



# OKLAHOMA Department of Libraries

## Agenda

### ODL Board Meeting

September 8, 2023 | 10:00 a.m.  
Oklahoma Department of Libraries  
200 NE 18 Street  
Oklahoma City, OK 73105

*All participating members of the Board will be in person at the above meeting location. The meeting is open to the general public. This meeting is being conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.*

*Public access viewing of the meeting through Zoom:*

<https://www.zoomgov.com/j/1609409571?pwd=ekx2ZzZSUUVkM3c1eXNoL29lWWRPZz09>

Meeting ID: 160 940 9571

Passcode: 184435

*Public access to the complete Board Packet:*

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20230908.pdf>

*Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.*

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consideration and possible action on minutes for the regular board meeting held June 23, 2023.....1
3. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee and/or ODL Board Officers for 2023-2024.
4. Consideration and possible acceptance of financial reports
  - a. SFY 23/SFY 24 Expenditure Report through August 31, 2023.....10
  - b. SFY 23 Budget to Actual Report through August 31, 2023.....13
  - c. SFY 23 Cost Variance Report through August 31, 2023.....14
  - d. SFY 24 Budget to Actual Report through August 31, 2023.....15
  - e. SFY 24 Cost Variance Report through August 31, 2023.....16
5. Library Services and Technology Act (LSTA) projects and updates
  - a. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects...17
  - b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects...18
6. American Rescue Plan Act (ARPA) projects and updates
  - a. Consideration and possible acceptance of final status reports for ARPA Projects.....19



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7. Public comment on agenda items
8. Director's Report
  - a. Feedback – What would you like to see in the Director's Report?
  - b. Agency Activity Report through July 31, 2023.....20
  - c. ODL Staff Service Recognitions
9. Discussion, consideration, and possible action on SFY 2025 ODL Budget Request.....29
10. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or registration of the Director of the Oklahoma Department of Libraries
  - a. Vote to enter executive session
  - b. Vote to return to open session
  - c. Possible action on matters discussed in executive session
11. Discussion, consideration, and possible action on schedule of regular meetings for the 2024 calendar year. ....31
12. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.
13. Adjournment

ODL Board members are asked to notify Natalie Currie at (405) 522-3215 or [natalie.currie@libraries.ok.gov](mailto:natalie.currie@libraries.ok.gov) if you will be unable to attend this meeting.

**Next ODL Board Meeting:** Friday, December 8, 2023 at 10 AM



**Minutes – Draft Pending Board Approval**

**ODL Board Meeting**

June 23, 2023 | 10:00 a.m.

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<https://www.zoomgov.com/j/1602082239?pwd=aORNSWNUUOUzcVQ4MW5WRjB6TTduUT09>

*Passcode: 535090*

*Public access to the complete Board Packet:*

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/ODL-Board-Packet-06-23-23.pdf>

*Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.*

1. Call to Order, Roll Call, and Compliance with Open Meeting Act

Chair Lee Denney called the meeting to order at 10:00am and asked for roll call. Board members present: Chair Lee Denney, Vice Chair Bob Dace, Steven Gray, Jim Robison, Ronda Smith, Natalie Currie. Board members absent: Kristen Ferate, Maren Lively. Chair Denney sees quorum.

List of guests present: John Schramm (note taker), Tara McCleod, Teresa Sutter, Heather Kitchen, Fara Taylor, Cassie Spindle, Jan Davis, Christine Chen, Ashley Welke, Jennifer Green, Kaylee Reed.

2. Consideration and possible action on minutes for the regular board meeting held February 10, 2023

Chair Denney asked for questions from board. No questions.

Vice Chair Dace made motion to accept, and Robison seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, absent; Gray, yes; Lively, absent; Robison, yes; Smith, yes. The motion passed.



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3. Consideration and possible acceptance of financial reports

a. SFY 23 Expenditure Report through May 31, 2023

Director Currie called for questions. Robison asked about the line item for Continuous Service Incentive Plan Payments. Director Currie explained this item represents the planned differential payments to staff as a part of the agency's priority goal to achieve operational stability. ODL had 29% turnover this state fiscal year and differential payments were issued in an effort to retain staff. The source of funding was appropriations carried over from last SFY. Chair Denney asked if ODL is able to fill these positions. Director Currie said they have made tremendous progress in filling those roles. Director Currie talked about new staff members including John Schramm, Kaylee Reed (replaced Bill Young), and Ashley Welke (Director of Services to Libraries).

Chair Denney noted that Maren Lively and Kristen Ferate have joined the meeting in person at this time, 10:06am.

Vice Chair Dace made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

b. SFY 23 Budget to Actual Report through May 31, 2023

Director Currie said item 3B reflects spending against the State Fiscal Year 2023 budget. The report shows carryover funding from last fiscal year re-budgeted in this fiscal year. The agency budgets very closely to actual business needs with a goal of no carryover. However, turnover in staffing and unfilled budgeted positions has resulted in some carryover. This is being used to replace failing technology.

Robison made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

c. SFY 23 Cost Variance Report through May 31, 2023



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Director Currie explained this report compares this state fiscal year’s spending against last state fiscal year. Chair Denney asks for questions. No questions.

Gray made motion to accept and Lively seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

4. Library Services and Technology Act (LSTA) projects and updates
  - a. Consideration and possible acceptance of status reports for FFY 2021 LSTA Projects

Director Currie recognized Federal Programs Officer and Business Manager Tara McCleod. McCleod said since the Board last met in February, ODL has completed FFY21 reporting to Institute of Museum and Library Services. All funds were expended, with none being returned to IMLS. Chair Denney asked if all funds are spent each year. McCleod said the agency had some difficulty and had to get extensions until December 30, 2022. The report cannot be certified until we finish entering the ARPA report, which is due June 28, 2023. Once certified we will have finalized obligations for FY21. This must be done within 90 days of date of extension. Director Currie says it is rare for IMLS to grant extensions. They were more lenient because of the overlap with deadlines to spend ARPA funds and global supply chain issues. We cannot get used to being granted extensions. McCleod affirmed previous. Director Currie said it is hard work to spend down to 0.

Smith made motion to accept and Robison seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

- b. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects

McCleod said funds must be expended by September 30 of this year. There are some underspent projects, which are sometimes due to supply chain issues or other unforeseen circumstances. The agency has identified projects to reallocate \$76k, and Director Currie is confident they will expend all funds.

Gray made motion to accept and Vice Chair Dace seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.



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c. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects

McCleod said beginning in January, ODL learned they would receive about \$2.5 million and started spending in March. The agency has until September 30, 2024, to finish project activities and spending. As a new approach, they will be collapsing four to five related projects under the single umbrella of the Professional Development project. Robison asked what impact collapsing these projects under heading of Professional Development will have. McCleod said it gives ODL flexibility to have other projects and might allow them to offer a separate Continuing Education grant. Director Currie said the goal is to gain some time back, and because the report is cumbersome, collapsing projects in this way helps with reporting.

Gray made motion to accept and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

d. Consideration and possible approval of new LSTA Technology Grant Project using FFY 2022 and FFY 2023 funding

McCleod stated the project goal is to assist libraries in upgrading technologies on a more frequent basis. ODL hopes to continue this project year after year as libraries continue to have difficulty funding necessary technology. This project would allow libraries who have been spending their state aid on technology upgrades to use those funds on other needs. Chair Denney asked what the plan is to disseminate these funds. The program will prioritize rural towns with low populations. As highlighted by ARPA grant applications, some smaller libraries are hesitant to apply for funding so ODL is hoping to encourage them. Gray asked why they would be hesitant. McCleod said it might be staffing issues but is not sure. There has been difficulty with quite a few libraries submitting required reports. Gray clarified it is administrative in nature. McCleod affirmed.

Robison made motion to accept and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.



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- e. Consideration and possible approval of new LSTA Images of Oklahoma Project using FFY 2023 funding

McCleod explained this project has been in existence since 2014. It enables ODL's Archives and Records team to work with individual libraries across the state to digitize unique collections. ARPA funding has allowed them to digitize decades of reels of the publication *Oklahoma Times*. This project also includes training and resources to smaller libraries and to digitize collections held by ODL. Director Currie added that this project was not included in the FFY 23 projects approved in February as there was concern about the ability to conduct the project while preparing for the upcoming building renovation. The agency has since reevaluated and believe the project should be added back.

