AGENDA

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 313
STILLWATER, OK. 74074
DECEMBER 13, 2022, 12:00 NOON
library.stillwater.org

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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: November 15, 2022, Regular Meeting
   b) Stillwater Public Library November 2022 Financial Reports
   c) Stillwater Public Library November 2022 Activity Reports

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 drafted bylaws from the Bylaws Committee meeting
b) Consider FY24 Payroll budget
c) Consider acceptance of ODL-LSTA eMedia grant for $50,000 for downloadable material for Oklahoma Virtual library
d) Consider acceptance of ODL-ARPA eMedia grant for $24,000 for downloadable material for Oklahoma Virtual library

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. Presentation on Centennial activities
    ii. Notification of application to ODL Online High School grant for less than $10,000 with no matching requirements
b) Miscellaneous items or questions from the Library Board
c) 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
1107 SOUTH DUCK, ROOM 313
STILLWATER, OK. 74074
NOVEMBER 15, 2022, 12:00 NOON
library.stillwater.org

Board members present:	**Andrea Yough, Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson**
Staff present:	**Stacy DeLano, Naomi Brown, Brenna Gilchrist, Ashlyn Garis**

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

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

   a) Minutes: October 25, 2022, Regular Meeting
   b) Stillwater Public Library October 2022 Financial Reports
   c) Stillwater Public Library October 2022 Activity Reports

   McMillian asked about the percentage at the top of the budget report and how it is calculated. Yough asked if the fiscal year could be added to this report. Brown will check the accuracy of the percentages document and will add a fiscal year note on future reports.

Board members discussed the activities report. DeLano clarified the following:

- **More people are returning to the library, which has increased the number of wireless users.**
- **The Oklahoma Virtual Library emagazine subscription has ended. The subscription can only be purchased as a set of thousands of magazines making the price too high for the consortium members to pay at this time. Staff members are looking for economical options and want to be able to select specific titles rather than preset packages. The EBSCO Host database is available through the library website. There, patrons can look up magazine articles.**
- **The number of visitors to the library website does not include visitors to the OK Virtual Library.**
- **The majority of device checkouts ~~at the library~~ are hotspots.**

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

3. 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 dates for 2023 Library Board meetings

The board asked to move the December meeting one week earlier than proposed in the planner.

Woods/McMillian moved to approve the 2023 dates, with the amended meeting date of December 12. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

b) Consider approval of 2023 Stillwater Literacy Council space agreement

DeLano explained this is an agreement between Stillwater Public Library and Stillwater Literacy Council that must be approved by the board yearly. Yough asked if most libraries have their own literacy council. DeLano said most libraries do have a literacy council rather than partnering with one. For Stillwater to have its own literacy department, more staffing would be necessary. That is not possible at this time. The Stillwater Literacy Council gets some of its funding from the Oklahoma Department of Libraries. The students are primarily learning English as a second language and are often associated with Oklahoma State University. Ross/Sinnes moved to approve the 2023

Stillwater Literacy Council Space Agreement. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Report from and discussion on Bylaws Committee meeting
Upson shared that the Committee met and reviewed several examples of bylaws from other library boards across the state. In addition, they viewed a template from the Oklahoma Library Trustee Handbook, and noted the best approaches to incorporate the City charter and bylaws. Upson worked on a draft that the committee will review. The draft will be available for the board to read and discuss for December's meeting. DeLano reminded the Board that the City Attorney will have to review the draft before the board can vote on it.

4. REPORTS FROM OFFICERS & BOARDS
Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of 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. Emily States, Adult Services Supervisor
   Brenna Gilchrist spoke on behalf of States regarding the Adult Services Department. Gilchrist shared the following:

   - **Adult Reference has two new staff members, Jordan Stine, teen/adult services librarian, and Anne Moore, part-time adult services librarian.**
   - **Meeting room reservations are increasing. Adult services will be hiring a new part-time meeting room coordinator after the first of the year.**
   - **The Winter Reading Program will start November 21 and go through the end of December.**
   - **Monthly teen programming will start again in December.**
   - **More programs will be held indoors, transitioning back to a pre-COVID schedule.**
   - **Adult services will assist a great deal with Centennial programming.**
   - **The Library is seeking a grant through the Oklahoma Department of Libraries that will allow adults to attend an online high school program. The deadline to apply for this grant is November 21.**
   - **The library has had an increase in patrons experiencing homelessness. Staff members are taking training to better meet the challenges involved.**

   ii. Dolly Parton Imagination Library

The Dolly Parton Imagination Library Program provides one free book per month to registered children until their fifth birthday. Upson has been working with Stillwater Public Library and the United Way of Payne County to provide registration for about twelve hundred Payne County children. Funds from private donors, Central Community Foundation, Vibrant Stillwater, and United Way will cover half the cost, totaling around $15,000.00. Oklahoma State Department of Education will match that amount one-to-one with federal funds. Early sign-ups for children whose households may not have ready access to books are due to DeLano by November 18. Open registration begins November 23. The United Way is an official affiliate and pass-through for funds. The library is handling Outreach and database management.

b) Miscellaneous items from the Library Board
DeLano reported a successful turnout for early voting. The library has received positive feedback from the community about this event.

Yough mentioned that library staff can print a meeting packet for board members upon request, to help them prepare for meetings.

i. Discussion about scheduling items for upcoming meetings
The regular December meeting will be canceled. There will be a special meeting on December 13.

5. QUESTIONS & INQUIRIES

6. ADJOURN

Sinnes/McMillian moved to adjourn The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 1:18

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

November 2022

41% of Fiscal Year 2023 Elapsed

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 11/30/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43000 - Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	157,369.00	2,000.00	142,000.00	0.00	15,369.00	9.76%
43200 - State Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	15,000.00	1,455.59	9,810.30	0.00	5,189.70	34.59%
47012 - Misc Fees	9,000.00	654.65	3,868.95	0.00	5,131.05	57.01%
47501 - Room Rental	6,300.00	512.50	2,172.50	0.00	4,127.50	65.51%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	430.00	7.00	1,900.65	0.00	-1,470.65	-342.01%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	188,099.00	4,629.74	159,752.40	0.00	28,346.60	15.07%
Expenditure						
51001 - Full Time	629,701.00	46,660.86	237,498.56	0.00	392,202.44	62.28%
51002 - Part Time	254,800.00	18,316.07	84,241.36	0.00	170,558.64	66.93%
51003 - Overtime	1,400.00	78.40	331.73	0.00	1,068.27	76.30%
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	67,771.00	4,793.45	23,747.87	0.00	44,023.13	64.95%
51022 - Retirement	37,866.00	2,810.94	14,275.21	0.00	23,590.79	62.30%
51031 - Pension Benefits	0.00	0.00	0.00	0.00	0.00	0.00%
52012 - Vehicle Repair Parts	500.00	0.00	0.00	0.00	500.00	100.00%
52031 - Office Supplies	1,700.00	0.00	299.11	238.25	1,162.64	68.39%
52034 - Postage	3,000.00	0.00	109.30	0.00	2,890.70	96.35%
52036 - Janitorial Supplies	6,100.00	45.16	1,637.56	237.40	4,225.04	69.26%
52040 - Books & Publications	88,300.00	11,985.89	30,191.83	50,551.45	7,556.72	8.55%
52041 - Clothing & Uniforms	600.00	0.00	100.00	0.00	500.00	83.33%
52042 - Food	0.00	10.00	10.00	0.00	-10.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	42.05	85.69	0.00	364.31	80.95%
52046 - Supplies	21,549.00	263.76	2,453.61	374.58	18,720.81	86.87%
53001 - Natural Gas	3,000.00	176.38	598.80	0.00	2,401.20	80.04%
53004 - Telecommunications	7,640.00	52.15	260.82	0.00	7,379.18	96.58%
53011 - Equipment Rental	4,800.00	553.76	1,490.78	2,709.22	600.00	12.50%
53020 - Repair-Structures	21,837.00	6,725.00	9,942.64	4,462.50	7,431.86	34.03%
53023 - Repair-HVAC	31,448.00	22,197.10	22,661.91	0.00	8,786.09	27.93%
53041 - Donations	13,922.00	224.21	1,409.28	1,773.26	10,739.46	77.14%

City of Stillwater, OK
Budget to Actuals with Encumbrances by Key and Object

Report Date: 11/30/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53045 - Grant Expenditure	190,987.00	46,008.74	116,488.50	61,459.56	13,038.94	6.82%
53049 - Cash Short	0.00	0.10	-31.25	0.00	31.25	0.00%
53054 - Dues & Subscriptions	689.00	0.00	103.00	0.00	586.00	85.05%
53055 - Training	1,300.00	0.00	167.10	0.00	1,132.90	87.14%
53062 - Refunds	200.00	0.00	0.00	0.00	200.00	100.00%
53064 - Contract for Services	8,585.00	1,153.00	1,871.15	6,713.85	0.00	0.00%
53066 - Miscellaneous Services	250.00	35.00	35.00	215.00	0.00	0.00%
53068 - Travel Expense	750.00	0.00	0.00	0.00	750.00	100.00%
53071 - Software Maintenance	40,118.00	0.00	34,589.34	4,748.76	779.90	1.94%
54012 - Building & Structures	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
56000 - Direct Costs	702.00	59.00	295.00	0.00	407.00	57.97%
56001 - Indirect Costs	851.00	71.00	355.00	0.00	496.00	58.28%
Expenditure Total:	1,450,816.00	162,262.02	585,218.90	133,483.83	732,113.27	50.46%
Key Total:	(1,262,717.00)	(157,632.28)	(425,466.50)	(133,483.83)	(703,766.67)	55.73%
Key: 1055510 - Library						
Expenditure						
54012 - Building & Structures	5,500.00	0.00	0.00	0.00	5,500.00	100.00%
Expenditure Total:	5,500.00	0.00	0.00	0.00	5,500.00	100.00%
Key Total:	(5,500.00)	0.00	0.00	0.00	(5,500.00)	100.00%
Key: 6400000 - Library						
Revenue						
46001 - Interest-Investments	0.00	0.00	1,973.18	0.00	-1,973.18	0.00%
46004 - Interest-CD's	0.00	109.83	793.90	0.00	-793.90	0.00%
46201 - Unrealized Gain/Loss on Invest	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	0.00	2,590.00	5,591.86	0.00	-5,591.86	0.00%
Revenue Total:	0.00	2,699.83	8,358.94	0.00	(8,358.94)	0.00%
Key Total:	0.00	2,699.83	8,358.94	0.00	(8,358.94)	0.00%
Key: 6405510 - Library administration						

