



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK. 74074
MARCH 28, 2023, 12:00 NOON
library.stillwater.org

1. CALL MEETING TO ORDER

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
- b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
- c) Vote to convene regular meeting
- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

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: Feb. 28, 2023, Regular Meeting

- b) Stillwater Public Library February 2023 Financial Reports
- c) Stillwater Public Library February 2023 Activity Reports

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) Appoint nominating committee for 2023-2024 officers
- b) Consider staff request to enable automatic renewal of materials
- c) Consider acceptance of \$1300 grant from Oklahoma Department of libraries for a trial use of BeanStack software

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

7. 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
FEBRUARY 28, 2023, 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, Christy Driskel, Ashlyn Garis

1. CALL MEETING TO ORDER Yough called the meeting to order at 12 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

Sinnes/Woods moved to convene an executive session. The votes are as follows: Yough, yes; 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

Driskel left the meeting at 12:52 p.m.

- c) Vote to convene regular meeting
Woods/Sinnes moved to convene a regular meeting. The votes are as follows: The votes are as follows: Yough, yes; 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
No action was taken.

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: Jan. 24, 2023, Regular Meeting
- b) Stillwater Public Library January 2023 Financial Reports
- c) Stillwater Public Library January 2023 Activity Reports

DeLano explained that natural gas bills were very high in January and February. She will adjust this account by moving money from another account. DeLano will be prepared to adjust the account for the next fiscal year as well.

McMillian asked why revenue shows up as a negative on the trust account. DeLano explained while these numbers show up as negative numbers, they represent money that has come into the trust account. This may be a portion of the budget report we can adjust in the future to make it easier to understand.

Yough asked for clarification about the portion of the minutes that referred to reformatting the budget. DeLano said this will be a continuing discussion and it will be touched on in section 5a.

Yough asked if google analytics is working again. DeLano confirmed it is working again.

Cornwell/Upson Approve move 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.

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.

None

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) Update on FY23-24 Operating and Materials budget

The City has decided to duplicate last year's budget for all departments. The only difference in the library budget is the postage account. Mail is processed differently now, so the funds in this account will be much lower. The City has convened a study group to find ways to address budget issues including finding new revenue streams and cost-cutting measures. Delano will keep the board updated.

- b) Update on State Aid expenditure plan

The staff has been suggesting proposals for State Aid expenditures. The list provided indicates items that the library is committed to purchasing. There is still about \$8,000 available to spend. Decisions on how to use it will be made later in the fiscal. Moving forward, DeLano would like to commit half of State Aid funds to impactful subscriptions that could not be included in the general budget. The other half would be used to purchase material items that will have a high impact. Cornwell noticed the automated renewal of items on the list. DeLano said the library plans to upgrade to automatic renewals. This will necessitate an adjustment in the Circulation Policy to allow for more than the current two renewals. The adjusted policy would then be presented to the Library Board for discussion and approval. The library will also do an authority record update on the catalog. This was last done five years ago. The goal is to run this update every five years from now on. Sinnes asked about dedicated outreach Wi-Fi. This unit will keep all the other Wi-Fi units free for patron use.

- c) Consider acceptance of Library Board Bylaws submitted by the Bylaws Committee
Upton mentioned in article 4, section 5-the word *data* will be changed to *date*. Sinnes/Cornwell moved to approve new bylaws with correction to the typo. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upton, yes. Motion approved.

- d) Consider acceptance of \$22,089.19 in reimbursements for pandemic-related expenditures from the Oklahoma Department of Libraries' ARPA Targeted Reimbursement plan

The Oklahoma Department of Libraries offered to reimburse libraries for expenditures addressing pandemic-related issues. Funds reimbursed from previous fiscal years will go back to the City and not the library. Woods/Sinnes moved to accept reimbursement of ARPA funds. The votes are as follows: Yough,

yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- e) Consider acceptance of Stillwater Public Library Trust Board request to execute a contract for the purpose of transitioning the Trust's Vanguard mutual fund accounts to a Vanguard brokerage account

The Trust would like to transition its Vanguard holdings into a brokerage account. The contract enabling this transition includes some clauses not typically approved by the City Attorney's Office, such as an arbitration clause and a choice of law other than Oklahoma. Vanguard declined to sign the City's document for banking institutions, which is not uncommon for large corporations. To move forward, the Library Board would need to approve the execution of the contract. Transitioning to the brokerage account allows the Trust to retain its current investments, but gives the Trust access to more investment choices, such as higher yield CDs. Vanguard will most likely move to brokerage-only accounts in the near future.

Woods/Ross moved to accept the Stillwater Public Library Trust's request to execute the Vanguard brokerage account transition contract. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- f) Six-month update on progress of 2022-2025 long range plan
The primary goal for library staff is documenting procedures. There has also been a dedicated effort to attend classes for continuing education. Regular meetings and the six-month update have helped staff stay on target with the plan.

