MINUTES
SPECIAL MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK. 74074
JANUARY 10, 2023, 12:00 NOON
library.stillwater.org

Board members present:	**Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes**
Staff present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis**

1. **CALL MEETING TO ORDER Woods called the meeting to order at 12 p.m.**

2. **CONSENT DOCKET**

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

   a) Minutes: Dec. 13, 2022, Regular Meeting

   McMillian inquired about the City of Stillwater's Blue Cross Blue Shield insurance status regarding Stillwater Medical Center physicians. Human Resources is investigating possible solutions.

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

3. **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

4. **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) Presentation and discussion of proposed Fiscal Year 2023-2024 operating budget
   The intent of the presentation and discussion is to provide information on the library's expenditures and to answer questions about how to reading the expenditure report. The Board will not be voting on the operating and material budget at this meeting. DeLano addressed the following points in the proposed FY23-24 operating budget:

      - **The A preliminary fiscal year budget is created by itemizing all known expenses, assessing how well unfixed expenses were covered in the last year, and attempting to place a figure on those unfixed expenditures. Expenditures for unfixed expenses were calculated by categorizing all expenditures made from July 1 through November, calculating a monthly expense for each category, and then multiplying the monthly figure by 12.**
      - **Some operating accounts differ significantly from the funding requests for this fiscal year due to efficiencies made by staff. For example, the postage and equipment rental accounts were reduced because the Business Office Manager now uses the City Hall postage meter on her daily visits. This eliminated the cost of renting a postage meter and eliminates almost all of the postage funding.**
      - **DeLano is also eliminating funds for expenses that may or may not occur either by asking for certain repairs to be funded from the City's contingency fund or by setting up a contingency fund for the library. For example, the library budgets for repair of leaks in the fire suppression system each year whether they actually occur or not.**
      - **DeLano also explained that her preference is to use any end of year remaining funds on infrastructure needs agreed upon by the City Manager's office.**
      - **McMillian asked if the estimated book account includes grants. DeLano answered that the operating and materials budget only reflects the base funding provided by the City.**
      - **DeLano will be changing the formatting of fiscal years to make them easier to understand. For example, this year is FY23. DeLano will now**

refer to it as FY22-23 to reflect the two years the fiscal year encompasses.

- Woods inquired about the large decrease in the HVAC repair account. DeLano explained that the HVAC account has always included an amount for the replacement of a heat pump. This expense will be one of the items that now goes into a contingency account.
- DeLano explained that the book processing fee under the books account reflects her decision to outsource the processing of books to the library's book distributor. This allowed the library divert one half of a position to archival work which then allowed the library to eliminate one open position resulting in approximately $8,000 of annual savings.

DeLano then provided information about reading and understanding the monthly expense report:

- The top section, designated by account numbers beginning with a 4, describes library revenue and includes 3 grant revenue accounts, including 43000 for non-state or federal grants and is not often used at this time because the library currently does not seek foundation grants; 43100 for federal grants which is used most often because Oklahoma Department of Libraries usually is administering federal funds; and 43200 for state grants for funds emanating directly from the State of Oklahoma, such as State Aid.
- Each grant is assigned its own project number, and the project's more granular data is more helpful to view.
- Lines 45000 – 48700 reflect revenue generated by the library itself, including fees for fines, room rentals, and copies. These funds automatically go back into the City's general fund.
- The donation account is similar to the grants account in that actual donations have more granular sub-accounts, or projects. Often, a negative value is reflected in the total. This indicates funds received that need to go through City Council as a budget amendment. It is not a negative amount in the account. These funds can also be carried forward, which allows the library to use the funds for high priority needs. The bulk of the donation account is Friends of the Library funding as most other donations are earmarked for the Trust.
- The next section of the report includes expenditure accounts that begin with a 5.
- Lines 51001-51031 are related to the personnel budget. Full and part time staff wages are approved by board. The other accounts are determined by Finance, such as Social Security, Retirement, etc.

