



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
APRIL 28, 2026, 12:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. CONSENT DOCKET

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

- a) Minutes: March 24, 2026, Regular Meeting
- b) Stillwater Public Library March 2026 Financial Report
- c) Stillwater Public Library March 2026 Activity Reports

3. PUBLIC COMMENT ON AGENDA ITEMS

*Stillwater City Code, Section 2-53(a) & (b) and Article IV, Section 10 of the Bylaws of the Stillwater Public Library Board, 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 hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be

taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

- a) Consideration, discussion, and possible action to approve July 6 as the city-observed holiday for Independence Day
- b) Consideration and discussion of options for children obtaining library cards (no action will be taken on the item)
- c) Consideration, discussion, and possible action to approve 100-year time capsule to be buried on library grounds for America 250 celebration
- d) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries America 250 grant for \$2,500, pending review by the City Attorney's Office
- e) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries Lucky Day grant for \$30,000, pending review by the City Attorney's Office

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 Library Staff
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
 - ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity

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
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
MARCH 24, 2026, 12:00 P.M.
library.stillwater.org

Board members present: Mike Woods, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson, Sharon Edwards

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis, Sara Rebelo, Christy Cluck

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: Feb. 24, 2026, Regular Meeting
- b) Stillwater Public Library Feb. 2026 Financial Report
- c) Stillwater Public Library Feb. 2026 Activity Reports

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

3. PUBLIC COMMENT ON AGENDA ITEMS

*Stillwater City Code, Section 2-53(a) & (b) and Article IV, Section 10 of the Bylaws of the Stillwater Public Library Board, 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 hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

- a) Consideration, discussion, and possible action to approve the Library's proposed Fiscal Year 2026-27 budget

DeLano and Upson recently met with the City Management Team about the proposed budget. One item they discussed was what the library would request if more funds became available. DeLano requested a second budget review for staff. DeLano plans to propose increasing printing fees for black-and-white copies by five cents. The additional fee should increase revenue by around \$4,500.

Sinnes/Ross moved to approve the library's proposed Fiscal Year 2026-27 budget as presented in the March meeting. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Review and possible discussion of the annual review process for the Library Director. (No action will be taken on this item.)

Sara Rebelo, Human Resources Generalist, outlined the evaluation process, which will include feedback from the Library Board, a self-assessment from DeLano, and feedback from a staff survey. Rebelo and Library Board members will discuss the information gathered in an executive session and collect any additional data points needed. DeLano's review, with the Library Board and Rebelo, will then take place in executive session at one of the next regular meetings. Rebelo left at 12:19 p.m.

- c) Biannual update on 2025-28 Long Range Plan (No action will be taken on this item.)

DeLano shared a document representing the first six months of work on the Long Range Plan. Adjusting how data is organized and saved, holding monthly meetings to update progress, and setting initial goals and objectives have helped staff integrate the Long Range Plan into their daily work schedule.

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 Library Staff

DeLano met with a Stillwater Kiwanis group today. Tulsa City-County Library will host the Americans and the Holocaust exhibit beginning in April. The library will hold three programs to support the exhibit. The Health Literacy programming continues through May and has been well attended with programs primarily taking place at Block 34. Library staff have nearly concluded summer reading planning and submitted contracts for performers. This year's theme is archaeology and dinosaurs. The library will partner with the Early Childhood Coalition of Stillwater on an initiative to support kindergarten readiness across the community. The spring book sale will take place from April 16 through April 19. Efforts to transition from a Library Trust to a 501(c)3 are progressing well. Once a new entity is established, it will be filed with the IRS for tax-exempt status, which can take up to a year. After that, the Trust can be dissolved.

b) Miscellaneous items from the Library Board

Upson thanked Woods and Sinnes for their willingness to serve on the nominating committee. Suggestions for chair and vice chair nominations will be discussed at the May meeting. A prospective board member has been identified, and DeLano will meet with them soon to answer any questions and gauge their interest in applying. Woods' term will end on May 9, and he is willing to serve until a replacement is named. Upson requested an update on the possibility of receiving state aid based on the city's budget cuts for the upcoming fiscal year. DeLano said that more data needs to be collected before that can be determined. Cornwell suggested planning a staff appreciation ice cream party.

i. Discussion about scheduling items for upcoming meetings

6. **ADJOURN Edwards/Cornwell moved to adjourn. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 12:56 p.m.**

