



Southeast Oklahoma Library System

Board Packet
September 15th, 2026 Trustee Meeting
7:00 pm, Talihina Public Library

Prepared by Michael Hull, Executive Director



Southeast Oklahoma Library System
Board of Trustees Meeting
September 15, 2026, 7:00 pm
Talihina Public Library

1. Welcome and Introductions

- 1.01 Call to Order.
- 1.02 Roll call and establishment of a quorum.
- 1.03 Welcome and introduction of guests.
- 1.04 Adoption of agenda.

Action Items with Special Guests

- 4.01 Presentation and Acceptance of the FY 2026 Audit. (p. 45)

2. Reports

- 2.01 Executive Director's Report. Michael Hull will update the board regarding staff trainings, outreach, and other developments that may affect library service. (p. 7)
- 2.02 Financial Report. Michael Hull will discuss the status of SEOLS finances and budget. (p. 11)

3. Approval of Consent Agenda

- 3.01 Minutes of the July 21, 2026 Meeting of the SEOLS Board of Trustees. (p. 19)
- 3.02 Personnel Report. (p. 23)
- 3.03 Approval of Bookmobile Stop Agreement with Lakewood Christian School. (p. 25)
- 3.04 Acceptance of Revisions to the Friends of the Library Policy as Recommended by the Operating Policy Committee. (p. 27)
- 3.05 Acceptance of Donations to the McAlester Public Library Renovation Project. (p. 29)
- 3.06 Approval for Friends of the McAlester Public Library to Provide for Serving of Alcohol at the October 13th McAlester Public Library Preview Event in Accordance with SEOLS' Meeting Facilities Policy. (p. 31)
- 3.07 Confirmation of Ban of Spiro Guest Brandon Enkoff. (p. 33)
- 3.08 Approval of Changes to SEOLS Board-Designated Reserves. (p. 39)
- 3.09 Acceptance of Health Literacy Grants from the Oklahoma Department of Libraries in the Amount of \$7,000 Each for Broken Bow, Coal, Heavener, Wilburton, and Stigler Libraries. (p. 41)

4. Items for Board Action or Strategic Discussion

- 4.02 Discussion and Consideration of Services, Facilities and Maintenance Agreement with City of Hartshorne. (p. 47)
- 4.03 Discussion and Consideration of 2027 Board Meeting Schedule. (p. 53)
- 4.04 Discussion and Consideration of Revisions to the Health Insurance Policy as Recommended by the Personnel Committee. (p. 55)
- 4.05 Discussion and Consideration of Health Insurance Recommendations Presented by the Personnel Committee. (p. 57)
- 4.06 Discussion and Consideration of Monthly Benefit Allowance Effective January 1, 2027. (p. 61)
- 4.07 Discussion and Consideration of Quote to Relocate Holds Lockers. (p. 63)

5. Other Business

- 5.01 New Business.
- 5.02 Comments from the public: members of the public speaking to the Board shall be limited to five

minutes per speaker or 15 minutes total with time pro-rated among speakers per SEOLS bylaws.

6. Adjournment

6.01 Adjournment of meeting.



Executive Summary
Tuesday, September 8, 2026

This month's meeting will be held at the Talihina Public Library. Below are descriptions non-routine consent agenda items and discussion and action items. Please let me know if you have questions about any item.

4.01 Presentation of ALA Reports.

Our auditor will join us to present her recently completed audit of our financials. She will bring copies of the audit with her.

3.03 Approval of Bookmobile Stop Agreement with Lakewood Christian School.

This stop is unusual in that it would be our only bookmobile stop in a community that already has a public library. The day we would go to Lakewood Christian School is a Thursday in which we do not have any other stops. Since it is in Pittsburg County, I support adding this stop.

3.04 Acceptance of Revisions to the Friends of the Library Policy as Recommended by the Operating Policy Committee.

The Operating Policy Committee reviewed this policy in July and recommended the revisions indicated in your packet.

3.05 Acceptance of Donations to the McAlester Public Library Renovation Project.

SEOLS' policy requires the Board to approve any donation above \$5,000. This month we require confirming approval for the receipt of a contribution from the Fugitt Foundation toward the McAlester remodel.

3.06 Approval for Friends of the McAlester Public Library to Provide for Serving of Alcohol at the October 13th McAlester Public Library Preview Event in Accordance with SEOLS' Meeting Facilities Policy.

We requested approval to allow the serving of alcohol by a licensed bartender at the McAlester Public Library preview event, scheduled for October 13th, paid for by the McAlester Friends of the Library. If approved, the McAlester Friends of the Library will hire a licensed bartender for this invitation-only event. No staff will be allowed to consume or handle any alcohol. An off-duty officer will be present for security. We have done this for previous events at the McAlester Public Library.

3.07 Confirmation of Ban of Spiro Guest Brandon Enkoff.

This library guest has been barred from the library on several past occasions. We warned him this past spring that additional problems would result in a longer ban. My letter to him issuing the ban and the related incident reports are within the packet for your review.

3.08 Approval of Changes to SEOLS Board-Designated Reserves.

We require Board approval to update our Board-designated reserves. This month we request the elimination of our contribution to the library remodel the funds for Stigler's shelving. In both cases we have already paid this expenses with prior Board approval.



3.09 Acceptance of Health Literacy Grants from the Oklahoma Department of Libraries in the Amount of \$7,000 Each for Broken Bow, Coal, Heavener, Wilburton, and Stigler Libraries.

Similar to grants received in the spring, these grants will be split between program materials and informational materials. Because of the amounts, these five grants require Board approval. An addendum to your packet containing the grant applications will be included for your review.

4.02 Discussion and Consideration of Services, Facilities and Maintenance Agreement with City of Hartshorne.

The City of Hartshorne called last month and requested a copy of our agreement from when they joined the library system. Unfortunately, I could not find a copy in any of our files. The agreement presented in your packet use the same structure as our recent agreements with Quinton and Kiowa libraries.

4.03 Discussion and Consideration of 2027 Board Meeting Schedule.

This month we must submit our 2027 meeting schedule to the Oklahoma Department of Libraries. The proposed schedule included in your packet continues the rotation of our meetings among our member libraries.

4.04 Discussion and Consideration of Revisions to the Health Insurance Policy as Recommended by the Personnel Committee.

The Personnel Committee met on August 27 to discuss updates to our Health Insurance Policy. Their recommended revisions transform this policy into a Benefits Policy. Instead of stating that SEOLS will cover the cost of a specific plan for eligible employees, it now requires the Board to set a monthly benefit allowance each fall that the eligible employees can use to select their own plan from the provider's offerings as well as additional products such as those from Aflac.

4.05 Discussion and Consideration of Health Insurance Recommendations Presented by the Personnel Committee.

While we stated in our July meeting that we did not expect to dive deeply into an alternative to our current health insurance coverage, that changed drastically when we learned that our current premiums will increase by 16% in January. The Blue Cross/Blue Shield proposal from HUB would provide strong coverage for staff while giving SEOLS a savings of \$40,000 and the price locked in for three years. However, besides staff comfort with HealthChoice, the cost for staff to add children or a spouse to BCBS is extremely more expensive. For this reason, the Personnel Committee recommends staying with HealthChoice. Here is a link with information regarding both plans.

https://drive.google.com/drive/folders/1JI7D_QDcpqZVaYzDj8lFvqgzN1FFe4pu?usp=sharing

4.06 Discussion and Consideration of Monthly Benefit Allowance Effective January 1, 2027.

2027 will be the first year that SEOLS uses a monthly benefit allowance model. The table within your packet shows two recommendations. The first is based upon our historic precedent of paying for HealthChoice High, HealthChoice Dental, and Basic Life. The second, the option



recommended by the Personnel Committee, takes the first option and adds \$25 to the allowance.

The \$25 per month is in lieu of adding short term disability for all employees at SEOLS' cost. The idea is that a staff can use those extra allowance dollars to buy short term disability if they want, but they could also use it on Aflac products. In short, gives employees the choice in what additional benefit they would like SEOLS to cover.

4.07 Discussion and Consideration of Quote to Relocate Holds Lockers.

Our trial at placing a Holds locker in Tupelo simply is not working. Local advisory and Friends groups in McAlester feel the downtown McAlester unit will be better served at the new library. Your packet contains a quote to relocate these units by the vendor. We would like to move the Tupelo unit to Idabel Public Library.



Reports



2.01 Executive Director's Report

2.02 Financial Report



Executive Director's Report September 8, 2026

This month we'll be meeting at the Talihina Public Library. This marks a return to my beginnings here, of sorts, as my first audit presentation with SEOLS occurred at the Talihina Public Library, and this month the 2026 audit presentation will be our largest discussion topic. A lot of things in Talihina have changed since 2016 with an improved floor layout, new flooring, new signage, and new energy. It will also be a beautiful drive for you, wherever you may be driving from. I look forward to seeing you there next week.

McAlester Transformation Campaign

At least as of the time of this writing, the project remains on track for an October 14th grand opening with an invitation preview event the night before. In late July the HVAC was activated allowing ceiling tiles to be installed and flooring preparation to begin. Parking lots have been poured, all overhead work completed, and flooring installation is in progress. Major milestones remaining include receiving an installing a few doors and frames for which the original received months ago were the wrong type, exterior lighting, installing the playground, and landscaping. While that sounds like a lot, there are project aspects that should go quickly in early September.

Furniture is scheduled to arrive in mid-September, and we'll close the temporary library on September 28th to complete the moving of books, program materials, and office supplies. We hope you will be able to join us at some point for the all-day celebration at October 14th's grand reopening.

We have given many tours to donors and community leaders.

Projects of Significant Financial Impact

I have not received any updates regarding the tax abatement proposal related to the planned Kiowa data center since June. From what I've been told, the company is still buying land, leading me to believe the project is still in progress. I hope to have heard an update from the attorney working on the abatement documents before our meeting.

Google is working with RWE Clean Energy to build a solar farm in McCurtain County. This solar farm, not connected to any data center, has the potential to add over \$1 million in tax revenue for SEOLS over a 15-year period.

Bookmobile Maintenance

The bookmobile was out of service the first two weeks of August as we waited for replacement leaf springs to arrive and be installed.

Solar Panel Savings

I would like to remind you of our installation of solar panels on our headquarters and bookmobile buildings last year by comparing last year's electric costs with this year's.

	July 2025	July 2026		June 2025	June 2026
Headquarters	\$1,020.68	\$241.73		\$830.96	\$267.94
Bookmobile	\$506.15	\$200.51		\$221.74	\$91.43

Coalgate Utilities

\$859.53 remaining after the August bill of \$887.87. We are working with the Coalgate city manager and Commissioner Nick Lee to identify solutions for when these funds are expended.

Annual Audit

Our office worked hard to correct the problems identified in last year's audit. Special credit must be given to Ryan Ward. I promoted Ryan to Business Analyst this past winter and thanks to his hard work, our numbers were perfect. The auditor shared that we, thanks to Ryan, accomplished something that she had never encountered during her seventeen years of auditing – she found no corrections to make, at all.