Gray made motion to approve the project and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

- 5. American Rescue Plan Act (ARPA) projects and updates
  - a. Consideration and possible acceptance of status reports for ARPA Projects

McCleod presented the current financial report for ARPA. All expenditures were completed by February 28, 2023 and the final report is due June 28. Due to projects coming in under budget or subrecipients not spending their full award amount, at least \$11,000 has been verified to be returned to IMLS. Chair Denney asked for clarification on whether any additional funds beyond the currently identified \$11,000 is in danger of being returned. McCleod confirmed that unfortunately, the agency is aware of other possible awards that could be returned. At this time the total amount, including a projected rough estimate of additional funds that are in danger of being returned, is \$13,000.

McCleod explained that the agency has learned valuable lessons that will be applied if the same opportunity is presented in the future. For example, challenges were created by lack of adequate staffing to plan and implement projects. Staff took on additional duties on top of their existing projects. Director Currie acknowledged that five staff members who were here leading these projects left during the program cycle. Chair Denney asked if paperwork has been onerous. McCleod confirmed and also mentioned supply chain and logistical issues.



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Robison made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

6. Director's Report
  - a. Agency Activity Report through May 31, 2023
    - i. Currie presented the report as found in the meeting packet, page 16.
  - b. Human Resources updates, including implementation of market rate salary increases for ODL staff
    - i. Currie presented the report as found in the meeting packet, page 31.
  - c. End of Session Report: First Session of the 59<sup>th</sup> Oklahoma Legislature
    - i. Currie presented the report as found in the meeting packet, page 57.
  - d. ODL Staff Service Recognitions
    - i. Staff were recognized as found in the meeting packet, page 61.
7. Consideration and possible action on Agency Organizational Chart Updates

Proposed Change 1: 65 Oklahoma Statutes Annotated § 3-103 Director and Assistant Director establishes those offices. The position currently known as Deputy Director is the Assistant Director. ODL proposes to clarify this position's role by changing the title to match the statute. Also giving working title of Assistant State Librarian and Archivist. No change to classification.

Proposed Change 2: Return to original organizational structure of Archives and Records Management (ARM) reporting to the Assistant (Deputy) Director. ARM previously reported to the Deputy Director under the tenure of former Director Susan McVey and Deputy Director Vicki Sullivan. This changed under the tenure of former Director Melody Kellogg.

Proposed Change 3: Change the vacant Executive Secretary III position (previously unclassified) to Human Resources Specialist II. This matches the true business need of the agency. The position will report to the Assistant Director instead of the Director. The Assistant Director is the agency's Human Resources lead.

Proposed Change 4: Change current 999 Temporary Administrative Assistant to half time state employee. There is a long-term business need for this position to support agency operations. The funding is available with the \$500k state appropriations increase. The incumbent temporary employee will be required to complete the application process.





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Proposed Change 5: To meet immediate business needs of the agency and achieve operational stability, the vacant Library Development Director (Administrative Librarian I) position was utilized to create a higher-level administrative position – Director of Services to Libraries (Administrative Librarian II) in May 2023. This proposed change formalizes the administrative nature of the position by moving the funding from budget department Library Development to budget department Administration. Additionally, Public Information will now report to this position instead of the Director.

Proposed Change 6: Upon review and reflection, it is necessary for the Library Development department to have a team lead and career progression path. This change will add back a Library Development Coordinator as a Librarian IV to that team. Previously, this position was Library Development Director (Administrative Librarian I. See Change 6). Adjusting the position to Librarian IV creates a pathway for Library Development Consultants (Librarian III) to move into a first level management position to gain skills and experience that are minimum qualifications for Administrative Librarian. This pathway does not currently exist.

Chair Denney asked if the statute speaks to Ashley’s position Director Currie explained the statutes say there can be one Director and one Assistant Director. We are asking to change Cassie’s title to Assistant to match the statute and continue to fill that statutory role. We will not have two Assistant Directors, in compliance with the statute. The Assistant Director position holds responsibility for agency wide strategy, including Human Resources and IT, differentiating itself from Ashley’s position. Dace asked what new cost increase would incur under new alignment. Director Currie said bringing everyone to 93% of market rate and with these changes the total increase will be \$490k. The increase in appropriations for SFY 24 from the legislature allows for these moves.

Lively made motion to accept and Ferate seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

8. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or registration of the Director of the Oklahoma Department of Libraries

- a. Vote to enter executive session



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Gray made motion to go into Executive session and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

b. Vote to return to open session

Return to open session at 12:00pm.

Vice Chair Dace made motion to accept the return to open session and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

c. Possible action on matters discussed in executive session

Chair Denney said no decisions were made during Executive Session. The discussion resulted in a recommendation to increase the Director's salary to the market rate of \$128,924.84.

Vice Chair Dace made motion to accept the recommendation and Lively and Robison seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

9. Consideration and possible action on ODL Collection Policy

- a. Director Currie said this collection policy is an internal document for the State Library to govern our internal procedures. The policy was revised to reflect current best practices that we recommend for all public libraries across the state for their own collection policies.

Smith made motion to accept and Ferate seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

10. Consideration and possible action on Resolution of Appreciation for Lee Chair Denney's service on the Oklahoma Department of Libraries' Board

- a. Jim Robison read Resolution of Appreciation for Lee Denney.



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11. Consideration and possible action on Resolution of Appreciation for Robert Dace’s service on the Oklahoma Department of Libraries’ Board
  - a. Ronda Smith read Resolution of Appreciation for Bob Dace.
  
12. Discussion, consideration, and possible action on turnover of Board Members, an ODL Board Officer Nominating Committee and/or ODL Board Officers for 2023-2024.
  - a. Director Currie recommended the Board form a Nominating Committee today to make recommendations for new Board officers at the next meeting. The Board should be prepared to hear the Nominating Committee’s recommendations and elect a new Chair and Vice Chair at the September 8 meeting.
  - b. Gray, Robison and Smith volunteered to be on the Nominating Committee. First action of next meeting would be Director hosting meeting and select Chair and Vice Chair.  
  
Vice Chair Dace made motion to accept and Ferate seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.
  
13. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.
  - a. Director Currie introduced guest and new board member Teresa Sutter from Alva. She will be replacing Lee Denny as a representative of Congressional District 3.
  - b. Director Currie said Bob Dace is ending his term one year early, effective June 2023. She has been in contact with the Governor’s office. They and ODL’s Attorney General liaison have confirmed it is acceptable to be down to six active board members until next Legislative session when a new person can go through the Senate confirmation process.
  
14. Adjournment  
Lively made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed. Meeting adjourned at 12:21pm.

**Next ODL Board Meeting: Friday, September 8, 2023 at 10 AM**

Oklahoma Department of Libraries  
 6 Digit Object of Expenditure Report  
 as of 8/31/2023

Contains both SFY 23 and SFY 24 expenditures, combined.

