AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK. 74074
SEPTEMBER 27, 2022, 12:00 NOON
library.stillwater.org

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1. **CALL MEETING TO ORDER**

2. **CONSENT DOCKET**
   Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

   a) Minutes: July 26, 2022, Special Meeting
   b) Stillwater Public Library July-August 2022 Financial Reports
   c) Stillwater Public Library July-August 2022 Activity Reports

3. **GENERAL ORDERS**
   The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

   a) Consider presentation by Johnson Controls' Caleb Kamarunas regarding City of Stillwater facility energy assessment (up to 30 minute presentation)
   b) Consider revision of job descriptions for exempt staff
   c) Update on state legislation affecting library
   d) Update on Centennial planning

4. **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 the Library Director
   b) Miscellaneous items from the Library Board
      i. Discussion about scheduling items for upcoming meetings

5. **QUESTIONS & INQUIRIES**

6. **ADJOURN**

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.

MINUTES
SPECIAL MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK. 74074
JULY 26, 2022, 12:00 NOON
library.stillwater.org

Board Members Present: **Robin Cornwell, Martha McMillian, Kathryn Ross, Donna Sinnes, Mike Woods**
Staff Present: **Stacy Delano, Andrea Kane, Naomi Brown, Dennis McGrath**

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1. CALL MEETING TO ORDER: **Woods called the meeting to order at 12:00pm.**

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: June 28, 2022, Regular Meeting

Cornwell asked if there had been any impact from HB3702 since that meeting. Delano said that she had received guidance from Oklahoma Department of Libraries that they will put language in place in all database agreements that vendor is in compliance with bill. It is still unclear what they are considering to be databases. Cornwell/Ross moved to approve the minutes. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

   b) Stillwater Public Library June 2022 Financial Reports

c) Stillwater Public Library June 2022 Activity Reports

Cornwell asked why there was a significant amount of money left in repair accounts. Delano explained that many repair projects were funded by other means this fiscal year, and there was not an infrastructure project left at the end of the year that needed to be completed. She said that normally large amounts are built into the budget for unexpected repairs, but they are not always needed. She has recently learned that projects such as these should more likely come out of the City's contingency fund and will not be working such large amounts into budget in the future. McMillian then asked for an explanation of donations. Delano discussed donations, grants, and carryforwards.

Ross/Cornwell moved to approve the Financial and Activity Reports. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

3. **GENERAL ORDERS**
   The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

   a) Consider the 2021-22 annual Trust report

Delano said that donations to the Trust totaled $26,133.19 and the current balance is $642,011.61. The separate Mabel King fund, with balance of $54,567.21, is restricted to using only earnings, and it earns a very small amount every year of just over $200.00. Delano has received approval from the Trust Board to ask COS Finance Department if the Mabel King funds can be put into a higher earning CD. Cornwell asked what was purchased with Trust funds. These were used to purchase donor plaques and books for the Station Eleven community wide reading program. Woods asked who the new Trust Board members are. They are Cynthia Francisco, a City Council appointee, and Holly Hartman from the Friends of the Library.

Cornwell/McMillian moved to approve the 2021-22 annual Trust report. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

   b) Consider the 2022-25 Long Range Plan

Delano said that since many libraries were unable to complete initiatives in their most recent long range plans, ODL is allowing them to resubmit plans with minor adjustments. For example, laptops for outreach computer classes were purchased, so instead of saying that the library will replace the computer lab, it now says that the library will provide off-site computer training. McMillian asked where classes might take place. Delano said Our Daily Bread or Senior Center would be the types of places to hold classes. Delano then

explained that some items in the long range plan are ongoing. Cornwell asked Delano to describe how remote book returns would work. Delano said that it might be setting it up with public schools so that children could leave books there, and the library would pick them up. This would be preferable than a freestanding book return. McMillian asked Delano to describe "pop-up" libraries. Delano said that instead of going to events or organizations and just doing library card sign-up, they would include the ability to check out materials at the same time. After further discussion, Ross then suggested that the 100th Anniversary Committee receive copies of the Long Range Plan as well, to help guide decisions.

Woods then asked when the Board would next receive updates on the Long Range Plan. He suggested one of the times to be the first meeting of the year when new members join. Cornwall agreed and wished to include other updates when items of significance were accomplished from the plan. Delano requested that reporting be more than once a year. Sinnes suggested twice yearly updates. Sinnes/Cornwall moved to approve the 2022-25 Long Range Plan to include twice yearly updates. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

c) Consider request to conclude the Saturday masking hour

Delano explained that the main reason to have the masked hour was for the population who could not yet get vaccinated. Because vaccination for young children began this summer, it would be an appropriate time to conclude the masked hour. Sinnes asked if anyone was still requesting it. Delano said that the statistics the library has been keeping show that normally 0-3 people have come in specifically for that reason, with some days being up to 8 people. Staff would like to have three more Saturdays with the hour in order to get messaging to public, and then start normal hours on August 20. The library will still have other options for patrons, such as contactless curbside pickup.