City of Stillwater, OK
Budget to Actuals with Encumbrances by Key and Object

Report Date: 11/30/2022

Object - Description		Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Expenditure							
53041 - Donations		6,000.00	0.00	0.00	35.00	5,965.00	99.41%
	Expenditure Total:	6,000.00	0.00	0.00	35.00	5,965.00	99.41%
	Key Total:	(6,000.00)	0.00	0.00	(35.00)	(5,965.00)	99.41%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
NOVEMBER 2022

PUBLIC SERVICES

MATERIALS CIRCULATION

(5,646)	6,230	ADULT BOOKS
(8,613)	8,793	CHILDREN'S BOOKS
(32)	21	DEVICES
(496)	489	VIDEOS
(653)	824	AUDIOS
(80)	70	BOOK CLUB BOOKS
(39)	42	INTERLIBRARY LOAN
(591)	491	IN LIBRARY USE
(5,837)	6,029	EBOOKS
(4,217)	4,626	DOWNLOADABLE AUDIOS
(485)	0	EMAGAZINES
(7)	0	STREAMING VIDEOS
(23)	25	KITS
(26,719)	27,640	GRAND TOTAL

USER SERVICES

(157)	201	NEW ADULT CARDS
(38)	54	NEW CHILDREN'S CARDS
(22,694)	21,792	TOTAL ACTIVE BORROWERS
(11)	8	HOMEBOUND & OUTREACH DELIVERIES
(827)	933	COMPUTER
(2,762)	3,146	WIRELESS USERS
(32)	39	NOTARY SERVICES
(15)	3	CURBSIDE DELIVERIES

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,430)	12,821	ADULT
(4,321)	4,275	CHILD

(1,744)	1,708	OSU STUDENT
(173)	201	OUT OF COUNTY
(3,026)	2,787	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 19,274 / 2,518

ESTIMATED NUMBER OF VISITORS TO LIBRARY	(9,954) 11,641	(11240 + 401)
NUMBER OF VISITORS TO LIBRARY WEBSITE	(13,194) 15,393	

ESTIMATED ADULT REFERENCE

(2,999)	3,028	IN PERSON
(1,157)	1,039	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(326)	255	IN PERSON
(32)	55	BY TELEPHONE

PROGRAMMING

(112)	34	MEETING ROOM USAGE
(124)	80	ADULT LIBRARY PROGRAM ATTENDANCE
(27)	8	YOUNG ADULT PROGRAM ATTENDANCE
(38)	212	STORY TIME ATTENDANCE
(83)	13	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(219)	379	CHILDREN'S GRAB & GO BAGS
(30)	35	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(387)	306	BOOK MATERIALS
(10)	1	NON-BOOK MATERIALS

(1,424) 134 BOUND VOLUMES WITHDRAWN

(82,721) 79,828 TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY

(78,147) 79,286 TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
NOVEMBER 2022

ADULT SERVICES

4,067	Reference Questions		3	Outreach	170 Participants
	2,808	in person	8	Number of Adult Programs	
	819	by phone	80	Attendance at Adult Programs	
	440	directional	1	Number of Young Adult Programs	
			8	Attendance at Young Adult Programs	
34	Meeting Room Usage		12	Number of Volunteers	
			121.75	Total Volunteer Hours	
			15	Displays	

CHILDREN'S SERVICES

310	Reference Questions		0	Outreach	0 Participants
	228	in person			
	28	by phone			
	54	directional			

0	Number of pre-school programs	(daycare & Headstart)
0	Attendance at pre-school programs	
10	Number of storyhours	
212	Attendance at storyhours	
2	Number of programs/school visits for school age children	(here or away)
13	Attendance at programs for school age children	
0	Number of programs for Summer Reading Program	
0	Attendance at Summer Reading Program	
10	Displays	
0	Number of volunteers	
0.00	Total volunteer hours	

REGISTRATION

255	Total new borrowers	
	201	Adults
	54	Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
NOVEMBER 2022

ADULT				CHILDREN'S			
Total Book & Non-Book Material Checkouts				Total Book & Non-Book Material Checkouts			
2020	**2021**	**2022**		**2020**	**2021**	**2022**	
3,153	3,327	3,523	Fiction	5,213	6,535	7,261	Fiction
1,467	1,204	1,372	Nonfiction	1,177	1,449	746	Nonfiction
1,084	1,106	1,312	New books	493	547	675	New books
16	9	23	Multi-language items	41	82	111	Multi-language items
5,720	5,646	6,230	Total Book Checkouts	6,924	8,613	8,793	Total Book Checkouts
0	32	21	Devices				
303	255	153	CD books	361	361	629	CD books
40	15	36	Music cds	1	22	6	Music cds
217	250	198	DVDs &Blu-rays	246	246	291	DVDs &Blu-rays
80	80	70	Book Club Bks	5	1	6	Kits
10	22	19	Kits				
650	654	497	Total Checkouts	613	630	932	Total Checkouts
149	359	289	In-library use	285	232	202	In-library use
34	39	42	ILL				
6,772	5,837	6,029	Ebooks				
3,881	4,217	4,626	Downloadable audios				
295	485	0	Emagazines				
5	7	0	Streaming videos				
11,136	10,944	10,986	Total Checkouts				
25,328	26,719	27,640	**GRAND TOTAL CIRCULATION**				

