



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, **ROOM 313**
STILLWATER, OK 74074
OCTOBER 25, 2022, 12:00 NOON
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: September 27, 2022, Regular Meeting
- b) Stillwater Public Library September 2022 Financial Reports
- c) Stillwater Public Library September 2022 Activity Reports

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 acceptance of Oklahoma Department of Libraries and Institute for Museum and Library Services Ready2Read grant for \$2,000
- b) Consider policy for Public Comment During Library Board Meetings
- c) Consider appointment of a Bylaws Committee for the creation of library board bylaws

- d) Consider appointment of a Budget Committee for the creation of the library's Fiscal Year 2024 budget

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
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings

5. QUESTIONS & INQUIRIES

6. ADJOURN

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 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, 3RD FLOOR RECEPTION AREA
STILLWATER, OK 74074
SEPTEMBER 27, 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, Kimberly Carnley, 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: July 26, 2022, Special Meeting
- b) Stillwater Public Library July-August 2022 Financial Reports
- c) Stillwater Public Library July-August 2022 Activity Reports

Cornwell requested clarification about carry forwards and capital project funds on the August financial report regarding repair structures and HVAC encumbrances. DeLano shared that these totals reflect carry forward funds for a 10-ton heat pump replacement unit and a control panel for a cooling tower. Delays on these projects are due to supply chain problems. Cornwell also asked about the grant accounts, and DeLano stated that grants don't necessarily span the time of one fiscal year but

may overlap into the next year or may even go by federal fiscal year which differs from the City. Cornwell then asked about monies under object code 54012 and DeLano explained that this reflects funds for capital projects and as such, they come from a different pool of funding than the library budget. McMillian asked if meeting rooms get rented less in the summer. DeLano explained that people are slow to meet again since the pandemic, more meetings are being held on Zoom, and we have fewer meetings now that we close at 7 p.m. on several nights of the week.

Woods/McMillian moved to approve items on 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 presentation by Johnson Controls' Caleb Kamarunas regarding City of Stillwater facility energy assessment (up to 30 minute presentation)

Kamarunas was unable to attend, and Zhi Yaw presented in his place. He explained that the City of Stillwater and Johnson Controls will be joining in a long term project to increase comfort, decrease deferred maintenance, and to increase energy efficiency in all City of Stillwater buildings. This will be accomplished by updating lighting, standardizing vendors, updating HVAC units, updating building controls, reducing flow rates to conserve water, and making buildings more airtight. The Library board was invited to share feedback on priorities for the library facilities needs in this regard. Carnley clarified that the project includes a contract across the entire City organization, and as such, the Board does not need to vote to approve the improvements.

- b) Consider revision of job descriptions for exempt staff

DeLano explained that supervisory staff now qualify for exempt status. The new pay scale resulted in this change, and returns supervisors to the status typically held by professional staff. Additionally, the IT manager's position is now non-exempt under the government's exception for network administrators. These changes mean the staff members will not qualify for overtime pay and will have increased flexibility in their schedules.

Sinnes/Cornwell moved to approve revision of job descriptions for exempt staff. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Update on state legislation affecting library

DeLano explained that the primary legislation is HB 3702, which requires annual verification by online/database vendors that they meet certain requirements regarding filtering and transmission of material. Currently, Oklahoma libraries are having difficulty obtaining a verification from Overdrive, the platform responsible for the Oklahoma Virtual Library (OKVL) consortium. The Oklahoma Department of Library's (ODL) director is working with Overdrive to obtain the verification. Obtaining verification is necessary for libraries to continue paying for Overdrive and getting funding for OKVL through ODL. Oklahoma libraries are also discussing the new legislation regarding abortion. DeLano stated that per the library's Reference Policy, reference staff provides only information regarding medical questions, not advice or instruction. DeLano also stated that the Oklahoma Attorney General provided a memo to police and DAs on enforcement of the law that emphasized imminence in the aiding and abetting section. Carnley is also reviewing new legislation. Upson suggested reaching out to OSU attorneys as they are dealing with similar issues related to HB 3702.

d) Update on Centennial planning

DeLano shared that the library will be presenting information about the Library Centennial to the City Council at their meeting on October 17. Cornwell encouraged board members to support the library by attending the City Council meeting. This presentation will be the kick off for fundraising, and information will start going out after that to potential donors. There will be several events coming up, including a read-a-thon, haunted library, family camp-out, and partnership with local businesses for library-themed products. There will be a chance to make donations at all of these events. There will also be many outreach visits to different organizations.

DeLano also mentioned that the Trust Board approved asking the Friends of the Library to match funds with donors during certain centennial events.