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

The Centennial Event at the Sheerar was well received. There were 78 in attendance. DeLano thanks the board members for making the guests feel welcome. From fall until this time \$19,389 in donations has been collected, including \$7300 in matching money from Friends of the Library. The next event will be a family fun night on March 17.

The City of Stillwater is moving to a different web platform. This will include the library's website. Changes will take place in June or July. The library will select 8 links for regularly used functions to go on the main page. Staff feedback and Google Analytics will aid in the decision-making process. Patrons will be given plenty of advanced notice to get used to the change.

One Solution, the financial software the city uses, is getting an update in March. This may change how financial reports look. After some training, it may be possible to adjust the financial report so it is more meaningful for the Library Board.

- b) Miscellaneous items from the Library Board
Yough encouraged all members to consider donating to the Trust.

According to the charter, the Library Chair needs to appoint a nominating committee for officers for the coming year. This will be on the agenda for the March meeting.

Yough shared that her second consecutive term ends in May but she will be resigning a few months early, effective immediately. Woods will take over as vice chair in the interim.

- i. Discussion about scheduling items for upcoming meetings

7. ADJOURN

Cornwell/Upson moved to adjourn. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:39 p.m.

Prepared by: Naomi Brown, Recording Secretary

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

February 2023

City of Stillwater, OK

67% of Fiscal Year 2023 Elapsed

Budget to Actuals with Encumbrances by Key and Object

Report Date: 02/28/2023

Object - Description

Budget

**Month to date
Actual**

**Year to date
Actual**

Encumbrance

Balance

**Pct.
Rem.**

Key: 101510 - Library administration

Revenue

43000 - Grant Revenue
43100 - Federal Grant Revenue
43200 - State Grant Revenue
45000 - Fines & Forfeitures
47012 - Misc Fees
47501 - Room Rental
48700 - Miscellaneous Revenue
48701 - Donations
48702 - Reimbursements

Revenue Total:

Expenditure

51001 - Full Time
51002 - Part Time
51003 - Overtime
51004 - Allowance
51005 - On-Call
51021 - Social Security
51022 - Retirement
51031 - Pension Benefits
52012 - Vehicle Repair Parts
52031 - Office Supplies
52034 - Postage
52036 - Janitorial Supplies
52040 - Books & Publications
52041 - Clothing & Uniforms
52042 - Food
52043 - Vehicle Fuel & Oil
52046 - Supplies
53001 - Natural Gas
53004 - Telecommunications
53011 - Equipment Rental
53020 - Repair-Structures
53023 - Repair-HVAC
53041 - Donations

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
253,458.00	0.00	216,000.00	0.00	37,458.00	0.00	14.77%		
25,745.00	25,744.50	25,744.50	0.00	0.50	0.00	0.00%		
15,000.00	1,973.27	15,297.10	0.00	-297.10	0.00	-1.98%		
9,000.00	813.95	5,992.47	0.00	3,007.53	0.00	33.41%		
6,300.00	1,172.00	6,750.75	0.00	-450.75	0.00	-7.15%		
0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
16,440.00	0.00	16,632.50	0.00	-192.50	0.00	-1.17%		
0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
325,943.00	29,703.72	286,417.32	0.00	39,525.68	0.00	12.12%		

629,701.00	45,871.15	374,864.02	0.00	254,836.98	40.46%			
254,800.00	17,131.94	134,381.82	0.00	120,418.18	47.25%			
1,400.00	68.22	410.47	0.00	989.53	70.68%			
0.00	0.00	0.00	0.00	0.00	0.00%			
0.00	0.00	0.00	0.00	0.00	0.00%			
67,771.00	4,650.27	37,547.42	0.00	30,223.58	44.59%			
37,866.00	2,756.37	22,521.22	0.00	15,344.78	40.52%			
0.00	0.00	0.00	0.00	0.00	0.00%			
500.00	0.00	0.00	0.00	500.00	100.00%			
1,700.00	0.00	788.74	0.00	472.78	27.81%			
220.00	0.00	109.30	0.00	47.70	21.68%			
6,100.00	220.85	2,277.39	0.00	3,635.46	59.59%			
88,300.00	5,730.77	47,275.95	0.00	5,632.19	6.37%			
600.00	300.00	400.00	0.00	200.00	33.33%			
0.00	0.00	10.00	0.00	-10.00	0.00%			
450.00	0.00	85.69	0.00	364.31	80.95%			
21,549.00	661.36	12,699.80	0.00	5,341.97	24.78%			
3,000.00	1,132.60	3,607.17	0.00	-607.17	-20.23%			
7,640.00	52.15	417.27	0.00	6,502.73	85.11%			
4,800.00	278.01	2,306.98	0.00	600.00	12.50%			
21,837.00	0.00	10,417.64	0.00	7,406.86	33.91%			
31,448.00	0.00	22,661.91	0.00	8,786.09	27.93%			
29,932.00	1,295.54	3,389.93	0.00	22,946.95	76.66%			