OUTREACH

4	Homebound patron deliveries	4	Facility deliveries
34	Homebound items/materials	6	Deposit collections
		120	Total number of books

Bylaws of the Stillwater Public Library Board

Article I. Name

This organization shall be called the "Stillwater Public Library Board" (hereafter, "library board"), located in Stillwater, Oklahoma, established by the Oklahoma municipality of Stillwater, according to the provisions 11 O.S. §31-101 and §31-102 and as set out in Article III, Section 3-6 of the Stillwater City Charter, and exercising the powers and assuming the duties granted to it under said statutes and Charter.

Article II. Purpose and Responsibilities

The library board shall be the head of the library department. The library board shall have supervision and control of the public library or libraries of the city, and shall appoint a librarian or librarians and all other subordinates; provided that the board may authorize thea librarian to appoint subordinates. The library board may adopt regulations for the administration and operation of the library or libraries, subject to ordinances which the city council may enact. The library board members will work to maintain vital public relations and act as advocates for library services in the community.

Article III. Membership

Section 1. Appointments and Terms. The library board shall be comprised of seven (7) members, appointed by the Stillwater Ceity Ceouncil (hereafter, "city council") for overlapping terms of three (3) years and to serve two (2) full consecutive terms orf until their respective successors have been appointed and qualify. The terms of members shall begin at 7:30 p.m. on the first Monday in May every year.

Section 2. Compensation. Members shall serve without compensation

Section 3 Removal. The city council may remove a member for the good of the service, misconduct, or neglect of duty. The library board may recommend removal of a member to the city council based on an affirmative vote of the majority of board members.

~~Section 4. Terms. The terms of members shall begin at 7:30 o'clock p.m. on the first Monday in May every year. Members shall be appointed by city council for overlapping terms of three (3) years and to serve two (2) full consecutive terms of until their respective successors have been appointed and qualify.~~

Section 45. Vacancies. The city council may appoint new board members to fill vacancies for unexpired terms.

Article IV. Meetings

Section 1. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Commented [1]: do we need semicolon? I believe it's in the charter language

Commented [2]: what if city council does not appoint a new board member? how long can a board member serve in this temporary capacity?

Commented [3]: legal good with this?

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Section 2. Meeting Schedule. The regular meetings of the library board shall be held ~~monthly~~ on the 4th Tuesday of each month at noon (12:00 p.m.), except for during the month of July, or as determined in advance by vote of the board.

Section 3. Special Meetings. Special meetings may be called by the chairperson, or upon the written request of four (4) members, for the transaction of business stated in the call for the meeting.

Section 4. Annual Meeting. An annual meeting date shall be designated by the board for the election of officers. The annual meeting will be in May at the established time and day of regular board meetings set in Section 2 above.

Section 5. Agendas and Notices. Meeting agendas and notices shall indicate the time, data, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 6. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted.

Section 7. Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) members of the board present in person.

Section 8. Open Meetings Law Compliance. All board meetings and all committee meetings shall be held in compliance with Oklahoma's open meetings law. (25 O.S., §§ 301 to 314)

Section 9. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Section 10. Library Public Comment Policy. 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. Requests to address the library board shall be submitted in writing to the library's business office prior to the start of the board meeting. ~~.~~ ~~T~~The library director or designee shall prepare and distribute a form for this purpose. Only those persons that have complied with this requirement will be permitted to speak at the meeting. Each person addressing the board shall give their name and address in an audible tone of voice for the record. Such person shall be entitled to speak one time only at the meeting on any item of business listed on the meeting agenda, for three (3) minutes, unless further time is granted by the presiding officer after consultation with the board. All remarks shall be addressed to the board as a body and not to any member thereof. No person other than the board and the person with the floor shall be permitted to enter into any discussion, either directly or through a member of the board, without permission of the presiding officer after consultation with the board. No questions shall be asked of a board~~asked a board~~ member except through the presiding officer.

Article V. Officers

Commented [4]: what if we need to account for virtual meetings?

Commented [5]: Would we not be able to do business if there were four vacancies (only 3 members) on the board?

Commented [6]: how soon before?

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Section 1. The officers shall be a chair, a vice-chair, and a secretary; and the secretary need not be a member of the board. No member shall hold more than one (1) office at a time. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 2. A nominating committee shall be appointed by the chair three (3) months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, and generally perform all duties associated with the office of chair.

Section 5. The vice-chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the library staff may be designated by the board each year at the annual meeting or as deemed necessary by the board to perform any or all of the above duties in section 6.

Article VI. Committees

Section 1. Standing Committees. Members of the *Budget* and *Policy* committees shall be appointed by the chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Nominating Committee. A nominating committee shall be appointed by the chair three (3) months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 4. No committee shall have other than advisory powers.

Article VII. Library Director.