Account	Description	JUL 1, 2023 -		JUL 1, 2022 -		DIFFERENCE	EXPLANATION
		AUG 2023	AUG 31, 2023	AUG 31, 2022			
<b>510000 PERSONAL SERVICES</b>							
511110	Sals-Regular Pay	156,813	300,140	256,386	43,754		Implemented market rate salary increases as of July 1. Filled open positions.
511119	Sals-Regular Pay COVID19	-	-	-	-		
511130	Sals-Non-Reg Pay	4,737	8,606	4,136	4,470		Implemented market rate pay increases as of July 1.
511210	Longevity Pay-State Employees	4,112	7,620	7,826	(206)		
511280	Holiday Pay - Payroll Only	-	-	-	-		
511310	Terminal Leave	0	11,675	14,399	(2,724)		Retirement payouts
511420	Excess Benefit Allowance	2,001	3,983	3,700	283		Employee turnover, changes in benefits
511450	Cont. Svc. Incentive Plan Pmts	(9,554)	(9,554)	-	(9,554)		Unknown - Requesting ABS investigate and report back.
	Sub Class 511000	158,109	322,469	286,447	36,023		
512110	Insur. Prem-Hlth-Life-State Pln	31,092	60,903	60,553	349		
512310	Insur. Prem-Workers Comp.	-	-	1,744	(1,744)		
	Sub Class 512000	31,092	60,903	62,297	(1,395)		
513110	Employer Share-FICA	8,888	18,684	17,866	817		Employee turnover, changes in benefits selections
513120	Employer Share-MQFE/FICA	2,079	4,415	4,067	348		Employee turnover, changes in benefits selections
513230	Employer Share OPERS	15,123	30,572	32,776	(2,203)		Employee turnover, changes in benefits selections
513280	Employer Match-AdFeeSt. Annuity	430	889	1,168	(279)		Employee turnover, changes in benefits selections
513290	St.Match-Ad Fee-Def Contr	3,571	7,127	4,035	3,091		Employee turnover, changes in benefits selections
513300	Reg.Savings-Def Contr Plan	5,406	10,785	6,182	4,603		Employee turnover, changes in benefits selections
	Sub Class 513000	35,497	72,471	66,094	6,377		
515010	Offices of Lawyers	-	4,003	1,817	2,186		Timing of payments, increased cost.
515060	Acctg,Tax,Books,Payroll Svc	1,562	3,032	6,915	(3,883)		Timing of payment - Audit last year
515320	Graphic Design Services	-	-	1,250	(1,250)		ARPA project
515380	Other Computer Related Svc	10,774	21,776	13,415	8,361		Increase in OMES ISD costs
515450	Environmental Consulting Svc	-	-	-	-		
515490	Advertising and Related Svcs	-	-	-	-		
515510	Photographic Services	-	-	-	-		
515540	Other Prof, Sc. & Tech.Svc	-	8,507	16,432	(7,925)		Changes to LSTA project needs. ARPA Projects ended (Professional Development, Leading in an Emergency, Images of Oklahoma)
515560	Office Administrative Services	-	-	-	-		
515570	Employment Placement Services	-	-	4,932	(4,932)		Moved previous Galt to 999. Utilized Galt services to fill need for Accounting Technician for short time.
515580	Business Support Services	3,210	3,210	3,210	-		
515630	Credit Bureaus	-	-	-	-		
515650	Investigation-Security Svcs	-	-	-	-		
515660	Educational Services	-	957	600	357		Timing/need of federal projects
515990	Other Svcs-exc.Public.Admin.	-	-	-	-		
	Sub Class 515000	15,546	41,484	48,570	(7,086)		
519130	Flexible Benefits-Adminis.	202	2,413	-	2,413		Employee turnover, changes in benefits selections
	Sub Class 519000	202	2,413	-	2,413		
	<b>Major Class 510000</b>	<b>240,446</b>	<b>499,740</b>	<b>463,408</b>	<b>36,333</b>		
<b>520000 TRAVEL</b>							
521110	In-State Mileage-Motor Vehicle	94	94	-	94		Timing of reimbursement
521120	In-State Meals-Subsistence Exp	88	89	-	89		Timing of reimbursement

521150	In-State Lodging	111	111	-	111	
521140	In-State Miscellaneous Charges	-	-	-	-	
521210	Out of State Mileage-Priv. Veh.	69	86	11	75	Timing of reimbursement
521220	Out-of-State Transp. Charges	1,064	1,064	322	742	Timing of reimbursement
521230	Out-of-State Meals-Subsistence	1,698	1,955	766	1,189	Timing of reimbursement
521240	Out-of-State Local Transp.	178	193	60	133	Timing of reimbursement
521250	Out-of-State Misc. Charges	-	148	-	148	Timing of reimbursement
521260	Out-of-State Lodging	-	-	-	-	
521310	Travel Reimb.-Non-State Empls.	2,050	3,307	396	2,911	Timing of Board member reimbursements for SFY 23
	Sub Class 521000	5,352	7,046	1,555	5,491	
522110	OutofSt Trans Cst Agcy Dir	(70)	1,025	1,169	(144)	Timing of payments
522113	InStPurPikePassCollFeesAgcyDir	18	18	37	(19)	Timing of payments
522130	OutofSt Pur Food Ldg Agcy Dir	1,290	2,628	1,579	1,048	Timing of travel needs
522131	In-State Pur Food Ldg Agcy Dir	-	1,156	(21)	1,177	Timing of travel needs
522141	In-State Misc Charges Agcy Dir	-	-	-	-	
522150	Registration - Agency Direct	2,500	4,633	17,249	(12,616)	ARPA Professional Development & Educator Workshop Projects ended
	Sub Class 522000	3,738	8,304	20,014	(11,710)	
	<b>Major Class 520000</b>	<b>9,090</b>	<b>15,350</b>	<b>21,569</b>	<b>(6,219)</b>	
<b>530000 ADMINISTRATIVE EXPENSE</b>						
531110	Freight Expenses	-	12	6,507	(6,495)	Timing/need of LSTA and ARPA projects Sending postage through OMES Central Printing
531120	Postage	366	366	-	366	Increased cost due to Records Center hotspot
531130	Telecommunication Services	199	394	157	236	SRP 22 Bags paid in July.Timing/need of LSTA projects
531150	Printing & Binding Contrs	49	593	34,619	(34,026)	
531160	Advertising	-	-	-	-	
531170	Informational Service	77,793	247,295	142,299	104,996	Addition of Brainfuse, increase in EBSCO cost, timing of payments
531180	Bank Service Charges	-	-	-	-	
531190	Exhibitions,Shows,Spec.Events	-	-	-	-	
531230	ERP System Services	228	228	390	(163)	Timing of payments
531260	Membership in Organizations	3,056	3,551	3,150	401	
531310	Prem-Property or Liab.Insur.	-	-	-	-	
531350	Utility Charge-Other Utilities	-	-	227	(227)	Payment coded incorrectly last year.
531360	Utility Charge Natural Gas	109	109	321	(212)	Timing of payments Correction to more appropriate account code completed. Different from how was budgeted and paid for in the past.
531370	Utility Charge-Electricity	119	427	-	427	
	Sub Class 531000	81,919	252,974	187,670	65,304	
532110	Rent of Office Space	-	-	-	-	Timing of invoices: New owner of leased Records Center space submitted most SFY 2023 invoices in May 2023.
532130	Rent of Other Building Space	-	16,465	-	16,465	
532140	Rent-Equipment And Machinery	68	136	28	108	Timing of payments and increased cost
532141	Rent of Motor Vehicles	-	-	-	-	
532142	Lease of Motor Vehicles	745	1,490	3,145	(1,655)	Timing of invoices received from OMES
532160	Rent-Elec Data Processing Eq.	2,864	4,738	2,724	2,013	Timing of payments and increased cost
532170	Rent-Data Processing Software	3,000	3,300	3,726	(426)	Timing of payments
532190	Other Rents	-	-	-	-	
	Sub Class 532000	6,677	26,129	9,623	16,506	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	125	250	375	(125)	Timing of payments
533120	Mtce-Rep.-Equipment-Vendors	-	893	-	893	Timing of payments
533130	Mtce-Rep.-Tel.Equip-Vendor	-	-	-	-	
533140	Mtce-Rep.-DP Equip-Vendor	4,883	5,252	1,011	4,240	Timing of payment and increased cost
533150	Mtc-Rep.-DP Software-Vendors	-	-	-	-	
533180	Housekpg/Janit./Sanit.Sup,Mat	-	-	-	-	
533220	Mtce-Rep.-non-MV Eq. In-house	-	57	-	57	
	Sub Class 533000	5,008	6,452	1,386	5,066	
534260	Medical Supplies And Materials	-	-	561	(561)	One time supplies (First aid refresh)
534290	Motor Fuels-Common	83	92	842	(750)	Timing of need

534310	Motor Fuels-Special	-	-	62	(62)	Timing of need
	Sub Class 534000	83	92	1,465	(1,372)	
535180	Safety and Security Supplies	-	-	-	-	
536110	Meeting Refreshments	-	-	-	-	
536130	Office Supplies Non-Expendable	200	2,237	88	2,149	Timing of need
536140	Office Supplies (Expendable)	1,006	1,123	2,257	(1,134)	Timing of need
536150	Data Processing Supplies	-	-	-	-	
536190	Educational Supplies	-	593	11,372	(10,779)	Timing/need of LSTA projects
	Sub Class 536000	1,206	3,953	13,716	(9,763)	
	<b>Major Class 530000</b>	<b>94,893</b>	<b>289,600</b>	<b>213,860</b>	<b>75,740</b>	
<b>540000 PROP,FURN,EQUIP &amp; RELATED DEBT</b>						
541110	Office Furniture & Equipment	3,692	5,630	2,183	3,447	Timing of need/availability of funds
541120	Data Processing Equipment	-	8	274	(266)	Timing of need
541130	Data Processing Software	-	-	-	-	
541150	Equip-Furn-Residential Educ.	-	-	-	-	
	Sub Class 541000	3,692	5,638	2,457	3,181	
542120	Library Resources-Textbooks	23,100	26,315	60,039	(33,724)	Reduced materials spending
	Sub Class 542000	23,100	26,315	60,039	(33,724)	
546210	Bldgs,Struct.-Constr.-Renov.	-	-	880	(880)	One time cabling project
	Sub Class 546000	-	-	880	(880)	
	<b>Major Class 540000</b>	<b>26,792</b>	<b>31,952</b>	<b>63,375</b>	<b>(31,423)</b>	
<b>550000 GEN ASST, AWDS, PROG-DIRECTED</b>						
551110	Assistance Payments	-	-	-	-	
553190	Refunds-Overpayment Charges	7,429	7,429	-	7,429	Returning funds to IMLS - ARPA funds
554230	Reimbursement & Repayment-Other	-	-	-	-	
555110	Pmts-Local Gov't-Gen Govt	284,036	390,605	227,076	163,528	Timing of payments
	<b>Major Class 550000</b>	<b>291,465</b>	<b>398,034</b>	<b>227,076</b>	<b>170,958</b>	
<b>Business Unit Total</b>		<b>662,686</b>	<b>1,234,677</b>	<b>989,288</b>	<b>245,389</b>	

