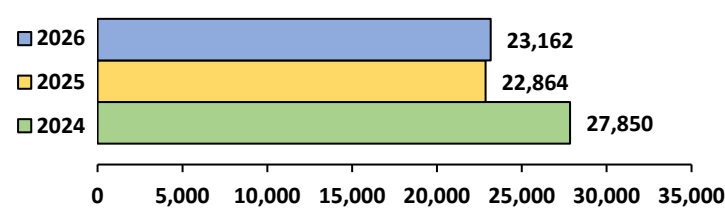


Total Number of Borrowers: Resident Non-Resident

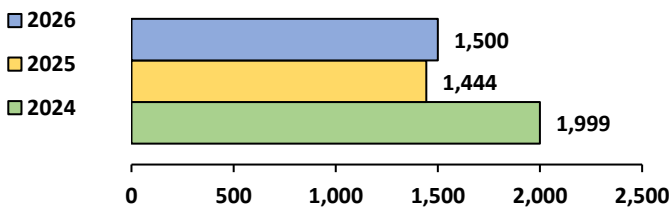


JULY 2026 - MONTHLY CIRCULATION:

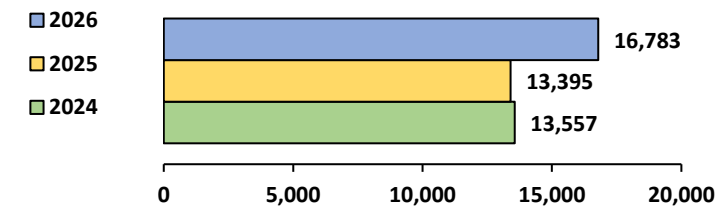
Books:



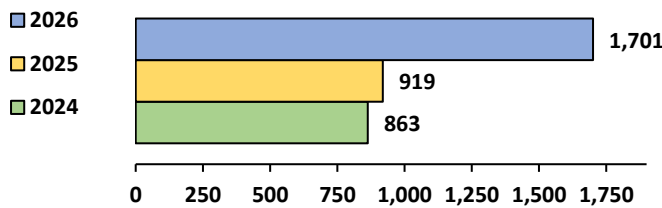
Audio Visual:



Digital:

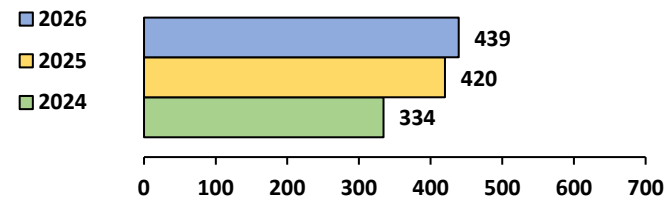


Other Items:

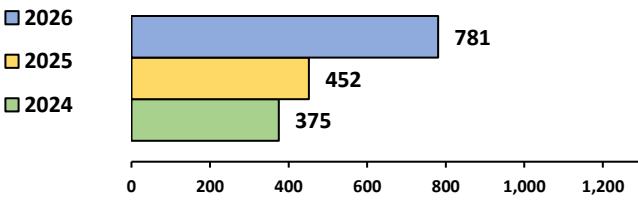


JULY 2026 - ITEMS:

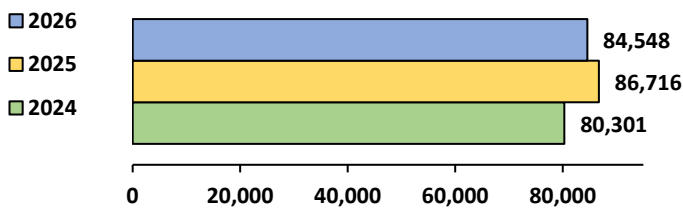
Added This Month:



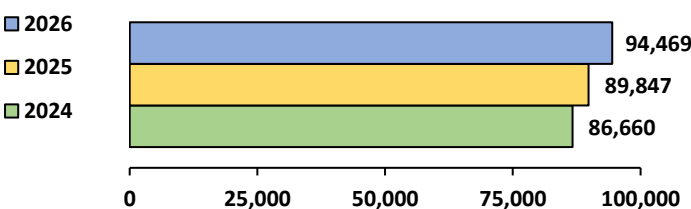
Removed This Month:



Total Physical Items:

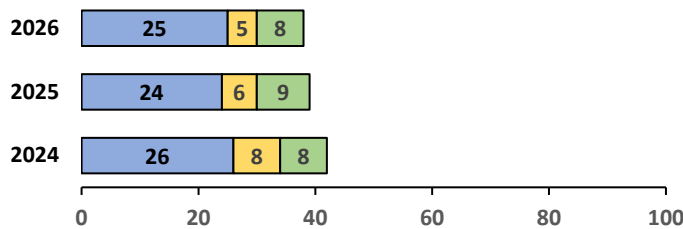


Total Digital Items:

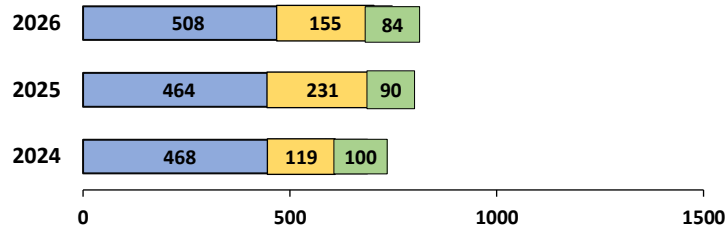


JULY 2026 - PROGRAMMING:

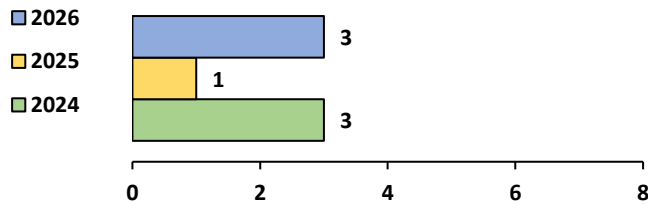
Number of Programs: Children Teen Adult



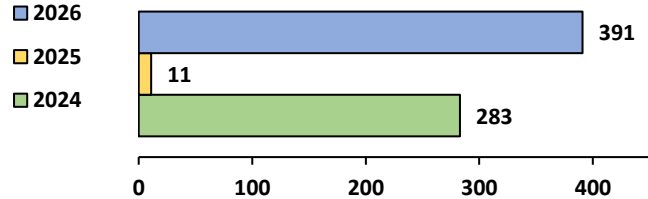
Number of Attendees: Children Teen Adult



