



# City of Norman, OK

Municipal Building Council  
Chambers  
201 West Gray Street  
Norman, OK 73069

## Master

**File Number: K-1314-88**

**File ID:** K-1314-88                      **Type:** Contract                      **Status:** Consent Item

**Version:** 1                                      **Reference:** Item No. 39                      **In Control:** City Council

**Department:** Legal Department                      **Cost:**                                      **File Created:** 10/18/2013

**File Name:** PLS Agreement                                      **Final Action:**

**Title:** CONTRACT NO. K-1314-88: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PIONEER LIBRARY SYSTEM FOR THE OPERATION OF NORMAN PUBLIC LIBRARY AT 225 NORTH WEBSTER AVENUE AND SATELLITE LOCATIONS AT 300 NORMAN CENTER COURT AND 125 VICKSBURG AVENUE.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract No. K-1314-88 with Pioneer Library System; and, if approved, authorize the execution thereof.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 11/12/2013

**Agenda Number:** 39

**Attachments:** Text File K-1314-88.pdf, K-1314-88.pdf, K-1112-120.pdf, K-1213-48.pdf

**Project Manager:** Leah Messner, Assistant City Attorney

**Entered by:** Ellen.Usry@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File K-1314-88

body

**BACKGROUND:** The Pioneer Library System (PLS) is the multi-county library system serving Cleveland, McClain, and Pottawatomie counties. In July 1962, the City of Norman and PLS entered into an agreement for operation of the Norman Library at 225 N. Webster. Under the terms of this agreement, PLS agreed to utilize the Norman Public Library as the headquarters library for the library system; provide a library staff, book stock, and other materials; a local telephone line and pay for all long-distance calls; book-mobile services; to appoint an administrative librarian; and to provide an annual audit of all expenditures. The City of Norman agreed to provide the City's public library building; one local telephone line; adequate heating, lighting, air conditioning and janitorial service; keep and maintain the Norman Public Library in good repair; and provide insurance on any property owned by the City of Norman.

In addition to the above responsibilities of both parties, title to the building remains with the City of Norman; all furniture, fixtures, books, and materials owned by the City of Norman at the time of execution of the agreement remain City property; and the agreement shall be for an initial term of one year and then renew automatically for successive one year terms unless either party gives thirty days written notice of termination in writing.

Due to space constraints with the current administrative offices, PLS purchased the former Borders Bookstore building at 300 Norman Center Court. City Council approved Contract No. K-1112-120, a lease agreement with PLS, to provide satellite services at that location. PLS has relocated the administrative offices to Norman Public Library West and the building project is nearing completion. PLS had a soft opening of the Norman Public Library West on November 1, 2013.

In addition, City Council approved Contract No. K-1213-48 on August 14, 2012, for a new 24-Hour Library Service Machine to be installed at Irving Middle School to serve residents in that area. The 24-Hour Library Service Machine allows library members to pick-up library books, return library books, browse the PLS library catalog, and apply for a library card. The 24-Hour Library Service Center at Irving Middle School opened for service on October 29, 2013.

Due to the addition of Norman Public Library West and the 24-Hour Library Service Center at Irving Middle School, PLS has proposed that the City of Norman and PLS enter into a new Library Services Agreement. The Library Services Agreement will replace the 1962 Agreement, and it incorporates Contract Nos. K-1112-20 and K-1213-48 (regarding the Norman Public Library West and the 24-Hour Library Service Machine respectively) by reference.

**DISCUSSION:** Under the proposed Library Services Agreement, PLS will provide: local and administrative staff to deliver library services and programs and a collection of materials including fiction, nonfiction, newspapers, magazines, audio, video, and electronic materials. PLS will establish the hours of operation for the Main Library and Norman Public Library West.

The City of Norman will appoint one member to the PLS Board of Trustees. The City of Norman will provide suitable buildings in which to provide library services. This includes: easily accessible locations; adequate parking; central heat and air; electricity; public restrooms; and necessary furniture and equipment. In addition, the City of Norman will continue to provide utility and custodial services for the Main Library. The City of Norman has been providing all of the above items under the terms of the 1962 Agreement for the Main Library, and this is the arrangement that PLS has with all of its member cities.

Under the terms of the Library Services Agreement, PLS will provide the City of Norman with a copy of PLS' annual audit performed by a certified public accountant. The term of this Agreement shall begin upon the City Council's approval of the Agreement and continue until June 30, 2014. It will be renewed automatically for one year periods thereafter so long as City Council appropriates funding for such purpose. The Library Services Agreement reflects all the terms between PLS and the City of Norman regarding library services with the exception of Contract Nos. K-1112-20 and K-1213-48, which are incorporated by reference. The terms in the proposed Library Services Agreement are very similar to the terms in 1962 Agreement, but reflect upgrades in technology and the expansion of the PLS system to the Norman Public Library West and the 24-Hour Library Service Machine.

**RECOMMENDATION:** The terms of the new Library Services Agreement recognize that PLS will continue to provide library services, staff, and materials to the City of Norman at the Main Library, the Norman Public Library West, and the 24-Hour Library Service Machine. In exchange, the City of Norman will continue to provide suitable buildings for these services. This new Agreement formalizes and continues the relationship between the City of Norman and PLS for library services. If Council wishes to continue that relationship under the terms of the proposed Library Services Agreement, staff recommends approval of this Agreement.