

OSF FORM 3
(Revised 10/03)

STATE OF OKLAHOMA
Notarized Claim Voucher And
Disbursements of Payroll
Withholdings

AGENCY BUSINESS UNIT 43000

CLAIM OF:
Duncan Public Library

FOR AGENCY USE: 2881201: 400/187

Address:

OBJECT ACCOUNT	AMOUNT	OBJECT ACCOUNT	AMOUNT
555110	\$ 4,926.60		

FOR
\$4,926.60
AGAINST

Agency, Bd.,
Comm., Dept.: OK Dept of Libraries

ASSIGNMENT
I hereby assign this claim to

and authorize the State Treasurer to issue a warrant to payment to said agency.

Claimant Signature

TOTAL AMOUNT \$ 4,926.60

OSF-AUDITED BY:

Date

DATE	ITEM	QUANTITY	ARTICLE	UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
8/3/2018			Edge Technology Grant 2018		\$ 4,926.60	555110
			Budget Reference: 19 Department: 2000001 CFDA: 453100000			

THIS SECTION IS NOT REQUIRED FOR WITHHOLDING PAYMENTS.
EXCEPT FOR WITHHOLDING REFUNDS

TOTAL AMOUNT APPROVED 4,926.60

The undersigned contractor, vendor, individual, or duly sworn agent, of Instal oge, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim were performed or supplied in accordance with the plans, specifications, etc., and all other terms of the contract. Affiant also states that no other payments are due. (NOTE: Claimant signature only for other withholding refunds)

Department Supervisor's Approval Signature
(Required)
Date

State of Oklahoma County of
Subscribed and sworn before me August 2, 2018
My Commission expires 3, 22, 2020
Notary Public (or Clerk or Judge)



Agency, Bd., or Div. Use
OK TO PAY



07/03/2018
Investment Summary

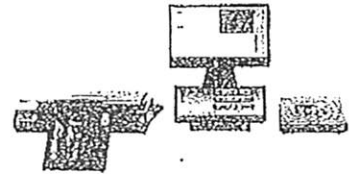
Prepared By:
Digital Library Systems Group
543 NW 77th Street, Boca Raton, FL 33487
(PH) 561.886.2900
(FX) 561.431.2766
(Call Free) 800.378.5432
www.DLSG.com
www.ImageAccess.com

Prepared For:
Jan Cole
Director Duncan Library
Oklahoma Department of Libraries
jan.cole@duncanok.gov

Total Pricing Summary

KIC BookEdge \$3,749.00
Charcoal KIC BookEdge Tabletop w/Touch & View Monitors

Optional Features:
BookEdge Plus Included
Intel PC with Dual Video \$799.00
SmartDock \$799.00
24" Touch & View Monitors Included



Unit List Price : \$5,347.00
Configuration Discount: - \$930.00

Maintenance:
12 Months \$509.60
Final Price: \$4,926.60

Total Price: \$5,856.60
Total Discount: \$930.00

Total Discounted Price:	\$4,926.60
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OSF FORM 3
(Revised 10/03)

STATE OF OKLAHOMA
Notarized Claim Voucher And
Disbursements of Payroll
Withholdings

AGENCY BUSINESS UNIT 43000
FOR AGENCY USE: 2551404 400/18 A

CLAIM OF:
Duncan Public Library

Address:

OBJECT ACCOUNT	AMOUNT	OBJECT ACCOUNT	AMOUNT
555110	\$ 4,000.00		

FOR
\$4,000.00
AGAINST

Agency, Bd.,
Comm., Dept.: OK Dept of Libraries

ASSIGNMENT
I hereby assign this claim to

and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant Signature
Date

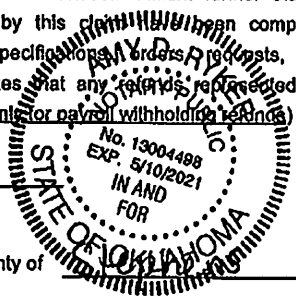
TOTAL AMOUNT \$ 4,000.00
OSF-AUDITED BY:

DATE	ITEM	QUANTITY	ARTICLE	UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
8/27/2018			Library Citizenship Corner Grant 2018		\$ 4,000.00	555110
			Budget Ref.: 19 Department: 2000002 CFDA: 453100000			

THIS SECTION IS NOT REQUIRED FOR WITHHOLDING PAYMENTS- EXCEPT FOR WITHHOLDING REFUNDS
TOTAL AMOUNT APPROVED 4,000.00

The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, contracts, and all other terms of the contract. Affiant also states that any claims represented by this payment are due. (NOTE: Claimant signature only for payroll withholdings refunds)

Jan Cole
Claimant



State of Oklahoma County of

Subscribed and sworn before me on September 16, 2018.