Yough left the meeting at 1:09pm

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

Stacy stated that work has been ongoing with the Centennial planning, reframing agreements with the Overdrive consortium in conjunction with HB3702 and there is

excellent work being done by Paula, the Circulation Supervisor, to measure the effectiveness of the use of RFID in the library.

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

McMillian asked about the date for the December meeting, and it was decided there will be a special meeting on December 13 rather than the regular meeting December 20. If there is no business pending, the meeting may be cancelled.

5. QUESTIONS & INQUIRIES

Woods asked what the procedure is for public comments at a Library Board meeting. Carnley suggested that the Board adopt the procedure used at City Council meetings. Woods requested having those procedures in writing for the board members, and Carnley said she would send DeLano that information.

6. ADJOURN

McMillian/Sinnes moved to adjourn. The votes were as follows: Woods, yes; McMillan, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved The meeting adjourned at 1:21pm.

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____

Chair, Stillwater Public Library Board

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

Report Date: 09/30/2022

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	155,369.00	100,000.00	140,000.00	0.00	15,369.00	9.89%
43200 - State Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
45000 - Fines & Forfeitures	15,000.00	2,143.67	6,437.50	0.00	8,562.50	57.08%
47012 - Misc Fees	9,000.00	740.00	2,508.35	0.00	6,491.65	72.12%
47501 - Room Rental	6,300.00	718.75	1,225.00	0.00	5,075.00	80.55%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	430.00	72.96	791.30	0.00	-361.30	-84.02%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	186,099.00	103,675.38	150,962.15	0.00	35,136.85	18.88%
Expenditure						
51001 - Full Time	629,701.00	46,660.87	144,176.86	0.00	485,524.14	77.10%
51002 - Part Time	254,800.00	16,267.85	46,921.24	0.00	207,878.76	81.58%
51003 - Overtime	1,400.00	12.41	184.00	0.00	1,216.00	86.85%
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	4,623.28	14,117.46	0.00	53,653.54	79.16%
51022 - Retirement	37,866.00	2,799.69	8,660.46	0.00	29,205.54	77.12%
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	63.90	158.14	162.49	1,379.37	81.13%
52034 - Postage	3,000.00	0.00	109.30	0.00	2,890.70	96.35%
52036 - Janitorial Supplies	6,100.00	666.77	666.77	963.43	4,469.80	73.27%
52040 - Books & Publications	88,300.00	5,663.91	13,112.34	66,782.66	8,405.00	9.51%
52041 - Clothing & Uniforms	600.00	0.00	100.00	0.00	500.00	83.33%
52043 - Vehicle Fuel & Oil	450.00	0.00	0.00	0.00	450.00	100.00%
52046 - Supplies	21,549.00	1,018.40	1,532.02	834.89	19,182.09	89.01%
53001 - Natural Gas	3,000.00	157.53	264.89	0.00	2,735.11	91.17%
53004 - Telecommunications	7,640.00	52.15	156.52	0.00	7,483.48	97.95%
53011 - Equipment Rental	4,800.00	430.34	683.54	3,516.46	600.00	12.50%
53020 - Repair-Structures	21,837.00	18.00	50.00	13,857.50	7,929.50	36.31%
53023 - Repair-HVAC	31,448.00	0.00	0.00	22,597.10	8,850.90	28.14%
53041 - Donations	13,922.00	752.64	914.63	1,722.66	11,284.71	81.05%
53045 - Grant Expenditure	188,987.00	28,691.69	40,370.05	137,498.04	11,118.91	5.88%

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

Report Date: 09/30/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53049 - Cash Short	0.00	-5.00	-30.50	0.00	30.50	0.00%
53054 - Dues & Subscriptions	689.00	0.00	0.00	103.00	586.00	85.05%
53055 - Training	1,300.00	0.00	101.10	66.00	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	0.00	613.30	7,971.70	0.00	0.00%
53066 - Miscellaneous Services	250.00	0.00	0.00	250.00	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	-8,983.30	34,589.34	1,886.25	3,642.41	9.07%
54012 - Building & Structures	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
56000 - Direct Costs	702.00	59.00	177.00	0.00	525.00	74.78%
56001 - Indirect Costs	851.00	71.00	213.00	0.00	638.00	74.97%
Expenditure Total:	1,448,816.00	99,021.13	307,841.46	258,212.18	882,762.36	60.92%
Key Total:	(1,262,717.00)	4,654.25	(156,879.31)	(258,212.18)	(847,625.51)	67.12%

Key: 1055510 - Library

Expenditure

54012 - Building & Structures

Expenditure Total:

5,500.00
5,500.00

0.00
0.00

0.00
0.00

0.00
0.00

5,500.00
5,500.00

100.00%
100.00%

Key Total:

(5,500.00)

0.00

0.00

0.00

(5,500.00)

100.00%

Key: 6405510 - Library administration

Expenditure

53041 - Donations

Expenditure Total:

6,000.00
6,000.00

0.00
0.00

0.00
0.00

0.00
0.00

6,000.00
6,000.00

100.00%
100.00%

Key Total:

(6,000.00)

0.00

0.00

0.00

(6,000.00)

100.00%

PUBLIC SERVICES

USER SERVICES

(6,222)	6,684	ADULT BOOKS	(161)	237	NEW ADULT CARDS
(9,441)	9,748	CHILDREN'S BOOKS	(39)	36	NEW CHILDREN'S CARDS
(4)	26	DEVICES	(22,910)	21,554	TOTAL ACTIVE BORROWERS
(479)	572	VIDEOS	(7)	11	HOMEBOUND & OUTREACH DELIVERIES
(792)	974	AUDIOS	(829)	1,034	COMPUTER
(60)	90	BOOK CLUB BOOKS	(3,023)	3,954	WIRELESS USERS
(49)	37	INTERLIBRARY LOAN	(11)	73	NOTARY SERVICES
(710)	481	IN LIBRARY USE	(31)	12	CURBSIDE DELIVERIES
(6,273)	6,143	EBOOKS			
(4,280)	4,660	DOWNLOADABLE AUDIOS			
(430)	327	EMAGAZINES			
(7)	0	STREAMING VIDEOS			
(51)	35	KITS			
(28,798)	29,777	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,567)	12,706	ADULT	(1,771)	1,670	OSU STUDENT
(4,321)	4,223	CHILD	(167)	202	OUT OF COUNTY
			(3,084)	2,753	OTHER

CITY RESIDENTS/NON-CITY RESIDENTS

0 / 0

ESTIMATED NUMBER OF VISITORS TO LIBRARY

$$(10,197) \quad 12,245 \quad (12087 + 158)$$

NUMBER OF VISITORS TO LIBRARY WEBSITE

(15.866) 17.373

ESTIMATED ADULT REFERENCE

ESTIMATED CHILDREN'S REFERENCE

(2,999)	2,688	IN PERSON	(326)	346	IN PERSON
(1,157)	1,013	BY TELEPHONE	(32)	64	BY TELEPHONE

PROGRAMMING

(77)	27	MEETING ROOM USAGE
(35)	130	ADULT LIBRARY PROGRAM ATTENDANCE
(23)	5	YOUNG ADULT PROGRAM ATTENDANCE
(129)	318	STORY TIME ATTENDANCE
(121)	45	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(189)	431	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

MATERIALS ADDED & PROCESSED

(362)	312	BOOK MATERIALS	(340)	612	BOUND VOLUMES WITHDRAWN
(5)	0	NON-BOOK MATERIALS			

(83,946) 79,444 TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY

(76,831) 78,486 TOTAL NUMBER OF VOLUMES IN OKVL

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

SEPTEMBER 2022

ADULT SERVICES

<u>3,701</u>	<u>Reference Questions</u>	<u>0</u>	Tours	<u>0</u>	Participants
	<u>2,424</u>		<u>10</u>		Number of Adult Programs
	<u>750</u>		<u>130</u>		Attendance at Adult Programs
	<u>527</u>		<u>1</u>		Number of Young Adult Programs
			<u>5</u>		Attendance at Young Adult Programs
<u>27</u>	Meeting Room Usage	<u>10</u>			Number of Volunteers
		<u>104.50</u>			Total Volunteer Hours
		<u>18</u>			Displays

CHILDREN'S SERVICES

<u>410</u>	<u>Reference Questions</u>		
	<u>303</u>	in person	
	<u>22</u>	by phone	
	<u>85</u>	directional	
<u>0</u>	Number of pre-school programs		(daycare & Headstart)
<u>0</u>	Attendance at pre-school programs		
<u>11</u>	Number of storyhours		
<u>318</u>	Attendance at storyhours		
<u>3</u>	Number of programs/school visits for school age children		(here or away)
<u>45</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>10</u>	Displays		
<u>2</u>	Number of volunteers		
<u>23.50</u>	Total volunteer hours		

REGISTRATION

<u>273</u>	<u>Total new borrowers</u>
	<u>237</u> Adults
	<u>36</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

