

City of Duncan Budget Amendment - FY 2018 Library Grants & Gifts Fund September 11, 2018

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
27	00-493503		Grants - OK Department of Libraries		4,927.00	4,927.00
27	00-493503		Grants - OK Department of Libraries	4,927.00	4,000.00	8,927.00
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		1770	Total Appropriations		8,927.00	
			rippropriations		Amount of	
				Balance	Amendment	Balance
Fund	Account			Before	Increase	After
Number	Number	Department	Description	Amendment	(Decrease)	Amendment
42	11-530510	Library	Edge Technology Grant	-	4,927.00	4,927.00
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42	11-530512	Library	Citizenship Corner Grant	-	4,000.00	4,000.00
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,	Approved by the	e City Council this	Explanation of Budget Amendment:			
	Septemb	er 11, 2018	Appropriate funds received from Oklahoma	a Department of Libraries	- Edge Technology	Grant 2018 &
	1	er 11, 2018	purchase a KIC BookEdge Book Scanner v	w/Touch & View Monitors		
Approved.	40	RIER	Also appropriate lunus for a Chizeriship Co	rner Grant from Oklahom	na Department of Lit	oraries.
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Attest:	Ym .	195	mm,		S	EP 1 3 2018
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Propared 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.lmageAccess.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

OSF FORM 3				AGENCY BUSINESS		CLAIM OF:					
(Revised 10/03)			u leonsa	UNIT FOR/AGENCY USE: 2551404-40		43000	de la Reseal	Duncan Public Library			у
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	•			FOR WITHHOLDING REFUNDS				OTAL 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										
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							or Div	or Div. Use			
County of Washington						OK TO PAY					
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My Commission	expire	es _	May 10	.2021	•						
Notary Public (c	lotary Public (or Clerk or Judge) Aug D M										
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Contract No: F-19-125

Project: Immigration and Citizenship Services

LSTA Project #: 180477

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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

- 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 involces paid with grant funds.

Contract No: F-19-125

Project: Immigration and Citizenship Services

LSTA Project #: 180477

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- 4. 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).
- 5. 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	Oldah awa Dayar	
Duncan Fubile Cibrary	Окіапота Берагі	tment 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 ISTA Coordinator is award of this obligation	ISTA Officer	Dete