



AGENDA

REGULAR MEETING - STILLWATER PUBLIC LIBRARY TRUST BOARD

STILLWATER PUBLIC LIBRARY, NORTH BUILDING, ROOM 119

1107 SOUTH DUCK, STILLWATER, OK. 74074

JULY 13, 2022

4:00 P.M.

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 Trust 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. Approval of minutes: March 9, 2022 Meeting

3. GENERAL ORDERS

The Trust 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. Status Report: Expenditures from Stillwater Public Library Trust Projects (no action)
- b. Status Report: Donations made to the Stillwater Public Library Trust (no action)
- c. Update on Exchange Bank CD including discussion and possible consideration of making changes to the investment
- d. Update on RCB CD including discussion and possible consideration of making changes to the investment
- e. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments

- f. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds
- g. Status Report: Mabel King Fund balance (no action)
- h. Consider 2021-22 Trust Board Annual Report
- i. Consider 100th anniversary activity proposals related to the Trust
- j. Consider staff request for up to \$5,000 for the 100th Anniversary Celebration fundraising activities
- k. Consider donor plaque options for the southwest lobby
- l. Consider changes to donation amounts eligible for recognition
- m. Consider the selection 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 Trust 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 status of appointments and reappointments
- b. Miscellaneous items from the Trust 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 8101.

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 TRUST BOARD

STILLWATER PUBLIC LIBRARY, NORTH BUILDING, 3RD FLOOR RECEPTION SPACE

1107 SOUTH DUCK, STILLWATER, OK 74074

MARCH 9, 2022 | 4:00 PM

library.stillwater.org

Board Members Present:	Matt Hull, Barbara Miller, Sandeep Nabar
Board Members Absent:	Linda Burks, Cindy Finkle
Staff Present:	Stacy DeLano, Teresa Chaufy, Dennis McGrath

1. CALL MEETING TO ORDER

Barbara called the meeting to order at 4:07 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 Trust 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. Approval of minutes: November 10, 2021 Regular Meeting

Sandeep/Matt moved to approve items on the consent docket. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

3. GENERAL ORDERS

The Trust 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. Status Report: Expenditures from Stillwater Public Library Trust Projects (no action)

Stacy reported there were two expenditures for a total of \$185 since the last meeting. These were for donor nameplates.

- b. Status Report: Donations made to the Stillwater Public Library Trust (no action)

Stacy reported there were nine donations since the last meeting totaling \$14,177.60.

- c. Update on Exchange Bank CD including discussion and possible consideration of making changes to the investment

Stacy reported the amount of interest from the fourth quarter of 2021 is \$459.30.

- d. Update on RCB CD including discussion and possible consideration of making changes to the investment

Stacy reported there were four interest allocations since the last meeting for a total of \$435.21.

- e. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments

Stacy reported there has been a slight decline in the balances of the Vanguard accounts. Balances as of March 4, 2022 are:

- VFIAX (1) - \$24,201.84
- VFIAX (2) - \$320,176.25
- VBIAX (List) - \$106,663.78
- VMFXX - \$49,574.70

- f. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds

The balance of the cash account on March 4, 2022 is \$48,239.34. Stacy reminded board members this account is used to fund requests made by the staff.

- g. Status Report: Mabel King Fund balance (no action)

The balance of this account as of March 4, 2022 is \$54,543.57.

h. Consider options for recognition of Edwards's donation

Stacy reported the initial donation was \$15,000: \$10,000 for the Trust and \$5,000 to the library to purchase children's books. According to the listing of Trust Donation Recognition Levels, a donation of \$10,000 falls into the category of a donor plaque on a public service desk, other area, or program supporter. As of now, all desks have a donor plaque except the meeting room desk. However, this may not be suitable for this particular donation. It would be possible to add a donor plaque to the children's help desk resulting in two donor plaques on this desk. Another possibility is to place plaques on two book stacks. Donor has also requested to have parent's name on plaques instead of her own. Board members discussed different options for plaques and requested that Stacy invite the donor to choose from the following five options: 1) plaque on meeting room desk, 2) adding a second plaque to the children's desk, 3) a plaque on one book stack, 4) a recognition through the 100th anniversary fundraising, or 5) defer the decision until more information is available on 100th anniversary recognition options. Matt/Sandeep moved to approve the five options for the Edwards donation recognition. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

i. Consider request for the reimbursement of a recognition nameplate for Linehan donation

