



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, **ROOM 119**
STILLWATER, OK. 74074
APRIL 26, 2022, 12:00 NOON
library.stillwater.org

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: March 22, 2022, Regular Meeting
- b) Stillwater Public Library March 2022 Financial Reports
- c) Stillwater Public Library March 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 revision of the Circulation Policy
- b) Consider staff request to close Tuesday, May 24, for installation of security gates and staff security training
- c) Consider reappoint of Matt Hull to Trust Board

- d) Consider acceptance of \$40,000 in ARPA funds from the Oklahoma Department of Libraries and Institute for Museum and Library Services for the purchase of downloadable material.
- e) Consider the election of officers

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
 - i. Facilities tour
- 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

REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION SPACE
STILLWATER, OK. 74074
MARCH 22, 2022 | 12:00 NOON
library.stillwater.org

Board Members Present:	Cara Adney, Jill Rooker, Kathryn Ross, Donna Sinnes Mike Woods, Andrea Yough
Board members Absent:	Martha McMillian
Staff Present:	Teresa Chaufy, Stacy DeLano, Kimberley Carnley, Melissa Reames

1. CALL MEETING TO ORDER

Yough called the meeting to order at 12:00 pm.

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: February 22, 2022, Regular Meeting
- b) Stillwater Public Library February 2022 Financial Reports
- c) Stillwater Public Library February 2022 Activity Reports

Adney/Woods moved to approve items on the consent docket. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Woods, yes; Yough, yes. Motion approved.

Sinnes arrived at 12:05 pm.

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 an up to \$29,000 reduction in the current FY22 budget

DeLano explained it is common for departments to have funds left unused at the end of the FY. These funds are normally not carried forward. Last year, SPL was allowed to carryover funds from operating costs to help fund its RFID project. This year SPL will probably have unused funds at the end of the FY in June. Since there is a heat pump that needs to be replaced the plan was to put these funds toward the replacement of the heat pump. After talking with the City Manager's Office, DeLano reports the City will pay for the heat pump replacement out of the City's contingency fund.

Melissa Reames, Deputy City Manager & CFO, attended today's meeting to discuss and explain the budget reduction. This year, department heads were asked to look at their budgets and identify funds they are not going to use during the rest of this fiscal year. Usually, this process of identifying variances happens at the completion of the audit cycle which does not occur until December each year. By identifying unused funds now, they could be redirected to next year's budget per City Council approval. The library was asked to identify \$29,000 of unused funds which staff was able to do. Adney/Rooker moved to approve an up to \$29,000 reduction to the current FY22 budget. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

- b) Consider acceptance of \$45,000 ODL eMedia grant for the purchase of downloadable materials for Oklahoma Virtual Library

Next, DeLano reported SPL has been contacted by the Oklahoma Department of Libraries about an eMedia grant in the amount of \$45,000. This would be used for the purchase of downloadable materials for the Oklahoma Virtual Library. Ross/Sinnes moved to approve the acceptance of a \$45,000 ODL eMedia grant for the purchase of downloadable materials for the Oklahoma Virtual Library. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

- c) Consider staff's request to apply for the EBSCO Solar grant in the range of \$50,000-100,000 for the installation of a solar array (<https://www.ebsco.com/solar>)

DeLano explained this grant could possibly fund the placement of solar panels on the roof of the library. After receiving information about this grant, DeLano contacted John McClenny, in the City Manager's Office, to see if the City would be interested. He would like to move forward with this project and has secured a grant writer. Part of the grant funds would be used to hire an engineer to design the project. DeLano and McClenny also discussed the possibility of building a small structure over the courtyard to house the solar panels. Refurbishing of the

courtyard is also a project of the fundraising efforts of the 100th Anniversary Committee. If SPL were to receive the EBSCO grant, these funds (and fundraising funds) could be matched by another grant, the NEH Infrastructure and Capacity Building Challenge Grant. Board members asked if future maintenance costs of the solar panels have been discussed. DeLano said future maintenance costs would be added into future budgets. Rooker/Woods approved request to apply for the EBSCO Solar grant in the range of \$50,000-100,000 for the installation of a solar array. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

d) Consider staff's request for possible application to the NEH Infrastructure and Capacity Building Challenge Grant for up to \$150,000 for the addition of a courtyard structure to house a solar panel array

After the previous discussion of the EBSCO grant, board members agreed applying for the NEH grant would be valuable. Rooker/Sinnes moved to approve application to the NEH Infrastructure and Capacity Building Challenge Grant for up to \$150,000 for the addition of a courtyard structure to house a solar panel array. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

e) Consider revision of Business Office Manager Job description

As the current BOM is retiring in June 2022, the BOM job description was revised and brought up-to-date in advance of hiring a replacement. The plan is to hire a replacement one month before BOM leaves so they can be trained. Sinnes/Yough moved to accept revision of Business Office Manager Job description. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, 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

- DeLano reported the FOL had another successful booksale. They made approximately \$13,000.
- SPL will be taking a request to the FOL for funding for the SRP. This year's program will be shortened by a few weeks.
- DeLano reminded board members of the facility tour during the April meeting.
- Emily States, Adult Services Librarian will be attending the May board meeting.

b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings
None.