**Oklahoma Department of Libraries  
SFY 23 Budget to Actual Expenditures and Encumbrances  
as of 8/31/2023**

<b>Account</b>	<b>Description</b>	<b>Original SFY23 Budget (Before Revisions)</b>	<b>After 1st Batch of Budget Revisions</b>	<b>Current After 2nd Batch of Budget Revisions</b>	<b>YTD Total Exp &amp; Enc</b>	<b>Annual Variance</b>
511	Salary Expense	\$ 1,816,353	\$ 1,910,209	\$ 2,021,878	\$ 1,751,216	\$ 270,662
512	Insur. Prem - Health - Life, etc.	\$ 480,256	\$ 480,256	\$ 480,256	\$ 347,409	\$ 132,847
513	FICA-Retirement Contributions	\$ 489,043	\$ 489,043	\$ 489,043	\$ 393,072	\$ 95,971
515	Professional Services	\$ 376,919	\$ 376,919	\$ 397,598	\$ 395,264	\$ 2,334
519	Inter/Intra Agy Pmt - Personnel	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,150	\$ 350
521	Travel - Reimbursements	\$ 28,765	\$ 29,765	\$ 30,823	\$ 12,383	\$ 18,440
522	Travel - Agency Direct Pmt	\$ 161,607	\$ 161,607	\$ 153,205	\$ 83,515	\$ 69,691
531	Misc. Administrative Expenses	\$ 1,562,075	\$ 1,575,471	\$ 1,651,751	\$ 1,575,662	\$ 76,090
532	Rent Expense	\$ 338,960	\$ 339,860	\$ 343,920	\$ 155,705	\$ 188,215
533	Maintenance & Repair Expenses	\$ 42,923	\$ 42,923	\$ 46,423	\$ 18,207	\$ 28,216
534	Specialized Sup & Mat. Expe	\$ 2,150	\$ 2,150	\$ 2,150	\$ 2,492	\$ (342)
535	Production, Safety, Security	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
536	General Operating Expenses	\$ 129,972	\$ 129,972	\$ 139,205	\$ 82,713	\$ 56,492
541	Office Furniture & Equipment	\$ 60,200	\$ 76,480	\$ 148,980	\$ 94,918	\$ 54,062
542	Library Equipment - Resources	\$ 332,284	\$ 338,057	\$ 257,557	\$ 175,611	\$ 81,946
546	Buildings-Purchase., Constr, Re	\$ -	\$ -	\$ -	\$ -	\$ -
553	Refunds,Idemnities,Restit	\$ -	\$ -	\$ -	\$ 7,429	\$ (7,429)
554	Profram Reimb, Litigation C	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
555	Pmts - Local Govt, NonProfit	\$ 3,465,141	\$ 2,607,722	\$ 3,427,363	\$ 3,086,977	\$ 340,386
601	AFP Encumbrances	\$ -	\$ -	\$ -	\$ 325,636	\$ (325,636)
810	Req Only	\$ -	\$ -	\$ -	\$ 121	\$ (121)
		<b>\$ 9,290,648</b>	<b>\$ 8,564,434</b>	<b>\$ 9,596,152</b>	<b>\$ 8,513,477</b>	<b>\$ 1,082,675</b>
<b>Class Funding</b>						
19121	SFY 21 Carryover	\$ -	\$ 131,204	\$ 131,204	\$ 131,205	\$ (1)
19211	SFY 22 Carryover	\$ -	\$ -	\$ 174,299	\$ 168,042	\$ 6,257
19301	GRF - Duties	\$ 4,536,315	\$ 4,536,315	\$ 4,536,315	\$ 4,101,188	\$ 435,127
20000	Revolving Fund	\$ 321,930	\$ 321,930	\$ 321,930	\$ 261,101	\$ 60,829
40000	Federal Library Funds	\$ 2,843,902	\$ 2,843,902	\$ 2,843,902	\$ 2,353,159	\$ 490,743
40500	Federal Pass Through Funds	\$ 752,609	\$ 752,609	\$ 752,609	\$ 741,640	\$ 10,969
41000	Fed Grt Funds Special Project	\$ 73,351	\$ 73,351	\$ 73,351	\$ 58,403	\$ 14,948
41500	American Rescue Plan Act	\$ 762,541	\$ 762,541	\$ 762,541	\$ 698,740	\$ 63,801
		<b>\$ 9,290,648</b>	<b>\$ 9,421,852</b>	<b>\$ 9,596,151</b>	<b>\$ 8,513,478</b>	<b>\$ 1,082,673</b>

Oklahoma Department of Libraries  
**SFY23 Cost Variance Report**  
 For the period ending August 31, 2023

Division #	Division Name	FY23 Annual Budget	FY23 YTD Budget	FY23 YTD Expenses & Encumbrances	FY22 YTD Expenses & Encumbrances	FY22 - FY23 YTD Expense Variance Under / (Over)	FY22 - FY23 YTD Expense Variance % Under / (Over)	FY23 YTD Budget to Expense Variance Under / (Over)	FY23 YTD Budget to Expense Variance %	FY23 Budget to Expense Variance Explanation {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,152,538	\$ 1,152,538	\$ 977,548	\$ 936,627	\$ (40,921)	-4%	\$ 174,990	15%	Actual expenses are \$933,789.26 and \$43,758.95 encumbered.
20	Service to Libraries	\$ 5,369,834	\$ 5,369,835	\$ 4,902,577	\$ 6,237,001	\$ 1,334,424	27%	\$ 467,258	9%	Actual expenses are \$4,497,065.10 and \$405,513.36 is encumbered. Difference from SFY22 is the one time ARPA grants.
30	Government Info Services	\$ 1,051,432	\$ 1,051,432	\$ 908,947	\$ 1,159,165	\$ 250,218	28%	\$ 142,485	14%	Actual expenses are \$891,172.29 and \$17,775.39 encumbered. Difference from SFY22 is the one time ARPA grants.
88	ISD Data Processing	\$ 2,022,348	\$ 2,022,347	\$ 1,724,404	\$ 1,357,547	\$ (366,857)	-21%	\$ 297,943	15%	Actual expenses are \$1,711,204.21 and \$13,200.01 encumbered. Increase in IT service costs.

<b>TOTALS</b>	<b>\$ 9,596,152</b>	<b>\$ 9,596,152</b>	<b>\$ 8,513,477</b>	<b>\$ 9,690,340</b>	<b>\$ 1,176,863</b>	<b>14%</b>	<b>\$ 1,082,675</b>	<b>11%</b>
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**Oklahoma Department of Libraries**  
**SFY 24 Budget to Actual Expenditures and Encumbrances**  
**as of 8/31/2023**

