



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 11/05/2021

**REQUESTER:** Kathryn Walker

**PRESENTER:** Kathryn Walker, City Attorney

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-70: AN AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE PIONEER LIBRARY SYSTEM FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE EFFECTIVE JULY 1, 2021, THROUGH JUNE 30, 2022.

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### **BACKGROUND:**

Norman first became a member of the library system operated by Pioneer in 1958. In 1960, Oklahoma voters approved a Constitutional provision that allowed for ad valorem tax levies to provide funds for the purpose of establishing and maintaining or aiding in establishing and maintaining cooperative county libraries and joint city-county libraries. Provisions related to the operation of public libraries were adopted thereafter. Pioneer Library System ("PLS") was established pursuant to this authority, and after a two-mill library levy was adopted by the voters, PLS contracted with the City in 1962 to create a cooperative library system. PLS initially provided services in Cleveland and McClain counties, but it has since expanded into Pottawatomie County as well.

Since 1962, the City has provided PLS with library facilities in Norman, utilities and janitor services, and maintenance. The initial contract was extended automatically for successive one-year periods. Subsequent agreements addressed the growth in the library system. A 2012 agreement (K-1112-120) addressed the acquisition of the building now known as Norman West on 300 Center Court. Another agreement in 2012 (K-1213-48) addressed the acquisition and use of a 24-hour library service machine located at Irving Middle School. Finally, a 2016 agreement (K-1516-97) formally acknowledged the planned additions of the new Norman Central Library, across from Andrews Park and Norman East, next to Fire Station 9.

The parties desire to begin the practice of presenting contracts to each respective board on an annual basis. Contract K-2122-70 is the result of those discussions.

### **DISCUSSION:**

Contract K-2122-70 sets forth the obligations of PLS and of the City. PLS provides materials, programming, and trained staff at each library location in Norman, including the 24-hour service machine at Irving Middle School. PLS owns and maintains all materials and equipment it

purchases. PLS must make a good faith effort to minimize all operation and maintenance costs and provide notice to the City of any damages to real and personal property and needed repairs.

The City appoints at least one member to the Pioneer Board of Trustees as provided in Title 65. The City provides the buildings in good condition and continues to be responsible for the monthly utilities and maintenance of those buildings. Capital improvements are at the discretion of the City. The City has the right to conduct non-profit events or meetings of its choosing at any of the Norman libraries, provided there is not a scheduling conflict.

With this agreement, PLS has asked for the right to sublease any portion of its premises, provided it does not exceed 25%, and the premises continue to be used primarily for library and educational related purposes. PLS desires to work with the City to use lease revenues to fund furniture replacement as the need arises.

Lisa Wells, Executive Director of PLS, will be in attendance at the Council meeting to present an annual report to the Council of PLS' activities in Norman. This contract will be effective July 1, 2021, to ensure we are on an annual approval schedule that ties into the fiscal year.

**RECOMMENDATION:**

Staff recommends approval of Contract K-2122-70.