Ross/McMillian moved to conclude the Saturday masking hour. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

d) Consider request to change Saturday library hours from 10 a.m. – 4 p.m. to 9 a.m. – 4 p.m.

Delano said that the stats from the masking hour showed that many people were coming to the library just because it was open at 9 a.m., and not for the masking hour. If the library were to change opening to 9 a.m. it would also standardize the opening hours across the week, not including Sunday. Cornwell asked if the Saturday staff was fine with the change. Delano stated that they were, as they had been coming in earlier than that already to prep for the day.

Cornwell/Sinnes moved to change Saturday hours to 9 a.m. – 4 p.m. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

e) Consider acceptance of amendment to current Oklahoma Department of Libraries' eMedia Grant increasing its amount by $100,000

Sinnes/Ross moved to accept the amendment to the eMedia grant. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

4. **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 the Library Director
      a. **Two outdoor programs were cancelled due to excessive heat.**
      b. **Summer Reading will wrap up with a luau in the auditorium with a 70 person limit. There will also be a pool party for children who have read at least 10 hours.**
      c. **The RFID project is now in the evaluation phase of the grant.**
      d. **The children's supervisor will be going on maternity leave in August.**
      e. **Like many industries, the library is seeing staff turnover. Two positions in adult services will be open and are being posted.**

   b) Miscellaneous items from the Library Board
      i. Discussion about scheduling items for upcoming meeting- no discussion

5. **QUESTIONS & INQUIRIES- none**

6. **ADJOURN**

Cornwell/Ross moved to adjourn. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved. The meeting adjourned at 12:59pm.

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On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.

July 2022 **8% of Year Elapsed**

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 07/31/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	155,369.00	40,000.00	40,000.00	0.00	115,369.00	74.25%
43200 - State Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	15,000.00	2,070.11	2,070.11	0.00	12,929.89	86.19%
47012 - Misc Fees	9,000.00	742.45	742.45	0.00	8,257.55	91.75%
47501 - Room Rental	6,300.00	348.75	348.75	0.00	5,951.25	94.46%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	0.00	216.38	216.38	0.00	-216.38	0.00%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	185,669.00	43,377.69	43,377.69	0.00	142,291.31	76.63%
Expenditure						
51001 - Full Time	629,701.00	22,730.45	22,730.45	0.00	606,970.55	96.39%
51002 - Part Time	254,800.00	6,555.69	6,555.69	0.00	248,244.31	97.42%
51003 - Overtime	1,400.00	81.28	81.28	0.00	1,318.72	94.19%
51004 - Allowance	0.00	0.00	0.00	0.00	0.00	0.00%
51005 - On-Call	0.00	0.00	0.00	0.00	0.00	0.00%
51021 - Social Security	67,771.00	2,150.46	2,150.46	0.00	65,620.54	96.82%
51022 - Retirement	37,866.00	1,368.23	1,368.23	0.00	36,497.77	96.38%
51031 - Pension Benefits	0.00	0.00	0.00	0.00	0.00	0.00%
52012 - Vehicle Repair Parts	500.00	0.00	0.00	0.00	500.00	100.00%
52031 - Office Supplies	1,700.00	25.00	25.00	171.08	1,503.92	88.46%
52034 - Postage	3,000.00	109.30	109.30	0.00	2,890.70	96.35%
52036 - Janitorial Supplies	6,100.00	0.00	0.00	0.00	6,100.00	100.00%
52040 - Books & Publications	88,300.00	192.56	192.56	79,607.44	8,500.00	9.62%
52041 - Clothing & Uniforms	600.00	0.00	0.00	0.00	600.00	100.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	0.00	0.00	450.00	100.00%
52046 - Supplies	9,200.00	0.00	0.00	932.80	8,267.20	89.86%
53001 - Natural Gas	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
53004 - Telecommunications	7,640.00	52.15	52.15	0.00	7,587.85	99.31%
53011 - Equipment Rental	4,800.00	0.00	0.00	4,200.00	600.00	12.50%
53020 - Repair-Structures	21,837.00	32.00	32.00	13,357.50	8,447.50	38.68%
53023 - Repair-HVAC	31,448.00	2,330.00	2,330.00	22,197.10	6,920.90	22.00%
53041 - Donations	13,492.00	11.99	11.99	1,757.30	11,722.71	86.88%
53045 - Grant Expenditure	188,987.00	0.00	0.00	35,072.28	153,914.72	81.44%