- **Lines 52012-53023 and 53049-53071 reflect the operating budget. These are the accounts the Board will vote on when DeLano submits a proposed budget.**
- **The Cash short account reflects when the library's deposit is short or long. It's a tool staff can use to gauge the accuracy of cashier activity. If the account reflects a negative balance at the end of the fiscal year, DeLano will do a budget revision.**
- **The grant and donation expenditure accounts are also listed in this section. The totals will not match the totals in the revenue section because grants and donations often carry forward multiple years. These carried forward funds will be reflected in the expenditure accounts.**
- **54012 reflects a capital expenditure. This year, the library installed fire door mechanism to secure the North building. Those funds came for the capital improvement budget which is requested separately and voted on by a city staff committee. New capital projects are currently on hold.**
- **Lines 56000 and 56001 are internal Finance department accounts administered by the Finance department and not the library.**
- **Other funds are listed at the end. Library administrative accounts have the "key" designation 1015510. Below the 1015510 key accounts are the 6400000 key accounts which designate Trust accounts. Below the Trust revenue lines is a Trust expenditure account. These were funds DeLano requested from the Trust Board for use for Centennial activities and a new donor recognition installation.**

McMillian inquired about a streamlined report and provided an example. DeLano explained that the account categories are determined by a list of categories provided by Finance. Woods asked if reformatting the reports was possible. DeLano requested that the Business Office manager and director work toward reformatting the report for the summer.

b) Presentation and discussion on library's funding sources

The Library has multiple funding resources, as follows:

- **The City provides funding for a personnel budget; base operating and material needs through a second budget; capital improvement funds if the library has a selected project; and sometimes funds from the City's contingency account to complete necessary building repairs or equipment replacement.**
- **The library also received two kinds of grants. Some grants, such as State Aid, are not competitive. The library receives the funds if the library and City of Stillwater meet certain criteria. Erate funds provide all patron**

internet service. The erate funding is not competitive. As long as the library fulfills all requirements, it will receive funds.

- The library also receives funding through competitive grants and has had success in getting several projects funded including RFID installation, community reading series, and archives.
- Funds from non-Trust donations typically are those from the Friends of the Library used to fund all non-staffing programming costs. Funds are also donated for the purchase of memorial and honor books or for specific purposes such as increasing the number of new fiction selections.
- Whenever possible, DeLano attempts to pair these different funding mechanisms to meet matching requirements or to extend the reach of funds.
- The Trust currently could generate about $20,000 in distributions each year. Currently, DeLano is limiting the number of Trust requests so that the Trust corpus will provide a larger yearly distribution that will help the library complete much larger projects.
- Library expenses are paid by the following sources:
  - Staffing - City personnel budget
  - Basic necessities - City operating budget
  - Building/Equipment – City capital improvement; Operating budget for maintenance; City contingency funds
  - Staff computers/networks – City IT department
  - Programming - Friends of the Library and Grants
- The library has several funding gaps including:
  - Any expense related to patron computer use
  - Patron equipment (ex. microfilm reader)
  - Overall refurbishment of collections
  - Software to make staff work more efficient (ex. Adobe Illustrator)
  - Anything more than bare minimum databases for patrons, including better library catalog tools.
- Currently, DeLano attempts to fill these gaps by seeking all possible grants and pairing funding opportunities; however, the retail transition from outright purchases to subscription based models makes this difficult. DeLano's goal is to fund these annual expenses from the Trust once the corpus has grown.

Woods inquired about a presenting a multiple year chart showing the trends of library funding. DeLano will inquire about a report that will more easily pull that information and account for changes that take place over the year.

5. REPORTS FROM OFFICERS & BOARDS

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

a) Miscellaneous items from the Library Director
None

b) Miscellaneous items from the Library Board
McMillian mentioned there have been several great articles about the library in the Stillwater News Press recently.

   i. Discussion about scheduling items for upcoming meetings
   None

6. ADJOURN

McMillian/Sinnes moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes. Meeting adjourned at 1:43.

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: Mike Woods
Chair, Stillwater Public Library Board