



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, **ROOM 119**
STILLWATER, OK. 74074
APRIL 25, 2023, 12:00 NOON
library.stillwater.org

1. CALL MEETING TO ORDER

2. EXECUTIVE SESSION

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

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

3. CONSENT DOCKET

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

- a) Minutes: March 28, 2023, Regular Meeting

- b) Stillwater Public Library March 2023 Financial Reports
- c) Stillwater Public Library March 2023 Activity Reports

4. PUBLIC COMMENT ON AGENDA ITEMS

Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

5. GENERAL ORDERS

The Library Board will 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) Report from nominating committee on 2023-2024 officers
- b) Consider request from staff for board members to participate in a “Fresh Eyes” evaluation of library grounds and spaces

6. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
 - i. Update on Centennial activities
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

7. ADJOURN

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

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



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK. 74074
MARCH 28, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson

Staff present: Stacy DeLano, Paula Long, Andrea Kane, Naomi Brown, Christy Driskel, Ashlyn Garis

1. CALL MEETING TO ORDER

The meeting was called to order at 12:01 p.m. Cornwell arrived at 12:02 p.m.

2. EXECUTIVE SESSION

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

a) Vote to convene executive session

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

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

Driskel left at 12:51 p.m.

Long arrived at 12:51 p.m.

- c) Vote to convene regular meeting

Sinnes/Upson moved to convene a regular meeting. The votes are as follows:

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

Motion approved.

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

No action was taken.

3. CONSENT DOCKET

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

- a) Minutes: Feb. 28, 2023, Regular Meeting
- b) Stillwater Public Library February 2023 Financial Reports
- c) Stillwater Public Library February 2023 Activity Reports

The board discussed how donations have increased steadily during the centennial giving period. Fines have also increased but are not back to the level they were before the pandemic.

Cornwell/Ross move to approve the consent docket. The votes are as follows:

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

Motion approved.

4. PUBLIC COMMENT ON AGENDA ITEMS

Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

No comments

5. 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) Appoint nominating committee for 2023-2024 officers

Sinnes and McMillian volunteered for the nominating committee for 2023-24 officers. This committee will recommend board members for chair and vice chair. The recording secretary position can be delegated to a library staff member. Voting will take place at the May meeting.

- b) Consider staff request to enable automatic renewal of materials
Sirsi, the automated library system vendor would enable the auto-renewal feature for patron accounts. This update would be purchased with State Aid funds. Rather than requiring patrons to contact the library to renew, items would automatically renew up to two times. This would reduce staff time spent assisting with renewals over the phone and in person, improve the patron experience, and reduce the use of city funds for mailing overdue letters. Check-out periods will still be 15 days, with a maximum checkout period of 45 days. Items on hold will not renew. Self-renewal will remain an option through Enterprise. In addition, a patron can opt-in to email notifications when items renew. Sinnes/McMillian moved to approve enabling the automatic renewal of materials. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.
- c) Consider acceptance of \$1300 grant from Oklahoma Department of libraries for a trial use of BeanStack software
BeanStack is similar to an open-source software the library currently uses to log reading time for events like the summer reading program. The current program will not be supported much longer. ODL offered to let the library test BeanStack software and pay part of the fee. The library already planned to purchase this software. The price is \$1750 per year. The grant will pay \$1300 and the remainder will be purchased with State Aid. Cornwell added that BeanStack also has a component that can track the read-a-thon that will take place during summer reading. Sinnes/Cornwell moved to accept the grant for trial use of BeanStack software. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

6. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
DeLano shared the following updates:
- The appointment for the Library Board position has been moved to April 3. There are currently two applicants.**
 - The Lock In event was a success with 134 in attendance.**
 - The book sale will be April 20-23 at the library. Please share with various groups and on social media.**

- Every week in April there will be outreach events including the Arts Festival, Home and Garden show, a multicultural event, and Our Daily Bread.
- In May there will be a Centennial event with the creation of a library beer.
- Fundraising is ongoing and with the Friends of the Library funds match, the current total of donations is approximately \$29,500.
- The library will be sharing Let's Talk about It Oklahoma events with the Sheerar Museum. Each entity will do one event per year, the Sheerar in the fall, and the library in the spring.
- The Grant Coordinator for the City will be recommending a new fire suppression system for the library as the next Community Block Grant project. At the City Council meeting on April 3, there will be a public hearing and an official decision will be made.

b) Miscellaneous items from the Library Board

- Cornwell asked if there is a succession plan in case something were to happen to the Director. DeLano said that Elizabeth Murray, supervisor of the Children's department, is the staff member qualified to step in as Director. There is also a list of the most essential tasks in all staff positions and a list of all staff members that can complete them.
- Upson asked if there have been any Legislative updates. DeLano said there have been no more notifications about SB-397. She has been watching the state site, and the Oklahoma Library Association Legislative Committee will notify her if needed. DeLano will pass on any updates as soon as she receives them.
- McMillian encouraged continued advertisement of the matching funds during any future presentations. DeLano said that all scheduled presentations have been completed. She asked that if board members have any other suggestions of organizations where there could be a presentation, please let her know.

i. Discussion about scheduling items for upcoming meetings

7. **ADJOURN** Sinnes/McMillian moved to adjourn the meeting. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:20 p.m.