5. QUESTIONS & INQUIRIES

Board member Sinnes asked why the SRP would be shortened this year. DeLano explained normally SPL would have 8 weeks of programming with 8 different performers. This year we will have the "In Search of Earth's Secrets" exhibit as part of our summer activities and the children's & teens will be sharing programs.

6. ADJOURN

Woods/Rooker moved to adjourn. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Meeting adjourned at 1:01 pm.

Prepared by: Teresa Chaufy, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

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

Object - Description		Month to date		Year to date		Report Date:		Pct.
		Budget	Actual	Actual	Balance	Encumbrance	Rem.	
Key: 1015510 - Library administration								
Revenue								
43100 - Federal Grant Revenue	149,799.00	0.00	134,429.35	0.00	15,369.65	0.00	10.26%	
45000 - Fines & Forfeitures	15,000.00	1,293.16	12,977.78	0.00	2,022.22	0.00	13.48%	
47012 - Misc Fees	8,000.00	1,119.18	7,226.90	0.00	773.10	0.00	9.66%	
47501 - Room Rental	5,000.00	43.75	3,500.25	0.00	1,499.75	0.00	30.00%	
48701 - Donations	8,184.00	778.45	9,255.51	0.00	-1,071.51	0.00	-13.09%	
Revenue Total:	185,983.00	3,234.54	167,389.79	0.00	18,593.21	0.00	10.00%	
Expenditure								
51001 - Full Time	635,789.00	73,416.32	462,854.42	0.00	172,934.58	0.00	27.19%	
51002 - Part Time	214,617.00	19,961.73	125,307.94	0.00	89,309.06	0.00	41.61%	
51003 - Overtime	1,400.00	144.25	665.76	0.00	734.24	0.00	52.44%	
51005 - On-Call	500.00	0.00	0.00	0.00	500.00	0.00	100.00%	
51021 - Social Security	69,653.00	6,777.77	42,755.11	0.00	26,897.89	0.00	38.61%	
51022 - Retirement	39,353.00	4,303.59	27,700.44	0.00	11,652.56	0.00	29.61%	
52012 - Vehicle Repair Parts	500.00	0.00	2.39	0.00	497.61	0.00	99.52%	
52034 - Postage	1,820.00	0.00	1,011.60	0.00	808.40	0.00	44.41%	
52036 - Janitorial Supplies	4,100.00	0.00	2,078.72	246.07	1,775.21	246.07	43.29%	
52040 - Books & Publications	75,681.00	8,115.59	59,018.94	16,002.47	659.59	16,002.47	0.87%	
52041 - Clothing & Uniforms	400.00	0.00	0.00	0.00	400.00	0.00	100.00%	
52043 - Vehicle Fuel & Oil	450.00	33.86	111.11	288.89	50.00	288.89	11.11%	
52046 - Supplies	10,000.00	1,121.28	7,185.54	671.82	2,142.64	671.82	21.42%	
53001 - Natural Gas	4,600.00	713.85	3,380.48	1,219.52	0.00	1,219.52	0.00%	
53004 - Telecommunications	1,310.00	652.15	1,074.31	0.00	235.69	0.00	17.99%	
53011 - Equipment Rental	5,800.00	0.00	3,246.22	1,454.66	1,099.12	1,454.66	18.95%	
53020 - Repair-Structures	14,000.00	-555.00	6,786.16	362.50	6,851.34	362.50	48.93%	
53023 - Repair-HVAC	34,500.00	0.00	413.67	8,240.00	25,846.33	8,240.00	74.91%	
53041 - Donations	29,560.00	5,267.06	12,593.71	339.76	16,626.53	339.76	56.24%	
53045 - Grant Expenditure	323,771.00	27,376.04	259,359.14	10,363.99	54,047.87	10,363.99	16.69%	
53049 - Cash Short	0.00	0.90	-7.30	0.00	7.30	0.00	0.00%	
53054 - Dues & Subscriptions	689.00	0.00	97.00	0.00	592.00	0.00	85.92%	
53055 - Training	910.00	0.00	710.00	0.00	200.00	0.00	21.97%	
53062 - Refunds	200.00	0.00	31.04	0.00	168.96	0.00	84.48%	
53064 - Contract for Services	8,615.00	619.50	4,217.90	4,393.10	4.00	4,393.10	0.04%	
53066 - Miscellaneous Services	250.00	35.00	52.50	197.50	0.00	197.50	0.00%	
53068 - Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	