My Commission expires May 10, 2021.

Notary Public (or Clerk or Judge) *Ang D M*

Department Supervisor's Approval Signature (if required)
Date

Agency, Bd., or Div. Use

OK TO PAY

Library Citizenship Corner Contract

THIS CONTRACT is made and entered into on this 27th day of August, 2018, by and between the **Oklahoma Department of Libraries**, hereinafter referred to as the **Department**, and the **Duncan Public Library**, hereinafter referred to as the **Grantee**.

WHEREAS, the **Department** recognizes the importance of increasing resources and services to individuals seeking citizenship, and

WHEREAS, the **Grantee** will establish a Citizenship Corner and offer services to immigrants seeking citizenship.

NOW THEREFORE, the parties hereto agree as follows:

Project Actions

1. The **Department** will
 - a. host an informational video conference with USCIS community relations representative;
 - b. distribute best practices on the website and to interested literacy programs throughout the state;
 - c. monitor the project through review of financial and evaluation reports submitted by the **Grantee**, make site visits to verify that grant funds are expended for the purposes for which the grant has been made, and assess whether activities underway or completed are contributing toward meeting the objectives of the project.
2. The **Grantee** will
 - a. carry out all activities outlined in the grant proposal;
 - b. participate in the video conference with USCIS community relations representative;
 - c. provide related training for library staff;
 - d. increase community awareness of services offered;
 - e. identify and share best practices.
3. In consideration of participation, the **Department** will grant funds in the amount of **Four Thousand Dollars (\$4,000)** to support this effort.

Project Miscellany

1. The **Grantee** will provide the **Department** with evaluation and feedback including best practices as requested.
2. The **Grantee** will submit reports as required by the **Department**.
3. The **Grantee** will keep copies of all invoices paid with grant funds.

- The Grantee will retain all financial and program records, supporting documents, statistical records, and other records pertinent to this grant for a period of five (5) years. (August 27, 2018-August 27, 2023).
- The Grantee assures that all promotional materials, press releases, bibliographies, reports, and other publications resulting from the activities supported, in whole or in part, by this grant will contain the following acknowledgment:

"This project is supported in whole or part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Oklahoma Department of Libraries."

Project Timeline

The terms of this contract shall be from 9/1/2018-8/31/2019, with the final report submitted on or before August 15, 2019. The contract period may not be extended without good cause and written approval.

Equal Employment Act, Civil Rights Act, Equal Pay Act, Age Discrimination and Disability Act


The Grantee ensures equal employment, equal opportunities, regardless of race, color, creed, national origin, sex, or handicap, in compliance with the Education Amendments of 1972, 1974, and 1976, Title IX; Title VI of the Civil Rights Act of 1964; the Equal Pay Act; U. S. Executive Order 11246; the Age Discrimination Act and Section 504 of the Rehabilitation Act of 1973 as amended.

Drug Free Workplace

The Oklahoma Department of Libraries is a drug-free workplace. As a contract employee, you must agree that:

You will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the contract award; and if you are convicted of a criminal drug offense resulting from a violation occurring during the conduct of any contract award activity, you will report the conviction in writing within 10 days.

Signatures



Duncan Public Library

Oklahoma Department of Libraries

Date 9-6-2018

Date _____

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES		
Assurances:		
1. Fund F-2551404 400/18, is encumbered for this contract.	Business Manager _____	Date _____
2. Lead Officer is aware of this obligation.	Lead Officer _____	Date _____
3. LSTA Coordinator is aware of this obligation.	LSTA Officer _____	Date _____