July 2022

8% of Year Elapsed

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 07/31/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53049 - Cash Short	0.00	-0.60	-0.60	0.00	0.60	0.00%
53054 - Dues & Subscriptions	689.00	0.00	0.00	0.00	689.00	100.00%
53055 - Training	1,300.00	0.00	0.00	116.10	1,183.90	91.06%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Contract for Services	8,585.00	0.00	0.00	8,585.00	0.00	0.00%
53066 - Miscellaneous Services	250.00	0.00	0.00	250.00	0.00	0.00%
53068 - Travel Expense	750.00	0.00	0.00	0.00	750.00	100.00%
53071 - Software Maintenance	52,467.00	23,815.36	23,815.36	25,008.86	3,642.78	6.94%
54012 - Building & Structures	10,000.00	0.00	0.00	10,000.00	0.00	0.00%
56000 - Direct Costs	702.00	59.00	59.00	0.00	643.00	91.59%
56001 - Indirect Costs	851.00	71.00	71.00	0.00	780.00	91.65%
Expenditure Total:	1,448,386.00	59,583.87	59,583.87	201,255.46	1,187,546.67	81.99%
Key Total:	(1,262,717.00)	(16,206.18)	(16,206.18)	(201,255.46)	(1,045,255.36)	82.77%
Key: 1055510 - Library						
Expenditure						
54012 - Building & Structures	5,500.00	0.00	0.00	5,500.00	0.00	0.00%
Expenditure Total:	5,500.00	0.00	0.00	5,500.00	0.00	0.00%
Key Total:	(5,500.00)	0.00	0.00	(5,500.00)	0.00	0.00%

August 2022

16% of Year Elapsed

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 08/31/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	155,369.00	0.00	40,000.00	0.00	115,369.00	74.25%
43200 - State Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	15,000.00	2,223.72	4,293.83	0.00	10,706.17	71.37%
47012 - Misc Fees	9,000.00	1,025.90	1,768.35	0.00	7,231.65	80.35%
47501 - Room Rental	6,300.00	157.50	506.25	0.00	5,793.75	91.96%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	0.00	501.96	718.34	0.00	-718.34	0.00%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	185,669.00	3,909.08	47,286.77	0.00	138,382.23	74.53%
Expenditure						
51001 - Full Time	629,701.00	74,785.54	97,515.99	0.00	532,185.01	84.51%
51002 - Part Time	254,800.00	24,097.70	30,653.39	0.00	224,146.61	87.96%
51003 - Overtime	1,400.00	90.31	171.59	0.00	1,228.41	87.74%
51004 - Allowance	0.00	0.00	0.00	0.00	0.00	0.00%
51005 - On-Call	0.00	0.00	0.00	0.00	0.00	0.00%
51021 - Social Security	67,771.00	7,343.72	9,494.18	0.00	58,276.82	85.99%
51022 - Retirement	37,866.00	4,492.54	5,860.77	0.00	32,005.23	84.52%
51031 - Pension Benefits	0.00	0.00	0.00	0.00	0.00	0.00%
52012 - Vehicle Repair Parts	500.00	0.00	0.00	0.00	500.00	100.00%
52031 - Office Supplies	1,700.00	69.24	94.24	111.85	1,493.91	87.87%
52034 - Postage	3,000.00	0.00	109.30	0.00	2,890.70	96.35%
52036 - Janitorial Supplies	6,100.00	0.00	0.00	647.29	5,452.71	89.38%
52040 - Books & Publications	88,300.00	7,255.87	7,448.43	72,351.57	8,500.00	9.62%
52041 - Clothing & Uniforms	600.00	100.00	100.00	0.00	500.00	83.33%
52043 - Vehicle Fuel & Oil	450.00	0.00	0.00	0.00	450.00	100.00%
52046 - Supplies	9,200.00	513.62	513.62	1,282.93	7,403.45	80.47%
53001 - Natural Gas	3,000.00	107.36	107.36	0.00	2,892.64	96.42%
53004 - Telecommunications	7,640.00	52.22	104.37	0.00	7,535.63	98.63%
53011 - Equipment Rental	4,800.00	253.20	253.20	3,946.80	600.00	12.50%
53020 - Repair-Structures	21,837.00	0.00	32.00	13,357.50	8,447.50	38.68%
53023 - Repair-HVAC	31,448.00	-2,330.00	0.00	22,197.10	9,250.90	29.41%
53041 - Donations	13,492.00	150.00	161.99	2,333.02	10,996.99	81.50%
53045 - Grant Expenditure	188,987.00	11,678.36	11,678.36	63,574.83	113,733.81	60.18%