Prepared by: Naomi Brown, Recording Secretary

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

Budget to Actuals with Encumbrances by Key and Object

Report Date: 03/31/2026

Key: 1015510 - Library administration

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
Revenue								
43000 - Grant Revenue	350.00	0.00		350.00		0.00	0.00	0.00%
43100 - Federal Grant Revenue	105,000.00	0.00		105,000.00		0.00	0.00	0.00%
43200 - State Grant Revenue	36,577.00	1,080.00		21,197.00		15,380.00	42,04%	42.04%
45000 - Fines & Forfeitures	20,000.00	1,127.46		11,586.05		8,413.95	42,06%	42.06%
47012 - Misc Fees	11,000.00	1,786.45		12,640.76		-1,640.76	-14,91%	-14.91%
47501 - Room Rental	13,000.00	2,205.00		12,577.50		422.50	4,22.50%	3.25%
48700 - Miscellaneous Revenue	0.00	0.00		0.00		0.00	0.00%	0.00%
48701 - Donations	19,791.00	1,088.00		21,011.87		-1,220.87	-6,16%	-6.16%
48702 - Reimbursements	0.00	0.00		0.00		0.00	0.00%	0.00%
Revenue Total:	205,718.00	7,286.91		184,363.18		21,354.82	10,38%	10.38%

Expenditure	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
51001 - Full Time	708,442.00	53,717.56		500,166.74		0.00	208,275.26	29.39%
51002 - Part Time	309,009.00	22,293.03		201,817.97		0.00	107,191.03	34.68%
51003 - Overtime	1,519.00	1.48		1,957.69		0.00	-438.69	-28.88%
51021 - Social Security	77,873.00	5,575.59		51,912.41		0.00	25,960.59	33.33%
51022 - Retirement	42,536.00	3,223.13		29,667.52		0.00	12,868.48	30.25%
52012 - Vehicle Repair Parts	500.00	0.00		24.96		0.00	475.04	95.00%
52031 - Office Supplies	1,700.00	0.00		436.46		85.90	1,177.64	69.27%
52034 - Postage	200.00	67.02		67.02		132.98	0.00	0.00%
52036 - Janitorial Supplies	5,800.00	327.24		3,056.87		87.24	2,655.89	45.79%
52040 - Books & Publications	93,300.00	5,493.21		62,302.61		29,102.89	1,894.50	2.03%
52041 - Clothing & Uniforms	600.00	0.00		600.00		0.00	0.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	0.00		200.69		0.00	249.31	55.40%
52046 - Supplies	11,500.00	200.53		5,085.46		947.86	5,466.68	47.53%
53001 - Natural Gas	6,000.00	351.63		2,996.03		0.00	3,003.97	50.06%
53004 - Telecommunications	3,500.00	172.15		589.35		0.00	2,910.65	83.16%
53011 - Equipment Rental	7,500.00	471.71		4,395.75		1,639.50	1,464.75	19.53%
53020 - Repair-Structures	15,700.00	1,745.00		10,427.61		2,043.00	3,229.39	20.56%
53023 - Repair-HVAC	18,756.00	0.00		16,043.65		2,042.23	670.12	3.57%
53041 - Donations	59,336.00	4,132.57		23,059.35		3,089.90	33,186.75	55.93%
53045 - Grant Expenditure	179,033.00	19,469.09		58,638.15		84,868.74	35,526.11	19.84%
53049 - Cash Short	0.00	-25.05		-35.41		0.00	35.41	0.00%
53053 - Licenses & Fees	0.00	0.00		0.00		0.00	0.00	0.00%
53054 - Professional Dues	740.00	50.00		276.00		25.00	439.00	59.32%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 03/31/2026

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53055 - Training	1,300.00	289.00	830.00	99.00	371.00	28.53%
53062 - Refunds	200.00	0.00	6.99	0.00	193.01	96.50%
53064 - Contract for Services	12,800.00	1,363.55	6,522.10	4,099.90	2,178.00	17.01%
53066 - Miscellaneous Services	250.00	0.00	17.50	132.50	100.00	40.00%
53068 - Travel Expense	750.00	71.40	76.38	385.02	288.60	38.48%
53071 - Software Maintenance	36,600.00	0.00	32,998.60	330.00	3,271.40	8.93%
53083 - Employee Discounts	0.00	1,350.00	2,355.00	0.00	-2,355.00	0.00%
56000 - Direct Costs	413.00	34.00	306.00	0.00	107.00	25.90%
56001 - Indirect Costs	422.00	35.00	315.00	0.00	107.00	25.35%
Expenditure Total:	<u>1,596,729.00</u>	<u>120,408.84</u>	<u>1,017,114.45</u>	<u>129,111.66</u>	<u>450,502.89</u>	<u>28.21%</u>
Key Total:	<u>(1,391,011.00)</u>	<u>(113,121.93)</u>	<u>(832,751.27)</u>	<u>(129,111.66)</u>	<u>(429,148.07)</u>	<u>30.85%</u>