Outreach Number of Events Attended:

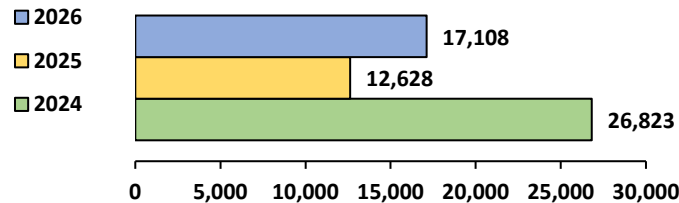


Outreach Number of People Reached:

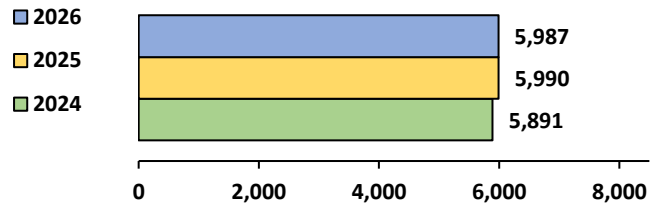


JULY 2026 - LIBRARY USE:

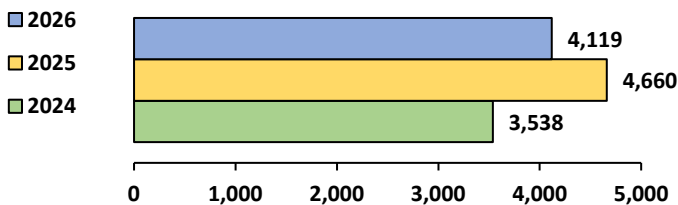
Number of Visitors:



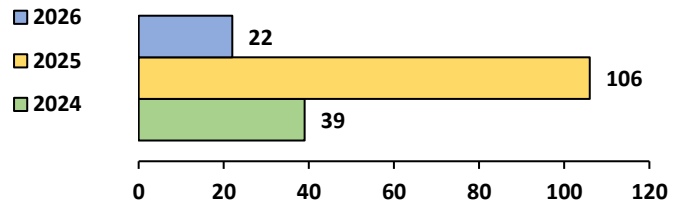
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

1. All July 2025 numbers were impacted by the fire suppression project
2. The drop in the number of users does not actually represent a decrease in users. Some changes were made to the way accounts are updated and information is reported. Much of the decrease can be explained by the following changes:
 - a. Many accounts originally created as Child profile have been changed to Adult as patron turned 18
 - b. Deletion of accounts that have been expired more than 2 years.
 - c. Accounts for libraries that were former interlibrary loan partners but have been inactive 5+ years have been deleted
 - d. Expired virtual accounts were not being removed from the system as they should have been. That has been corrected.

Financial Trend Report

	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
City funds provided	1,596,912	1,542,556	1,496,554	1,434,800	1,361,033	1,348,837	1,452,536	1,353,482
State Aid	20,117	18,517	19,008	17,433	0	0	19,751	19,851
State Grants	15,376	13,733	0	8,313	9,425	11,460	0	0
LSTA grants	137,500	132,142	90,699	201,300	164,005	326,735	125,100	70,535
Other Federal grants	0	0	0	48,089	36,369	25,000	23,000	0
Other Collected (non-Trust)	32,527	58,147	31,486	17,182	12,736	5,216	36,964	67,974
Carryover from previous year	91,260	78,768	79,542	129,906	237,568	33,805	7,541	55,334
Carrying over to next year	119,808	91,260	78,768	79,542	129,906	237,568	33,805	7,541
Funds returned to COS	43,994	60,113	41,527	47,219	35,150	38,309	105,141	858
MOE*	1,552,918	1,482,443	1,455,027	1,387,581	1,325,883	1,310,528	1,664,892	1,567,176
Staff expenditures	1,346,759	1,282,707	1,253,987	1,211,392	1,138,012	1,109,694	1,146,758	1,130,853
Collection expenditures	232,295	234,151	189,922	348,478	319,137	241,039	187,802	221,871
Other expenditures	150,836	175,632	153,085	170,833	198,932	124,444	191,386	206,053

*Maintenance of effort is the funding the City must provide for the library to remain eligible for State Aid. Failure to meet MOE can be excepted in certain cases, primarily when City decreases budgets of ALL departments at an equal rate.

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT: JULY 2026

CIRCULATION & MATERIALS			
2024	2025	2026	Adult Books
7,069	5,510	3,878	Fiction
2,427	1,679	1,679	Nonfiction
0	0	2,043	YA
1,539	1,374	1,393	New
33	17	15	Multilanguage
11,068	8,580	9,008	Total Adult
Children's Books			
14,398	11,737	11,732	Fiction
1,425	1,407	1,527	Nonfiction
792	944	749	New
167	196	146	Multilanguage
16,782	14,284	14,154	Total Children's
Digital			
6,853	6,659	6,198	eBooks
6,704	6,736	7,389	eAudiobooks
0	0	1,579	OKVL Magazines
0	0	1,617	Newsbank
13,557	13,395	16,783	Total Digital
Other			
90	160	170	Book Club Books
220	163	232	Kits
38	20	35	Interlibrary Loans
6	43	21	Devices
1,999	1,444	1,500	AV
729	696	1,475	In Library Use
3,082	2,526	3,433	Total Other
GRAND TOTAL CIRCULATION			
44,489	38,785	43,378	
Items			
334	420	439	Added
375	452	781	Withdrawn
80,301	86,716	84,548	Total in Library
86,660	89,847	94,469	Total in OKVL

PATRON PROFILES & SERVICES			
2024	2025	2026	Borrowers
274	229	265	New Adults
82	53	62	New Children
13,181	13,118	12,818	Adult
4,375	4,158	3,919	Child
1,819	1,922	1,948	Student
n/a	n/a	1,408	Virtual Only
212	207	200	Out of County
2,978	3,185	1,004	Other
22,565	22,590	21,297	Total Borrowers
20,107	20,200	19,068	<i>Stillwater Resident</i>
2,458	2,390	2,208	<i>Non-Stw Resident</i>
			Services
26,823	12,628	17,244	Library Visitors
1,236	1,072	986	Computer Uses
4,655	4,918	5,001	Wireless Uses
29,906	12,824	15,486	Website Visits
40	72	58	Notaries
39	106	136	*Room Reservations
21	15	20	Volunteers
169	80	144	Volunteer Hours
			Est. Reference
388	336	346	Adult Directional
2,695	3,609	3,178	Adult In Person
631	793	663	Adult Electronic
22	37	63	Child Directional
212	232	258	Child In Person
0	26	20	Child Electronic
			Outreach
3	1	3	Events/Visits
283	11	391	People Reached
9	3	7	Facility Deliveries