SEPTEMBER 2022

ADULT

Total Book & Non-Book Material Checkouts

2020	2021	2022	
3,357	3,459	3,959	Fiction
1,498	1,620	1,480	Nonfiction
1,078	1,119	1,234	New books
18	24	11	Multi-language items
5,951	6,222	6,684	Total Book Checkouts
26	4	26	Devices
332	266	194	CD books
40	18	78	Music cds
282	236	244	DVDs & Blu-rays
90	60	90	Book Club Bks
0	23	19	Kits
770	607	651	Total Checkouts
239	312	255	In-library use
67	49	37	ILL
6,897	6,273	6,143	Ebooks
4,043	4,280	4,660	Downloadable audios
92	430	327	Emagazines
6	7	0	Streaming videos
11,344	11,351	11,422	Total Checkouts

27,146

28,798

29,777

GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

2020	2021	2022	
6,236	7,289	8,339	Fiction
1,370	1,403	747	Nonfiction
571	637	546	New books
37	112	116	Multi-language items
8,214	9,441	9,748	Total Book Checkouts
354	479	699	CD books
5	29	3	Music cds
238	243	328	DVDs & Blu-rays
6	28	16	Kits
603	779	1,046	Total Checkouts
264	398	226	In-library use

OUTREACH

6	Homebound patron deliveries
46	Homebound books

5	Outreach facilities deliveries
6	Outreach deposit collections
160	Outreach books

CONTRACT
BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES
AND THE CITY OF STILLWATER

I. CONTRACTING PARTIES

The American Rescue Plan Act (ARPA) Ready2Read Collection grant is offered through the American Rescue Plan Act of 2021 (Public Law 117-2) and the IMLS authorization statute (20 U.S.C. § 9101 et seq.) by the Institute of Museum and Library Services (IMLS) and administered by the Oklahoma Department of Libraries. The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and the 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 December 30, 2022.

- 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. Use grant funds to purchase picture books to add to the library's early literacy collection.
- b. Will fully expend all grant funds by December 10, 2022.
- c. Agree to and sign the *ARPA Terms and Conditions Agreement*.
- d. Acknowledge receipt of ARPA funds with the following acknowledgement:
"This project is made possible by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act, administered by the Oklahoma Department of Libraries. However, the opinions expressed by a grant supported outside agent do not necessarily reflect the position or policy of ODL or IMLS, and no official endorsement by those entities should be inferred."
- e. The Institute of Museum and Library Services (IMLS) and Department must be referenced in all publicity.
- f. Maintain receipts for five (5) years for all purchases paid with grant funds.
- g. Submit copies of invoices and a list of purchased items to ODL by December 20, 2022.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Approve proposal and provide a contract, *ARPA Terms and Conditions Agreement*, claim form, and digital images of IMLS and ODL logos.
- b. Process grant payment to the Contractor upon receipt of notarized claim form.
- c. Review and approve final invoices and list of purchased items.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will pay **Two Thousand Dollars (\$2,000.00)** to the contractor.

- 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 in writing by the Department.
- b. Payment will be made via electronic deposit within 45 days of receipt of the notarized claim form.
- c. The Contractor assures that expenditures under this Contract will be included in its next regular audit.

VI. GENERAL PROVISIONS

- a. Notices

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

As to the Department:

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

As to the Contractor:

Stillwater Public Library
Attn: Elizabeth Murray
1107 South 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. Liability

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

e. Accident or Illness

The Contractor agrees that any accident or illness during the performance of this Contract will not be the responsibility of the Department and in no way holds the Department liable for such accident or illness.

f. 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 REQUIREMENTS

- a. It is expressly agreed that the Contractor under this contract is an independent Contractor and under no circumstances shall any owners, officers, employees or volunteers of the Contractor be considered employees of the Department or the State of Oklahoma. The Contractor is responsible for all types of claims due its volunteers, employees, or any third parties. Unless prohibited by Oklahoma law, the Contractor will indemnify and hold harmless the Department and the State of Oklahoma from and against any and all claims arising out of

the Contractor's, or any of the Contractor's employees' or volunteers' performance, including but not limited to the use of automobiles or other transportation.

- b. 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.
- c. 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.
- d. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- e. The Contractor will comply with regulations under the Open Meetings Act and the Open Records Act.

X. AMENDMENTS

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

XI. ENTIRE CONTRACT

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

XII. EXECUTION OF CONTRACT

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

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

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

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

SIGNATURES

On behalf of the Contractor

On behalf of the Department

Stacey Delano, Director

Typed name and title of signor

Natalie Currie, Director

Signature

Signature

Date

Date

Norman McNickle

Typed name of Authorizing Official

Title

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

Assurances: Fund 41500 is encumbered for this Contract

FPO/Business Manager:



Date: Oct 6, 2022



PUBLIC COMMENT DURING LIBRARY BOARD MEETINGS 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. 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 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 a board member except through the presiding officer.

Approved:

Reviewed by CA: