



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

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

All participating members of the Board will be in person at the above meeting location. The meeting is open to the general public. This meeting is being conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314.

Public access viewing of the meeting through Zoom: <https://www.zoomgov.com/j/1604249910?pwd=VkkrrTU92OWEyMWpiMThMY2l1T2E3QT09>

Public access to the complete Board Packet: <http://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20231208.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 September 8, 2023 1
3. Consideration and possible acceptance of financial reports
 - a. SFY 23 Budget to Actual Report through October 31, 2023 16
 - b. SFY 23 Cost Variance Report through October 31, 2023 17
 - c. SFY 23 and 24 Expenditure Report through October 31, 2023 18
 - d. SFY 24 Budget to Actual Report through October 31, 2023 21
 - e. SFY 24 Cost Variance Report through October 31, 2023 22
4. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects ... 23
 - b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects ... 24
5. American Rescue Plan Act (ARPA) projects and updates
 - a. Consideration and possible acceptance of status reports for ARPA Projects 25
6. Public comment
 - a. *Public comment shall be limited to topics listed on the agenda and 3 minutes per individual. Those wishing to make a public comment should sign in on the sheet provided by ODL.*



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

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

7. Director's Report
 - a. Agency Activity Report from August 1, 2023 through November 30, 2023 26
 - b. ODL Staff Service Recognitions
8. Consideration and possible action on Agency Organizational Chart Updates 36
9. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or registration of the Director of the Oklahoma Department of Libraries
 - a. Vote to enter executive session
 - b. Vote to return to open session
 - c. Possible action on matters discussed in executive session
10. Discussion and possible action on performance evaluation process for the Director of the Oklahoma Department of Libraries
11. State Aid for Fiscal Year 2023
 - a. Overview of process used to determine State Aid eligibility..... 39
 - b. Consideration and possible action on appeal from the Walters Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(B)(ii) 50
 - c. Consideration and possible action on appeal from the Apache Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(3)(A) 52
 - d. Consideration and possible action on appeal from the Ada Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(B)(iv) 54
 - e. Consideration and possible action on appeal from the Texhoma Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(E) 56
 - f. *Possible action to take a one-hour recess to prepare State Aid formula based on results of 11b, 11c, and 11d pursuant to 25 O.S. 2021, Sections 304(6) & 311(A)(11)*
 - g. Consideration and possible approval of formula for SFY 2023 State Aid Grants for Public Libraries – *State Aid formula supporting documents will be distributed to all during the meeting and included in the minutes.*



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

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

12. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

13. Adjournment

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

Next ODL Board Meeting: Friday, March 8, 2024 at 10 AM



**Minutes – Pending Board Approval
ODL Board Meeting**

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

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

Public access viewing of the meeting through Zoom:

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

Meeting ID: 160 940 9571

Passcode: 184435

Public access to the complete Board Packet:

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

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

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

Director Natalie Currie called meeting to order at 10:03am and saw quorum with no acting Chair. Roll was called as follows: Kristen Ferate, present; Steven Gray, present; Maren Lively, absent; Jim Robison, present; Ronda Smith, present; Teresa Sutter, present; Natalie Currie, present.

Guests present: John Schramm (note-taker), Tara McCleod, Jan Davis, Connie Armstrong, Cole Stout

2. Consideration and possible action on minutes for the regular board meeting held June 23, 2023..... 1

Director Currie asked for comments or corrections. No corrections were offered.

Steven Gray made motion to accept the minutes as presented, and Kristen Ferate seconded. Votes were as follows: Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, yes; Sutter, yes. Motion passed.

3. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee and/or ODL Board Officers for 2023-2024.

At previous Board meeting held on June 23, 2023, a Nominating Committee was formed to nominate a new Chair and Vice-Chair for the ODL Board. Robison delivered the report that the



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Committee elected to nominate Steven Gray for Vice-Chair, and Smith continued that the Committee elected Robison to be the Chair. Director Currie stated that there is a motion on the table that Robison would be Chair and Gray would be Vice-Chair.

Gray made motion to accept, and Robison seconded. Votes were as follows: Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, yes; Sutter, yes. Motion passed.

At this time Director Currie turned the meeting over to Chair Robison.

4. Consideration and possible acceptance of financial reports
 - a. SFY 23/SFY 24 Expenditure Report through August 31, 2023 10

Ferate made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

- b. SFY 23 Budget to Actual Report through August 31, 2023 13

Vice-Chair Gray made motion to accept, Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

- c. SFY 23 Cost Variance Report through August 31, 2023 14

Chair Robison made motion to accept, Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

- d. SFY 24 Budget to Actual Report through August 31, 2023 15

Smith made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

- e. SFY 24 Cost Variance Report through August 31, 2023 16

Vice-Chair Gray made motion to accept, Chair Robison seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

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

- a. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects17

Vice-Chair Gray made motion to accept, Chair Robison seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

- b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects18

Vice-Chair Gray made motion to accept, Smith seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

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

- a. Consideration and possible acceptance of final status reports for ARPA Projects 19

Chair Robison made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

7. Public comment on agenda items

- a. No public comments (except that the note-taker, John Schramm, signed the wrong sign-in sheet and had no public comments).

8. Director's Report

- a. Feedback – What would you like to see in the Director's Report?

Vice-Chair Gray stated satisfaction with the current level of reporting and communication, more is always welcome. Smith and Chair Robison concurred. Ferate asked for feedback on how the Board can further support the agency. Director Currie emphasized the role of the Board in developing excellent relationships with the legislature and sharing the impacts libraries make in our state.

- b. Agency Activity Report through July 31, 2023 20
See attached report.

- c. ODL Staff Service Recognitions

Director Currie recognized Douglas Amos (Legislative and Legal Reference Librarian), who has been with the agency for 10 years, and Bill Struby and Leslie Gelders who are retiring.



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

9. Discussion, consideration, and possible action on SFY 2025 ODL Budget Request 29

Ferate made motion to accept, Chair Robison seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

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

a. Vote to enter executive session

Chair Robison made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed at 11:01am.

b. Vote to return to open session

Chair Robison made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed at 11:19am.

c. Possible action on matters discussed in executive session

Chair Robison explained the Board discussed the need to update the director's performance evaluation form and gather more information. The Board discussed the need to create a subcommittee to complete that work, with the goal of voting to approve the updated performance evaluation form at the December meeting. Chair Robison requested the Director consult with legal counsel to determine if a self-evaluation is allowable.

Chair Robison made a motion to form a committee made up of Kristen Ferate, Teresa Sutter and Ronda Smith to update the director's performance evaluation form and present it for approval at the next Board meeting. Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

Vice-Chair Gray made a motion to use the current director's performance evaluation form for the December meeting. Smith seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

11. Discussion, consideration, and possible action on schedule of regular meetings for the 2024 calendar year 31

Chair Robison made motion to accept the proposed schedule, Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

12. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

No new business

13. Adjournment at 11:27am

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



OKLAHOMA Department of Libraries

Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Agency Activity Report

June 1 – July 31, 2023

Grants and Contracts Awarded

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

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

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

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

American Rescue Plan Act (ARPA)

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

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

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

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



OKLAHOMA Department of Libraries

Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Administration

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

Human Resources

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

General Administration

- Cassie Spindle attended the 2023 Joint Annual Meeting of the Council of State Archivists and the Society of American Archivists in Washington, DC on July 26-29. The focus of the trip was to establish relationships with other leaders in state archives and conduct annual association business on behalf of the agency, while growing Cassie's knowledge base in the area of archives.
- Natalie Currie attended the Western Council of State Librarians Annual Meeting in Oahu, Hawaii on June 6 – 8. The focus of the trip was to strengthen relationships between chief officers of state libraries, conduct annual association business on behalf of the agency, and participate in a workshop on design thinking.
- Natalie Currie participated in the Oklahoma Library Association Annual Leadership Retreat at East Central University in Ada on July 12.