PROGRAM SUMMARY

2024	2025	2026	Program Totals
25	22	24	Storytimes
462	432	500	Storytime Attend.
0	0	1	Offsite Storytimes
0	0	8	Offsite Attendees
1	2	0	Pre-School Prog.
100	90	0	Pre-School Attend.
13	13	15	School Age Prog.
1,166	1,769	1,309	School Age Attend.
39	37	40	Total Child Prog.
1,728	2,291	1,817	Total Child Attend.
8	6	5	Teen Programs
119	231	155	Teen Attendees
8	9	8	Adult Programs
100	90	84	Adult Attendees
55	52	53	Total Programs
1,947	2,612	2,056	Total Attendees
Passive Activities			
n/a	n/a	8	Activities
359	343	481	Participants

Reading Programs/Challenges

818	654	893	# Children Registered
270	230	292	# Teens Registered
513	406	538	# Adults Registered
1,601	1,290	1,723	Total Registered

OTHER

2024	2025	2026	Displays
10	6	8	Children's
n/a	n/a	3	Teen
16	9	15	Adult
26	15	26	Total
Databases			
57	45	53	Ancestry Sessions
1,460	1,365	1,195	Ancestry Searches
10	5	7	Her. Quest Sessions
114	31	40	Her. Quest Searches
309	137	515	EBSCO Sessions
1,783	438	1,638	EBSCO Searches
Social Media			
		9,368	Facebook Followers
		138,344	Facebook Views
		1,900	Instagram Followers
		14,000	Instagram Views
		684	TikTok Views

NOTES (Describe anomalies, events, etc. that affected stats)

*Room Reservations total now includes all meeting room uses; previously only library uses were counted. Computer Uses may be impacted by adjusting computer settings so patrons can have longer sessions without getting kicked off resulting in less logins overall.

Updated Library Stats Sheet: Summary of Changes

Overall:

- Added three columns to include three years of data
- Removed brackets
- Tried to consolidate like sections rather than breaking apart and in many instances duplicating info listed elsewhere
- Removed items that are no longer used/don't make sense (streaming videos, curbside deliveries)
- Added some new categories to track we keep talking about wanting to add (social media stats, database stats, summer reading/winter reading info)

Circulation/Materials

- Included more detailed numbers with circulation and materials all together rather than on separate pages
- Breaking out YA from Adult FIC total
- No longer list CD books, Music CDs, and DVDs separately, just combined under AV under "Other"
- Changed Downloadable Audios to eAudiobooks
- No longer list items added and withdrawn as book and non-book, and bound items – just total items
- No separation of book checkouts vs. nonbook checkouts; just total checkouts
- Under digital – track OKVL magazines and Newsbank

User Services – changed section to Patron Profiles and Services

- Listed all card info including cardholder profile totals together rather than separated out
- Gave "Virtual" cards their own category rather than lumping into "Other" since they've been continually growing in number

Services section to include:

- Visitors
- Computer Uses (changed from just saying "computer")
- Wireless Uses
- Website Visits
- Notary Services
- Room Reservations (will start including public uses, paid and free, not just library programs)
- Volunteers and Volunteer Hours

Outreach

- Already incorporates all departments, no longer listed under adult department since it includes numerous ages, all departments
- List facility deliveries under outreach
- Doesn't include homebound patron deliveries/materials, deposit collections, total # books (p.3)

Program Totals

- Programs and attendees listed for all age groups
- Include children's program detail (storytimes, pre school, school age; Eliz asked to include offsite storytimes
- Instead of saying "Grab and Go Bags" for kids, will include them under passive activities so we can also incorporate other activities we often do along with reading challenges, etc.

Section added for Reading Programs/Challenges

- Where we can list registrants participating in winter and summer reading, plus any other challenges we may decide to do – this takes place of the summer programs listed under children's only to try to include all our numbers

Other – mostly new items we'd like to track

- Social media stats
- Database stats
- Moved passive activities here to include grab and go bags but can also be used when we do find the WRP mascot, etc. List # of Activities and # of Participants
- Display – added a section for teen/YA

ROSTER – STILLWATER PUBLIC LIBRARY STAFF POSITIONS

August 25, 2026

BUSINESS OFFICE

Business Office Manager

Library Director

ADULT SERVICES/REFERENCE

Adult Services Supervisor (Exempt)

Librarian I (FT)

Librarian I/Teen Services (FT)

Librarian I (PT)

Librarian I (PT)

Meeting Room Coordinator (PT)

Meeting Room Coordinator (PT)

CHILDREN'S SERVICES

Children's Services Librarian (Exempt)

Children's Services Specialist ~~(PT)~~(FT)

Children's Services Specialist (PT)

Children's Services Specialist (PT)

Children's Services Specialist (PT)

CIRCULATION SERVICES

Circulation Services Supervisor (Exempt)

Circulation Specialist (FT)

Circulation Specialist (FT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT)

Library Aide (PT) - VACANT

MAINTENANCE

Building Maintenance Lead (FT)

Building Maintenance Worker AM (PT)

Building Maintenance Worker PM (PT)

TECHNICAL SERVICES

Technical Services Supervisor (Exempt)

Librarian I/Cataloger (FT)

Technical Services Supervisor ~~(PT)~~~~(FT)~~

IT

Technology Manager (Exempt)

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Technical Services Specialist	DEPARTMENT: Library
RANGE: A26	DIVISION: Technical Services
EFFECTIVE DATE: 1/1997	REVISION DATE: 6/20228/2026
Non-Exempt	

PURPOSE OF POSITION:

Assist in the operation of Technical Services ~~Department~~ Division by preparing materials for circulation, collection maintenance, and maintaining special collections material. This position reports directly to the Librarian II, Technical Services.