March 2022

75% of Year Elapsed

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Object - Description	Budget	Month to date		Year to date		Report Date: 03/31/2022	
		Actual		Actual		Encumbrance	Pct. Rem.
53071 - Software Maintenance	48,170.00	0.00		47,498.76		671.24	1.39%
54012 - Building & Structures	10,000.00	0.00		0.00		0.00	0.00%
56000 - Direct Costs	702.00	59.00		531.00		171.00	24.35%
56001 - Indirect Costs	851.00	71.00		639.00		212.00	24.91%
Expenditure Total:	1,538,191.00	148,113.89		1,069,315.56		415,095.16	26.98%
Key Total:	(1,352,208.00)	(144,879.35)		(901,925.77)		(396,501.95)	29.32%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2022

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(5,959)	6,710	ADULT BOOKS	(125)	179	NEW ADULT CARDS
(7,772)	8,662	CHILDREN'S BOOKS	(38)	50	NEW CHILDREN'S CARDS
(14)	26	DEVICES	(23,454)	21,994	TOTAL ACTIVE BORROWERS
(485)	477	VIDEOS	(9)	9	HOMEBOUND & OUTREACH DELIVERIES
(692)	795	AUDIOS	(755)	1,117	COMPUTER
(110)	90	BOOK CLUB BOOKS	(2,576)	3,338	WIRELESS USERS
(69)	51	INTERLIBRARY LOAN	(15)	20	NOTARY SERVICES
(428)	618	IN LIBRARY USE	(67)	17	CURBSIDE DELIVERIES
(6,568)	6,205	EBOOKS			
(4,389)	4,382	DOWNLOADABLE AUDIOS			
(243)	511	EMAGAZINES			
(2)	1	STREAMING VIDEOS			
(34)	15	KITS			
(26,765)	28,543	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,921)	13,021	ADULT	(1,768)	1,681	OSU STUDENT
(4,435)	4,235	CHILD	(166)	182	OUT OF COUNTY
			(3,164)	2,875	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS

19,403 / 2,591

ESTIMATED NUMBER OF VISITORS TO LIBRARY

(6,875) 12,628 (11,132 + 1,496)

NUMBER OF VISITORS TO LIBRARY WEBSITE

(16,596) 19,757

ESTIMATED ADULT REFERENCE

(2,828)	2,999	IN PERSON
(1,216)	1,157	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(304)	326	IN PERSON
(36)	32	BY TELEPHONE

PROGRAMMING

(77)	117	MEETING ROOM USAGE
(126)	97	ADULT LIBRARY PROGRAM ATTENDANCE
(17)	5	YOUNG ADULT PROGRAM ATTENDANCE
(42)	20	STORY TIME ATTENDANCE
(14)	0	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(182)	285	CHILDREN'S GRAB & GO BAGS
(46)	21	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(444)	382	BOOK MATERIALS	(1,417)	223	BOUND VOLUMES WITHDRAWN
(10)	3	NON-BOOK MATERIALS			

(83,000) 79,647 TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY

(71,299) 78,833 TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT **MARCH 2022**

ADULT SERVICES

<u>4,418</u>	<u>Reference Questions</u>	<u>0</u>	Tours	<u>0</u>	Participants
	<u>2,851</u>		<u>13</u>		Number of Adult Programs
	<u>1,010</u>		<u>97</u>		Attendance at Adult Programs
	<u>557</u>		<u>1</u>		Number of Young Adult Programs
			<u>5</u>		Attendance at Young Adult Programs
<u>117</u>	<u>Meeting Room Usage</u>	<u>14</u>			Number of Volunteers
		<u>131.75</u>			Total Volunteer Hours
		<u>16</u>			Displays

CHILDREN'S SERVICES

<u>376</u>	<u>Reference Questions</u>		
	<u>306</u>		in person
	<u>11</u>		by phone
	<u>59</u>		directional
<u>0</u>	<u>Number of pre-school programs</u>		(daycare & Headstart)
<u>0</u>	<u>Attendance at pre-school programs</u>		
<u>1</u>	<u>Number of storyhours</u>		
<u>20</u>	<u>Attendance at storyhours</u>		
<u>0</u>	<u>Number of programs/school visits for school age children</u>		(here or away)
<u>0</u>	<u>Attendance at programs for school age children</u>		
<u>0</u>	<u>Number of programs for Summer Reading Program</u>		
<u>0</u>	<u>Attendance at Summer Reading Program</u>		
<u>6</u>	<u>Displays</u>		
<u>0</u>	<u>Number of volunteers</u>		
<u>0.00</u>	<u>Total volunteer hours</u>		

REGISTRATION

<u>229</u>	<u>Total new borrowers</u>
	<u>179</u> Adults
	<u>50</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2022

ADULT

Total Book & Non-Book Material Checkouts

2020	2021	2022	
2,569	3,150	4,040	Fiction
1,141	1,566	1,455	Nonfiction
879	1,231	1,193	New books
5	12	22	Multi-language items
4,594	5,959	6,710	Total Book Checkouts
35	14	26	Devices
323	313	237	CD books
35	41	71	Music cds
231	261	259	DVDs & Blu-rays
40	110	90	Book Club Bks
16	12	10	Kits
680	751	693	Total Checkouts
338	120	358	In-library use
22	69	51	ILL
6,192	6,568	6,205	Ebooks
3,678	4,389	4,382	Downloadable audios
189	243	511	Emagazines
33	2	1	Streaming videos
10,452	11,391	11,508	Total Checkouts

21,223

26,765

28,543

GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

2020	2021	2022	
3,636	5,970	6,591	Fiction
782	1,262	1,375	Nonfiction
386	434	597	New books
28	106	99	Multi-language items
4,832	7,772	8,662	Total Book Checkouts
193	336	481	CD books
10	2	6	Music cds
234	224	218	DVDs & Blu-rays
14	22	5	Kits
451	584	710	Total Checkouts
214	308	260	In-library use

OUTREACH

4	Homebound patron deliveries
34	Homebound books

5	Outreach facilities deliveries
8	Outreach deposit collections
140	Outreach books



CIRCULATION POLICY

OBTAINING LIBRARY CARDS

Only authorized library staff may issue a card to a patron. With the exception of adults who have an additional Teacher's Card, no one may have more than one library account. Library cards must be renewed once per year from the date issued unless otherwise specified in the policy. Any card with no fines that has not been updated within 2 two years of its expiration will be removed from the library's database.

ADULT LIBRARY CARDS

Any person who lives, works, attends school, or owns property in Payne County may apply for a library card. There is no fee for the first card. Photo identification and proof of Payne County residency is required. (See Appendix A, Operational Definition of Payne County Residency.) People who are unable to provide proof of Payne County residency will be limited to checking out two items at one time until address is verified.

People who do not meet the "Operational Definition" of a Payne County resident may obtain a library card for a non-refundable annual fee of \$25.00 per card, payable in advance with photo identification and proof of address. Library cards will only be issued to residents of the state of Oklahoma.

CHILDREN'S LIBRARY CARDS

To obtain a library card for children under 18 years of age, the legal guardian/responsible adult and the child must be present at the time of application. The legal guardian/ responsible adult's signature is also required on the library card. Additional information required includes the child's year of birth and the adult's photo identification and proof of Payne County residency. The legal guardian/responsible adult is legally responsible for any fees incurred by children under the age of 18. There is no minimum age limit to obtain a library card. Upon reaching the age of 18, the patron must update his/her information and have library staff change his/her status to an adult.

TEMPORARY LIBRARY CARDS

Temporary cards are issued to patrons who expect to live in Payne County more than 30 days but less than six (6) months, or do not have a permanent address.* Patrons must complete an application and provide photo identification. For those living in a shelter, a letter from the shelter director stating residency must be provided. Applicants living in other temporary housing may obtain a card by providing proof of employment in Payne County and proof of a permanent mailing address. Temporary cards are issued for six (6) months or until a permanent Payne County address is verified, and cannot be renewed. Two items may be checked out on a temporary card at a time. Patrons with temporary cards may check out up to five (5) paperbacks at a time. Electronic devices and kits are not available for check out on temporary cards.

*Hotels, motels, shelters, and other temporary housing are not considered to be a permanent address.

VIRTUAL LIBRARY CARDS

Any person who meets the operational definition of a Payne County resident may apply for a virtual library card that will allow them to check out digital materials from the Oklahoma Virtual Library and access online databases. A person may apply for a virtual card in person, by email, or over the telephone. The person must provide their name, address, date of birth, phone number, and email

address. Staff will mail the physical card to the patron's address. Receipt of card will serve as proof of address.

TEACHER LIBRARY CARDS

Teachers applying for a Teacher Card must provide proof of employment with a public/private school or daycare system within Payne County. (See Appendix B, Teacher Card, for details.)

HOMEBOUND LIBRARY CARDS

Homebound cards can be obtained by completing the homebound application form and a reader's profile. A form should be completed even if the patron currently possesses a borrower's card. Homebound library cards are retained by the Outreach librarian-library. Fifteen items may be checked out on a homebound card at a time. (See Appendix C, Homebound Policy, for more information.)

OUTREACH SERVICES / DEPOSIT COLLECTIONS

Institutions in Stillwater who wish to receive a deposit collection of 20 library items can complete an institution survey profile and sign a letter of agreement to have library materials delivered to their institution on a monthly basis. Institution/outreach cards are kept at the library. (See Appendix D, Outreach Services and Deposit Collections, for more information.)

EXPIRED OR LOST LIBRARY CARDS

Expired cards are renewed or replaced without charge to the patron. There is no charge for replacing a card due to normal wear or legal name change provided the patron returns the original card. Replacement cost of a lost card is \$2.00 for residents of Payne County and \$4.00 for out-of-county residents. (See Appendix A, Operational Definition of Payne County Residency.)

