



AMENDED AGENDA

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 313
STILLWATER, OK. 74074
MAY 23, 2023, 12:00 NOON
library.stillwater.org

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

1. CALL MEETING TO ORDER

2. CONSENT DOCKET

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

- a) Minutes: April 25, 2023, Regular Meeting
- b) Stillwater Public Library April 2023 Financial Reports
- c) Stillwater Public Library April 2023 Activity Reports
- d) Approve acceptance of eRate \$8,640 discount for fiscal year 2023-2024 internet services
- e) Approve acceptance of \$50,000 in additional funds from the Oklahoma Department of Libraries and Institute for Museum and Library Services for the purchase of downloadable media for the Oklahoma Virtual Library

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) Final report from nominating committee on 2023-2024 officers
- b) Election of 2023-2024 officers
- c) Consider nomination process and appointment to fill Trust Board vacancy

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
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
 - 1. Rotating schedule of policy reviews

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.

CAO 5.16.23



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK. 74074
APRIL 25, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson

Staff and guests present: Stacy DeLano, Naomi Brown, Christy Driskel, Ashlyn Garis, Sharon Edwards

1. MEETING TO ORDER 12:00 p.m.

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

a) Vote to convene executive session

Cornwell/Sinnes moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

c) Vote to convene regular meeting

Cornwell/Upson moved to convene a regular meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

McMillian/Cornwell moved to recommend to the City that a six percent raise be provided for DeLano, effective July 1. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

Driskel left at 12:40 p.m.

3. CONSENT DOCKET

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

- a) Minutes: March 28, 2023, Regular Meeting
- b) Stillwater Public Library March 2023 Financial Reports
- c) Stillwater Public Library March 2023 Activity Reports

Cornwell asked why the telecommunications account has a high balance of funds remaining this late in the fiscal year. DeLano explained those funds reflect 40% of the library's internet service fee which is added to the budget in case the State portion of the eRate discount is not awarded to the library.

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

4. 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.

5. 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) Report from nominating committee on 2023-2024 officers

Members of the nominating committee recommend Woods as chair, Ross as vice chair, and Brown as recording secretary. In May, there will be an official nomination and vote for officers.

- b) Consider request from staff for board members to participate in a “Fresh Eyes” evaluation of library grounds and spaces

As part of the Long Range Plan, a “Fresh Eyes” evaluation can alert staff members to areas in the Library that need improvement. This is best done by persons who could identify things employees no longer notice. DeLano requested that the Library Board participate, testing out the given template, which was created by another library. In the future, outside librarians and possibly library patrons will take part. If the Board agrees to participate, the evaluation would need to be done individually to comply with the Open Meeting Act requirements. DeLano requested that evaluations, as well as opinions about the template, be submitted by the next Library Board meeting.

6. 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. Update on Centennial activities

DeLano expressed appreciation for everyone who helped at the Friends of the Library sale. She also expressed thanks to the Friends of the Library for their continued efforts. Although sale numbers are not yet available, there was a steady crowd in attendance. There was a vehicle incident during the sale in the parking lot, but no injuries. SEMA suggested preventive actions to Prairie Arts for future events.

City Council voted on a new fire suppression system for the library as the next Community Development Block Grant. DeLano and Shelly Crynes, the Grants Coordinator, are working together to gather information for the application process. Crynes will be invited to a future meeting to inform board members on how the project will proceed.

The next Centennial event will be May 25 at Iron Monk with a Story Slam contest, release of a library-theme ale, and commemorative pint glasses for sale.

DeLano expressed thanks to Woods and Cornwell for helping secure places to display the traveling Library history exhibit. Locations are set up through September.

Upson made a presentation to Stillwater Frontier Rotary Club about the Dolly Parton Imagination Library recently, which was broadcast online. DeLano expressed thanks to Upson for all his efforts to secure funding for this project. Murray, Children's Librarian, shared that the limit of 1500 participants has been reached.

A new weekly transit service has been created between OSU and Stillwater Public Library for interlibrary loans. It will be significantly faster than mailing and will save mailing fees.

In a recent meeting with Melissa Reames, Deputy City Manager, DeLano asked if it would be possible to bring a coffee shop into the library. She will share any updates as they come. DeLano also asked Reames if the library can advertise the Virtual Library in the airport for travelers.

The Speaker of the House put SB 397 on the House calendar, and the minority leader proposed an amendment to the bill. DeLano will keep the Board informed.

b) Miscellaneous items from the Library Board

Cornwell shared that the City Council voted to approve a performance-based efficiency contract with Johnson Controls Incorporated throughout the city. The Library will get improvements to the HVAC system. Part of this project also includes replacing the lightbulbs in streetlights with LEDs.

McMillian recently read an article about having a fine free month at a library. This would get books back to the library and allow patrons with late fees to check out books again. McMillian would like to consider this in a future meeting.

Woods welcomed Sharon Edwards, the newest Library Board member, whose term begins in May.

Starting in May, the board will gather at 11:30 a.m. the day of board meetings for fellowship and lunch. No business will be discussed during this time.

On April 4, 2024, there will an eclipse. Woods suggested a watch party that could be monetized for donations to the library. DeLano said it is on the events calendar now and glasses have been ordered.

i. Discussion about scheduling items for upcoming meetings

7. ADJOURN

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

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.

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: 04/28/2023

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	254,758.00	22,089.19	254,652.94	0.00	105.06	0.04%
43200 - State Grant Revenue	25,745.00	0.00	25,744.50	0.00	0.50	0.00%
45000 - Fines & Forfeitures	15,000.00	2,089.42	19,617.96	0.00	-4,617.96	-30.78%
47012 - Misc Fees	9,000.00	844.68	7,731.47	0.00	1,268.53	14.09%
47501 - Room Rental	6,300.00	606.25	7,710.75	0.00	-1,410.75	-22.39%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	17,182.00	480.56	18,220.99	0.00	-1,038.99	-6.04%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	327,985.00	26,110.10	333,678.61	0.00	(5,693.61)	-1.73%
Expenditure						
51001 - Full Time	629,701.00	69,167.68	514,695.19	0.00	115,005.81	18.26%
51002 - Part Time	254,800.00	19,348.03	181,293.51	0.00	73,506.49	28.84%
51003 - Overtime	1,400.00	75.31	485.78	0.00	914.22	65.30%
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	6,543.97	51,414.40	0.00	16,356.60	24.13%
51022 - Retirement	37,866.00	4,154.60	30,915.63	0.00	6,950.37	18.35%
51031 - Pension Benefits	0.00	0.00	0.00	0.00	0.00	0.00%
52012 - Vehicle Repair Parts	500.00	101.89	101.89	0.00	398.11	79.62%
52031 - Office Supplies	1,700.00	160.38	1,386.85	188.70	124.45	7.32%
52034 - Postage	220.00	0.00	172.30	0.00	47.70	21.68%
52036 - Janitorial Supplies	5,200.00	500.99	2,945.73	1,084.85	1,169.42	22.48%
52040 - Books & Publications	88,300.00	8,100.68	61,751.80	24,136.20	2,412.00	2.73%
52041 - Clothing & Uniforms	600.00	0.00	400.00	0.00	200.00	33.33%
52042 - Food	0.00	0.00	10.00	0.00	-10.00	0.00%
52043 - Vehicle Fuel & Oil	450.00	0.00	117.84	0.00	332.16	73.81%
52046 - Supplies	21,549.00	707.33	13,920.95	3,938.28	3,689.77	17.12%
53001 - Natural Gas	5,600.00	545.35	5,053.71	0.00	546.29	9.75%
53004 - Telecommunications	5,940.00	52.15	1,241.57	0.00	4,698.43	79.09%
53011 - Equipment Rental	4,800.00	309.80	2,941.98	1,258.02	600.00	12.50%
53020 - Repair-Structures	21,837.00	12.50	10,430.14	4,012.50	7,394.36	33.86%
53023 - Repair-HVAC	31,448.00	0.00	22,661.91	1,700.00	7,086.09	22.53%
53041 - Donations	30,674.00	1,284.47	6,569.31	8,244.56	15,860.13	51.70%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 04/28/2023

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
53045 - Grant Expenditure	314,121.00	8,737.56	233,619.89	38,489.37	42,011.74	13.37%
53049 - Cash Short	0.00	7.69	-23.51	0.00	23.51	0.00%
53054 - Dues & Subscriptions	689.00	20.00	173.00	0.00	516.00	74.89%
53055 - Training	1,300.00	0.00	597.10	149.00	553.90	42.60%
53062 - Refunds	200.00	6.99	34.72	0.00	165.28	82.64%
53064 - Contract for Services	8,585.00	446.60	5,345.35	2,739.65	500.00	5.82%
53066 - Miscellaneous Services	250.00	52.50	87.50	0.00	162.50	65.00%
53068 - Travel Expense	750.00	94.40	335.30	0.00	414.70	55.29%
53071 - Software Maintenance	40,118.00	0.00	35,909.34	2,925.00	1,283.66	3.19%
54012 - Building & Structures	0.00	0.00	0.00	0.00	0.00	0.00%
56000 - Direct Costs	702.00	0.00	531.00	0.00	171.00	24.35%
56001 - Indirect Costs	851.00	0.00	639.00	0.00	212.00	24.91%
Expenditure Total:	1,577,922.00	120,430.87	1,185,759.18	88,866.13	303,296.69	19.22%
Key Total:	(1,249,937.00)	(94,320.77)	(852,080.57)	(88,866.13)	(308,990.30)	24.72%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

APRIL 2023

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(5,913)	6,414	ADULT BOOKS	(167)	243	NEW ADULT CARDS
(8,049)	8,462	CHILDREN'S BOOKS	(48)	54	NEW CHILDREN'S CARDS
(24)	22	DEVICES	(22,019)	21,610	TOTAL ACTIVE BORROWERS
(501)	342	VIDEOS	(12)	9	HOMEBOUND & OUTREACH DELIVERIES
(780)	708	AUDIOS	(1,138)	810	COMPUTER
(80)	110	BOOK CLUB BOOKS	(3,425)	3,593	WIRELESS USERS
(41)	26	INTERLIBRARY LOAN	(11)	33	NOTARY SERVICES
(729)	715	IN LIBRARY USE	(13)	6	CURBSIDE DELIVERIES
(5,689)	5,682	EBOOKS			
(3,950)	4,732	DOWNLOADABLE AUDIOS			
(419)	0	EMAGAZINES			
(6)	0	STREAMING VIDEOS			
(28)	53	KITS			
(26,209)	27,266	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,056)	12,688	ADULT	(1,684)	1,724	OSU STUDENT
(4,250)	4,272	CHILD	(182)	211	OUT OF COUNTY
			(2,847)	2,715	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			19,113 /	2,497	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(13,845)	12,655	(11963 + 692)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(16,349)	18,495	

ESTIMATED ADULT REFERENCE

(2,688)	3,512	IN PERSON
(1,013)	1,181	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(346)	229	IN PERSON
(64)	38	BY TELEPHONE

PROGRAMMING

(128)	46	MEETING ROOM USAGE
(125)	117	ADULT LIBRARY PROGRAM ATTENDANCE
(4)	19	YOUNG ADULT PROGRAM ATTENDANCE
(172)	394	STORY TIME ATTENDANCE
(679)	191	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(285)	309	CHILDREN'S GRAB & GO BAGS
(68)	11	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>	
(334)	445	BOOK MATERIALS	(152) 811 BOUND VOLUMES WITHDRAWN
(0)	22	NON-BOOK MATERIALS	
(79,778)	79,642	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY	
(78,653)	82,394	TOTAL NUMBER OF VOLUMES IN OKVL	

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

APRIL 2023

ADULT SERVICES

<u>4,693</u>	<u>Reference Questions</u>	<u>5</u>	Outreach	<u>0</u>	Participants
	<u>3,237</u>		in person	<u>9</u>	Number of Adult Programs
	<u>906</u>		by phone	<u>117</u>	Attendance at Adult Programs
	<u>550</u>		directional	<u>2</u>	Number of Young Adult Programs
				<u>19</u>	Attendance at Young Adult Programs
<u>46</u>	Meeting Room Usage	<u>15</u>	Number of Volunteers		
		<u>143.75</u>	Total Volunteer Hours		
		<u>22</u>	Displays		

CHILDREN'S SERVICES

<u>267</u>	<u>Reference Questions</u>		
	<u>212</u>		in person
	<u>22</u>		by phone
	<u>33</u>		directional
<u>3</u>	Number of pre-school programs		(daycare & Headstart)
<u>173</u>	Attendance at pre-school programs		
<u>14</u>	Number of storyhours		
<u>394</u>	Attendance at storyhours		
<u>2</u>	Number of programs/school visits for school age children		(here or away)
<u>18</u>	Attendance at programs for school age children		
<u>0</u>	Number of programs for Summer Reading Program		
<u>0</u>	Attendance at Summer Reading Program		
<u>6</u>	Displays		
<u>0</u>	Number of volunteers		
<u>0.00</u>	Total volunteer hours		

REGISTRATION

<u>297</u>	<u>Total new borrowers</u>
	<u>243</u> Adults
	<u>54</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

APRIL 2023

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2023	
3,025	3,535	3,797	Fiction
1,483	1,318	1,456	Nonfiction
1,160	1,049	1,150	New books
2	11	11	Multi-language items
5,670	5,913	6,414	Total Book Checkouts
10	24	22	Devices
278	194	152	CD books
55	75	11	Music cds
172	222	149	DVDs & Blu-rays
150	80	110	Book Club Bks
16	14	18	Kits
681	609	462	Total Checkouts
159	352	255	In-library use
43	41	26	ILL
5,914	5,689	5,682	Ebooks
4,098	3,950	4,732	Downloadable audios
262	419	0	Emagazines
7	6	0	Streaming videos
10,483	10,457	10,695	Total Checkouts

25,297 26,209 27,266 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2021	2022	2023	
5,676	6,137	7,009	Fiction
1,312	1,310	741	Nonfiction
550	516	620	New books
121	86	92	Multi-language items
7,659	8,049	8,462	Total Book Checkouts
350	495	543	CD books
1	16	2	Music cds
198	279	193	DVDs & Blu-rays
19	14	35	Kits
568	804	773	Total Checkouts
236	377	460	In-library use

OUTREACH

4	Homebound patron deliveries	5	Facility deliveries
15	Homebound items/materials	8	Deposit collections
		160	Total number of books

Funding Commitment Decision Letter

Funding Year 2023

Contact Information:

Stacy DeLano
STILLWATER PUBLIC LIBRARY
1107 S DUCK ST
STILLWATER, OK 74074
stacy.delano@stillwater.org

FCC Form 471: 231012499**BEN:** 140109**Wave:** 1**Application Nickname:** SPL.Chickasaw ISrenewal
23-23 (last renewal)

Totals

Total Committed	\$8,640.00
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What is in this letter?

Thank you for submitting your application for Funding Year 2023 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.**

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2023

Application Comments for FCC Form 471: #231012499

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2399015384	Chickasaw Telecommunications Services, Inc.	\$8,640.00	\$8,640.00	Funded

BEN Name: STILLWATER PUBLIC LIBRARY
BEN: 140109

FCC Form 471: 231012499
Wave: 1

FRN 2399015384	Service Type Data Transmission and/or Internet Access	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$14,400.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$14,400.00	
Discount Rate		60.00%	
Committed Amount		\$8,640.00	

Dates	
Service Start Date	7/1/2023
Contract Expiration Date	6/30/2024
Contract Award Date	3/19/2019
Service Delivery Deadline	6/30/2024
Expiration Date (All Extensions)	6/30/2024

Service Provider and Contract Information	
Service Provider	Chickasaw Telecommunications Services, Inc.
SPIN (498ID)	143013786
Contract Number	
Account Number	00034517-5
Establishing FCC Form 470	190018179

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: Approved as submitted.

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

The following amendment is added to contract F-23-178 between the Oklahoma Department of Libraries (Department) and the City of Stillwater/Stillwater Public Library (Contractor).

1. The Department will pay an additional **Fifty Thousand Dollars (\$50,000)** to the Contractor to order additional e-materials as agreed upon among the members of the Oklahoma Virtual Library Consortium, with the Contractor acting as their agent.

All requirements and restrictions described in the original contract apply to this contract amendment.

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

SIGNATURES

On behalf of the Contractor

On behalf of the Department

Stacy DeLano, Director

Typed name and title of signor

Natalie Currie, Director

Signature

Signature

Date

Date

Norman McNickle, City Manager

Typed name and title of signor

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

Assurances: Fund 40000 is encumbered for this Contract

Federal Programs

Officer/Bus

Date:

Manager: _____