Financials

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

Legislative Liaison

- Gave ODL, State and Federal report for the Oklahoma Library Association Advocacy Committee on June 2. No meeting was held in July.
- Attended the June 14 Oklahoma Education Commission meeting and introduced Ashley Welke. After conversation with Sarah Robbins (ODL appointee to the Commission) and reflection how the work of the Commission is unfolding, the decision was made to fill the agency's Commission seat with an ODL staff person instead. Natalie and Ashley are sharing responsibility for representing the agency on the Commission.



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- Drafted SFY 25 Budget Request and Legislative Agenda for the 2nd Session of the 59th Legislature. The Legislative Agenda will be presented to the Board at the December 8 meeting.

Library Services and Technology Act (LSTA)

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

Public Information Office

Connie Armstrong, Kaylee Reed, Bill Struby, Fara Taylor

General PIO

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

GovDelivery

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



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Oklahoma Center for the Book

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

Publications and Graphic Artwork

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

Brainfuse Update

- Brainfuse's total usage for June and July was 5,529. HelpNow had 1,680, JobNow had 640, VetNow had 184, Legacy Accounts had 2,991 database usages.
- A librarian from the Southern Oklahoma Library System presented information on Brainfuse at the Literacy Director's Retreat. Participants were so excited that there will be a workshop about Brainfuse at the state literacy conference in October.
- We worked with the Oklahoma Publications Clearinghouse and MyHeartCreative to finalize and launch the new state publications uploader website: uploads.odl.ok.gov. We are still working out the kinks, but we have 19 new users signed up and 45 documents submitted so far.
- On the ODL website, we have added information about the Pilot Capital Delivery Service to agency employees in the Capitol Complex. We have added interviews of several of the 2023 Oklahoma Book Awards winners: oklahoma.gov/libraries/book-awards. Also, the Call for Entries is now available for the 2024 Book Awards. We posted the Fall Public Library Academy Certification Classes on the website. We continue to work with Library Resources to update EBSCO information and move the interface to the ODL website (AEM platform).
- On social media, our top posts were about "We're Hiring" for five positions at ODL and the announcement of the Muskogee StoryWalk at Honor Heights Park. We joined the #ArchivesHashtag party with posts about #ArchivesVacay. Other top performing social media



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

posts included information about Summer Skills Camp from Brainfuse's HelpNow, the Big Library Read, Oklahoma Archivist Association workshops, a graduate of the Online High School program through the Lawton Library, the new Pickleball Court in Checotah, the article about Summer Reading in the Oklahoman which had a quote by Adrienne Butler, the Prison Newsletter collection, Oklahoma Postcards collection, the Fourth of July and information about the National Book Festival. We have 4,239 followers on Facebook, 1,236 on Instagram, and 1,424 on X (previously known as Twitter). Our account is now verified and we received our free gray checkmark on X.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson

Field Visits

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

Annual Report

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

Continuing Education

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

E-Rate

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



OKLAHOMA Department of Libraries

Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Youth Services

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

Field News

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

Office of Literacy Development

Rebecca Barker, Leslie Gelders, Judy Tirey

Health Literacy

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

Citizenship and Immigration Project

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

Online High School (OHS)

- Grantee meetings were held in June. Guest participants included representatives from Gale and from Oklahoma Workforce Development Boards. Grant sites were able to ask questions and learn about resources, marketing, and referrals.
- ODL staff coordinated a meeting with Oklahoma Workforce and Gale to discuss ways for joint marketing, referrals, and ways to support Oklahoma libraries.



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- ODL staff attended graduation ceremonies in Bristow and Lawton.
- Elk City, one of the original pilot sites, resumed online high school services and a new site was approved for the library in Sapulpa.
- Additional seats were awarded to Lawton, Bristow, Tulsa, and Enid.
- Funds for the project have been spent and the need/interest or services continues to grow at most sites. We are considering options to pursue for continued funding.

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

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

Community Literacy Grants

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

Other

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

Office of Library Resources

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

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

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



OKLAHOMA Department of Libraries

Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Weeding & shifting projects

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

ODL Pilot Capitol Delivery Project

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

Agency File Management and Intranet Project

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

Electronic Resources

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

Government Information

Mike Cameron, Sam Johnson, Heather Kitchen

Preservation Project

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

Oklahoma Publications Clearinghouse State Documents Digital Uploader

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



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Collection Maintenance

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

Archives and Records Management

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

State Archives

FY2023 Annual Statistics

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

Projects

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

Outreach

- With PIO assistance, participated in an Archives Hashtag Party about vacations in July. (Vaughn)
- Attended the National Association of Government Archives and Records Administrators Annual Conference, Cincinnati, Ohio, July 18-21 (Green)



Minutes – Pending Board Approval

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- Participated in Oklahoma History Center Career Night, reaching 30 members of the public, July 27 (Green)

State Records Management

- Advised Benjamin Hedges, Assistant Professor/Archivist at the Edmon Low Library of Oklahoma State University on records management with an online meeting on August 8, 2023. (Davis)
- Hosted and recorded minutes for Archives and Records Commission meeting July 27, 2023.

State Records Center and Annex

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

Historical Records Advisory Board

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

Oklahoma City, OK 7

Oklahoma Department of Libraries
SFY 23 Budget to Actual Expenditures and Encumbrances
as of 10/31/2023

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	\$ 1,751,216	\$ 270,662
512	Insur. Prem - Health - Life, etc.	\$ 480,256	\$ 480,256	\$ 480,256	\$ 345,764	\$ 134,492
513	FICA-Retirement Contributions	\$ 489,043	\$ 489,043	\$ 489,043	\$ 393,072	\$ 95,971
515	Professional Services	\$ 376,919	\$ 376,919	\$ 397,598	\$ 322,977	\$ 74,621
519	Inter/Intra Agy Pmt - Personnel	\$ 3,500	\$ 3,500	\$ 3,500	\$ 2,413	\$ 1,087
521	Travel - Reimbursements	\$ 28,765	\$ 29,765	\$ 30,823	\$ 13,311	\$ 17,512
522	Travel - Agency Direct Pmt	\$ 161,607	\$ 161,607	\$ 153,205	\$ 78,873	\$ 74,332
531	Misc. Administrative Expenses	\$ 1,562,075	\$ 1,575,471	\$ 1,651,751	\$ 1,556,013	\$ 95,738
532	Rent Expense	\$ 338,960	\$ 339,860	\$ 343,920	\$ 153,469	\$ 190,451
533	Maintenance & Repair Expenses	\$ 42,923	\$ 42,923	\$ 46,423	\$ 16,651	\$ 29,772
534	Specialized Sup & Mat. Expe	\$ 2,150	\$ 2,150	\$ 2,150	\$ 2,097	\$ 53
535	Production, Safety, Security	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
536	General Operating Expenses	\$ 129,972	\$ 129,972	\$ 139,205	\$ 100,190	\$ 39,015
541	Office Furniture & Equipment	\$ 60,200	\$ 76,480	\$ 148,980	\$ 95,480	\$ 53,500
542	Library Equipment - Resources	\$ 332,284	\$ 338,057	\$ 257,557	\$ 157,369	\$ 100,188
546	Buildings-Purchase., Constr, Re	\$ -	\$ -	\$ -	\$ -	\$ -
553	Refunds,Idemnities,Restit			\$ -	\$ 7,429	\$ (7,429)
554	Profram Reimb, Litigation C	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
555	Pmts - Local Govt, NonProfit	\$ 3,465,141	\$ 2,607,722	\$ 3,427,363	\$ 3,093,447	\$ 333,916
601	AFP Encumbrances	\$ -	\$ -	\$ -	\$ 93,825	\$ (93,825)
810	Req Only	\$ -	\$ -	\$ -	\$ 121	\$ (121)
		\$ 9,290,648	\$ 8,564,434	\$ 9,596,152	\$ 8,185,719	\$ 1,410,433
Class Funding						
19121	SFY 21 Carryover	\$ -	\$ 131,204	\$ 131,204	\$ 131,205	\$ (1)
19211	SFY 22 Carryover	\$ -	\$ -	\$ 174,299	\$ 168,042	\$ 6,257
19301	GRF - Duties	\$ 4,536,315	\$ 4,536,315	\$ 4,536,315	\$ 4,027,583	\$ 508,732
20000	Revolving Fund	\$ 321,930	\$ 321,930	\$ 321,930	\$ 256,997	\$ 64,933
40000	Federal Library Funds	\$ 2,843,902	\$ 2,843,902	\$ 2,843,902	\$ 2,316,148	\$ 527,754
40500	Federal Pass Through Funds	\$ 752,609	\$ 752,609	\$ 752,609	\$ 540,653	\$ 211,956
41000	Fed Grt Funds Special Project	\$ 73,351	\$ 73,351	\$ 73,351	\$ 52,932	\$ 20,419
41500	American Rescue Plan Act	\$ 762,541	\$ 762,541	\$ 762,541	\$ 692,162	\$ 70,379
		\$ 9,290,648	\$ 9,421,852	\$ 9,596,151	\$ 8,185,720	\$ 1,410,431

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

Division #	Division Name	FY23 Annual Budget	FY23 YTD Budget	FY23 YTD Expenses & Encumbrances	FY22 YTD Expenses & Encumbrances	FY22 - FY23 YTD Expense Variance Under / (Over)	FY22 - FY23 YTD Expense Variance % Under / (Over)	FY23 YTD Budget to Expense Variance Under / (Over)	FY23 YTD Budget to Expense Variance %	FY23 Budget to Expense Variance Explanation {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,152,538	\$ 1,152,538	\$ 942,934	\$ 923,620	\$ (19,314)	-2%	\$ 209,604	18%	Actual expenses are \$934,717.86 and \$8,216.42 encumbered. Difference is due to staffing changes.
20	Service to Libraries	\$ 5,369,834	\$ 5,369,835	\$ 4,624,890	\$ 5,801,642	\$ 1,176,752	25%	\$ 744,945	14%	Actual expenses are \$4,536,152.13 and \$64,875.40 is encumbered. Difference from SFY22 is the one time ARPA grants.
30	Government Info Services	\$ 1,051,432	\$ 1,051,432	\$ 898,173	\$ 1,072,379	\$ 174,206	19%	\$ 153,259	15%	Actual expenses are \$891,236.01 and \$6,937.11 encumbered. Difference from SFY22 is the one time ARPA grants.
88	ISD Data Processing	\$ 2,022,348	\$ 2,022,347	\$ 1,719,722	\$ 1,282,709	\$ (437,013)	-25%	\$ 302,625	15%	Actual expenses are \$1,711,504.21 and \$8,096.47 encumbered. Increase in IT service costs. Added a new database in SFY23.

TOTALS	\$ 9,596,152	\$ 9,596,152	\$ 8,185,719	\$ 9,080,350	\$ 894,631	11%	\$ 1,410,433	15%
---------------	---------------------	---------------------	---------------------	---------------------	-------------------	------------	---------------------	------------

Oklahoma Department of Libraries
6 Digit Object of Expenditure Report
as of 10/31/2023

Includes both SFY 23 and 24 expenditures, combined.

Account	Description	October 2023	JUL 1, 2023 - OCT 31, 2023	JUL 1, 2022 - OCT 31, 2022	DIFFERENCE	EXPLANATION
510000 PERSONAL SERVICES						
511110	Sals-Regular Pay	144,237	750,518	495,850	254,668	Implemented market rate salary increases as of July 1. Filled open positions.
511119	Sals-Regular Pay COVID19	-	-	-	-	
511130	Sals-Non-Reg Pay	4,550	19,072	9,309	9,762	Implemented market rate pay increases as of July 1.
511210	Longevity Pay-State Employees	3,718	17,729	18,998	(1,269)	Employee turnover, changes in longevity
511280	Holiday Pay - Payroll Only	-	-	-	-	
511310	Terminal Leave	9,253	35,466	33,629	1,837	Retirement payouts
511420	Excess Benefit Allowance	2,018	7,963	7,450	513	Employee turnover, changes in benefits
511450	Cont. Svc. Incentive Plan Pmts	-	(135,953)	-	(135,953)	Continuous Service Payments were paid out of the wrong class fund. This fixes the error.
	Sub Class 511000	163,777	694,795	565,236	129,559	
512110	Insur. Prem-Hlth-Life-State Pln	30,831	123,541	117,558	5,983	Employee turnover, changes in benefits selections
512310	Insur. Prem-Workers Comp.	162	162	2,044	(1,882)	Timing of need
	Sub Class 512000	30,993	123,703	119,602	4,101	
513110	Employer Share-FICA	9,947	31,606	34,986	(3,381)	Employee turnover, changes in benefits selections
513120	Employer Share-MQFE/FICA	2,326	7,437	8,026	(589)	Employee turnover, changes in benefits selections
513230	Employer Share OPERS	13,511	44,795	63,452	(18,657)	Employee turnover, changes in benefits selections
513280	Employer Match-AdFeeSt. Annuity	402	1,721	2,196	(476)	Employee turnover, changes in benefits selections
513290	St.Match-Ad Fee-Def Contr	4,357	12,763	7,951	4,812	Employee turnover, changes in benefits selections
513300	Reg.Savings-Def Contr Plan	6,660	19,475	12,184	7,291	Employee turnover, changes in benefits selections
	Sub Class 513000	37,202	117,796	128,795	(10,999)	
515010	Offices of Lawyers	5,451	9,454	5,820	3,634	Timing of payments - Some SFY 23 invoices paid in SFY 24
515060	Acctg,Tax,Books,Payroll Svc	2,940	5,972	11,501	(5,529)	Timing of payment - Audit last year
515320	Graphic Design Services	-	-	1,250	(1,250)	ARPA project
515380	Other Computer Related Svc	-	21,776	35,418	(13,642)	Savings realized in OMES ISD costs
515430	Process, Logistic Consult. Svc	(3,846)	(3,846)	-	(3,846)	Payment to wrong account code. Already corrected
515450	Environmental Consulting Svc	-	-	-	-	
515490	Advertising and Related Svcs	-	-	-	-	
515510	Photographic Services	-	-	-	-	
515540	Other Prof, Sc. & Tech.Svc	11,153	44,561	25,902	18,659	Changes to LSTA project needs. ARPA Projects ended (Professional Development, Leading in an Emergency, Images of Oklahoma)
515560	Office Administrative Services	-	-	-	-	
515570	Employment Placement Services	-	-	4,932	(4,932)	Moved previous Galt to 999. Utilized Galt services to fill need for Accounting Technician for short time.
515580	Business Support Services	9,630	12,840	9,773	3,067	Timing of payments.
515630	Credit Bureaus	-	-	105	(105)	Timing of need
515650	Investigation-Security Svcs	-	584	529	54	Timing of need
515660	Educational Services	5,640	6,597	3,343	3,254	Timing/need of federal projects
515990	Other Svcs-exc.Public.Admin.	-	-	-	-	
	Sub Class 515000	30,968	97,937	98,572	(635)	
519130	Flexible Benefits-Admins.	694	3,107	-	3,107	Employee turnover, changes in benefits selections
	Sub Class 519000	694	3,107	-	3,107	

Major Class 510000		263,634	1,037,338	912,205	125,133	
520000 TRAVEL						
521110	In-State Mileage-Motor Vehicle	324	418	314	104	Timing of reimbursement
521120	In-State Meals-Subsistence Exp	81	169	192	(23)	Timing of reimbursement
521150	In-State Lodging	-	111	-	111	Timing of need
521140	In-State Miscellaneous Charges	19	19	-	19	Timing of need
521210	Out of State Mileage-Priv. Veh.	313	431	11	420	Timing of reimbursement
521220	Out-of-State Transp. Charges	-	1,064	322	742	Timing of reimbursement
521230	Out-of-State Meals-Subsistence	987	3,158	1,744	1,414	Timing of reimbursement
521240	Out-of-State Local Transp.	236	494	264	229	Timing of reimbursement
521250	Out-of-State Misc. Charges	71	219	-	219	Timing of reimbursement
521260	Out-of-State Lodging	586	586	-	586	
521310	Travel Reimb.-Non-State Empls.	-	3,457	1,896	1,561	Timing of Board member reimbursements for SFY 23
Sub Class 521000		2,617	10,126	4,743	5,383	
522110	OutofSt Trans Cst Agcy Dir	-	1,715	2,807	(1,092)	Timing of payments
522113	InStPurPikePassCollFeesAgcyDir	20	38	44	(6)	Timing of payments
522130	OutofSt Pur Food Ldg Agcy Dir	1,174	5,593	5,192	402	Timing of travel needs
522131	In-State Pur Food Ldg Agcy Dir	-	268	92	176	Timing of travel needs
522141	In-State Misc Charges Agcy Dir	-	-	-	-	
522150	Registration - Agency Direct	325	6,773	40,672	(33,899)	ARPA Professional Development & Educator Workshop Projects ended
Sub Class 522000		1,519	14,387	48,807	(34,419)	
Major Class 520000		4,136	24,513	53,549	(29,036)	
530000 ADMINISTRATIVE EXPENSE						
531110	Freight Expenses	4,227	5,150	6,999	(1,849)	Timing/need of LSTA and ARPA projects
531120	Postage	2,815	8,681	11,252	(2,571)	Sending postage through OMES Central Printing
531130	Telecommunication Services	198	808	10,597	(9,789)	Decreased cost related to incorrect coding in SFY 23
531150	Printing & Binding Contrs	-	1,615	40,444	(38,829)	In SFY 23, SRP 22 Bags paid in July.Timing/need of LSTA projects
531160	Advertising	-	-	-	-	
531170	Informational Service	343,727	1,011,793	743,213	268,580	Addition of Brainfuse, increase in EBSCO cost, timing of payments
531180	Bank Service Charges	-	-	-	-	
531190	Exhibitions,Shows,Spec.Events	-	-	-	-	
531230	ERP System Services	-	478	390	88	Timing of payments
531260	Membership in Organizations	400	4,301	6,347	(2,046)	Timing of payments
531310	Prem-Property or Liab.Insur.	10,178	10,178	-	10,178	Timing of payments
531350	Utility Charge-Other Utilities	-	-	486	(486)	Payment coded incorrectly last year.
531360	Utility Charge Natural Gas	159	427	481	(54)	Timing of payments
531370	Utility Charge-Electricity	119	800	-	800	Correction to more appropriate account code completed. Different from how was budgeted and paid for in the past.
Sub Class 531000		361,823	1,044,231	820,208	224,022	
532110	Rent of Office Space	-	-	-	-	
532130	Rent of Other Building Space	-	16,465	-	16,465	Timing of invoices: New owner of leased Records Center space submitted most SFY 2023 invoices in May 2023.
532140	Rent-Equipment And Machinery	-	878	770	108	Timing of payments and increased cost
532141	Rent of Motor Vehicles	-	-	-	-	
532142	Lease of Motor Vehicles	1,490	2,980	3,906	(926)	Timing of invoices received from OMES
532160	Rent-Elec Data Processing Eq.	1,429	6,705	5,167	1,538	Timing of payments, increased cost
532170	Rent-Data Processing Software	23	7,367	11,041	(3,674)	Timing of payments
532190	Other Rents	-	-	-	-	
Sub Class 532000		2,942	34,395	20,884	13,511	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	125	500	625	(125)	Timing of payments
533120	Mtce-Rep.-Equipment-Vendors	-	893	-	893	Timing of payments
533130	Mtce-Rep.-Tel.Equip-Vendor	-	9,272	9,272	-	
533140	Mtce-Rep.-DP Equip-Vendor	305	5,765	1,277	4,488	Timing of payment and increased cost
533150	Mtc-Rep.-DP Software-Vendors	-	-	-	-	
533180	Housekpg/Janit./Sanit.Sup,Mat	-	-	-	-	

533220	Mtce-Rep.-non-MV Eq. In-house	-	57	-	57	Timing of need
	Sub Class 533000	430	16,488	11,174	5,313	
534260	Medical Supplies And Materials	-	-	561	(561)	One time supplies (First aid refresh)
534290	Motor Fuels-Common	230	322	1,220	(898)	Timing of need
534310	Motor Fuels-Special	76	76	62	14	Timing of need
	Sub Class 534000	305	398	1,842	(1,444)	
535180	Safety and Security Supplies	-	-	-	-	
536110	Meeting Refreshments	-	-	-	-	
536130	Office Supplies Non-Expendable	(1,781)	492	88	404	Timing of need
536140	Office Supplies (Expendable)	739	2,837	4,861	(2,024)	Timing of need
536150	Data Processing Supplies	-	-	-	-	
536190	Educational Supplies	17,500	43,362	20,084	23,277	Timing/need of LSTA projects & My First Library
	Sub Class 536000	16,458	46,690	25,033	21,658	
	Major Class 530000	381,958	1,142,202	879,141	263,061	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	-	5,630	2,183	3,447	Timing of need/availability of funds
541120	Data Processing Equipment	563	571	304	266	Timing of need
541130	Data Processing Software	-	-	-	-	
541150	Equip-Furn-Residential Educ.	-	-	-	-	
	Sub Class 541000	563	6,200	2,487	3,713	
542120	Library Resources-Textbooks	(2,399)	24,100	81,642	(57,542)	Reduced materials spending. ARPA project payments in 2022.
	Sub Class 542000	(2,399)	24,100	81,642	(57,542)	
546210	Bldgs,Struct.-Constr.-Renov.	-	-	880	(880)	One time cabling project
	Sub Class 546000	-	-	880	(880)	
	Major Class 540000	(1,837)	30,301	85,009	(54,708)	
550000 GEN ASST, AWDS, PROG-DIRECTED						
551110	Assistance Payments	-	-	-	-	
553190	Refunds-Overpayment Charges	-	7,429	230	7,199	Returning funds to IMLS - ARPA funds
554230	Reimbursement & Repayment-Other	-	-	-	-	
555110	Pmts-Local Gov't-Gen Govt	232,896	782,219	791,078	(8,858)	
	Major Class 550000	232,896	789,649	791,308	(1,659)	
Business Unit Total		880,787	3,024,003	2,721,212	302,790	

Oklahoma Department of Libraries
SFY 24 Budget to Actual Expenditures and Encumbrances
as of 10/31/2023

Account	Description	SFY 24 Budget	YTD Total Exp &		Annual Variance
			Enc		
511	Salary Expense	\$ 2,257,180	\$ 649,878	\$	1,607,302
512	Insur. Prem - Health - Life, etc.	\$ 442,714	\$ 123,955	\$	318,759
513	FICA-Retirement Contributions	\$ 523,303	\$ 147,760	\$	375,543
515	Professional Services	\$ 390,894	\$ 222,618	\$	168,276
519	Inter/Intra Agy Pmt - Personnel	\$ -	\$ 2,800	\$	(2,800)
521	Travel - Reimbursements	\$ 56,830	\$ 5,278	\$	51,552
522	Travel - Agency Direct Pmt	\$ 62,381	\$ 10,003	\$	52,378
531	Misc. Administrative Expenses	\$ 1,693,164	\$ 1,601,809	\$	91,355
532	Rent Expense	\$ 230,002	\$ 32,362	\$	197,640
533	Maintenance & Repair Expenses	\$ 48,122	\$ 19,865	\$	28,257
534	Specialized Sup & Mat. Expe	\$ 2,350	\$ 2,150	\$	200
535	Production, Safety, Security	\$ 500	\$ -	\$	500
536	General Operating Expenses	\$ 144,138	\$ 1,616	\$	142,522
541	Office Furniture & Equipment	\$ 22,460	\$ -	\$	22,460
542	Library Equipment - Resources	\$ 96,150	\$ 74,845	\$	21,305
546	Buildings-Purchase., Constr, Re	\$ -	\$ -	\$	-
554	Profram Reimb, Litigation C	\$ -	\$ -	\$	-
555	Pmts - Local Govt, NonProfit	\$ 2,761,555	\$ 750,170	\$	2,011,385
601	AFP Encumbrances	\$ -	\$ 2,154,831	\$	(2,154,831)
810	Req Only	\$ -	\$ 49,500	\$	(49,500)
		\$ 8,731,743	\$ 5,849,441	\$	2,882,302

Class Funding					
19221	SFY22 Carryover	\$ -	\$ -	\$	-
19311	SFY23 Carryover	\$ -	\$ 49,500	\$	(49,500)
19401	GRF - Duties	\$ 5,036,315	\$ 2,864,759	\$	2,171,556
20000	Revolving Fund	\$ 307,669	\$ 22,340	\$	285,329
40000	Federal Library Funds	\$ 2,889,462	\$ 2,432,805	\$	456,657
40500	Federal Pass Through Funds	\$ 474,583	\$ 456,537	\$	18,046
41000	Fed Grt Funds Special Project	\$ 23,714	\$ 23,500	\$	214

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

Division #	Division Name	FY24 Annual Budget	FY24 YTD Budget	FY24 YTD Expenses & Encumbrances	FY23 YTD Expenses & Encumbrances	FY23 - FY24 YTD Expense Variance Under / (Over)	FY23 - FY24 YTD Expense Variance % Under / (Over)	FY24 YTD Budget to Expense Variance Under / (Over)	FY24 YTD Budget to Expense Variance %	FY24 Budget to Expense Variance Explanation {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,288,698	\$ 429,565	\$ 522,467	\$ 404,066	\$ (118,402)	-23%	\$ (92,902)	-22%	Actual expenses are \$374,241.92 and \$98,725.39 encumbered.
20	Service to Libraries	\$ 4,597,310	\$ 1,532,434	\$ 3,353,104	\$ 3,814,997	\$ 461,893	14%	\$ (1,820,670)	-119%	Actual expenses are \$1,074,936.55 and \$2,278,167.03 is encumbered. Difference from SFY23 is due to various ARPA grants.
30	Government Info Services	\$ 929,701	\$ 309,899	\$ 262,620	\$ 461,511	\$ 198,892	76%	\$ 47,279	15%	Actual expenses are \$221,814.18 and \$40,805.71 encumbered. Difference from SFY23 is due to ARPA projects.
88	ISD Data Processing	\$ 1,916,034	\$ 638,678	\$ 1,711,251	\$ 1,274,428	\$ (436,823)	-26%	\$ (1,072,573)	-168%	Actual expenses are \$789,773.11 and \$921,477.90 encumbered.

TOTALS	\$ 8,731,743	\$ 2,910,576	\$ 5,849,441	\$ 5,955,002	\$ 105,560	2%	\$ (2,938,865)	-101%	
---------------	---------------------	---------------------	---------------------	---------------------	-------------------	-----------	-----------------------	--------------	--

FFY22 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 11/27/23)	Encumbrance Balance	Totals
Annual Report	\$ 7,335.49	\$ 7,335.49	\$ -	\$ 7,335.49
Citizenship and Immigration	\$ 138,661.18	\$ 138,661.18	\$ -	\$ 138,661.18
Computer Lab	\$ 2,159.49	\$ 2,159.49	\$ -	\$ 2,159.49
Continuing Education	\$ 46,005.71	\$ 46,005.71	\$ -	\$ 46,005.71
Databases	\$ 717,781.08	\$ 717,781.08	\$ -	\$ 717,781.08
E-Rate	\$ 22,603.40	\$ 22,603.40	\$ -	\$ 22,603.40
E-Media	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
Grants2States Administration	\$ 43,938.65	\$ 43,938.65	\$ -	\$ 43,938.65
Resource Sharing (ILL)	\$ 471,601.59	\$ 471,601.59	\$ -	\$ 471,601.59
Health Literacy	\$ 261,927.40	\$ 261,927.40	\$ -	\$ 261,927.40
Images of Oklahoma	\$ 38,632.95	\$ 38,632.95	\$ -	\$ 38,632.95
Institutions	\$ 46,933.88	\$ 40,873.71	\$ 6,060.17	\$ 46,933.88
Literacy Development	\$ 88,558.04	\$ 88,558.04	\$ -	\$ 88,558.04
Public Librarians Academy (Certification)	\$ 48,818.45	\$ 48,818.45	\$ -	\$ 48,818.45
Read Across Oklahoma	\$ 15,248.54	\$ 15,248.54	\$ -	\$ 15,248.54
Summer Reading	\$ 53,344.23	\$ 53,344.23	\$ -	\$ 53,344.23
Technology Grants	\$ 84,376.52	\$ 84,376.52	\$ -	\$ 84,376.52
Videoconferencing	\$ 12,414.83	\$ 12,414.83	\$ -	\$ 12,414.83
Website Development	\$ 11,444.57	\$ 11,444.57	\$ -	\$ 11,444.57
Unallocated	\$ -	\$ -	\$ -	\$ -
Totals	\$ 2,211,786.00	\$ 2,205,725.83	\$ 6,060.17	\$ 2,211,786.00

Funds must be spent by September 30, 2023. Invoices for work completed prior to September 30, 2023 can be paid through January 29, 2024.

FFY23 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 11/27/23)	Encumbrance Balance	Totals
Annual Report	\$ 25,424.00	\$ 15,542.32	\$ 9,881.68	\$ 25,424.00
Citizenship and Immigration	\$ 142,261.09	\$ 127,070.79	\$ 15,190.30	\$ 142,261.09
Databases	\$ 889,787.00	\$ -	\$ 777,788.25	\$ 777,788.25
E-Rate	\$ 16,857.77	\$ 16,857.77	\$ -	\$ 16,857.77
E-Media	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
Grants2States Administration	\$ 57,029.12	\$ 22,982.88	\$ 34,046.24	\$ 57,029.12
Resource Sharing (ILL)	\$ 479,098.01	\$ 436,125.23	\$ 42,972.78	\$ 479,098.01
Health Literacy	\$ 282,467.56	\$ 253,524.31	\$ 28,943.25	\$ 282,467.56
Images of Oklahoma	\$ 39,157.24	\$ 2,108.56	\$ 37,048.68	\$ 39,157.24
Institutions	\$ 36,600.00	\$ -	\$ 30,000.00	\$ 30,000.00
Literacy Development	\$ 35,738.25	\$ 12,993.83	\$ 22,744.42	\$ 35,738.25
Professional Development	\$ 124,262.36	\$ 66,228.69	\$ 58,033.67	\$ 124,262.36
Read Across Oklahoma	\$ 21,600.00	\$ -	\$ 21,600.00	\$ 21,600.00
Summer Reading	\$ 79,149.40	\$ 9,593.32	\$ 69,556.08	\$ 79,149.40
Technology Grants	\$ 75,000.00	\$ 2,099.40	\$ 72,900.60	\$ 75,000.00
Transforming Teen Services	\$ 22,700.00	\$ -	\$ -	\$ -
Videoconferencing Maintenance	\$ 15,072.20	\$ 9,572.20	\$ 5,500.00	\$ 15,072.20
Website Development	\$ 59,050.00	\$ 760.07	\$ 58,289.93	\$ 59,050.00
Unallocated	\$ -	\$ -	\$ -	\$ -
Totals	\$ 2,501,254.00	\$ 1,025,459.37	\$ 1,334,495.88	\$ 2,359,955.25

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

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

ARPA Financial Report

Project Name	Amount Reported to IMLS on 6/28/23	Adjusted Amounts (Funds returned after 6/28/23)
ARPA Administration	\$ 30,990.30	\$ 30,990.30
Excel Online High School	\$ 24,600.00	\$ 24,600.00
Educators Workshop	\$ 28,187.84	\$ 28,187.84
E-MEDIA	\$ 64,000.00	\$ 64,000.00
Images of Oklahoma	\$ 45,703.00	\$ 45,703.00
Leading in an Emergency	\$ 37,345.82	\$ 37,345.82
Multifunction Printer Grants	\$ 37,837.49	\$ 35,837.49
Materials to Institutions	\$ 70,240.08	\$ 70,240.08
Online Learning	\$ 15,424.00	\$ 15,424.00
Online Homework Help and Job Seeker Assistance Database	\$ 206,666.67	\$ 206,666.67
Professional Development	\$ 73,963.31	\$ 73,963.31
Ready2Read Early Literacy Initiative	\$ 109,470.45	\$ 105,470.45
Targeted Grants	\$ 1,949,286.43	\$ 1,941,797.83
Telehealth Hubs	\$ 81,549.33	\$ 69,210.00
Web Migration	\$ 21,565.50	\$ 21,565.50
Workforce Development Workshop	\$ 5,500.00	\$ 5,500.00
Videoconference Maintenance	\$ 53,695.96	\$ 53,695.96
Unspent	\$ 11,330.82	\$ 37,158.75
Totals	\$ 2,867,357.00	\$ 2,867,357.00

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

Amount being returned as of 11/29/2023: \$37,158.75

Agency Activity Report

August 1 – November 30, 2023

Grants and Contracts Awarded

FFY22 Projects – LSTA funding

- All FFY22 funds have been expended. We will not be returning any FFY22 funds to IMLS.

FFY23 Projects – LSTA funding

- Spending is underway for the FFY23 LSTA projects. Grant funds are out for the Health Literacy, Category Two E-Rate, Citizenship and Immigration and Continuing Education grants. The fall Public Library Academy courses have been completed and the instructors have been paid.

American Rescue Plan Act (ARPA)

- Because we had to return additional funds to IMLS, the ARPA State Program Report was reopened in mid-September. We will edit the report to reflect the returned funds and resubmit to IMLS by the end of the year.

State Literacy Grants

- All funds have been disbursed for this grant.

NHPRC/OHRAB

- We requested and received a six-month extension of the current NHPRC grant. The grant began on July 1, 2021 and will now end on June 30, 2024.
- Five Preservation Assessment grants were awarded to the Library of Chouteau, El Reno Carnegie Library, Bristow Historical Society, J.W. Martin Library (Northwest Oklahoma University) and Waynoka Historical Society. These sites will be assessed by a consultant in December and will then receive \$250 to implement the recommendations from the assessment.

Administration

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

Human Resources

- Congratulations to Bill Struby who retired on September 30 after almost 26 years working as the graphic designer in the Public Information Office.
- Congratulations to Leslie Gelders, Literacy Resource Office Administrative Programs Officer III, who retired after 33 years of service. Leslie received the Literacy Legacy Award at the Literacy Conference on her last day, October 31.
- Taylor Meriwether joined the team on August 28 as the Technology and Digital Accessibility Officer to coordinate ODL's broadband initiative and e-rate for public libraries.
- Brooklynn Bors joined the team on September 18 as the Programs and Partnerships Officer to focus on projects of the Literacy Resource Office.
- Amanda Chrestensen joined the team as an Archivist/Records Management Specialist on September 5.

- Jennifer Green resigned as an Archivist/Records Management Specialist, September 15.
- Interviews were conducted for Accounting Technician. An offer was made to a qualifying candidate, but it was rejected due to insufficient pay. The position was reposted as an Accountant with an adjusted salary range. An offer was accepted by a qualified candidate that will be announced soon.
- Interviews were conducted for a Human Resources Specialist. An offer was made to a qualifying candidate, but it was rejected due to insufficient pay. This position is on hold pending review of agency needs.
- Recruitment began for the Director of the Archives and Records Management programs on November 17. Interviews are planned for December.
- The vacant Multimedia Designer position in PIO was posted on October 27. Interviews begin December 1.
- At the end of September, the agency updated its contract with OMES Central Accounting and Reporting from limited to “full-service” Human Resources assistance. This change allows OMES to assist the agency with the full range of HR transactions and to provide more in-depth HR support to employees.

General Administration

- Natalie Currie attended the Chief Officers of State Library Agencies (COSLA) fall meeting October 29 – November 1 in Newport, RI. This meeting brings together State Librarians from around the country to discuss and collaborate around best practices and trends for the profession at the national level.
- At the invitation of ODL Board Member Kristen Ferate, Natalie participated in the Fireside Chat with Oklahoma’s Governors on October 5 at the Scottish Rite Temple in Guthrie, Oklahoma.
- Natalie Currie served as a panelist for Amigos Library Services’ virtual panel on “Libraries and the Letter of the Law.”
- Staff met with OMES Capital Projects and Facilities Maintenance on September 18 to plot next steps for the renovation of the Allen Wright Library. We are awaiting a draft solicitation for the Project Consultant from OMES. Preliminary planning continues with ODL staff.
- Natalie conducted new Board Member orientation with Audrey Harrah Katigan, representing CD 5. Welcome Audrey!

Financials

- We anticipate completing the SFY23 carryover soon. It has taken longer than anticipated to confirm that we have received all invoices for goods and services purchased in SFY23.
- The agency’s SFY25 budget request was submitted to the Legislature and Governor’s office on October 2, 2023. The Budget Hearing Presentation was submitted on November 13, 2023.
- Worked with Agency Business Services (ABS) to conduct an RFP for consulting firms to complete a classification, compensation, and organizational study. The solicitation closed on November 30.

Legislative Liaison

- Budget hearings have been scheduled in preparation for the 2024 Legislative Session. The agency will present before the Senate Appropriations and Budget Subcommittee on Education on December 14th at 1:30pm. The agency will present before the House Appropriations and Budget Subcommittee on Education on January 9th at 9:00am.

Department Abbreviations

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

- Advised Representative Mark McBride on possible legislation to be introduced in the coming session to address deferred maintenance to the Allen Wright Library separately from the planned renovation budget.
- Met with Senator Brenda Stanley to discuss the agency's SFY 25 budget request and recent trends in public libraries.
- Provided information regarding the impact of a federal government shut down to federal legislators and the Governor's office.
- Monitored the progress of Interim Studies related to workforce development and education.

Library Services and Technology Act (LSTA)

- Completed the Quarterly Accrual Report due to IMLS by October 5 for FFY22 and FFY23 grant funds.
- Final reports for FFY22 projects were due to the Federal Programs Officer by November 1, 2023. The State Program Report is due to IMLS on January 29, 2024.
- The Interim Federal Financial Report for FFY23 is due to IMLS by December 30, 2023.
- Proposals for FFY24 projects are due to the Federal Programs Officer by December 1, 2023. The Executive Team will review the proposals and present the recommendations to the ODL Board at the March 2024 meeting. We currently do not know our awarded allotment and will not know until the federal budget for FFY2024 is finalized.

Public Information Office

Connie Armstrong, Kaylee Reed, Fara Taylor

General PIO

- Finished work on a promotional video for Archives that highlights collections and the important work of state document archiving. Link: <https://youtu.be/kuoFry4ySbE?si=fhh5kbFrMiyvtmOp>
- Facilitated an interview with KFOR with Natalie about the documents in our archives that helped inform the writing of David Grann's book and the subsequent movie, *Killers of the Flower Moon*. Link to interview: <https://kfor.com/news/local/archived-reign-of-terror-documents-on-osage-natives-available-online/>
- Continued working on agency communication plan and strategy; Plan will unite and increase brand identity for the agency.
- Launched internal PIO request form for internal departments to use to streamline project requests; Also launched an external form for the field to report/highlight impactful stories. These stories will be a large part in the next stage of the Communication Plan in communicating who ODL is.
- Coordinated and oversaw purchasing for business cards and name badges for agency new hires
- A job posting for the Multimedia Designer position was completed with 42 applicants submitting for the position. Analyzation of candidates is ongoing with the intention to complete interviews in the beginning of December.

GovDelivery

- For August, September and October, 21 bulletins were sent to 70,523 total recipients. There has been an increase of 609 subscribers. Topics included youth services updates, telehealth

Department Abbreviations

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

meetings, grants, surveys, resources, prison library working group, EBSCO, Docs Uploader launch, fall certification classes, featured titles for cardholders, and lots more. We started trying to group more information together and sending out “News & Updates” instead of numerous emails.

Oklahoma Center for the Book

- The Oklahoma Center for the Book is now processing entries for the 2024 Oklahoma Book Awards. Winners will be announced May 11, 2024, at the OBA banquet to be held at the Oklahoma History Center beginning at 6:00 pm.
- The Oklahoma Center for the Book launched the 3rd annual My Favorite Book statewide writing competition for 4th through 12th grade. Students from public, private, charter, and homeschools are invited to write a letter to an author (living or dead) and explain how their book or character impacted their life. Cash prizes will be given to first, second, and third-place winners in each category. First-place winners from each category will select their public or school library to receive a \$1,000 grant. The funding for My Favorite Book is made available through the Friends of the Oklahoma Center for the Book and the Kirkpatrick Foundation.
- The Oklahoma Center for the Book is partnering with the Office of Library Development to put forth the 2024 Read Across Oklahoma program. Oklahoma author Kylan Mogg's book *The Forgetful Elephant* has been selected as the featured book. The theme of this year's RAO is Expedition Reading.

Brainfuse

For August, September and October, Brainfuse was accessed almost 70,000 times for all three services. HelpNow's usage was 51,207; JobNow was 1,443; VetNow was 342; and the legacy accounts was 16,692.

Websites Updates

- Worked with Library Resources to update and move all EBSCO interface pages from the Digital Prairie website to the ODL website. View the main page at oklahoma.gov/libraries/ebsco.
- We added all the information for entering the Oklahoma Book Awards and the My Favorite Book contest. Plus, plus we posted information about the latest round of Health Literacy Grants. We dedicated a page on Digital Prairie and the ODL site for the documents from the Osage Murders: oklahoma.gov/libraries/resources/osage-murders.
- Worked through problems of launching the new website, the Documents Uploader. We are accepting submissions left and right now. There are 32 new users, and 168 document submissions.