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.

Prepared by: Naomi Brown, Recording Secretary Approved by:

_____ Chair, Stillwater Public Library Board

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 03/31/2023

Object - Description

Key: 1015510 - Library administration

Revenue

	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	254,758.00	16,563.75	232,563.75	0.00	22,194.25	8.71%
43200 - State Grant Revenue	25,745.00	0.00	25,744.50	0.00	0.50	0.00%
45000 - Fines & Forfeitures	15,000.00	2,231.44	17,528.54	0.00	-2,528.54	-16.85%
47012 - Misc Fees	9,000.00	894.32	6,886.79	0.00	2,113.21	23.48%
47501 - Room Rental	6,300.00	353.75	7,104.50	0.00	-804.50	-12.76%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	17,182.00	1,107.93	17,740.43	0.00	-558.43	-3.25%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	327,985.00	21,151.19	307,568.51	0.00	20,416.49	6.22%

Expenditure

51001 - Full Time	629,701.00	70,663.49	445,527.51	0.00	184,173.49	29.24%
51002 - Part Time	254,800.00	27,563.66	161,945.48	0.00	92,854.52	36.44%
51003 - Overtime	1,400.00	0.00	410.47	0.00	989.53	70.68%
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	7,323.01	44,870.43	0.00	22,900.57	33.79%
51022 - Retirement	37,866.00	4,239.81	26,761.03	0.00	11,104.97	29.32%
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	437.73	1,226.47	288.66	184.87	10.87%
52034 - Postage	220.00	63.00	172.30	0.00	47.70	21.68%
52036 - Janitorial Supplies	6,100.00	167.35	2,444.74	527.83	3,127.43	51.26%
52040 - Books & Publications	88,300.00	6,375.17	53,651.12	32,236.88	2,412.00	2.73%
52041 - Clothing & Uniforms	600.00	0.00	400.00	0.00	200.00	33.33%
52042 - Food	0.00	0.00	10.00	0.00	-10.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	32.15	117.84	0.00	332.16	73.81%
52046 - Supplies	21,549.00	513.82	13,213.62	3,656.75	4,678.63	21.71%
53001 - Natural Gas	4,700.00	901.19	4,508.36	0.00	191.64	4.07%
53004 - Telecommunications	5,940.00	772.15	1,189.42	0.00	4,750.58	79.97%
53011 - Equipment Rental	4,800.00	325.20	2,632.18	1,567.82	600.00	12.50%
53020 - Repair-Structures	21,837.00	0.00	10,417.64	4,012.50	7,406.86	33.91%
53023 - Repair-HVAC	31,448.00	0.00	22,661.91	0.00	8,786.09	27.93%
53041 - Donations	30,674.00	1,894.91	5,284.84	3,207.60	22,181.56	72.31%

User: ALICIA.EVANS - Alicia Evans

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

Page

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Current Date:

04/03/2023

Current Time:

16:49:22

March 2023

75% of Fiscal Year 22-23 Elapsed

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 03/31/2023

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53045 - Grant Expenditure	314,121.00	38,395.51	224,882.33	46,789.26	42,449.41	13.51%
53049 - Cash Short	0.00	-0.05	-31.20	0.00	31.20	0.00%
53054 - Dues & Subscriptions	689.00	50.00	153.00	20.00	516.00	74.89%
53055 - Training	1,300.00	150.00	597.10	0.00	702.90	54.06%
53062 - Refunds	200.00	0.00	27.73	0.00	172.27	86.13%
53064 - Contract for Services	8,585.00	1,264.90	4,898.75	3,686.25	0.00	0.00%
53066 - Miscellaneous Services	250.00	0.00	35.00	0.00	215.00	86.00%
53068 - Travel Expense	750.00	240.90	240.90	0.00	509.10	67.88%
53071 - Software Maintenance	40,118.00	0.00	35,909.34	3,188.76	1,019.90	2.54%
54012 - Building & Structures	0.00	0.00	0.00	0.00	0.00	0.00%
56000 - Direct Costs	702.00	59.00	531.00	0.00	171.00	24.35%
56001 - Indirect Costs	851.00	71.00	639.00	0.00	212.00	24.91%
Expenditure Total:	1,577,922.00	161,503.90	1,065,328.31	99,182.31	413,411.38	26.19%
Key Total:	(1,249,937.00)	(140,352.71)	(757,759.80)	(99,182.31)	(392,994.89)	31.44%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2023

