



AGENDA

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK. 74074
JULY 26, 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: June 28, 2022, Regular Meeting
- b) Stillwater Public Library June 2022 Financial Reports
- c) Stillwater Public Library June 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 the 2021-22 annual Trust report
- b) Consider the 2022-25 Long Range Plan
- c) Consider request to conclude the Saturday masking hour
- d) Consider request to change Saturday library hours from 10 a.m. – 4 p.m. to 9 a.m. – 4 p.m.

- e) Consider acceptance of amendment to current Oklahoma Department of Libraries' eMedia Grant increasing its amount by \$100,000

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, ROOM 119
STILLWATER, OK. 74074
JUNE 28, 2022, 12:00 NOON
library.stillwater.org**

Board Members Present: Robin Cornwell, Kathryn Ross, Matt Upson, Mike Woods
Staff Present: Andrea Kane, Stacy Delano, Kimberley Carnley, Christie Driskel

1. **CALL MEETING TO ORDER: Woods called the meeting to order at 12:03.**

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: April 26, 2022, Regular Meeting
- b) Stillwater Public Library April-May 2022 Financial Reports
- c) Stillwater Public Library April-May 2022 Activity Reports

Cornwell requested more information about two Building & Structures costs on the April Financial Report. Delano explained that an initial quote for a project did not encompass everything needed, so additional funds were placed in a second account. Cornwell then asked about Interest Revenue appearing on the reports. Delano explained that she included the version Finance provides the library each month which includes Trust information on it. Cornwell then asked about some missing patron statistics on the May Activity Report. Delano will send an updated May Activity Report to board members.

Cornwell/Ross moved to approve items on the consent docket. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, 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 revised job positions and pay scale for library staff

Delano reported that pay increases across the City were starting July 1. Almost every library employee is getting a raise, except for maintenance positions that are directly equivalent to other City positions at the same pay level. Delano's priorities going into discussions with HR were:

- **To correct disparities between library departments**
- **To lessen the large number of different positions and group similar positions into the same pay range**
- **Library positions were not in the same pay range as other City positions doing similar work. This issue will be further addressed in a second phase of compensation discussions next fiscal year, though this phase may be delayed due to inflation impacts on budget.**
- **Supervisors did not earn enough to qualify for exempt status.**

Approval of this request would mean approving both the new pay scale and the new position groupings. Changes to individual job descriptions will be brought to the Board at subsequent meetings. Woods asked what the impact of the pay increases would be on the library's budget. Driskel said that the City was directed by City Council to reserve a pool of funds for the pay increases, which was done.

Cornwell/Ross moved to approve revised job positioning and pay scale for library staff. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

Driskel left the meeting at 12:25.

- b) Consider revision of the Computer and Internet Use Policy

Delano stated that residents will no longer be required to get a library card to use the internet and can instead use a pass. Supervisors have said it is not onerous to look up users and issue a guest pass. Upson asked about the process for getting a guest pass. Delano said that adults are asked for photo identification, and do not have to be a county or state resident to get a pass. User under 18 must have a parent's signed permission to use the internet. Carnley stated that legal is able to approve the policy as to form and the Board may approve the revised policy now.

Ross/Upson moved to approve revision of Computer and Internet Use Policy. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

- c) Consider revision of the Collection Development Policy

Delano stated that minor changes were made to the policy and the ALA attachments were replaced with the newest versions. Board members discussed the ALA statements. Cornwell asked if adopting the Collection Development Policy with ALA attachments means that the Board is also accepting the attachments as policy. Delano said that the policy incorporates the attachments by reference, making them positions that the Board holds. The Board can decide to accept all attachments, some of them, or none of them. Staff's recommendation is to approve the policy with the attachments, which have been part of the policy for at least 15 years. There was further discussion of library challenges and how staff select items for the library.

Cornwell/Ross moved to approve revision of Collection Development Policy. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

- d) Consider acceptance of the federal ERate category 1 and Oklahoma Universal Service Fund discounts for internet service

Delano stated that ERate category 1 pays for 60% of the library's internet service and the other 40% is paid for by the state.

Ross/Cornwell moved to accept federal ERate category 1 and Oklahoma Universal Service Fund discounts for internet service. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

- e) Consider acceptance of the federal ERate category 2 discount for the purchase of components for an updated WiFi network.

Delano stated that ERate category 2 pays 60% of costs for equipment for a new WiFi system. The other 40% is funded through an ODL ARPA grant. Upson asked what was deficient in our old system. Delano said it does not reach all corners of library or outside the library very well. The new system is also equipped to handle the newest generation of devices that are just beginning to become available.

Ross/Cornwell moved to accept federal ERate category 2 discount for the purchase of components for an updated WiFi network. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

- f) Consider request for the library to host “Merry Main Street” with after-hour usage of library grounds and facility

With Block 34 undergoing construction, Merry Main Street will not be able to take place there. The library was asked to host a scaled down version of Merry Main Street in the courtyard. Delano said the benefits would be that they would install outdoor electrical outlets and it would be a good partnership with other City organizations. Cornwell asked if staff would have to be present. Delano said there was potential for that as she was requesting not only use of courtyard but also the potential use of the North building. Woods expressed concern over volume of people and wear and tear on facility and staff. Delano said that she still had to have an initial meeting with the Merry Main Street committee and would find out more information at that time. Delano will provide updates to the Board as the plans become known.

Ross/Cornwell moved to approve the request for the library to host “Merry Main Street” with after-hour usage of library grounds and facility. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

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. Summer reading update- **Delano reported current statistics of program attendance and hours of reading.**
 - ii. RFID update- **Installation has been completed and there has been good feedback from both staff and patrons. Circulation is starting to see a time savings benefits. One gate was received with a hairline crack and will be replaced this week. Next, the evaluation stage of the grant will begin.**
 - iii. Saturday masked hour- **Now that younger children can be vaccinated the library will likely ask to wind down the masked hour. This request and a change to library hours will be on the agenda in July or August.**
 - iv. Challenges in libraries- **HB 3702 was passed which requires public libraries and other educational entities to ensure their databases follow certain guidelines. Delano has received little information about this and will bring this back to the board once more is known.**

- b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings
 - 1. Special meeting Tuesday, July 19- **Delano would like to meet in July in order to get Long Range Plan approval. The board members present preferred July 26 as the date to meet.**
- ii. Upson complimented the new RFID system

5. QUESTIONS & INQUIRIES

6. ADJOURN

Upson/Cornwell moved to adjourn. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved. Meeting adjourned at 1:12.

Prepared by: Andrea Kane, Recording Secretary

Approved by: _____
Chair, Stillwater Public Library Board

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 06/30/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1015510 - Library administration						
Revenue						
43100 - Federal Grant Revenue	234,799.00	0.00	179,429.35	0.00	55,369.65	23.58%
45000 - Fines & Forfeitures	15,000.00	2,008.13	18,413.13	0.00	-3,413.13	-22.75%
47012 - Misc Fees	8,000.00	762.40	9,475.64	0.00	-1,475.64	-18.44%
47501 - Room Rental	5,000.00	7,080.00	14,484.00	0.00	-9,484.00	-189.68%
48701 - Donations	9,394.00	0.00	9,535.73	0.00	-141.73	-1.50%
Revenue Total:	272,193.00	9,850.53	231,337.85	0.00	40,855.15	15.00%
Expenditure						
51001 - Full Time	635,789.00	49,500.01	606,340.18	0.00	29,448.82	4.63%
51002 - Part Time	189,617.00	14,524.66	168,940.04	0.00	20,676.96	10.90%
51003 - Overtime	1,400.00	56.79	723.46	0.00	676.54	48.32%
51005 - On-Call	500.00	0.00	0.00	0.00	500.00	100.00%
51021 - Social Security	69,653.00	4,677.98	56,542.06	0.00	13,110.94	18.82%
51022 - Retirement	39,353.00	2,972.83	36,421.32	0.00	2,931.68	7.44%
52012 - Vehicle Repair Parts	500.00	0.00	9.21	0.00	490.79	98.15%
52034 - Postage	1,820.00	0.00	1,011.60	0.00	808.40	44.41%
52036 - Janitorial Supplies	4,100.00	736.96	3,955.02	0.00	144.98	3.53%
52040 - Books & Publications	75,681.00	4,888.87	74,466.05	1,103.23	111.72	0.14%
52041 - Clothing & Uniforms	400.00	197.76	197.76	0.00	202.24	50.56%
52043 - Vehicle Fuel & Oil	450.00	0.00	321.52	0.00	128.48	28.55%
52046 - Supplies	10,000.00	198.95	8,316.15	1,591.49	92.36	0.92%
53001 - Natural Gas	4,600.00	103.74	4,166.03	433.97	0.00	0.00%
53004 - Telecommunications	1,310.00	52.15	1,230.76	0.00	79.24	6.04%
53011 - Equipment Rental	5,800.00	321.07	4,662.54	578.93	558.53	9.62%
53020 - Repair-Structures	19,000.00	2,809.94	10,246.10	6,150.00	2,603.90	13.70%
53023 - Repair-HVAC	34,500.00	9,559.23	9,972.90	24,527.10	0.00	0.00%
53041 - Donations	30,770.00	1,939.92	16,644.88	1,111.99	13,013.13	42.29%
53045 - Grant Expenditure	403,771.00	16,471.60	303,092.61	38,832.84	61,845.55	15.31%
53049 - Cash Short	0.00	-3.50	-14.37	0.00	14.37	0.00%
53054 - Dues & Subscriptions	689.00	458.00	555.00	0.00	134.00	19.44%
53055 - Training	910.00	0.00	710.00	100.00	100.00	10.98%
53062 - Refunds	200.00	0.00	31.04	0.00	168.96	84.48%
53064 - Contract for Services	8,615.00	528.15	6,712.65	1,898.35	4.00	0.04%
53066 - Miscellaneous Services	250.00	0.00	52.50	197.50	0.00	0.00%
53068 - Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 06/30/2022