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Object - Description	Budget	Month to date		Year to date		Encumbrance	Report Date: 02/28/2023		Pct. Rem.
		Actual		Actual			Balance		
53045 - Grant Expenditure	312,821.00	5,841.42		186,486.82		74,683.49	51,650.69		16.51%
53049 - Cash Short	0.00	-1.00		-31.15		0.00	31.15		0.00%
53054 - Dues & Subscriptions	689.00	0.00		103.00		35.00	551.00		79.97%
53055 - Training	1,300.00	280.00		447.10		0.00	852.90		65.60%
53062 - Refunds	200.00	0.00		27.73		0.00	172.27		86.13%
53064 - Contract for Services	8,585.00	764.65		3,633.85		4,951.15	0.00		0.00%
53066 - Miscellaneous Services	250.00	0.00		35.00		0.00	215.00		86.00%
53068 - Travel Expense	750.00	0.00		0.00		240.38	509.62		67.94%
53071 - Software Maintenance	40,118.00	0.00		35,909.34		3,188.76	1,019.90		2.54%
54012 - Building & Structures	0.00	0.00		0.00		0.00	0.00		0.00%
56000 - Direct Costs	702.00	59.00		472.00		0.00	230.00		32.76%
56001 - Indirect Costs	851.00	71.00		568.00		0.00	283.00		33.25%
Expenditure Total:	1,575,880.00	87,164.30		903,824.41		132,907.14	539,148.45		34.21%
Key Total:	(1,249,937.00)	(57,460.58)		(617,407.09)		(132,907.14)	(499,622.77)		39.97%

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

FEBRUARY 2023

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>			<u>USER SERVICES</u>		
(6,196)	6,115	ADULT BOOKS	(141)	199	NEW ADULT CARDS
(8,384)	8,435	CHILDREN'S BOOKS	(36)	31	NEW CHILDREN'S CARDS
(29)	15	DEVICES	(22,062)	21,430	TOTAL ACTIVE BORROWERS
(454)	492	VIDEOS	(8)	9	HOMEBOUND & OUTREACH DELIVERIES
(683)	673	AUDIOS	(778)	808	COMPUTER
(80)	100	BOOK CLUB BOOKS	(2,152)	3,129	WIRELESS USERS
(35)	41	INTERLIBRARY LOAN	(25)	44	NOTARY SERVICES
(510)	545	IN LIBRARY USE	(17)	5	CURBSIDE DELIVERIES
(6,136)	5,822	EBOOKS			
(4,000)	4,529	DOWNLOADABLE AUDIOS			
(398)	0	EMAGAZINES			
(9)	0	STREAMING VIDEOS			
(13)	46	KITS			
(26,927)	26,813	GRAND TOTAL			

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,071)	12,563	ADULT	(1,685)	1,688	OSU STUDENT
(4,235)	4,234	CHILD	(174)	211	OUT OF COUNTY
			(2,897)	2,734	OTHER
CITY RESIDENTS/NON-CITY RESIDENTS			18,958 /	2,472	
ESTIMATED NUMBER OF VISITORS TO LIBRARY			(9,257)	11,105	(10691 + 414)
NUMBER OF VISITORS TO LIBRARY WEBSITE			(15,823)	16,102	

ESTIMATED ADULT REFERENCE

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

ESTIMATED CHILDREN'S REFERENCE

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

PROGRAMMING

(65)	56	MEETING ROOM USAGE
(58)	402	ADULT LIBRARY PROGRAM ATTENDANCE
(4)	6	YOUNG ADULT PROGRAM ATTENDANCE
(0)	378	STORY TIME ATTENDANCE
(0)	246	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(199)	293	CHILDREN'S GRAB & GO BAGS
(0)	24	TEEN'S GRAB & GO BAGS
(0)	0	ADULT PASSIVE (BOOKWORMS)

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(410)	385	BOOK MATERIALS	(1,353)	246
(125)	5	NON-BOOK MATERIALS		
(79,408)	80,116	TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY		
(78,409)	81,908	TOTAL NUMBER OF VOLUMES IN OKVL		

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

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

FEBRUARY 2023

ADULT SERVICES

<u>4,067</u>	<u>Reference Questions</u>	<u>5</u>	Outreach	<u>0</u>	Participants
	<u>2,808</u>		in person	<u>9</u>	Number of Adult Programs
	<u>819</u>		by phone	<u>402</u>	Attendance at Adult Programs
	<u>440</u>		directional	<u>1</u>	Number of Young Adult Programs
				<u>6</u>	Attendance at Young Adult Programs
<u>56</u>	Meeting Room Usage	<u>13</u>	Number of Volunteers	<u>169.00</u>	Total Volunteer Hours
		<u>20</u>	Displays		