ESSENTIAL JOB FUNCTIONS:

- Complete library material processing, as needed-, **including repairs.**
- Assist in de-selection of library materials from library automation system, including disposition of de-selected items.
- ~~Arrange, catalog, house, and describe archival collections in accordance with accepted standards and practices.~~
- ~~Develop and implement procedures for the acquisition, processing, digitization, and preservation of archival materials.~~
- ~~Be proficient in the digitization and editing of archival material.~~
- **Assist with projects related to Special Collections, including acquisition and housing of materials, digitization, and other metadata dependent activities to describe, manage and share collections with users.**
- Enter, update, and maintain a variety of information in library automation system, special collections software, and other programs, including book orders, cataloging records, and other work required by the department.
- Serve as a back-up for using OCLC database to perform basic technical services functions, including searching, removing, importing, and loading records.
- Communicate with automation vendor, library staff, and Information Technology Department of the City on library automation issues, when needed.
- ~~Post, edit, and remove material from library website pertaining to Technical Services duties~~
- Work with Technical Services Librarian and Cataloger to resolve cataloging problems and assist with inventory and collection maintenance.
- ~~Purchase supplies.~~
- **Maintain inventory of processing supplies for purchasing.**
- ~~Assign duties and monitor volunteers in Technical Services.~~
- **Assist in public service areas of the library.**
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma-, **or equivalent.**~~and at least two years of college education or two years of technical services or special collection experience.~~
- **Two years of college, technical services or special collection experience is required.**
- ~~Experience with SIRSI library automation system or similar automated system, preferred.~~
- **Experience with integrated library systems.**

SPECIAL CERTIFICATIONS, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Knowledge of:

- Basic library practices and shelf organization.
- Computer and internet literacy and the ability to do basic computer troubleshooting.

Ability to:

- File and organize records.
- Communicate effectively.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to operate a variety of standard office equipment, including computers, calculators, telephones, photocopiers, fax machines, and automobiles.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:

- No exposure to hazardous conditions; minimal exposure to chemicals used from processing materials.
- General office safety precautions need to be followed.

JOB LOCATION:

- Work will be performed at the Stillwater Public Library.

Approved by the Library Board: ~~June 28, 2022~~

Employee Signature: _____

Date: _____

CITY OF STILLWATER
JOB DESCRIPTION

TITLE: Librarian I/Cataloger	DEPARTMENT: Library
RANGE: L32	DIVISION: Technical Services
EFFECTIVE DATE: 10/1997	REVISION DATE: 6/20238/2026
NON-EXEMPT	

PURPOSE OF POSITION:

Catalog and classify print and non-print library materials; Assist Technical Services Librarian with the operation and maintenance of the integrated library system, acquisitions, and collection maintenance. Assist in public service areas, and undertake special projects as needed. This position reports directly to the Librarian II, Technical Services.

ESSENTIAL JOB FUNCTIONS:

- Responsible for catalog maintenance, batch loading of records, deletions, and manipulation of current records for improved access.
- Maintain professional cataloging standards using RDA, MARC, LCSH, AACR2, and DDC.
- Recommend the adoption of bibliographic maintenance standards and authorities.
- Operation and maintenance of integrated library system, including problem solving and placing vendor support requests.
- ~~Assist with projects related to Special Collections, including acquisition and housing of materials, digitization, and other metadata dependent activities to describe, manage and share collections with users.~~
- **Arrange, catalog, house, and describe archival collections in accordance with accepted standards and practices.**
- **Develop and implement procedures for the acquisition, processing, digitization, and preservation of archival materials.**
- **Be proficient in the digitization and editing of archival material.**
- **Post, edit, and remove material from library website pertaining to Technical Services duties.**
- ~~May p~~Participate in design and development of custom library applications and platforms.
- Order, receive, and track materials.
- Assist as needed with physically processing materials.
- Assist in public service areas of the library.
- Promote interest in the library through cooperation with various community groups and participation in professional organizations.
- Train staff or users on equipment or services.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- **High School diploma or equivalent.**
- Bachelor's Degree **is required**. Masters in Library and Information Science **is preferred**.
- Experience performing original or copy cataloging of print and non-print materials or completion of a cataloging class.
- Experience cataloging with integrated library systems, ~~preferably SirsiDynix and the OCLC bibliographic utility.~~ **And vendor-supplied MARC records.**

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Knowledge of:

- Library research skills and methods.
- Computer and Internet literacy and ability to do basic computer troubleshooting.
- Cataloging and classification principles, MARC format, RDA, DDC, and the OCLC database.
- Authority control.
- Metadata Management.
- Cloud based web services.
- Books, authors, and library collections.

Ability to:

- Communicate effectively.
- Prepare and maintain accurate records.
- Make decisions related to the cataloging of materials.
- Operate relevant computer systems and software programs, including Microsoft Office, ILS, OCLC, MarcEdit and HTML.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to occasionally lift or move up to 25 pounds.
- Ability to operate a variety of standard office equipment, including computers, calculators, telephones, photocopiers, fax machines, and automobiles.

ENVIRONMENTAL & SAFETY CONCERNS:

- No exposure to hazardous conditions; minimal exposure to chemicals.
- General office safety precautions need to be followed

JOB LOCATION:

- Work will be performed at the Stillwater Public Library.

Approved by the Library Board: ~~June 28, 2022; revised June 27, 2023.~~

Employee Signature: _____

Date: _____

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Children's Services Specialist (FT)	DEPARTMENT: Library
RANGE: A26	DIVISION: Children's Services
EFFECTIVE DATE: 7/2000	REVISION DATE: 08/2026
NON-EXEMPT	

PURPOSE OF POSITION:

Provide quality library service, including reference and reader's advisory at the Children's Desk and present programs to children. This is a full-time position that reports to the Children's Services Supervisor and assists in coordinating and managing the activities of the Children's Services Department.