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53071 - Software Maintenance	48,170.00	0.00	47,798.76	0.00	371.24	0.77%
54012 - Building & Structures	10,000.00	0.00	0.00	10,000.00	0.00	0.00%
56000 - Direct Costs	702.00	53.00	702.00	0.00	0.00	0.00%
56001 - Indirect Costs	851.00	70.00	851.00	0.00	0.00	0.00%
Expenditure Total:	<u>1,599,401.00</u>	<u>110,118.11</u>	<u>1,364,658.77</u>	<u>86,525.40</u>	<u>148,216.83</u>	<u>9.26%</u>
Key Total:	<u>(1,327,208.00)</u>	<u>(100,267.58)</u>	<u>(1,133,320.92)</u>	<u>(86,525.40)</u>	<u>(107,361.68)</u>	<u>8.08%</u>
Key: 1055510 - Library						
Expenditure						
54012 - Building & Structures	5,500.00	0.00	0.00	5,500.00	0.00	0.00%
Expenditure Total:	<u>5,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,500.00</u>	<u>0.00</u>	<u>0.00%</u>
Key Total:	<u>(5,500.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,500.00)</u>	<u>0.00</u>	<u>0.00%</u>
Key: 6400000 - Library						
Revenue						
46001 - Interest-Investments	0.00	108.47	8,046.13	0.00	-8,046.13	0.00%
46004 - Interest-CD's	0.00	470.35	1,848.18	0.00	-1,848.18	0.00%
48701 - Donations	0.00	200.00	26,333.19	0.00	-26,333.19	0.00%
Revenue Total:	<u>0.00</u>	<u>778.82</u>	<u>36,227.50</u>	<u>0.00</u>	<u>(36,227.50)</u>	<u>0.00%</u>
Key Total:	<u>0.00</u>	<u>778.82</u>	<u>36,227.50</u>	<u>0.00</u>	<u>(36,227.50)</u>	<u>0.00%</u>
Key: 6405510 - Library administration						
Expenditure						
52040 - Books & Publications	0.00	0.00	1,605.57	0.00	-1,605.57	0.00%
53041 - Donations	390.00	0.00	375.00	0.00	15.00	3.84%
Expenditure Total:	<u>390.00</u>	<u>0.00</u>	<u>1,980.57</u>	<u>0.00</u>	<u>(1,590.57)</u>	<u>-407.83%</u>
Key Total:	<u>(390.00)</u>	<u>0.00</u>	<u>(1,980.57)</u>	<u>0.00</u>	<u>1,590.57</u>	<u>-407.83%</u>

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2022

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(7,763)	7,591	ADULT BOOKS	(187)	247	NEW ADULT CARDS
(10,784)	11,594	CHILDREN'S BOOKS	(79)	102	NEW CHILDREN'S CARDS
(11)	33	DEVICES	(23,216)	22,426	TOTAL ACTIVE BORROWERS
(628)	671	VIDEOS	(10)	10	HOMEBOUND & OUTREACH DELIVERIES
(766)	995	AUDIOS	(806)	879	COMPUTER
(130)	90	BOOK CLUB BOOKS	(2,324)	3,076	WIRELESS USERS
(54)	34	INTERLIBRARY LOAN	(21)	24	NOTARY SERVICES
(981)	657	IN LIBRARY USE	(21)	13	CURBSIDE DELIVERIES
(6,773)	6,255	EBOOKS			
(4,255)	4,493	DOWNLOADABLE AUDIOS			
(324)	502	EMAGAZINES			
(3)	1	STREAMING VIDEOS			
(20)	42	KITS			
(32,492)	32,958	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,783)	13,296	ADULT	(1,777)	1,717	OSU STUDENT
(4,362)	4,376	CHILD	(170)	190	OUT OF COUNTY
			(3,124)	2,847	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,788 /	2,638	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(8,447)	13,908	(13151 + 757)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(16,590)	20,573	