August 2022 **16% of Year Elapsed**

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 08/31/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53049 - Cash Short	0.00	-24.90	-25.50	0.00	25.50	0.00%
53054 - Dues & Subscriptions	689.00	0.00	0.00	0.00	689.00	100.00%
53055 - Training	1,300.00	101.10	101.10	0.00	1,198.90	92.22%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Contract for Services	8,585.00	613.30	613.30	7,971.70	0.00	0.00%
53066 - Miscellaneous Services	250.00	0.00	0.00	250.00	0.00	0.00%
53068 - Travel Expense	750.00	0.00	0.00	0.00	750.00	100.00%
53071 - Software Maintenance	52,467.00	19,757.28	43,572.64	5,251.58	3,642.78	6.94%
54012 - Building & Structures	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
56000 - Direct Costs	702.00	59.00	118.00	0.00	584.00	83.19%
56001 - Indirect Costs	851.00	71.00	142.00	0.00	709.00	83.31%
Expenditure Total:	1,448,386.00	149,236.46	208,820.33	193,276.17	1,046,289.50	72.23%
Key Total:	(1,262,717.00)	(145,327.38)	(161,533.56)	(193,276.17)	(907,907.27)	71.90%

Key: 1055510 - Library

Expenditure

54012 - Building & Structures	5,500.00	0.00	0.00	0.00	5,500.00	100.00%
Expenditure Total:	5,500.00	0.00	0.00	0.00	5,500.00	100.00%
Key Total:	(5,500.00)	0.00	0.00	0.00	(5,500.00)	100.00%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JULY 2022

PUBLIC SERVICES

MATERIALS CIRCULATION

(7,561)	7,542	ADULT BOOKS
(10,247)	11,472	CHILDREN'S BOOKS
(13)	21	DEVICES
(608)	671	VIDEOS
(781)	1,038	AUDIOS
(90)	70	BOOK CLUB BOOKS
(44)	34	INTERLIBRARY LOAN
(926)	601	IN LIBRARY USE
(6,829)	7,067	EBOOKS
(4,699)	4,708	DOWNLOADABLE AUDIOS
(452)	512	EMAGAZINES
(4)	5	STREAMING VIDEOS
(26)	42	KITS
(32,280)	33,783	GRAND TOTAL

USER SERVICES

(196)	261	NEW ADULT CARDS
(55)	91	NEW CHILDREN'S CARDS
(23,096)	21,672	TOTAL ACTIVE BORROWERS
(11)	13	HOMEBOUND & OUTREACH DELIVERIES
(863)	1,001	COMPUTER
(2,558)	3,125	WIRELESS USERS
(36)	12	NOTARY SERVICES
(15)	15	CURBSIDE DELIVERIES

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,715)	12,791	ADULT
(4,346)	4,215	CHILD

(1,768)	1,666	OSU STUDENT
(168)	192	OUT OF COUNTY
(3,099)	2,808	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 19,143 / 2,529

ESTIMATED NUMBER OF VISITORS TO LIBRARY (10,935)	13,129	(12249 + 880)
NUMBER OF VISITORS TO LIBRARY WEBSITE (17,454)	19,723	

ESTIMATED ADULT REFERENCE

(2,999)	2,688	IN PERSON
(1,157)	1,013	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(326)	346	IN PERSON
(32)	64	BY TELEPHONE

PROGRAMMING

(48)	26	MEETING ROOM USAGE
(91)	149	ADULT LIBRARY PROGRAM ATTENDANCE
(11)	2	YOUNG ADULT PROGRAM ATTENDANCE
(125)	144	STORY TIME ATTENDANCE
(49)	791	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(277)	450	CHILDREN'S GRAB & GO BAGS
(0)	18	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(539)	425	BOOK MATERIALS
(5)	4	NON-BOOK MATERIALS

(237)	181	BOUND VOLUMES WITHDRAWN

(83,833)	79,621	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(72,886)	79,132	TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JULY 2022

ADULT SERVICES

3,701	Reference Questions		0	Tours	0 Participants
2,424	in person		7	Number of Adult Programs	
750	by phone		149	Attendance at Adult Programs	
527	directional		1	Number of Young Adult Programs	
			2	Attendance at Young Adult Programs	
26	Meeting Room Usage		11	Number of Volunteers	
			140.00	Total Volunteer Hours	
			21	Displays	

CHILDREN'S SERVICES

410	Reference Questions	
303	in person	
22	by phone	
85	directional	
0	Number of pre-school programs	(daycare & Headstart)
0	Attendance at pre-school programs	
4	Number of storyhours	
144	Attendance at storyhours	
0	Number of programs/school visits for school age children	(here or away)
0	Attendance at programs for school age children	
10	Number of programs for Summer Reading Program	
791	Attendance at Summer Reading Program	
8	Displays	
1	Number of volunteers	
2.00	Total volunteer hours	

REGISTRATION

352	Total new borrowers
261	Adults
91	Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
JULY 2022

ADULT				CHILDREN'S			
Total Book & Non-Book Material Checkouts				Total Book & Non-Book Material Checkouts			
2020	**2021**	**2022**		**2020**	**2021**	**2022**	
3,168	4,106	4,541		4,473	7,813	9,639	Fiction
1,596	2,136	1,792	Nonfiction	1,401	1,734	1,095	Nonfiction
987	1,288	1,190	New books	412	570	616	New books
8	31	19	Multi-language items	26	130	122	Multi-language items
5,759	7,561	7,542	Total Book Checkouts	6,312	10,247	11,472	Total Book Checkouts
25	13	21	Devices				
396	295	252	CD books	286	449	729	CD books
31	37	43	Music cds	3	0	14	Music cds
209	289	284	DVDs &Blu-rays	237	319	387	DVDs &Blu-rays
60	90	70	Book Club Bks	0	5	22	Kits
0	21	20	Kits				
721	745	690	Total Checkouts	526	773	1,152	Total Checkouts
181	323	278	In-library use	162	603	323	In-library use
46	44	34	ILL				
8,164	6,829	7,067	Ebooks				
4,183	4,699	4,708	Downloadable audios				
203	452	512	Emagazines				
11	4	5	Streaming videos				
12,788	12,351	12,604	Total Checkouts				
26,268	32,280	33,783	**GRAND TOTAL CIRCULATION**				

OUTREACH

8	Homebound patron deliveries	5	Outreach facilities deliveries
30	Homebound books	8	Outreach deposit collections
		160	Outreach books

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
AUGUST 2022

PUBLIC SERVICES

MATERIALS CIRCULATION

(7,422)	7,404	ADULT BOOKS
(9,812)	10,762	CHILDREN'S BOOKS
(11)	42	DEVICES
(504)	695	VIDEOS
(781)	1,011	AUDIOS
(130)	90	BOOK CLUB BOOKS
(62)	45	INTERLIBRARY LOAN
(738)	542	IN LIBRARY USE
(6,827)	6,932	EBOOKS
(4,553)	4,751	DOWNLOADABLE AUDIOS
(357)	440	EMAGAZINES
(6)	2	STREAMING VIDEOS
(33)	49	KITS
(31,236)	32,765	GRAND TOTAL

USER SERVICES

(223)	265	NEW ADULT CARDS
(66)	86	NEW CHILDREN'S CARDS
(23,027)	21,647	TOTAL ACTIVE BORROWERS
(9)	10	HOMEBOUND & OUTREACH DELIVERIES
(894)	1,104	COMPUTER
(2,558)	3,345	WIRELESS USERS
(17)	30	NOTARY SERVICES
(36)	13	CURBSIDE DELIVERIES

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,640)	12,760	ADULT
(4,348)	4,238	CHILD

(1,775)	1,672	OSU STUDENT
(167)	199	OUT OF COUNTY
(3,097)	2,778	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS	19,135	2,512
ESTIMATED NUMBER OF VISITORS TO LIBRARY	(10,308) 12,520	(12390 + 130)
NUMBER OF VISITORS TO LIBRARY WEBSITE	(15,099) 18,368	

ESTIMATED ADULT REFERENCE

(2,999)	2,688	IN PERSON
(1,157)	1,013	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(326)	346	IN PERSON
(32)	64	BY TELEPHONE

PROGRAMMING

(50)	17	MEETING ROOM USAGE
(50)	53	ADULT LIBRARY PROGRAM ATTENDANCE
(8)	8	YOUNG ADULT PROGRAM ATTENDANCE
(96)	278	STORY TIME ATTENDANCE
(53)	55	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(270)	417	CHILDREN'S GRAB & GO BAGS
(12)	0	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(362)	332	BOOK MATERIALS
(0)	4	NON-BOOK MATERIALS

(244) 222 BOUND VOLUMES WITHDRAWN

(83,967) 79,724 TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY

(74,274) 79,655 TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
AUGUST 2022

ADULT SERVICES

3,701	Reference Questions		0	Tours	0 Participants
	2,424	in person	7	Number of Adult Programs	
	750	by phone	53	Attendance at Adult Programs	
	527	directional	1	Number of Young Adult Programs	
			8	Attendance at Young Adult Programs	
6	Meeting Room Usage		10	Number of Volunteers	
			122.00	Total Volunteer Hours	
			16	Displays	

CHILDREN'S SERVICES

410	Reference Questions	
303	in person	
22	by phone	
85	directional	
0	Number of pre-school programs	(daycare & Headstart)
0	Attendance at pre-school programs	
8	Number of storyhours	
278	Attendance at storyhours	
1	Number of programs/school visits for school age children	(here or away)
55	Attendance at programs for school age children	
1	Number of programs for Summer Reading Program	
101	Attendance at Summer Reading Program	
12	Displays	
5	Number of volunteers	
30.00	Total volunteer hours	