ESSENTIAL JOB FUNCTIONS:

- Provide information to the public on the use, availability and status of library materials and library services.
- Operate Library automation system as needed for reference and reader's advisory.
- Supervise the children's area.
- Assist with basic services at the Adult Services and Circulation Desks.
- Maintain confidentiality of library users' records and transactions.
- Interact with children and families to foster a positive lifelong relationship with libraries.
- Presents high-quality story time to children in the library and within the community which focus on age-appropriate skills, abilities and interests to promote early literacy.
- Develop, implement, promote, and evaluate new and existing children's programs and services under the direction of the Children's Services Supervisor.
- Promote the library through visits to organizations, schools, and public events.
- Create and implement publicity for acquisitions, activities and programs for children.
- Collect and collate division statistical records of use and program attendance.
- Interpret and explain library policy to customers.
- Maintain department presentation with exhibits, displays, and organization.
- Assist with directing and supervising volunteers.
- Assist with shelving, organizing, and weeding books in collection.
- Stay current with new trends in children's literature and technology with guidance from Children's Librarian.
- Recommend materials for selection and de-selection and keep abreast of major selection tools.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High School diploma or equivalent.
- Library experience preferred.
- Experience working with children preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma license within thirty days of hire.
- Oklahoma Department of Libraries certification within one year of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Knowledge of:

- Basic knowledge of child development and children's literature.
- Basic library practices, procedures, and shelf organization.
- Computers, internet applications, and basic computer troubleshooting.

Ability to:

- Communicate clearly and effectively with individuals and groups of varying sizes.
- Communicate effectively on phone, in email, and face-to-face.
- Operate standard office and library equipment, including computers, e-readers, telephones, photocopiers, and other related equipment.
- Safely operate an automobile or passenger van as required for City business.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to shift focus and transition between tasks quickly and repeatedly.
- Requires emotional intelligence, empathy, and sound judgment when interacting with others.
- Must be able to remain calm and composed during large or loud events, stressful situations, or emergencies.
- Requires effective oral communication skills for extended periods, including during storytimes, programs, and class presentations.
- Capable of pushing, pulling, and maneuvering book carts weighing up to 150 pounds, including over uneven surfaces or bumps.
- Requires sufficient mobility to access materials at varying heights, including floor level and below knee level.
- Ability to push, pull, and reach above shoulder level to place and retrieve books and other materials weighing up to 10 pounds.
- Requires standing for extended periods.
- Requires sitting for extended periods.
- Possess sufficient manual dexterity to operate a keyboard and mouse for extended periods.
- Ability to work outdoors as needed for maintaining storywalks, outdoor educational programs, and community events.
- Must be able to access materials or work areas at elevated heights using a step stool or other appropriate equipment.
- Possess the physical capacity to frequently lift, carry, and move books, bags, supplies, and other materials weighing 25–50 pounds.
- Possess fine motor skills and dexterity to perform crafting activities and manipulate small objects.

ENVIRONMENTAL & SAFETY CONCERNS:

- No exposure to hazardous conditions.
- General office safety precautions need to be followed.

JOB LOCATION:

- Work will be performed at the Public Library and occasional outreach locations in Payne County.

Approved by the Library Board:

Employee Signature: _____

Date: _____

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Children's Services Specialist (PT)	DEPARTMENT: Library
RANGE: A26	DIVISION: Children's Services
EFFECTIVE DATE: 7/2000	REVISION DATE: 08/2026
NON-EXEMPT	

PURPOSE OF POSITION:

Provide quality library service, including reference and reader's advisory at the Children's Desk and present programs to children. This is a part-time position that reports directly to the Children's Services Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Provide information to the public on the use, availability and status of library materials and library services.
- Operate Library automation system as needed for reference and reader's advisory.
- Supervise the children's area.
- Assist with basic services at the Adult Services and Circulation Desks.
- Maintain confidentiality of library users' records and transactions.
- Interact with children and families to foster a positive lifelong relationship with libraries.
- Present high-quality story time to children in the library and within the community which focus on age-appropriate skills, abilities and interests to promote early literacy.
- Plan, schedule, and implement age-appropriate and high-quality children's programming.
- Create and implement publicity for acquisitions, activities and programs for children.
- Collect and collate division statistical records of use and program attendance.
- Interpret and explain library policy to customers.
- Maintain department presentation with exhibits, displays, and organization.
- Assist with directing and supervising volunteers.
- Assist with shelving, organizing, and weeding books in collection.
- Stay current with new trends in children's literature and technology with guidance from Children's Librarian.
- Recommend materials for selection and de-selection and keep abreast of major selection tools.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High School diploma or equivalent.
- Library experience preferred.
- Experience working with children preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma license within thirty days of hire.
- Oklahoma Department of Libraries certification within one year of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Knowledge of:

- Basic knowledge of child development and children's literature.
- Basic library practices, procedures, and shelf organization.

- Computers, internet applications, and basic computer troubleshooting.

Ability to:

- Communicate clearly and effectively with individuals and groups of varying sizes.
- Communicate effectively on phone, in email, and face-to-face.
- Operate standard office and library equipment, including computers, e-readers, telephones, photocopiers, and other related equipment.
- Safely operate an automobile or passenger van as required for City business.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to shift focus and transition between tasks quickly and repeatedly.
- Requires emotional intelligence, empathy, and sound judgment when interacting with others.
- Must be able to remain calm and composed during large or loud events, stressful situations, or emergencies.
- Requires effective oral communication skills for extended periods, including during storytimes, programs, and class presentations.
- Capable of pushing, pulling, and maneuvering book carts weighing up to 150 pounds, including over uneven surfaces or bumps.
- Requires sufficient mobility to access materials at varying heights, including floor level and below knee level.
- Ability to push, pull, and reach above shoulder level to place and retrieve books and other materials weighing up to 10 pounds.
- Requires standing for extended periods.
- Requires sitting for extended periods.
- Possess sufficient manual dexterity to operate a keyboard and mouse for extended periods.
- Ability to work outdoors as needed for maintaining storywalks, outdoor educational programs, and community events.
- Must be able to access materials or work areas at elevated heights using a step stool or other appropriate equipment.
- Possess the physical capacity to frequently lift, carry, and move books, bags, supplies, and other materials weighing 25–50 pounds.
- Possess fine motor skills and dexterity to perform crafting activities and manipulate small objects.

ENVIRONMENTAL & SAFETY CONCERNS:

- No exposure to hazardous conditions.
- General office safety precautions need to be followed.

JOB LOCATION:

- Work will be performed at the Public Library and occasional outreach locations in Payne County.

Approved by the Library Board:

Employee Signature: _____

Date: _____



**STILLWATER PUBLIC LIBRARY TRUST
ANNUAL REPORT
2025/26 FISCAL YEAR**

Financial Statement

During the 2025/26 fiscal year, there were **90** donations to the Stillwater Public Library Trust totaling **\$21,823.02**. As of June 30, 2026, the Trust Fund has a balance of **\$1,132,267.66**. The Mabel King Fund has a balance of **\$54,122.36**. Funds are managed by the Stillwater Public Library Trust Board with assistance from the City of Stillwater Finance Department.