Account	Description	YTD Total Exp &		
		SFY 24 Budget	Enc	Annual Variance
511	Salary Expense	\$ 2,257,180	\$ 308,078	\$ 1,949,102
512	Insur. Prem - Health - Life, etc.	\$ 442,714	\$ 59,530	\$ 383,184
513	FICA-Retirement Contributions	\$ 523,303	\$ 74,709	\$ 448,594
515	Professional Services	\$ 390,894	\$ 27,156	\$ 363,738
519	Inter/Intra Agy Pmt - Personnel	\$ -	\$ -	\$ -
521	Travel - Reimbursements	\$ 56,830	\$ 3,127	\$ 53,703
522	Travel - Agency Direct Pmt	\$ 62,381	\$ 3,790	\$ 58,591
531	Misc. Administrative Expenses	\$ 1,693,164	\$ 1,203,771	\$ 489,393
532	Rent Expense	\$ 230,002	\$ 20,369	\$ 209,633
533	Maintenance & Repair Expenses	\$ 48,122	\$ 19,477	\$ 28,645
534	Specialized Sup & Mat. Expe	\$ 2,350	\$ -	\$ 2,350
535	Production, Safety, Security	\$ 500	\$ -	\$ 500
536	General Operating Expenses	\$ 144,138	\$ 7,375	\$ 136,763
541	Office Furniture & Equipment	\$ 22,460	\$ -	\$ 22,460
542	Library Equipment - Resources	\$ 96,150	\$ 60,000	\$ 36,150
546	Buildings-Purchase., Constr, Re	\$ -	\$ -	\$ -
554	Profram Reimb, Litigation C	\$ -	\$ -	\$ -
555	Pmts - Local Govt, NonProfit	\$ 2,761,555	\$ 382,496	\$ 2,379,059
601	AFP Encumbrances	\$ -	\$ 2,466,799	\$ (2,466,799)
810	Req Only	\$ -	\$ -	\$ -
		<b>\$ 8,731,743</b>	<b>\$ 4,636,677</b>	<b>\$ 4,095,066</b>

  

Class Funding		SFY 24 Budget	Enc	Annual Variance
19211	SFY 22 Carryover	\$ -	\$ -	\$ -
19401	GRF - Duties	\$ 5,036,315	\$ 2,237,054	\$ 2,799,261
20000	Revolving Fund	\$ 307,669	\$ 21,052	\$ 286,617
40000	Federal Library Funds	\$ 2,889,462	\$ 1,899,423	\$ 990,039
40500	Federal Pass Through Funds	\$ 474,583	\$ 455,649	\$ 18,934
41000	Fed Grt Funds Special Project	\$ 23,714	\$ 23,500	\$ 214
		<b>\$ 8,731,743</b>	<b>\$ 4,636,677</b>	<b>\$ 4,095,066</b>

Oklahoma Department of Libraries  
**SFY24 Cost Variance Report**  
 For the period ending August 31, 2023

Division #	Division Name	FY24 Annual Budget	FY24 YTD Budget	FY24 YTD Expenses & Encumbrances	FY23 YTD Expenses & Encumbrances	FY23 - FY24 YTD Expense Variance Under / (Over)	FY23 - FY24 YTD Expense Variance % Under / (Over)	FY24 YTD Budget to Expense Variance Under / (Over)	FY24 YTD Budget to Expense Variance %	FY24 Budget to Expense Variance Explanation  {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,288,698	\$ 214,783	\$ 189,572	\$ 206,706	\$ 17,134	9%	\$ 25,211	12%	Actual expenses are \$167,289.10 and \$22,282.94 encumbered.
20	Service to Libraries	\$ 4,597,310	\$ 766,217	\$ 3,034,497	\$ 2,874,510	\$ (159,987)	-5%	\$ (2,268,280)	-296%	Actual expenses are \$442,863.11 and \$2,591,633.88 is encumbered.
30	Government Info Services	\$ 929,701	\$ 154,950	\$ 165,845	\$ 255,598	\$ 89,754	54%	\$ (10,895)	-7%	Actual expenses are \$93,622.23 and \$72,222.31 encumbered.
88	ISD Data Processing	\$ 1,916,034	\$ 319,339	\$ 1,246,764	\$ 485,589	\$ (761,175)	-61%	\$ (927,425)	-290%	Actual expenses are \$8,045.33 and \$1,238,718.49 encumbered.

<b>TOTALS</b>	<b>\$ 8,731,743</b>	<b>\$ 1,455,289</b>	<b>\$ 4,636,677</b>	<b>\$ 3,822,403</b>	<b>\$ (814,274)</b>	<b>-18%</b>	<b>\$ (3,181,388)</b>	<b>-219%</b>
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**FFY22 LSTA Financial Report**

<b>Project Name</b>	<b>Budgeted Amount</b>	<b>Amount Paid (as of 08/25/23)</b>	<b>Encumbrance Balance</b>	<b>Totals</b>
<b>Annual Report</b>	\$ 7,335.49	\$ 7,335.49	\$ -	\$ 7,335.49
<b>Citizenship and Immigration</b>	\$ 137,230.52	\$ 137,230.52	\$ -	\$ 137,230.52
<b>Computer Lab</b>	\$ 2,159.49	\$ 2,159.49	\$ -	\$ 2,159.49
<b>Continuing Education</b>	\$ 46,122.89	\$ 44,622.89	\$ 1,500.00	\$ 46,122.89
<b>Databases</b>	\$ 754,053.08	\$ 531,606.33	\$ 222,446.75	\$ 754,053.08
<b>E-Rate</b>	\$ 22,603.40	\$ 22,603.40	\$ -	\$ 22,603.40
<b>E-Media</b>	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
<b>Grants2States Administration</b>	\$ 47,346.12	\$ 43,938.65	\$ 3,407.47	\$ 47,346.12
<b>Resource Sharing (ILL)</b>	\$ 471,601.59	\$ 471,101.59	\$ 500.00	\$ 471,601.59
<b>Health Literacy</b>	\$ 261,927.40	\$ 261,927.40	\$ -	\$ 261,927.40
<b>Images of Oklahoma</b>	\$ 30,014.89	\$ 2,606.05	\$ 27,408.84	\$ 30,014.89
<b>Institutions</b>	\$ 26,183.79	\$ 26,183.79	\$ -	\$ 26,183.79
<b>Literacy Development</b>	\$ 86,791.79	\$ 81,291.79	\$ 5,500.00	\$ 86,791.79
<b>Public Librarians Academy (Certification)</b>	\$ 48,818.45	\$ 48,818.45	\$ -	\$ 48,818.45
<b>Read Across Oklahoma</b>	\$ 15,248.54	\$ 15,248.54	\$ -	\$ 15,248.54
<b>Summer Reading</b>	\$ 45,947.16	\$ 45,947.16	\$ -	\$ 45,947.16
<b>Technology Grants</b>	\$ 84,542.00	\$ 74,251.00	\$ 10,291.00	\$ 84,542.00
<b>Videoconferencing Maintenance</b>	\$ 12,414.83	\$ 12,414.83	\$ -	\$ 12,414.83
<b>Website Development</b>	\$ 11,444.57	\$ 11,444.57	\$ -	\$ 11,444.57
<b>Unallocated</b>	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 2,211,786.00	\$ 1,940,731.94	\$ 271,054.06	\$ 2,211,786.00

**Funds must be spent by September 30, 2023.**

**FFY23 LSTA Financial Report**

<b>Project Name</b>	<b>Budgeted Amount</b>	<b>Amount Paid (as of 08/25/23)</b>	<b>Encumbrance Balance</b>	<b>Totals</b>
<b>Annual Report</b>	\$ 28,838.77	\$ 11,747.67	\$ 17,091.10	\$ 28,838.77
<b>Citizenship and Immigration</b>	\$ 157,798.00	\$ 1,946.41	\$ 144,434.34	\$ 146,380.75
<b>Databases</b>	\$ 889,787.00	\$ -	\$ -	\$ -
<b>E-Rate</b>	\$ 30,000.00	\$ 12,171.01	\$ 17,828.99	\$ 30,000.00
<b>E-Media</b>	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00
<b>Grants2States Administration</b>	\$ 62,693.22	\$ 8,091.58	\$ 37,313.63	\$ 45,405.21
<b>Resource Sharing (ILL)</b>	\$ 479,098.01	\$ 11,237.26	\$ 467,860.75	\$ 479,098.01
<b>Health Literacy</b>	\$ 262,507.00	\$ 4,469.47	\$ 247,479.74	\$ 251,949.21
<b>Images of Oklahoma</b>	\$ 34,538.00	\$ 1,773.62	\$ 16,756.59	\$ 18,530.21
<b>Institutions</b>	\$ 40,071.00	\$ -	\$ 30,000.00	\$ 30,000.00
<b>Literacy Development</b>	\$ 93,437.00	\$ 7,767.56	\$ 55,302.44	\$ 63,070.00
<b>Professional Development</b>	\$ 120,000.00	\$ 10,921.59	\$ 77,995.91	\$ 88,917.50
<b>Read Across Oklahoma</b>	\$ 21,600.00	\$ -	\$ -	\$ -
<b>Summer Reading</b>	\$ 76,210.00	\$ 7,206.05	\$ 34,193.85	\$ 41,399.90
<b>Technology Grants</b>	\$ 60,926.00	\$ -	\$ -	\$ -
<b>Transforming Teen Services</b>	\$ 22,700.00	\$ -	\$ -	\$ -
<b>Videoconferencing Maintenance</b>	\$ 12,000.00	\$ 300.00	\$ 9,272.20	\$ 9,572.20
<b>Website Development</b>	\$ 59,050.00	\$ 510.07	\$ -	\$ 510.07
<b>Unallocated</b>	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 2,501,254.00	\$ 78,142.29	\$ 1,205,529.54	\$ 1,283,671.83

We have combined several projects with similar intents under one large project. The Professional Development project will encompass Computer Lab, Continuing Education, Online Learning and Public Library Academy moving forward.