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MARCH 2026**

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>8</u>	Outreach <u>170</u> Participants
	<u>3,178</u> in person	<u>11</u>	Number of Adult Programs
	<u>663</u> by phone	<u>145</u>	Attendance at Adult Programs
	<u>346</u> directional	<u>6</u>	Number of Young Adult Programs
		<u>88</u>	Attendance at Young Adult Programs
<u>25</u>	Meeting Room Usage	<u>24</u>	Number of Volunteers
		<u>136.00</u>	Total Volunteer Hours
		<u>16</u>	Displays

CHILDREN'S SERVICES

<u>341</u>	<u>Reference Questions</u>		
	<u>258</u> in person		
	<u>20</u> by phone		
	<u>63</u> directional		
<u>11</u>	Number of pre-school programs		(daycare & Headstart)
<u>376</u>	Attendance at pre-school programs		
<u>31</u>	Number of storyhours		
<u>558</u>	Attendance at storyhours		
<u>12</u>	Number of programs/school visits for school age children		(here or away)
<u>361</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>6</u>	Displays		
<u>1</u>	Number of volunteers		
<u>4.50</u>	Total volunteer hours		

REGISTRATION

<u>259</u>	<u>Total new borrowers</u>		
	<u>212</u> Adults		
	<u>47</u> Juveniles		

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT MARCH 2026

ADULT

Total Book & Non-Book Material Checkouts

2024	2025	2026	
5,555	4,919	5,012	Fiction
1,893	1,999	1,733	Nonfiction
1,448	1,472	1,485	New books
25	11	7	Multi-language items
8,921	8,401	8,237	Total Book Checkouts
20	19	14	Devices
190	141	125	CD books
10	33	23	Music cds
160	173	157	DVDs & Blu-rays
130	90	140	Book Club Bks
34	90	148	Kits
544	546	607	Total Checkouts
331	177	242	In-library use
28	43	34	ILL
6,458	5,975	5,627	Ebooks
6,123	6,192	6,807	Downloadable audios
0	0	3,105	Eperiodicals
0	0	0	Streaming videos
12,940	12,387	15,815	Total Checkouts

CHILDREN'S

Total Book & Non-Book Material Checkouts

2024	2025	2026	
10,365	10,479	9,903	Fiction
1,079	1,022	1,244	Nonfiction
796	863	883	New books
191	118	163	Multi-language items
12,431	12,482	12,193	Total Book Checkouts
744	713	625	CD books
1	15	10	Music cds
348	252	349	DVDs & Blu-rays
55	47	57	Kits
1,148	1,027	1,041	Total Checkouts
535	320	426	In-library use

36,519	35,163	38,319	GRAND TOTAL CIRCULATION
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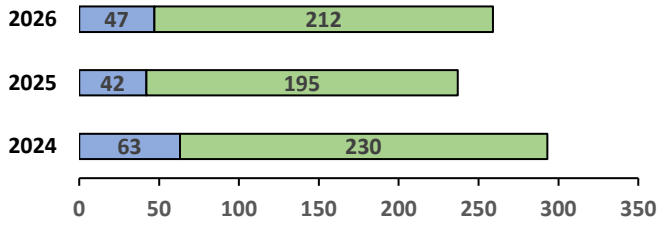
OUTREACH

1	6
Homebound patron deliveries	Facility deliveries
2	83
Homebound items/materials	Deposit collections
142	
Total number of books	

MARCH 2026 - ACCOUNT HOLDER INFORMATION

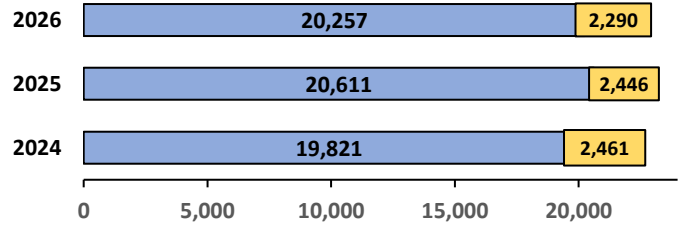
New Cards Issued:

Children Adult



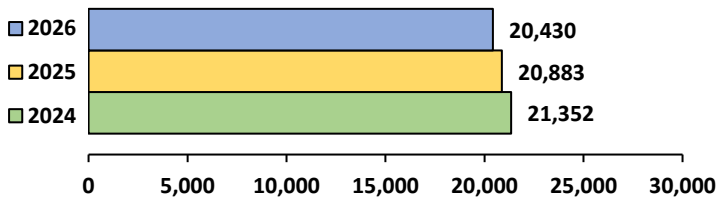
Total Number of Borrowers:

Resident Non-Resident

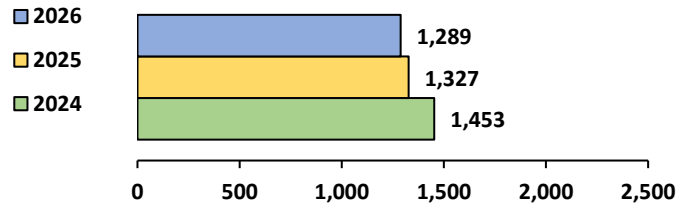


MARCH 2026 - MONTHLY CIRCULATION:

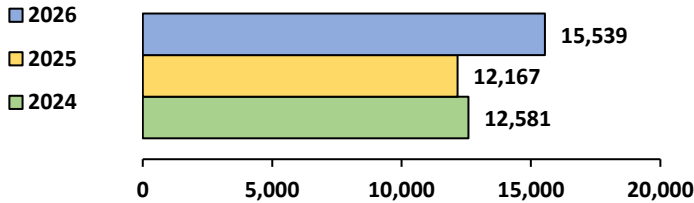
Books:



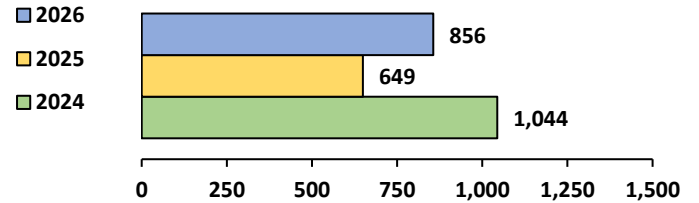
Audio Visual:



Digital:

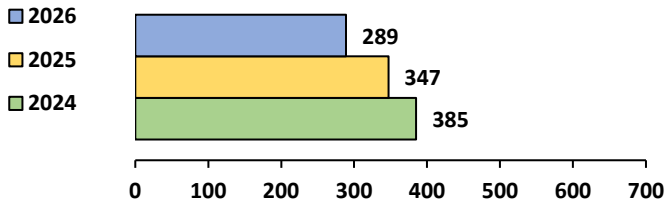


Other Items:

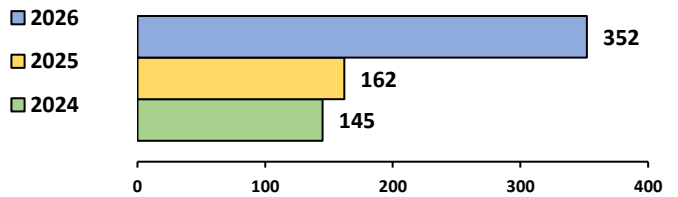


MARCH 2026 - ITEMS:

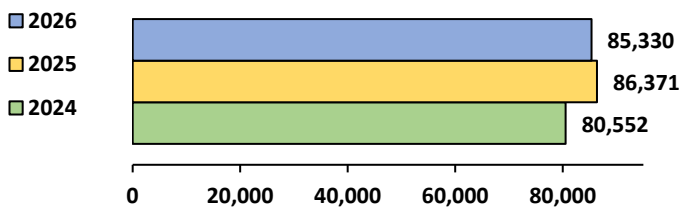
Added This Month:



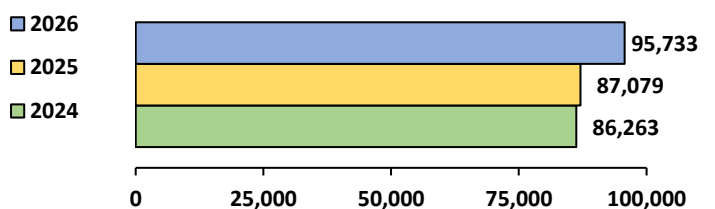
Removed This Month:



Total Physical Items:



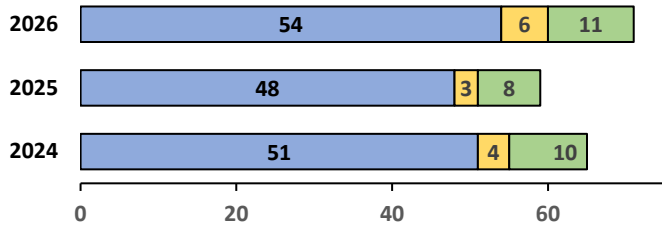
Total Digital Items:



MARCH 2026 - PROGRAMMING:

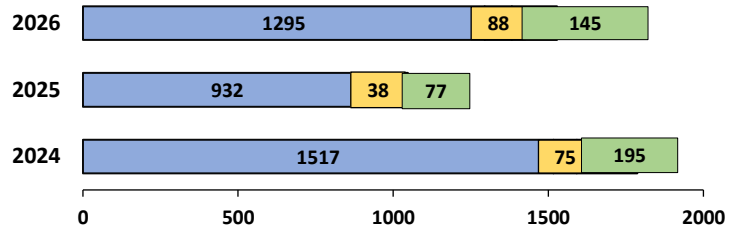
Number of Programs:

Children Teen Adult

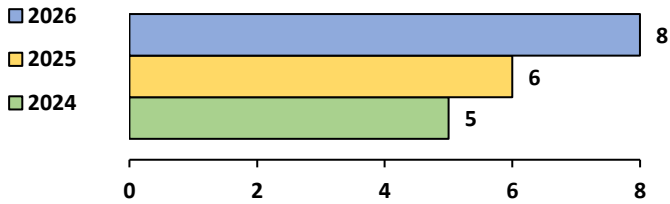


Number of Attendees:

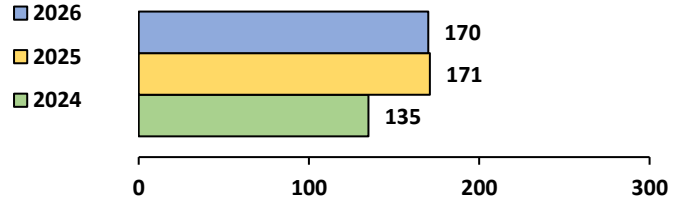
Children Teen Adult



Outreach Number of Events Attended:

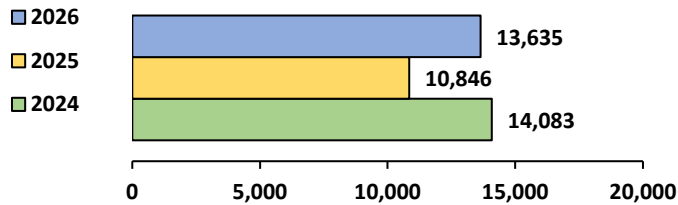


Outreach Number of People Reached:

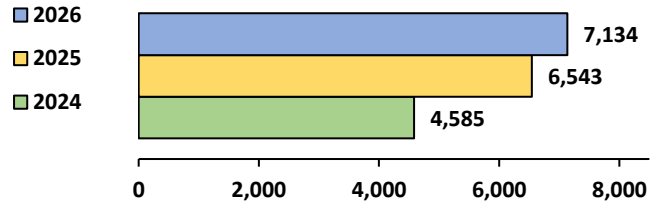


MARCH 2026 - LIBRARY USE:

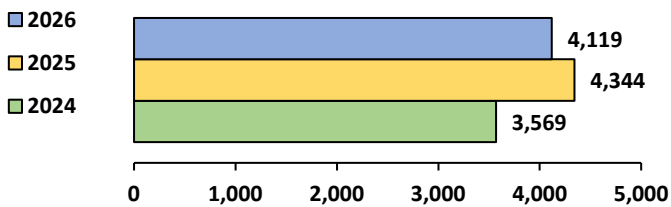
Number of Visitors:



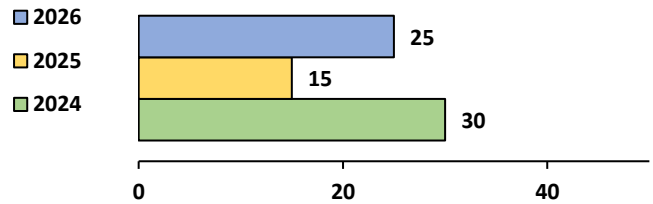
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Blank area for analysis.

CONTRACT
BETWEEN OKLAHOMA DEPARTMENT OF LIBRARIES
AND CITY OF STILLWATER

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and City of Stillwater, a municipal government (Subrecipient), (collectively known herein as the “Parties”).

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on October 31, 2026.

- a. In the event the Subrecipient fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Subrecipient, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law. This Contract may be terminated without cause by either party upon thirty (30) days written notice to the other party, or in accordance with the provisions set forth herein.
- 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 SUBRECIPIENT

The Subrecipient shall render diligently and competently the services indicated, and in the manner set forth herein, which shall be binding on the Parties.

The Subrecipient shall:

- a. Use grant funds to achieve the goals and outcomes described in the approved project proposal. Partnerships with community organizations are encouraged when implementing grant activities.
- b. Publicize the grant, partnerships, and project activities across a minimum of three formats (e.g., print, digital, social media) and/or community partners. Include acknowledgements using the provided language on any publications or presentations resulting from participation in the grant.
- c. Collect participant feedback of gains in knowledge and understanding using the survey provided in each program offered throughout this grant.
- d. Agree to the *LSTA Certifications and Assurances*. A signed copy must be on file at the Department.
- e. Complete all project activities and expend grant funds by August 31, 2026. All items purchased must be in hand by August 31, 2026.
- f. Submit a final project report by September 18, 2026. The final report will include a Narrative, Programs and Statistics Report, and Expenditure Report. Additionally, the following items should be collected for inclusion in the final report:
 - i. a minimum of two photos, flyers, or newspaper articles reflecting the project activities and
 - ii. a minimum of one quote from a participant of the project activities.

- g. Comply with all requirements under the Oklahoma Open Meetings Act, 25 O.S. § 301 et seq., and the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq.
- h. Fulfill records maintenance and access requirements including the maintenance of appropriate books and records reflecting project activities for a period of time as stated in the contract for the grant award.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Approve the proposal, provide a contract, *LSTA Certifications and Assurances*, and claim form to the Subrecipient.
- b. Process grant payment to the Subrecipient upon receipt of a notarized claim form.
- c. Provide technical assistance and resources as needed.
- d. Review and approve the Final Report.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **Two Thousand Five Hundred Dollars (\$2,500.00)** to carry out project activities as detailed in the approved proposal. Funding is provided by the Library Services and Technology Act through the Institute of Museum and Library Services.

- 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.
- b. Grant funds may not be used for entertainment, refreshments, or giveaways.
- c. Any deviations from the approved budget must be approved by the Department in writing.
- d. Subrecipient will sign, notarize, and submit to the Department a claim form not later than April 30, 2026. Failure to submit said notarized claim form in a timely manner may result in non-payment of the request.
- e. Payment will be made via electronic deposit within 45 days of receipt of the notarized claim form and the availability of federal funds.

VI. GENERAL PROVISIONS

- a. Notices

Any notices to be given herein shall be sent by depositing such notice with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Notice shall be deemed effective upon receipt or refusal of delivery.

Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

ODL – State Records Center
Attn: Courtney Rutledge
426 E Hill Street
Oklahoma City, OK 73105

As to the Subrecipient:

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

b. No Grant of Authority

Nothing herein shall be construed as conferring upon Subrecipient 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 Subrecipient 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. Liability

The Department shall not be liable for any injuries or damages to persons or property resulting from acts or omissions of the Subrecipient, its officers, employees, agents, or trustees, in carrying out the activities of this Contract.

e. Understanding Terms

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

VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Subrecipient agrees to maintain all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for a period of three (3) years after the last State Program Report for the Oklahoma LSTA 5-Year Plan 2023-2027 is submitted, or until January 29, 2032, whichever is later.

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 Subrecipient's premises during normal business hours at no additional cost. The Subrecipient further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. Subrecipient is required to retain records relative to the Contract for the duration of the Contract and

for a period of seven (7) years following the completion or termination of this Contract. If a claim, audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention 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 County, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

IX. ADDITIONAL REQUIREMENTS

- a. It is expressly agreed that the Subrecipient under this contract is an independent entity and under no circumstances shall any owners, officers, employees or volunteers of the Subrecipient be considered employees of the Department or the State of Oklahoma. The Subrecipient is responsible for all types of claims due to its volunteers, employees, or any third parties.
- b. The Subrecipient will comply with all applicable federal and state laws and any other requirements relevant to the performance of the Subrecipient under this contract, including, but not limited to, the rules and guidance as applicable found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR § 200 and 2 CFR § 3187.
- c. All publicity related to the grant award must include acknowledgment of the Institute of Museum and Library Services in accordance with IMLS Acknowledgement Requirements and the Oklahoma Department of Libraries. Publicity includes, but is not limited to press releases, media events, public events, displays in the benefiting library, announcements on the Subrecipient's website, and materials distributed through the grant project. The Subrecipient shall provide the Department with one set of all public relations materials produced under this grant with the Final Report, with the submission of invoices and receipts, or upon request.
- d. The Department may terminate this Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such inefficiency, Subrecipient will be provided at least fifteen (15) calendar days' written notice of termination. The determination by the Department of insufficient funding shall be accepted by, and shall be final and binding on, the Subrecipient. Subrecipient shall immediately comply with notice terms upon receipt of notice and shall take all necessary steps to minimize the incurrence of costs affected by the notice. If an order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve the obligation to pay for the product or service, but there shall not be any liability for further payments or damages caused by or associated with such termination. The Department's exercise of its right to terminate under this provision shall not be considered a default

or breach under the Contract or relieve the Subrecipient of any liability for claims arising under this Contract.

- e. In the event the Subrecipient does not comply with the terms of this contract, including the timetable, budget, and objectives, the Subrecipient will be given written notification of such noncompliance by the Department. The Subrecipient may appeal for reconsideration by providing the Department written evidence of compliance within twenty (20) days following receipt of such notification. Should noncompliance be confirmed, the Department may take possession of any items purchased under this contract for reassignment to other programs and projects.
- f. 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.
- g. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Subrecipient is for the sole benefit of the Subrecipient and is not a solicitation for, or receipt of, funds for the Department.
- h. The Subrecipient acknowledges that the Department is subject to the Oklahoma Open Records Act set forth at 51 O.S. § 24A.1 *et seq.* The Subrecipient also acknowledges that compliance with the Oklahoma Open Records Act and all opinions of the Oklahoma Attorney General concerning the Act are required.
- i. The Subrecipient may not subcontract or assign any duties herein without the express written consent of the Department.

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 seven pages, and including the *LSTA Certifications and Assurances* as incorporated herein, constitutes the entire Contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract, if any, have been reduced to writing and are contained herein.

XII. EXECUTION OF CONTRACT

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

The Subrecipient certifies that neither the Subrecipient, nor anyone subject to the Subrecipient'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 Subrecipient and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Subrecipient:

On behalf of the Department:

Stacy Delano, Director
Typed name and title of signor

Natalie Currie, Executive Director

Signature

Signature

Date

Date

Brady Moore
Typed name of Authorizing Official

City Manager
Title

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Assurances: CIVENG 400-25 is encumbered for this Contract

Lead Officer: _____

Date: _____

Business Manager: _____

Date: _____

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES
AND CITY OF STILLWATER

I. CONTRACTING PARTIES

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

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on November 30, 2026.

- a. In the event the Subrecipient fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Subrecipient, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law. This Contract may be terminated without cause by either party upon thirty (30) days written notice to the other party, or in accordance with the provisions set forth herein.
- 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 Subrecipient shall render diligently and competently the services indicated, and in the manner set forth herein, which shall be binding on the Parties.

The Subrecipient shall:

- a. Use grant funds to purchase e-materials for a Lucky Day collection for the Oklahoma Virtual
- b. Library Consortium (OKVL), the Subrecipient acting as their agent. Any subscriptions must end by September 30, 2026.
- c. Collect and report data to evaluate the usage of materials. Data collection should include, but is not limited to:
 - i. Circulation statistics specific to Lucky Day titles,
 - ii. Wait times for selected titles prior to inclusion in the Lucky Day collection, and
 - iii. Feedback from OKVL member libraries and library users.
- d. Publicize the grant and purchase of materials in at least two formats (newspaper, social media, website, etc.) to reach a minimum of 500 community members.
- e. Reference the Institute of Museum and Library Services (IMLS) and ODL in all publicity.
- f. Expend all grant funds by September 30, 2026.
- g. Submit a final project report by November 15, 2026. The final report will include a Narrative, Programs and Statistics Report, and Expenditure Report.

h. Agree to the *LSTA Certifications and Assurances*. A signed copy must be on file at the Department.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Provide a contract, LSTA Certifications and Assurances, and claim form to the Subrecipient.
- b. Process grant payment to the Subrecipient upon receipt of a notarized claim form.
- c. Review recommendation and data collected.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **Thirty Thousand Dollars (\$30,000.00)** to purchase e-materials for OKVL. Funding is provided by the Library Services and Technology Act through the Institute of Museum and Library Services.

- 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.
- b. Grant funds may not be used for entertainment, refreshments, or giveaways.
- c. Any deviations from the approved budget must be approved by the Department in writing.
- d. Subrecipient will sign, notarize, and submit to the Department a claim form not later than June 15, 2026. Failure to timely submit said notarized claim form may result in non-payment of the request.
- e. Payment will be made via electronic deposit within 45 days of receipt of the notarized claim form and the availability of federal funds.

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:

ODL – State Records Center
Attn: Tara McCleod
426 E Hill St
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 Subrecipient 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 Subrecipient 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, loss of funding, 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 Certifications and Assurances* and agree to be bound by the same.

VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

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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 Subrecipient's premises during normal business hours at no additional cost. The Subrecipient further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. Subrecipient is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following the completion or termination of this Contract. If a claim, audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

VIII. VENUES AND APPLICABLE LAW

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IX. ADDITIONAL REQUIREMENTS

- a. It is expressly agreed that the Subrecipient under this contract is an independent entity and under no circumstances shall any owners, officers, employees or volunteers of the Subrecipient be considered employees of the Department or the State of Oklahoma.
- b. The Subrecipient will comply with all applicable federal and state laws and any other requirements relevant to the performance of the Subrecipient under this contract, including, but not limited to, the rules and guidance as applicable found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR § 200 and 2 CFR § 3187.
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- f. 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.

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

Natalie Currie, Executive Director

Typed name and title of signor

Signature

Signature

Date

Date

Brady Moore, City Manager

Typed name and title of signor

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Assurances: RSHARE 400-25 is encumbered for this Contract

Lead Officer: _____

Date: _____

Ask-a-Lawyer

With The Payne County Bar Association

Meet one-on-one to ask questions on topics like personal injury, bankruptcy, real estate planning, & more.



Lawyers cannot discuss current court cases.



Adults



**Friday, May 15
9am - 2pm**



**Free & Open
to the Public**



**First-Come, First-Served
No Reservations**

Your Library

uses exceptional customer service to provide every community member with access to quality information, literature, and technology.

