



Agenda
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
NOVEMBER 19, 2024, 12:00 NOON
stillwaterok.gov/library

NOTE: The Stillwater Public Library Board will gather in the North Building Conference Room 313 beginning at 11:30 a.m. for lunch. No Stillwater Public Library Board business will be discussed or acted upon at this time. This is not a closed session and members of the public and press are welcome to attend. Lunch will not be provided to anybody in attendance.

1. CALL MEETING TO ORDER

2. CONSENT DOCKET

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

- a) Minutes: Sept. 24, 2024, Regular Meeting
- b) Stillwater Public Library Sept. and Oct. 2024 Financial Reports
- c) Stillwater Public Library Sept. and Oct. 2024 Activity Report

3. PUBLIC COMMENT ON AGENDA ITEMS

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

4. GENERAL ORDERS

The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

- a) Consider approval of 2025 meeting dates
- b) Consider approval of 2025 Stillwater Literacy Council space agreement
- c) Consider approval of revised Patron Confidentiality Policy
- d) Consider acceptance and approval of \$100,000 grant contract with ODL for the purchase of e-materials for Oklahoma Virtual Library
- e) Update on fire suppression system replacement

5. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director
 - i. Request for a Library Board member to be a reader at library Readathon
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

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

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



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
SEPTEMBER 24, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present: Mike Woods, Martha McMillian, Donna Sinnes, Kathryn Ross, Matt Upson, Sharon Edwards

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER The meeting was called to order at 12 p.m.

2. CONSENT DOCKET

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

- a) Minutes: August 27, 2024, Regular Meeting
- b) Stillwater Public Library August 2024 Financial Reports
- c) Stillwater Public Library August 2024 Activity Report

McMillian asked about the Other category under Patron Profile in the activities report. DeLano explained that these profiles do not fall into the main patron categories and include accounts such as those for administrative, temporary, and staff use. This category exists so patron statistics are not inflated.

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

3. PUBLIC COMMENT ON AGENDA ITEMS

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

4. GENERAL ORDERS

The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

- a) Consider August 2024 update of 2022-25 Long Range Plan activities
DeLano and the board discussed action steps completed from March-August 2024.
- b) Update on 2025-28 Long Range planning
Fees to guide the long-range planning process will be approximately \$3,000. A pre-planning session will take place on September 30. Three planning sessions will take place on October 29, November 19, and December 12. Upson and Ross plan to attend when possible.
- c) Update on 5-year trend statistics
DeLano explained that she used data collected from state aid reports to compile 5-year trend statistics. Woods asked what MOE means. DeLano explained it means maintenance of effort which is the minimum contribution of funds the City of Stillwater must provide for the library to receive State Aid money. One trend of note is that the Oklahoma Department of Libraries (ODL) is not providing as much funding for Oklahoma Virtual Library titles. ODL staff recently indicated that \$100,000 will be earmarked for Stillwater Public Library for the upcoming fiscal year.
- d) Update on library staff salaries
DeLano continues to request increases in supervisors' salaries to bring them up to equivalent positions within the City of Stillwater. Due to changes at the Department of Labor, supervisor positions at the library will no longer fall under exempt status starting January 2025. Assistant City Manager Driskel said she will pursue an increase to supervisors' salary to allow them to remain exempt.

5. REPORTS FROM OFFICERS & BOARDS

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

- a) Miscellaneous items from the Library Director

The fall book sale was busy and successful. LexiCon will take place October 24-26. Recent meetings regarding the fire suppression project included discussions with IT, the Fire Marshal, and Community Development. A pre-bid meeting will take place on October 2. All entities that will bid on the project must attend. Staff members have created a floor plan for a temporary library in the north building. Public meetings will be relocated to other spaces including the Community Center during the project.

- b) Miscellaneous items from the Library Board

Sinnes recently saw t-shirts for the Shusterman Library at OU Tulsa and suggested a similar shirt could be made for the Stillwater Public Library. DeLano said an upcoming objective this year will include an online store with library t-shirts and other items for sale. Upson invited board members to a forthcoming series about the USS Oklahoma.

- i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Ross/Sinnes move to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:03 p.m.

Prepared by: Naomi Brown, Recording Secretary

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

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Object - Description		Budget	Month to date		Year to date		Report Date: 09/30/2024		
			Actual		Actual		Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration									
Revenue									
43100 - Federal Grant Revenue	825.00	0.00	824.68	0.00	0.00	0.32	0.03%		
45000 - Fines & Forfeitures	20,000.00	1,274.44	4,079.23	0.00	0.00	15,920.77	79.60%		
47012 - Misc Fees	9,000.00	1,279.40	4,342.23	0.00	0.00	4,657.77	51.75%		
47501 - Room Rental	11,000.00	7,181.00	11,198.75	0.00	0.00	-198.75	-1.80%		
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
48701 - Donations	23,363.00	23,157.97	23,420.75	0.00	0.00	-57.75	-0.24%		
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Revenue Total:	64,188.00	32,892.81	43,865.64	0.00	0.00	20,322.36	31.66%		
Expenditure									
51001 - Full Time	699,471.00	52,108.82	149,300.57	0.00	0.00	550,170.43	78.65%		
51002 - Part Time	294,720.00	19,761.77	58,218.55	0.00	0.00	236,501.45	80.24%		
51003 - Overtime	500.00	0.00	119.56	0.00	0.00	380.44	76.08%		
51004 - Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
51005 - On-Call	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
51021 - Social Security	76,093.00	5,255.91	15,319.34	0.00	0.00	60,773.66	79.86%		
51022 - Retirement	41,998.00	3,126.50	8,965.13	0.00	0.00	33,032.87	78.65%		
52012 - Vehicle Repair Parts	500.00	212.16	216.60	0.00	0.00	283.40	56.68%		
52031 - Office Supplies	1,700.00	0.00	158.14	0.00	230.89	1,310.97	77.11%		
52034 - Postage	200.00	0.00	0.00	0.00	0.00	200.00	100.00%		
52036 - Janitorial Supplies	5,100.00	624.37	624.37	928.61	3,547.02	69.54%			
52040 - Books & Publications	88,300.00	4,698.13	12,971.57	74,848.43	480.00	0.54%			
52041 - Clothing & Uniforms	600.00	0.00	300.00	0.00	300.00	50.00%			
52043 - Vehicle Fuel & Oil	450.00	28.83	46.04	0.00	403.96	89.76%			
52046 - Supplies	10,000.00	349.96	1,115.61	1,635.68	7,248.71	72.48%			
53001 - Natural Gas	6,000.00	164.80	314.77	0.00	5,685.23	94.75%			
53004 - Telecommunications	7,640.00	52.15	156.45	0.00	7,483.55	97.95%			
53011 - Equipment Rental	6,000.00	0.00	858.23	5,002.19	139.58	2.32%			
53020 - Repair-Structures	14,743.00	200.00	4,274.42	4,533.00	5,935.58	40.26%			
53023 - Repair-HVAC	23,250.00	104.60	1,340.40	16,500.00	5,409.60	23.26%			
53041 - Donations	47,807.00	134.79	4,046.79	5,296.39	38,463.82	80.45%			
53045 - Grant Expenditure	41,213.00	18,767.90	26,113.31	13,039.46	2,060.23	5.00%			
53049 - Cash Short	0.00	-1.40	-1.52	0.00	1.52	0.00%			
53054 - Dues & Subscriptions	737.00	0.00	196.00	0.00	541.00	73.40%			
53055 - Training	1,300.00	0.00	0.00	249.00	1,051.00	80.84%			