BORROWING MATERIALS WITHOUT A LIBRARY CARD

Patrons may check out materials ~~twice in one calendar year~~ without their library card. Adults must provide photo identification. Minors must verify information on account card. ~~Once the limit of two times is reached, a replacement library card must be purchased for \$2.00 for residents of Payne County and \$4.00 for out-of-county residents, and the privilege of checking out two times without a card will be restored.~~ (See Appendix A, "Operational Definition of Payne County Residency")

CIRCULATION OF LIBRARY MATERIALS

Library materials listed as circulating in the library's catalog will be loaned to patrons with a valid card. Patrons with less than \$5.00 in fines are eligible to borrow materials. Cards with \$5.00 or more in fines are invalid until fines are reduced below \$5.00.

CHECKOUT LIMITS

Patrons may have a total of ~~thirty~~ 30 items checked out on their account (not including paperbacks and downloadable media). This total may include a maximum of six ~~(6)~~ music CDs, CD-books, or DVDs each, six read-along books, and two kits. Electronic devices are limited to one of each type of electronic device per household. (See Appendix E, Electronic Devices, for complete details.) Fifteen ~~(15)~~ paperbacks may be checked out at one time.

CHECKOUT PERIODS

- 15 days for regular circulating items
- One week for electronic devices
- 8 Eight days for any item on hold with additional holds
- 30 days for items checked out on Teacher, Homebound and Outreach cards with no renewals.
- Special due dates for Interlibrary loan items
- Books from the paperback collection should be returned upon completion

OVERDUES AND FINES

An item is overdue if not returned by the due date. Fines are \$1.00 per day for electronic devices and \$.25 per item, per day, for all other items. The maximum fine for any one item is \$5.00. Items returned that have been withdrawn from the collection will be charged the maximum fine. Fines do not accumulate when the library is closed. If an item other than an electronic device is returned within three days of its due date, no fine will be assessed. Items returned more than three days late will accrue fines from the date the item was due.

The Stillwater Public Library uses a third party collection agency to secure unreturned materials and outstanding charges from customers who have not responded to notices. Accounts with items 45 days overdue and owing \$50.00 or more ~~in charges for lost items~~ are turned over for collection. A ~~\$40.00~~ \$15.00 processing fee is added to any account submitted for collection. (See Appendix E F, Oklahoma State Statute 21 – 1739 Library Theft.)

RENEWALS

The maximum number of renewals for regular circulating items other than electronic devices is two (2) times. Electronic devices may be renewed one time. Items that have holds/reserves, or that have reached the maximum fine of \$5.00 may not be renewed. Items on Homebound, Outreach and Teacher's card may not be renewed. Renewal dates are from the date renewed, not the original due date. Renewals can be made in person and by phone. Renewals may be made from the web page if the patron has no overdue materials and less than \$5.00 in fines. Extension of due dates for interlibrary loan materials requires consent of the lending institution.

RESERVES/HOLDS

Patrons may reserve circulating items listed in the online catalog ~~as checked out, having other holds, or in process.~~ Any patron with a valid card may place a reserve and request up to fifteen (15) reserves at a time. Reserves can be made from the web page if the patron has no overdue materials and less than \$5.00 in fines.

Library staff will attempt to contact patrons for three days when an item is available before removing the patron's name from the reserved list. Once contacted, reserved electronic devices will be held for 1 day and all other items will be held for three (3) days.

INTERLIBRARY LOAN REQUESTS

All patrons with a valid, permanent card may borrow materials from other libraries through the Interlibrary Loan (ILL) service. Interlibrary loan services will place up to three (3) interlibrary loan requests per week for an individual patron whose fines are below \$25.00 with no overdue, lost or damaged items. Each request placed will be assessed a \$2.00 fee payable at the time the item is picked up. Items not picked up will still be assessed a \$2.00 fee. ~~Patrons may check out Interlibrary Loan materials if they have less than \$5.00 in fines.~~ Patrons may not have more than 10 ILL items checked out at a time. Items that are fragile, rare, or expensive may be restricted to in-library use only. Patrons are responsible for any additional charges incurred with the request. ~~Additional~~ interlibrary loan charges will ~~may~~ include fines for overdue materials, and may include processing fees, rental fees, photocopy charges, replacement costs, and fees associated with lost or damaged items. Should a lost ILL be subsequently found, there are no refunds. Due date extensions requires consent of the lending institution. ~~The ILL librarian should be contacted 2~~ The patron must contact the ILL librarian at least four days before the due date for an extension request.