ESTIMATED ADULT REFERENCE

(2,999)	2,688	IN PERSON
(1,157)	1,013	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(326)	346	IN PERSON
(32)	64	BY TELEPHONE

PROGRAMMING

(41)	29	MEETING ROOM USAGE
(88)	119	ADULT LIBRARY PROGRAM ATTENDANCE
(20)	5	YOUNG ADULT PROGRAM ATTENDANCE
(130)	149	STORY TIME ATTENDANCE
(291)	924	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(358)	421	CHILDREN'S GRAB & GO BAGS
(62)	29	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(94)	40	BOOK MATERIALS	(231)	111
(20)	16	NON-BOOK MATERIALS		
(83,487)	79,274	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(72,874)	78,864	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2022

ADULT SERVICES

<u>3,701</u>	<u>Reference Questions</u>	<u>0</u>	Tours	<u>0</u>	Participants
	<u>2,424</u>		in person	<u>11</u>	Number of Adult Programs
	<u>750</u>		by phone	<u>119</u>	Attendance at Adult Programs
	<u>527</u>		directional	<u>1</u>	Number of Young Adult Programs
				<u>5</u>	Attendance at Young Adult Programs
<u>29</u>	Meeting Room Usage			<u>2</u>	Number of Volunteers
				<u>156.50</u>	Total Volunteer Hours
				<u>21</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>3</u>	Number of storyhours		
<u>149</u>	Attendance at storyhours		
<u>11</u>	Number of programs/school visits for school age children		(here or away)
<u>258</u>	Attendance at programs for school age children		
<u>3</u>	Number of programs for Summer Reading Program		
<u>666</u>	Attendance at Summer Reading Program		
<u>31</u>	Displays		
<u>22</u>	Number of volunteers		
<u>140.00</u>	Total volunteer hours		

REGISTRATION

<u>349</u>	<u>Total new borrowers</u>
	<u>247</u> Adults
	<u>102</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

JUNE 2022

ADULT

Total Book & Non-Book Material Checkouts

2020	2021	2022	
2,908	4,207	4,632	Fiction
1,325	2,089	1,630	Nonfiction
877	1,435	1,314	New books
7	32	15	Multi-language items
5,117	7,763	7,591	Total Book Checkouts
28	11	33	Devices
290	294	195	CD books
24	15	52	Music cds
156	304	245	DVDs & Blu-rays
60	130	90	Book Club Bks
3	14	15	Kits
561	768	630	Total Checkouts
222	318	244	In-library use
18	54	34	ILL
7,842	6,773	6,255	Ebooks
4,002	4,255	4,493	Downloadable audios
239	324	502	Emagazines
9	3	1	Streaming videos
12,332	11,727	11,529	Total Checkouts

23,587 32,492 32,958 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2020	2021	2022	
3,733	8,137	9,463	Fiction
883	1,860	1,451	Nonfiction
357	640	599	New books
11	147	81	Multi-language items
4,984	10,784	11,594	Total Book Checkouts
201	455	737	CD books
4	2	11	Music cds
207	324	426	DVDs & Blu-rays
0	6	27	Kits
412	787	1,201	Total Checkouts
181	663	413	In-library use

OUTREACH

5	Homebound patron deliveries	5	Outreach facilities deliveries
34	Homebound books	8	Outreach deposit collections
		200	Outreach books



**STILLWATER PUBLIC LIBRARY TRUST
ANNUAL REPORT
2021/22 FISCAL YEAR**

Financial Statement

During the 2021/22 fiscal year, there were **21** donations to the Stillwater Public Library Trust totaling **\$26,133.19**. As of June 30, 2022 the Trust Fund has a balance of **\$642,011.61**. The Mabel King Fund has a balance of **\$54,567.21**. Funds are managed by the Stillwater Public Library Trust Board with assistance from the City of Stillwater Finance Department.

During the 2021/22 fiscal year, **\$2,954.49** was expended:

Books	\$2,579.49	(Ingram)
Donor plaques	\$ 375.00	(Dearinger Printing)

Activities Report

During the 2021/22 fiscal year, the Stillwater Public Library Trust Board met 3 times. Trust Board members were involved in the following activities during the year: 1) managed investment of Trust funds in Certificates of Deposit, money market account and Vanguard Mutual Fund; 2) approved the Stillwater Public Library Trust Annual report for FY2020/21; and 3) approved and expended Trust Projects for FY2020/21 using the trailing 3 year average as of 6/30/21.