The funds for all projects must be expended by September 30, 2024.

**FINAL ARPA Financial Report**

<b>Project Name</b>	<b>Amount Reported to IMLS on 6/28/23</b>
<b>ARPA Administration</b>	\$ 30,990.30
<b>Excel Online High School</b>	\$ 24,600.00
<b>Educators Workshop</b>	\$ 28,187.84
<b>E-MEDIA</b>	\$ 64,000.00
<b>Images of Oklahoma</b>	\$ 45,703.00
<b>Leading in an Emergency</b>	\$ 37,345.82
<b>Multifunction Printer Grants</b>	\$ 37,837.49
<b>Materials to Institutions</b>	\$ 70,240.08
<b>Online Learning</b>	\$ 15,424.00
<b>Online Homework Help and Job Seeker Assistance Database</b>	\$ 206,666.67
<b>Professional Development</b>	\$ 73,963.31
<b>Ready2Read Early Literacy Initiative</b>	\$ 109,470.45
<b>Targeted Grants</b>	\$ 1,949,286.43
<b>Telehealth Hubs</b>	\$ 81,549.33
<b>Web Migration</b>	\$ 21,565.50
<b>Workforce Development Workshop</b>	\$ 5,500.00
<b>Videoconference Maintenance</b>	\$ 53,695.96
<b>Unspent</b>	\$ 11,330.82
<b>Total</b>	<b>\$ 2,867,357.00</b>

The ARPA State Program Report was submitted to IMLS by June 28, 2023. At the time of submission, we believed we would be returning \$11,330.82 to IMLS. Since that date, we have had additional grant funds returned to us from subrecipients since the report was submitted.

**Amount being returned as of 8/25/23: \$15,863.12**

# Agency Activity Report

*June 1 – July 31, 2023*

## Grants and Contracts Awarded

### **FFY22 Projects – Library Services and Technology Act (LSTA) funding**

- Technology Grants were offered in mid-July. We had 54 applicants with requests totaling over \$230,000. We awarded \$84,542 to 22 sites. We will have another opportunity for this grant with Federal Fiscal Year 2023 funds later this fall.
- An additional \$50,000 was sent to the Stillwater Public Library in support of the Oklahoma Virtual Library, which serves 88 municipal libraries, 2 library systems, and 5 tribal libraries.

### **FFY23 Projects – Library Services and Technology Act (LSTA) funding**

- ODL offered Category 2 E-Rate grants to assist in purchasing new network connections. Approximately \$14,350 was awarded to 8 libraries.
- The FFY23 Health Literacy Grants were announced in July. Applications are being reviewed now.
- The FFY23 Citizenship and Immigration Grants were announced in June with applications reviewed in July. Eleven sites have been awarded \$111,956.

### **American Rescue Plan Act (ARPA)**

- The ARPA State Program Report was submitted to IMLS on June 28, 2023. We are returning \$14,575.35 to IMLS. Some subrecipients failed to spend all the grant funds in the time allotted; Those funds are being returned to us and then returned to IMLS.

**State Literacy Grants (ODL27)** proposals were reviewed. This year's grant total was \$153,600, which was awarded to 16 sites. Contracts and claims have been sent to the sites and payments will be made as the documents are returned.

### **National Historic Preservation and Records Commission (NHPRC)/Oklahoma Historical Records Advisory Board (OHRAB)**

- The annual financial and narrative reports were submitted by the July 31, 2023 deadline.

## Administration

**Kelly Adams, Natalie Currie, Tara McCleod, John Schramm, Chris Smith, Cassie Spindle, Ashley Welke**

### **Human Resources**

- Congratulations to Rebecca Barker who retired on July 30 after working in the Office of Literacy Development for 21 years.
- Adrienne Butler was promoted to Librarian IV as Library Development Coordinator.

### **General Administration**

- Cassie Spindle attended the 2023 Joint Annual Meeting of the Council of State Archivists and the Society of American Archivists in Washington, DC on July 26-29. The focus of the trip was to

establish relationships with other leaders in state archives and conduct annual association business on behalf of the agency, while growing Cassie's knowledge base in the area of archives.

- Natalie Currie attended the Western Council of State Librarians Annual Meeting in Oahu, Hawaii on June 6 – 8. The focus of the trip was to strengthen relationships between chief officers of state libraries, conduct annual association business on behalf of the agency, and participate in a workshop on design thinking.
- Natalie Currie participated in the Oklahoma Library Association Annual Leadership Retreat at East Central University in Ada on July 12.

### **Financials**

- The State Fiscal Year 2024 budget was approved in July. Administration staff worked closely with OMES Agency Business Services to complete the budget work program for SFY24.
- We are still paying invoices for goods or services ordered during SFY23 (which ended June 30). Once we have received and paid for all goods and services purchased in SFY23, we can begin the carryover process, which will allow us to move the funds into this current fiscal year and spend as needed. We anticipate completing the carryover process in November.
- Drafted the State Fiscal Year 2025 budget request that will be reviewed and approved by the Board

### **Legislative Liaison**

- Gave ODL, State and Federal report for the Oklahoma Library Association Advocacy Committee on June 2. No meeting was held in July.
- Attended the June 14 Oklahoma Education Commission meeting and introduced Ashley Welke. After conversation with Sarah Robbins (ODL appointee to the Commission) and reflection how the work of the Commission is unfolding, the decision was made to fill the agency's Commission seat with an ODL staff person instead. Natalie and Ashley are sharing responsibility for representing the agency on the Commission.
- Drafted SFY 25 Budget Request and Legislative Agenda for the 2<sup>nd</sup> Session of the 59<sup>th</sup> Legislature. The Legislative Agenda will be presented to the Board at the December 8 meeting.

### **Library Services and Technology Act (LSTA)**

- Completed the Quarterly Accrual Report due to the Institute of Museum and Library Services by July 5 for FFY22, FFY23 and ARPA grant funds.
- Submitted the ARPA State Program Report by the June 28, 2023 deadline. IMLS reviewed both the ARPA and FFY21 State Program Reports and submitted recommendations for changes. Changes were made and the reports were submitted again before the August 11 deadline. Final approval for both reports was received from IMLS on August 31, 2023.

## **Public Information Office**

**Connie Armstrong, Kaylee Reed, Bill Struby, Fara Taylor**

### **General PIO**

- First draft of agency wide Communication Plan completed. Plan will unite and increase brand identity for the agency; Completion expected by the end of the year.

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- Developed internal PIO request form for internal departments to use to streamline project requests; Also developed an external form for the field to report/highlight impactful stories. These stories will play large part in the next stage of the Communication Plan in communicating who ODL is.
- Coordinated and oversaw ODL photoshoot for promotional images.
- Coordinated with all departments to help promote initiatives
  - Archives and Records Management: Supported booth at conference outreach event to help promote archives; Completed educational video on the State Archives and Records Management programs for use by the University of Oklahoma School of Library and Information Studies programs.
  - Literacy: Helped with celebratory items for retiring employee; Began work on promotional plan with Online High School; Design work for Literacy Director Retreat; Edited and organization for “Celebrating Our Journey” publication
  - Library Resources: Helped promote new capitol delivery program

#### GovDelivery

- For June and July, 22 bulletins were sent to 35,105 total recipients. There has been an increase of 279 subscribers.

#### Oklahoma Center for the Book

- The Oklahoma Center for the Book has announced the 2024 Oklahoma Book Awards Call for Entries on all social media platforms. The printed Call for Entries will be mailed out on September 1 to authors, poets, illustrators, book designers, and publishers.
- The Oklahoma Center for the Book Director Connie Armstrong and Public Information Office Director Kaylee Reed attended the National Book Festival in Washington, DC, on August 12. Both hosted the Oklahoma Book in the Roadmap to Reading area. The OCB selected Tammi Sauer's book *Mary Had a Little Plan*, and Julia Bryan Thomas's book *For Those Who are Lost* to represent Oklahoma in the Great Reads from Great Places program at the festival.
- The Oklahoma Center for the Book/Oklahoma Department of Libraries nominated Oklahoma author Lara Bernhardt's book *Red Rain* for the 2024 Dublin Literary Award. *Red Rain* was a finalist in the 2023 Oklahoma Book Awards.