DAMAGED AND LOST ITEMS

Patrons are responsible for any loss or damage to library materials incurred while an item is checked out on their card. Types of damage for which a patron may be charged include, but are not limited to: offensive odors such as cigarette smoke or pet smells, water damage, stains, torn or chewed pages/covers, insect damage, and scratched/broken disks. Patrons who damage or lose one item in a set of materials will be required to pay for the entire set if the library is unable to replace individual parts. Overdue fines for

damaged/lost items are waived when the patron pays the replacement cost of those items. Patrons must pay the list price of the item at the time it was added to the collection. The library does not accept substitute materials as replacements. If a lost item (with the exception of interlibrary loans) is subsequently found and returned within six ~~(6)~~ months, the patron will be refunded the cost of the item, minus a \$10.00 processing fee. The Library is not responsible for damages to personal audio-visual/computer equipment used with library materials.

A patron who returns items with damage or infestation due to roaches, bed bugs, or other pests may be charged for the materials if they are beyond treatment. If it is deemed that continued borrowing of materials threatens the health and safety of library facilities and other patrons, library privileges may be revoked until the patron can demonstrate that the situation that caused the loss of privileges has been remediated.

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

Approved by Library Board 5/28/02

Revised 10/22/02; 3/25/03; 10/28/03; 1/27/04; 6/22/04; 3/22/05; 5/24/05; 9/27/05; 5/23/06; 8/22/06; 3/25/08; 5/27/08; 8/26/08; 11/25/08; 12/16/08; 2/24/09; 8/25/09; 10/26/10; 1/24/12; 10/22/13; 3/24/15; 8/23/16; 3/27/18

Appendix A

OPERATIONAL DEFINITION OF PAYNE COUNTY RESIDENCY

All applicants for a Stillwater Public Library borrower's card are required to furnish photo identification and proof of address. Any person who lives, works, attends school or owns property in Payne County will be considered a resident and eligible for a Stillwater Public Library borrower's card at no charge.

Post office boxes, hotel and motel addresses **will not** be accepted as proof of residency. Library cards will only be issued to residents of the state of Oklahoma.

People who are unable to provide proof of Payne County residency will be limited to checking out two items at one time until address is verified.

Acceptable proofs of county residency include:

- Driver's license with current street address
- Current vehicle insurance verification listing Payne County
- Personal check with printed name and street address
- Voter registration card
- Utility bill or receipt within past 30 days with name and address
- Any first class, stamped piece of mail with name and address postmarked within the past 30 days
- Current Stillwater/Payne County telephone directory
- Oklahoma State University student bursar account
- Current Payne County property tax statement
- Current payroll stub from a Payne County business

Any person not meeting the "Operational Definition" of a Payne County resident will be charged a non-refundable annual fee of \$25.00 to receive a Stillwater Public Library borrower's card.

Approved by Library Board 3/26/02

Revised 5/28/02; 3/22/05; 5/23/06; 3/25/08; 12/16/08; 8/25/09; 10/26/10; 1/24/12; 8/23/16

Re-affirmed 9/27/05; 10/22/13; 3/27/18

Appendix B

TEACHER CARD

The library staff will issue borrower's cards to teachers who are employed in Payne County for classroom use according to the following guidelines:

1. Teachers must provide proof of employment with a public/private school or daycare system by:
 - a. Providing a current payroll stub from the school
 - b. Providing a letter from the principal or center director, the Board of Education, or ruling board stating that they are employed at the school/daycare
2. Verification of continued employment will be required to renew an expired teacher's card.
3. Teacher cards are valid one year from date of issue.
4. A limit of 30 items for classroom use may be checked out for a period of 30 days. These items cannot be renewed.
5. Items checked out on a teacher's card are not transferable to a personal borrower's card.
6. All regular circulating library materials may be checked out on a teacher card.
7. Teacher cards may be used to check out reserves/holds following the eight day check out limit policy.
8. Teachers are responsible for fines due to late, lost, or damaged books just as if they were checked out for personal use.

Approved 8/28/01

Revised 5/28/02; 10/26/04; 3/22/05; 5/23/06; 10/26/10

Re-affirmed 9/27/05; 10/22/13; 3/27/18

Appendix C

HOMEBOUND POLICY

The Homebound delivery program serves clients of the Stillwater Mobile Meals Program, and residents of nursing homes and assisted living facilities. Services are also extended to homebound individuals who arrange to have someone pick up and return library materials for them. A library patron with a current regular card may have the card changed to Homebound status should an event occur which will leave the patron homebound for 60 days or more.

The Outreach Librarian will select materials for the homebound, maintain circulation records, and prepare materials for pick-up and delivery.

Library materials for the homebound will be selected on the basis of reader profiles, telephone contacts, or by requests and preferences marked on a book list. If homebound individuals prefer, they can arrange for friends or relatives to select books for them. In this instance, photo identification of the friend or relative will be required at time of checkout.

Delivery of library materials to participants in the Mobile Meals Program will be performed by the drivers for Mobile Meals. Delivery of materials to residents of nursing homes and assisted living facilities will be performed by the Outreach Librarian or his/her designee.