The regular meetings of the Stillwater Public Library Trust Board are held bimonthly, beginning in January on the second Wednesday of the month at 4:00 p.m. at the Stillwater Public Library. Members of the 2021-22 Trust Board included: Chair Barbara Miller, Vice-Chair Linda Burks, and members Matt Hull, Cindy Finkle, and Sandeep Nabar. New member Cynthia Francisco was appointed to fill Burks position.

Respectfully Submitted,

Executive Secretary
Stacy DeLano

Stillwater Public Library Long Range Plan 2022 – 2025

Mission: The Stillwater Public Library is a core community service which provides equal access to the best source of information, current technology, quality collections, outstanding programs, and exceptional service.

Vision: Empowering and connecting Stillwater through information, technology, and learning

Cultivate a Culture of Curiosity

- A. Cultivate** an enriching environment for staff to expand their skills, knowledge and confidence
 - 1. Dedicate time to tracking current trends in library services and technology
 - 2. Procure and train staff on the newest technologies
 - 3. Encourage staff to ask questions that spur innovation
- B. Cultivate** opportunities for citizens to access new technologies essential for working, learning, and creating
 - 1. Provide up-to-date and accessible computers, software and training
 - 2. Create instruction resources in a variety of formats for library services and databases
 - 3. Provide off-site computer training using mobile equipment
- C. Cultivate** relationships and resources to provide learning opportunities that support the growth and well-being of citizens
 - 1. Hold regular programming in the areas of job training, financial literacy, and healthy living
 - 2. Provide users with access to quiet space
 - 3. Expand literacy resources

Create an Excellent User Experience

- A. Create** an inviting, easy to use space to optimize learning
 - 1. Seek partnership opportunities that include free community meeting space
 - 2. Ensure that the library and equipment is well-kept and orderly
 - 3. Make browsing the library for material simple and engaging
- B. Create** excellent customer service with staff who are proficient in the City of Stillwater Standards of Excellence
 - 1. Train staff so that 100% of staff members can assist patrons with 100% of basic tasks
 - 2. Provide regular customer service training for staff
 - 3. Ensure that new staff and volunteers receive standard orientations
- C. Create** an efficient experience by revising workflow and providing customer friendly equipment and services

1. Monitor work at service desks and revise as needed for patrons to use the library efficiently
2. Migrate to new website platform using public feedback on content and usability
3. Replace and expand library equipment and services based on regular user feedback

Ensure a Sustainable Future

- A. Ensure** stability by strengthening current revenue sources and seeking alternative funding methods
 1. Integrate fundraising and solicitation of corporate sponsorships into normal job duties
 2. Equip staff with training on grant writing and administration
 3. Demonstrate the community value and cost savings of the library to decision makers
- B. Ensure** consistency by documenting processes to become a foundation for innovation and growth
 1. Document institutional knowledge
 2. Standardize library purchasing and maintenance procedures
 3. Cross-train staff for seamless continuation of duties during periods of transition
- C. Ensure** excellence through ongoing evaluation and intentional change
 1. Continually evaluate programs and services to align with the library's mission
 2. Regularly assess staffing levels and training
 3. Create a regular schedule for staff to review the library through fresh eyes

Serve the Whole Community

- A. Serve** citizens in all areas of Stillwater by extending services to more locations
 1. Set-up remote locations for returning library materials
 2. Create opportunities for off-site "pop-up" libraries and programming
- B. Serve** Stillwater's diverse population by actively engaging the community to better fulfill its information needs
 1. Assess and update the diversity of library materials
 2. Engage underserved populations
 3. Create and procure tools to help provide better assistance to underserved populations
- C. Serve** the needs of youth by improving accessibility to library services
 1. Pursue avenues for fine free use
 2. Work with Stillwater Public Schools to create an easy way for students to borrow library materials
 3. Investigate options for providing tutoring services to children and teens

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 September 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. 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, 2022.
- i. Submit the Final Report to the Department by October 15, 2022. 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 **Forty-Five Thousand Dollars (\$45,000)** 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 six 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

Melody A. Kellogg, Director

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

Assurances: Fund 40000 is encumbered for this Contract

Federal Programs

Officer/Bus

Manager:


Tara McCleod (Mar 10, 2022 13:50 CST)

Date:

Mar 10, 2022