The library director shall be appointed by the library board and shall be responsible to that board. The library director shall be considered the executive officer of the library under the direction and review of the board, and subject to the policies established by the board. The library director shall act as technical advisor to the board. The library director shall be invited to attend all board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest.

Commented [7]: Do we want these standing committees and what should their charges be? Should charges be included in this document? Example committee charges at https://durhamcountylibrary.org/board-of-trustees/committees/

DRAFT

Section 1. A library board member shall withdraw from board discussion, deliberation, and voting ~~e~~ on any matter in which the board member, an immediate family member, or an organization with which the board member is associated has a substantial financial interest.

Section 2. No member of the library board shall have substantial financial interest in the ~~in any way be connected with the~~ business of publishing or selling books, periodicals, or other forms of library materials, nor with the business of manufacturing or selling library supplies or equipment.

Commented [8]: section was added out of concerns regarding friends books sales. Are we allowed to limit membership in this specific way without statutory requirement?

Article IX. General.

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote upon and may move or second a proposal before the board.

Section 2. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a regular or special meeting at which two-thirds of those present so approve.

Commented [9]: Are we legally able to this? If so, do we want to be able to? Should there be a higher bar?

Section 3. These bylaws may be amended by majority vote of all members of the board, provided written notice of the proposed amendment shall have been provided to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Approved ~~dopted~~ by the Stillwater Public Library Board on _____.

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		7/1/2023					6/30/2024					
PosTitle	FT/PT	Hrly Rate at 7/1	Grade	Step	Hrs/Yr	Review / Progression move in	New Hrly Rate	New Grade / Prog Lvl	New Step	7/1/23 to Rev Date	Rev Date to 6/30/24	Total FY23 Wages
Tester	*F*	*10.0000*	*H11*	*1*	*2,080*	*1/1/2024*	*10.30*	*H11*	*2*	*10,400.00*	*10,712.00*	*21,112.00*
												933,696.92
BLDG MAINTENANCE WORKER PT	P	14.22	A28	2	1,040	11/18/2023	14.64	A28	3	*5,688.00*	*9,369.60*	15,057.60
BLDG MAINTENANCE WORKER PT	P	14.22	A28	2	1,040	3/22/2024	14.64	A28	3	*10,750.32*	*4,157.76*	14,908.08
BUSINESS OFFICE MANAGER	F	18.21	B20	2	2,080	11/19/2023	18.75	B20	3	*14,568.00*	*24,000.00*	38,568.00
CHILDRENS SERVICES SPECIALIST	P	13.40	A26	2	1,040	8/20/2023	13.80	A26	3	*1,876.00*	*12,420.00*	14,296.00
CHILDRENS SERVICES SPECIALIST	P	13.40	A26	2	1,040	10/6/2023	13.80	A26	3	*3,698.40*	*10,543.20*	14,241.60
CHILDRENS SERVICES SPECIALIST	P	13.40	A26	2	1,040	1/11/2024	13.80	A26	3	*7,396.80*	*6,734.40*	14,131.20
CHILDRENS SERVICES SPECIALIST	P	13.40	A26	2	1,040	11/24/2023	13.80	A26	3	*5,574.40*	*8,611.20*	14,185.60
CIRCULATION SERVICES SUPERVISOR	F	24.66	L33	7	2,080	2/1/2024	25.39	L33	8	*30,183.84*	*21,733.84*	51,917.68

CIRCULATION SPECIALIST	F	13.80	A26	3	2,080	2/27/2024	14.22	A26	4	*18,878.40*	*10,124.64*	29,003.04
CIRCULATION SPECIALIST	F	13.40	A26	2	2,080	12/16/2023	13.80	A26	3	*12,864.00*	*15,456.00*	28,320.00
LIBRARIAN I	F	19.85	L32	4	2,080	2/6/2024	20.45	L32	5	*24,772.80*	*17,014.40*	41,787.20
LIBRARIAN I	F	18.71	L32	2	2,080	3/22/2024	19.27	L32	3	*28,289.52*	*10,945.36*	39,234.88
LIBRARIAN I-PT	P	18.71	L32	2	1,040	3/9/2024	19.27	L32	3	*13,471.20*	*6,166.40*	19,637.60
LIBRARIAN I-PT	P	21.06	L32	6	1,508	5/4/2024	21.70	L32	7	*26,872.56*	*5,034.40*	31,906.96
LIBRARIAN I/CATALOGER	F	23.71	L32	10	2,080	7/3/2023	23.71	L32	10	*0.00*	*49,316.80*	49,316.80
LIBRARIAN II/ADULT SERVICES	F	24.66	L33	7	2,080	1/4/2024	25.39	L33	8	*26,238.24*	*25,796.24*	52,034.48
LIBRARIAN II/CHILDREN'S SERVICES	F	26.16	L33	9	2,080	3/17/2024	26.95	L33	10	*38,716.80*	*16,170.00*	54,886.80
LIBRARY AIDE	P	13.47	B14	7	1,040	2/17/2024	13.87	B14	8	*8,890.20*	*5,270.60*	14,160.80
LIBRARY AIDE	P	13.47	B14	7	1,040	1/6/2024	13.87	B14	8	*7,273.80*	*6,935.00*	14,208.80
LIBRARY AIDE	P	11.97	B14	3	1,040	2/19/2024	12.32	B14	4	*7,900.20*	*4,681.60*	12,581.80
LIBRARY AIDE	P	15.16	B14	11	1,040	11/30/2023	15.62	B14	12	*6,549.12*	*9,496.96*	16,046.08
LIBRARY AIDE	P	11.62	B14	2	1,040	1/14/2024	11.97	B14	3	*6,507.20*	*5,745.60*	12,252.80
LIBRARY AIDE	P	11.62	B14	2	1,040	2/16/2024	11.97	B14	3	*7,622.72*	*4,596.48*	12,219.20
LIBRARY	F	33.13	S	1	2,080	12/6/2023	33.13	S	1	*29,684.48*	*39,225.92*	68,910.40
LIBRARY MEETING RM	P	16.09	B14	13	1,040	5/27/2024	16.09	B14	13	*15,124.60*	*1,609.00*	16,733.60
LIBRARY MEETING RM	**P**	**11.29**	**B14**	**1**	**1,040**	**6/30/2024**	**11.62**	**B14**	**2**	*11,741.60*	*0.00*	11,741.60
LIBRARY SHELVER	P	8.60	A07	6	1,040	2/18/2024	8.86	A07	7	*5,676.00*	*3,366.80*	9,042.80
LIBRARY SHELVER	P	8.60	A07	6	1,040	12/1/2023	8.86	A07	7	*3,749.60*	*5,351.44*	9,101.04
LIBRARY SHELVER	P	8.60	A07	6	1,040	4/4/2024	8.86	A07	7	*6,811.20*	*2,197.28*	9,008.48
LIBRARY TECHNOLOGY MGR	F	29.96	L34	13	2,080	6/1/2024	29.96	L34	13	*57,523.20*	*4,793.60*	62,316.80