During the 2025/26 fiscal year, **\$11,876.88** was expended:

Legal Counsel	\$11,371.88
Donor Recognition Spines	\$505.00

Activities Report

During the 2025/26 fiscal year, the Stillwater Public Library Trust Board met 7 times. Trust Board members were involved in the following activities during the year:

- 1) Managed investment of Trust funds in Certificates of Deposit and Vanguard Mutual and Money Market Funds; managed transition of Vanguard accounts to a brokerage account.
- 2) Approved the Stillwater Public Library Trust Annual report for FY2024/25; and
- 3) Approved and expended Trust Projects for FY 2025/26 using the trailing 3-year average as of 6/30/25.
- 4) Arranged for legal counsel for transitioning the Trust to a 501(c)(3) Type I Supporting Organization of the City of Stillwater; assisted in creation of transition documents.

The regular meetings of the Stillwater Public Library Trust Board are held bimonthly, beginning in January on the second Wednesday of the month at 4:00 p.m. at the Stillwater Public Library. Members of the 2025-26 Trust Board included: Chair Cynthia Francisco, Vice-Chair Holly Hartman, and members Sandeep Nabar, Sherryl Nelson, and Jeff Simpson.

Respectfully Submitted,

Executive Secretary
Naomi Brown

Summer Reading Program 2026 Report: Teens

Reading Statistics

	2026:	2025:
Teen registration	292 teens	230 teens
Teen hours read	450,008 minutes	362,239 minutes

Total # of teens who attended all programs	
6 th graders attended	51 teens
7 th graders attended	45 teens
8 th graders attended	58 teens
9 th graders attended	31 teens
10 th graders attended	27 teens
11 th graders attended	14 teens
12 th graders attended	4 teens
Homeschoolers	15 teens

Program Statistics, 2026:

Climbing Wall Kickoff	50 attendees
Jungle Boyz Reptiles	39 attendees
Teen movie day	32 attendees
Portable Planetarium	37 attendees
Pantry Showdown	26 attendees
Teen movie day	34 attendees
SLAM Crew Showcase	67 attendees
Improv Acting	13 attendees
Dragon Egg Craft	34 attendees
Top 30 Readers Party: Nerf Night	24 attendees
Total teen participation for 2026:	356 teens at programs
Total teen participation for 2025:	447 teens at programs

Successes:

1. Teen registration and hours read jumped up a large amount this year. Registration jumped up 27% and reading increased by 24%. This can be attributed to a number of reasons, but mostly the quality of coupon and trinket prizes specifically for teens was really appreciated by teens.
2. Movie day events for teens were well received and attended but we may consider doing one movie event next summer to leave room for another teen activity or presenter. The presenter programs were well attended and well received by teens according to evaluations.
3. Having a kickoff event for teens was massively successful this year. This is only the second year we've done a teen kickoff but the attendance at last year's kickoff party had only 13 teens attending whereas this year's event jumped up to 50 teens. Having events that are fun and exciting for teens such as the climbing wall was insanely popular for a large majority of teens, so having a kickoff party is a positive event for teens during summer.

Challenges:

1. Summer reading participation and attendance at programs were down from last year. This could be for a number of reasons, but a few of the programs were very specific and could have been changed to broaden interest. Specifically, the improv acting program. Working with Town & Gown has always been successful, but improv acting is very hit or miss kind of program for teens. If we do more acting programs, I plan to try doing script reading or acting out scripts on stage to increase teen interest.
2. This year for summer reading, we decided to tally how many teens in specific grades attended programs. We noted that the majority of teens that attended were in the 6-8th graders. The least came from the 10-12 graders range. Even though we had a decent number of 10th graders there seems to be a significant drop off of high school aged teens. We might consider using the high school more as general volunteers during the summer.
3. This is the first year that the teen grand prize winner selected something other than the laptop. The laptop has always been a successful grand prize, but I am considering changing the structure of grand prizes for teens next summer. I intend to change this in two ways:
 - a. The first change would be to add different types of rewards. Kids really love Legos as a potential prize, and I may offer this as an option for teens too. Additionally, I would add headphones as a potential prize. I have had several teens ask about prizes involving headphones and could consider adding this as an option. We could also do a prize basket with things that teens like, examples include speakers, candy, food, gift cards, etc.
 - b. I would consider adding more than one grand prize for teens to further incentivize teens to continue reading. Having at least two or three prizes could give teens the opportunity to win a big prize. Several parents and teens reached out to me following the grand prize winner being selected asking if they won which shows that there is greater investment and interest in teens in winning grand prizes.

Summer Reading Program 2026 Adult Report

Brenna Gilchrist

8/15/2026

- Number registered 2026/number registered 2025
 - 538/406
- Number minutes read 2026/number hours read 2025
 - 873,323/695,834
- Number attending programs 2026/number attending programs 2025
 - 83 attendees at 4 programs/65 attendees at 5 programs
- List of the programs given + attendance at each
 - KonMari Home Organization – 14
 - Paleontology 101 – 26
 - Crochet Dinos – 21
 - Nature Journaling Workshop – 22
- 3 successes
 - Having four programs instead of trying to have six worked better this year. I had more time to focus on each program and was better able to promote them, which led to better attendance.
 - We changed how often we send out press releases and library alerts as summer reading participants get used to coming on the scheduled days. Instead of trying to write a press release for each week, we focused on weeks where we wanted to highlight a program or when a program was not on a routine schedule. Otherwise, we sent out a library alert.
 - I had better diversity at all four programs this year than in the past. Attendees would range from older teens to seniors. Men of all ages also attended and participated in the programs.
- 3 things to do differently
 - Some patrons are having difficulties registering for programs with CivicRec. I will use Google Forms for programs next summer to see if participants find it easier to register.
 - Three of the presenters needed to have their programs on Saturdays. Having three of the four programs on one day of the week might have limited some patrons' ability to attend. They might work Saturdays or have other obligations that keep them from attending, which is why we try to have programs on different days of the week to give patrons more opportunities to find a program they can attend. While I cannot control presenters' availability, I will plan backup programming options if no presenters can have a program on a weeknight.
 - The craft program this year was both a hit and a miss. Most attendees enjoyed learning a new skill, but we could not complete a project with the time available. Next year, I will make sure the craft is something attendees can complete during the program.