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(6,710)	7,326	ADULT BOOKS	(179)	190	NEW ADULT CARDS
(8,662)	9,993	CHILDREN'S BOOKS	(50)	51	NEW CHILDREN'S CARDS
(26)	15	DEVICES	(21,994)	21,434	TOTAL ACTIVE BORROWERS
(477)	401	VIDEOS	(9)	9	HOMEBOUND & OUTREACH DELIVERIES
(795)	760	AUDIOS	(1,117)	946	COMPUTER
(90)	90	BOOK CLUB BOOKS	(3,338)	3,810	WIRELESS USERS
(51)	44	INTERLIBRARY LOAN	(20)	22	NOTARY SERVICES
(618)	915	IN LIBRARY USE	(17)	10	CURBSIDE DELIVERIES
(6,205)	6,287	EBOOKS			
(4,382)	5,112	DOWNLOADABLE AUDIOS			
(511)	0	EMAGAZINES			
(1)	0	STREAMING VIDEOS			
(15)	56	KITS			
(28,543)	30,999	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,021)	12,570	ADULT	(1,681)	1,685	OSU STUDENT
(4,235)	4,215	CHILD	(182)	211	OUT OF COUNTY
			(2,875)	2,753	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			18,951 /	2,483	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(12,628)	13,325	(12415 + 910)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(19,757)	18,406	

ESTIMATED ADULT REFERENCE

(2,999)	3,028	IN PERSON
(1,157)	1,039	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(326)	255	IN PERSON
(32)	55	BY TELEPHONE

PROGRAMMING

(117)	70	MEETING ROOM USAGE
(97)	78	ADULT LIBRARY PROGRAM ATTENDANCE
(5)	4	YOUNG ADULT PROGRAM ATTENDANCE
(20)	493	STORY TIME ATTENDANCE
(0)	383	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(285)	424	CHILDREN'S GRAB & GO BAGS
(21)	52	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(382)	411	BOOK MATERIALS	(223)	693
(3)	19	NON-BOOK MATERIALS		
(79,647)	79,969	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(78,833)	81,858	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2023

ADULT SERVICES

<u>4,067</u>	<u>Reference Questions</u>	<u>2</u>	Outreach	<u>18</u>	Participants
	<u>2,808</u>		in person	<u>9</u>	Number of Adult Programs
	<u>819</u>		by phone	<u>78</u>	Attendance at Adult Programs
	<u>440</u>		directional	<u>34</u>	Number of Young Adult Programs
		<u>4</u>	Attendance at Young Adult Programs		
<u>70</u>	Meeting Room Usage	<u>12</u>	Number of Volunteers		
		<u>191.25</u>	Total Volunteer Hours		
		<u>20</u>	Displays		

CHILDREN'S SERVICES

<u>310</u>	<u>Reference Questions</u>		
	<u>228</u>		in person
	<u>28</u>		by phone
	<u>54</u>		directional
<u>4</u>	Number of pre-school programs		(daycare & Headstart)
<u>161</u>	Attendance at pre-school programs		
<u>16</u>	Number of storyhours		
<u>493</u>	Attendance at storyhours		
<u>5</u>	Number of programs/school visits for school age children		(here or away)
<u>237</u>	Attendance at programs for school age children		
<u>0</u>	Number of programs for Summer Reading Program		
<u>0</u>	Attendance at Summer Reading Program		
<u>12</u>	Displays		
<u>0</u>	Number of volunteers		
<u>0.00</u>	Total volunteer hours		

REGISTRATION

<u>241</u>	<u>Total new borrowers</u>
	<u>190</u> Adults
	<u>51</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

MARCH 2023

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2023	
3,150	4,040	4,248	Fiction
1,566	1,455	1,756	Nonfiction
1,231	1,193	1,311	New books
12	22	11	Multi-language items
5,959	6,710	7,326	Total Book Checkouts
14	26	15	Devices
313	237	169	CD books
41	71	45	Music cds
261	259	197	DVDs & Blu-rays
110	90	90	Book Club Bks
12	10	20	Kits
751	693	536	Total Checkouts
120	358	469	In-library use
69	51	44	ILL
6,568	6,205	6,287	Ebooks
4,389	4,382	5,112	Downloadable audios
243	511	0	Emagazines
2	1	0	Streaming videos
11,391	11,508	11,912	Total Checkouts

26,765	28,543	30,999	GRAND TOTAL CIRCULATION
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CHILDREN'S

Total Book & Non-Book Material Checkouts

2021	2022	2023	
5,970	6,591	8,221	Fiction
1,262	1,375	838	Nonfiction
434	597	818	New books
106	99	116	Multi-language items
7,772	8,662	9,993	Total Book Checkouts
336	481	544	CD books
2	6	2	Music cds
224	218	204	DVDs & Blu-rays
22	5	36	Kits
584	710	786	Total Checkouts
308	260	446	In-library use

OUTREACH

3	Homebound patron deliveries	6	Facility deliveries
14	Homebound items/materials	10	Deposit collections
		200	Total number of books