REGISTRATION

351	Total new borrowers
265	Adults
86	Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
AUGUST 2022

ADULT				CHILDREN'S			
Total Book & Non-Book Material Checkouts				Total Book & Non-Book Material Checkouts			
2020	**2021**	**2022**		**2020**	**2021**	**2022**	
3,390	3,999	4,435	Fiction	5,386	7,528	9,119	Fiction
1,752	2,025	1,656	Nonfiction	1,466	1,578	821	Nonfiction
970	1,378	1,295	New books	438	615	682	New books
9	20	18	Multi-language items	40	91	140	Multi-language items
6,121	7,422	7,404	Total Book Checkouts	7,330	9,812	10,762	Total Book Checkouts
15	11	42	Devices				
341	267	193	CD books	325	475	748	CD books
36	29	53	Music cds	7	10	17	Music cds
242	255	315	DVDs &Blu-rays	271	249	380	DVDs &Blu-rays
80	130	90	Book Club Bks	10	16	12	Kits
0	17	37	Kits				
714	709	730	Total Checkouts	613	750	1,157	Total Checkouts
211	309	254	In-library use	346	429	288	In-library use
49	62	45	ILL				
7,469	6,827	6,932	Ebooks				
4,082	4,553	4,751	Downloadable audios				
52	357	440	Emagazines				
10	6	2	Streaming videos				
11,873	12,114	12,424	Total Checkouts				
26,997	31,236	32,765	**GRAND TOTAL CIRCULATION**				

OUTREACH

5	Homebound patron deliveries	5	Outreach facilities deliveries
47	Homebound books	8	Outreach deposit collections
		160	Outreach books

CITY OF STILLWATER
JOB DESCRIPTION

TITLE: Adult Services Supervisor	DEPARTMENT: Library
RANGE: ~~36~~ L33	DIVISION: Adult Services
EFFECTIVE DATE: 5/1990	REVISION DATE: ~~9/2019~~ 9/2022
~~NON-~~EXEMPT	

PURPOSE OF POSITION:

Manage, direct, and coordinate the activities of the Adult Services Department and provide quality customer service. This position reports directly to the Library Director.

ESSENTIAL JOB FUNCTIONS:

- Plan and organize workloads and staff assignments for Adult Services.
- Select, train, motivate, and evaluate assigned staff; review progress and direct changes as needed; and maintain harmony and resolve grievances among workers.
- Ensure maintenance of Library website under the direction of the Library Director.
- Provide quality customer service and resolve customer complaints.
- Develop, implement, and evaluate new adult and young adult programs and services under the direction of the Library Director.
- Supervise and evaluate Library meeting room coordinators.
- Develop, implement, promote and evaluate new and existing library services and programs under the direction of the Library Director.
- Communicate official plans, policies, and procedures to staff and the general public.
- Ensure that assigned areas of responsibility are performed within budget and in compliance with the City of Stillwater Purchasing Manual; perform cost control activities; monitor revenues and expenditures in assigned area to ensure sound fiscal control; prepare annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time; and prepare bid specifications and obtain quotes in compliance with the City of Stillwater Purchasing Manual.
- Provide reference and reader's advisory services to customers.
- Operate Library automation system including reference and customer accounts and generation of reports, as required.
- Prepare a variety of reports, news releases, grant applications, brochures and maintain necessary operating records.
- Provide professional advice on library issues and work to supervisors and departmental employees.
- Evaluate existing policies and procedures and recommend appropriate modifications to increase efficiencies and enhance customer service.
- Recommend materials for selection and de-selection and keep abreast of major selection tools.
- Oversee the Oklahoma Virtual Library Consortium as needed.
- Responsible for opening and closing facilities when needed.
- Serve as a member of various city employee committees, as assigned.
- Other duties as assigned

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's Degree; Masters of Library Science preferred.
- Previous professional library experience preferred.

- Supervisory experience preferred.

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.
- Books, authors, and library collections.
- Computer and Internet literacy and basic computer troubleshooting.
- HTML and related website programming software

Ability to:

- Communicate effectively.

PHYSICAL/MENTAL REQUIREMENTS:

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

ENVIRONMENTAL & SAFETY CONCERNS:

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

JOB LOCATION:

Work will be performed at the Stillwater Public Library.

Approved by the Library Board: September 26, 2019
Approved revision: Sept. 27, 2022

Employee Signature:_____ Date:_____

CITY OF STILLWATER
JOB DESCRIPTION

TITLE: Children's Services Supervisor	DEPARTMENT: Library
RANGE: ~~36~~ L33	DIVISION: Children's Services
EFFECTIVE DATE: 7/1998	REVISION DATE: ~~11/2016~~ 9/2022
~~NON-~~EXEMPT	

PURPOSE OF POSITION:

Manage, direct, and coordinate the activities of the Children's Services Department and provide quality customer service. This position reports directly to the Library Director.