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 09/30/2024

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53062 - Refunds	200.00	0.00		0.00		0.00	200.00	100.00%
53064 - Contract for Services	9,985.00	549.85		764.10		9,206.90	14.00	0.14%
53066 - Miscellaneous Services	250.00	17.50		17.50		132.50	100.00	40.00%
53068 - Travel Expense	750.00	0.00		0.00		40.00	710.00	94.66%
53071 - Software Maintenance	51,295.00	0.00		44,650.43		1,851.32	4,793.25	9.34%
53083 - Employee Discounts	0.00	0.00		1,897.50		0.00	-1,897.50	0.00%
56000 - Direct Costs	413.00	34.00		102.00		0.00	311.00	75.30%
56001 - Indirect Costs	422.00	35.00		105.00		0.00	317.00	75.11%
Expenditure Total:	1,431,637.00	106,225.64		332,190.86		133,494.37	965,951.77	67.47%
Key Total:	(1,367,449.00)	(73,332.83)		(288,325.22)		(133,494.37)	(945,629.41)	69.15%

Sept. 30, 2024

Experimental Finance Template

% Year remaining: 75.00%

Fixed costs encumbered so % is low

Concerns & oddities

Revenue

000 -

Revenue going to City

	Projected Annual Collections	Total Collected this month	Total Collected this year	NA	Remainder Projected to be Collected (neg=collected more than planned)
45000 - Fines & Forfeits	20,000.00	1,274.44	4,079.23	0.00	15,920.77
47012 - Misc Fees	9,000.00	1,279.40	4,342.23	0.00	4,657.77
47501 - Room Rental	11,000.00	7,181.00	11,198.75	0.00	-198.75
Total	40,000	9,734.84	19,620.21	0.00	20,379.79

Revenue

000 -

Revenue from 2023-24
grants

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to receive from grantor (if neg. total, then do budget amend)
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
43100 - Federal Grants	825.00	0.00	824.68	0.00	0.32
43200 - State Grants	0.00	0.00	0.00	0.00	0.00
Total	825	0.00	824.68		0.32

Revenue

000 -

Revenue from 2023-24
donations

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to be received (if neg. total, then do budget amend; postive = rounding error)
48701 - Donations	23,363.00	23,157.97	23,420.75	0.00	-57.75
Total	23,363.00	23,157.97	23,420.75	0.00	-57.75

Expenditure

100 -

Personal Services

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (minus encumbrances)	Pct. Remaining
51001 - Full Time	699,471.00	52,108.82	149,300.57	0.00	550,170.43	78.66%
51002 - Part Time	294,720.00	19,761.77	58,218.55	0.00	236,501.45	80.25%
51003 - Overtime	500.00	0.00	119.56	0.00	380.44	76.09%
51021 - Social Security	76,093.00	5,255.91	15,319.34	0.00	60,773.66	79.87%
51022 - Retirement	41,998.00	3,126.50	8,965.13	0.00	33,032.87	78.65%
Total	1,112,782.00	80,253.00	231,923.15	0.00	880,858.85	

200 -

Materials & Supplies

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
52012 - Vehicle Rep.Parts	500.00	212.16	216.60	0.00	283.40	56.68%
52031 - Office Supplies	1,700.00	0.00	158.14	230.89	1,310.97	77.12%
52034 - Postage	200.00	0.00	0.00	0.00	200.00	100.00%
52036 - Janitorial Supplies	5,100.00	624.37	624.37	928.61	3,547.02	69.55%
52040 - Books & Pubs	88,300.00	4,698.13	12,971.57	74,848.43	480.00	0.54%
52041 - Clothing/Uniforms	600.00	0.00	300.00	0.00	300.00	50.00%
52042 - Food	0.00	0.00	0.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	28.83	46.04	0.00	403.96	89.77%

52046 - Supplies	10,000.00	349.96	1,115.61	1,635.68	7,248.71	72.49%
Total	106,850.00	5,913.45	15,432.33	77,643.61	13,774.06	

300 -

Other Services & Fees

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
53001 - Natural Gas	6,000.00	164.80	314.77	0.00	5,685.23	94.75%
53004 - Telecom	7,640.00	52.15	156.45	0.00	7,483.55	97.95%
53011 - Equipment Rental	6,000.00	0.00	858.23	5,002.19	139.58	2.33%
53020 - Repair-Structures	14,743.00	200.00	4,274.42	4,533.00	5,935.58	40.26%
53023 - Repair-HVAC	23,250.00	104.60	1,340.40	16,500.00	5,409.60	23.27%
53041 - Donations	47,807.00	134.79	4,046.79	5,296.39	38,463.82	80.46%
53045 - Grant Expenditure	41,213.00	18,767.90	26,113.31	13,039.46	2,060.23	5.00%
53049 - Cash Short	0.00	-1.40	-1.52	0.00	1.52	0.00%
53054 - Dues	737.00	0.00	196.00	0.00	541.00	73.41%
53055 - Training	1,300.00	0.00	0.00	249.00	1,051.00	80.85%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Cont. for Services	9,985.00	549.85	764.10	9,206.90	14.00	0.14%
53066 - Misc. Services	250.00	17.50	17.50	132.50	100.00	40.00%
53068 - Travel Expense	750.00	0.00	0.00	40.00	710.00	94.67%
53071 - Software Maint	51,295.00	0.00	44,650.43	1,851.32	4,793.25	9.34%
Total	211,170.00	19,990.19	82,730.88	55,850.76	72,588.36	

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Object - Description		Budget		Month to date		Year to date		Encumbrance		Report Date:		Pct.
Key: 1015510 - Library administration				Actual	Actual	Actual	Actual		Balance	Rem.	10/31/2024	
Revenue												
43100 - Federal Grant Revenue	825.00	0.00	824.68	0.00	0.32	0.03%						
45000 - Fines & Forfeitures	20,000.00	1,342.39	5,421.62	0.00	14,578.38	72.89%						
47012 - Misc Fees	9,000.00	1,435.55	5,777.78	0.00	3,222.22	35.80%						
47501 - Room Rental	11,000.00	-1,216.25	9,982.50	0.00	1,017.50	9.25%						
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%						
48701 - Donations	23,363.00	57.97	23,478.72	0.00	-115.72	-0.49%						
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%						
Revenue Total:	64,188.00	1,619.66	45,485.30	0.00	18,702.70	29.13%						
Expenditure												
51001 - Full Time	699,471.00	52,707.80	202,008.37	0.00	497,462.63	71.11%						
51002 - Part Time	294,720.00	19,316.93	77,535.48	0.00	217,184.52	73.69%						
51003 - Overtime	500.00	0.60	120.16	0.00	379.84	75.96%						
51004 - Allowance	0.00	0.00	0.00	0.00	0.00	0.00%						
51005 - On-Call	0.00	0.00	0.00	0.00	0.00	0.00%						
51021 - Social Security	76,093.00	5,267.65	20,586.99	0.00	55,506.01	72.94%						
51022 - Retirement	41,998.00	3,162.47	12,127.60	0.00	29,870.40	71.12%						
52012 - Vehicle Repair Parts	500.00	0.00	216.60	0.00	283.40	56.68%						
52031 - Office Supplies	1,700.00	230.89	389.03	0.00	1,310.97	77.11%						
52034 - Postage	200.00	0.00	0.00	0.00	200.00	100.00%						
52036 - Janitorial Supplies	5,100.00	887.54	1,511.91	846.55	2,741.54	53.75%						
52040 - Books & Publications	88,300.00	8,729.44	21,701.01	66,118.99	480.00	0.54%						
52041 - Clothing & Uniforms	600.00	0.00	300.00	0.00	300.00	50.00%						
52043 - Vehicle Fuel & Oil	450.00	0.00	46.04	0.00	403.96	89.76%						
52046 - Supplies	10,000.00	1,448.61	2,564.22	461.47	6,974.31	69.74%						
53001 - Natural Gas	6,000.00	164.80	479.57	0.00	5,520.43	92.00%						
53004 - Telecommunications	7,640.00	52.15	208.60	0.00	7,431.40	97.26%						
53011 - Equipment Rental	6,000.00	992.54	1,850.77	4,009.65	139.58	2.32%						
53020 - Repair-Structures	14,743.00	110.00	4,384.42	4,428.00	5,930.58	40.22%						
53023 - Repair-HVAC	23,250.00	0.00	1,340.40	16,500.00	5,409.60	23.26%						
53041 - Donations	47,807.00	2,416.81	6,463.60	6,019.53	35,323.87	73.88%						
53045 - Grant Expenditure	41,213.00	11,392.10	37,505.41	1,647.36	2,060.23	5.00%						
53049 - Cash Short	0.00	-2.00	-3.52	0.00	3.52	0.00%						
53054 - Dues & Subscriptions	737.00	0.00	196.00	0.00	541.00	73.40%						
53055 - Training	1,300.00	378.73	378.73	0.00	921.27	70.86%						