Stacy reminded board members of a request that was made at the September 2021 meeting for the purchase of a name plate to be placed in the north lobby. Later, Stacy was contacted by the donor's daughter with a request to do the same for him. This request was not brought to the board since it was unable to meet in January. In order to get the nameplate made by the donor's birthday, Finance allowed Stacy to make this purchase using the library's miscellaneous donation account with the understanding the Trust Board would reimburse the library. Matt/Sandeep moved to approve the reimbursement for a recognition nameplate for the Linehan donation. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

j. Consider addition of third donor plaque in the southwest lobby

The two large plaques, in the southwest lobby, each have space for thirty name plates. With the addition of the recent name plate, they are now full. Each large plaque has an estimated cost of \$4,000. Sandeep/Matt moved to have Stacy investigate other options for a third donor plaque. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

k. Consider changes in donation amounts eligible for recognition

Next, Stacy asked board members if they thought it was time to re-work donation levels. These amounts may have been set in place when the Trust was first organized. Stacy will contact other libraries, comparable in size to SPL, about their recognition levels. Barbara/Sandeep moved to have Stacy investigate donation amounts eligible for recognition and report at next meeting. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, 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 Trust business that may require discussion or action (including a vote or series of votes) are listed below.

a. Miscellaneous items from the Library Director

- **SPL has partnered with the OSU School of Geology to bring an exhibit on ocean floor drilling to the Stillwater area.**
- **The second Storywalk is currently being installed at Strickland Park. This storywalk will contain accessible activities with braille and audio.**
- **Staff has begun tagging items with the RFID tags.**

b. Miscellaneous items from the Trust Board

i) Discussion about scheduling items for upcoming meetings

- **None.**

ii) Upcoming reappointments

- **Stacy reminded Matt and Sandeep that it is time for their reappointments. Both expressed an interest in being reappointed.**

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Matt/Sandeep moved to adjourn. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved. Meeting adjourned at 4:48 pm.

Prepared by: Teresa Chaufy, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Trust Board**

Stillwater Public Library Trust Accounts Report (July 2022)

a. Status Report: Exchange Bank CD (DOM 9/28/24)

Interest received	06/28/21 - \$458.32
2.63%	09/27/21 - \$461.33
	12/29/21 - \$459.30
	03/31/22 - \$457.20
	06/30/22 - \$470.35

b. Status Report: RCB CD (DOM 5/13/24)

Interest received	05/17/21 - \$108.55
3.00%	06/15/21 - \$105.31
	06/30/21 - \$109.09
	08/17/21 - \$105.83
	09/09/21 - \$109.63
	10/13/21 - \$109.90
	11/10/21 - \$106.62
	12/10/21 - \$110.45
	01/18/22 - \$107.15
	02/10/22 - \$110.99
	03/07/22 - \$111.27
	04/13/22 - \$100.76
	05/09/22 - \$111.80
	06/13/22 - \$108.47

c. Status Report: Vanguard Statement **\$455,655.61**

(June: \$477,485.16 May: **\$475,345.87**; March: **\$500,616.57**)

VFIAX (1)	\$22,830.82	05/5/21
	\$23,618.72	07/1/21
	\$24,835.21	08/30/21
	\$25,931.67	11/08/21
	\$25,887.20	01/10/22
	\$24,201.84	03/04/22
	\$22,918.83	05/09/22
	\$23,001.25	06/01/22
	\$21,746.42	07/11/22

VFIAX (2)	\$302,042.90	05/5/21
	\$312,464.95	07/1/21
	\$328,558.48	08/30/21
	\$343,063.06	11/08/21
	\$342,472.62	01/10/22