A limit of 15 items may be checked out for a period of 30 days. These items cannot be renewed. All regular circulating items may be checked out on homebound cards.

No fines will be assessed to homebound patrons for overdue items. If an item is not returned to the library for three (3) months, the patron will be assessed the cost of the item. If items are returned to the library damaged, the patron will be assessed the cost of the item. The patron will have thirty (30) days to pay costs incurred to them. Fees for lost and damaged items may be waived in exceptional situations. Exceptional situations will be handled on a case-by-case basis by the Library Director or his/her designee.

If a homebound patron wishes to designate a 2nd party who will be responsible for fees incurred on the account, they may do so on the application form.

Approved 6/25/91

Revised 9/28/93, 5/28/02; 5/23/06; 3/25/08; 5/27/08; 10/26/10; 3/27/18

Re-affirmed 9/27/05; 10/22/13

Appendix D

OUTREACH SERVICES & DEPOSIT COLLECTIONS POLICY

The Outreach and Deposit Collections program serves institutions of the City of Stillwater who have patrons/clients who cannot travel to the library. Examples of institutions that may use SPL Outreach and Deposit Collections program are daycare centers and pre-schools, youth shelters, nursing homes and assisted living facilities.

A designee of the institution and SPL will sign a letter of agreement. Should the original designee leave the institution, a new agreement must be signed.

The Outreach Librarian will select materials for the institution, maintain circulation records, prepare materials for delivery, and deliver and pick-up materials on a monthly basis. Materials will be selected on the basis of an institution survey profile, telephone contacts, or on the request sheets attached to the book delivery containers.

Each month SPL will deliver a container(s) with 20 library items to the designated facility. The greatest portion of library materials in each container will be books, but other formats, if desired by the institution, can be included in the deposit collections.

A facility may have up to two (2) deposit collections.

Items will be checked out to institutions for a period of thirty (30) days with no renewals. No fines will be assessed to facilities for overdue items. If an item is not returned to the library in three (3) months, the facility will be assessed the cost of the item. If items are returned to the library damaged, the facility will be assessed the cost of the item. The facility will have thirty (30) days to pay costs incurred to them.

Delivery of library materials to institutions will be performed by the Outreach Librarian or his/her designee.

Approved: 3/25/08

Revised: 10/26/10; 6/26/12; 10/22/13; 8/23/16

Reaffirmed: 3/27/18

Appendix E

ELECTRONIC DEVICES

The Stillwater Public Library offers electronic devices for checkout to improve patron access to the internet for education research, programs, classes, and communication.

To borrow an electronic device, a patron must:

- Be at least 18 years old
- Present a photo ID
- Have full borrowing privileges. Borrowers with temporary library cards cannot borrow electronic devices.
- Accept responsibility for the use of the device(s) by minors while item(s) are checked out

The library uses tracking software on all electronic devices. If devices are not returned three days after the due date, they will be locked and/or have internet access turned off, rendering them unusable. Patrons who return devices more than three days late three times within 12 months will lose electronics borrowing privileges for the following six months.

Borrowers assume liability for the equipment while it is in their care. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged devices or equipment upon return.

Borrowers are responsible for removing, transferring, and/or saving any documents, files, software or apps used on library equipment before returning it. All created files will be wiped clean once devices are checked in and cannot be retrieved by library staff.

The library is not responsible for charging devices or unforeseen hardware or software failure. Performance of the devices may vary depending on location and internet coverage in the area.

The library's Public Computer Use policy applies to electronic devices. Borrowers agree to abide by the policy.

The library's hotspots are an open wireless connection and have been set up with built in filtering to comply with the Child Internet Protection Act (CIPA). The library is not responsible for information accessed using this device or for personal information shared over the Internet. Users are encouraged to follow safe Internet procedures and must agree not to use devices for activity that violates federal, state, or local laws.

The Stillwater Public Library will not be held responsible for damages of any kind, including, but not limited to lost or stolen data, damage to personal devices or software, and/or misuse of the Internet by any connected user as a result of using one of the library's devices.

Appendix E E

The Circulation Policy incorporates the latest version of this statute, and the text below is included for informational purposes only. Please reference the Oklahoma Statutes to ensure viewing of the most current version of this statute.

Oklahoma Statute §21-1739 Library Theft

§21-1739. Library theft.

A. As used in this section:

1. "Library facility" means any:
 - a. public library; or
 - b. library of an educational, historical or eleemosynary institution, organization, or society; or
 - c. museum; or
 - d. repository of public or institutional records.
2. "Library material" means any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, record, microform, sound recording, audiovisual materials in any format, magnetic or other tapes, catalog cards or catalog records, electronic data processing records, computer software, artifacts, or other documentary, written or printed materials regardless of physical form or characteristics, belonging or on loan to, or otherwise in the custody of a library facility.
3. "Demand" means either actual notice to the possessor of any library materials or the mailing of written notice to the possessor at the last address of record which the library facility has for said person, demanding the return of designated library materials. If demand is made by mail it shall be deemed to have been given as of the date the notice is mailed by the library facility.