MAINTENANCE SR TECHNICIAN	F	22.74	M02	2	2,080	1/3/2024	22.74	M02	2	*24,013.44*	*23,285.76*	47,299.20
TECHNICAL SERVICES SPECIALIST	F	18.55	A26	13	2,080	2/2/2024	18.55	A26	13	*22,853.60*	*15,730.40*	38,584.00
TECHNICAL SERVICES SUPERVISOR	F	26.95	L33	10	2,080	2/1/2024	26.95	L33	10	*32,986.80*	*23,069.20*	56,056.00

Subtotals		Number of Pos
658,235.28	F	14
275,461.64	P	19
33		

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES AND STILLWATER PUBLIC LIBRARY

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and 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 November 30, 2023.

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-book, audiobook materials or digital magazines as agreed upon among members of the Oklahoma Virtual Library Consortium, the Contractor acting as their agent.

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. The Institute of Museum and Library Services (IMLS) and ODL must be referenced in all publicity.

g. Collect required statistics and maintain copies of all related print information.

h. Expend funds by September 30, 2023.

i. Submit the Final Report to the Department by November 15, 2023. 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 **Fifty Thousand Dollars ($50,000)** to provide EMedia resources.

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 30 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 five (5) 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 five (5) 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 five (5) 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 REQUIRMENTS

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 expressing 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

Stacy DeLano, Director
Typed name and title of signor

Signature

Date

Norman McNickle, City Manager
Typed name and title of signor

Signature

Date

On behalf of the Department

Natalie Currie, Director

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES
Assurances: Fund 40000 is encumbered for this Contract
Federal Programs Officer/Bus Manager:
Date:

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES AND STILLWATER PUBLIC LIBRARY

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and 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 May 1, 2023.

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-book, audiobook materials or digital magazines as agreed upon among members of the Oklahoma Virtual Library Consortium, the Contractor acting as their agent.

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 *ARPA Terms and Conditions Agreement*.

e. Publicize receipt of ARPA grant and project activities in at least three formats (newspaper, social media, website, presenter, etc.) to reach a minimum of 500 community members.

f. The Institute of Museum and Library Services (IMLS) and ODL must be referenced in all publicity.

g. Collect required statistics and maintain copies of all related print information.

h. Expend funds by February 28, 2023.

i. Submit the Final Report to the Department by April 15, 2023. 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, *ARPA 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 **Twenty-Four Thousand Dollars ($24,000.00)** to provide EMedia resources.

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 30 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 *ARPA 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 five (5) 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 five (5) 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 five (5) 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 REQUIRMENTS

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 expressing 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

Stacy DeLano, Director
Typed name and title of signor

Signature

Date

Norman McNickle, City Manager
Typed name and title of signor

Signature

Date

On behalf of the Department

Natalie Currie, Director

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES
Assurances: Fund 40000 is encumbered for this Contract
Federal Programs Officer/Bus Manager:
Date:

Adult Online High School Grants

Stillwater Public Library

Stacy Delano
1107 S. Duck St.
Stillwater, OK 74075

askalibrarian@stillwater.org
O: 405-372-3633

Emily States

1107 S. Duck St.
Stillwater, OK 74075

emily.states@stillwater.org
O: 405-372-3633 x8102

Application Form

Question Group

Organization Name*
Stillwater Public Library

Library Director
Stacy Delano

Library Director's Email*
stacy.delano@stillwater.org

Authorizing Official's Name and Title*
This is the person who can accept federal funds on your library/system's behalf. For libraries, it is often a city official.