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 10/31/2024

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53062 - Refunds	200.00	0.00		0.00		0.00	200.00	100.00%
53064 - Contract for Services	9,985.00	1,479.90		2,244.00		7,727.00	14.00	0.14%
53066 - Miscellaneous Services	250.00	0.00		17.50		132.50	100.00	40.00%
53068 - Travel Expense	750.00	0.00		0.00		40.00	710.00	94.66%
53071 - Software Maintenance	51,295.00	575.00		45,225.43		1,126.32	4,943.25	9.63%
53083 - Employee Discounts	0.00	-2,135.00		-237.50		0.00	237.50	0.00%
56000 - Direct Costs	413.00	34.00		136.00		0.00	277.00	67.07%
56001 - Indirect Costs	422.00	35.00		140.00		0.00	282.00	66.82%
Expenditure Total:	1,431,637.00	107,245.96		439,436.82		109,057.37	883,142.81	61.68%
Key Total:	(1,367,449.00)	(105,626.30)		(393,951.52)		(109,057.37)	(864,440.11)	63.21%

Oct. 31, 2024

Experimental Finance Template

% Year remaining: 66.67%

Fixed costs encumbered so % is low

Concerns & oddities

Revenue

000 -

Revenue going to City

	Projected Annual Collections	Total Collected this month	Total Collected this year	NA	Remainder Projected to be Collected (neg=collected more than planned)
45000 - Fines & Forfeits	20,000.00	1,342.39	5,421.62	0.00	14,578.38
47012 - Misc Fees	9,000.00	1,435.55	5,777.78	0.00	3,222.22
47501 - Room Rental	11,000.00	-1,216.25	9,982.50	0.00	1,017.50
Total	40,000	1,561.69	21,181.90	0.00	18,818.10

Revenue

000 -

Revenue from 2023-24

grants

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to receive from grantor (if neg. total, then do budget amend)
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
43100 - Federal Grants	825.00	0.00	824.68	0.00	0.32
43200 - State Grants	0.00	0.00	0.00	0.00	0.00
Total	825	0.00	824.68		0.32

Revenue

000 -

Revenue from 2023-24

donations

	Total funds carried forward + BA amount taken to CC	Total received this month	Total received this year	NA	Remainder to be received (if neg. total, then do budget amend; postive = rounding error)
48701 - Donations	23,363.00	57.97	23,478.72	0.00	-115.72
Total	23,363.00	57.97	23,478.72	0.00	-115.72

Expenditure

100 -

Personal Services

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (minus encumbrances)	Pct. Remaining
51001 - Full Time	699,471.00	52,707.80	202,008.37	0.00	497,462.63	71.12%
51002 - Part Time	294,720.00	19,316.93	77,535.48	0.00	217,184.52	73.69%
51003 - Overtime	500.00	0.60	120.16	0.00	379.84	75.97%
51021 - Social Security	76,093.00	5,267.65	20,586.99	0.00	55,506.01	72.94%
51022 - Retirement	41,998.00	3,162.47	12,127.60	0.00	29,870.40	71.12%
Total	1,112,782.00	80,455.45	312,378.60	0.00	800,403.40	

200 -

Materials & Supplies

	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
52012 - Vehicle Rep.Parts	500.00	0.00	216.60	0.00	283.40	56.68%
52031 - Office Supplies	1,700.00	230.89	389.03	0.00	1,310.97	77.12%
52034 - Postage	200.00	0.00	0.00	0.00	200.00	100.00%
52036 - Janitorial Supplies	5,100.00	887.54	1,511.91	846.55	2,741.54	53.76%
52040 - Books & Pubs	88,300.00	8,729.44	21,701.01	66,118.99	480.00	0.54%
52041 - Clothing/Uniforms	600.00	0.00	300.00	0.00	300.00	50.00%
52042 - Food	0.00	0.00	0.00	0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	46.04	0.00	403.96	89.77%

52046 - Supplies	10,000.00	1,448.61	2,564.22	461.47	6,974.31	69.74%
Total	106,850.00	11,296.48	26,728.81	67,427.01	12,694.18	

300 -

<u>Other Services & Fees</u>	Expenditure budget	Expended this month	Expended this year	Encumbrance	Total remaining (not including encumbrances)	Pct. Remaining
53001 - Natural Gas	6,000.00	164.80	479.57	0.00	5,520.43	92.01%
53004 - Telecom	7,640.00	52.15	208.60	0.00	7,431.40	97.27%
53011 - Equipment Rental	6,000.00	992.54	1,850.77	4,009.65	139.58	2.33%
53020 - Repair-Structures	14,743.00	110.00	4,384.42	4,428.00	5,930.58	40.23%
53023 - Repair-HVAC	23,250.00	0.00	1,340.40	16,500.00	5,409.60	23.27%
53041 - Donations	47,807.00	2,416.81	6,463.60	5,359.95	35,983.45	75.27%
53045 - Grant Expenditure	41,213.00	11,392.10	37,505.41	823.68	2,883.91	7.00%
53049 - Cash Short	0.00	-2.00	-3.52	0.00	3.52	0.00%
53054 - Dues	737.00	0.00	196.00	0.00	541.00	73.41%
53055 - Training	1,300.00	378.73	378.73	0.00	921.27	70.87%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Cont. for Services	9,985.00	1,479.90	2,244.00	7,727.00	14.00	0.14%
53066 - Misc. Services	250.00	17.50	0.00	17.50	132.50	53.00%
53068 - Travel Expense	750.00	0.00	0.00	0.00	40.00	5.33%
53071 - Software Maint	51,295.00	0.00	575.00	45,225.43	330.00	0.64%
Total	211,170.00	17,002.53	55,622.98	84,091.21	65,481.24	