With that said, our audit report will contain one finding that is my fault. In May we began using our line of credit for the McAlester remodel. When we need to make a payment using these funds, we first transfer those funds into a construction account from which we can make payments to vendors. I failed to make sure the funds transferred into this account had insurance coverage for amounts over the FDIC insured \$250,000. We therefore had twenty days with some funds uninsured. Thankfully, nothing happened and we self-identified the problem. This will appear as a finding in this year's audit, the equivalent to a slap on the wrist. We have taken action to ensure this does not occur again.

Coalgate Pavilion

The concrete pad was just recently completed for the pavilion the Board approved. Unfortunately, Coal County is now under a burn ban which prevents welding of the building type we originally quoted. I therefore approved \$1,200 to switch to a building type that requires bolts instead of welding. That building should arrive this week, and hopefully the contractor will have it completed within the next two weeks.

Health Insurance

I spent significant time working meeting reviewing our current plan and the proposal from HUB. In late August the Personnel Committee met and voted to recommend staying with our current provider of HealthChoice, but with changes to how we operate our benefits. I look forward to discussing those with you at this month's meeting.

Advocacy

The state question to change how the state reimburses local government for the 5-year manufacturing exemption failed soundly at August's elections. This gives me hope that any state question to eliminate property tax in Oklahoma will fail. The proposed state question that would do this remains tied up with the state Supreme Court and will not have any chance of making the November ballot. That leaves only the question reducing the maximum year-over-year valuation increase as a state ballot question that could affect our funding. If this does pass, and it has strong support, we anticipate minimal impact to SEOLS.

STEM Technology Grant

In our last meeting the Board approved a nearly \$80,000 STEM grant from the Oklahoma Department of Libraries. With those funds, we have ordered a variety of equipment for our full-service libraries including 3D printers, laser engravers, art tablets, Cricut machines, and more. With the SEOLS funds we had budgeted to get some of this equipment, we are not focusing on order tables and partitions to create nice, attractive areas for this equipment in our libraries. We hope most of it will be ready for public use and staff-presented programs starting next month.

Executive Retreat

On August 25th I met in person with all of our department heads and regional supervisors. We began ongoing conversations regarding communication improvements and change management that will tighten up system communication and ensure we have a solid foundation as we continue to grow.

Choctaw Nation Library Cards

We are ready to begin processing cards for members of the Choctaw Nation of Oklahoma. We now await their promotion and dissemination of the opportunity to their members.

Broken Bow Privacy Pods

The City of Broken Bow has purchased two 4-person privacy pods for their library. They should arrive this week. We will move the existing, smaller telehealth pod to Idabel after their installation.

Mobile Printing

Installation of our mobile printing software should be completed this week.

Joint Leadership Retreat

Late this month all of our managers and all of the managers from Eastern Oklahoma Library System will hold a joint leadership retreat in Hochatown. We will have a guest speaker for a morning, and several team building and brainstorming exercises for our leaders.

Other System Meetings

We have held several program workshops for staff. These continue to be popular and provide very practical suggestions and activity ideas for staff.

Closures

August 12th: Hartshorne closed for water outage

August 31st: McAlester closed for AC outage

Other Activities:

July 23rd: Conducted managers meeting in Poteau.

July 28th: Attended OAC meeting for McAlester Public Library.

July 30th: Met with Ethos Architecture and Crossland Construction regarding McAlester remodel.

July 31st: Conducted site visits at Patrick Lynch Public Library and Latimer County Public Library.

August 4th: Met with the McAlester TIF Committee.

August 6th & 7th: Took personal days.

August 7th: Met virtually with OLA Advocacy committee.

August 10th: Conducted monthly office staff meeting.

August 12th: Attended OAC meeting for McAlester Public Library.

August 12th: Met with McAlester Remodel Oversight Committee.

August 17th-19th: Annual Audit

August 18th: Conducted site visits to Coalgate and Kiowa.

August 21st: Met virtually with Choctaw Nation to discuss McAlester grand opening and implementation of agreed-to projects.

August 24th: Conducted tour of McAlester Public Library with representative from Choctaw Nation.

August 25th: Held Executive Retreat with SEOSL department heads and regional supervisors.

August 26th: Attended OAC meeting for McAlester Public Library.

August 27th: Met with SEOLS Personnel Committee.

August 27th: Met with Wilburton Friends of the Library.

August 28th: Met with building owner of Mary-Kimberly Library in Kiowa to discuss story walk plans.

September 1st: Met with the McAlester TIF Committee.

September 2nd: Virtually attended meeting of Oklahoma Library System directors.

September 3rd: Conducted site visits in Broken Bow and Idabel.

September 4th: Virtually attended OLA Advocacy Committee meeting.

September 4th: Conducted bookmobile site visit.

September 9th (scheduled): Attend OAC meeting for McAlester Public Library.

September 11th (scheduled): Conduct site visits in Stigler and Quinton libraries.

September 14th (scheduled): Take personal day to take my wife to OKC for carpal tunnel surgery.

September 15th (scheduled): Meet with the McAlester TIF Committee.



Financial Report
Tuesday, September 8, 2026

2.02A Ad Valorem

Our collections to date appear alarmingly down, but last year we received a back payment from Coal County in July, skewering the numbers. While that still leaves a \$30,000 decrease year-over-year, please keep in mind that we are still very early in the fiscal year.

Our valuations, as shown in the table below, indicate we can expect slow but continued growth system-wide.

County	FY2027 Estimated Income	FY2026 Actual Income
Choctaw	\$439,189.93	\$408,975.32
Coal	\$587,000.41	\$745,036.40
Haskell	\$353,914.66	\$343,856.29
Latimer	\$320,907.78	\$322,598.16
LeFlore	\$ 1,609,666.63	\$1,537,764.45
McCurtain	\$1,985,355.13	\$1,920,407.40
Pittsburg	\$2,037,191.94	\$1,947,488.55
	\$ 7,333,226.48	\$7,226,126.57

2.02B Budget vs Actuals

Again, while we are young in this fiscal year, we are well within our budget projections for all expense lines.

2.02C Investments

There were no changes in SEOLS' investments since our last meeting.

2.02D Accountant's Compilation Report, Financial Statements, and Transactions

If you would like to request a paper copy of this report, please contact my office. The link below will take you to PDF of the report.

June 2026: https://drive.google.com/file/d/1pev5e62CO_Fg1M-FQFouxEpp3IC2OsNn/view?usp=sharing

Please note that these pages contain a "draft" watermark as the CPA prepared these before the auditor reviewed and closed our books for the year.

Year-to-Date Ad Valorem Report**July 1st, 2026 - August 28th, 2026**

	FY 2026	FY 2027	YTD Variance	
	Amount Received YTD	Amount Received YTD	\$	%
Choctaw	\$ 961.15	\$ 1,275.96	\$ 314.81	32.75%
Coal	\$ 144,923.11	\$ 4,031.51	\$ (140,891.60)	-97.22%
Haskell	\$ 637.77	\$ 1,367.15	\$ 729.38	114.36%
Latimer	\$ 2,416.24	\$ 1,185.21	\$ (1,231.03)	-50.95%
LeFlore	\$ 14,577.62	\$ 20,593.95	\$ 6,016.33	41.27%
McCurtain	\$ 61,058.79	\$ 17,439.56	\$ (43,619.23)	-71.44%
Pittsburg	\$ 9,938.15	\$ 9,753.32	\$ (184.83)	-1.86%
Total	\$ 234,512.83	\$ 55,646.66	\$ (178,866.17)	-76.27%

	YTD Budget	Actual	\$	%
Choctaw	\$ 1,381.81	\$ 1,275.96	\$ (105.85)	-7.66%
Coal	\$ 29,497.47	\$ 4,031.51	\$ (25,465.96)	-86.33%
Haskell	\$ 1,440.61	\$ 1,367.15	\$ (73.46)	-5.10%
Latimer	\$ 1,519.37	\$ 1,185.21	\$ (334.16)	-21.99%
LeFlore	\$ 9,974.43	\$ 20,593.95	\$ 10,619.52	106.47%
McCurtain	\$ 42,877.38	\$ 17,439.56	\$ (25,437.82)	-59.33%
Pittsburg	\$ 11,223.12	\$ 9,753.32	\$ (1,469.80)	-13.10%
Total	\$ 97,914.19	\$ 55,646.66	\$ (42,267.53)	-43.17%

	July 1st, 2026 - August 28th, 2026		\$	%
	Budget for Fiscal Year			
Choctaw	\$ 385,942.00	\$ 1,275.96	\$ (384,666.04)	-99.67%
Coal	\$ 575,139.00	\$ 4,031.51	\$ (571,107.49)	-99.30%
Haskell	\$ 317,753.00	\$ 1,367.15	\$ (316,385.85)	-99.57%
Latimer	\$ 294,166.00	\$ 1,185.21	\$ (292,980.79)	-99.60%
LeFlore	\$ 1,441,307.00	\$ 20,593.95	\$ (1,420,713.05)	-98.57%
McCurtain	\$ 1,772,311.00	\$ 17,439.56	\$ (1,754,871.44)	-99.02%
Pittsburg	\$ 1,824,798.00	\$ 9,753.32	\$ (1,815,044.68)	-99.47%
Total	\$ 6,611,416.00	\$ 55,646.66	\$ (6,555,769.34)	-99.16%

Budget vs. Actual Report Notes

Preliminary August Financials

This Budget vs. Actual Report is as of August 28, 2026; therefore, the August 2026 financials have not yet been finalized. Expenses incurred or recorded after August 28, 2026 are not reflected in this report. Month-end adjustments and the payroll accrual associated with the September 11, 2026 pay date are also not reflected.

The following additional payroll expenses are currently forecasted for August:

- Salaries: \$73,439.34
- FICA/Medicare Expense: \$5,702.52
- Unemployment Tax: \$304.77
- Retirement Fund Contributions: \$9,250.01
- Health Insurance Compensation: \$1,103.39

Even after including these forecasted expenses, total payroll expenses are expected to remain under budget for August.

Additionally, depreciation and amortization entries had not yet been recorded by the CPA as of the date this report was prepared.

Repair

As of August 28, 2026, the Repairs line item is slightly over the amount forecasted through this point in the fiscal year, primarily due to work performed by Sporos related to the McAlester Public Library renovation and the Stigler Public Library renovation.

Despite being above the year-to-date forecast, this line item remains well within the total amount budgeted for FY 2027. We will continue to monitor these expenses and review the line item as part of the FY 2027 revised budget process in November 2026.

Internet Fees

This line item is slightly over budget due primarily to \$308.18 in Windstream service costs for the Wister Public Library that were not eligible for E-Rate support during the transition to Dobson.