CHILDREN'S SERVICES

<u>310</u>	<u>Reference Questions</u>		
	<u>228</u>		in person
	<u>28</u>		by phone
	<u>54</u>		directional
<u>3</u>	Number of pre-school programs		(daycare & Headstart)
<u>138</u>	Attendance at pre-school programs		
<u>14</u>	Number of storyhours		
<u>378</u>	Attendance at storyhours		
<u>4</u>	Number of programs/school visits for school age children		(here or away)
<u>108</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>5</u>	Displays		
<u>1</u>	Number of volunteers		
<u>16.75</u>	Total volunteer hours		

REGISTRATION

<u>230</u>	<u>Total new borrowers</u>
	<u>199</u> Adults
	<u>31</u> Juveniles

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT

FEBRUARY 2023

ADULT

Total Book & Non-Book Material Checkouts

2021	2022	2023	
3,063	3,706	3,404	Fiction
1,564	1,376	1,521	Nonfiction
1,085	1,099	1,171	New books
4	15	19	Multi-language items
5,716	6,196	6,115	Total Book Checkouts
11	29	15	Devices
204	197	102	CD books
22	48	36	Music cds
250	221	206	DVDs & Blu-rays
80	80	100	Book Club Bks
5	6	23	Kits
572	581	482	Total Checkouts
119	300	256	In-library use
43	35	41	ILL
6,465	6,136	5,822	Ebooks
3,546	4,000	4,529	Downloadable audios
368	398	0	Emagazines
11	9	0	Streaming videos
10,552	10,878	10,648	Total Checkouts

24,503 26,927 26,813 **GRAND TOTAL CIRCULATION**

CHILDREN'S

Total Book & Non-Book Material Checkouts

2021	2022	2023	
5,495	6,398	7,002	Fiction
1,075	1,358	695	Nonfiction
364	555	671	New books
32	73	67	Multi-language items
6,966	8,384	8,435	Total Book Checkouts
332	431	532	CD books
4	7	3	Music cds
226	233	286	DVDs & Blu-rays
13	7	23	Kits
575	678	844	Total Checkouts
122	210	289	In-library use

OUTREACH

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

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

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries (ODL), a state agency (Department) and City of Stillwater (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, 2023.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law.
- b. The Parties of this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall render diligently and competently the services as indicated and in the manner set forth herein which shall be binding on the Parties of this Contract.

The Contractor shall:

- a. Use grant funds to purchase a subscription to an online reading platform for use through September 30, 2023. Subscriptions must end by September 30, 2023. Other funding must be in place to continue the subscription after that date.
- b. Work with platform support to troubleshoot any issues, make any adjustments or obtain training.
- c. Promote the platform to library users. This is simply another method for library users; there is no requirement that library users must use the online reading platform.
- d. Agree to and sign the *LSTA Terms and Conditions Agreement*.
- e. The Institute of Museum and Library Services (IMLS) and ODL must be referenced in all publicity.
- f. Provide ODL with statistics in August for all reading programs completed using the platform.
- g. Complete and submit the annual SRP evaluation and an additional evaluation about the online reading platform in September 2023.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities:

- a. Approve proposal, and 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. Provide technical assistance and resources as needed.
- d. Review the evaluations.

V. PROJECT FUNDING

In accordance with the terms of this Contract, the Department will grant **One Thousand Three Hundred Dollars (\$1,300.00)**.

- 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: Adrienne Butler
200 NE 18 Street
Oklahoma City, OK 73105-3205

As to the Contractor:

Stillwater Public Library
Attn: Elizabeth Murray
1107 S Duck St
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. 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. 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.

- 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. 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.

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.

Contract No: F-23-237

SUMMER

PO430_3406

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

SIGNATURES

On behalf of the Contractor

On behalf of the Department

Stacy Delano, Director

Natalie Currie, Director

Typed name and title of signor



Natalie Currie

Signature

Signature

3.1.23

Mar 3, 2023

Date

Date

Norman McNickle, City Manager

Typed name and title of authorizing official



Signature

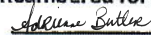
03.01.23

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES

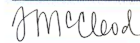
Assurances: Fund 400 is encumbered for this Contract

Lead Officer approval:



Date Mar 1, 2023

FPO/Business Manager:



Date Mar 1, 2023

Contract Stillwater Online Reading Program FFY22

Final Audit Report

2023-03-03

Created:	2023-03-01
By:	Tara McCleod (tara.mccleod@libraries.ok.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoacXGj064eG2PAsHBFTG8agrtczY0_wP

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✔ Agreement completed.
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