PUBLIC SERVICES

STILLWATER PUBLIC LIBRARY PATRON PROFILE

CITY RESIDENTS/NON-CITY RESIDENTS 20,271 / 2,456

ESTIMATED ADULT REFERENCE

ESTIMATED CHILDREN'S REFERENCE

PROGRAMMING

TECHNICAL SERVICES

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

SEPTEMBER 2024

ADULT SERVICES

<u>3,714</u>	<u>Reference Questions</u>	<u>6</u>	Outreach	<u>171</u>	Participants
	<u>2,695</u>		in person	<u>10</u>	Number of Adult Programs
	<u>631</u>		by phone	<u>74</u>	Attendance at Adult Programs
	<u>388</u>		directional	<u>6</u>	Number of Young Adult Programs
		<u>90</u>	Attendance at Young Adult Programs		
<u>23</u>	Meeting Room Usage	<u>25</u>	Number of Volunteers		
		<u>137.00</u>	Total Volunteer Hours		
		<u>9</u>	Displays		

CHILDREN'S SERVICES

<u>234</u>	<u>Reference Questions</u>				
	<u>212</u>		in person		
	<u>0</u>		by phone		
	<u>22</u>		directional		
<u>6</u>	Number of pre-school programs		(daycare & Headstart)		
<u>200</u>	Attendance at pre-school programs				
<u>30</u>	Number of storyhours				
<u>539</u>	Attendance at storyhours				
<u>9</u>	Number of programs/school visits for school age children		(here or away)		
<u>103</u>	Attendance at programs for school age children				
<u>0</u>	Number of programs for Summer Reading Program				
<u>0</u>	Attendance at Summer Reading Program				
<u>8</u>	Displays				
<u>1</u>	Number of volunteers				
<u>1.50</u>	Total volunteer hours				

REGISTRATION

<u>325</u>	<u>Total new borrowers</u>		
	<u>265</u>	Adults	
	<u>60</u>	Juveniles	

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

SEPTEMBER 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
3,959	4,859	5,265	Fiction
1,480	1,823	1,943	Nonfiction
1,234	1,367	1,432	New books
11	15	23	Multi-language items
6,684	8,064	8,663	Total Book Checkouts
26	12	24	Devices
194	215	156	CD books
78	19	22	Music cds
244	161	272	DVDs & Blu-rays
90	80	170	Book Club Bks
19	32	104	Kits
651	519	748	Total Checkouts
255	390	323	In-library use
37	40	33	ILL
6,143	6,248	5,946	Ebooks
4,660	5,377	5,924	Downloadable audios
327	0	0	Emagazines
0	0	0	Streaming videos
11,422	12,055	12,226	Total Checkouts

29,777 34,676 35,599 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

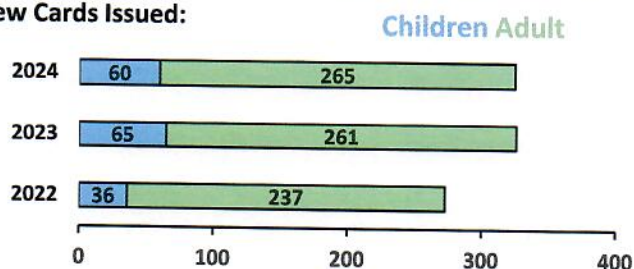
2022	2023	2024	
8,339	10,515	10,502	Fiction
747	1,032	1,025	Nonfiction
546	871	861	New books
116	169	148	Multi-language items
9,748	12,587	12,536	Total Book Checkouts
699	685	656	CD books
3	5	6	Music cds
328	259	303	DVDs & Blu-rays
16	51	76	Kits
1,046	1,000	1,041	Total Checkouts
226	451	385	In-library use

HOMEBOUND/FACILITIES DELIVERIES

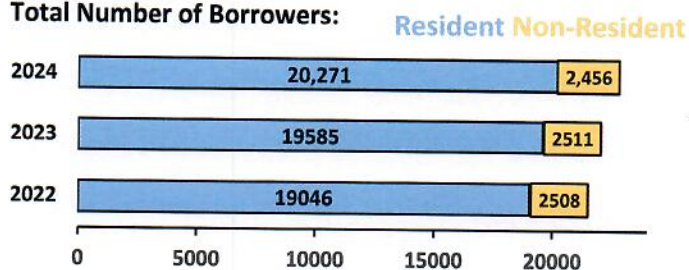
6	Homebound patron deliveries	13	Facilities deliveries
22	Homebound books	16	Deposit collections
		323	Total number of books

SEPTEMBER 2024 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

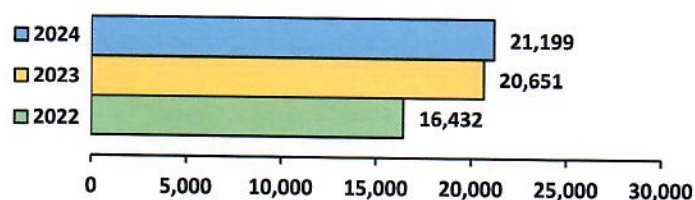


Total Number of Borrowers:

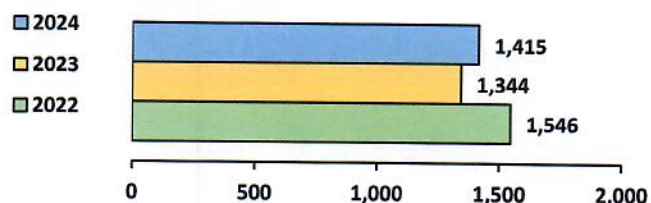


SEPTEMBER 2024 - MONTHLY CIRCULATION:

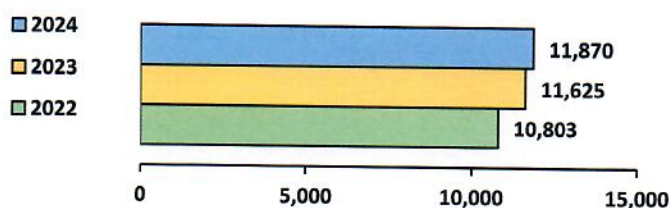
Books:



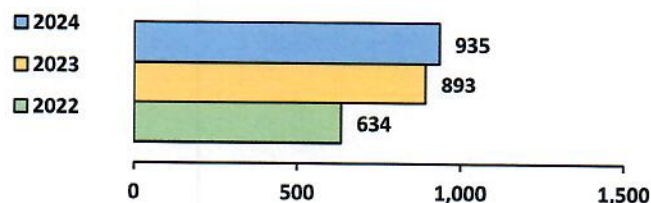
Audio Visual:



Digital:

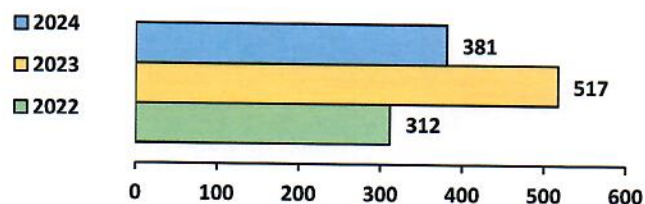


Other Items:

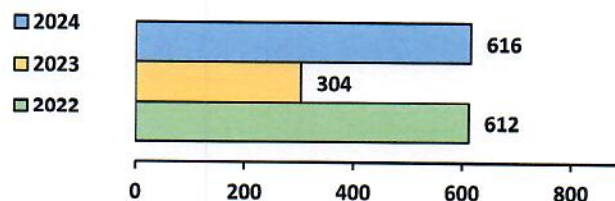


SEPTEMBER 2024 - ITEMS:

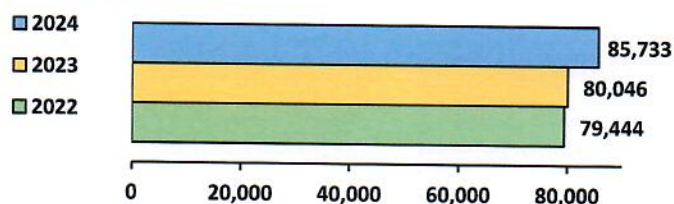
Added This Month:



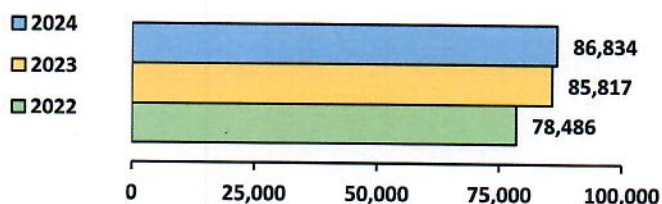
Removed This Month:



Total Physical Items:



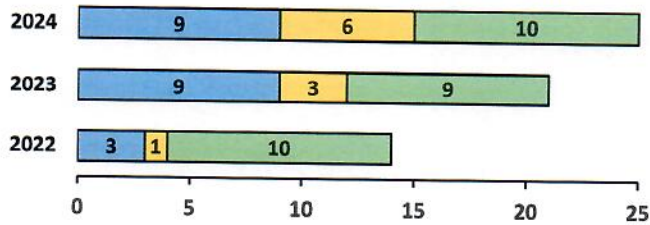
Total Digital Items:



SEPTEMBER 2024 - PROGRAMING:

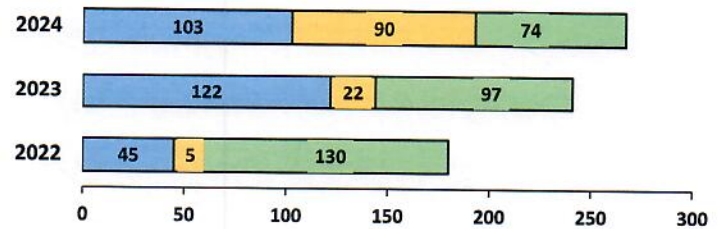
Number of Programs:

Children Teen Adult

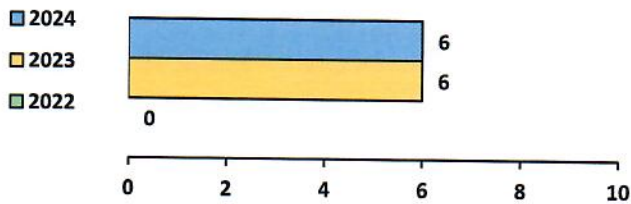


Number of Attendees:

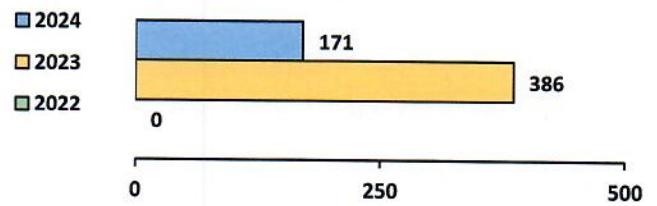
Children Teen Adult



Outreach Number of Events Attended:

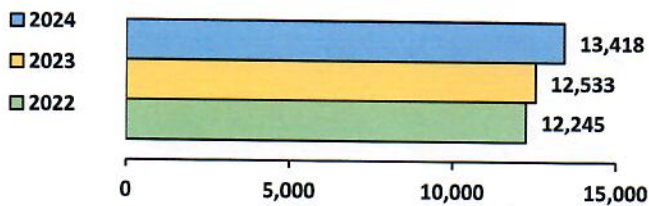


Outreach Number of People Reached:

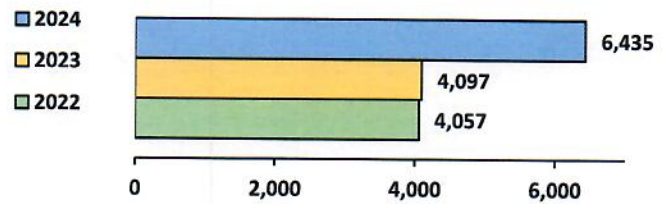


SEPTEMBER 2024 - LIBRARY USE:

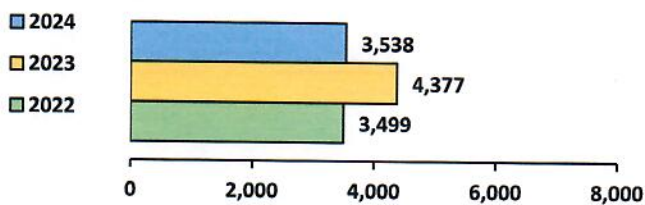
Number of Visitors:



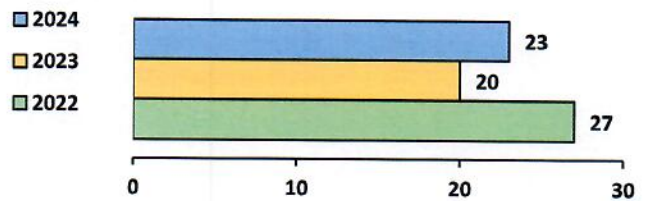
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

OCTOBER 2024

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(8,156)	8,582	ADULT BOOKS	(212)	236	NEW ADULT CARDS
(12,231)	13,118	CHILDREN'S BOOKS	(45)	32	NEW CHILDREN'S CARDS
(18)	20	DEVICES	(22,022)	22,768	TOTAL ACTIVE BORROWERS
(466)	533	VIDEOS	(9)	12	HOMEBOUND & FACILITIES DELIVERIES
(801)	889	AUDIOS	(920)	1,144	COMPUTER
(70)	60	BOOK CLUB BOOKS	(3,021)	6,123	WIRELESS USERS
(27)	29	INTERLIBRARY LOAN	(21)	164	NOTARY SERVICES
(605)	592	IN LIBRARY USE	(3)	4	CURBSIDE DELIVERIES
(6,147)	5,777	EBOOKS			
(5,568)	6,040	DOWNLOADABLE AUDIOS			
(0)	0	EMAGAZINES			
(0)	0	STREAMING VIDEOS			
(86)	183	KITS			
(34,175)	35,823	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(12,871)	13,256	ADULT	(1,768)	1,888	OSU STUDENT
(4,327)	4,361	CHILD	(213)	212	OUT OF COUNTY
			(2,843)	3,051	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			20,315 /	2,453	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(12,987)	17,010	
NUMBER OF VISITORS TO LIBRARY WEBSITE			(12,054)	14,973	

ESTIMATED ADULT REFERENCE

(2,910)	3,529	IN PERSON
(875)	1,075	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(227)	245	IN PERSON
(20)	25	BY TELEPHONE

PROGRAMMING

(24)	30	MEETING ROOM USAGE
(465)	1,021	ADULT LIBRARY PROGRAM ATTENDANCE
(70)	47	YOUNG ADULT PROGRAM ATTENDANCE
(702)	698	STORY TIME ATTENDANCE
(769)	427	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(346)	448	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(699)	396	BOOK MATERIALS	(413)	146
(74)	44	NON-BOOK MATERIALS		
(80,139)	79,891	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(85,508)	86,563	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT OCTOBER 2024

ADULT SERVICES

<u>4,603</u>	<u>Reference Questions</u>	<u>5</u>	Outreach	<u>601</u>	Participants
	<u>3,280</u>		in person	<u>23</u>	Number of Adult Programs
	<u>823</u>		by phone	<u>1,021</u>	Attendance at Adult Programs
	<u>500</u>		directional	<u>4</u>	Number of Young Adult Programs
				<u>47</u>	Attendance at Young Adult Programs
<u>30</u>	Meeting Room Usage	<u>40</u>	Number of Volunteers		
		<u>209.00</u>	Total Volunteer Hours		
		<u>12</u>	Displays		