Follow Us

@StillwaterOKLib



Crystal the Curious Honey Possum: A Musical Storytime

with oboist and author,
Dr. Susan Miranda



**Free & Open
to the Public**



1:00 pm



Kids



May 1st

Your Library

is an essential source of knowledge and offers equal access for everyone in the community, providing educational resources for all ages and pursuits.



Follow Us

@StillwaterOKLib



MID-AMERICA ARTS ALLIANCE



AMERICANS AND THE HOLOCAUST

Stillwater History Museum Exhibit: The Ritchie Boys of Oklahoma (April 1 – Dec. 31) The story of elite German-speaking Jewish soldiers trained in espionage, who produced 60% of credible Allied intelligence. Among them are soldiers from Oklahoma, including three from Stillwater.

Please register for the following programs at stillwaterok.gov/libraryAATH:

Let's Talk About It - *Maus* by Art Spiegelman (April 9, 6:30 p.m.) OSU's Dr. Jason Lavery will lead a discussion of the Pulitzer Prize-winning graphic novel *Maus*, which explores the strained relationship between a Holocaust survivor and his son. Books are available to borrow at the library's Help Desk while supplies last.

Never Forget (Tuesday, April 14, 6:30 p.m.) Michael Korenblit, co-author of the bestselling book *Until We Meet Again: A True Story of Love and Survival in the Holocaust*, discusses what it was like growing up in a household of Holocaust survivors during Jim Crow in Ponca City, OK. He encourages the audience to be aware, connected, and ready to stand up to hatred and extremism.

Resilience and Remembrance: Exploring Holocaust Children's Books (Thursday, April 23, 6:30 p.m.)

Designed for parents and educators, this workshop features scholars Dr. Shanedra Nowell, Rebecca Weber, and Dr. Sherry Been, discussing age-appropriate texts that can help young readers understand the complex history and enduring lessons of the Holocaust.

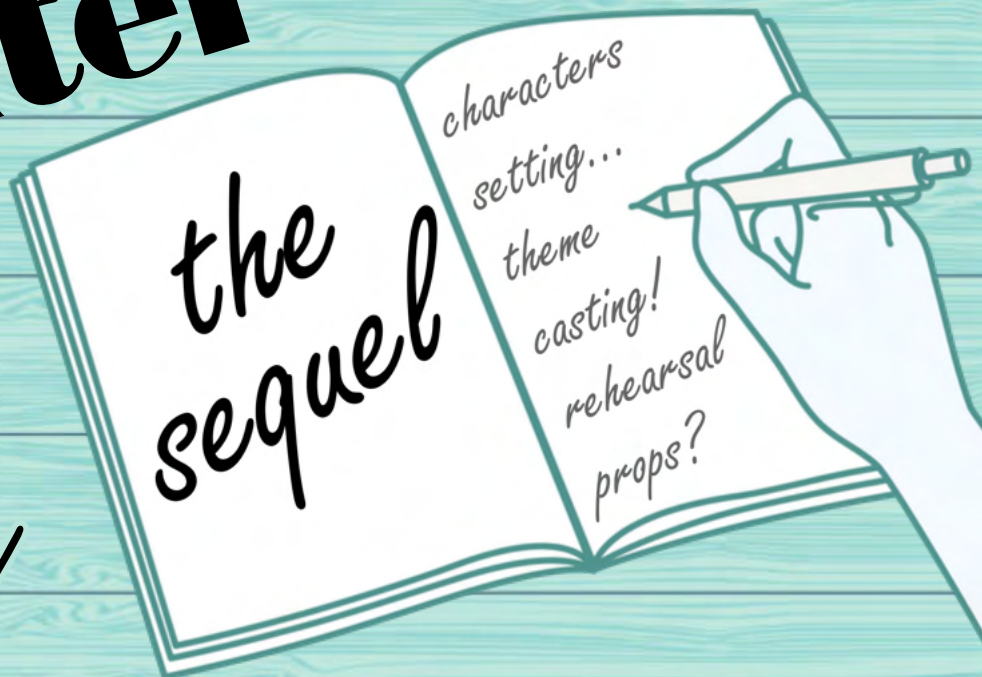
This series supports the national exhibit, "Americans and the Holocaust," on display at the Central Library in Tulsa April 14-May 20. Learn more about the exhibit from the U.S. Holocaust Memorial Museum and American Library Association at tulsalibrary.org/AATH.

Attend Stillwater series events for chances to win fuel gift cards to travel to the free Tulsa exhibit. Courtesy of Friends of the Stillwater Public Library.

Writers! Theater



Write a play
+ perform it!



Kids
3rd - 6th Grade



Mon. April 20 & 27
4 - 5:30 PM



Free and Open
to all Families



Must Register:
tinyurl.com/LibraryWritersTheater

Your Library

is an essential source of knowledge and offers equal access for everyone in the community, providing educational resources for all ages and pursuits.

Follow Us

@StillwaterOKLib