B. Any person shall be guilty, upon conviction, of library theft who willfully:

1. Removes or attempts to remove any library material from the premises of a library facility without authority; or
2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
3. Fails to return any library materials which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials.

C. A person convicted of library theft shall be guilty of a misdemeanor and shall be subject to the fine and restitution provisions of this subsection but shall not be subject to imprisonment. The punishment for conviction of library theft shall be:

1. If the aggregate value of the library material is Five Hundred Dollars (\$500.00) or less, by fine not exceeding One Thousand Dollars (\$1,000.00), or the offender shall make restitution to the library facility, including payment of all related expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution; or

2. If the aggregate value of the library material is greater than Five Hundred Dollars (\$500.00), by fine not exceeding Ten Thousand Dollars (\$10,000.00), or the offender shall make restitution to the library facility, including payment of all expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution.

D. Copies of the provisions of this section shall be posted on the premises of each library facility.

Added by Laws 1988, c. 112, § 1, eff. Nov. 1, 1988.



Electronic Device Checkout Guidelines

The Stillwater Public Library lends technology for the purposes of education, research, and career development.

The library is not responsible for charging devices or unforeseen hardware or software failure. Performance of the devices may vary depending on location and internet coverage in the area.

The library's hotspots use the T-Mobile network. Hotspots are an open wireless connection and have been set up with built in filtering to comply with the Child Internet Protection Act (CIPA). The library is not responsible for information accessed using this device or for personal information shared over the Internet. Users are encouraged to follow safe Internet procedures and must agree not to use devices for activity that violates federal, state, or local laws.

The Stillwater Public Library will not be held responsible for damages of any kind, including, but not limited to lost or stolen data, damage to personal devices or software, and/or misuse of the Internet by any connected user as a result of using one of the library's devices.

BORROWER REQUIREMENTS

- Be at least 18 years old and present a photo ID.
- Have a current library card with full borrowing privileges and have less than \$5.00 in fines. Borrowers with temporary library cards cannot borrow electronic devices.
- Accept responsibility for the use of the device(s) by minors while item(s) are checked out.
- Complete and sign this document and agree to abide by library guidelines, policies, and procedures.

BORROWING DETAILS

- The lending period is one week.
- Devices can be renewed once for one additional week as long as there are no holds on a device by another library user.
- Holds may be placed on devices if none are available for checkout. Once a patron is contacted, the device will be held until close the following day.
- Only one of each type of device can be checked out on a library card at any given time, and only one type of each device can be checked out per household. For example, a patron or household may borrow one hotspot and one tablet, but cannot borrow two tablets or two hotspots.
- Devices are trackable. If devices are not returned three days after the due date, they will be locked and/or have internet access turned off, rendering them unusable.
- Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care.
- Borrowers will not tamper with the hardware or existing software.
- Borrowers are responsible for removing, transferring, and/or saving any documents, files, software or apps used on library equipment before returning it. All created files will be wiped clean once devices are checked in and cannot be retrieved by library staff.
- Devices must be stored in a temperature controlled environment (for example - not left in vehicles during extreme temperatures) and kept away from water, dirt, and other elements.
- Devices must be returned inside the library to a staff member at the library's Check Out Desk. They cannot be returned in book drops (outdoor or indoor).
- The library's Public Computer Use policy applies to electronic devices. Borrowers agree to abide by the policy.

OVERDUES AND FINES

- Patrons will be charged \$1.00 per day for every day the device is late.
- **Patrons will be charged the full replacement cost for lost or stolen device(s), plus any additional collection fees.**
- Patrons will also be charged for missing USB cords, charging cords, cases, and/or other missing peripherals.

Patrons who return devices more than three days late three times within 12 months will lose electronics borrowing privileges for the following six months.

DAMAGED AND LOST DEVICES

- Borrower is responsible for damaged and/or missing pieces of the lent items. Borrower agrees to remit the cost of damage and/or replacement costs.
- If devices are not returned, or are returned damaged (without paying for damages) all borrowing privileges and library computer use will be suspended. Accounts may also be turned over to a collection agency.
- Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged devices or equipment.

The equipment and services funded by the federal Emergency Connectivity Fund (ECF) can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet. By initialing this statement I declare I do not have access to such equipment or services.

Borrower Initials _____

I have read, understand and agree to the above guidelines. I understand that any Internet or device use contrary to the policy outlined above will result in loss of borrowing privileges.

Name (Printed) _____ **Phone** _____

Address _____

Borrower Signature _____ **Date** _____

STAFF INITIALS:

ITEM TYPE (Circle): Hotspot Tablet

ITEM #s:

DUE DATE: