Agenda
ODL Board Meeting
June 23, 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/1602082239?pwd=a0RNSWNUU0UzcVQ4MW5WRjB6TTduUT09
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

2. Consideration and possible action on minutes for the regular board meeting held February 10, 2023……1

3. Consideration and possible acceptance of financial reports
    a. SFY 23 Expenditure Report through May 31, 2023……4
    b. SFY 23 Budget to Actual Report through May 31, 2023……7
    c. SFY 23 Cost Variance Report through May 31, 2023……8

4. Library Services and Technology Act (LSTA) projects and updates
    a. Consideration and possible acceptance of status reports for FFY 2021 LSTA Projects……9
    b. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects…10
    c. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects…11
    d. Consideration and possible approval of new LSTA Technology Grant Project using FFY 2022 and FFY 2023 funding……12
    e. Consideration and possible approval of new LSTA Images of Oklahoma Project using FFY 2023 funding……13

5. American Rescue Plan Act (ARPA) projects and updates
    a. Consideration and possible acceptance of status reports for ARPA Projects……15

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6. Director's Report
    a. Agency Activity Report through May 31, 2023.....16
    b. Human Resources updates, including implementation of market rate salary increases for ODL staff.....31
    c. End of Session Report: First Session of the 59th Oklahoma Legislature.....57
    d. ODL Staff Service Recognitions.....61

7. Consideration and possible action on Agency Organizational Chart Updates.....62

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.....68
    a. Vote to enter executive session
    b. Vote to return to open session
    c. Possible action on matters discussed in executive session

9. Consideration and possible action on ODL Collection Policy.....69

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

11. Consideration and possible action on Resolution of Appreciation for Robert Dace's service on the Oklahoma Department of Libraries' Board

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.

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.

14. Adjournment

ODL Board members are asked to notify Natalie Currie at (405) 522-3215 or natalie.currie@libraries.ok.gov if you will be unable to attend this meeting.
Next ODL Board Meeting: Friday, September 8, 2023 at 10 AM

Minutes of the
Oklahoma Department of Libraries Board of Directors Meeting
February 10, 2023, 10:00 a.m.
200 NE 18 Street Oklahoma City, OK 73105

In conformity with the Oklahoma Open Meeting Act, advance notice of the February 10, 2023 meeting was transmitted to the Oklahoma Secretary of State on December 14, 2021. Public notice of this meeting, together with the agenda, was posted February 6, 2023 on the Oklahoma Department of Libraries website. The agenda was also posted in prominent public view on the exterior glass walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

1. Chair Lee Denney **called the meeting to order** at 10:03 a.m. and asked for roll call. Board members present: Vice-Chair Robert Dace, Kristen Ferate, James Robison, Ronda Smith, Chair Lee Denny, and ODL Director Natalie Currie. Board members absent: Steven Gray and Maren Lively.

Partial list of guests and staff members present: Paige Harkins, Cassie Spindle, Tara McCleod, Connie Armstrong. *Not all names of guests were recorded so as to be included for the minutes of this meeting.*

2. **Consideration and possible action on minutes for the regular board meeting held December 16, 2022**

Currie asked if item 8d on the minutes from the December 16, 2022, meeting accurately reflected the Board's discussion. Denney suggested changing "staff turnover" to "staff resignation." Robison suggested adding "unexpected" before "staff resignation." A motion was made to approve the minutes as corrected by Smith and seconded by Ferate. The motion was approved with none opposed.

3. **Considerations and possible acceptance of financial reports**

a. Currie presented the SFY 23 Expenditure Report through January 31, 2023. A motion to approve the report as presented was made by Dace and seconded by Robison. The motion was approved with none opposed.

b. Currie presented the SFY 23 Budget to Actual report through January 31, 2023. Denney asked if carryover money was earmarked for something. Currie explained the carryover came from open positions and they planned to use it for differential payments, furniture, and technology. McCleod mentioned SFY22 carryover funds are not reflected on this report but are approximately $174,000. A motion to approve the report was made Robison and seconded by Dace. The motion passed with none opposed.

c. Currie presented the SFY 23 Cost Variance Report through January 31, 2023. A motion was made to accept the report as presented by Dace and seconded by Smith. The motion passed with none opposed.

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4. Library Services and Technology Act (LSTA) projects and updates

a. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to present the FFY 2021 LSTA Project status report. Dace asked what resource sharing is and Currie explained it is sending items to other libraries and providing access to WorldShare. Smith made the motion to accept the report as presented and seconded by Robison. The motion passed with none opposed.

b. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to present the FFY 2022 LSTA Project status report. McCleod explained some money is currently unallocated, but they have projects in mind to use those funds. Denney asked what grants to states are, and McCleod explained it is federal money given to state libraries. Dace asked about the amount spent on databases, and Currie and McCleod explained we have spent less than budgeted because we pay quarterly. Dace made a motion to accept the report as presented, seconded by Robison. The motion carried with none opposed.

5. American Rescue Plan Act (ARPA) projects and updates

a. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to **present the ARPA Projects status report**. McCleod shared they found a way to spend the remaining $30,000 before 2/28 by reimbursing libraries for expenses already incurred. We received requests totaling $76,000, and some additional funds will be added to the $30,000 available because the security cameras project was canceled. Denney suggested ODL communicate with Ryan Walters regarding the Ready to Read project, and Smith agreed. A motion to accept the report as presented was made by Robison and seconded by Dace. The motion carried with none opposed.

6. Currie presented the **Director's report**. There are currently five open positions and two staff are leaving. She stressed to the Legislature that pay is insufficient to attract and retain talent. Currie mentioned several bills she is tracking, the Book Awards and Book Festival, the project with the state broadband office, and the Storage drive decrease resulting in savings.

b. Denney suggested telling Representative Conley that ODL is not involved with school libraries and requesting public libraries not be included in the bill on libraries.

d. Currie pointed to page 67 as an important overview of appropriations and FTE. Dace asked if ODL's services have declined due to this, but Currie said staff have taken on more responsibility to maintain the same services.

7. Consideration and possible approval of projects for Federal Fiscal Year 2023 LSTA award

a. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to present the proposed FFY 2023 LSTA Projects. McCleod explained we have 15 continuing projects and one new project: Transforming Teen Services. We received $290,000 more due to MOE and an IMLS budget increase.

b. Denney asked how Oklahoma compares to other states for allotments. McCleod said Oklahoma does comparatively well. A motion to approve the projects as presented was made by Smith and seconded by Ferate. The motion carried with none opposed.

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8. Consideration and possible approval of agency food purchasing policy

Currie presented a proposed agency Food Purchasing Policy. Robison asked how ODL currently pays for food and drinks purchased for meetings and events. Currie said staff pays for it themselves. A motion to approve the policy as presented was made by Robison and seconded by Dace. The motion carried with none opposed.

9. Consideration and possible approval of appointment of Robbee Tunubee to the joint ODL/OLA Continuing Education Committee

Currie made a correction to a statement in a previous board meeting: not all appointees are voted on by both ODL and OLA. Each institution votes for 3. Paige Harkins shared Robbee Tunubee has a different perspective since she is a municipal director. A motion was made to approve the appointment of Robbee Tunubee to the join ODL/OLA Continuing Education Committee by Dace and seconded by Smith. The motion carried with all in favor.

10. New Business

No new business.

11. Adjournment: Meeting was adjourned at 11:10 am.

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Oklahoma Department of Libraries
6 Digit Object of Expenditure Report
as of 5/31/2023

Account	Description	MAY 2023	JUL 1, 2022 - MAY 31, 2023	JUL 1, 2021 - MAY 31, 2022	*DIFFERENCE*	*EXPLANATION*
510000 PERSONAL SERVICES						
511110	Sals-Regular Pay	116,980	1,310,815	1,419,462	*(108,647)*	*Open positions*
511119	Sals-Regular Pay COVID19	-	-	-	-	
511130	Sals-Non-Reg Pay	4,646	37,410	15,556	*21,854*	*Moved Galt temps to 999, which are paid on non-reg payroll.*
511210	Longevity Pay-State Employees	6,050	47,274	53,993	*(6,719)*	*Employee turnover, changes in longevity*
511280	Holiday Pay - Payroll Only	-	21			*This is a mistake in payroll coding. In process of correcting.*
511310	Terminal Leave	0	46,240	19,149	*27,090*	*Retirement payout*
511420	Excess Benefit Allowance	1,601	20,479	14,945	*5,534*	*Employee turnover, changes in benefits*
511450	Cont. Svc. Incentive Plan Pmts	135,953	135,953	-	*135,953*	*Continuous Service/Differential Payments retention tool for staff*
	Sub Class 511000	265,230	1,598,191	1,523,105	*75,065*	
512110	Insur. Prem-Hlth-Life-State Pln	28,001	313,835	339,533	*(25,698)*	*Employee turnover, changes in benefits*
512310	Insur. Prem-Workers Comp.	-	2,044	2,457	*(413)*	
	Sub Class 512000	28,001	315,879	341,990	*(26,111)*	
513110	Employer Share-FICA	16,241	97,649	94,399	*3,250*	
513120	Employer Share-MQFE/FICA	3,798	22,681	21,441	*1,240*	
513230	Employer Share OPERS	29,217	203,157	208,108	*(4,951)*	
513280	Employer Match-AdFeeSt. Annuity	445	5,449	6,993	*(1,544)*	*Employee turnover, changes in benefits*
513290	St.Match-Ad Fee-Def Contr	4,991	27,260	18,497	*8,763*	*Employee turnover, changes in benefits*
513300	Reg.Savings-Def Contr Plan	7,439	40,642	27,033	*13,610*	*Employee turnover, changes in benefits*
	Sub Class 513000	62,131	396,838	376,470	*20,367*	
515010	Offices of Lawyers	-	19,831	19,988	*(157)*	
515060	Acctg,Tax,Books,Payroll Svc	1,386	20,321	23,357	*(3,036)*	*Timing of payment - Audit*
515320	Graphic Design Services	81	1,331	1,250	*81*	
515380	Other Computer Related Svc	-	112,429	65,972	*46,457*	*Increase in OMES ISD costs*
515450	Environmental Consulting Svc	-	-			
515490	Advertising and Related Svcs	-	-	949	*(949)*	
515510	Photographic Services	1,800	1,800	1,800	-	
515540	Other Prof, Sc. & Tech.Svc	66	86,158	104,513	*(18,356)*	*LSTA/ARPA Projects (Professional Development, Leading in an Emergency, Images of Oklahoma)*
515560	Office Administrative Services	(2,290)	-	3,497	*(3,497)*	*Merit Protection is no longer charged to the agency. Two reimbursements were incorrectly coded to this in May. Correction in progress.*
515570	Employment Placement Services	1,787	9,664	97,943	*(88,279)*	*Moved previous Galt to 999. Utilized Galt services to fill need for Accounting Technician for short time.*
515580	Business Support Services	3,210	35,453	35,856	*(403)*	
515630	Credit Bureaus	-	105			
515650	Investigation-Security Svcs	545	2,133	2,033	*100*	
515660	Educational Services	5,715	23,918	30,311	*(6,393)*	*Timing/need of federal projects*
515990	Other Svcs-exc.Public.Admin.	-	2,831	4,235	*(1,404)*	*Should be code 536190. Correction in progress.*
	Sub Class 515000	12,300	315,972	391,704	*(75,837)*	
519130	Flexible Benefits-Adminis.	-	-	148	*(148)*	*Employee turnover, changes in benefits*
	Sub Class 519000	-	-	148	*(148)*	
	Major Class 510000	**367,661**	**2,626,880**	**2,633,417**	*(6,538)*	
520000 TRAVEL						
521110	In-State Mileage-Motor Vehicle	-	1,185	1,591	*(406)*	
521120	In-State Meals-Subsistence Exp	-	433	1,017	*(584)*	
521140	In-State Miscellaneous Charges	-	-	91	*(91)*	
521210	Out of State Mileage-Priv. Veh.	-	11			*Normal travel resuming*
521220	Out-of-State Transp. Charges	-	322			*Normal travel resuming*
521230	Out-of-State Meals-Subsistence	552	2,997	121	*2,876*	*Normal travel resuming*

521240	Out-of-State Local Transp.	40	351	18	*333*	*Normal travel resuming*
521250	Out-of-State Misc. Charges	48	48			*Normal travel resuming*
521260	Out-of-State Lodging	139	633	343	*290*	*Normal travel resuming*
521310	Travel Reimb.-Non-State Empls.	116	2,634	740	*1,894*	*Normal travel resuming*
	Sub Class 521000	895	8,614	3,921	*4,693*	
522110	OutofSt Trans Cst Agcy Dir	-	4,612	409	*4,202*	*Normal travel resuming*
522113	InStPurPikePassCollFeesAgcyDir	-	67	40	*28*	*Normal travel resuming*
522130	OutofSt Pur Food Ldg Agcy Dir	1,179	6,679	-	*6,679*	*Normal travel resuming*
522131	In-State Pur Food Ldg Agcy Dir	-	1,156	2,245	*(1,089)*	
522141	In-State Misc Charges Agcy Dir	-	-	32	*(32)*	
522150	Registration - Agency Direct	6,989	61,065	17,100	*43,964*	*ARPA Professional Development & Educator Workshops*
	Sub Class 522000	8,168	73,579	19,826	*53,753*	
	Major Class 520000	**9,063**	**82,193**	**23,747**	*58,446*	
530000 ADMINISTRATIVE EXPENSE						
531110	Freight Expenses	227	19,134	8,369	*10,765*	*Timing/need of LSTA and ARPA projects*
531120	Postage	2,000	13,252	1,294	*11,958*	*Postage account replenished with carryover*
531130	Telecommunication Services	116	688	1,866	*(1,178)*	*Payments switched to more appropriate account code.*
531150	Printing & Binding Contrs	1,025	51,593	11,829	*39,764*	*SRP 22 Bags paid in July.Timing/need of LSTA projects*
531160	Advertising	-	1,500	4,928	*(3,428)*	*Timing/need of projects*
531170	Informational Service	21,293	1,349,366	1,103,527	*245,840*	*Addition of Brainfuse, increase in EBSCO cost*
531180	Bank Service Charges	-	-	60	*(60)*	
531190	Exhibitions,Shows,Spec.Events	-	-	625	*(625)*	*Free exhibitor space at OKSTE this year. Did not participate in OKA+ Conference.*
531230	ERP System Services	-	390	1,976	*(1,586)*	*Timing of payments*
531260	Membership in Organizations	-	17,836	17,549	*287*	
531310	Prem-Property or Liab.Insur.	-	29,616	20,209	*9,407*	*Payment correction made. Absorbed increase in property insurance applied to all state agencies this year.*
531350	Utility Charge-Other Utilities	-	120	1,395	*(1,275)*	*PO correction completed. Investigating remaining amount.*
531360	Utility Charge Natural Gas	-	2,755	2,569	*187*	*Increased cost*
531370	Utility Charge-Electricity	-	1,342	142	*1,199*	*Correction to more appropriate account code completed. Different from how was budgeted and paid for in the past.*
	Sub Class 531000	24,661	1,487,593	1,176,337	*311,256*	
532110	Rent of Office Space	-	-	49,395	*(49,395)*	*Payments coded differently this fiscal year. See 532130.*
532130	Rent of Other Building Space	82,325	83,795	41,163	*42,633*	*New owner of leased Records Center space submitted invoices for most of the fiscal year in May. Payments had been coded as 532110 in the past.*
532140	Rent-Equipment And Machinery	68	2,595	2,023	*572*	*Timing of payments*
532141	Rent of Motor Vehicles	-	99	108	*(9)*	
532142	Lease of Motor Vehicles	745	7,644	8,195	*(551)*	
532160	Rent-Elec Data Processing Eq.	274	10,261	7,341	*2,921*	*Timing of payments and increased cost*
532170	Rent-Data Processing Software	96	31,340	28,660	*2,681*	*Increased cost, New LSTA Project activity*
532190	Other Rents	-	-	91	*(91)*	
	Sub Class 532000	83,508	135,735	136,975	*(1,240)*	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	250	1,400	15,497	*(14,097)*	*Timing of payment for one time project*
533120	Mtce-Rep.-Equipment-Vendors	-	-	-	-	
533130	Mtce-Rep.-Tel.Equip-Vendor	-	11,894	10,024	*1,870*	*Increased cost.*
533140	Mtce-Rep.-DP Equip-Vendor	60	2,229	1,561	*667*	*Timing of payment and increased cost*
533150	Mtc-Rep.-DP Software-Vendors	-	-	112	*(112)*	
533180	Housekpg/Janit./Sanit.Sup,Mat	-	-	-	-	
533220	Mtce-Rep.-non-MV Eq. In-house	-	-	32	*(32)*	
	Sub Class 533000	310	15,522	27,227	*(11,705)*	

534260	Medical Supplies And Materials	-	932	-	*932*	*One time supplies (First aid refresh)*
534290	Motor Fuels-Common	25	1,845	933	*913*	*Normal travel resuming*
534310	Motor Fuels-Special	-	62	84	*(22)*	
	Sub Class 534000	25	2,839	1,017	*1,822*	
535180	Safety and Security Supplies	-	-	-	-	
536110	Meeting Refreshments	92	92	-	*92*	
536130	Office Supplies Non-Expendable	414	986	2,116	*(1,130)*	*Timing of need*
536140	Office Supplies (Expendable)	4,192	18,350	12,709	*5,641*	*Timing of need*
536150	Data Processing Supplies	-	-	39	*(39)*	
536190	Educational Supplies	-	46,485	64,612	*(18,128)*	*Timing/need of LSTA projects*
	Sub Class 536000	4,697	65,913	79,477	*(13,564)*	
	Major Class 530000	**113,201**	**1,707,601**	**1,421,032**	*286,569*	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	150	9,622	9,053	*569*	*Timing of need/availability of funds*
541120	Data Processing Equipment	-	30,618	58,655	*(28,037)*	*Timing of need*
541130	Data Processing Software	-	-	14,500	*(14,500)*	*Foundant paid once every two years.*
541150	Equip-Furn-Residential Educ.	-	-	-	-	
	Sub Class 541000	150	40,241	82,208	*(41,968)*	
542120	Library Resources-Textbooks	4,655	206,580	125,418	*81,161*	*Restored materials budget*
	Sub Class 542000	4,655	206,580	125,418	*81,161*	
546210	Bldgs,Struct.-Constr.-Renov.	-	880	2,650	*(1,770)*	*One time cabling project*
	Sub Class 546000	-	880	2,650	*(1,770)*	
	Major Class 540000	**4,805**	**247,700**	**210,277**	*37,424*	
550000 GEN ASST, AWDS, PROG-DIRECTED						
551110	Assistance Payments	-	-	-	-	
553190	Refunds-Overpayment Charges	-	3,846	7,053	*(3,207)*	
554230	Reimbursement & Repayment-Other	-	2,000	-	*2,000*	
555110	Pmts-Local Gov't-Gen Govt	129,303	3,021,689	4,287,930	*(1,266,241)*	*Timing of payments/Finishing ARPA and CARES spending*
	Major Class 550000	**129,303**	**3,027,535**	**4,294,983**	*(1,267,448)*	
	Business Unit Total	**624,032**	**7,691,910**	**8,583,456**	*(891,546)*	

Oklahoma Department of Libraries
SFY 23 Budget to Actual Expenditures and Encumbrances
as of 5/31/2023

Account	Description	Original SFY23 Budget (Before Revisions)	After 1st Batch of Budget Revisions	Current After 2nd Batch of Budget Revisions	YTD Total Exp & Enc	Annual Variance
511	Salary Expense	$ 1,816,353	$ 1,910,209	$ 2,021,878	$ 1,582,423	$ 439,455
512	Insur. Prem - Health - Life, etc.	$ 480,256	$ 480,256	$ 480,256	$ 317,378	$ 162,878
513	FICA-Retirement Contributions	$ 489,043	$ 489,043	$ 489,043	$ 398,112	$ 90,931
515	Professional Services	$ 376,919	$ 376,919	$ 397,598	$ 395,115	$ 2,483
519	Inter/Intra Agy Pmt - Personnel	$ 3,500	$ 3,500	$ 3,500	$ -	$ 3,500
521	Travel - Reimbursements	$ 28,765	$ 29,765	$ 30,823	$ 7,664	$ 23,159
522	Travel - Agency Direct Pmt	$ 161,607	$ 161,607	$ 153,205	$ 75,309	$ 77,896
531	Misc. Administrative Expenses	$ 1,562,075	$ 1,575,471	$ 1,651,751	$ 1,497,582	$ 154,169
532	Rent Expense	$ 338,960	$ 339,860	$ 343,920	$ 155,375	$ 188,545
533	Maintenance & Repair Expenses	$ 42,923	$ 42,923	$ 46,423	$ 17,256	$ 29,167
534	Specialized Sup & Mat. Expe	$ 2,150	$ 2,150	$ 2,150	$ 2,521	$ (371)
535	Production, Safety, Security	$ 500	$ 500	$ 500	$ -	$ 500
536	General Operating Expenses	$ 129,972	$ 129,972	$ 139,205	$ 78,235	$ 60,970
541	Office Furniture & Equipment	$ 60,200	$ 76,480	$ 148,980	$ 94,943	$ 54,037
542	Library Equipment - Resources	$ 332,284	$ 338,057	$ 257,557	$ 174,072	$ 83,485
546	Buildings-Purchase., Constr, Re	$ -	$ -	$ -	$ -	$ -
554	Profram Reimb, Litigation C	$ -	$ -	$ 2,000	$ 2,000	$ -
555	Pmts - Local Govt, NonProfit	$ 3,465,141	$ 3,465,141	$ 3,427,363	$ 2,936,446	$ 490,917
601	AFP Encumbrances	$ -	$ -	$ -	$ 439,449	$ (439,449)
810	Req Only	$ -	$ -	$ -	$ 121	$ (121)
		$ 9,290,648	$ 9,421,853	$ 9,596,152	$ 8,174,002	$ 1,422,150
Class Funding						
19121	SFY 21 Carryover	$ -	$ 131,204	$ 131,204	$ 131,205	$ (1)
19211	SFY 22 Carryover	$ -	$ -	$ 174,299	$ -	$ 174,299
19301	GRF - Duties	$ 4,536,315	$ 4,536,315	$ 4,536,315	$ 4,060,027	$ 476,288
20000	Revolving Fund	$ 321,930	$ 321,930	$ 321,930	$ 265,996	$ 55,934
40000	Federal Library Funds	$ 2,843,902	$ 2,843,902	$ 2,843,902	$ 2,225,617	$ 618,285
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	$ 691,114	$ 71,427
		$ 9,290,648	$ 9,421,852	$ 9,596,151	$ 8,174,002	$ 1,422,149

Oklahoma Department of Libraries
SFY23 Cost Variance Report
For the period ending May 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	$ 1,056,491	$ 907,317	$ 853,390	$ (53,927)	-6%	$ 149,174	14%	Actual expenses are $837,479.07 and $69,838.10 encumbered.
20	Service to Libaries	$ 5,369,834	$ 4,922,342	$ 4,760,970	$ 6,134,132	$ 1,373,162	29%	$ 161,372	3%	Actual expenses are $4,228,245.77 and $532,724.50 is encumbered. Difference from SFY22 is the one time ARPA grants.
30	Government Info Services	$ 1,051,432	$ 963,810	$ 868,442	$ 1,124,392	$ 255,950	29%	$ 95,368	10%	Actual expenses are $808,395.31 and $60,046.67 encumbered. Difference from SFY22 is the one time ARPA grants.
88	ISD Data Processing	$ 2,022,348	$ 1,853,817	$ 1,637,273	$ 1,346,380	$ (290,892)	-18%	$ 216,544	12%	Actual expenses are $1,339,536.88 and $297,735.96 encumbered. Increase in IT service costs.
TOTALS		**$ 9,596,152**	**$ 8,796,460**	**$ 8,174,002**	**$ 9,458,294**	**$ 1,284,292**	**16%**	**$ 622,458**	**7%**	

Final FFY21 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 04/30/23)	Encumbrance Balance	Totals
Annual Report	$ 6,815.00	$ 6,815.00	$ -	$ 6,815.00
OK Book Festival	$ -	$ -	$ -	$ -
Citizenship and Immigration	$ 118,968.87	$ 118,968.87	$ -	$ 118,968.87
Computer Lab	$ 3,452.34	$ 3,452.34	$ -	$ 3,452.34
Continuing Education	$ 37,425.65	$ 37,425.65	$ -	$ 37,425.65
Databases	$ 520,368.00	$ 520,368.00	$ -	$ 520,368.00
E-Rate	$ 24,250.60	$ 24,250.60	$ -	$ 24,250.60
E-Media	$ 145,000.00	$ 145,000.00	$ -	$ 145,000.00
Five Year Eval	$ 34,512.10	$ 34,512.10	$ -	$ 34,512.10
Grants2States Administration	$ 49,040.05	$ 49,040.05	$ -	$ 49,040.05
Resource Sharing (ILL)	$ 465,937.91	$ 465,937.91	$ -	$ 465,937.91
Images of Oklahoma	$ 37,366.36	$ 37,366.36	$ -	$ 37,366.36
Health Literacy	$ 290,522.76	$ 290,522.76	$ -	$ 290,522.76
Institutions	$ 46,131.94	$ 46,131.94	$ -	$ 46,131.94
Legal Information for Oklahomans	$ 1,661.70	$ 1,661.70	$ -	$ 1,661.70
Literacy Development	$ 80,834.06	$ 80,834.06	$ -	$ 80,834.06
Online Learning	$ 21,043.05	$ 21,043.05	$ -	$ 21,043.05
Padcaster	$ 9,443.05	$ 9,443.05	$ -	$ 9,443.05
Public Librarians Academy (Certification)	$ 61,150.47	$ 61,150.47	$ -	$ 61,150.47
Read Across Oklahoma	$ 28,027.00	$ 28,027.00	$ -	$ 28,027.00
Summer Reading	$ 67,512.38	$ 67,512.38	$ -	$ 67,512.38
Videoconferencing Maintenance	$ 9,272.20	$ 9,272.20	$ -	$ 9,272.20
Website Development	$ 6,649.51	$ 6,649.51	$ -	$ 6,649.51
Unallocated	$ -	$ -	$ -	$ -
Totals	$ 2,065,385.00	$ 2,065,385.00	$ -	$ 2,065,385.00

All funds have been spent and the state program report has been submitted.

FFY22 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 05/31/23)	Encumbrance Balance	Totals
Annual Report	$ 7,070.00	$ 7,335.49	$ -	$ 7,335.49
Citizenship and Immigration	$ 140,883.80	$ 135,906.83	$ 3,760.14	$ 139,666.97
Computer Lab	$ 5,567.66	$ 2,159.49	$ 3,408.17	$ 5,567.66
Continuing Education	$ 42,957.50	$ 42,599.84	$ 6,483.87	$ 49,083.71
Databases	$ 676,600.00	$ 285,867.33	$ 77,500.00	$ 363,367.33
E-Rate	$ 25,339.67	$ 25,333.24	$ 6.43	$ 25,339.67
E-Media	$ 100,000.00	$ 50,000.00	$ 50,000.00	$ 100,000.00
Grants2States Administration	$ 52,909.94	$ 38,286.47	$ 6,877.41	$ 45,163.88
Resource Sharing (ILL)	$ 489,110.00	$ 466,267.28	$ 5,343.64	$ 471,610.92
Health Literacy	$ 252,859.42	$ 259,030.97	$ 3,209.01	$ 262,239.98
Images of Oklahoma	$ 25,000.00	$ 731.05	$ 797.68	$ 1,528.73
Institutions	$ 40,443.00	$ 7,463.94	$ 39,693.00	$ 47,156.94
Literacy Development	$ 87,108.31	$ 74,043.63	$ 21,567.89	$ 95,611.52
Public Librarians Academy (Certification)	$ 69,857.50	$ 47,211.19	$ 26,061.55	$ 73,272.74
Read Across Oklahoma	$ 9,575.00	$ 15,022.00	$ 134.00	$ 15,156.00
Summer Reading	$ 65,238.20	$ 18,955.65	$ 2,370.74	$ 21,326.39
Videoconferencing Maintenance	$ 14,773.00	$ 12,414.83	$ -	$ 12,414.83
Website Development	$ 29,678.20	$ 11,444.57	$ 4,265.68	$ 15,710.25
Unallocated	$ 76,814.80	$ -	$ -	$ -
Totals	$ 2,211,786.00	$ 1,500,073.80	$ 251,479.21	$ 1,751,553.01

Funds must be spent by September 30, 2023.

FFY23 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 05/31/23)	Encumbrance Balance	Totals
Annual Report	$ 12,230.00	$ 7,888.77	$ -	$ 7,888.77
Citizenship and Immigration	$ 157,704.00	$ 215.75	$ -	$ 215.75
Databases	$ 889,787.00	$ -	$ -	$ -
E-Rate	$ 30,000.00	$ -	$ -	$ -
E-Media	$ 50,000.00	$ -	$ -	$ -
Grants2States Administration	$ 67,651.00	$ 32.21	$ -	$ 32.21
Resource Sharing (ILL)	$ 511,568.00	$ -	$ -	$ -
Health Literacy	$ 274,353.00	$ 32.21	$ -	$ 32.21
Institutions	$ 40,071.00	$ -	$ -	$ -
Literacy Development	$ 97,558.00	$ 169.00	$ -	$ 169.00
Professional Development	$ 125,000.00	$ 285.06	$ -	$ 285.06
Read Across Oklahoma	$ 22,000.00	$ -	$ -	$ -
Summer Reading	$ 51,884.00	$ 404.90	$ -	$ 404.90
Transforming Teen Services	$ 22,700.00	$ -	$ -	$ -
Videoconferencing Maintenance	$ 17,000.00	$ -	$ -	$ -
Website Development	$ 25,401.00	$ 210.07	$ -	$ 210.07
Unallocated	$ 106,347.00	$ 32.21	$ -	$ 32.21
Totals	$ 2,501,254.00	$ 9,270.18	$ -	$ 9,270.18

We are combining 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.

ODL Board Meeting
June 23, 2023

Agenda Item 4d
FFY22/23 LSTA Project Proposal: Technology Grants
Lead Officer: Tara McCleod

Summary
The FFY22 and FFY23 LSTA Technology Grants projects would set aside LSTA funds to assist libraries in purchasing new technology, including computers, laptops, hotspots, printers, and more. Libraries would apply for the funds through a competitive grant. Upgrading essential technology allows libraries to maintain and potentially expand service to their communities.

We are requesting approval for a FFY22 **and** a FFY23 project.

Background
Many of the public libraries in Oklahoma receive little to no annual funding to upgrade the technology in their buildings. While the Category Two E-Rate program assists in upgrading internal connections, it doesn't address purchasing new computers, monitors, printers or the like. Libraries often use state aid or onetime funds such as the ARPA funding to upgrade necessary equipment. This grant would allow and encourage libraries to purchase new equipment as needed instead of limping along with slow and outdated technology.

Budget Impact

FFY22 LSTA Unallocated as of May 31:	$ 76,815
Estimated Budget for Proposed FFY22 Project:	$ 50,000
Balance (FFY22 Unallocated):	$ 26,815
FFY23 LSTA Unallocated as of May 31:	$ 106,347
Estimated Budget for Proposed FFY23 Project:	$ 50,000
Balance (FFY23 Unallocated):	$ 56,347

Supporting documents attached
None

ODL Board Meeting
June 23, 2023

Agenda Item 4e
FFY23 Images of Oklahoma
Lead Officer: Jan Davis

Summary
Images of Oklahoma is a collection that highlights the unique holdings of libraries, archives and museums across the State of Oklahoma. This project allows ODL to partner with institutions to provide online access to their collections, which include photographs, postcards, pamphlets, directories, newsletters, yearbooks and more. The project includes professional development opportunities for the participating institutions as well as temporary staff to digitize, edit and create metadata for the added holdings. This proposal also includes a 999 Temporary Administration Technician I to assist with the project.

Background
This is a continuation of a project that has been in process for a number of years. Continuing allows ODL to work with smaller institutions to digitize information as well as digitize ODL-owned collections for use by a wider audience.

Budget Impact

FFY23 LSTA Funds Unallocated as of May 31:	$ 106,347
Estimated Budget for Proposed FFY23 Project:	$ 35,000
Balance (Unallocated):	$ 71,347

Supporting documents attached
4e.1 FFY23 LSTA Images of Oklahoma Flyer

Images of Oklahoma

digitalprairieok.net/images

This **collection highlights the unique holdings of libraries, archives, and museums across the state** of Oklahoma. Through funding provided by the Institute of Museum and Library Services (IMLS), the **Oklahoma Department of Libraries partners with institutions to provide online access to their unique and historical collections**. The collection includes high school and college yearbooks, photographs, postcards, programs, pamphlets, directories, newsletters, and much more.

The **ever-growing collection** currently has ...

- **Over 2,100 items** from **50 different institutions**
- Materials **ranging from 1885–2018**
- **Over 600 yearbooks** from high schools and colleges across the state

Visit *digitalprairieok.net* to **view more online collections** from the Oklahoma Department of Libraries.

Oklahoma digital prairie
your **portal to Oklahoma History**

Oklahoma digital prairie is **also your gateway to powerful EBSCO reference resources** made possible in part with funding from the Institute of Museum and Library Services. The resources include information on health, education, legal, and business issues. Plus, **access millions of full-text magazine articles**, **explore hobbies**, and **get homework help!**—*digitalprairieok.net/discover*

OKLAHOMA Libraries

INSTITUTE of Museum and Library SERVICES

The opinions expressed do not necessarily reflect the position or policy of IMLS, and no official endorsement by the IMLS should be inferred.

ARPA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 05/31/23)	Encumbrance Balance	Totals
ARPA Administration	$ 30,990.30	$ 30,990.30	$ -	$ 30,990.30
Excel Online High School	$ 24,600.00	$ 24,600.00	$ -	$ 24,600.00
Educators Workshop	$ 28,187.84	$ 28,187.84	$ -	$ 28,187.84
E-MEDIA	$ 64,000.00	$ 64,000.00	$ -	$ 64,000.00
Images of Oklahoma	$ 51,438.21	$ 51,438.21	$ -	$ 51,438.21
Leading in an Emergency	$ 37,345.82	$ 37,345.82	$ -	$ 37,345.82
Multifunction Printer Grants	$ 38,085.91	$ 38,085.91	$ -	$ 38,085.91
Materials to Institutions	$ 70,240.08	$ 70,240.08	$ -	$ 70,240.08
Online Learning	$ 15,424.00	$ 15,424.00	$ -	$ 15,424.00
Online Homework Help and Job Seeker Assistance Database	$ 206,666.67	$ 206,666.67	$ -	$ 206,666.67
Professional Development	$ 68,228.10	$ 68,228.10	$ -	$ 68,228.10
Ready2Read Early Literacy Initiative	$ 110,599.61	$ 110,599.61	$ -	$ 110,599.61
Targeted Grants	$ 1,950,753.79	$ 1,950,753.79	$ -	$ 1,950,753.79
Telehealth Hubs	$ 81,549.33	$ 81,549.33	$ -	$ 81,549.33
Web Migration	$ 22,262.90	$ 22,262.90	$ -	$ 22,262.90
Workforce Development Workshop	$ 5,500.00	$ 5,500.00	$ -	$ 5,500.00
Videoconference Maintenance	$ 53,695.96	$ 53,695.96	$ -	$ 53,695.96
Unspent	$ 7,788.48	$ -	$ -	$ -
Totals	$ 2,867,357.00	$ 2,859,568.52	$ -	$ 2,859,568.52

All expenditures were completed by February 28, 2023.
State Program Report due to IMLS by June 28, 2023.

We currently anticipate returning the $7,788.48 in unspent funds as well as $2,844.94 in funds returned to ODL from the Targeted Grants program.

Agency Activity Report

February 1 – May 31, 2023

Grants and Contracts Awarded

FFY21 Projects – LSTA funding

- All funds for FFY21 were expended. The State Program Report was submitted to IMLS prior to the due date of April 30, 2023. The ARPA IMLS funds are tied to the same federal fiscal year as the FFY21 funds; therefore, our report cannot be accepted until the ARPA projects are reported (due June 28, 2023).

FFY22 Projects – LSTA funding

- Additional libraries were awarded a grant for the Online Reading Platform Pilot – Nora Sparks Warren Library (Pauls Valley) and Stillwater Public Library. Contracts and claims were sent, and payments are processing.
- Contracts for Public Library Academy presenters were completed for spring classes. All presenters are paid.
- Four libraries were awarded Health Literacy grants for story walks. The program, which was originally a partnership with Oklahoma State Department of Health, is now moving forward with remaining FFY22 funds.
- Additional funds were sent to Stillwater Public Library to select e-materials for the Oklahoma Virtual Library Consortium.

FFY23 Projects – LSTA funding

- Applications for Continuing Education Grants are open. The grants are for attending the Association of Rural and Small Libraries Conference held in Wichita, KS in September 2023.
- Work is under way to contract Leah Larson for a series of statewide Transforming Teen Services Workshops.

American Rescue Plan Act (ARPA)

- Thirteen libraries were awarded an ARPA Targeted Reimbursement Grant, totaling $72,984.69.
- All ARPA projects or purchases ended on February 28, 2023. We must pay all invoices and turn in the State Program Report by June 28, 2023.
- We will return a small amount of ARPA funds to IMLS, mostly due to grant sites not spending all their awarded funds in the time allowed. Current estimate is less than $10,000 to be returned.
- ARPA funds were used to update the technology in the South Conference Room. We now have video conferencing equipment that works seamlessly with several online meeting platforms.

State Literacy Grants (ODL27)

- Grant applications for 2023-2024 were announced with proposals due by June 14.

State Aid to Public Libraries

- Approximately $1,489,279 has been paid out to public libraries in Oklahoma. All eligible libraries have been paid.

Adult Online High School - Workforce Innovation and Opportunity Act (WIOA) funds from Department of Commerce

- Meetings were held with grant sites in February and April to provide updates, share best practices, and discuss challenges.
- Additional funds were awarded to three sites to address lengthy waitlists and other project needs.
- Elk City and Ada, two sites that were a part of the original pilot in 2021, were offered the opportunity to join the current pilot program.

National Historic Publications and Records Commission (NHPRC)/Oklahoma Historical Records Advisory Board (OHRAB)

- Applications were accepted and twelve sites were awarded one of the three grants - 2023 Improving Access to Collections Grants for Archival Collections, Preservation Assessment Grant for Oral History Collections, and Preservation Assessment Grant for Historical Records Collection.
- Continuing Education grants were awarded to eight individuals to assist in attending an out-of-state conference.

Temporary Assistance to Needy Families (TANF) Education Partnership with Oklahoma Department of Human Services (DHS)

- Review of TANF site monthly claims and regular expenditure of SFY23 TANF funds continue.
- The SFY24 budget and contract was finalized with the Oklahoma Department of Human Services.
- Renewal contracts for the current three sites have been sent out for the upcoming fiscal year.

Administration

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

Human Resources

- Kaylee Reed began on March 20 as the new Public Information Office Director.
- Rachel Walker was promoted to Electronic Resources Librarian (Librarian III) for the Library Resources team as of March 27. We plan to post her vacated Librarian II position soon.
- An offer was extended to a candidate for the HR Management Specialist position and was declined due to insufficient pay. We will repost this position soon.
- Business Office personnel transitions are:
    - Administrative Assistant II Sara Vance resigned effective February 24. She accepted a position at another state agency.
    - John Schramm started on May 1 as Administrative Assistant II.
    - Precious Diamond completed her temporary employment as our Accounting Technician III in March.
    - Grace Fuqua, on deployment with the Oklahoma National Guard, notified us that she will not be returning to ODL when her deployment ends. We plan to post for the vacated Accounting Technician III position in the next few weeks.
- The Library Development team has had several personnel transitions:

  - The team bid farewell to Melissa Askew. She oversaw the LSTA Website Development Project and was the southeast regional consultant for sixteen years.
  - Trisha Hutcherson started on June 1 and will serve as our Youth Services Consultant. She will be the point of contact for libraries in the southeast region.
  - Adrienne Butler, former Youth Services Consultant, will transition to overseeing the library management professional development project.
  - Ashley Welke joined the team on June 12 and will oversee the Library Development Office and the Office of Literacy Development. We will post for a Library Development Coordinator soon.
  - Institutional Libraries Consultant Sam Karns' last day was May 31. He started as the State Broadband Office's Digital Opportunity Grant Coordinator on June 5. We anticipate posting for a new Consultant soon.
- Alyssa Vaughn was promoted from an Archives and Records Management Specialist I position to a level II on March 1. We are in the process of offering the ARM Specialist I position now.
- Rebecca Barker, Administrative Programs Officer for the Office of Literacy Development, announced she will retire effective August 1. We are in the process of posting this position to train her replacement.

General Administration

- Policies
  - The Collection policy has been finalized and is ready for review and approval of the Board. See Agenda Item 9.
  - An audit and review of existing policies is to be conducted to identify where updates are needed and to establish an organization system.
- Technology in our large meeting room on the 2nd floor was upgraded in April. These enhancements to our videoconferencing equipment, screens, and sound have already received rave reviews from stakeholders using the meeting space.
- We continue to experience reoccurring network outages throughout the building and are working with the OMES IT team to diagnose and resolve.

Financials

- Absent Governor's action, appropriations increase for SFY 24 of $500,000 became law. Budget request was $825,945. Total increase of 11.02% from $4,536,315 to $5,036,315. Highest figure since 2016.
- Absent Governor's action, $17,605,000 from the new Legacy Capital Financing Fund for renovations to the Allen Wright Memorial Library became law. Conversations have started with OMES on renovation planning.
- Our budget revision of 19301, 40000, and 41500 funds was approved in mid-February.
- We finalized SFY22 carryover funds in March, which moved the funds to the current fiscal year. The funds were used to provide differential payments to staff in May.
- Purchase order renewal requests were turned in to ABS on May 15, 2023 for the upcoming fiscal year (SFY24). We hope to have the necessary purchase orders in place by July 1.

Legislative Liaison

- At request of Rep. McBride, presented information on ODL facilities needs at the House A&B Subcommittee on Education on February 13 in support of HB 2557. Bill advanced, 13 aye and 2 excused.
- ODL staff visited every legislative office at the Capitol on February 15 to build relationships and promote ODL services.
- At the request of AARP, ODL staff participated in Senior Day at the Capitol on February 27 to promote how libraries impact the lives of seniors.
- ODL hosted 25 emerging leaders from Leadership Moore on February 28 at the request of Rep. McBride for a tour of Archives and to learn more about libraries.
- Natalie Currie met with Senator Kristin Thompson on April 18 to advocate for ODL budget.
- Supported new ODL Board member Teresa Sutter through Senate confirmation process, including the Senate committee hearing on May 11.
- Natalie participated in the joint Chief Officers of State Library Agencies (COSLA) and American Library Association (ALA) Fund Libraries Fly-In in Washington, D.C. on March 6-8, 2023. Met in person with Senator Lankford and staff, Senator Markwayne Mullin and staff, and the chief policy officer for Representative Tom Cole. Promoted how libraries change lives in Oklahoma, how essential federal funding is to continue those services, and advocated for increased federal funding to libraries, especially for construction.
- Natalie participated in Virtual Fund Libraries Fly-In on May 22. Met with Congresswoman Bice's staff to promote how libraries change lives in Oklahoma, how essential federal funding is to continue those services, and to advocate for increased federal funding to libraries, especially for construction.

Library Services and Technology Act (LSTA)

- Tara McCleod attended the 2023 Grants to States Conference on March 28 & 29 in Seattle, Washington. This conference is presented by the Institute of Museum and Library Services in support of the Grants to States program, which is how the Library Services and Technology Act funds are distributed.
- Completed the Quarterly Accrual Report due to IMLS by April 5 for FFY22, FFY23 and ARPA grant funds.
- Reported the Maintenance of Effort (MOE) to IMLS on March 1, which we met this year for the first time in several years.

State Digital Equity Act (DEA) and Broadband Equity, Access and Deployment (BEAD) Updates

- Cassie Spindle attended the National Digital Inclusion Alliance's (NDIA) 2023 Net Inclusion event February 28-March 2 with staff from the Oklahoma Broadband Office.
- Schools, Health and Libraries Broadband Coalition (SHLB) submitted an ex parte letter to the FCC Secretary in March that outlines how most libraries are excluded from the FCC's National Broadband Map due to an inaccurate categorization. This map is central to determining which organizations are eligible to receive funding. Link to letter. A main goal of the BEAD program is for all Community Anchor Institutions (CAIs), such as libraries, to have 1-gigabit-per-second symmetrical internet service.
- The State's Digital Equity Plan is due in November. Community listening sessions are being held in public libraries statewide May 8 through June 23.

- Cassie Spindle attended the first Digital Equity Working Group meeting of the Oklahoma Broadband Office on April 21. ODL is gathering data on public library digital equity activities and gaps to fill via a survey to Library Directors.
  ODL priorities:
  - Identify public libraries without access to 25/3-Mbps connectivity service. Tee them up to reach 1 Gbps.
  - Identify public libraries below 1 Gbps. Tee them up to reach 1 Gbps.
  - Identify public libraries where Affordable Connectivity Program (ACP) funding would be most impactful. Deploy training and sign-up program.
  - Identify public libraries with staff knowledge or skill deficiencies in the area of IT, digital skills, training others in digital skills. Deploy training program.
  - Identify other barriers for libraries to responding to technology needs of community and tee up funding to respond. Could include physical spaces, computer hardware and software, lack of staff, etc.
- Connected Clarke Lakovakis from OSU on behalf of OK-ACRL to the State Broadband office to discuss opportunities for academic libraries.
- Oklahoma Broadband Office was awarded $500,000 from the FCC Affordable Connectivity Program Outreach Grant . We are waiting to hear how this program will be deployed.

Public Information Office

Kaylee Reed, Connie Armstrong, Bill Struby, Fara Taylor

Development for ODL Communication Plan

- Research has started for developing an agency-wide communication plan
- Establishing PIO promotional project request form for internal departments

GovDelivery

- Press release writing and distribution through Gov Delivery
- For February through April, we have sent out 46 bulletins for 158,264 total recipients. We have seen an increase of 259 total subscribers. Our weekly Twitter digest now has reached over 4,308 subscribers.

Oklahoma Center for the Book

- The Oklahoma Book Awards banquet was held on April 22, 2023, at the Embassy Suites Hotel in Oklahoma City. Awards were given in the following categories: children/young adult; design, illustration, photography; fiction; non-fiction; and poetry. Author Sheldon Russell received the Arrell Gibson Lifetime Achievement Award. For more information, and to see the complete list of winners as well as photographs of the event go to https://oklahoma.gov/libraries/ocb/ok-book-awards.html
- The My Favorite Book Awards program was held May 11, 2023, at the Oklahoma State Capitol. During the ceremony, students from across the state read their winning letters. Winners received prize money, a medal, and received certificates of achievement from their legislators. For more information and to see the complete list of winners, their letters, and photographs of the event go to https://oklahoma.gov/libraries/ocb/my-favorite-book.html
- Work has begun on the 2023 Agencies, Boards, and Commissions publication.

- The Oklahoma Center for the Book is beginning preparations to attend the National Book Festival to be held August 12, 2023, in Washington, D.C.

Publications and Graphic Artwork

- Prepared and edited flyers for legislature presentations and general ODL information docs. ("By the Numbers," "Quotes from the Field," "How Federal Funding Helps," etc.)
- For Center for the Book, PIO designed and edited: OK Book Award invitation and program, My Favorite Book award presentation, and designed graphics for balloons to give away at National Book Festival.
- For the Literacy Resource Office, PIO designed: flyers, posters, certificates, and more for Read Across Oklahoma, promotional items for Supporting English Learners Online Workshops, and began design for Celebrating Our Journey book
- Designed graphics for social media, website, and Gov Delivery.

Brainfuse Update

- Brainfuse's total usage is 30,082 for February, March and April. The most usage was in February with 13,230. Brainfuse HelpNow had a usage of 5,814 for February with an average of 4,385 usages for the past three months. JobNow average is 406 per month. VetNow is used on average 84 times per month.

Online Media

- Website: PIO worked with Literacy on Read Across Oklahoma virtual activities and embedded OKC Zoo video on the website. We highlighted various poets for Poetry Month. All the winners for My Favorite Book and Oklahoma Book Awards are posted on the site. For February through April, the ODL website had almost 60,415 pageviews. Digital Prairie had 452,927 pageviews. We are working to switch the Google Analytics Universal platform to the GA4 platform. The current system is being phased out by Google.
- Social Media: We have 4,168 followers on our ODL Facebook page! We went a little viral on Twitter in February thanks to the Archives division and a cute raccoon that made an appearance in the records center. The tweet had 515,000 impressions plus another 500,000 impressions with @OKWildlifeDept's retweet. Local news stations across the country picked up on the story too. We celebrated Poetry Month (April) by highlighting the poetry finalist for the 2023 Book Awards. It was a busy springtime with My Favorite Book and Oklahoma Book Awards. The winners were announced on social media. We livestreamed announcements during the Book Awards. We had several posts leading up to the Read Across Oklahoma event and posts from the event. Other social media posts highlighted #LibrarianDay, Brainfuse services, Big Library Read, the Libby App, #NationalLibraryWeek, OLA Booth with Jan Davis, Spring Break reading, #LibraryLoversMonth, funny valentines for book lovers, Presidents Day trivia, and Legal Info for Oklahoma.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson

Field Visits

- Alva
- Woodward
- Bristow
- Guthrie
- Yukon
- Ada
- Mannford
- Piedmont
- Rush Springs
- Chickasha
- Shattuck
- Waynoka
- Chelsea
- Okemah

Annual Report

- State Library Administration Agency survey was completed and certified in time to receive the John Lorenz Award
- Public Library Survey data was completed and certified
- The annual report performance measure for the new fiscal year was sent out on May 1 and opens for submissions on July 3. Measures that are set through 2026:
    - 2023 – Internet Speed Test
    - 2024 – Age and Condition
    - 2025 – Wi-Fi Quality Comparison and Reliability
    - 2026 – Policies Review

Continuing Education

- The Spring Public Library Academy classes wrapped up the first week of May.
    - 180 people attended the in-person classes.
    - 54 people attended the live Current Trends Webinar. This year's webinar was on Generational Fluency. It was recorded and will be available on Niche for 1 year.
- The Public Library Academy and Library Certification Dashboards have officially launched.
    - Early feedback indicates that the field enjoys checking their progress through the PLA classes. They also like being able to log contact hours towards renewal and applying/renewing certification online.
- All Public Library Academy classes are now available online through Niche Academy.
- Next year's Current Trends in Libraries webinar has been booked and will be on Trauma-Informed Librarianship.

E-Rate

- Libraries filing the 470 form bid completed February 28 when the window closed. Consultants are working with libraries who are only 471 filing contract renewals. These are due at the end of March.
- ODL advocated that the State Broadband Office include e-rate support, both financial and consultive, in the development of the DEA and BEAD plans.

Youth Services

- Presented at OLA PLD on the current status of Youth Services. Provided brief updates on how libraries are doing summer feeding through ODL's partnership with Hunger Free Oklahoma. Informed the group about potential partnership with the National Resource for Youth Services (based at OU) and finding underserved youth. Provided update about the fall 2023 and spring 2024 solar eclipses, trainings, glasses ordering, and forthcoming circulating kits. Promoted the upcoming Transforming Teen Services project and invited the directors to participate. Announced the 2023 Oklahoma Teen Book Convention, October 28, at OSU-Tulsa! https://oktbc.org
- Oklahoma public librarians who serve youth visited schools to promote their 2023 All Together Now summer reading program. The Collaborative Summer Library Program (Oklahoma is a member) announced partnership with Jenna Bush Hager and her Read with Jenna Jr. book club! Announced on the May 22 Today Show broadcast, Jenna promoted summer reading, the Collaborative Summer Library Program, and her booklist. Oklahoma librarians were encouraged to have copies of her booklist ready for checkout. Jenna is also the Collaborative's Summer Reading Champion, https://www.cslpreads.org/nationalsummerreadingchampion/.
- Continuing our partnership with Hunger Free Oklahoma, libraries received promotional materials to display and handout during the summer reading program regarding healthy eating, SNAP benefits, and their summer food program. https://www.hungerfreeok.org/library/

Telehealth

- OSU is working with Broken Bow, Okemah, Atoka, and Hinton to order their telehealth booths from TalkBox. Booths will be branded with a graphic wrap and include privacy glass, a germicidal lighting kit, and a locking system. The estimate is 8-12 weeks between the order being placed and delivery/install.
- OSU is also providing hotspots for checkout in rural libraries in Mangum, Hinton, and Pryor.

Website Development

- This project is on pause during staffing transitions, however, libraries with existing websites will receive continued support.

Office of Literacy Development

Leslie Gelders, Rebecca Barker, Judy Tirey

Health Literacy

- Proposals for three new StoryWalks and repairs for an existing Walk were reviewed and approved. Funding for these projects is possible through a partnership between ODL and the State Deptartment of Health. A Zoom meeting for all interested StoryWalk sites was held so libraries could network, exchange ideas, and problem solve.

- Health literacy grant site visits took place in Eufaula, Checotah, and Piedmont. The Eufaula site reported an average of 17 participants in their Tuesday evening yoga classes.

Read Across Oklahoma (RAO)/My First Library

- An exciting Read Across Oklahoma literacy celebration took place on April 11 with more than 4,000 people participating at the OKC Zoo. Funding provided admission and lunch for 1,580 kindergarten children from around the state. Selected classrooms received copies of *That is a Hat* by Oklahoma author Betty Selakovich Casey, who also attended the Zoo event. Additionally, the first thousand children visiting the zoo that day received a free book and were invited to participate in more than 10 activity stations throughout the zoo. Congresswoman Stephanie Bice made a special visit to meet the author, chat with sponsors, and read a book to children. Financial sponsors included Tinker Federal Credit Union, Target, Krueger Charitable Foundation, Oklahoma Literacy Coalition, Rotary, Oklahoma Complete Health, along with LSTA federal funding from ODL.
- A Zoom meeting was held with My First Library sites to share ways they could participate in Read Across Oklahoma virtually. Copies of *That is a Hat* were sent to the participating libraries in SW Oklahoma.

Citizenship and Immigration Project

- Eleven new citizens were reported during this reporting period, and ODL staff attended a Citizenship celebration hosted by the grant site in Oklahoma City.

Online High School (OHS)

- Four sites expanded with additional seats and two of the original pilot sites were invited to re-apply.
- PIO created a special certificate of recognition from ODL to online high school graduates.
- Focus during the next quarter will be directed to providing additional assistance with marketing and connecting with Workforce Development Boards.

Other

- ODL was represented at the Governors Interagency Council on Homelessness (Barker)
- Three of the four planned virtual workshops were offered for Oklahoma literacy programs. Topics included teaching strategies for English Language Learners.
- Staff attended two literacy symposiums hosted by Oklahoma Literacy Coalition.
- The TANF budget was submitted to DHS and a meeting took place with the DHS liaison and with DHS leadership to discuss the future of the ODL/DHS collaboration.

Library Resources

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

ABC list (74 O.S. 3917)

Staff are working on finishing reading all enrolled legislation and compiling the list 30 days after the sine die adjournment of the legislative session.

Department Abbreviations

ADM-Administration, ARM-Archives & Records Management, LDO-Library Development Office, LRO-Literacy Resources Office, OLR-Library Resources, PIO-Public Information Office

Weeding & shifting projects

- Continued weeding project of circulating collection in different areas. We started shifting collections and leaving bottom shelves empty for oversized items. Periodicals will move to the current oversize location and finished moving DVDs in the stacks to increase walking space in the customer service area.
- Continued working with Archives staff to pack withdrawn items and send them to the Internet Archive.

Service Response to Patron Survey

We are preparing a free delivery pilot project which is based on the patron survey results to deliver requested library materials to several agencies in the Capitol Complex starting July 2023. We are working with PIO to create a flyer and promote the program.

Government Information

Heather Kitchen, Mike Cameron, Sam Johnson

Preservation Project

Government documents is planning and preparing for a preservation project to begin this summer which will allow us to minimize deterioration and prolong the life of some of our oldest collection materials. We will build custom housing and binding for selected items.

Digital Uploader

ODL continues to make progress in replacing the uploading system for digital Oklahoma state publications and updating the documents.ok.gov website which provides access to digitized state publications. These state documents are submitted by state agencies as part of state law which requires them to submit searchable electronic versions of publications and forms. The current system no longer has service support and is not pairing metadata and publication files for integration into the ContentDM storage system for digitized materials. MyHeartCreative has been hired to update this technology with work expected to be completed by June 30.

Tax Forms

We received our federal 2022 tax forms and instruction booklets which are highly valued by our patrons. Most of our pre-printed 1040-SR forms have already been picked up prompting us to make additional copies. This year we also produced a handout that lists free tax assistance organizations for individuals to utilize while filing their tax returns.

Collection Maintenance

Work continues to shift an additional 145 shelves of government documents. We have received a total of 494 publications from the U.S. Government Publishing Office during the reporting period. 1.048 individual federal government documents were withdrawn that have been superseded from our collection. A selective federal depository meeting was held with our regional depository library on May 30.

Government Publishing Office

GPO Director Halpern has announced that he broadly intends to adopt the Task Force's recommendations to move to a digital Federal Depository Library Program with a few exceptions where GPO can't complete the recommendations as written. Many of these exceptions involve current statutory obligations which conflict with recommendations as written in areas of broadband access and Title 44 of the U.S. code, public printing, and documents laws. Agencies will retain the ability to decide which of their publications will be available in print rather than following the Task Force recommendations of primarily keeping key publications in print and allowing the Superintendent of Documents policy to determine print title availability for selection by federal depositories. The GPO plans to submit new proposals to the 118th Congress to include changes suggested by the Task Force.

Archives and Records Management

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

State Archives

Projects

- Recent uploads to Digital Prairie include: 3 tribal allotment ledgers, 6 state agency publications, and 7 yearbooks from LSTA partner institutions.
- Reprocessed 35 cubic feet of records from the Oklahoma Planning and Resources Board, Department of Tourism, Governor's Office, and Department of Education.

Outreach

- With PIO assistance, participated in Archives Hashtag Parties on Twitter about black designers, music, and birds. (Vaughn)
- Participated in professional development training for Blanchard Public School teachers, February 27, 2023. (Davis)
- Attended the Society of Southwest Archivists annual meeting in Albuquerque on April 26-29 (Green, Vaughn).

State Records Management

- Advised the Oklahoma Corporation Commission on records management with an in-person meeting on February 23, 2023. (Davis, Green)
- Held four online training sessions for state agency personnel, attended by 40 individual staff members from 21 different state agencies. (Green)

State Records Center and Annex

- Transfers to the State Records Center include 682 cubic feet from the following agencies: Attorney General, Corporation Commission, Employment Security Commission, House of Representatives, and Office of Juvenile Affairs.
- Staff destroyed 655 cubic feet of records for the following agencies: Corporation Commission, Board of Cosmetology, Department of Labor, OMES, Physician Manpower Training Commission, Public Employees Retirement System, Securities Commission, and Teachers' Retirement System.

Historical Records Advisory Board

- Visited the Elk City Museum Complex on February 17, 2023, for a site visit and to discuss the Preservation Assistance Grant. (Davis)
- Opened applications for Improving Access Grants and Preservation Assistance Grants for Oklahoma libraries, museums, and archives to be opened in January 2023. Responded to requests for additional information from possible applicants.

Staff Organizing Committee (SOC)

Roger Elmore, Jennifer Green, Heather Kitchen, Chris Smith, and Fara Taylor

- The SOC handed out Valentine's gift bags to ODL staff on February 14. The bags included candy, sweets, and teas. The annual SOCscar competition was held on March 14. Participating staff turned in ballots with their predicted winners for the Academy Awards to SOC committee members. We had a tie for first place this year with Sam Johnson and Bill Struby sharing the honor. David Hankey had the next highest number of correct winners taking third place.
- With summer around the corner, SOC committee members planned and organized a cookout for ODL staff which was held May 25th. In addition to lunch, staff also participated in outdoor activity games.

Agency News Sharing

Telehealth Booths

New telehealth booths are now available in select public libraries throughout the state for individuals to connect with a physician remotely. Whether they are unable to travel to a doctor or don't have the ability to conduct virtual appointments at home, these ADA-compliant booths are free for the public to use. The booths include computer access, soundproofing and frosted glass to ensure privacy, a variety of basic medical equipment, and advanced sanitation practices to ensure a safe environment. This project is made possible by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act, administered by ODL.

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Railroad Museum of Oklahoma

Recently, Rebecca Elder with the Archives department completed two preservation assessment site visits at the Railroad Museum of Oklahoma in Enid. The Board President, Mike Marshall, sent the following note to Jan Davis thanking ODL for evaluating their collection.

"Jan, I just wanted to say "thank you" again for making it possible for Rebecca Elder to visit with us at the Railroad Museum of Oklahoma last Tuesday so she could evaluate our collection. Rebecca was delightful to talk to, thoroughly professional, and has already submitted her report to us with some great recommendations. She welcomed our input and helped us understand what we need to do in the days ahead to not only preserve our collection but to make it more accessible to the public. I simply can't thank you enough for making this grant opportunity available to organizations like ours and for using professional evaluators like Rebecca to point us in the right direction. On behalf of our Board of Directors, please accept our most sincere gratitude for this outstanding experience!
Sincerely, Mike Marshall."

Brainfuse Kudos

Kristin Herr, Director of the Lawton Public Library, shared with administration a 26% increase in circulation along with positive feedback for Brainfuse. This continues to be a very worthwhile resource for libraries.

Sucessful Retrieval of Information	FY17	FY18	FY19	FY20	FY21	Jul 2021 - Dec 2021	Jan 2022 - Jun 2022	FY22	Jul 2022 - Dec 2022
Ancestry	17,969	13,821	7,020	7,598	5,519	4,334	1,995	6,329	1,734
Brainfuse HelpNow	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	660
Brainfuse JobNow	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	92
Brainfuse VetNow	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	20
Chiltons	351	91	266	62	30	n/a	n/a	n/a	n/a
Creativebug	n/a	n/a	n/a	n/a	n/a	n/a	102	102	610
EBSCO	10,984	6,748	8,666	5,810	2,175	2,869	868	3,737	1,383
Fold3	4,182	4,510	2,135	2,461	578	480	361	841	613
Heritage	3,876	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Legal Forms	498	621	469	454	90	n/a	n/a	n/a	n/a
Mometrix	0	0	0	0	18	14	41	55	39
NewsBank	7,500	7,028	15,732	7,896	3,572	1,594	1,558	3,152	895
Transparent	133	173	47	158	81	48	146	194	104
Total	**45,781**	**33,113**	**34,426**	**24,539**	**12,064**	**9,339**	**5,071**	**14,410**	**6,150**

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Citizenship Celebration

The Community for Literacy Centers welcomed 11 new citizens with a celebration in March. Rebecca Barker with the Literacy department attended the celebration and had this to say about the program.

"Last night was so amazing! CLC welcomed 11 new citizens in this grant period and invited all their current students. I'm guessing there were 60 people there. I hope this program continues to grow. The testimonials of the new citizens were so heartwarming and encouraging to the students attending."

My Favorite Book Thank You Letter

For the My Favorite Book competition, the Oklahoma Center for the Book invites readers in Grades 4–12 to write a letter to the author of a favorite book and explain how the book or one of the book's characters impacted their life. Twelve-year-old Azmerrah Teav won first place in the 7th and 8th grade division for her precocious yet heartfelt letter to Noah Webster and his first edition of Webster's American English Dictionary, originally published in 1828. Azmerrah sent a beautiful letter on her stationary thanking Connie Armstrong with the Oklahoma Center for the Book and ODL.

FROM THE DESK OF AZMERRAH TEAV

May 30th, 2023
Ms. Connie Armstrong
Oklahoma Department of Libraries
200 NE. 18 Street
Oklahoma City, OK 73105

Dear Ms. Armstrong,

My name is Azmerrah Teav and I am twelve years old. I was one of the winners of the "My Favorite Book" writing contest and I just want to thank you for that wonderful opportunity. As you know, I chose to write to Noah Webster about his Webster's American English Dictionary. I submitted my letter in December of 2022.

It was March when Mommy got the email that I had won first place in my age group. And you invited me to read my letter at the State Capitol! I was both excited and nervous. I had never read a letter to a group of that many people let alone gone to the Capitol before. On May 12th, 2023, my family and I went to the State Capitol. I read my letter, received a medal, and two citations: one from Representative Stan May and one from Senator (now GOP Chairman) Nathan Dahm. Those were my first ever citations which I now love and treasure.

Surprisingly, I loved reading my letter up front, but most of all, I enjoyed making people laugh. It was truly an amazing experience! Thank you so much for everything. I plan to enter the contest again! Until next time, I'll keep writing. God bless you!

Sincerely,

Azmerrah N. Teav

201 W. Timberlane Ct. Broken Arrow, OK 74011 918-397-7983 teamteav@yahoo.com

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ODL Board Meeting
June 23, 2023 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Oklahoma City, OK 73105

Agenda Item 6b - Director's Report: Human Resources updates, including implementation of market rate salary increase for ODL staff

Summary

The staff turnover rate continues to be high at 29% so far in State Fiscal Year 2023. The rate since 2019 is 74%, with 24% as retirements and 50% as resignations. This illustrates a tremendous loss of institutional knowledge and expertise. In an effort to achieve organizational stability through staff retention, continuous service incentives/differential payments were issued to staff using State Fiscal Year 2022 carryover funding. The total cost was $168,041.51, including taxes and other required deductions.

The next step toward the agency goal of *Achieving operational stability and rebuilding* is moving forward with the plan to raise staff salaries to market rate using data provided by OMES Human Capital Management (HCM). While the agency did not receive the full requested amount from state appropriations to achieve this goal, the Director is working to adjust salaries to as close to market rate as affordable for all staff effective July 1. Through this adjustment of salaries, compression has been created between the Director's salary and the other positions. Agenda item 8 presents an option for the Board to address this issue.

Background

The Agency Strategic Plan FY 2023 – 2028 was submitted to the Governor's office and State Legislature with the budget request on October 1, 2022. The Strategic Plan was presented to the ODL Board on February 10, 2023. The number one strategic goal for the agency continues to be *Achieve operational stability and rebuild*. *See Supporting Document 6b.1 ODL FY 2023-23 Strategic Plan.*

Performance metrics for this goal are:

Goal	Metric	SFY 21 Actuals	SFY 22 Actuals	SFY 23 Target	SFY 28 Target
Achieve operational stability and rebuild	Reduce agency employee turnover rate to 10% or less	9%	19%	10%	5%

The planned strategy for meeting this goal is to increase salaries to market rate per data provided by OMES Human Capital management (HMC). The agency also planned to right size workloads by moving some 999 temporary positions to state employee positions.

The State Fiscal Year 2024 Budget Request was approved by the ODL Board on September 23, 2022 and submitted to the Governor's office and State Legislature by the October 1, 2022 deadline.

State Fiscal Year 2024 Operational Budget Requests (Continuing)	
Bring all staff to market rate, reduce federal funds spent on salary to increase MOE/Match, adjust positions to meet business needs	$768,945
Estimate to move agency computers to OMES lease plan	$37,000
Estimated increases in OMES services and other bills	$20,000
TOTAL	**$825,945**

With the passage of the General Appropriations Bill HB1004x (First Special Session of 2023) by Rep. Kevin Wallace (Wellston) and Sen. Roger Thompson (Okemah), ODL received $500,000 in increased appropriations toward our goals.

Budget Impact

The following charts outlines the most likely scenarios for the agency personnel budget based on information available at this time. Several budget pieces are still outstanding that will affect the final totals, such as the costs for OMES IT services, and final calculation of personnel costs, like retirement.

Personnel Budget Comparison 93% Market Rate Increases and all Proposed Position Changes				
SFY 2023 Salary Budget		Estimated SFY 2024 Salary Budget		*Increase (Decrease)*
19301 State Appropriations	$2,311,408	19401 State Appropriations	$2,797,119.25	*$485,711.25*
200 Revolving Funds	$71,791	200 Revolving Funds	$0	*($71,791)*
400 LSTA	$302,008	400 LSTA	$366,845.54	*$64,837.54*
405 TANF	$8,990	405 TANF	$10,885.19	*$1,895.19*
415 ARPA	$7,316	415 ARPA	$0	*($7,316)*
Budgeted for Retirements	$127,067	(19401) Budgeted for Retirements	$127,067	*$0*
Total Personnel Budget	**$2,828,580**	**Total Personnel Budget**	**$3,301,916.98**	***$473,336.98***

Supporting documents attached

6b.1 ODL FY 2023-2028 Strategic Plan

OKLAHOMA Department of Libraries

Department of Libraries

Strategic Plan FY 2023-28

October 1, 2022

Submitted by: Natalie Currie, Director, State Librarian and Archivist

Agency Introduction

The Oklahoma Department of Libraries serves as the **State Library**, **State Archives**, and **Records Administrators** for Oklahoma state government. The agency is responsible for **Public Library Development**, including the legal establishment and promotion of public libraries, statewide resource sharing, and support of **Literacy** programs.

ODL's origins began in **1890** when the first Legislative Assembly of the Territory of Oklahoma passed legislation to create the Territorial Library. After statehood, it was known as the State Library. In **1919**, the Oklahoma Library Commission was established. The Commission was merged with the State Library in **1953.**

Established in its current form by the passage of the Oklahoma Library Code in **1967,** ODL now encompasses the following departments:

- Archives and Records Management
- Public Library Development
- Literacy Development
- Library Resources
- Government Information
- Information Technology
- Administration and Public Information Office

Agency Vision, Mission, and Values

Vision: Oklahomans value and depend on library services and quality information to lead productive, healthy, and fulfilled lives

Mission: ODL works to ensure every Oklahoman has access to innovative, quality library and information resources and possesses the literacy skills needed to be successful in the global economy, to participate in democracy, and to accomplish individual life goals.

Core Values: We are impactful, engaged, accountable, creative, and courageous. We are devoted to quality. We are committed to our customers, colleagues, and partners. We are flexible and evolve as our customers' needs change.

Section I: Agency Environment

- Groups served by the agency
- Expected changes in service
- Expenditures, Budget & FTE
  - Total
  - Labor Spending
- Appropriations

Groups of People Served by the Agency

	Group Served	Services Received	Estimated Changes in Group Served (within next 5 years)
1	Public Library Directors, staff, and trustees (board members)	Training, consultation, grant funding	No changes are anticipated
2	Adults with low literacy skills, legal immigrants, and Oklahomans wanting to improve their health and wellness	Tutoring and programming in basic literacy, ESL, citizenship, and health literacy	We anticipate these groups to continue to experience major challenges exacerbated by the pandemic, including the transition to distance learning, restarting assessments, and raising necessary funds for operations.
3	1.9 million registered library users in Oklahoma and the general public	Cataloging of library materials, interlibrary loan services and software; Access to collections for research purpose	We anticipate the need for high quality online information resources and high-speed internet access will continue to grow.
4	Elected state officials, state employees	Full range of library services, including reference and collection to support research in U.S. Government Documents, State Archives, Oklahoma Publications Clearinghouse (OPC)	A more focused collection of materials needed by this group will be a priority in the next few years, along with an emphasis on online resources over physical
5	State Agencies	Records Management training and support, records storage services, OPC	As the state reduces its real estate holdings, agencies will have a greater need for records storage and management.

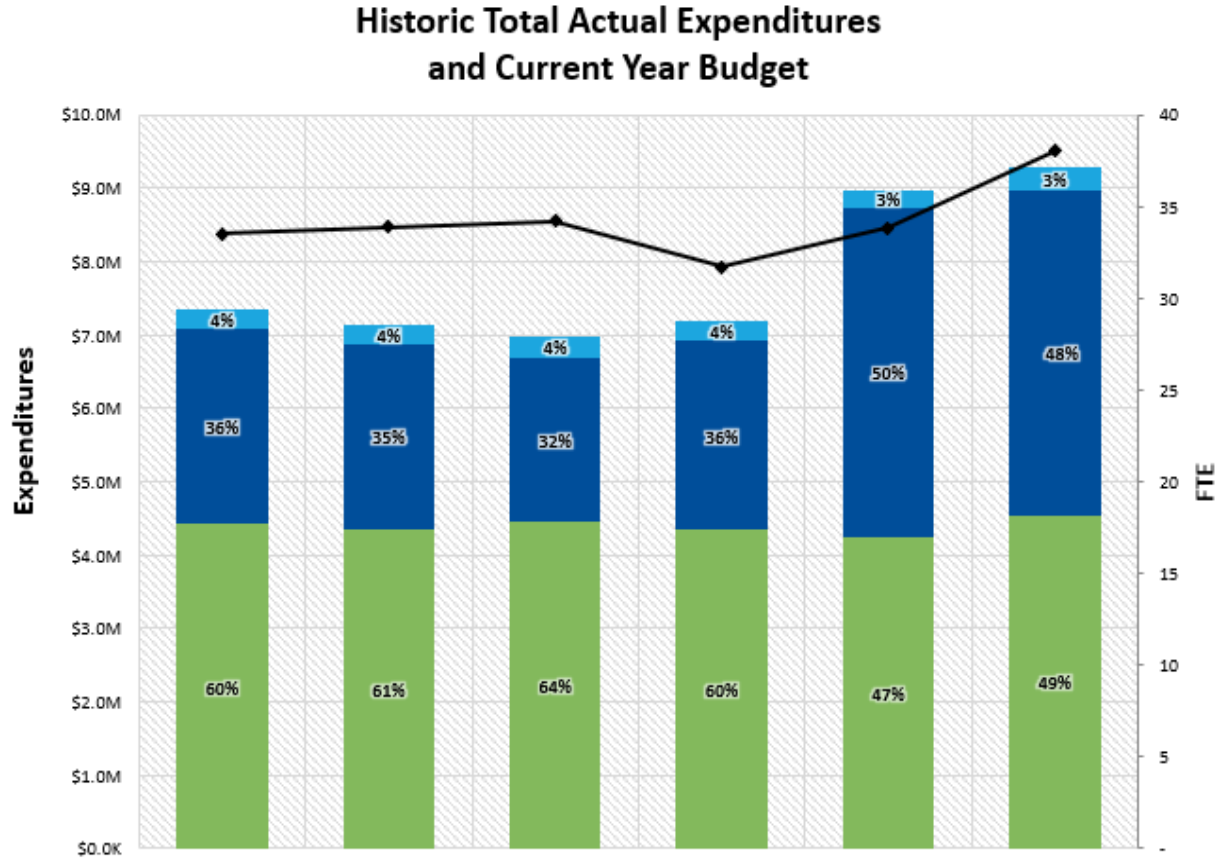
Analysis of Expected Changes in Services

	Reason for Change in Services (Statute Name & Statute Reference or Brief Description of Circumstance)	**Service Changes Expected** (Briefly describe expected changes to services and how it will impact citizens/customers and the agency.)
1	**N/A**	
2		
3		
4		
5		

Total Historic Actual Expenditures (FY 2018-22) and Current Year Budget (FY 2023)

Explanation of Significant Changes and Trends

Beginning in SFY21, the agency received an additional $350,000 in federal CARES Act funding to respond to the COVID-19 pandemic. The agency also saw an additional $2,867,357 in federal ARPA funding for COVID-19 pandemic responses in SFY22 and we have until SFY24 to spend it. The agency anticipates this one time increase in federal funding to roll off the budget in SFY25. The increase of 4 budgeted FTE for SFY 23 includes the move of former GALT temporary employees to 999 temporary positions to avoid the upcharge.

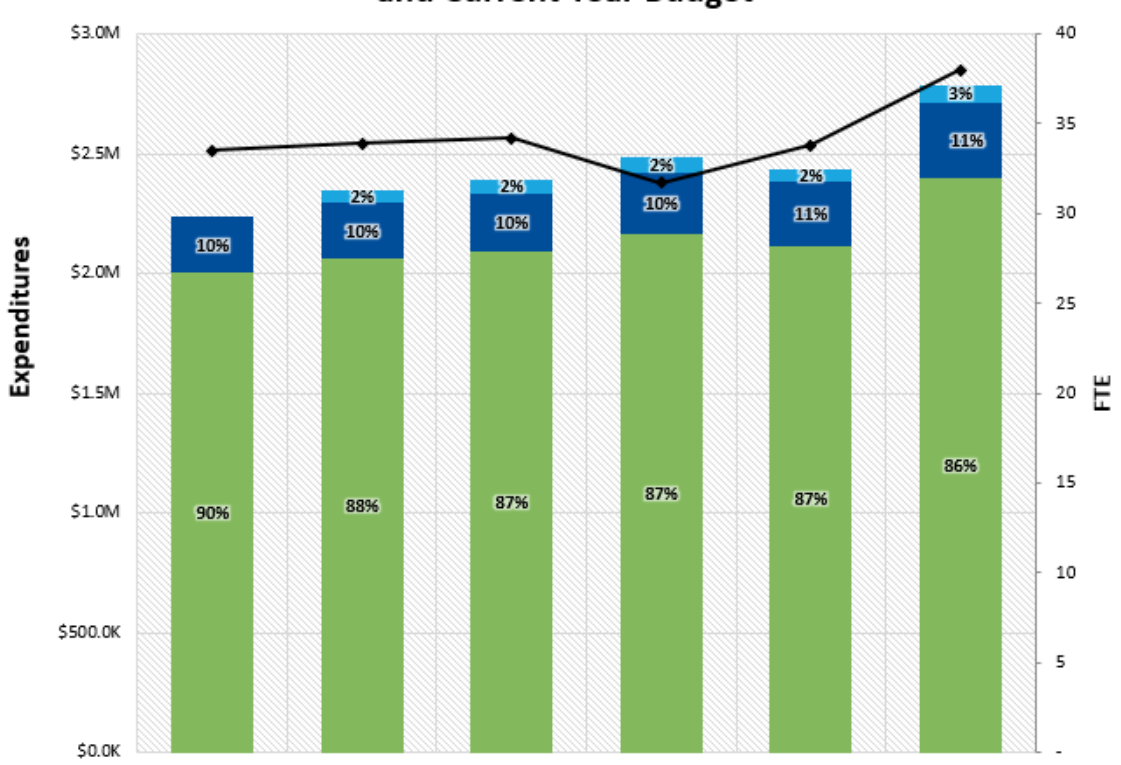


	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 YTD Budget
Appropriated	$4.4M	$4.4M	$4.5M	$4.3M	$4.3M	$4.5M
Revolving	$264.9K	$251.3K	$288.6K	$270.5K	$255.2K	$321.9K
Federal	$2.7M	$2.5M	$2.2M	$2.6M	$4.5M	$4.4M
Total	$7.4M	$7.1M	$7.0M	$7.2M	$9.0M	$9.3M
FTE	34	34	34	32	34	38

Labor Spend
Historic Actual Expenditures (FY 2018-22) and Current Year Budget (FY 2023)

Explanation of Significant Changes and Trends

The agency continues to experience high turnover at 19% in SFY22. Our difficulty in keeping positions filled and recruiting creates significant burnout and low morale as evidenced by the results of the SFY 21 and 22 Employee Engagement Surveys. The agency has budgeted for 38 FTE in SFY 23, which includes 5.5 currently vacant positions that we're recruiting for.



	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Budget
Appropriated	$2.0M	$2.1M	$2.1M	$2.2M	$2.1M	$2.4M
Revolving		$49.0K	$56.3K	$62.1K	$52.1K	$71.8K
Federal	$234.4K	$236.5K	$243.7K	$255.5K	$268.4K	$318.3K
Total	$2.2M	$2.3M	$2.4M	$2.5M	$2.4M	$2.8M
FTE	34	34	34	32	34	38

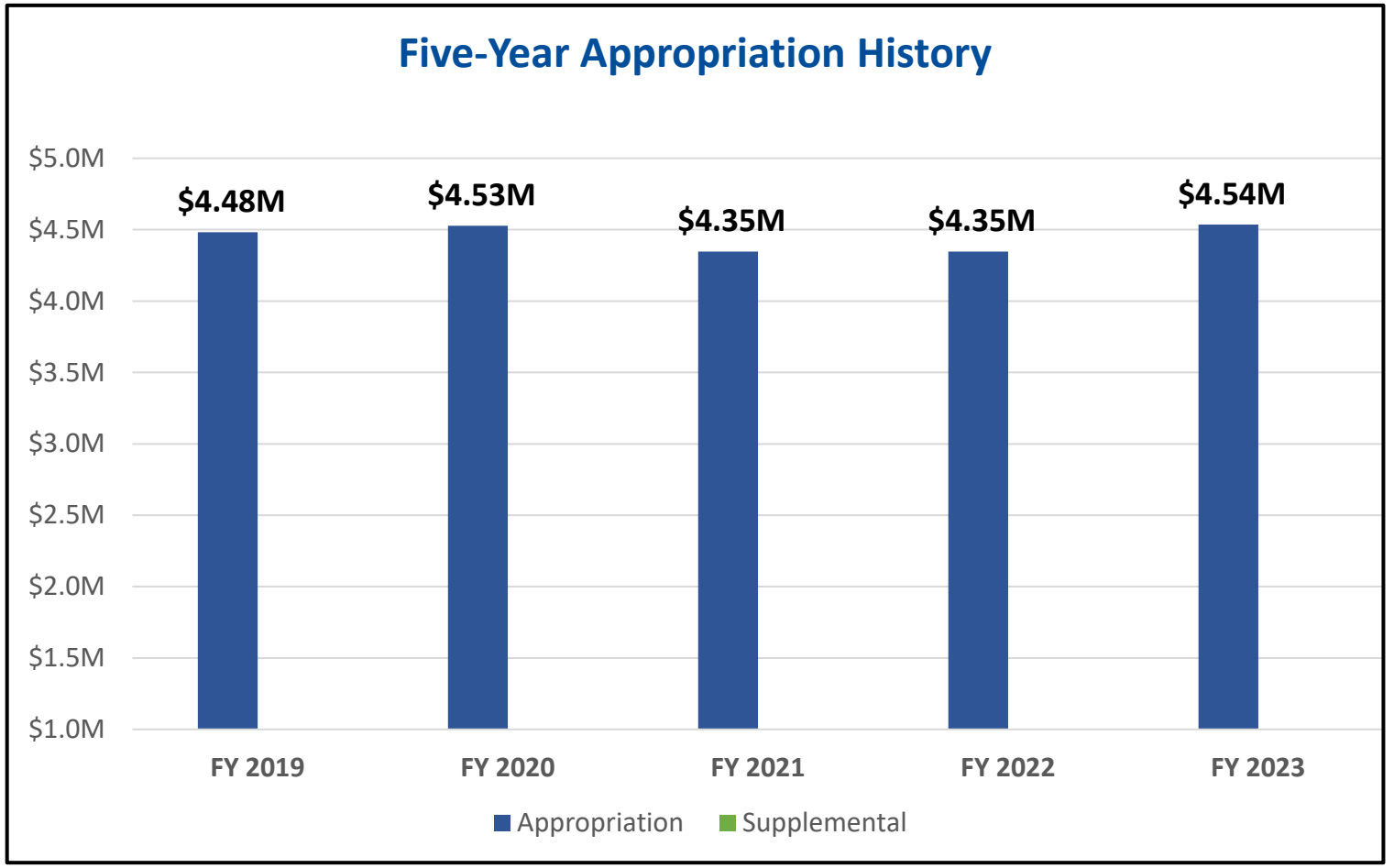
*Labor spending includes all expenditures in account codes 511-513.

Data as of 8.15.2022.

Full-time Equivalents (FTE) are a calculation based on payroll data, not a headcount. FTE calculations compare staffing levels across agencies.

Appropriation History

Fiscal Year	Legislated Appropriation ($) *(Include supplemental if applicable.)*
FY 2019	$4,483,010
FY 2020	$4,527,411
FY 2021	$4,346,315
FY 2022	$4,346,315
FY 2023	$4,536,315



Section II: Strategic Plan

- **Resource analysis**
  - Financials
  - Staffing
  - Savings & Efficiencies
- **Goals & strategies**
  - Goals & strategies
  - Key Performance Metrics
  - Type of Funding

Financial Resource Analysis

Carryover	FY 2019	FY 2020	FY 2021	FY 2022
Total appropriated carryover amount expended ($)	$38,305	$165,782	$239,354	$93,482

Historical Cash Balances	FY 2019	FY 2020	FY 2021	FY 2022
Year End Revolving Fund Cash Balances *(All Revolving Funds)*	$395,362	$334,026	$218,626	$129,599

Revolving Class Fund # (*Unrestricted only*)	Revolving Class Fund Name *(Unrestricted only)*	Current cash balance ($)
20000	ODL Revolving Fund	$157,076
#		$
#		$
#		$
#		$
#		$
	Total Current Unrestricted Revolving Fund Cash balance:	$157,076

Unrestricted funds are those that are not limited by state or federal law, rule, regulation, other legally binding method, or donor restriction.

Staffing Trend Analysis

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Total Budgeted Positions / PINs (#)	35	35	35	37	38
Budgeted Vacant PINs (#)	*Not available*	*Not available*	1	6	1.5
Budgeted Vacant PINs ($)	*Not available*	*Not available*	11,548	424,625	128,243
Budgeted PINs over 6 months Vacant (#)	N/A	N/A	N/A	N/A	N/A
Budgeted PINs over 6 months Vacant ($)	N/A	N/A	N/A	N/A	N/A
Headcount* (as of 6/30)	34	33	32	36	N/A
Turnover Rate* (%)	10%	12%	9%	19%	N/A

**Headcount and Turnover Rate data provided by OMES HCM.*

Savings & Efficiencies (Current or Planned)

Savings or Efficiency Name	Brief description of how savings were achieved	Savings in Unit of Measurement	FY 2022 (Actual $ Savings)	FY 2023 (Projected $ Savings)	FY 2024 (Projected $ Savings)
Discontinue GALT	*Moved all temporary employees from GALT Foundation with 40% markup to 999 Temporary State employees*	*$25,652.80 cost reduction by avoiding markup*	*N/A*	*$28,652.80*	*$28,652.80*

Note: Examples of units of measurement include square footage, headcount (employees or contractors), overtime hours reduced, processing time in hours, days, etc. For example, "42 minutes per transaction," "20,000 square feet in office space," or "580 overtime hours reduced in the first year."

Agency Goals and Key Performance Metrics

Goal		Metric	FY 21 Actuals	FY 22 Actuals	FY 23 Target	FY 28 Target
1	Achieve stability and rebuild	Reduce agency employee turnover rate to 10% or less	9%	19%	10%	5%
2	Enable Access to Information	# of Interlibrary Loan Requests processed by libraries participating in the ODL WorldShare ILL program	85,913	20,622	20,828	21,888
3	Enable Access to Information	Page views of digitized documents from the State Archives	706,651	679,475	686,270	721,275
4	Enable Access to Information	# of pageviews of government information collections of ODL's full text online virtual library, Digital Prairie	406,663	286,095	288,956	303,696
5	Enable Access to Information	# of statewide database searches (EBSCO)	75,070,137	116,700,462	122,535,485	156,389,780
6	Strengthen Libraries	Total amount of E-Rate funding received by Oklahoma public libraries through filing applications with the assistance of ODL staff.	2,595,174	3,012,634	$3 million	$3 million
7	Help Build Thriving Communities	# of instructional hours provided to community literacy program participants	N/A	22,318	22,650	24,550
8						

(1) Achieve Stability and Rebuild

Brief description of major agency goal The agency seeks to achieve stability and rebuild capacity to meet statutory obligations by retaining current talent and recruiting talent needed to meet business needs.
Brief description of strategy to achieve the goal The agency continues to struggle in retaining current employees and recruiting new employees with the skills and experience necessary to be successful in the job. The agency seeks to improve its position to retain staff and recruit talent by increasing salary to the market rate per data provided by OMES HCM. The agency will also right size workloads by moving current 999 temporary positions to full time state employees.
Indicator or Metric to measure goal progress Reduce agency employee turnover rate to 10% or less.
Type of $ Resource to be Used Budget request of additional $768,945 in state appropriations to increase salaries to market rate and make temporary positions permanent full time state employees.

(2) Enable Access to Information

Brief description of major agency goal Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.
Brief description of strategy to achieve the goal Oklahomans use Oklahoma's statewide interlibrary loan program to meet their information needs when their local library does not have access to the materials they are looking for.
Indicator or Metric to measure goal progress # of Interlibrary Loan requests processed by libraries participating in the ODL WorldShare ILL program.
Type of $ Resource to be Used Existing state appropriations and federal funding.

(3) Enable Access to Information

Brief description of major agency goal Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.
Brief description of strategy to achieve the goal The Archives and Records Management program ensures access to state government information for citizens, researchers, and government officials by increasing online access to high-demand permanent records and publications of the Oklahoma state government pre-1978.
Indicator or Metric to measure goal progress Pages views of digitized documents from the State Archives.
Type of $ Resource to be Used Existing state appropriations and federal funding.

(4) Enable Access to Information

Brief description of major agency goal Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.
Brief description of strategy to achieve the goal The Oklahoma Publications Clearinghouse ensures citizens, researchers, and government officials access and utilize trustworthy Oklahoma state government information by collecting current state agency publications and making them accessible online.
Indicator or Metric to measure goal progress # of page views of government information collections of ODL's full text online virtual library, Digital Prairie
Type of $ Resource to be Used Existing state appropriations and federal funding.

(5) Enable Access to Information

Brief description of major agency goal Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.
Brief description of strategy to achieve the goal The agency provides the statewide license to databases of trustworthy academic resources that provide the foundation for public, school and academic libraries' digital collections. This statewide approach to administering this license realizes significant cost savings for the state.
Indicator or Metric to measure goal progress # of statewide database searches (EBSCO).
Type of $ Resource to be Used Existing state appropriations and federal funding.

(6) Strengthen Libraries

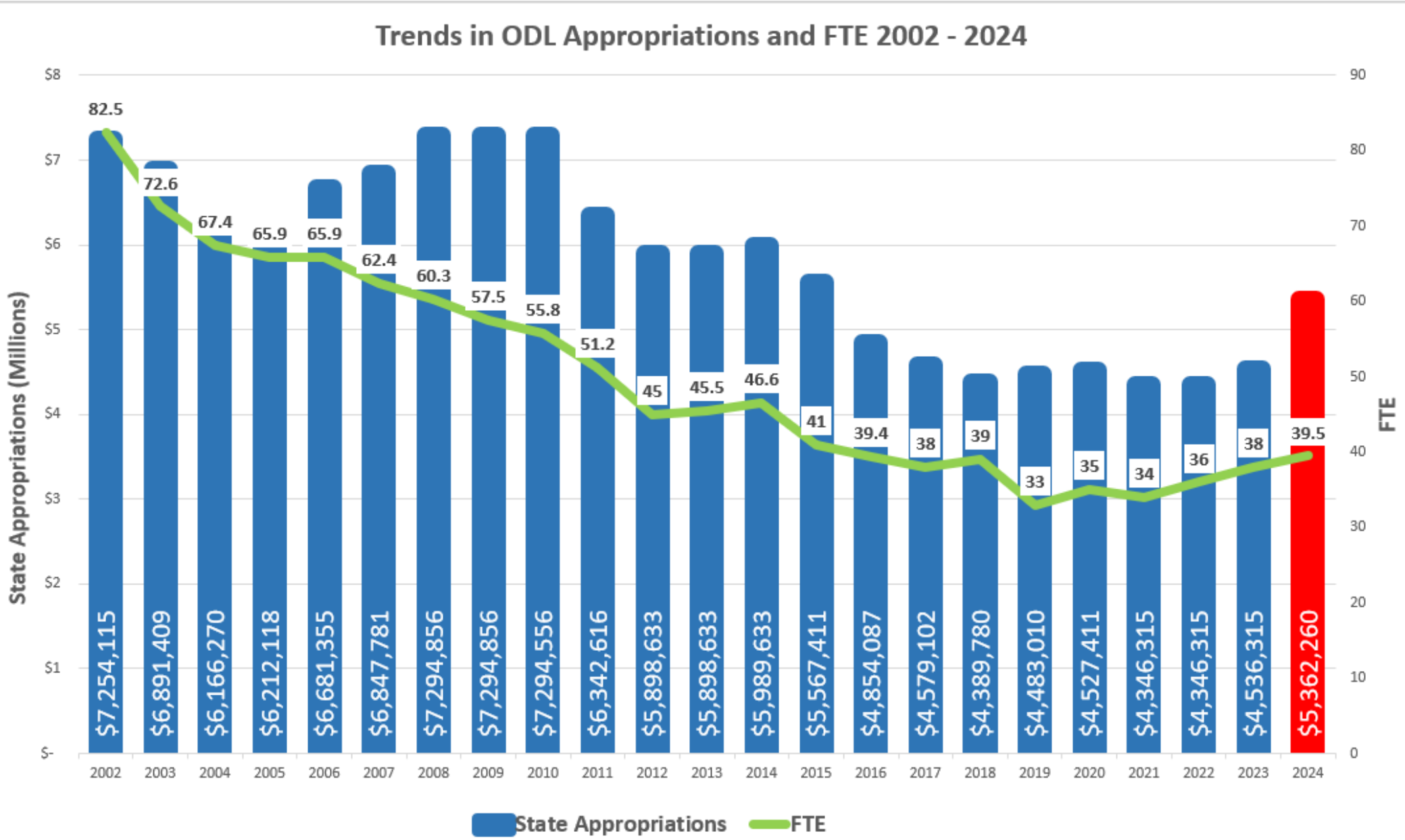
Brief description of major agency goal Oklahoma residents will be served by local libraries that employ knowledgeable, community focused staff members who incorporate the best professional practices and up-to-date technologies to deliver relevant, high-quality library services.
Brief description of strategy to achieve the goal Library Development consultants work with over 200 municipal libraries to successfully apply for E-rate discounts for high spend internet and WIFI, enabling Oklahomans to have access to high quality library services to meet their educational and economic goals.
Indicator or Metric to measure goal progress Total amount of E-Rate funding received by Oklahoma public libraries through filing applications with the assistance of ODL staff.
Type of $ Resource to be Used Existing state appropriations and federal funding.

(7) Build Thriving Communities

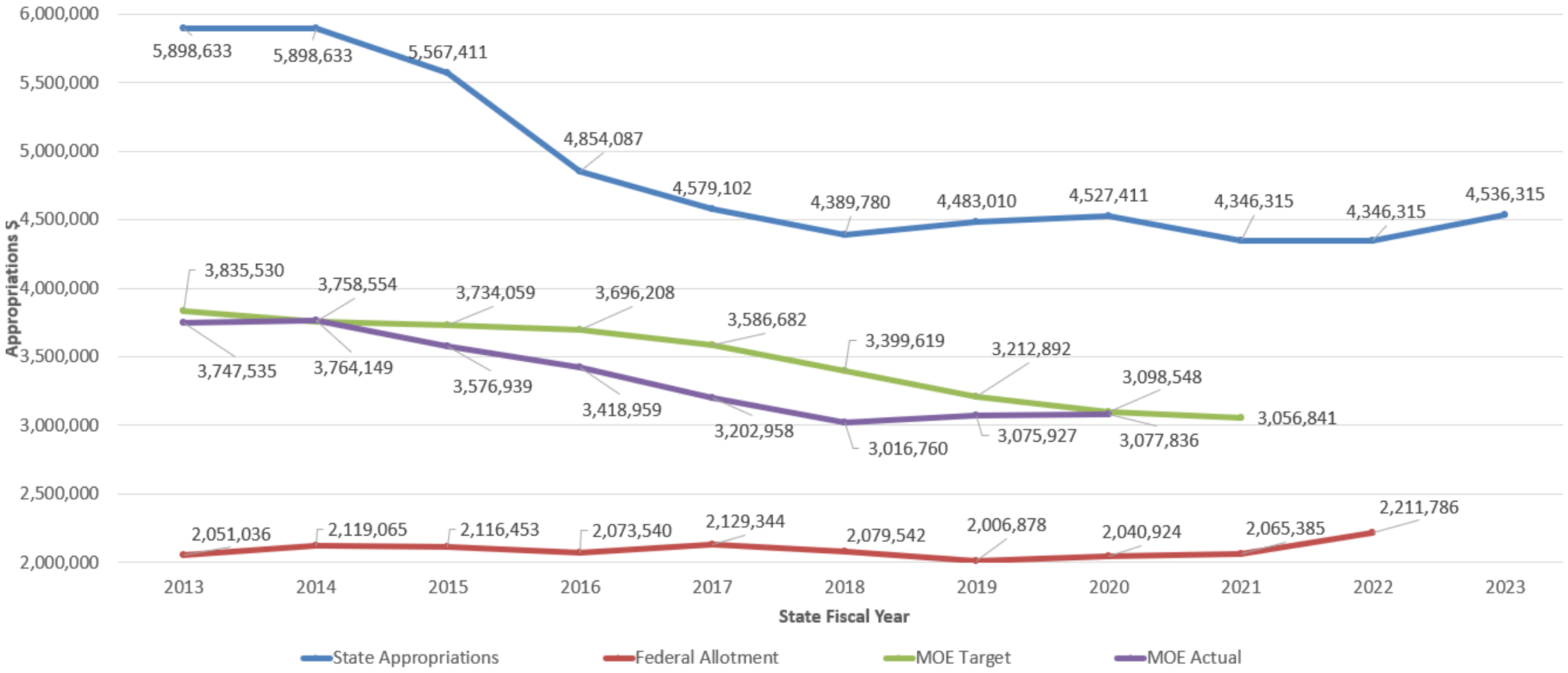
Brief description of major agency goal Oklahoma residents will have opportunities to reach their full potential, by achieving their educational, occupational, and personal goals and by participating and contributing to the vitality of their communities.
Brief description of strategy to achieve the goal The agency provides funding and technical assistance to local community literacy programs that provide free basic literacy instructions to functionally illiterate adults and English language learners.
Indicator or Metric to measure goal progress # of instructional hours provided to program participants.
Type of $ Resource to be Used Existing state appropriations and federal funding.

OKLAHOMA Department of Libraries

Appendix


Trends in ODL Appropriations and FTE 2002 - 2024
State Appropriations (Millions)
FTE
$8
$7
$6
$5
$4
$3
$2
$1
$-
90
80
70
60
50
40
30
20
10
0
2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024
$7,254,115 $6,891,409 $6,166,270 $6,212,118 $6,681,355 $6,847,781 $7,294,856 $7,294,856 $7,294,556 $6,342,616 $5,898,633 $5,898,633 $5,989,633 $5,567,411 $4,854,087 $4,579,102 $4,389,780 $4,483,010 $4,527,411 $4,346,315 $4,346,315 $4,536,315 $5,362,260
82.5 72.6 67.4 65.9 65.9 62.4 60.3 57.5 55.8 51.2 45 45.5 46.6 41 39.4 38 39 33 35 34 36 38 39.5
State Appropriations
FTE

Federal Maintenance of Effort Trends



End of Session Report: First Session of the 59th Oklahoma Legislature

Tracked bills grouped by broad theme
Prepared and submitted by Natalie Currie
June 16, 2023

Affecting ODL

- HB2557, Rep. Mark McBride (Moore) and Sen. Roger Thompson (Okemah): Authorizes the Dept. of Libraries to utilize up to $27 million in appropriated funds for relocation, remodeling and construction projects at buildings they control including The State Library.
    - Failed deadline.
- HB1004x (First Special Session of 2023), Rep. Kevin Wallace (Wellston) and Sen. Roger Thompson (Okemah): General Appropriations bill. ODL received $500,000 in increased appropriations.
    - Became law absent Governor's action.

  This was in response to SFY 24 budget request of:

Operational Requests (Continuing)	
Bring all staff to market rate, reduce federal funds spent on salary to increase MOE/Match, adjust positions to meet business needs	$768,945
Estimate to move agency computers to OMES lease plan	$37,000
Estimated increases in OMES services and other bills	$20,000
TOTAL	**$825,945**

- HB1014x (First Special Session of 2023), Rep. Kevin Wallace (Wellston) and Sen. Roger Thompson (Okemah): Appropriates $17,605,000 from the new Legacy Capital Financing Fund for renovations to the Allen Wright Memorial Library.
    - Became law absent Governor's action.

Shell Bills – all failed the deadline

- HB1128, House Speaker Charles McCall (Atoka): Creates the Oklahoma Public Libraries Reform Act of 2023.
- HB1129, House Speaker Charles McCall (Atoka): Creates the Oklahoma Public Libraries Reform Act of 2023.
- HB1817, Rep. Sherrie Conley (District 20): Creates the Oklahoma Libraries Act.
- HB1818, Rep. Sherrie Conley (District 20): Creates the Oklahoma Libraries Act of 2023.
- HB1819, Rep. Sherrie Conley (District 20): Creates the State Libraries Act of 2023.
- HB2568, Rep. Mark McBride (Moore): Creates the Oklahoma Department of Libraries Act of 2023.

Library Administration and Operations

- SB5, by Sen. Kevin Matthews (Tulsa) and Rep. Monroe Nichols (Tulsa). Request bill from TCCL. Amending 65 OS 2021 Section 155, which relates to city-county library commissions; modifies language related to city-county library commissions. It reduces the number of times the commissions must meet from at least one meeting each month to no fewer than six times per year.; providing an effective date; and declaring an emergency.
    - Failed deadline.
- SB261, Sen. Brent Howard (Altus) and Rep Chris Kannady (District 91): Request from Oklahoma Library Association. Defines Public Libraries as political subdivisions under the Governmental Tort Claims Act.
    - Failed deadline.
- SB521, Sen. Adam Pugh (Edmond): Request from the State Regents for Higher Education. Exempts libraries within institutions of higher education from filtering out certain digital or online database resources when the primary purpose of the resource is for educational research. (HB3702)
    - Failed deadline, but language was added to SB 322. Became law absent governor's signature.
- HB2618, Rep. Justin Humphrey (Lane): Permits counties that participate in multi-county library systems to vote on adoption of procedures relating to overall budgets, estimates of needs, and purchase approvals.
    - Failed deadline.

Related to Obscenity, Parents Rights, Restricting Access to Materials Based on Content

- HB1811, Rep. Sherrie Conley (District 20): Prohibits certain materials from school libraries and requires a written policy for challenging school materials.
    - Failed deadline.
- HB2002, Rep. Sherrie Conley (District 20): Establishes standards in statute of obscene material harmful to minors and adjusts the definition of obscene material to include written and drawn mediums.
    - Failed deadline.
- HB2186, Rep. Kevin West (District 54) and Sen. David Bullard (Durant): Prohibits adult cabaret and drag queen story hours anywhere in proximity to children, violators to be guilty of a misdemeanor.
    - Failed deadline.
- HB2535, by Rep. Danny Williams (Seminole) and Sen. Blake Stephens (Tahlequah), modifies the definition of the term "obscene," removing "average person applying contemporary community standards" and replacing it with "a reasonable person." It exempts from the reasonable person standard when an adult knowingly provides material that qualifies as obscene material.
    - Failed deadline.

- SB95, Sen. Rob Standridge (Norman). “No public school district, public charter school, or public school district or public charter school employee may provide any sexually explicit material including but not limited to any book or other written medium containing sexually explicit material to a student enrolled in the public school district or public charter school without written consent from the student’s parent or legal guardian.”
    - Failed deadline.
- SB397, Sen. Warren Hamilton (McCurtain) and Rep. Sherrie Conley (District 20): Requires public and school libraries to conduct inventories and designate all materials with one of the following ratings: elementary, junior high, under 16, and juniors and seniors. “Beginning July 1, 2024, public libraries shall place print and nonprint materials and media designated as “juniors and seniors” in a section of the library only available to staff.” Individuals under the age of 18 can only access if they present a written consent from a parent or legal guardian.
    - Failed deadline.
- SB503, Sen. David Bullard (Durant): Prohibits political subdivisions from allowing or permitting a public display of lewd acts or obscene material where minors could be present, intentional violators to be guilty of a felony.
    - Failed deadline.
- SB872, Sen. David Bullard (Durant): Forbids school libraries from containing certain materials, requires an annual audit of materials and public database of available materials, and outlines procedures for removing books.
    - Failed deadline.
- SB935. Sen. Shane Jett (Shawnee): Creates the Stop the Wrongs to Our Kids and Employees (Stop W.O.K.E.) Act prohibiting the teaching of or inclusion of teaching materials that promote critical race theory.
    - Failed deadline.
- SB988: Sen. Shane Jett (Shawnee): Prohibits the targeting of minors with content or messages containing obscene material or sexual conduct under the Consumer Protection Act.
    - Failed deadline.
- SB1017, Sen. Shane Jett (Shawnee): Prohibits school surveys from including coverage of gender or sexuality and limits school library materials from including any materials on LGBT topics or recreational sexualization.
    - Failed deadline.
- SB1056, Sen. Rob Standridge (Norman): Defines standards and conditions for obscene content. Permits community polls and news outlets as reference. – DA doesn’t want this to be heard either.
    - Failed deadline.

General Interest

- SB139, Sen. Nathan Dahm (Broken Arrow): Adds required reading to certain high school classes: Bill of Rights, the Anti-Federalist Papers, the Articles of Confederation, the Gettysburg Address, George Washington's Farewell Address, the 1777 version of the New England Primer, and The Law by Frederic Bastiat.
    - Failed deadline.
- SB119, Sen. Michael Bergstrom (Adair): Right-to-Start Act. Creates the Office of Entrepreneurship in the Department of Commerce. "The Office shall work with stakeholders and organizations supporting entrepreneurship to enhance learning and skills, provide technical support, and expand access to resources for entrepreneurs across this state."
    - Failed deadline.
- HB2420, Rep. Arturo Alonso-Sandoval (District 89). State Department of Education to develop best practices and recommendations for instruction in digital citizenship, internet safety, and media literacy. Involve librarians.
    - Failed deadline.
- SB509, Sen. Kevin Matthews (Tulsa). Authorizes Oklahoma Historical Society to create the Oklahoma Civil Rights Trail Grant Program.
    - Signed by Governor 6/7/23.
- SB 621 by Sen. Adam Pugh (Edmond) and Rep. Brian Hill (District 47): Creates the Oklahoma Workforce Commission. Gives them the authority to create a nonprofit that manages the state's WIOA funds. This entity will set and coordinate the state's agenda for workforce development.
    - Signed by Governor 6/7/23.
- HB1568, by Rep. Marilyn Stark (Bethany) and Sen. Dave Rader (Tulsa), creates a sales tax exemption for sales of tangible personal property or services to a nonprofit organization, created pursuant to the provisions of Oklahoma law or authorized to conduct activity in Oklahoma pursuant to the nonprofit entity law of another state, having exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, in good standing and having gross revenues not to exceed $3.0 million during the tax year ending on the date immediately preceding the first date after the end of such tax year upon which the entity seeks to make otherwise taxable purchases of tangible personal property or services. It exempts purchases of alcohol or tobacco by the nonprofit entity.
    - Failed deadline.

ODL Staff Service Recognitions

Today we recognize the following staff for their dedicated service to the citizens of the State of Oklahoma, the professions of archives and libraries, and their teammates at the Oklahoma Department of Libraries.

Thank you!

William Struby, Graphic Designer – 25 years

Madelyn Chambers, Administrative Technician – 20 years

Jan Davis, Administrative Archivist – 20 years

Sadie Bruce, Library Development Consultant – 15 years

Fara Taylor, Web Manager – 10 years

Sharif Tucker, Administrative Technician – 10 years

Heather Kitchen, Head of User Services – 5 years

Alyssa Vaughn, Archivist and Records Management Specialist – 5 years

ODL Board Meeting
June 23, 2023 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Oklahoma City, OK 73105

Agenda Item 7 Consideration and possible action on Agency Organizational Chart Updates

Summary
The number one goal for the agency continues to be Achieve Organizational Stability. To meet this goal, the ODL Board approved a State Fiscal Year 2024 budget request for submission to the Legislature at the September 23, 2022 meeting that included: $768,945 to "Bring all staff to market rate, reduce federal funds spent on salary to increase MOE/Match, adjust positions to meet business needs." The Legislature and Governor approved a total increase in appropriations of $500,000 for SFY 24.

While we are unable to achieve all of the known needed adjustments to the agency organizational structure at this time, we believe some changes to the agency organizational chart are necessary and achievable now. The planned January 2024 organizational study and classification and compensation studies are necessary to fully document agency needs and develop an action plan to address them. Those findings will be presented to the ODL Board for review and approval before implementation.

Today, the Director requests the ODL Board review, provide input, and possibly approve proposed changes to the agency organizational chart. The following documents are provided to present needed information to make the decision:

- 7a Past Organizational Chart as of 20230222
    - Previous operational structure provided for information only.
- 7b Current Functional Organizational Chart as of 20230615
    - Overview of adjustments made to org structure in the last few months to maintain operational stability. This represents current operations.
- 7c Proposed Organizational Chart 6/23/23
    - The Director requests the Board consider approval of this version.
- 7d Proposed Organizational Chart and Position Adjustments Explanation 20230623
    - This document explains changes made between the 2/22/23 and 6/15/23 versions, as well as the needs behind the proposed 6/23/23 chart.

Background

65 Oklahoma Statutes Annotated § 3-104 Duties of the Director states: "The Director shall be the administrative, executive, directing and supervising official of the Department under the supervision of and in accordance with policies established by the Board. He shall:

(a) Approve all requisitions and claims;
(b) Prepare budgets;
(c) Prepare the staff organization and position classification with the approval of the Board;
(d) Employ or terminate employment of all personnel as provided by 74 O.S.1961, §§ 801-839, as amended; and
(e) Make all reports, maintain all records and execute all instruments required by law or regulation and perform all duties necessary to discharge the functions of the Department."

Budget Impact

- Changing the current 999 Temporary Administrative Assistant position assigned to the Business Office to a permanent half time state employee is an estimated cost of $2,000.
- Adding back a position for Library Development Coordinator at the Librarian IV level (with the projected market rate salary increase) is an estimated cost of $95,000.

Supporting documents attached

7a Past Organizational Chart as of 2/22/23
7b Current Organizational Chart as of 6/15/23
7c Proposed Organizational Chart 6/23/23
7d Proposed Organizational Chart and Position Adjustments Explanation 20230623

Oklahoma Department of Libraries Board

The board hires the Director and confirms the Director's appointment of the Deputy Director

*Temporary or Part-Time

Director, State Librarian & Archivist *(Previously Unclassified)*
NATALIE CURRIE

Archives & Records Commission

OK Historical Records Advisory Board

Deputy Director *(Previously Unclassified)*
CASSIE SPINDLE

Executive Secretary III *(Previously Unclassified)*
VACANT

LIBRARY RESOURCES

Administrator *Administrative Librarian*
CHRISTINE CHEN

Librarian III
VACANT

Collection Engagement Librarian *Librarian II*
RACHEL WALKER

Technical Services *Admin Assistant II*
MELECIA CARUTHERS

Technical Services *Library Technician III*
LORI CAMPBELL

Cataloging Librarian *Library Assistant*
LAURA TESKE *

Head of User Services *Librarian IV (*
HEATHER KITCHEN

Law/Legis Reference *Librarian II*
DOUG AMOS

Publications Clearing-house Coordinator *Librarian III*
SAM JOHNSON

Circulation Technician *Library Technician II*
ROGER ELMORE

Admin Assistant I
MIKE CAMERON

Interlibrary Loan Mgr *Admin Assistant I*
DAVID HANKEY

LIBRARY DEVELOPMENT

Administrator *Administrative Librarian*
VACANT

Library Consultant *Librarian III*
VACANT

Library Consultant *Librarian III*
SADIE BRUCE

Library Consultant *Librarian III*
ADRIENNE BUTLER

Library Consultant *Librarian III*
PAIGE HARKINS

Library Consultant *Librarian III*
SAM KARNS

LITERACY RESOURCES

Literacy Coordinator *Administrative Programs Officer (L)*
LESLIE GELDERS

Administrative Programs Officer (J)
REBECCA BARKER

Admin Assistant
JUDY TIREY *

BUSINESS OFFICE

Federal Programs Ofcr/ Business Manager *Development Officer*
TARA MCCLEOD

Admin Assistant for ARPA
KELLY ADAMS*

Administrative Assistant II
VACANT

Accounting Technician III (On Military Deployment until 9/23)
*GRACE FUQUA/ PRECIOUS DIAMOND**

Mail Room Technician
CHRIS SMITH

PUBLIC INFORMATION

Manager, PIO *Public Info Mgr (M)*
VACANT

Director, OK Ctr Book *Public Info Mgr (L)*
CONNIE ARMSTRONG

Graphic Designer *Public Info Officer*
BILL STRUBY

Online Media Mgr *Public Info Officer*
FARA TAYLOR

ARCHIVES & RECORDS MANAGEMENT

Administrator *Administrative Archivist*
JAN DAVIS

Archivist/Records Mgmt Specialist III
JENNIFER GREEN

Archivist/Records Mgmt Specialist II
ALYSSA VAUGHN

Laborer
EMILY GOSS*

Archivist/Records Mgmt Specialist I
VACANT

Admin Technician III
SHARIF TUCKER

Admin Technician I
MADELYN CHAMBERS

As of 2/22/23

Oklahoma Department of Libraries Board

The board hires the Director and confirms the Director's appointment of the Deputy Director

*Temporary or Part-Time

Director, State Librarian & Archivist *(prev. unclassified)*
NATALIE CURRIE

Archives & Records Commission

OK Historical Records Advisory Board

Executive Assistant III (previously unclassified)
VACANT

Deputy Director (previously unclassified)
CASSIE SPINDLE

LIBRARY DEVELOPMENT

Director of Services to Libraries *Administrative Librarian II*
ASHLEY WELKE

Library Development Consultant *Librarian III*
TRISHA HUTCERHSON

Library Development Consultant *Librarian III*
SADIE BRUCE

Library Development Consultant *Librarian III*
ADRIENNE BUTLER

Library Development Consultant *Librarian III*
PAIGE HARKINS

Library Development Consultant *Librarian III*
VACANT

LITERACY RESOURCES

Literacy Coordinator *Administrative Programs Officer III*
LESLIE GELDERS

Administrative Programs Officer I
REBECCA BARKER

Admin Assistant 999 Temporary
JUDY TIREY *

BUSINESS OFFICE

Federal Programs Ofcr/ Business Manager *Development Officer*
TARA MCCLEOD

Administrative Assistant *999 Temporary*
KELLY ADAMS*

Administrative Assistant II
JOHN SCHRAMM

Accounting Technician III
VACANT

Mail Room Technician *Admin Technician*
CHRIS SMITH

PUBLIC INFORMATION

Manager, PIO *Public Info Mgr II*
KAYLEE REED

Director, OK Ctr Book *Public Info Mgr I*
CONNIE ARMSTRONG

Graphic Designer *Public Info Officer*
BILL STRUBY

Online Media Mgr *Public Info Officer*
FARA TAYLOR

LIBRARY RESOURCES

Administrator *Administrative Librarian I*
CHRISTINE CHEN

Librarian II
VACANT

E-resources Librarian *Librarian III*
RACHEL WALKER

Technical Services *Admin Assistant II*
MELECIA CARUTHERS

Technical Services *Library Technician III*
LORI CAMPBELL

Cataloging Librarian *999 Temporary*
LAURA TESKE *

Head of User Services *Librarian IV*
HEATHER KITCHEN

Law/Legis Reference *Librarian II*
DOUG AMOS

Publications Clearing-house Coordinator *Librarian III*
SAM JOHNSON

Circulation Technician *Library Technician III*
ROGER ELMORE

Admin Assistant I
MIKE CAMERON

Interlibrary Loan Coordinator *Admin Assistant I*
DAVID HANKEY

ARCHIVES & RECORDS MANAGEMENT

Administrator *Administrative Archivist*
JAN DAVIS

Archivist/Records Mgmt Specialist III
JENNIFER GREEN

Archivist/Records Mgmt Specialist II
ALYSSA VAUGHN

Administrative Technician I *999 Temporary*
EMILY GOSS*

Archivist/Records Mgmt Specialist I
VACANT

Admin Technician III
SHARIF TUCKER

Admin Technician I
MADELYN CHAMBERS

As of 6/15/23

Oklahoma Department of Libraries Board

The board hires the Director and confirms the Director's appointment of the Deputy Director

Director, State Librarian & Archivist *(prev. unclassified)*
NATALIE CURRIE

Archives & Records Commission

OK Historical Records Advisory Board

Change 1

Assistant Director, State Librarian and Archivist (previously unclassified)
CASSIE SPINDLE

Deputy Director of Services to Libraries *Administrative Librarian II*
ASHLEY WELKE

Change 3

HR Management Specialist II
VACANT

Change 5

Change 6

Change 2

LIBRARY DEVELOPMENT

Library Development Coordinator *Librarian IV*
VACANT

Library Development Consultant *Librarian III*
TRISHA HUTCHERSON

Library Development Consultant *Librarian III*
SADIE BRUCE

Library Development Consultant *Librarian III*
ADRIENNE BUTLER

Library Development Consultant *Librarian III*
PAIGE HARKINS

Library Development Consultant *Librarian III*
VACANT

LITERACY RESOURCES

Literacy Coordinator *Administrative Programs Officer III*
LESLIE GELDERS

Administrative Programs Officer I
REBECCA BARKER

999 Temporary Administrative Assistant
JUDY TIREY

PUBLIC INFORMATION

Manager, PIO *Public Info Mgr II*
KAYLEE REED

Director, OK Ctr Book *Public Info Mgr I*
CONNIE ARMSTRONG

Graphic Designer *Public Info Officer*
BILL STRUBY

Online Media Mgr *Public Info Officer*
FARA TAYLOR

BUSINESS OFFICE

Federal Programs Ofcr/ Business Manager *Development Officer*
TARA MCCLEOD

Change 4

Administrative Assistant *I Half Time*
KELLY ADAMS

Administrative Assistant II
JOHN SCHRAMM

Accounting Technician III
VACANT

Mail Room Technician *Admin Technician*
CHRIS SMITH

STATE LIBRARY (LIBRARY RESOURCES)

Administrator *Administrative Librarian I*
CHRISTINE CHEN

Librarian II
VACANT

E-resources Librarian *Librarian III*
RACHEL WALKER

Technical Services *Admin Assistant II*
MELECIA CARUTHERS

Technical Services *Library Technician III*
LORI CAMPBELL

Cataloging Librarian *999 Temporary*
LAURA TESKE *

Head of User Services *Librarian IV*
HEATHER KITCHEN

Law/Legis Reference *Librarian II*
DOUG AMOS

Publications Clearing-house Coordinator *Librarian III*
SAM JOHNSON

Circulation Technician *Library Technician III*
ROGER ELMORE

Admin Assistant I
MIKE CAMERON

Interlibrary Loan Coordinator *Admin Assistant I*
DAVID HANKEY

STATE ARCHIVES & RECORDS MANAGEMENT

Administrator *Administrative Archivist*
JAN DAVIS

Archivist/Records Mgmt Specialist III
JENNIFER GREEN

Archivist/Records Mgmt Specialist II
ALYSSA VAUGHN

Administrative Technician I *999 Temporary*
EMILY GOSS*

Archivist/Records Mgmt Specialist I
VACANT

Admin Technician III
SHARIF TUCKER

Admin Technician I
MADELYN CHAMBERS

Supplemental Document: 7d Proposed Organizational Chart and Position Adjustments Explanation Prepared for ODL Board Meeting June 23, 2023

See Supplemental Document 7c Proposed Organizational Chart 6/23/23 to see the described changes mapped to the org chart.

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. We propose 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.

Proposed Change 5
To meet immediate business needs of the agency and achieve operational stability, we used the vacant Library Development Director (Administrative Librarian I) position 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, we believe 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.

ODL Board Meeting
June 23, 2023 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Oklahoma City, OK 73105

Agenda Item 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

Summary
The next step toward the agency goal of *Achieving operational stability and rebuilding* is moving forward with the plan to raise staff salaries to market rate using data provided by OMES Human Capital Management (HCM). To meet this goal, the ODL Board approved a state appropriations budget request for submission to the Legislature at the September 23, 2022 meeting that included: $768,945 to "Bring all staff to market rate, reduce federal funds spent on salary to increase MOE/Match, adjust positions to meet business needs." The Legislature and Governor approved a total increase in appropriations of $500,000 for SFY 24.

With this increase in appropriations for State Fiscal Year 2024, we are able to adjust current position salaries to get closer to the market rate data provided by OMES HCM. The planned January 2024 organizational study and classification and compensation studies are necessary to fully document agency needs and develop an action plan to address them. However, because adjusting salaries to meet market rate is a key component of our priority goal of Achieving Operational Stability, the Director is making responsive, across the board adjustments to staff salaries effective July 1.

Working through market rate salary increases for staff has created compression between the Director's current salary and other positions. The Director respectfully submits this information to the Board for their review, input and possible action.

Background
65 O.S. 2-106, Duties and Powers states: "The Oklahoma Department of Libraries Board shall be the supervisory and policymaking body of the Department and shall:

(a) Appoint the Director, who shall possess the qualifications specified by Section 65-3-103 of this title, and shall hold office at the pleasure of the Board."

Oklahoma Department of Libraries
Collection Policy

Introduction

A. Purpose

The collection policy of the Oklahoma Department of Libraries (ODL) supports the mission and vision statements of ODL, guides agency work, and adheres to the legal responsibilities mandated by the Code of Oklahoma. This policy is subject to review and revision as needed.

B. Mission Statement

The Oklahoma Department of Libraries works to ensure every Oklahoman has access to innovative, quality library and information resources and possesses the literacy skills needed to be successful in the global economy, and to participate in democracy, and accomplish individual life goals.

C. Agency Vision

Oklahomans value and depend on library services and quality information to lead productive, healthy, and fulfilled lives.

D. Intellectual Freedom

The ODL Board and Director believe that the right to freely access information is an important part of the intellectual freedom that is basic to democracy, and ODL hereby adheres to the *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* policy statements (Appendices A, B, and C) as adopted by the American Library Association.

I. Key Services Supported by Collection

Research and Circulation: ODL provides resources for learning and research through collections and databases available to state employees, libraries and schools, and customers of libraries in other states.

Government Information: ODL provides state and federal information in the original format and/or digital versions. We promote access to Oklahoma state government and U.S. government information for everyone.

Law and Legislative Reference: ODL provides prompt, nonpartisan, and accurate information to executive, legislative, and judicial branches of government as well as to the general public.

II. Selection of Materials

As the State Library and State Archives of Oklahoma, ODL's unique and specialized collections are built and maintained in a focused manner to meet the information needs of state government employees and agencies, researchers, the library community, and residents of Oklahoma.

Decisions regarding material acquisition include an analysis of patron inquiries, interlibrary loan patterns, circulation demand patterns, and the professional judgement of trained ODL staff regarding topics of concern and interest. Additionally, the following factors are considered:

- Access to existing collections in State agencies and institutions, including public and special libraries
- Authority, accuracy, and relevance of the material
- Diversity of viewpoint and culture
- Favorable reviews in critical library and other professional review publications
- Funds available for acquisitions
- Information needs, interests, and demands of our primary audiences
- Reliability, qualifications, and reputation of the author, artist, or publisher
- Social significance

Gifts are accepted on a selective basis and are evaluated according to the selection criteria of the collection in which it is to be assigned. ODL reserves the right to decide whether a gift should be added to the collection, referred to other libraries, or discarded. All donated material must meet the same criteria as those materials that are selected and purchased.

III. Collection Maintenance

ODL staff conduct a systematic evaluation of materials on a regular basis using the following criteria:

- Accuracy and relevance
- Age
- Collection performance
- Condition
- Duplication
- Historical significance
- Statutory code

IV. Reconsideration of Library Materials

It is the responsibility of the library to provide a balanced and diverse collection. Not all material will be of interest to everyone. Selection is based on the total work and not on the presence of words, phrases, or situations, which in and of themselves might be objectionable. Serious works presenting an honest aspect of some problem of life are not excluded because of coarse language or frankness. The inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein.

Patrons wishing to request a reconsideration of library materials should complete the "Request for Reconsideration of Library Materials" form (Appendix D). Library materials about which a reconsideration request has been made will not be removed from the collection or restricted in use before a final decision has been made.

A completed "Request for Reconsideration of Library Materials" form can be mailed to ODL or given to a staff member. The material will be evaluated using the criteria outlined in this policy. A letter from the Director will be sent to the patron explaining the decision and any action to be taken. The Director will make the final decision; however, appeals to the Director's decision may be heard by the ODL Board.

Appendix A Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their service.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrine disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Appendix B Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

Appendix D Request for Reconsideration of Library Materials

Name_____ Date Submitted____/____/_____

Address_____ City_____ Zip_____

Phone_____ Email_____

Do you represent: self ☐ An organization ☐ Organization name_____

Type of material on which you are commenting:

Book or e-book ☐ Movie ☐ Magazine ☐ Audio recording ☐ E-resource ☐ Other ☐

Title_____

Author/Producer_____

1. What brought this resource to your attention?
   Please be as specific as possible and include page number/section. You may use the back of this form if necessary or attach additional pages.

2. Have you examined the entire resource? If not, what sections did you review?

3. What concerns you about this material?

4. Are there other resource(s) that you suggest to provide information and/or other viewpoints on this topic?

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