We will review this line item as part of the FY 2027 revised budget process, as additional costs are anticipated for the termination of existing Vyve services while locations transition to Dobson services supported by E-Rate funding.

	July 1st, 2026 - August 28th, 2026				July 2026-June 2027		
	Actual	Budget	over Budget	% of Budget	Budget	over Budget	% of Budget
Income							
40000 Ad Valorem Taxes							
40100 Choctaw County	1,275.96	1,381.81	-105.85	92.34%	385,942.00	-384,666.04	0.33%
40200 Coal County	4,031.51	29,497.47	-25,465.96	13.67%	575,139.00	-571,107.49	0.70%
40300 Haskell County	1,367.15	1,440.61	-73.46	94.90%	317,753.00	-316,385.85	0.43%
40400 Latimer County	1,185.21	1,519.37	-334.16	78.01%	294,166.00	-292,980.79	0.40%
40500 LeFlore County	20,593.95	9,974.43	10,619.52	206.47%	1,441,307.00	-1,420,713.05	1.43%
40600 McCurtain County	17,439.56	42,877.38	-25,437.82	40.67%	1,772,311.00	-1,754,871.44	0.98%
40700 Pittsburg County	9,753.32	11,223.12	-1,469.80	86.90%	1,824,798.00	-1,815,044.68	0.53%
Total 40000 Ad Valorem Taxes	\$ 55,646.66	\$ 97,914.19	-\$ 42,267.53	56.83%	\$ 6,611,416.00	-\$ 6,555,769.34	0.84%
41000 State of Oklahoma (State Aid)		0.00	0.00		87,279.00	-87,279.00	0.00%
42000 Interest Income	12,157.93	6,398.79	5,759.14	190.00%	60,000.00	-47,842.07	20.26%
43900 Fees and Charges	11,838.01	15,790.96	-3,952.95	74.97%	83,826.00	-71,987.99	14.12%
44000 Donations (Designated)		0.00	0.00		200,000.00	-200,000.00	0.00%
44021 Stigler Public Library Carpet and Paint	387.25		387.25			387.25	
44085 McAlester Public Library building project	500,000.00		500,000.00			500,000.00	
Total 44000 Donations (Designated)	\$ 500,387.25	\$ 0.00	\$ 500,387.25		\$ 200,000.00	\$ 300,387.25	250.19%
44100 Donations(Branch Discretionary)	5,107.84	10,000.00	-4,892.16	51.08%	10,000.00	-4,892.16	51.08%
44200 Grant Income	830.40	676.70	153.70	122.71%	5,000.00	-4,169.60	16.61%
44201 FFY25 Early Literacy and School Readiness Grant	13,500.00		13,500.00			13,500.00	
44202 FFY25 Technology Grant	79,936.00		79,936.00			79,936.00	
44298 DIGNAV Grant	4,957.33		4,957.33			4,957.33	
Total 44200 Grant Income	\$ 99,223.73	\$ 676.70	\$ 98,547.03	14662.88%	\$ 5,000.00	\$ 94,223.73	1984.47%
Total Income	\$ 684,361.42	\$ 130,780.64	\$ 553,580.78	523.29%	\$ 7,057,521.00	-\$ 6,373,159.58	9.70%
Expenses							
50000 Payroll Expenses							
50100 Salaries	474,052.01	556,276.67	-82,224.66	85.22%	3,315,118.00	-2,841,065.99	14.30%
50101 Salaries to DIGNAV	-4,046.02		-4,046.02			-4,046.02	
50300 FICA/Medi Expense	36,250.33	43,058.80	-6,808.47	84.19%	257,026.00	-220,775.67	14.10%
50301 FICA/Medi Expense to DIGNAV	-305.00		-305.00			-305.00	
50400 Unemployment Tax	2,219.70	3,177.08	-957.38	69.87%	22,483.00	-20,263.30	9.87%
50401 Unemployment Tax to DIGNAV	-39.87		-39.87			-39.87	
50500 Worker's Comp Insurance	1,146.75	13,829.81	-12,683.06	8.29%	48,482.00	-47,335.25	2.37%
50600 Retirement Fund Contribution	60,994.66	70,811.44	-9,816.78	86.14%	444,952.00	-383,957.34	13.71%
50601 Retirement Fund Contribution to DIGNAV	-566.44		-566.44			-566.44	
51000 Health/Life Ins Benefits	65,771.50	68,952.38	-3,180.88	95.39%	419,837.00	-354,065.50	15.67%
51100 Health Insurance Compensation	6,582.49	7,584.53	-1,002.04	86.79%	45,700.00	-39,117.51	14.40%
Total 50000 Payroll Expenses	\$ 642,060.11	\$ 763,690.71	-\$ 121,630.60	84.07%	\$ 4,553,598.00	-\$ 3,911,537.89	14.10%
55000 Public and Technical Services							
55100 Maintenance Contracts	27,000.00	27,500.00	-500.00	98.18%	165,000.00	-138,000.00	16.36%
55400 Special Programs & Supplies	6,059.73	16,975.73	-10,916.00	35.70%	101,250.00	-95,190.27	5.98%
Total 55000 Public and Technical Services	\$ 33,059.73	\$ 44,475.73	-\$ 11,416.00	74.33%	\$ 266,250.00	-\$ 233,190.27	12.42%
60000 Operating Expenses							
60100 Human Resources	16,318.78	16,417.97	-99.19	99.40%	79,022.00	-62,703.22	20.65%
60300 Utilities	1,186.34	7,400.85	-6,214.51	16.03%	21,000.00	-19,813.66	5.65%
60400 Telephone Expense	4,985.26	5,192.56	-207.30	96.01%	31,320.00	-26,334.74	15.92%
60500 Continuing Education	5,219.99	8,393.16	-3,173.17	62.19%	32,500.00	-27,280.01	16.06%
60600 Postage & Box Rent	1,227.87	5,076.66	-3,848.79	24.19%	30,460.00	-29,232.13	4.03%
60700 Board Travel	1,982.30	5,290.27	-3,307.97	37.47%	20,000.00	-18,017.70	9.91%
60800 Employee Travel	4,270.95	15,634.30	-11,363.35	27.32%	90,071.00	-85,800.05	4.74%
60900 Vehicle	3,436.48	6,930.51	-3,494.03	49.58%	54,010.00	-50,573.52	6.36%
61001 Equipment Rental	6,628.87	10,968.98	-4,340.11	60.43%	63,380.00	-56,751.13	10.46%
61002 Repair	7,907.87	3,116.68	4,791.19	253.73%	18,700.00	-10,792.13	42.29%
61200 Property Maintenance		0.00	0.00		8,000.00	-8,000.00	0.00%
61300 Insurance Expense	6,198.33	7,905.18	-1,706.85	78.41%	66,011.00	-59,812.67	9.39%
61400 System Supplies	6,512.70	10,236.90	-3,724.20	63.62%	55,800.00	-49,287.30	11.67%
61700 Reading Center Equipment	82.90	1,536.10	-1,453.20	5.40%	8,500.00	-8,417.10	0.98%

61800 Advertising and Marketing	9,632.14	15,535.63	-5,903.49	62.00%	58,193.00	-48,560.86	16.55%
61900 Memberships	1,116.66	1,167.48	-50.82	95.65%	11,507.00	-10,390.34	9.70%
62000 Furniture & Equipment	2,478.00	3,000.00	-522.00	82.60%	48,000.00	-45,522.00	5.16%
62100 Audit	4,525.43	28,476.37	-23,950.94	15.89%	40,000.00	-35,474.57	11.31%
62200 Revaluation Fees		0.00	0.00		142,623.00	-142,623.00	0.00%
62300 Internet Fees	1,855.85	1,418.50	437.35	130.83%	8,511.00	-6,655.15	21.81%
62500 Computer Equipment & Software	8,174.94	19,981.82	-11,806.88	40.91%	119,891.00	-111,716.06	6.82%
62600 Automation Support	4,366.39	9,166.64	-4,800.25	47.63%	55,000.00	-50,633.61	7.94%
62800 Professional Fees	22,942.22	24,522.32	-1,580.10	93.56%	160,556.00	-137,613.78	14.29%
62900 Miscellaneous Expense	155.42	438.78	-283.36	35.42%	1,440.00	-1,284.58	10.79%
64300 Wi-Fi Center Internet	664.44	704.11	-39.67	94.37%	4,044.00	-3,173.76	21.52%
Total 60000 Operating Expenses	\$ 121,870.13	\$ 208,511.77	-\$ 86,641.64	58.45%	\$ 1,228,539.00	-\$ 1,106,463.07	9.94%
63000 Branch Information Materials	29,560.21	37,524.92	-7,964.71	78.77%	426,180.00	-396,619.79	6.94%
62400 Bibliographic Services	5,021.98	12,984.67	-7,962.69	38.68%	70,586.00	-65,564.02	7.11%
63100 Downloadable Materials	13,252.40	22,895.26	-9,642.86	57.88%	145,032.00	-131,779.60	9.14%
63300 Outreach Materials-Reading Ctr		2,822.40	-2,822.40	0.00%	15,000.00	-15,000.00	0.00%
63500 Online Information	14,126.52	30,192.31	-16,065.79	46.79%	145,013.00	-130,886.48	9.74%
Total 63000 Branch Information Materials	\$ 61,961.11	\$ 106,419.56	-\$ 44,458.45	58.22%	\$ 801,811.00	-\$ 739,849.89	7.73%
64000 Designated Donation Expense							
64007 CO-Coal County Public Library Utilities	1,704.65		1,704.65			1,704.65	
64021 Stigler Public Library Carpet and Paint	371.93		371.93			371.93	
Total 64000 Designated Donation Expense	\$ 2,076.58	\$ 0.00	\$ 2,076.58		\$ 0.00	\$ 2,076.58	
64100 Undesignated Donation Expense	505.00	254.86	250.14	198.15%	10,000.00	-9,495.00	5.05%
64200 Grant Expense		0.00	0.00		5,000.00	-5,000.00	0.00%
64201 FFY25 Early Literacy and School Readiness Grant	13,677.93		13,677.93			13,677.93	
64202 FFY25 Technology Grant	58,297.49		58,297.49			58,134.09	
64298 DIGNAV	4,957.33		4,957.33			4,957.33	
Total 64200 Grant Expense	\$ 76,932.75	\$ 0.00	\$ 76,932.75		\$ 5,000.00	\$ 71,769.35	1535.39%
64500 In Kind Expense	427.00	0.00	427.00		10,000.00	-9,573.00	4.27%
65000 Depreciation Expense	23,646.10		23,646.10			23,646.10	
65200 Interest Expense	6,342.00	0.00	6,342.00		200,000.00	-193,658.00	3.17%
Total Expenses	\$ 968,880.51	\$ 1,123,352.63	-\$ 154,472.12	86.25%	\$ 7,075,198.00	-\$ 6,106,275.09	13.69%
Net Operating Income	-\$ 284,519.09	-\$ 992,571.99	\$ 708,052.90	28.66%	-\$ 17,677.00	-\$ 266,884.49	1609.78%
Other Income							
70100 Disposition Surplus Equipment	2,146.53	24.67	2,121.86	8700.97%	5,000.00	-2,853.47	42.93%
70200 In Kind Donations	427.00	0.00	427.00		10,000.00	-9,573.00	4.27%
79000 Miscellaneous Income		83.30	-83.30	0.00%	500.00	-500.00	0.00%
Total Other Income	\$ 2,573.53	\$ 107.97	\$ 2,465.56	2383.56%	\$ 15,500.00	-\$ 12,926.47	16.60%
Other Expenses							
65100 Amortization Expense	1,767.68		1,767.68			1,767.68	
Total Other Expenses	\$ 1,767.68	\$ 0.00	\$ 1,767.68		\$ 0.00	\$ 1,767.68	
Net Other Income	\$ 805.85	\$ 107.97	\$ 697.88	746.36%	\$ 15,500.00	-\$ 14,694.15	5.20%
Net Income	-\$ 283,713.24	-\$ 992,464.02	\$ 708,750.78	28.59%	-\$ 2,177.00	-\$ 281,578.64	13034.25%

Certificate of Deposit Investments Report
Report as of 08/28/2026

Report Date **8/28/26**

Current Investments								
CD ID	Investment Channel	Bank	Investment	Investment Date	Maturity Date	Interest Rate	Payment Frequency	
CD1-02142025	Edward Jones	Ally Bk Sandy Utah	200,000.00	5/28/26	8/28/26	3.95%	Maturity	
CD1-04152025	Edward Jones	Kearny Bk New Jersey	200,000.00	6/8/26	9/8/26	3.90%	Maturity	
CD1-03102025	Edward Jones	Sofi Bk Natl Assn Cottonwood Heights Utah	100,000.00	6/18/26	11/18/26	3.95%	Maturity	
CD1-09192025	Edward Jones	Old Natl Bk-Evansville Ind	200,000.00	6/23/26	12/23/26	4.00%	Maturity	
CD1-12182024	Edward Jones	Texas Cap Bk N A Dallas Tex	200,000.00	6/30/26	10/1/26	4.00%	Maturity	
CD1-03112025	Edward Jones	Mizrahi Tefahot Bk LTD Los Angeles Calif	200,000.00	8/5/26	11/12/26	4.40%	Maturity	
CD1-09182025	Edward Jones	Banc of Calif Los Angeles Calif	200,000.00	3/24/26	9/24/26	3.80%	Maturity	
CD1-09262025	Edward Jones	Enterprise Bk & Tr Clayton MO	100,000.00	9/26/25	9/25/26	3.70%	Monthly	
CD1-09232025	Edward Jones	First Natl Bk PA Greenville	200,000.00	4/30/26	10/30/26	3.85%	Maturity	
Total Investment			1,600,000.00					

Current Investments Interest Report							
CD ID	Investment Channel	Bank	Last Payment Date	Interest Received (Monthly CDs Only)	Accrued Interest as of Report Date	Total Interest at Maturity	
CD1-02142025	Edward Jones	Ally Bk Sandy Utah	5/28/26		1,991.23	1,991.23	
CD1-04152025	Edward Jones	Kearny Bk New Jersey	6/8/26		1,730.96	1,966.03	
CD1-03102025	Edward Jones	Sofi Bk Natl Assn Cottonwood Heights Utah	6/18/26		768.36	1,655.75	
CD1-09192025	Edward Jones	Old Natl Bk-Evansville Ind	6/23/26		1,446.58	4,010.96	
CD1-12182024	Edward Jones	Texas Cap Bk N A Dallas Tex	6/30/26		1,293.15	2,038.36	
CD1-03112025	Edward Jones	Mizrahi Tefahot Bk LTD Los Angeles Calif	8/5/26		554.52	2,386.85	
CD1-09182025	Edward Jones	Banc of Calif Los Angeles Calif	3/24/26		3,269.04	3,831.23	
CD1-09262025	Edward Jones	Enterprise Bk & Tr Clayton MO	7/26/26	3,071.53	334.52	3,689.86	
CD1-09232025	Edward Jones	First Natl Bk PA Greenville	4/30/26		2,531.51	3,860.55	
Total Interest				3,071.53	13,919.86	25,430.82	

Historical Interest Tracking (Reinvested Funds)	
CD ID	Total Interest Received
CD1-02142025	11,110.17
CD1-03102025	5,420.55
CD1-03112025	10,412.04
CD1-04152025	8,293.72
CD1-09182025	3,829.32
CD1-09192025	5,860.82
CD1-09232025	4,541.36
CD1-09262025	2,767.42
CD1-12052024	8,600.00
CD1-12182024	12257.5
Total Interest Received (Historical)	73,092.90

Note: "Interest Received" reflects payments from CDs with monthly interest distributions. CDs paying at maturity will not show amounts in this column. CD IDs are internal tracking numbers and may change as investments are renewed.

Consent Agenda



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- 3.01 Minutes of the July 21, 2026 Meeting of the SEOLS Board of Trustees. (p. 15)
 - 3.02 Personnel Report. (p. 19)
 - 3.03 Approval of Bookmobile Stop Agreement with Lakewood Christian School.
 - 3.04 Acceptance of Revisions to the Friends of the Library Policy as Recommended by the Operating Policy Committee.
 - 3.05 Acceptance of Donations to the McAlester Public Library Renovation Project. (p. 21)
 - 3.06 Approval for Friends of the McAlester Public Library to Provide for Serving of Alcohol at the October 13th McAlester Public Library Preview Event in Accordance with SEOLS' Meeting Facilities Policy.
 - 3.07 Confirmation of Ban of Spiro Guest Brandon Enkoff.
 - 3.08 Approval of Changes to SEOLS Board-Designated Reserves.
 - 3.09 Acceptance of Health Literacy Grants from the Oklahoma Department of Libraries in the Amount of \$7,000 Each for Broken Bow, Coal, Heavener, Wilburton, and Stigler Libraries.

SOUTHEAST OKLAHOMA LIBRARY SYSTEM
BOARD MEETING MINUTES

MEETING PLACE: Stigler Public Library
Stigler, OK
DATE: July 21, 2026
TIME: 7:00 P.M.

Written public notice of the date, time, place and agenda for this meeting was posted and a copy of the same mailed to the Pittsburg County Clerk in Conformity with the Oklahoma Meeting Act.

BOARD MEMBERS PRESENT

Brenda Andrews (Haskell Co.)	Bart Howell (Quinton)	Tara Robertson (Heavener)
Jason Armstrong (Talihina)	Leslie Langley (Wister)	Brent Shain (Hugo)
David Beall (McAlester)	Tiffany Latham (Poteau)	Samantha Stewart (Spiro)
Donna Carolan (Stigler)	Kasandra Lovell (LeFlore Co.)	Bobby Weatherford (Arkoma)
Ken Farley (McCurtain Co.)	Karren Majors (Wilburton)	Stephanie Wilson-Bellettini
Kenneth Hendon (Broken Bow)	Sheena Richards (Choctaw Co.)	(Coalgate)
Devona Holt (Hartshorne)	Cara Rigsby (Latimer Co.)	

BOARD MEMBERS ABSENT

Kim Corley (Idabel), Ross Eaton (Pittsburg County), Paula Setzer (Valliant)

VACANCIES

Coal County

STAFF PRESENT

Michael Hull, Executive Director
Bethany Fabrizio, Executive Assistant

GUESTS PRESENT

Colton Hinds (Virtual)

ROLL CALL

Brent Shain, Chair, called the meeting to order at 7:00 pm. The roll was called and a quorum established with 19 board members present.

ADOPTION OF AGENDA

Ken Farley moved to adopt the agenda. Seconded by David Beall. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED**.

EXECUTIVE DIRECTOR'S REPORT

Michael Hull informed the Board of the renovations happening in Stigler, including new carpet and shelving. He also provided information on the grand opening event for the McAlester Public Library. He

also informed the Board of the Coalgate gazebo, potential data center in Pittsburg County. He let the Board know that the Broken Bow City Council was discussing the purchase of privacy booth for the Broken Bow Public Library.

FINANCIAL REPORT

Michael Hull informed the Board of the financial status of SEOLS.

APPROVAL OF CONSENT AGENDA

Leslie Langley moved to adopt the consent agenda. Seconded by Kenneth Hendon. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED**.

4.01 Discussion of Current Health Insurance Coverage for SEOLS Employees and Presentation of Alternative Proposal from HUB.

No action taken, only discussion.

4.02 Discussion and Consideration of \$600,000 Payment to Complete Contribution to McAlester Public Library Remodel.

Ken Farley moved to Approve the \$600,000 Payment to Complete Contribution to McAlester Public Library Remodel. Seconded by Stephanie Wilson-Bellettini. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED**.

4.03 Discussion of FY 2027 SEOLS Board Committee Appointments.

Kenneth Hendon moved to Approve the FY 2027 SEOLS Board Committee Appointments with Revisions Made to the Budget, Technology, and Long Range Plan Committees. Seconded by Bobby Weatherford. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED**.

4.04 Discussion and Consideration of Scholarship Recommendations Presented by the Personnel Committee.

No motion. Recommended by the Personnel Committee. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED**.

4.05 Discussion and Consideration of Increased Printing and Copy Costs in Fees & Charges Policy.

Sheena Richards moved to Approve the Increased Printing and Copy Costs in Fees & Charges Policy. Seconded by Ken Farley. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED**.

4.06 Discussion and Consideration of Mobile Printing Agreement.

Leslie Langley moved to Approve the Mobile Printing Agreement. Seconded by David Beall. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell,

Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None.
CARRIED.

4.07 Presentation of ALA Reports.
No action taken, only discussion.

4.08 Discussion and Confirmation of Acceptance of \$79,936 of Technology Grant from ODL.
Stephanie Wilson-Bellettini moved to Accept the \$79,936 of the Technology Grant from ODL Seconded by David Beall. The question was called. AYE: Andrews, Armstrong, Beall, Carolan, Farley, Hendon, Holt, Howell, Langley, Lovell, Majors, Richards, Rigsby, Robertson, Shain, Stewart, Weatherford, Wilson-Bellettini. Nay: None. **CARRIED.**

5.01 NEW BUSINESS.
No new business.

5.02 COMMENTS FROM THE PUBLIC.
None.

6.01 ADJOURNMENT
The meeting adjourned at 8:25 pm.

Minutes prepared by Bethany Fabrizio and Michael Hull.

Approved _____

Brent Shain, Chair

Michael Hull, Executive Director

Southeast Oklahoma Library System
Personnel Report
August 28, 2026

1. New Hires

- Joshua Anderson, Heavener Public Library, Part Time Library Assistant/Digital Navigator
- Lora McKay, Heavener Public Library, Part Time Library Assistant

2. Probation Periods Completed

- Krista Crow, Coal County Public Library, Part Time Library Assistant
- Maranda Ramsey, McAlester Public Library, Part Time Library Assistant
- Trina Cornell, Patrick Lynch Public Library, Part Time Library Assistant

3. Certification Completed

- N/A

4. Terminations/Resignations

- Savannah Highfill, Broken Bow Public Library, Full Time Library Assistant
- Joe White, Patrick Lynch Public Library, Part Time Roving Library Assistant
- Debra Kirkendoll, Patrick Lynch Public Library, Full Time Library Assistant
- Michelle Gomez-Diego, Heavener Public Library, Part Time Library Assistant
- Ann Faudree, Coal County Public Library, Children and Teen Services Librarian

5. Location or Duties Reassignments

- Regina Humphrey, Broken Bow Public Library, Part Time Library Assistant promoted to Full Time Library Assistant



Bookmobile Stop Service Agreement

This document serves as an agreement between the **Southeast Public Library System (SEOLS)** and **Lakewood Christian School**, the Host, for the hosting of a bookmobile stop to be held at **840 S George Nigh Expy, McAlester, OK 74501**.

Southeast Public Library System provides bookmobile services at select communities within its service area in which it does not provide other library services. There is no charge for the bookmobile service.

Southeast Public Library System will:

- Provide library materials available for checkout.
- Assist residents in selecting materials, getting library cards, and checking out.
- Provide computer and Wi-Fi service, if available, for visitors.
- In a timely manner contact the Host and post on social media and the SEOLS website when changes in schedule occur or weather, mechanical, or staffing issues cause cancellations of visits.
- Reserve the right to terminate service due to low or declining levels of participation, site conditions, or other factors that may impact the effectiveness of the service.
- Reserve the right to modify the schedule as best meet library needs.

The Host, Lakewood Christian School, will:

- Provide a paved or gravel parking lot with a reserved spot for each bookmobile visit.
- Allow for a minimum 1.5 hour stop for each visit.
- Provide or allow sufficient parking for 3-4 bookmobile customers at a time.
- Make available clean restroom facilities available to bookmobile staff.
- Post the monthly bookmobile schedule, provided by SEOLS.
- Provide at least 30 days' notice prior to terminating this agreement.
- Agree to hold harmless and to indemnify SEOLS as to any liability or legal issues that arise from the terms of the agreement set out herein.

 SEOLS Board Chair

 Host

 Date

 Date

Friends of the Library Policy

The purpose of this policy is to define the relationship and responsibilities in working with Friends groups formed to support libraries of the Southeast Oklahoma Library System.

Definitions

Any recognized 501C3 non-profit organization of volunteers that aims to assist and support the goals of SEOLS or its libraries is considered a Friends of the Library organization, hereafter referred to as FOL. Friends of the Library may exist in support of a particular branch library.

Support of FOL Activities

SEOLS shall generally support and assist in the promotion of FOL activities that raise awareness of FOL or raise funds for FOL, provided such activities do not conflict with SEOLS policy, procedures or activities. Current SEOLS policies and long-range plan will be furnished to each FOL to assist their support of SEOLS libraries. The Executive Director will work with library managers to make a wish list of items not covered by the library's normal operating budget available to FOL groups.

Library managers are expected to communicate regularly with FOL boards and to attend their meetings. Such time shall be considered work time for SEOLS. Library managers shall make FOL aware of SEOLS policy and goals so that they may better direct their library support efforts. FOL are welcome and encouraged to use library meeting room spaces if they are not scheduled for library business. FOL groups may schedule meeting rooms for their regular meetings one month earlier than the general public as state in the Meetings Facilities Policy.

SEOLS staff are allowed to collect money on behalf of the FOL with prior approval from the Executive Director.

Donations from FOL

All gifts and donations are subject to the SEOLS Gifts & Donations Policy.

Conflict of Interest

SEOLS Staff are allowed to join FOL groups but:

- May not be an officer in a FOL group,
- May not conduct bank transactions for a FOL group,
- May not engage in FOL activities that interfere with their duties as an employee of SEOLS, and
- May not count time in service to FOL groups as time worked without the approval of the Executive Director or in the exceptions listed for library managers above.

Discarded Materials

SEOLS libraries are permitted to give to FOL groups discarded informational materials for the purpose of selling. In order to accept discarded materials, FOL groups must commit to organizing and managing sales with their own volunteers and membership. SEOLS will make library space available for FOL book sales if sufficient notice is provided. Income from book sales organized and conducted by FOL groups shall be retained by the FOL to support the FOL group's mission statement ~~at for use~~ at their discretion. Income from book sales organized and conducted by SEOLS staff may be retained by SEOLS for use at the local library that sold the materials or collected and donated to the local FOL group.

App. November 14, 2017, 5/16/2023



**McAlester Campaign
Donation Report
August 28, 2026**

Donations Received

- Fugitt Foundation - \$500,000



3.06 Approval for Friends of the McAlester Public Library to Provide for Serving of Alcohol at the October 13th McAlester Public Library Preview Event in Accordance with SEOLS' Meeting Facilities Policy.

Requested Action: Approval to allow the serving of alcohol by a licensed bartender at the McAlester Public Library preview event, scheduled for October 13th, paid for by the McAlester Friends of the Library.

If approved, the McAlester Friends of the Library will hire a licensed bartender for this invitation-only event. No staff will be allowed to consume or handle any alcohol. An off-duty officer will be present for security.





August 28th, 2026

Brandon Enkoff
611 N Denver
Spiro, OK 74959

Dear Brandon,

This letter is to inform you that you are barred from entering the Spiro Public Library, a member of the Southeast Oklahoma Library System. In April of this year you were warned about staring at staff and library guests, intruding on staff and guests personal space, and staring at staff and guests. I have received reports from August 26th stating that you were excessively typing up staff attention and staring at staff. Surveillance footage has confirmed these reports.

You are therefore barred from the Spiro Public Library until January 28th, 2027. If further violations have occurred since the 26th, or if pending review of additional footage from the 26th reveals more extensive violations of library policy or past warnings, this ban will be extended to August 28th, 2027.

If you wish to appeal this decision, you may do so by contacting me, Michael Hull, at 2820 N Main St., McAlester, OK 74501, or appealing to the Board of Trustees of the Southeastern Public Library System of Oklahoma at their next regular meeting on September 15th, 2026, which will be held at the Talihina Public Library at 7:00 pm.

Any attempt by you to enter the library during the ban period will be considered trespassing. If you choose to return to the library at the end of the suspension period, you must comply with our behavior policy or an additional ban will be issued.

Sincerely,

Michael Hull
Executive Director

Southeast Oklahoma Public Library System

INCIDENT REPORT

Date of Incident: 8/19/2026 Approximate Time of Incident: 11:15am, 12:15pm
 Location: Spiro Public Library Reporter's Name: Janet Gunter
 Address: 208 S Main St, Spiro, OK 74959 Phone: 918-962-3461

Individuals Involved and How

Brandon Enkoff, a patron of the Spiro library. Brandon came in to Spiro Library on Wednesday, August 19th. Janet Gunter, roving library assistant working at Spiro Library on Wednesday, August 19th.

Describe What Happened as Specifically as Possible:

Brandon Enkoff came in to Spiro library at about 11:15am on Wednesday the 19th of August. Brandon told me, Janet Gunter, that he, Brandon lost a book called Wilderness Hacks and he, Brandon wanted to know what to do. I, Janet, told Brandon that he hasn't been charged for the book yet and it's not due until September. I, Janet, told Brandon to just keep looking for it. Brandon kept standing there after I, Janet, told him that. I, Janet, said anything else I can help you with today, Brandon? Brandon said yes, and then grinned and kept on standing there staring at me, Janet. In about a minute I, Janet, said well, if there's nothing else I can help you with, just have a seat or something. After I told him that, Brandon finally sat down. He started coloring but every time I, Janet, would look up Brandon would be staring at me. After about an hour, Brandon came up to the front desk and said, I will be leaving now. I, Janet said bye, have a good day and Brandon left.

Brandon came in again to Spiro Library around an hour later, about 12:15 PM. Brandon went up to the desk and said, he, Brandon, wanted to come back in. I said, ok. Then Brandon stood there and kept staring at me, Janet. I, Janet, asked Brandon, can you sit down and color some more? Brandon said yes and sat down. Every time I, Janet, would look up, Brandon would be staring at me, Janet. Brandon stayed about 45 minutes and left around 1 o'clock.

Action Taken by Staff:

I, Janet Gunter made a documentation of the interactions between I, Janet Gunter and Brandon Enkoff. I, Janet Gunter, also filled out an incident report on the interactions between I, Janet, and Brandon.

Witnesses:

Janet Gunter

Signed Janet Gunter

Date reported 8/24/2026

Always download this form from SEOLS Nexus to ensure you have the most current version.

Southeast Oklahoma Public Library System

INCIDENT REPORT

Date of Incident: 8/5/2026 10:50-11:50
8/13/2026 3:25-3:30 Approximate Time of Incident:
 Location: Spiro Public Library Reporter's Name: Jacqueline Lindenau
 Address: 208 S Main St., Spiro, OK 74959 Phone: 918-962-3461

Individuals Involved and How

8/5/2026 - Brandon Enkoff, Jacqueline Lindenau, and Program Attendees: Mary Bolmgren, Cherie Kaydessa, and Clowen Spotts

8/13/2026 - Brandon Enkoff, Jacqueline Lindenau, and Chloe Stutsman

Describe What Happened as Specifically as Possible:

8/5/2026 - 10:50-11:50 - Brandon stood at the program table watching myself, Mary, Cherie, and Clowen during our crochet program. I asked if he needed me to check the book in his hands. He said no. He continued to stand there and stare at us for a minute or two. During the hour he was at the library, he circled the table, getting close to me and Mary multiple times. Sometimes he would stop walking and just stand behind us. He stood at the table another time, and I asked if I could help him. He asked where the Harry Potter books were. I got up and had to ask him to step aside so I could get to the books without being very close to him. I showed him the books. He came to the table again to ask me where something else was, and I again had to ask him to step elsewhere so I had room to get out. He left before our program was over, and the women asked me about him. Mary said she did not like the way he was standing behind us, and he made her uncomfortable.

8/13/2026 - 3:25 - I was standing behind the desk talking to a patron, Chloe Stutsman, and Brandon stepped very close to Chloe during our conversation. I asked Brandon to back away from her and mentioned personal space while motioning with my hands around myself. He backed away.

3:30 - Chloe went to sit down at the computers. Brandon apologized to me for standing too close to Chloe. I told him we have to be sure not to enter people's personal space. He said alright.

Action Taken by Staff:

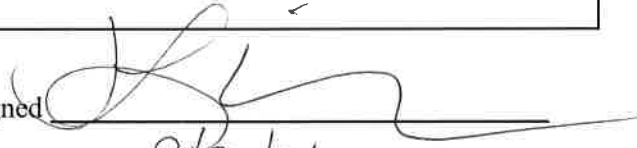
8/5/2026 - Asked Brandon to step aside multiple times so I could assist him.

8/13/2026 - Asked Brandon to step away from Chloe and told him to not enter people's personal space.

Witnesses:

8/5/2026 - Mary Bolmgren, Cherie Kaydessa, and Clowen Spotts

8/13/2026 - Angie Bradfield and Chloe Stutsman

Signed 

Date reported 8/21/26

Southeast Oklahoma Public Library System

INCIDENT REPORT

Date of Incident: 8/11/2026 Approximate Time of Incident: 11:00 AM
 Location: Spiro Reporter's Name: Angie Bradfield
 Address: 208S Main Street Phone: 918-875-3461

Individuals Involved and How

Brandon Enkoff, Angie Bradfield

Describe What Happened as Specifically as Possible:

This incident report contains several different encounters with Brandon Enkoff.
 On August 11 th , 2026, I, Angie, was in the office working on some programs. I saw Brandon Enkoff and his mom come in. I waved at them to let them know I had seen them. Brandon proceeds to walk toward the office and comes in without me asking him to. I told him he wasn't allowed to walk into the office without me giving permission. He said, "Oh, I can't. I didn't know." I explained to him that he couldn't unless I say it's OK. (Which I never do.)
 Also on the 11 th , Brandon was sitting at the table and he would just stare at whoever would come in. I would ask him to not stare at everyone, but it didn't stop him.
 On August 13 th , 2026, Jacqueline and I were sitting at the front table working on the next day's craft. Brandon comes in and sits down beside Jacqueline. We both acknowledged him with a Hello. The phone rang and Jacqueline got up to answer the phone. Brandon was still sitting at the table with me. Brandon burped out loud. I asked him what do we say when we burp? He didn't answer me. I asked him again what do we say when we burp? He still didn't answer. He was just staring at Jacqueline. Finally, I said, we say excuse me. Brandon then looked at me and asked if I was talking to him. I said Yes, there is no one sitting at the table.
 On August 19 th , Janet Gunter was working at Spiro. She called me and said that Brandon had been in and he would just sit and stare at her and the other patrons that would come in.
 Brandon is not a young boy. Brandon is a 27 yr. old man that needs to know certain boundaries.

Action Taken by Staff:

Documented my information and talked to Rachel Morton on what should be done about Brandon.

Witnesses:

Angie Bradfield, Jacqueline Lindenau

Signed Angie Bradfield

Date reported 8/21/2026

Always download this form from SEOLS Nexus to ensure you have the most current version.

Southeast Oklahoma Public Library System

INCIDENT REPORT

Date of Incident: 8/27/2026 Approximate Time of Incident: 2:55
 Location: Spiro Library Reporter's Name: Jacqueline Lindenau
 Address: 208 S Main St, Spiro, OK 74959 Phone: 918-962-3461

Individuals Involved and How

Brandon Enkoff, Jacqueline Lindenau, Amanda Zaccaro

Describe What Happened as Specifically as Possible:

Brandon entered the library at 12:15 and returned a book with water damage. I charged the book to his account. The discussion about this lasted 15 minutes. The interaction was prolonged, and he remained silent and stared at me when I asked multiple times if there was anything else I could help him with. I asked him to take a seat if there was nothing else I could help him with. He said there was and stood there for another 2 minutes staring at me. He left the library around 12:30.

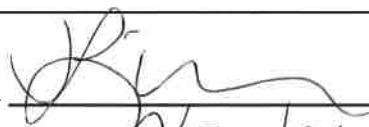
Brandon entered the library around 2:25. He asked about the charge, and I told him to pay what he could, when he could, and that he could not check out books until he paid the fee. He asked to get on the computer to play games. I gave him a sticky note with his library card number. At 2:55, I was seated on a step stool in front of the large print section, doing inventory with my back to the computers. Brandon stepped very close to me and held out the sticky note in my face. I told him to take several steps back and stated that we've talked about respecting people's personal space before. He stepped back quite a bit. I told him the note was trash, and he could keep it or throw it away. He left after that.

Action Taken by Staff:

Asked Brandon to step back.

Witnesses:

Amanda Zaccaro witnessed him enter my personal space and ask him to step back.

Signed 

Date reported 8/27/26

Always download this form from SEOLS Nexus to ensure you have the most current version.

Southeast Oklahoma Public Library System

INCIDENT REPORT

Date of Incident: 8/27/2026 Approximate Time of Incident: 02:45pm
 Location: Spiro Public Library Reporter's Name: Amanda Zaccaro
 Address: 208 S. Main St, Spiro, OK 74959 Phone: 918-962-3461

Individuals Involved and How

Jacqueline Lindenau and a male patron had an interaction where he intruded on her personal space.

Describe What Happened as Specifically as Possible:

A male patron came into the library and had an interaction with Jacqueline about a book. He came and sat directly across from me at the table in front of the circulation desk and asked Jacqueline about playing a computer game. She provided him with his library card number and he played on the computer. Jacqueline was sitting on a stool doing inventory with her back turned to him. When he was done he walked up to her and his feet were almost touching the stool she was sitting on. He went to hand her the paper and she put up one hand and asked him to move back because he was in her personal bubble. She said to him, "We've talked about this before." He stepped back and she told him that she did not need the piece of paper, it was trash. He then left the library.

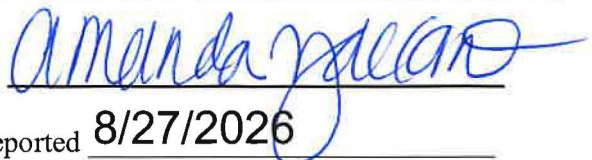
Action Taken by Staff:

Jacqueline asked the male to back up away from her.

Witnesses:

No one else.

Signed



Date reported

8/27/2026

Board Reserves

Change Requests

8/28/2026

Account	21-Jul-26	Change	15-Sep-26
30161 Coalgate Gazebo	35,000.00	-	35,000.00
30165 McAlester Reserve Contribution	600,000.00	(600,000.00)	-
30166 Southern Bookmobile Property Purchase	110,000.00	-	110,000.00
30171 Shushbooth	15,000.00	-	15,000.00
30173 Imagination Library	2,500.00	-	2,500.00
30174 Marketing - Logo Update	1,692.84	-	1,692.84
30182 Furniture Replacement	116,000.00	(116,000.00)	-
Total	880,192.84	(716,000.00)	164,192.84

Date	Account	Description	Amount
8/11/2026	30182 Furniture Replacement	L&M Office Furniture - Stigler Shelving (Total cost was \$115,547.05)	(\$116,000.00)
7/21/2026	30165 McAlester Reserve Contribution	Sixth and Seventh Year McAlester Renovation Pledges of \$600,000 (\$300,000 each), Approved at the July 21st, 2026 Board Meeting	(\$600,000.00)



3.09 Acceptance of Health Literacy Grants from the Oklahoma Department of Libraries in the Amount of \$7,000 Each for Broken Bow, Coal, Heavener, Wilburton, and Stigler Libraries.

We have included the grant applications for each of these libraries as an addendum to your packet. Because of the amount, the Board must approve their acceptance.



Action Items or Strategic Discussion Supporting Documents



SOUTHEAST OKLAHOMA LIBRARY SYSTEM

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- 4.01 Presentation and Acceptance of the FY 2025 Audit.
 - 4.02 Discussion and Consideration of Services, Facilities and Maintenance Agreement with City of Hartshorne.
 - 4.03 Discussion and Consideration of 2027 Board Meeting Schedule.
 - 4.04 Discussion and Consideration of Revisions to the Health Insurance Policy as Recommended by the Personnel Committee.
 - 4.05 Discussion and Consideration of Health Insurance Recommendations Presented by the Personnel Committee.
 - 4.06 Discussion and Consideration of Monthly Benefit Allowance Effective January 1, 2027.
 - 4.07 Discussion and Consideration of Quote to Relocate Holds Lockers.



4.01 Presentation and Acceptance of the FY 2026 Audit.

Our auditor, Kimberly Furrh, will bring copies of this year's audit to our meeting. Please note that the agenda places this item first, before even the reports and consent agenda, so that Kimberly can begin her long drive home as soon as possible.



AGREEMENT FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE

Between

CITY OF HARTSHORNE

and

SOUTHEAST OKLAHOMA LIBRARY SYSTEM

This agreement, made and entered into September 21st, 2026, by and between the CITY OF HARTSHORNE, Hartshorne, Oklahoma, hereinafter referred to as the "Property Owner"; and the Southeast Oklahoma Library System (SEOLS), a non-profit multicounty public library system serving Pittsburg County, with offices at 2820 North Main Street, McAlester, Oklahoma 74501, hereinafter referred to as the "System." WITNESSETH:

WHEREAS, SEOLS is a multi-county library system organized under 65 O.S § 4.101 et seq. operating public libraries in Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg Counties; and

WHEREAS, Hartshorne is located within Pittsburg County (the "County") and the voters of the County have approved ad valorem millage authorized by Art. X, Section 10A of the Oklahoma Constitution to support library services provided by SEOLS; and

WHEREAS, the City of Hartshorne owns real property located at 720 Pennsylvania, Hartshorne, Oklahoma that was constructed to be used as a library; and

WHEREAS, SEOLS has agreed to provide all services necessary to operate the Hartshorne Public Library in conformance with the standards promulgated by the Oklahoma Department of Libraries at the site owned by the City of Hartshorne; and

WHEREAS, the City of Hartshorne has agreed to budget and make available funds for all expenses it is obligated to pay in connection with this agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and upon the conditions, and under the terms stated herein, the parties agree as follows:

A. Southeast Oklahoma Library System's Obligations. SEOLS Shall:

1. Provide a collection of materials and programming services at the Hartshorne Public Library to meet the information and recreational reading needs of the residents of Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg Counties, including, particularly, the residents of Hartshorne, Oklahoma.
2. Provide local and administrative staff to plan and implement library services including but not limited to, reference services, technology and training, reading guidance, library programs and administrative services. Said staff shall be employed by SEOLS. SEOLS staff

shall not be considered to be employees of the City of Hartshorne or Town of Hartshorne, and employees of the City of Hartshorne or Town shall not be considered to be employees of SEOLS. SEOLS will, in its sole discretion, employ and hire such staff as it deems advisable for the operation of the Hartshorne Public Library. All decisions regarding the supervision, compensation, promotion and discharge of such employees shall be made solely by SEOLS. SEOLS hereby agrees to waive any possible claims to any retirement benefits or deferred compensation for its employees and any other benefits available to qualified employees of the City of Hartshorne.

3. Provide a collection of materials to include, but not limited to, both fiction and nonfiction and present the collection in a variety of formats to be determined by SEOLS. The collection will include materials for customers of all ages, including children, teens, and adults.
4. Provide library services, to include but not be limited to, programming determined by library floor space, staff availability and community need.
5. Provide library services to include but not be limited to, sharing of materials among SEOLS, the Hartshorne Public Library, and the other libraries within the Southeast Oklahoma Library System and libraries outside the SEOLS System, and regularly scheduled delivery of library materials and business communications among the SEOLS administrative and library locations.
6. Provide all technology SEOLS determines to be necessary for library operations, including internet access and computers.
7. Establish hours of operation at the Hartshorne Public Library in compliance with standards set by the Oklahoma Department of Libraries.
8. SEOLS shall own all materials, furniture and equipment purchased by SEOLS which shall remain the property of SEOLS. SEOLS shall insure the property it owns in an amount not less than the replacement cost of the property and on such terms as determined by SEOLS and shall maintain liability insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act.
9. SEOLS shall determine the placement of any furniture and equipment provided by City of Hartshorne but stored in the library.
10. SEOLS shall manage the meeting room booking and usage. City of Hartshorne will receive priority after library-scheduled programs and shall be exempt from any fee structure established by SEOLS.
11. SEOLS shall make a good faith effort to minimize all operation and maintenance costs to be paid for by the City of Hartshorne.

12. SEOLS shall provide notice to the City of Hartshorne of any damages to the real and personal property and need for repairs. Any repairs that require immediate action such as, but not limited to, sewer backups, water leaks or roof leaks, require notice to be given to the City of Hartshorne within twenty-four (24) hours. For those repairs not requiring immediate action, SEOLS shall provide notice to the City of Hartshorne within fourteen (14) days. SEOLS shall have a duty to use reasonable care to discover any damage or need for repairs to the library.
13. Comply with all ordinances of the City, laws of the State of Oklahoma, and laws of the United States of America relating or pertaining in any manner to this Agreement.

B. City of Hartshorne's Obligations. City of Hartshorne Shall:

14. The City of Hartshorne City of Hartshorne shall provide a suitable building for the Hartshorne Public Library in which the library services may be provided in an appropriate, easily accessible location with sufficient paved parking adjacent to the library building, central heat and air conditioning with temperature control, electricity to meet lighting, climate control and technology needs, carpeting and appropriate hard surface flooring, public restrooms, exterior signage and lighting, and related equipment for security of the facility and patrons. Access to the Building will comply with State and Federal guidelines for handicapped accessibility and safety, as may be amended from time to time. The term "suitable building" as used herein shall mean a building or facility that meets current established guidelines and does not require the City of Hartshorne to meet any new or modified requirements established subsequent to the date of this agreement.
15. The BUILDING OWNER shall be responsible for the monthly utilities and maintenance associated with the building. Maintenance and operations consist of maintaining the interior and exterior of the building, any furnishings which are owned by the City of Hartshorne and located inside and outside of the building, the grounds on which the building is located, and the parking areas. Utilities, operations and maintenance covered by this Agreement include:
 - a. Electric service
 - b. Lawn/landscaping service
 - c. Building maintenance (including all furniture, fixtures and equipment purchased by the City)
 - d. Water, sewer, trash service
16. The land, building, and the fixtures purchased by the City of Hartshorne shall remain the property of the City of Hartshorne. The City of Hartshorne shall purchase and maintain in full force and effect suitable insurance policies as follows: all-risk property insurance covering the real and personal property it owns in an amount not less than the replacement

cost of the property, and on such terms as determined by the City of Hartshorne. The City of Hartshorne shall maintain liability insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act. Additionally, the City of Hartshorne shall be responsible for its own negligence in accordance with State law, including but not limited to, the Governmental Tort Claims Act.

17. The City of Hartshorne shall, in its complete discretion, make all decisions regarding the need for capital improvements to be made and funds for those purposes. Capital improvements are any improvements made to maintain the facility in the condition it was on the date of this agreement, normal wear and tear excepted. The City of Hartshorne shall not be responsible for capital improvements necessitated by "Tenant Misuse". The term "Tenant Misuse" will not include ordinary wear and tear on the premises, but will mean any act that causes damages to the premises or any part thereof and that arises out of uses of the premises not permitted by the terms of this Agreement or that is caused by negligent or willful acts of SEOLS, its employees, agents, contractors, or invitees.
18. The City of Hartshorne reserves the right to conduct non-profit events or meetings of its choosing on the premises during each year and every year of the term hereof. The City of Hartshorne shall consult with SEOLS as to the scheduling of such events or meetings. No events to be sponsored and conducted by the City of Hartshorne shall conflict with events scheduled by SEOLS before the City of Hartshorne request for use. The City's use of the premises shall be subject to the rules, regulations, hours of operation and/or policies adopted by SEOLS pertaining to the premises. The City of Hartshorne and SEOLS may agree to additional hours of operation for events or meetings upon prior written agreement.

C. Mutual Agreement.

19. All monies received by the Hartshorne Public Library or SEOLS staff are under the jurisdiction of SEOLS and are subject only to accounting and administrative policies and procedures established by the Board of Trustees of SEOLS.
20. Gifts, bequests, etc. made to the Hartshorne Public Library shall be used in accordance with the donors' instructions, subject to SEOLS policy and procedures. Gifts not so directed will be managed in accordance with SEOLS policies.
21. SEOLS will have the right and privilege, subject to prior written approval of the City of Hartshorne, to perform nonstructural redecoration and remodeling, at SEOLS' own cost, to the premises from time-to-time as it will see fit.

D. Term

22. The terms of this contract shall commence on September 22nd, 2026 and shall continue through September 21st, 2027. The term of the Contract shall thereafter be extended for

successive periods of one (1) year, unless one of the parties shall give the other party written notice not less than ninety (90) working days prior to the end of the current term of their intent to terminate the Contract. The terms and conditions of the Contract may be amended by agreement of the parties for any succeeding term upon written notice to the other at least forty-five (45) working days before the end of the current terms that the notifying party wishes to negotiate an agreement upon any proposed amendment included in the notice.

E. Termination

23. This Agreement may be terminated with or without cause upon giving 180 days written notice to the other party.
24. If either party, City of Hartshorne or SEOLS, should decide to discontinue these contractual relationships, all library materials, equipment and furniture allocated to Hartshorne Public Library by SEOLS shall be redistributed to other SEOLS libraries as .

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly executed by their respective officers on the date first written above.

Southeast Oklahoma Library System
Board Chairperson

City of Hartshorne
Mayor



4.03 Discussion and Consideration of 2026 Board Meeting Dates.

Typically, the Board meets on the 3rd Tuesdays of odd months with an additional meeting in June. Based on this schedule I have proposed the following meeting dates (topics in parenthesis indicate major agenda items normally discussed that month). There are two proposed schedules, one including a June meeting and one without.

Proposed Meeting Dates:

- January 19th, 2027 – Mattie Terry Library (Valliant)
- March 23rd, 2027 – Spiro Public Schools
- May 18th, 2027 – McAlester Public Library (Executive Director's Contract, Annual Meeting & Initial Budget)
- July 20th, 2027 – Choctaw County Public Library (Hugo)
- September 21st, 2027 – Arkoma City Hall (Audit, 2026 meeting schedule)
- November 16th, 2027 – McAlester Public Library (Revised Budget)

When Non-McAlester Libraries Last Hosted Meetings

Wister: Encouraged visiting in September 2022

Valliant: July 2023

Spiro: September 2023

Hugo: January 2024

Arkoma: March 2024

Broken Bow: July 2024

Heavener: September 2024

Hartshorne: January 2025

Idabel: March 2025

Coalgate: June 2025

Poteau: November 2025

Quinton: January 2026

Wilburton: March 2026

Stigler: July 2026

Talihina: Scheduled September 2026



Employee ~~Health Insurance~~ Benefits Policy

Southeast Oklahoma Library System provides ~~health insurance~~ a benefits allowance to all employees regularly scheduled to work more than 24 hours per week, ~~per the requirements of our insurance provider~~ with which employees may choose from a selection of health insurance and related products that SEOLS has contracted to offer. These products will include health, vision, dental, and life insurance, as well as other products that SEOLS may choose to make available. SEOLS will deduct from the employee's paycheck the cost of benefit selections that exceed the benefit allowance.

~~SEOLS will pay the entire premiums for Health-Choice's High health insurance plan, Dental and Basic Life. Employees may add vision insurance and additional life coverage at their own expense and eligibility.~~ Employees may add spouse and dependent coverage under the limits of the provider's policies. They may use their benefit allowance or if they can agree to allow SEOLS to automatically deduct the costs from their paycheck for coverages that exceed the SEOLS-provided benefit allowance.

If an employee has other group or qualified individual health coverage or if they are eligible for Indian Health Services or military health benefits, they may opt out of health insurance coverage through SEOLS. Eligible employees who opt out of coverage will receive half of their unused benefit premiums allowance as part of the regular payroll in lieu of providing the coverage described above. If an employee qualifies and elects to receive the payment, the payment is subject to all applicable taxes and payroll deductions.

Employees may only add or change coverage upon being hired, during the annual open enrollment period, or upon experiencing a qualifying life event as defined by our insurance provider.

According to the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may choose to continue group health benefits for a limited period after leaving the company. This can happen after they experience a qualifying event, i.e. termination for reasons other than gross misconduct or reduction in your hours of employment. Covered spouses and children may also be able to extend their health coverage after certain qualifying events. Continuing coverage is at the expense of the employee.

~~SEOLS may make optional coverage, such as AFLAC, available and will deduct premiums from employees' salaries for their convenience.~~

App 3/13/2018

Reviewed by committee 5/4/2023



4.05: Health Insurance Recommendation Presented by the Personnel Committee

The Personnel Committee met on August 27th and recommends retaining HealthChoice while offering participants the opportunity to enroll in any of HealthChoice's available plans.

This option, while costing the library system more money, ensures continuity of services for participating employees, including retaining benefits such as \$0 copay select procedures and telehealth urgent care visits. Just as importantly, it provides more affordable options for employees who have, at their own cost, added children to their health insurance coverage.

Presented motion: To continue with HealthChoice as SEOLS' health insurance provider and to allow staff to select from any of the plans available using their board approved benefit allowance.