Summer Reading Program 2026 Children Report

Overview: Summer Reading 2026 returned to the library after being offsite last year. SRP consisted of two performer shows every Tuesday, a “field trip” every Thursday, and a PG movie every Friday afternoon. We continued to use the online reading tracking platform, Beanstack, paired with the option of paper reading trackers.

Children Registration: 893 (654)

Children Minutes Read: 695,239 (495,104)

All ages Kickoff: 240 (200)

All ages Finale: 130 (108)

Tuesday Performances: 16/ 2917 (16/2960)

Friday Movies: 7/315

Thursday Field Trips: 7/575 (7/757)

(2024 Thursday movies: 12/596)

() denotes 2025 numbers unless noted

Successes:

There was a significant increase in registration compared to 2025. This may be in part due to last year’s fire suppression system replacement project causing a large drop in numbers last summer. Additionally, the dinosaur theme was a high attention draw for children.

After several years of struggling to get a majority of people to make and wear SRP T-shirts, we had a very successful year. We had a very appealing design and incentivized kids to wear their shirts to the library by offering sunglasses. Several positive comments were made to staff in and out of the building about the design.

This was the second year of offering sensory-friendly items to use at the shows and has been well received. The headphones were in such demand that a second set was ordered at the beginning of July.

Challenges:

Next year, the Summer Reading planning committee needs to consider an easier option for the finale. This year the finale (Natural History Museum) ended up requiring more staff time than would be preferred at the end of summer reading.

There was a drop-off in attendance after a very busy first three weeks of summer. Staff is attempting to determine if the decrease was due to people being put off by the large crowds, an increase in other commitments (camps or vacations), or a lack of interest in the offered programs. One suggested idea is figuring out if a third session for a very popular act, such as the animals, could be added to the schedule.

The children’s staff is also considering the next steps for the Thursday field trips. The Prairie Arts Center and Fire Station have had two years of high attendance. The other locations have had inconsistent attendance, especially for outside activities. Other indoor locations are being considered to replace outdoor locations.

BUSINESS BASICS CLASSES

With Brad Rickelman, Center for Business Development, Meridian Technology



Learn about common pitfalls, market development, financial estimates and more!



Discovering Your Side Hustle

Thur. Sept. 3, 6 p.m.



Free & Open to the Public

Starting a Business
Sat. Oct. 3, 1 p.m.



Register Online
stillwaterok.gov/LibraryRegister

Your Library

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

Follow Us

@StillwaterOKLib



The Friends of the Stillwater Public Library's



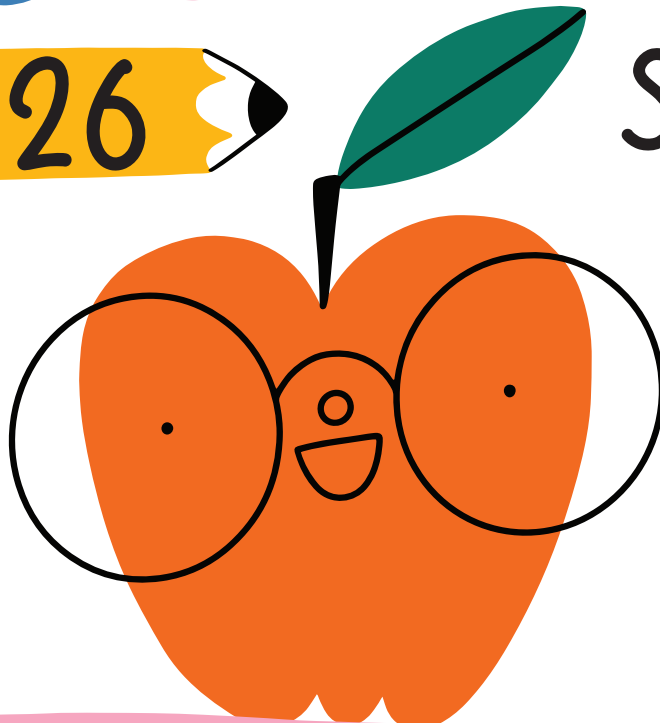
FALL USED



BOOK SALE



September
17-20



1,000s of items for
25¢, 50¢, & \$1!
No sales tax.

PREVIEW NIGHT: Thurs. 5-8 pm

\$10 at the door (except lifetime members). 100 book limit.

GENERAL
PUBLIC

Fri. 12-8 pm & Sat. 10 am-5 pm

= \$1 BAG SALE: Sun. 1:30-4 pm
Bags provided. No bag limit

Cash, checks, & cards (for \$10 & up) accepted.
tinyurl.com/stwlibfriends



Sale located at Stillwater Public Library | 1107 S. Duck Street | 405-372-3633

STILLWATEROK.GOV/LIBRARY

405.372.3633
1107 S. Duck Street

STORY TIME!

Monday
9:30 am

Babies (0-18 Months)

Wednesday
9:30 & 10:30 am

Toddlers (1-2 Years)

Thursday/Friday
9:30 & 10:30 am

Preschool (2-5 Years)

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

10:30 am

MUSIC AND MOVEMENT!

2nd Tuesday
2nd Saturday

All Ages (0-5 Years)



Kids



August-May



Free & Open
to All Families



Storytime Room

Your Library

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

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Public Library
Stillwater
OKLAHOMA



America 250

AT THE LIBRARY



JULY 1-31 • IN PERSON & ONLINE

Amer. Lit. Time Capsule: Nominations

Nominate books by American authors that best support democracy. in person at the library and online.

JULY 15-AUGUST 12 • LIBRARY

Exhibit: "Unsung Heroes of the American Revolution"

Visit the OK (DAR) exhibit, with eight panels on U.S. patriots with ties to Oklahoma.

AUGUST 1-31 • IN PERSON & ONLINE

Amer. Lit. Time Capsule: Voting

Vote for the Top 25 books. Books and community comments will be sealed in a time capsule and buried on library grounds until 2126!

THURSDAY • AUGUST 13 • 6:30 PM • LIBRARY

Program: "Smelly Colonies"

Learn the not-so-rosy aspects of colonial life with presenter Kay Hagerman, OK DAR.