CHILDREN'S SERVICES

<u>274</u>	<u>Reference Questions</u>		
	<u>232</u>		in person
	<u>9</u>		by phone
	<u>33</u>		directional
<u>10</u>	Number of pre-school programs		(daycare & Headstart)
<u>335</u>	Attendance at pre-school programs		
<u>32</u>	Number of storyhours		
<u>698</u>	Attendance at storyhours		
<u>7</u>	Number of programs/school visits for school age children		(here or away)
<u>92</u>	Attendance at programs for school age children		
<u>0</u>	Number of programs for Summer Reading Program		
<u>0</u>	Attendance at Summer Reading Program		
<u>8</u>	Displays		
<u>1</u>	Number of volunteers		
<u>2.00</u>	Total volunteer hours		

REGISTRATION

<u>268</u>	<u>Total new borrowers</u>
	<u>236</u> Adults
	<u>32</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

OCTOBER 2024

ADULT

Total Book & Non-Book Material Checkouts

2022	2023	2024	
3,842	4,962	5,286	Fiction
1,358	1,830	1,807	Nonfiction
1,204	1,341	1,461	New books
11	23	28	Multi-language items
6,415	8,156	8,582	Total Book Checkouts
24	18	20	Devices
174	153	152	CD books
33	14	13	Music cds
148	175	180	DVDs & Blu-rays
90	70	60	Book Club Bks
4	33	116	Kits
473	463	541	Total Checkouts
346	300	259	In-library use
45	27	29	ILL
6,114	6,147	5,777	Ebooks
4,440	5,568	6,040	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
10,945	12,042	12,105	Total Checkouts
28,147	34,175	35,823	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

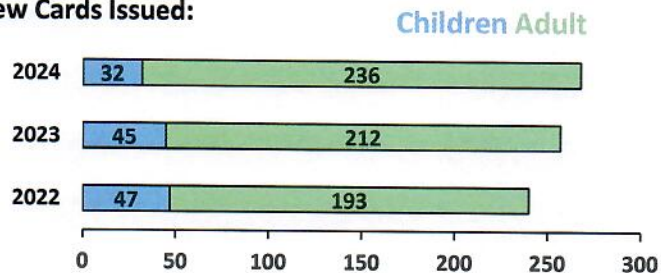
2022	2023	2024	
7,691	10,231	11,117	Fiction
813	1,107	897	Nonfiction
613	737	971	New books
96	156	133	Multi-language items
9,213	12,231	13,118	Total Book Checkouts
590	617	723	CD books
15	17	1	Music cds
318	291	353	DVDs & Blu-rays
7	53	67	Kits
930	978	1,144	Total Checkouts
171	305	333	In-library use

OUTREACH

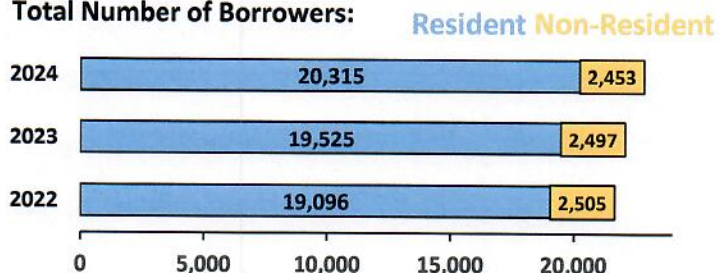
3	Homebound patron deliveries	9	Facility deliveries
7	Homebound items/materials	13	Deposit collections
		260	Total number of books

OCTOBER 2024 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

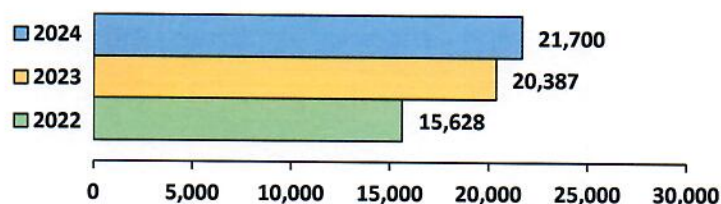


Total Number of Borrowers:

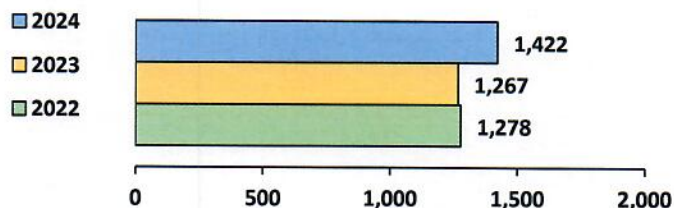


OCTOBER 2024 - MONTHLY CIRCULATION:

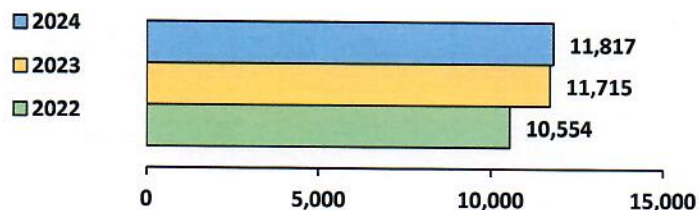
Books:



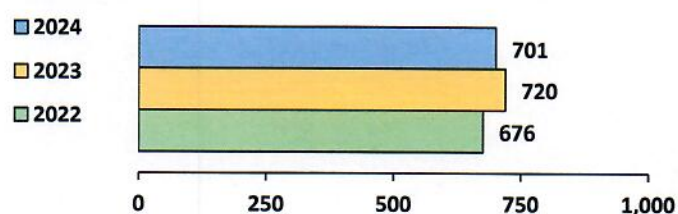
Audio Visual:



Digital:

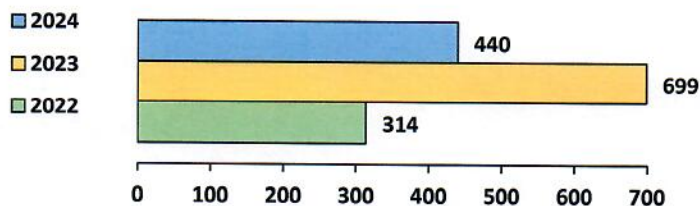


Other Items:

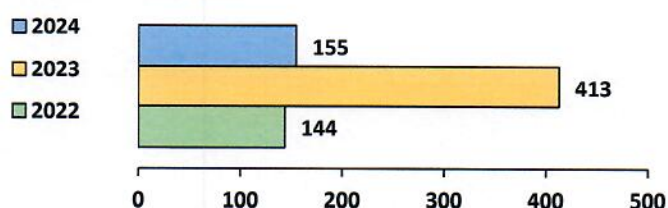


OCTOBER 2024 - ITEMS:

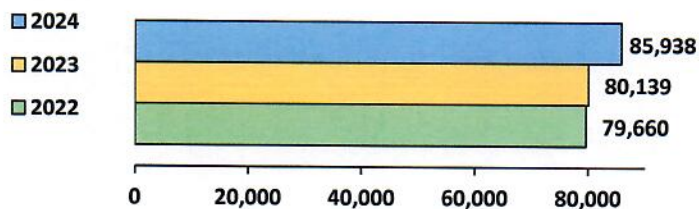
Added This Month:



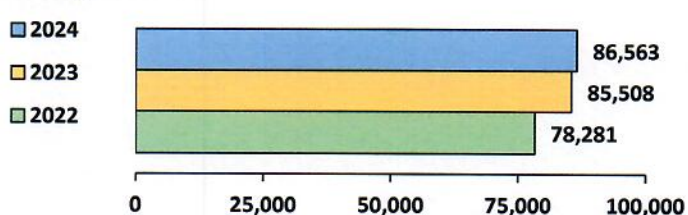
Removed This Month:



Total Physical Items:

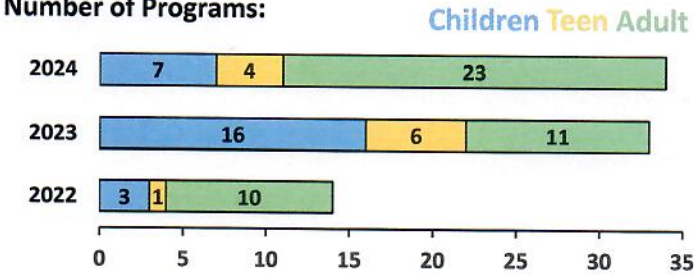


Total Digital Items:

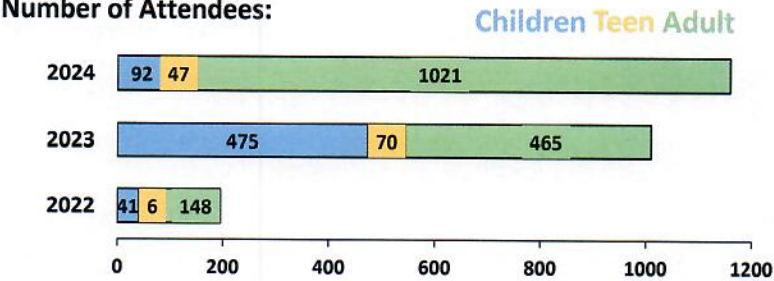


OCTOBER 2024 - PROGRAMING:

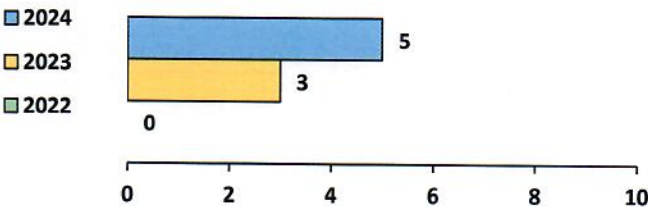
Number of Programs:



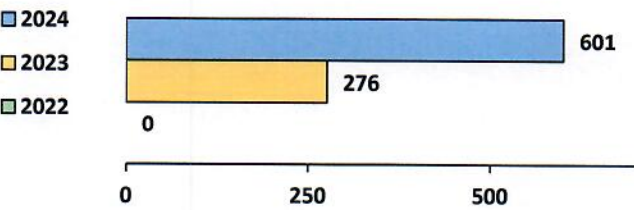
Number of Attendees:



Outreach Number of Events Attended:

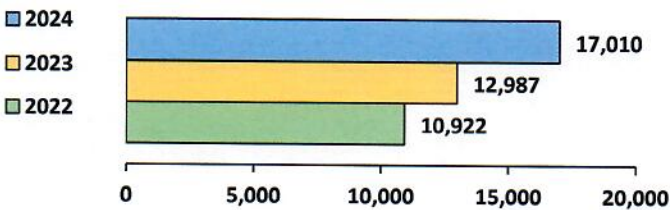


Outreach Number of People Reached:

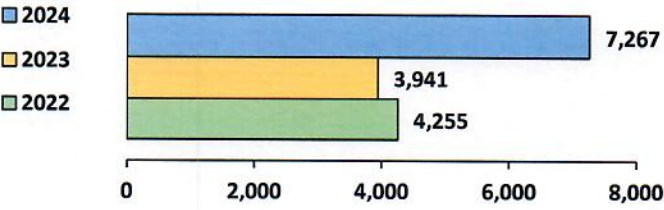


OCTOBER 2024 - LIBRARY USE:

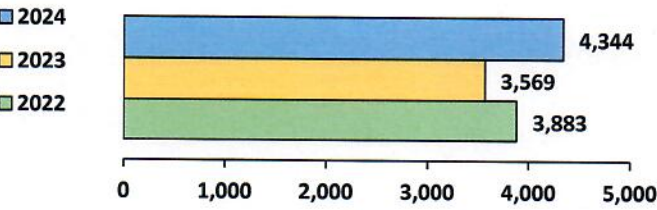
Number of Visitors:



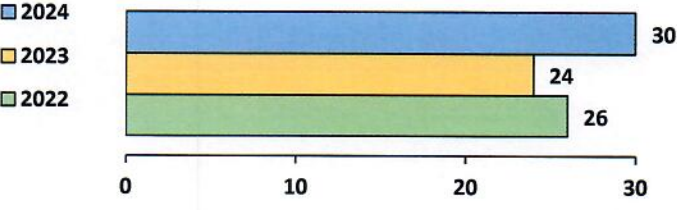
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

**SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR OF 2025**

Stillwater Public Library Board

DATE	TIME	MEETING LOCATION
January 28, 2025	12:00	Stillwater Public Library
February 25, 2025	12:00	Stillwater Public Library
March 25, 2025	12:00	Stillwater Public Library
April 22, 2025	12:00	Stillwater Public Library
May 27, 2025	12:00	Stillwater Public Library
June 24, 2025	12:00	Stillwater Public Library
No July meeting		
August 26, 2025	12:00	Stillwater Public Library
September 23, 2025	12:00	Stillwater Public Library
October 28, 2025	12:00	Stillwater Public Library
November 18, 2025*	12:00	Stillwater Public Library
December 16, 2025*	12:00	Stillwater Public Library

***Third Tuesday**

Submitted By:	Naomi Brown
Title:	Business Office Manager
Address:	Stw Public Library

Phone Number:	405-372-3633
Fax Number:	405-624-0552

Received and filed in the Stillwater City Clerk's Office on the _____ day of _____, _____.
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**AGREEMENT
BETWEEN STILLWATER PUBLIC LIBRARY AND
STILLWATER LITERACY COUNCIL**

This Agreement is entered into this 14 day of October, 2024, by and between Stillwater Public Library/City of Stillwater, Oklahoma, a municipal corporation ("Stillwater"), and STILLWATER LITERACY COUNCIL, INC., an Oklahoma not-for-profit corporation ("Council").

For and in consideration of the following, Stillwater and Council hereby agree to the following terms and conditions:

1. SERVICES

Stillwater shall provide Room 102 at the Stillwater Public Library, 1107 S Duck, at no charge during the term of January 1, 2025, to December 31, 2025 to Council who provides free literacy services to adult residents of Stillwater. Stillwater will provide key check out service to Council provided that only the Council Director may be in possession of or use the external door key. And provided further, that only those Council members or tutors who are registered on the internal key checkout may be in possession of or use the internal key.

2. RESPONSIBILITIES OF COUNCIL

The Stillwater Literacy Council will be responsible for the following:

1. providing any additional furnishings and equipment;
2. maintaining the room in a safe, neat and orderly condition;
3. providing its own telephone, internet service and equipment;
4. providing the labor to maintain its collections;
5. abiding by library policies regarding building safety, security, and key check-out;
6. maintaining its own system for handling messages, appointments, and telephone calls;
7. reimbursing the City of Stillwater for the cost of any damages to the building or Library furniture/equipment;
8. ensuring that Council office space is locked up for the evening at least 15 minutes prior to the closing of the library building(s).