Norman McNickle , City Manager, City of Stillwater

Authorizing Official's Email*
norman.mcnickle@stillwater.org

Project Manager's Name*
Emily States

Project Manager's Email*
emily.states@stillwater.org

Project Manager's Phone*
Please enter as XXX-XXX-XXXX

405-372-3633

Unique Entity Identifier*
If you do not have a UEI, please register for one at SAM.gov

KTJGD7KKJHK3

Activities*

Please write a brief one or two paragraph summary of the project that addresses:

- why there is a need for the project
- what the project will achieve
- how the project will benefit the targeted audience

Explain the need for the adult online high school program to be offered through your library. Provide research on need, what partners the library has secured, the roles of each partner and the library, and anticipated time spent in promoting the project and assisting the student. What is the ultimate goal in offering this service?

Over the last year, the Stillwater community has welcomed 70 Afghan evacuees. Oklahoma State University (OSU) and Catholic Charities of Eastern Oklahoma have largely completed the initial resettlement process. Many refugees have focused on learning English, attending school, and building new lives. The English Language and Intercultural Center at OSU has created the Compassionate Afghan Resettlement and English Services Program (CARES), which offers weekly English instruction, tutoring, and more. In speaking with the program's coordinator, Sarah Murray, at least six or seven Afghan refugees aged 24 or older are ready to make progress toward earning their high school diplomas. Many are still learning English, so the ESL component of the Excel program will give them the support they need while progressing toward earning a diploma. There are GED courses available in Stillwater; however, the cost of the test and the lack of language assistance make it a challenge for our new residents.

Initially, the Stillwater Public Library plans to work with Sarah Murray and the CARES program to enroll Afghan adults ready to begin working toward earning their high school diplomas. Because the Excel program provides flexibility, it will help students balance their family, work, and English classes. Since Excel offers courses in both Pashto and Dari, they will feel more confident taking courses, knowing they can continue to hone their English skills while working toward an end goal. A high school diploma will give them more opportunities for continued education and future careers.

If some of the potential students lined up through the CARES program are unable to continue or choose to wait before attempting to attain a high school diploma, there is still a need in our general population. According to the US Census, approximately 3,023, or 6% of Stillwater's population aged 25 or older, do not have a high school diploma. Research shows immense benefits for individuals and the community of having populations complete a high school degree. According to the U.S. Bureau of Labor Statistics, high school drop-outs:

- Earn $9,516 less annually than those with a high school degree
- Cost taxpayers approximately $292,000 over the course of their lives
- Have a 3.6% higher unemployment rate than the national average, and during the pandemic, the rate increased to 21% (from a Congressional report citing unemployment rates during COVID-19)

In addition to the CARES program, the Library has reached out to our regional Workforce Oklahoma board and Meridian Technology, our local GED and adult education provider. We will work with contacts made at these organizations to ensure that all five scholarship spots are awarded this year. Throughout 2023, the Library will also use this grant to make stronger connections with community partners serving ESL populations and adults who need educational and career advancement opportunities. By the end of the year, we hope to have a firm grasp of the need for a continued adult online high school program in Stillwater.

Outreach Plan*

Please include detailed information about how you plan to advertise the program and connect with other organizations and members in your community. Identify any potential community partners and how the partnership will benefit the project.

Since we have already laid a great deal of groundwork with potential partners, we do not plan to do open marketing in the early phases of the program. Current partners include OSU's CARES program and Workforce Oklahoma. Potential future partners and organizations for outreach visits could include St. Francis Xavier's ESL Classes, Meridian Technology's Adult Education Program, Stillwater Veterans Affairs, Career Tech, Stillwater Literacy Council, Payne County Jail, OSU's Family Resource Center, OSU's English Language Institute, Our Daily Bread, Stillwater Schools, and/or Northern Oklahoma College.

Initially, Library staff will:

- Work with Gale to create a landing page with program information and the application.
- Add information about the program, including a direct link to our Gale site, to our website on our Adult Services page.
- Ensure that all staff is knowledgeable about the program and can provide information to those interested.
- Notify partners we have already made contact with once we are ready to accept applications and provide them with informational materials.

To help ensure that all of the spots are filled and to gauge future needs:

- By February the Library will create an outreach schedule for 2023 that includes visits with at least five organizations that serve ESL populations, refugees, and/or adults who need educational and career advancement opportunities. Outreach efforts will help fill scholarship spots if needed, create a waitlist, and assist staff in developing future programs for these communities.
- Library staff will create outreach materials with information about relevant Library resources, including online high school, to be given out at outreach visits.

If the Library does not have all of the spots filled within three months through current partners, we will:

- Write a press release and send it out to all local press, Library stakeholders, City marketing staff, and community partner organizations (nearly 200 contacts total).
- Advertise in-Library and around the community with flyers and posters.
- Create TV slides to be show in-Library and at City Hall.
- Include a write-up in the Library's monthly newsletter.
- Post information about the program on Facebook and Instagram.

If the Library does not have all of the spots filled within six months with the above efforts, we will:

- Write a newspaper feature article (or request that the local paper write one) highlighting a current student to generate interest.
- Send additional targeted emails to local organizations and education staff in the community.
- Send out a PSA with Gale's assistance to local TV and radio.
- Schedule additional outreach visits.