ESSENTIAL JOB FUNCTIONS:

- Plan and organize workloads and staff assignments for Children's Services.
- Select, train, motivate, and evaluate assigned staff; review progress and direct changes as needed; and maintain harmony and resolve grievances among workers.
- Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Plan and implement the summer reading program, including grant applications, contacting and booking performers, overseeing volunteer program, organizing awards ceremonies, managing all publicity and promotions for program, letters to area principals and all follow-up paperwork connected with completion of program.
- Present storytimes and other related programs to children in the library and within the community.
- Develop, implement, promote, and evaluate new and existing children's programs and services under the direction of the Library Director.
- Communicate official plans, policies and procedures to staff and the general public.
- Ensure that assigned areas of responsibility are performed within budget and in compliance with the City of Stillwater Purchasing Manual; perform cost control activities; monitor revenues and expenditures in assigned area to ensure sound fiscal control; prepare annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time; and prepare bid specifications and obtain quotes in compliance with the City of Stillwater Purchasing Manual.
- Administer various special library activities and exhibits throughout the year.
- Provide reference and reader's advisory services to customers.
- Operate Library automation system including reference and customer accounts and generation of reports as required.
- Prepare a variety of reports, news releases, grant applications, brochures, and maintain necessary operating records.
- Provide professional advice on library issues and work to supervisors and departmental employees.
- Evaluate existing policies and procedures and recommend appropriate modifications to increase efficiencies and enhance customer service.
- Recommend materials for selection and de-selection and keep abreast of major selection tools.
- Serve as a member of various city employee committees, as required.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's degree; Masters in Library Science preferred.
- Previous professional library experience with children preferred.
- Supervisory experience preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

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

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- **Knowledge of:**
- Library research skills and methods.
- Children's literature and developmental levels.
- Books, authors, and library collections.
- Computer and Internet literacy and basic computer troubleshooting.
- **Ability to:**
- Communicate effectively.

PHYSICAL/MENTAL REQUIREMENTS:

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

ENVIRONMETAL & SAFETY CONCERNS:

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

JOB LOCATION:

- Work will be performed at the Stillwater Public Library.

Approved by the Library Board: November 29, 2016
Approved revision: Sept. 27, 2022

Employee Signature:_____ Date:_____

CITY OF STILLWATER
JOB DESCRIPTION

TITLE: Circulation Services Supervisor	DEPARTMENT: Library
RANGE: ~~36~~ L33	DIVISION: Circulation Services
EFFECTIVE DATE: 9/2002	REVISION DATE: ~~11/2016~~ 9/2022
~~NON-~~EXEMPT	

PURPOSE OF POSITION:

Manage, direct and coordinate the activities of the Circulation Services Department and provide quality customer service. This position reports directly to the Library Director.

ESSENTIAL JOB FUNCTIONS:

- Plan and organize the workloads and staff assignments for Circulation Services
- Select, train, motivate, and evaluate assigned staff; review progress and direct changes as needed; and maintain harmony and resolve grievances among workers.
- Assist customers at the circulation desk when needed.
- Provide quality customer service and resolve customer complaints.
- Operate Library automation system including maintenance of customer accounts and generation of statistical and activities reports.
- Maintain confidentiality of library users' records.
- Prepare and document daily deposits and refunds.
- Responsible for standalone maintenance when automated system goes down, so that daily operations are not affected.
- Responsible for opening and closing facilities when needed.
- Ensure that assigned areas of responsibility are performed within budget and in compliance with City of Stillwater Purchasing Manual; perform cost control activities; monitor revenues and expenditures in assigned area to ensure sound fiscal control; prepare annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time; and prepare bid specifications and obtain quotes in compliance with the City of Stillwater Purchasing Manual.
- Prepare a variety of reports, news releases, grant applications, brochures and maintain necessary operating records.
- Communicate official plans, policies, and procedures to staff and general public.
- Provide reference and reader's advisory service to customers when needed.
- Provide professional advice on library issues and work to supervisors and departmental employees.
- Evaluate existing policies and procedures and recommend appropriate modifications to increase efficiency and enhance customer service.
- Recommend materials for selection and de-selection and keep abreast of major selection tools.
- Develop, implement, promote and evaluate new library services and programs under the direction of the Library Director.
- Oversee the Oklahoma Virtual Library Consortium as needed.
- Serve as a member of various city employee committees, as required.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's Degree; Masters of Library Science preferred.
- Previous professional library experience preferred.
- Supervisory experience preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, AND 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.
- Books, authors, and library collections.
- Computer and Internet literacy and basic computer troubleshooting.

Ability to:

- Communicate effectively.

PHYSICAL/MENTAL REQUIREMENTS:

- Employee must 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 & SAFETY CONCERNS:

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

JOB LOCATION:

- Work will be performed at the Stillwater Public Library.

Approved by the Stillwater Public Library Board: November 29, 2016
Approved revision: Sept. 27, 2022

Employee Signature:_____ Date:_____

CITY OF STILLWATER
JOB DESCRIPTION

TITLE: Technical Services Supervisor	DEPARTMENT: Public Library
RANGE: ~~36~~ L33	DIVISION: Technical Services
EFFECTIVE DATE: 5/1990	REVISION DATE: ~~9/2019~~ 9/2022
~~NON-~~EXEMPT	

PURPOSE OF POSITION:

Manage, direct, and coordinate the activities of the Technical Services Department, including responsibility for the library automation system, acquisitions, cataloging, Special Collections and processing of all library materials. This position reports directly to the Library Director.