3. TERMINATION

This Agreement may be terminated by Stillwater for convenience at any time upon thirty (30) days prior written notice to the Council. This Agreement may be terminated for cause by the non-breaching party in the event the other party materially breaches this Agreement and provided the non-breaching party provides the breaching party thirty (30) days prior written notice and the opportunity to cure such breach(es) specified in the notice. Upon termination by Stillwater, Council will have sixty (60) days to vacate the premises.

4. NO INDEMNIFICATION BY CITY OF STILLWATER

Council understands and acknowledges that Stillwater is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, Stillwater shall not indemnify nor hold Council harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorney's fees and costs. Stillwater reserves the right to pursue all legal and equitable remedies to which it may be entitled.

5. APPLICABLE LAW

This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principals. The parties agree that all causes of action shall be brought in the Federal or State Courts within the State of Oklahoma. The parties stipulate that venue is proper in a court of competent jurisdiction in Payne County, Oklahoma and each party waives any objection to such venue. Stillwater does not and will not agree to binding arbitration of any disputes.

6. ENTIRE AGREEMENT

These Terms and Conditions constitute the entire agreement between Council and Stillwater. There are no agreements, understandings, restrictions, warranties or representations between the parties other than those set forth herein or herein provided.

Accepted and approved this ____ day of _____, 2024.

STILLWATER PUBLIC LIBRARY BOARD

CHAIR

Accepted and approved this 14 day of October, 2024.

STILLWATER LITERACY COUNCIL, INC.

Kelly Kavalier

Print Name: Kelly Kavalier

Title: Secretary SLC



Patron Confidentiality Policy

Oklahoma State Statute 65 O.S. §1-105- Disclosure of Records protects the confidentiality of library records. Library records cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

Confidentiality extends to information sought or received; circulation records; database search records; reference interviews; interlibrary loan records; and computer uses.

All registration information of minors collected will not be disclosed except for those exceptions noted above. Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to the appropriate law enforcement agency.

Library records will not be made available to any individual, group, or law enforcement agency without a valid court order, subpoena, or search warrant issued by a court of competent jurisdiction and presented to the Library Director or his/her designee. The Library Director will contact the City Attorney's office whenever a court order, subpoena or search warrant is received.

Names of patrons may be disclosed to another library for the purpose of borrowing materials for the patron through interlibrary loan services.

Any patron who wishes to release information to another individual with regards to materials on reserve must complete a "Release of Information Form" available at the Circulation Desk.

Library records not protected under Statute 65 O.S. §1-105 fall under Oklahoma State Statute ~~25 O.S. §301~~ 51 O.S. §24A.1, et seq., Oklahoma Open Records Act and must be disclosed in accordance with that statute upon written request to the City Clerk's office.

All employees, board members, and volunteers of the Stillwater Public Library must comply with this policy.

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

Approved by the Library Board 4/22/03
Revised 4/27/04; 1/26/10; 8/28/12; 5/28/13
Re-affirmed 12/27/05; 3/27/18; 10/22/24

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES
AND CITY OF STILLWATER/STILLWATER PUBLIC LIBRARY

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and City of Stillwater/Stillwater Public Library, (Contractor), collectively known as the Parties.

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on December 1, 2025.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law.
- b. The Parties of this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall render diligently and competently the services as indicated and in the manner set forth herein which shall be binding on the Parties of this Contract.

The Contractor shall:

- a. Purchase e-books, audiobook materials or digital magazines as agreed upon among members of the Oklahoma Virtual Library Consortium, the Contractor acting as their agent. Any subscriptions must end by September 30, 2025.
- b. Survey Consortium member libraries for their evaluation of the content purchased and user value within their community
- c. Survey the public regarding their evaluation of user value.
- d. Agree to and sign the *LSTA Terms and Conditions Agreement*.
- e. Publicize receipt of LSTA grant and project activities in at least three formats (newspaper, social media, website, presenter, etc.) to reach a minimum of 500 community members.
- f. Reference the Institute of Museum and Library Services (IMLS) and ODL in all publicity.
- g. Collect required statistics and maintain copies of all related print information.
- h. Expend funds by September 30, 2025.
- i. Submit the Final Report to the Department by November 1, 2025. The report will include a Narrative, Expenditure Report, and Programs and Statistics Report.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Provide a contract, *LSTA Terms and Conditions Agreement*, and claim form to the Contractor.
- b. Process grant payment to the Contractor upon receipt of notarized claim form.
- c. Review and approve the Final Report.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **One Hundred Thousand Dollars (\$100,000)** to provide EMedia resources on the Oklahoma Virtual Library Consortium.

- a. Expenditures for this project must conform to the approved budget and to applicable local, state, and federal laws and regulations, and are subject to all conditions of this Contract. Any deviations from the approved budget must be approved by the Department.
- b. Payment will be made via electronic deposit within 45 days of receipt of the notarized claim form.
- c. The Contractor assures that expenditures under this Contract will be included in its next regular audit.

VI. GENERAL PROVISIONS

- a. Notices

Any notices to be given herein are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Oklahoma Department of Libraries
Attn: Tara McCleod
200 NE 18 Street
Oklahoma City, OK 73105-3205

As to the Contractor:

Stillwater Public Library
Attn: Stacy Delano
1107 S. Duck
Stillwater, OK 74074

- b. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the Department. The Contractor agrees not to assume or incur any such liability without the prior written consent of the Department.

- c. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the

performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

d. Understanding of Terms

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Terms and Conditions Agreement* and agree to be bound by the same.

VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Contractor agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services, including accounting procedures, practices or any other items relevant to this Contract, for a period of seven (7) years from the ending date of this Contract. Upon reasonable notice, the Department, Office of the Attorney General (OAG), the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items for purpose of audit and examination at Contractor's premises during normal business hours. The Contractor further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the seven (7) year period, the Contractor agrees to retain these records until all issues arising out of the action are resolved or until the end of the seven (7) year period, whichever is later.

VIII. VENUES AND APPLICABLE LAW

If any legal action is taken to enforce the terms of this contract, the Parties agree that the venue for all legal action is Oklahoma City, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

IX. ADDITIONAL REQUIREMENTS

- a. The Contractor may not subcontract or assign any duties herein without the express written consent of the Department.
- b. Include the following acknowledgment on any publication or presentation resulting from Contractor's participation in this grant: "This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries. The opinions and content of activities and materials do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS, and no official endorsement should be inferred."
- c. In the event the Contractor does not comply with the terms of this contract, including the timetable, budget, and objectives, the Contractor will be given written notification of such noncompliance by the Department. The Contractor may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following receipt of such notification.

Should noncompliance be confirmed, the Department may take possession of items purchased under this contract for reassignment to other programs and projects.

- d. Evidence of failure to comply with the above policies shall result in a hold being placed on pending payments for all future grants until compliance can be assured.
- e. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- f. The Contractor will comply with regulations under the Open Meetings Act and the Open Records Act.

X. AMENDMENTS

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

XI. ENTIRE CONTRACT

This instrument, consisting of five pages, constitutes the entire Contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained herein.

XII. EXECUTION OF CONTRACT

The Contractor affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Contractor certifies that neither the Contractor, nor anyone subject to the Contractor's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Contract.

Each signatory to this Contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Contractor and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Contractor

On behalf of the Department

Stacy DeLano, Director
Typed name and title of signor

Natalie Currie, Director

Signature

Signature

Date

Date

Brady Moore, Interim City Manager
Typed name and title of signor

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Assurances: EMEDIA 400-24 is encumbered for this Contract

Lead Officer: _____

Date: _____