Evaluation*

Describe the evaluation for the project as a whole.

- Clearly state and address the project outcomes. Outcomes are impacts and benefits the project will have on or provide to the community.
- How will the project make a difference? How will the lives of the target audience be better as a result of the project?

- What criteria will be used to evaluate the success of the project? What method(s) will be used to conduct the evaluation?

The primary outcome is to have all five spots successfully filled by the end of 2023, with participants making progress in their courses. By providing resources for ESL students, this program will allow Stillwater's Afghan population, and eventually other immigrant populations, to begin working toward a diploma while continuing to work on their English skills. Participants will be able to work at their own pace, have access to computers, and potentially complete their high school education faster than expected, resulting in more opportunities and better-paying employment options. Additionally, Library staff will build stronger relationships with local organizations that provide services for adults in need of free and low-cost educational and job assistance services. We will be able to have a better understanding of the need for an online high school program in Stillwater, and ultimately, help the Library better serve the needs of this population.

The criteria used to evaluate the success of the project will include the following:

- **Goal 1:**All five scholarships will be awarded, with students onboarded, past their probationary period, and working toward completing their diplomas by the end of 2023.
    - *Criteria: Library staff will use Gale software to track enrollments and progress and regular check-ins with students and partners.*
- **Goal 2:**Library staff will use this opportunity to build stronger partnerships with organizations that work with ESL populations, refugees, and adults who need educational and career advancement opportunities.
    - *Criteria: Library staff will develop an outreach schedule for 2023 that includes visits with a minimum of five potential organizational partners.*
- **Goal 3**: During 2023, the Library will gain an understanding of the community's need for an adult online high school program and decide whether it is feasible to continue the program in future years.
    - *Criteria: Library staff will survey community partners eight months into the program to gauge whether there is a continued demand for an adult online high school program in Stillwater.*

Total Amount Requested*

$8,312.50

Budget*

Please include your detailed budget for this project. Include costs of the online high school program (per seat cost) as well as any additional costs such as materials or staff support.

You can use bullets and numbered lists.

The Library is requesting funding for five scholarships:

- Gale Excel Adult High School scholarships @ $1,100 each = $5,500 (vendor Gale)
- Lenovo 14e Chromebook Gen 2 - 14" - 3000 series @ $384 each = $1,920 (vendor CDW)
- MaxCases Extreme Shell for Lenovo Chromebook, black @ $28.50 each = $142.50 (vendor CDW)
- Google Chrome Enterprise Management Console Perpetual Licenses @ $150 each = $750 (vendor CDW)

Project Start Date*
01/02/2023

Project End Date*
01/01/2024

How many hours can your library devote to this project?*
Please enter the number of hours your library can devote staff time to this project each week. The minimum is 5 per week.

5

Letter from Local Workforce Development Board*
Please upload a copy of the partnership letter from your local Workforce Development Board. You will need to contact your local board to receive this document.

If you need to find more information about your local Workforce Development Board, please click here.

STILLWATER SUPPORT LETTER.pdf

File Attachment Summary

Applicant File Uploads

- STILLWATER SUPPORT LETTER.pdf

November 15, 2022

Emily States, Adult Services Supervisor
The City of Stillwater
Stillwater Public Library
1107 S. Duck
Stillwater, OK 74074

Dear Emily,

The Western Oklahoma Workforce Development Board (WOWDB) is proud to support the efforts of the Stillwater Public Library in its endeavor offer adult learners (age 24 and up) an online option for an accredited high school diploma.

WOWDB is the federally funded, state-recognized workforce development board for Alfalfa, Beaver, Beckham, Blaine, Cimarron, Custer, Dewey, Ellis, Garfield, Grant, Greer, Harmon, Harper, Jackson, Kay, Kingfisher, Kiowa, Major, Noble, Payne, Washita, Roger Mills, Texas, Woods, and Woodward counties. WOWDB provides adult, dislocated worker and youth with job readiness skills, funding for training and supportive services.

We are a volunteer board that is business-led. The majority of members are comprised of business leaders, with the remainder of the board made up of community organizations or individuals who have an interest in workforce, human resources and economic development issues.

Our WIOA funding would be used for eligible participants, contingent on funding available. Our support for this project will include the following workforce services to WIOA-eligible participants:

- Veterans Assistance
- Career Exploration and Planning, as well as pre-employment Workshops
- Identification of Workforce Needs and Facilitation of Solutions
- Work Based Learning Opportunities (On-the-Job training, Work Experience, Registered Apprenticeships, Internships, and Transitional Jobs)
- Occupational Skills Training
- Lay-off Process Assistance
- Career and Employment Job Fairs
- Provision of Labor Market Information
- Assistance or Referrals to Overcome Barriers to Employment

- Job Referrals
- Business and Employer Services

We are proud to support the Stillwater Public Library's mission to provide adults with accredited online high school opportunities.

Sincerely,

Venita McGuire
WOWDB Interim Executive Director
1222 10th Street, Suite 115
Woodward, OK 73801
Ph: (580)256-8553 Cell: (580) 254-4880
venitamcguire@wowdb.org