ESSENTIAL JOB FUNCTIONS

- Plan and organize workloads and staff assignments for Technical Services.
- Select, train, motivate, and evaluate assigned staff; review progress and direct changes as needed; and maintain harmony and resolve grievances among workers.
- Issue written and oral instructions to department members; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Manage library automation system, including installing software and hardware, maintenance and backup of the system, troubleshooting and solving system problems, and interfacing with automation vendor, library staff, and Information Technology Department of the City.
- Manage the library's acquisitions system, including ordering materials, receiving materials, initiating purchase order requisitions, tracking purchase orders and budgeted funds, maintaining a database of vendor information, and preparing claims for payment.
- Communicate official plans, policies, and procedures to staff and general public.
- Ensure that assigned areas of responsibility are performed within budget and in compliance with the City of Stillwater Purchasing Manual; perform cost control activities; monitor revenues and expenditures in assigned area to ensure sound fiscal control; prepare annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time; and prepare bid specifications and obtain quotes in compliance with the City of Stillwater Purchasing Manual.
- Prepare a variety of reports, grant applications and maintain necessary operating records.
- Provide professional advice on library issues and work to supervisors and departmental employees.
- Evaluate existing policies and procedures and recommend appropriate modifications to increase efficiencies and enhance customer service.
- Recommend materials for selection and de-selection and keep abreast of major selection tools as needed.
- Develop, implement, promote and evaluate new library services and programs under the direction of the Library Director.
- Provide reference and reader's advisory service to customers as needed.
- Serve as a member of various city employee committees, as required
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's Degree; Masters in Library Science preferred.
- Previous professional library experience preferred.
- Supervisory experience preferred.

- Experience with SIRSI library automation system or similar library automated system.

SPECIAL CERTFICATIONS, 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.
- Books, authors, and library collections.
- Computer and Internet literacy and basic computer troubleshooting.
- Cataloging and classification principles, MARC format, RDA, DDC, and the OCLC database.
- Database and network management.

Ability to:

- Communicate effectively.

PHYSICAL/MENTAL REQUIREMENTS:

- Employee must 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 CONDITIONS AND SAFETY CONCERNS:

- No exposure to hazardous conditions, minimal exposure to chemicals used for 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: September 24, 2019
Approved revision: Sept. 27, 2022

Employee Signature:_____ Date:_____

CITY OF STILLWATER
JOB DESCRIPTION

TITLE: Technology Manager	DEPARTMENT: Library
RANGE: ~~40~~ L34	DIVISION:
EFFECTIVE DATE: 10/2014	REVISION DATE: ~~5/2016~~ 9/2022
~~Non-~~Exempt	

PURPOSE OF POSITION:

Serve as lead technician for the Library, in cooperation with the City of Stillwater Information Technology Department to perform a variety of complex and highly technical work including installing, troubleshooting, maintaining computer hardware, software, networks, and peripherals for both staff and public systems. This position reports directly to the Library Director.

ESSENTIAL JOB FUNCTIONS:

- Install and maintain system hardware, software, networks and peripherals.
- Troubleshoot hardware and software problems on computer equipment.
- Reconfigure hardware as needed.
- Analyze and maintain local area network hardware and software and make modifications to systems and individual programs; modify test and debug existing computer programs.
- Evaluate and select software and hardware for the Library's information system.
- Update existing systems with new releases.
- Submit equipment problems to appropriate vendors for repair.
- Assist in completion of E-rate forms.
- Provide technical support and administer the Library's computer operations, including network planning and operation.
- Assist patrons with the use of computers and software as needed.
- Assist with other library technology including automation system, web pages, audio-visual and video conferencing.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High School Diploma or equivalent.
- Three years of computer support experience with particular emphasis on current Microsoft Windows and Linux operating systems and desktop application software and a fundamental understanding of IP communications and functionality of standard networking equipment.

SPECIAL CERTFICATIONS, REGISTRATIONS, AND LICENSES REQUIRED:

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

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Knowledge of:

- Various software packages including Microsoft Windows, Microsoft Office, Linux, SQL, and other relevant programs.
- Records storage and handling techniques.

Ability to:

- Communicate effectively

PHYSICAL/MENTAL REQUIREMENTS:

- Employee must occasionally lift and/or move up to fifty 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 materials.
- General office safety precautions need to be followed.

JOB LOCATION:

- Work will be performed at the Stillwater Public Library.

Approved by Library Board: May 24, 2016.
Approved revision: Sept. 27, 2022

Employee Signature: _____ Date: _____