

3955

**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: Memorandum of Understanding Between The State Library of Oregon theupout Public Library for Teen Internship Grant Date: 3/25/23
Statement of Purpose: Provide an opportunity for a local student to learn about professional library work also, the library has a number of an intern can provide some much needed assistance.
Department Head Signature: Laura Kimberly

Remarks, if any: Item on City Council agenda 4/3/23

Finance Department Signature (REQUIRED): _____ Date: _____

City Attorney Review and Signature (REQUIRED): _____ Date: _____

Other Signatures as Requested by the City Attorney: _____

Signature _____ Name/Position _____
Date: _____

Budget Confirmed: Yes ☒ No ☐ N/A ☐

Certificate of Insurance Attached: Yes ☐ No ☐ N/A ☒

City Council Approval Needed: Yes ☒ No ☐ Date: 4/3/23

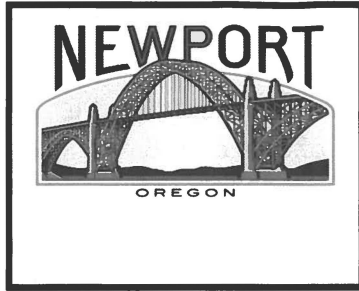
After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 4-4-23

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: _____ Date: _____

Date posted on website: _____



**STAFF REPORT
CITY COUNCIL AGENDA ITEM**

Meeting Date: April 3, 2023

Title: Teen Internship Grant with the State Library of Oregon Memorandum of Understanding

Prepared by: Laura Kimberly, Newport Public Library Director

Recommended Motion: I move to ratify the City Manager's approval to sign the Memorandum of Understanding between the State Library of Oregon and the Newport Public Library as the authorized City of Newport official.

Background Information:

This memorandum of understanding between the State Library of Oregon (State Library) and the Newport Public Library regarding the use of Library Services and Technology Act (LSTA) funds for FY2022 (Federal Award Number LS-252480-OLS-22, CFDA No. 45.310). This memorandum shall become effective upon signature by the authorized officials from each entity and will expire on October 31, 2023.

The State Library of Oregon is directing up to \$2,500.00 from the federal Library Services and Technology Act (LSTA) grant, granted to the State Library by the Institute of Museum and Library Services on April 8, 2022, as a subgrant to Newport Public Library for the direct purpose of this memorandum.

The grant would provide an opportunity for a local high school student to learn about professional library work. Teen interns will increase skills working on a connected learning project. They will also more fully understand the scope of library work and be able to identify how their interests and skills match that work. Library mentors will develop leadership, communication, and coaching skills. The Newport Public Library will better understand how to engage and support students while also creating career and programmatic pathways to increase diversity in the field. Also, the Newport Public Library has a number of programs during the summer and a teen intern would provide some much-needed assistance.

The Newport Public Library will share successes, challenges, opportunities within the Library, to community stakeholders, and with other libraries receiving this grant.

The Newport Public Library received a teen internship grant in 2022 from the State Library of Oregon. This is the second year the Newport Public Library has received a teen internship grant.

Fiscal Notes: The cost for hiring the teen intern for the 3 months, would be covered by the grant funds allocated by the State Library of Oregon. The State Library of Oregon is directing up to \$2,500.00 for wages and supplies needed for the intern.

Alternatives:

Attachments: Memorandum of Understanding between the State Library of Oregon and Newport Public Library



Oregon

Tina Kotek, Governor



MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE LIBRARY OF OREGON AND NEWPORT PUBLIC LIBRARY

**State Library
of Oregon**

250 Winter St. NE
Salem, OR 97301

503-378-4243

www.oregon.gov/library

This memorandum is between the State Library of Oregon (State Library) and Newport Public Library regarding the use of Library Services and Technology Act (LSTA) funds for FFY 2022 (Federal Award Number LS-252480-OLS-22, CFDA No. 45.310). This memorandum shall become effective upon signature by the authorized officials from each entity and will expire on October 31, 2023.

The State Library agrees to:

- Direct up to \$2,500.00 from the federal Library Services and Technology Act (LSTA) grant, granted to the State Library by the Institute of Museum and Library Services on April 8, 2022, as a subgrant to Newport Public Library for the direct purpose of this memorandum.

Newport Public Library agrees to:

- Use the funds to recruit and hire an intern, in compliance with applicable nondiscrimination laws and minor workers laws.
- Assign a staff person to serve as a lead mentor, who will:
 - With the intern, develop a connected learning project;
 - Offer at least 3 hours a week of one-on-one mentoring and coaching;
 - Attend at least four (4) virtual meetings with State Library staff; and
 - Be comfortable sharing successes, challenges, opportunities within the library, to community stakeholders, and with other libraries receiving this grant.
- Acknowledge the funding source in any publicity about the project or on resources created with grant funds. (See <https://libguides.osl.state.or.us/lstagrants/acknowledgment>)
- Expend all funds received by August 31, 2023.
- Submit a final report, including all documentation related to grant purchases, to the State Library by September 30, 2023.

SIGNATURES

State Library of Oregon

Signed:

Name: Buzzy Nielsen

Title: Program Manager for Library Support

Date: 3/23/2023

Newport Public Library

Signed:

Name:

Spencer R. Nebe

Title:

City Manager

Date:

04/04/23

FEDERAL CERTIFICATIONS

Nondiscrimination

Grantee shall comply with the relevant nondiscrimination statutes and public policy requirements including, but not limited to, the following:

- Discrimination on the basis of race, color or national origin - Title VI of the Civil Rights Act of 1964 ([42 U.S.C. 2000d](#) through [2000d-4](#)).
- Discrimination on the basis of sex - Title IX of the Education Amendments of 1972 ([20 U.S.C. 1681-1683](#)).
- Discrimination on the basis of disability - Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)).
- Discrimination on the basis of age - The Age Discrimination Act of 1975 ([42 U.S.C. 6101-6107](#)).

Debarment and Suspension

Grantee shall not permit any person or entity to be a subcontractor if the person or entity is listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with Executive Orders No. 12549 and No. 12689, "Debarment and Suspension". (See [2 CFR part 180](#).)

Trafficking in Persons


The authorized representative, on behalf of the Grantee or its fiscal agent, if any, certifies to the best of his or her knowledge and belief that neither the Grantee or its fiscal agent, if any:

- engages in trafficking in persons, procures a commercial sex act, or uses forced labor
- procures a commercial sex act during the period of time that the award is in effect
- uses forced labor in the performance of the Grant

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

As the duly authorized representative of the Grantee or its fiscal agent, if any, I hereby certify that the Grantee will comply with the above certifications.

NEWPORT PUBLIC LIBRARY

Signed: 
Name: *Spencer R. Nebel*
Title: *City Manager*
Date: *04-04-23*