SOUTHEAST OKLAHOMA LIBRARY SYSTEM

HealthChoice Summary

Plan / Benefit	HealthChoice High	HealthChoice Basic	HealthChoice High Deductible	Community Care HMO	GlobalHealth HMO
Deductible (In-Network // Out-of-Network) — Individual					
		Plan pays first \$500 or \$250 per family member			
	\$750/\$2,000		\$750/\$2,000	No deductible	No deductible
Out-of-Pocket Max (In // Out) — Individual					
	\$3,300/\$8,400	\$4,000/\$9,000	\$6,000/\$12,000	\$4,000/\$10,000	\$4,000/\$12,000
Coinsurance & Physician Services					
Primary Care / Specialist Visit	\$30 \$50	First \$1 then 50% after	\$30 \$50	\$25 \$50	\$0 \$50
Hospital & Urgent Care					
ER Copay / Coinsurance	\$200/ 20% of allowed after deductible		\$200/ 20% of allowed after deductible	\$300 (waived if admitted)	\$400 (waived if admitted)
Urgent Care Visit	\$30/20% of allowed after deductible	1st-dollar coverage then 50% of allowed after deductible	\$30 copay/50% of allowed	\$50	\$25
In-Patient			20% after deductible	\$400 day	\$300 day /
Out-Patient	20% after deductible			\$2,000 max / admission	\$900 admission
Surgery				\$350 copay per visit	\$300/\$800 preferred/non
Prescription Drugs					
Preferred		\$10/\$45/\$75			
Tiered Pricing					
Employee	\$818.66	\$671.52	\$588.82	\$749.36	\$1,257.14
+ Spouse	\$1,778.46	\$1,459.58	\$1,280.32	\$1,759.70	\$3,112.78
+ Child	\$1,230.46	\$1,017.82	\$892.56	\$1,279.34	\$1,975.04
+ Children	\$1,517.44	\$1,257.30	\$1,102.64	\$1,648.76	\$2,429.50
+ Spouse & Child	\$2,190.26	\$1,805.88	\$1,584.06	\$2,289.68	\$3,830.68
+ Spouse & Children	\$2,477.24	\$2,045.36	\$1,794.14	\$2,659.10	\$4,285.14
+ Family	n/a	n/a	n/a	n/a	n/a
Monthly for 45 Staff	\$36,839.70	\$30,218.40	\$26,496.90	\$33,721.20	\$56,571.30
Annual Costs	\$442,076.40	\$362,620.80	\$317,962.80	\$404,654.40	\$678,855.60



Blue Cross Blue Shield Summary

Plan / Benefit	MOBAP1015 HSA Blue Advantage	MOBAP 0156	MOBAP 0106	Alternate BCBS Base Plan	+ GAP 500 1000 2000		
Deductible (In-Network // Out-of-Network) — Individual							
	\$3,500 //	\$1,100 //	\$3,100 //	\$3,650	\$500/\$1,000 \$1,000/ \$2,000		
	\$7,000	\$3,300	\$6,200	/ \$7,300	\$2,000/\$4,000		
Out-of-Pocket Max (In // Out) — Individual							
	\$3,500 //	\$7,400 //	\$7,250 //	\$7,250/\$	\$500/\$1,000 \$1,000/ \$2,000		
	\$7,000	\$14,800	\$21,750	14,500	\$2,000/\$4,000		
Coinsurance & Physician Services							
Primary							
Care /	100% / 100%	\$35 / \$0	\$25 / \$0	35	35	35	35
Specialist							
Visit	1	60	50	70	70	70	70
Hospital & Urgent Care							
ER Copay /							
Coinsure	NA // 100%	\$500 // 80%	\$500 // 70%	DC			
Urgent							
Care Visit	1	50	50	DC	GAP Deduct then 100%		
In-Patient	100%	\$750	\$750	DC			
Out-Patient							
Surgery	100%	\$250	\$250	DC			
Prescription Drugs							
Preferred					\$0/\$10/\$50/\$100/\$250/\$350		
Tiered Pricing							
Employee	\$680.97	\$739.71	\$692.24	\$563.83	\$745.44 \$717.23 \$676.01		
+ Spouse	\$1,617.30	\$1,756.81	\$1,644.08	\$1,339.09	\$1,644.24 \$1,593.47 \$1,519.27		
+ Child	\$2,153.21	\$2,338.97	\$2,188.87	\$1,782.81	\$2,132.22 \$2,073.36 \$1,987.35		
+ Children	2153.21	2338.97	2188.87	1782.81	2132.22 2073.36 1987.35		
+ Family	\$3,089.53	\$3,356.08	\$3,140.71	\$2,558.09	\$3,015.85 \$2,937.20 \$2,822.24		
Monthly for 45 Staff	\$30,643.65	\$33,286.95	\$31,150.80	\$25,372.35	\$33,544.80 \$32,275.35 \$30,420.45		
Annual Costs	\$367,723.80	\$399,443.40	\$373,809.60	\$304,468.20	\$402,537.60 \$387,304.2 \$365,045.40		



Advantages of remaining with HealthChoice

Advantage	Why it may matter
Comfort	SEOLS has been with HealthChoice for many years. Staff are familiar with it and this would therefore cause the least stress for staff.
Pricing for adding children	HealthChoice's cost for adding children is significantly less. SEOLS currently has three employees who add coverage for children to their insurance. A change would likely force those employees to look at the state's healthcare portal for more affordable insurance coverage.
Zero cost care	HealthChoice has negotiated zero cost select procedures with various providers. For example, if you use the contracted provider, carpal tunnel surgery can be performed at no cost.

Advantages of moving to Blue Cross Blue Shield

Advantage	Why it may matter
Lowest employee-only premium	If SEOLS focuses only on the cost for coverage of our employees, BCBS could save SEOLS approximately \$40,000 annually.
Out-of-pocket maximum and deductible	BCBS GAP coverage creates the best deductible and out-of-pocket maximum options for employees. GAP500, GAP1000, and GAP2000 show separate GAP deductibles, followed by 100% coverage for the listed ER, urgent care, inpatient, and outpatient surgery services.
Flat rate for adding children	Unlike HealthChoice, the price listed for adding a child includes all dependent children.
Price Locks	Health and life insurance premiums are locked for 3 years. Dental and vision insurance prices are locked for two years. This would give SEOLS controlled benefits costs for the next three years.

The Decision

Priority	Best Solution
The best financial value to the system	Blue Cross Blue Shield offers savings of approximately \$40,000 a year with prices locked in for three years. This would mean a savings of at least \$120,000 within that time span over continuing with HealthChoice. For the employee, this would provide the lowest deductible and out-of-pocket choice. We would also have a dedicated broker to facilitate enrollment and any questions or problems staff might have.
Affordable support for dependents in an effort to improve recruitment and retention	HealthChoice offers plans that makes adding a child only \$74 a month for a staff member and \$284 a month for adding multiple children. All options for adding children with BCBS costs several hundreds more dollars than the monthly benefit allowance would be.



4.06 Benefit Allowance Recommendation from the Personnel Committee.

The table below lists all of the health insurance options provided by HealthChoice. Historically, SEOLS has paid for HealthChoice High, HealthChoice Dental, and Basic Life (bolded). Switching to a benefit allowance model using this same standard results in a monthly benefit allowance of \$875.46 for qualified employees.

In July's meeting I discussed the possibility of SEOLS paying for short-term disability for all qualified employees. Since that meeting, I reconsidered my approach as we evolved our benefits policy. Instead of thrusting a product on employees, I instead proposed increasing the benefit allowance by \$25 a month so that eligible employees can add additional product(s) of their own choosing. For example, one employee may want to add the short-term disability, while another might want to add a hospitalization policy from Aflac, but ultimately the choice in how those dollars are used remains up to the employee. On August 27th, the Personnel Committee met and voted to recommended this \$900.46 as the monthly benefit allowance.

2027 Options	Allowance Based on Current Model	Allowance Proposal by Personnel Committee
HealthChoice High	\$818.66	\$818.66
HealthChoice Basic	\$671.52	\$671.52
HealthChoice High Deductible	\$588.82	\$588.82
Community Care HMO	\$749.36	\$749.36
GlobalHealth HMO	\$1,257.14	\$1,257.14
Dental		
BCBSOK-BlueCare Dental High Plan	\$39.28	\$39.28
BCBSOK-BlueCare Dental Low Plan	\$24.92	\$24.92
Cigna Prepaid	\$13.94	\$13.94
Delta Dental PPO	\$41.30	\$41.30
Delta Dental PPO-Choice	\$18.60	\$18.60
HealthChoice Dental	\$51.60	\$51.60
MetLife High Classic MAC	\$57.46	\$57.46
MetLife Low Classic MAC	\$30.14	\$30.14
Sun Life Preferred Active PPO	\$40.48	\$40.48
Vision		
Primary Vision Care Services	\$10.40	\$10.40
Superior Vision	\$7.40	\$7.40
Unity Vision	\$15.48	\$15.48
Vision Service Plan (VSP)	\$8.62	\$8.62
Basic Life	\$5.20 (\$20,000)	\$5.20 (\$20,000)
AFLAC & Other (a la carte)	\$0	\$25
Proposed Benefit Allowance	\$875.46	\$900.46
Annual Cost for 45 Employees	\$472,748.40	\$486,428.40



ENVISIONWARE®
 Enriching Public Library Service Inside and Out
 EnvisionWare, Inc.
 3820 Mansell Road, Suite 350, Alpharetta, GA 30022
 Toll Free 800.216.8370 International+1 678.382.6500

Quotation

US-103878

8/17/2026

Bill To

Southeast Oklahoma Library System
 2820 North Main
 McAlester OK 74501
 United States

TOTAL

\$7,900.00

Quote Expires: 11/15/2026

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Himes, John
Quotation Title		Memo	
Locker Moves		Moving two Locker Systems	

Qty	Item / Description	Ship To	Unit Price	Amount
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Description

EnvisionWare will be moving (2) currently placed Locker System to new locations.

Locker #1 - McAlester City Hall - 28 E Washington Ave, McAlester OK 74501 will move to 401 N 2nd Street, McAlester OK 74501

Locker #2 - Tupelo Holds Locker - 108 S 4th Street, Tupelo OK 74572 will move to Idabel Public Library - 103 East Main, Idabel OK 74745

EnvisionWare will also conduct Staff Training at Idabel Library on the use of the Holds Lockers.

Description

If the Library has a truck to haul the Locker Towers to the new locations we will use it. If not, a U-Haul will need to be rented and that expense will also be passed to the Library.



Quotation**US-103878**

8/17/2026

Qty	Item / Description	Ship To	Unit Price	Amount
1	PS-FR-U Flat Rate Project ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES <i>EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.</i> <i>** This quote is based on a flat rate of \$5,850 dollars, inclusive of up to 26 hours of Professional Services. Any services requested beyond 26 hours will require a Change Order. **</i> <i>++ Travel Costs: The fixed project price excludes travel costs for onsite services, which will be billed separately.</i> ++		\$5,850.00	\$5,850.00
1	PS-EXPFF-U 1st Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.		\$1,250.00	\$1,250.00
2	PS-EXPFF-U Additional Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.		\$400.00	\$800.00
SUBTOTAL Services SUBTOTAL for EnvisionWare Professional Services				\$7,900.00



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Subtotal \$7,900.00

Discount

Freight \$0.00

Tax \$0.00

PST-CA

Freight charges are estimated; actual charges will be billed.

This quotation excludes any tariffs and/or import duties unless otherwise specified.

Send your purchase order or email confirmation to:

EMAIL : orders@envisionware.com | **FAX :** +1 678.382.6501

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: _____ Date: _____

Total **\$7,900.00**