	\$320,176.25	03/04/22
	\$303,203.27	05/09/22
	\$304,293.56	06/01/22
	\$287,695.00	07/11/22
VBIAX (List)	\$105,755.13	05/5/21
	\$108,457.61	07/1/21
	\$111,746.98	08/30/21
	\$114,679.47	11/08/21
	\$112,147.48	01/10/22
	\$106,663.78	03/04/22
	\$99,636.65	05/09/22
	\$100,577.51	06/01/22
	\$96,558.23	07/11/22
VMFXX (money market)	\$49,570.57	05/5/21
	\$49,571.40	07/1/21
	\$49,571.82	08/30/21
	\$49,573.07	11/08/21
	\$49,573.90	01/10/22
	\$49,574.70	03/04/22
	\$49,587.12	05/09/22
	\$49,612.84	06/01/22
	\$49,655.96	07/11/22
d. Status Report: Claim on Cash Report	\$35,134.56	07/01/21
	\$30,811.29	08/30/21
	\$34,237.74	11/08/21
	\$46,896.74	01/10/22
	\$48,239.34	03/04/22
	\$58,054.34	05/09/22
	\$58,063.71	06/01/22
	\$58,263.71	06/30/22
e. Status Report: Mabel King Fund balance	\$54,231.97	20-21
	\$54,543.57	21-22

7/11/2022	SPLT Investment Type Ratios				
			Stock v. Safe	Stock v. Safe v. Hybrid	
Exch Bank & RCB CDs	19.26%	\$116,936.45			
VFIAX 1	3.58%	\$21,746.42			
VFIAX 2	47.38%	\$287,695.00			
VBIAX List	15.90%	\$96,558.23			
Money Market	8.18%	\$49,655.96			
Cash	9.60%	\$58,263.71			
		\$630,855.77			
Safe					
Exch Bank & RCB CDs		\$116,936.45			
Money Market		\$49,655.96			
Cash		\$58,263.71			
		\$224,856.12	0.420844386	0.35643031	safe
Stock					
VFIAX 1		\$21,746.42			
VFIAX 2		\$287,695.00			
		\$309,441.42	0.579155614	0.49051056	stock
Total Safe + Stock		\$534,297.54			
Hybrid					
VBIAX List		\$96,558.23		0.15305912	hybrid
Total All		\$630,855.77	1	1	



**STILLWATER PUBLIC LIBRARY TRUST
ANNUAL REPORT
2021/22 FISCAL YEAR**

Financial Statement

During the 2021/22 fiscal year, there were **21** donations to the Stillwater Public Library Trust totaling **\$26,133.19**. As of June 30, 2022 the Trust Fund has a balance of **\$642,011.61**. The Mabel King Fund has a balance of **\$54,567.21**. Funds are managed by the Stillwater Public Library Trust Board with assistance from the City of Stillwater Finance Department.

During the 2021/22 fiscal year, **\$2,954.49** was expended:

Books	\$2,579.49	(Ingram)
Donor plaques	\$ 375.00	(Dearinger Printing)

Activities Report

During the 2021/22 fiscal year, the Stillwater Public Library Trust Board met 3 times. Trust Board members were involved in the following activities during the year: 1) managed investment of Trust funds in Certificates of Deposit, money market account and Vanguard Mutual Fund; 2) approved the Stillwater Public Library Trust Annual report for FY2020/21; and 3) approved and expended Trust Projects for FY2020/21 using the trailing 3 year average as of 6/30/21.

The regular meetings of the Stillwater Public Library Trust Board are held bimonthly, beginning in January on the second Wednesday of the month at 4:00 p.m. at the Stillwater Public Library. Members of the 2021-22 Trust Board included: Chair Barbara Miller, Vice-Chair Linda Burks, and members Matt Hull, Cindy Finkle, and Sandeep Nabar. New member Cynthia Francisco was appointed to fill Burks position.

Respectfully Submitted,

Executive Secretary
Stacy DeLano

Stillwater Public Library Centennial: 1923-2023

Goals

1. Commemorate the history of the library's first 100 year

- Temporary large multi-panel library history display throughout library with a potential smaller permanent history installation
- Online visual library history

2. Celebrate the library's success

- Four significant events with potential to generate income, with the most popular event becoming an annual fundraiser:
 - Haunted Library
 - Read-athon
 - Bicycle event (like fun run) in conjunction with mid-South
 - Wine and Beer tasting
- Obtain corporate sponsorships for costs of events

3. Create a sustainable future through fundraising

- Raise \$100,000 for library trust and current needs
 - \$50,000 for Trust
 - \$50,000 for current needs
- Build donor base with previous donors, potential donors, corporate donors
- Conduct regular fundraising campaigns using mailings, newsletters, social media, media
- Execute specific programs for legacy donors, general donors (\$100 for 100), children
- Activate easy donation methods through online and social media payments
- Apply for a matching foundation grant
- Provide Centennial-specific recognition system
- Produce and sell library-themed merchandise