#### Publications and Graphic Artwork

- Created new National Historical Preservation and Records Commission bookmark and prepped four others for new printing; These are distributed at tabling events and are very popular.
- Created employee appreciation resolutions and commendations for various departments; Designed, edited, and sent to printer Celebrating Our Journey for Literacy Department along with bookmarks.
- Designed graphics for social media, website, and Gov Delivery

#### Brainfuse Update

- Brainfuse's total usage for June and July was 5,529. HelpNow had 1,680, JobNow had 640, VetNow had 184, Legacy Accounts had 2,991 database usages.

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- A librarian from the Southern Oklahoma Library System presented information on Brainfuse at the Literacy Director’s Retreat. Participants were so excited that there will be a workshop about Brainfuse at the state literacy conference in October.
- We worked with the Oklahoma Publications Clearinghouse and MyHeartCreative to finalize and launch the new state publications uploader website: [uploads.odl.ok.gov](https://uploads.odl.ok.gov). We are still working out the kinks, but we have 19 new users signed up and 45 documents submitted so far.
- On the ODL website, we have added information about the Pilot Capital Delivery Service to agency employees in the Capitol Complex. We have added interviews of several of the 2023 Oklahoma Book Awards winners: [oklahoma.gov/libraries/book-awards](https://oklahoma.gov/libraries/book-awards). Also, the Call for Entries is now available for the 2024 Book Awards. We posted the Fall Public Library Academy Certification Classes on the website. We continue to work with Library Resources to update EBSCO information and move the interface to the ODL website (AEM platform).
- On social media, our top posts were about “We’re Hiring” for five positions at ODL and the announcement of the Muskogee StoryWalk at Honor Heights Park. We joined the #ArchivesHashtag party with posts about #ArchivesVacay. Other top performing social media posts included information about Summer Skills Camp from Brainfuse’s HelpNow, the Big Library Read, Oklahoma Archivist Association workshops, a graduate of the Online High School program through the Lawton Library, the new Pickleball Court in Checotah, the article about Summer Reading in the Oklahoman which had a quote by Adrienne Butler, the Prison Newsletter collection, Oklahoma Postcards collection, the Fourth of July and information about the National Book Festival. We have 4,239 followers on Facebook, 1,236 on Instagram, and 1,424 on X (previously known as Twitter). Our account is now verified and we received our free gray checkmark on X.

## Library Development Office

**Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson**

### Field Visits

- Rush Springs
- Watonga
- Wewoka
- Pauls Valley
- Yale
- Wynnewood

### Annual Report

- The Annual Report opened for systems and municipal libraries on July 3. It will close for municipal libraries on August 15. It will close for systems on October 2.
- Annual Report training was held on June 30 and July 12. The trainings are available on our online learning platform Niche Academy.

### Continuing Education

- Fall certification classes have been scheduled, and the instructors have been booked.

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- Due to low enrollment in the classes that were already available online during the spring, the number of in person classes for the fall will be slightly reduced. Most classes are being reduced from 4 sessions to 3.
- The self-serve certification status dashboards are continuing to see steady usage since they were officially launched in May.

### **E-Rate**

- Oklahoma libraries were awarded \$2,012,585 in E-Rate funding for 2023.
- The FCC's Tribal Order was expanded to include tribal universities acting as public libraries for the community, increased discount rate to 90% across the board, and increased Cat2 budget to \$55,000.
- Libraries seeking Cat2 funding under \$3,600 no longer need to go out to bid.

### **Youth Services**

- The Collaborative Summer Library Program (CSLP) All Together Now survey is live, and libraries are responding. From our informal communication, we have heard that many libraries' summer program numbers have exceeded those from 2019! We are looking forward to seeing the hard data when the survey closes in September.
- We are preparing for our upcoming Solar Eclipse Training for Youth Librarians in October. It is provided by Space Science Institute, and we are hosting librarians from the state for this exciting training.
- Space Science also provides kits that contain items for libraries to use with children and teens for further learning about the eclipse. We have these kits and are working with the Office of Library Resources to catalog these items so that they can circulate to libraries across the state.

### **Field News**

- Terri Crawford, long-time director of the Watonga Public Library, retired on July 28. She was replaced by Michelle Merriman, formerly of Metropolitan Library System.

## Office of Literacy Development

**Rebecca Barker, Leslie Gelders, Judy Tirey**

### **Health Literacy**

- ODL staff attended the ribbon cutting for a new StoryWalk in Muskogee, and the opening of a library pickleball court in Checotah.
- The health literacy greenhouse project at the Mustang library was featured on Oklahoma Gardening on OETA.
- 52 proposals were submitted for the new round of grants. Review and scoring is currently underway.

### **Citizenship and Immigration Project**

- Four new citizens were reported during this period, and ODL staff attended a Citizenship ceremony in Oklahoma City.

### **Online High School (OHS)**

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- Grantee meetings were held in June. Guest participants included representatives from Gale and from Oklahoma Workforce Development Boards. Grant sites were able to ask questions and learn about resources, marketing, and referrals.
- ODL staff coordinated a meeting with Oklahoma Workforce and Gale to discuss ways for joint marketing, referrals, and ways to support Oklahoma libraries.
- ODL staff attended graduation ceremonies in Bristow and Lawton.
- Elk City, one of the original pilot sites, resumed online high school services and a new site was approved for the library in Sapulpa.
- Additional seats were awarded to Lawton, Bristow, Tulsa, and Enid.
- Funds for the project have been spent and the need/interest or services continues to grow at most sites. We are considering options to pursue for continued funding.

#### **Temporary Assistance for Needy Families (TANF) Partnership with Oklahoma Department of Human Services (DHS)**

- TANF contracts were updated for the new fiscal year.
- A virtual meeting was held with all TANF instructors to recognize successes and problem solve.
- Monthly book club meetings were held with all sites via Zoom.
- ODL's longtime DHS TANF contact retired on June 30.
- Discussions continue to take place with DHS staff to address late payments and difficulty communicating with county TANF offices.

#### **Community Literacy Grants**

- Proposals for state grants for Community Literacy Programs were reviewed and grants were awarded.

#### **Other**

- Literacy staff arranged for a demonstration of a virtual reality career exploration product. Attending were staff from ODL, public libraries, TANF, Workforce Development, and Career Tech.
- A two-day Literacy Directors Retreat resumed after being cancelled since 2019 due to COVID-19.
- A proposal was submitted to Target for Read Across Oklahoma, and Tinker Federal Credit Union committed \$10,000 for the event.

### Office of Library Resources

**Doug Amos, Mike Cameron, Lori Campbell, Melecia Caruthers, Christine Chen, Roger Elmore, David Hankey, Sam Johnson, Heather Kitchen, Laura Teske, Rachel Walker**

#### **Agencies, Boards, and Commissions (ABC) list (74 O.S. 3917)**

Staff finished reading all enrolled legislation and compiled the ABC list within the deadline (30 days after the sine die adjournment of the legislative session). PIO staff are now preparing the list for digital publication on the ODL website by the end of September 2023.

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**Weeding & shifting projects**

- Weeding continues in the main circulating collection. Between June and July 2023, 511 items were withdrawn.

**ODL Pilot Capitol Delivery Project**

The new material delivery service began on July 3. The service delivers requested library materials each Friday to cardholders in the state capitol complex and picks up returns if requested. To date, we have made deliveries for two of the four Fridays in July. We have also received favorable feedback about the service from excited users.

**Agency File Management and Intranet Project**

The project to create a new agency intranet using a SharePoint hub continued through July. A color-coded agency calendar, staff directory, department calendar, and forms for maintenance and marketing (PIO) requests have been added to the site. Our director signed a statement of work on July 26 so that OMES can complete the work migrating department files to the new site, an external site can be created for the Public Library Director Council, and analytics can be integrated into the forms. Work with OMES is expected to begin this month.

**Electronic Resources**

- Working with PIO staff to update the webpages on ODL's website for EBSCO resources and Brainfuse products.
- Participated in OverDrive's Big Library Read event from July 13-27.
- Began talks with Oklahoma Library Association annual conference planners about EBSCO and Brainfuse participating in the 2024 OLA Conference.

**Government Information**

**Mike Cameron, Sam Johnson, Heather Kitchen,**

**Preservation Project**

Materials to complete planned preservation projects in government documents have been requested and budgeted for this fiscal year. When supplies are received, this work can begin.

**Oklahoma Publications Clearinghouse State Documents Digital Uploader**

The work to create a new digital uploader for Oklahoma Publications Clearinghouse (OPC) submissions was completed by MyHeartCreative on June 30. The new system was tested for use through July. It is expected to go live in August. In addition to the new documents uploader, new web pages have been created to update the site and make usage easier for agency publications officers. Replacing the uploader was fortuitous as the old uploader stopped functioning on June 29 and is unable to receive files of publications. OMES was unable to restore functionality and publications officers were notified to pause deposits until the new uploader is online.

**Collection Maintenance**

Shifting has paused in the Government Documents collection. With a future renovation coming, we want to ensure that we have a plan and timeline for how US documents collection will be arranged and

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accessed and focus our efforts on these tasks. With that in mind, we have pivoted to identifying underutilized and superseded materials that can be withdrawn from our depository collection with permission of the Oklahoma Regional Depository at Oklahoma State University. We have received permission to withdraw most of our map collection held in map cabinets and in the basement. We will keep Oklahoma maps. This allows us to tailor our map collection to the needs of customers and create additional floor space to allow easier use of the collection in the future. Map withdrawals began at the end of July. We have received a total of 66 publications from the U.S. Government Publishing Office during the reporting period. A total of 24 maps were withdrawn.

## Archives and Records Management

**Madelyn Chambers, Jan Davis, Emily Goss, Jennifer Green, Sharif Tucker, and Alyssa Vaughn**

### State Archives

#### **FY2023 Annual Statistics**

- Responded to 575 reference requests from state agency personnel and the public.
- Provided access to 11,555 corner records in response to 607 requests. Processed 8,779 new corner records filed by professional land surveyors.
- Uploaded 701 items to Archives.OK.Gov and 425 items to the Images of Oklahoma collection on Digital Prairie.
- Moved 756 GB of digital files from network drives to OU's OURRstore for preservation and reduced storage on the agency's network drive by 9.8 TB to reduce storage fees.
- Transferred 1,354 cubic feet of records from 14 state agencies to the State Records Center and destroyed 1,243 cubic feet of eligible records stored at the State Records Center.
- Updated 600 series from 44 records retention schedules as requested by 29 agencies.

#### **Projects**

- 595 items uploaded to Digital Prairie, including 217 Department of Health bulletins, 272 newsletters by governors, and 36 letters about the October 1919 coal strike. An additional 142 items from partner institutions were uploaded to the Images of Oklahoma collection.
- Completed a four-year project to reprocess 139 cubic feet of State Examiner and Inspector audit reports for county offices.
- Rehoused 24 cubic feet of Governor JBS Robertson's papers and created updated inventory.

#### **Outreach**

- With PIO assistance, participated in an Archives Hashtag Party about vacations in July. (Vaughn)
- Attended the National Association of Government Archives and Records Administrators Annual Conference, Cincinnati, Ohio, July 18-21 (Green)
- Participated in Oklahoma History Center Career Night, reaching 30 members of the public, July 27 (Green)

### **State Records Management**

- Advised Benjamin Hedges, Assistant Professor/Archivist at the Edmon Low Library of Oklahoma State University on records management with an online meeting on August 8, 2023. (Davis)

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- Hosted and recorded minutes for Archives and Records Commission meeting July 27, 2023.

#### **State Records Center and Annex**

- Transfers to the State Records Center include 182 cubic feet from the following agencies: Attorney General, Auditor and Inspector, and OMES.
- Staff destroyed 357 cubic feet of records for the following agencies: Auditor and Inspector, Corporation Commission, Office of Juvenile Affairs, OMES, and the Public Employees Retirement System.
- Staff met at Quad Construction offices to tour their newly remodeled space and to meet staff. Quad Construction now owns the building housing the State Records Center at 426 E. Hill Street and have relocated their offices there.

#### **Historical Records Advisory Board**

Visited Museum of the Western Prairie in Altus to meet with Jennie Buchanan, the Director, to review the Museum's current regrant project on July 28, 2023. (Davis)

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ODL Board Meeting  
September 8, 2023

## Agenda Item 9

Consider and approve State Fiscal Year 2025 Budget Request

### Summary

Each year, the Oklahoma Department of Libraries Board reviews and approves the agency budget request for the next state fiscal year ([Oklahoma Statutes Title 65, Section 2-106](#)). This request is due to the Governor's Office, the House of Representatives, and the Senate by October 1.

The State Fiscal Year 2025 request is focused on increasing the agency's ability to meet core responsibilities assigned by the Legislature and Strategic Goals. Specifically:

### Goal 3: Strengthen Libraries and Goal 4: Help Build Thriving Communities

- The agency's main vehicle to grow public library capacity is the **State Aid to Public Libraries program**. The smallest independent libraries currently receive a minimum award of \$1,300 in State Aid each year. **The height of State Aid funding was in 2010 at \$2,485,650. We request the Legislature match that figure, adjusted for today's inflation: \$3,431,825.**

### Goal 1: Achieve Operational Stability and Rebuild and Goal 2: Enable Access to Information

- The agency is assigned the responsibility for administering the State Archives and Records Management program in [Title 67 of the Oklahoma Statutes](#). Over the last year, Archives and Records Management staff have conducted research into best practices to understand current agency gaps in resources, knowledge, and skills needed to effectively conduct the program. This has resulted in re-engaging with OMES to implement available tools to govern digital records based on current records disposition schedules.
- Staff have identified the following areas that require investment to meet basic obligations:
  - o **Add at least 10 additional staff**, to enable subject experts to focus on Records Management or Archives, implement a digital records management and digital archives program, assess, and improve bibliographic access to all agency collections, and catch up on a backlog of work. This budget request will allow the agency to respond to known needs and ensure that some findings of the



Classification, Compensation and Organizational Study planned for January through June 2024 can be implemented when the work is complete.

- Implement a **preservation and access solution for permanent digital records**, such as the Governor’s papers. **Replace the current State Records Center and State Archives inventory systems.** Staff currently utilize homegrown Microsoft Access databases that rely on manual entry. Important functionality has stopped working and support is no longer available. To preserve accessibility to these important collections and prepare for the upcoming renovation, a replacement inventory system must be implemented.

<b>Summary of Operational Requests (Continuing)</b>	
Restore State Aid to Public Libraries to 2010 level (\$2,485,650) adjusted for inflation (\$3,431,825). (SFY 24 level = \$1,489,277).	\$1,942,548
Estimated cost for adding back 10 known needed positions. Allows the agency to implement findings of the Classification, Compensation and Organizational Study planned for January through June 2024.	\$1,000,000
Estimated cost for implementing modern technology to administer the State Archives and Records Management programs. <i>Includes estimated recurring annual fee for the digital State Archives program (\$70,000) and estimated recurring annual fee (\$40,000) for the State Records Center and State Archives inventory systems.</i>	\$110,000
Known increase in operational expenses, bills (accounts for 5% inflation on current expenses)	\$300,000
<i>Total Operational</i>	<i>\$3,352,548</i>
<b>Summary of Supplemental Requests (One-time)</b>	
Estimated one-time set up costs for the digital State Archives program and State Records Center and State Archives inventory management systems.	\$50,000
<i>Total Supplemental</i>	<i>\$50,000</i>
<b>Total SFY 2025 Operational and Supplemental Budget Request</b>	<b>\$3,402,548</b>





ODL Board Meeting  
September 8, 2023

**Agenda Item 11**

Consider and approve regular meeting dates of the ODL Board for Calendar Year 2024

**65 O.S. § 2-105. Oklahoma Department of Libraries Board Meetings**

The Board shall meet at least once every three-month period. Additional meetings may be held upon call of the chairman, vice-chairman, in the absence of the chairman, or the secretary.

Date	Location
Friday, March 8 10:00 – 11:30 a.m.	Oklahoma Library Association Annual Conference Hyatt Regency Downtown 100 East 2 Street Tulsa, OK 74103
Friday, June 14 10:00 – 11:30 a.m.	Norman Central – Pioneer Library System Redbud Room 103 West Acres Street Norman, OK 73069
Friday, September 13 10:00 – 11:30 a.m.	Sapulpa Public Library 27 West Dewey Avenue Sapulpa, OK 74066
Friday, December 13 10:00 – 11:30 a.m.	ODL South Conference Room 200 NE 18 Street Oklahoma City, OK 73105