MONDAY • AUGUST 24 • 7:00 PM •

917 S. HUSBAND

American History Trivia Night at Stonecloud Brewery

Test your knowledge of the Revolutionary War, colonial times, and historical figures with Town & Gown members in period costume.

WEDNESDAY • AUGUST 26 • 702 S. DUNCAN

Book Club: Collections & Community

Learn more about our nation through a book discussion on "The Hornets Nest" by Jimmy Carter at the Stillwater History Museum. View related objects from the museum and library's special collections.

SATURDAY • AUGUST 29 • 11:00 AM - 1:00 PM •

COME & GO • LIBRARY

Stillwater Civic Group Fair

Explore and find the perfect community group to join. Collect an event passport, visit the booths of local clubs, and enter a Friends of the Library drawing.

PUBLIC LIBRARY
Stillwater OKLAHOMA

PARTNERS: Cimarron Chapter DAR, Stillwater History Museum, Town & Gown Theatre, Stonecloud, OK Dept. of Libraries, and Institute for Museum & Library Services

1107 S. DUCK • STILLWATEROK.GOV/AMERICA250 • 405.372.3633 x8106

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1107 S. Duck Street

MUSICAL JEOPARDY

TEENS
STILLWATER PUBLIC LIBRARY

MUSIC TRIVIA OVER ANIME, GAMES, CARTOONS, AND MORE!
PIZZA AND PRIZES FOR ALL WHO ATTEND



Teens (Grades 6 & up)



Friday, Sept. 11
6-8 PM



Free & Open
to Teens



Register at:
stillwaterok.gov/LibraryTeens

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Grades K-2
3:30 pm - 4:30 pm



Thursdays
Sept. 7 - Nov. 19

Grades 3-6
5:00 pm - 6:00 pm



Register in Advance
tinyurl.com/SPL-Art2026

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Family Yoga

with Andrea Peters

**Attend and
get a FREE
yoga mat!***

**While supplies last*



All Ages



**August 11 & 18
@5:30 pm**



**Free & Open
to Families**

**August 15 & 22
@9:30 am**

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Writer's Theater

Write & perform in your own play!

K

3rd-6th Grade



Wednesdays
Oct. 7th - 28th



Register in Advance



4:00 - 5:30 pm

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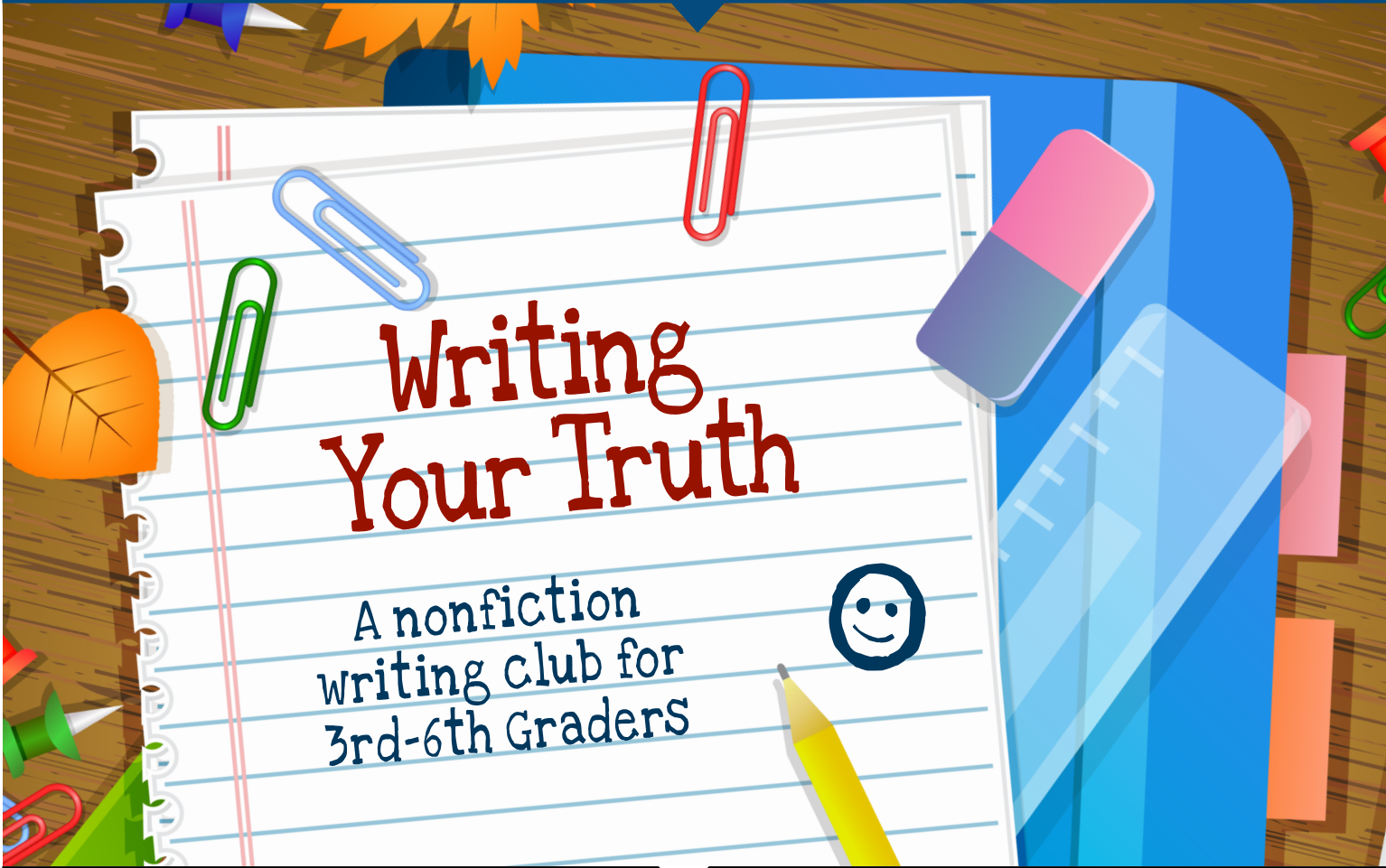


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Writing Your Truth

A nonfiction
writing club for
3rd-6th Graders



K

3rd-6th Grade



Wednesdays
Sept. 2nd-23rd



Register in Advance
tinyurl.com/SPLtruth



4:00 - 5:00pm

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