Social Media

We ran the My Favorite Book ads on Facebook, Instagram and Twitter for 10 days in November. Facebook/Instagram had a reach of 50,000 people with 1,334 link clicks to the website. Twitter had 204,729 impressions and 154 link clicks. Impressions are higher because one person could see the ad multiple times. Reach indicates how many people saw the ad. We are currently running the Oklahoma Book Awards ad and will report the results in next quarter's report. Other special holidays or events we celebrated on social media: Friends of Libraries Week, PIO booth at the National Book Festival, Dublin Literary Award nomination, Women's Suffrage, the new OK Health Bulletins collection and the Osage

Department Abbreviations

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

Murders collection, Library Card Sign-up Month, National Read a Book Day, Voter Registration Day, Hobbit Day, American Archives Month, Electronic Records Day, Ask an Archivist Day, Health Literacy Month, and the Big Library Read.

Oklahoma Teen Book Con (OKTBC) Marketing

Fara coordinated the social media marketing and added all website updates for the event. She also volunteered at the OKTBC and set up a free booth for ODL, sharing Brainfuse's HelpNow and My Favorite Book information.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson

Field Visits

- Watonga
- Rush Springs
- Texhoma
- Carmen
- Mooreland
- Apache
- Locust Grove

Annual Report

- Annual Report closed on August 15th for municipals and October 1st for systems. All but three municipal libraries completed the report. All systems completed the report.
- All annual reports were reviewed and state aid recommendations were made.

Continuing Education

- 8 certified librarians were awarded conference grants to attend the Association of Rural & Small Libraries 2023 Annual Conference in Wichita, September 20-23, 2023. All awardees have submitted their post-grant reports and had their conference costs reimbursed.
- The fall in-person Public Library Academy classes have wrapped up. Of the 11 that were originally scheduled, 5 were cancelled due to low enrollment (fewer than 5 registrants). Enrollment in the in-person classes has dropped significantly since the online courses were completed.
 - The total attendance was 47 for the 6 classes that made.
- Overall, initial certifications are high. In the last SFY, 81 individuals received their first certification. An additional 33 initial certifications have been awarded from July 1, 2023-October 30, 2023.
- The CE Coordinator attended the annual CE Forum in Nashville, August 20-23, 2023 and the 2023 ARSL Conference in Wichita, September 20-23, 2023.

Youth Services

- Trisha Hutcherson attended the National Summer Learning Association conference in Washington, D.C. on October 9-11. This resulted in a youth services consultant having a much

Department Abbreviations

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

broader and better understanding of the structure of libraries within many other organizations supporting youth and preventing the summer slide.

- ODL hosted librarians from all over the state for Solar Eclipse training on October 24 and 25. The kits provided by Space Science Institute are now ready to circulate, thanks to the expertise and hard work of Christine and Lori, and with ILL input from David. As a result of these trainings and resources, libraries are now scheduling their check out times with the kits.
- We are preparing for summer programs in 2024 with the theme of “Adventure Begins at Your Library.” Libraries are selecting their CSLP materials, and they have received planning manuals. The CSLP Summer Summit is online December 7 for youth library workers to collaborate and plan our summers!
- In addition to the Summer Summit, we are planning regional workshops for the late winter and spring of 2024. The purpose of these workshops is to bring youth librarians together to plan, collaborate, and share ideas in a location a reasonable distance from their libraries. These events pertain to summer programming specifically, and also to youth programming in general.

Office of Literacy Development

Leslie Gelders (retired 10/31), Taylor Meriwether, Brooklynn Bors, Judy Tirey

Health Literacy

- ODL staff attended the ribbon cutting for a new StoryWalk in Chandler.
- Staff reviewed 52 proposals with recommendations for funding for 50 projects. Contracts and claims were sent from the business office.
- Two Zoom meetings were held for grantees to share information and answer questions.

Citizenship and Immigration Project

- Grants for Citizenship and Citizenship Corners were awarded for FY 23.
- 49 people became new U.S. citizens because of this project.

Online High School (OHS)

- Grantee meetings were held in August and October. Guest participants included representatives from Gale and from Oklahoma Workforce Development Boards. Grant sites were able to ask questions and learn about resources, marketing, and referrals.
- Ashley Welke attended a graduation ceremony Lawton.
- All funding from the Dept of Commerce has been spent and a draft of a status report was written. Because the Office of Workforce Development has been transferred from the Department of Commerce to the Oklahoma Employment Security Commission, staff are working to re-establish relationships with decision makers and secure further commitment to participate in this program.

TANF

- Staff visited the TANF site in Poteau
- TANF book club meetings resumed after a two-month break.
- A meeting was held with DHS staff to discuss ongoing challenges and ways the two agencies can better support the TANF literacy sites.

Department Abbreviations

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

Community Literacy Grants

- Final reports from 2022-2023 grants were reviewed. Contracts for ODL-27 grants were awarded to sixteen literacy programs.
- A Zoom meeting was held with ODL-27 grantees to discuss statistics and the need to resume regular student assessments.

Read Across Oklahoma

- The book and theme were selected for *Read Across Oklahoma-2024*
- Target granted \$4,000 for *Read Across Oklahoma*
- Tinker Federal Credit Union committed \$10,000 for the event
- Oklahoma Complete Health, Rotary, and Oklahoma Literacy Coalition committed financial support for the event.

Broadband

- Attended all Governance and Council Meetings for the Oklahoma Broadband Office
- Reviewed and provided feedback on the Digital Equity plan through the Oklahoma Broadband Office
- Taylor spoke at the Connected Oklahoma Broadband conference in Edmond
- Attended Digital Inclusion Research Forum at the Federal Reserve Bank in Dallas, TX.

Other

- A proposal for *My First Library* was delivered to the Krueger Charitable Foundation with a resulting donation of \$27,173 for *My First Library*.
- Books will be given to pre-k and kindergarten children in 8 communities in SW Oklahoma between November and May. ODL will work with the local libraries to deliver the books, arrange for guest readers, and help encourage reading and use of the library.
- Leslie, Brooklynn, and Taylor attended the Oklahoma Literacy Conference in Guthrie on October 30th and 31st.

Office of Library Resources

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

Weeding & shifting projects

Continued weeding project of circulating collection in different areas. We withdrew 4310 items between August and October 2023.

File Migration Project

Progress continues on the file migration project. The Function drive files have been fully migrated and checked to make sure the transfer was successful. The drive is ready to be decommissioned and the current SharePoint files migrated to the beta site. We expect the agency's new centralized Intranet site to be live by the end of the year.

Department Abbreviations

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

LSTA reports and proposals

We turned in the FFY22 LSTA Online Databases and Resource Sharing projects before Oct. 31; we are working on the proposals for FFY24 on these two projects.

Electronic Resources

- Rachel Walker, Electronic Resources Librarian, staffed a booth at the WORKlahoma Job Fair on September 26 to promote Brainfuse's JobNow. She had interactions with 60 job seekers and 10 employers or staff members of employment assistance organizations.
- The new EBSCO webpage, containing links and descriptions to ODL's current EBSCO resources, went live on ODL's website at the end of September (<https://oklahoma.gov/libraries/ebsco.html>)
- Total number of searches in all subscribed EBSCO databases at all sites
 - August 2023: 8,743,961
 - September 2023: 11,111,309
 - October 2023: 10,713,347
- Total number of uses of Brainfuse subscriptions (HelpNow, JobNow, and VetNow) at all sites (this is a count of all usage across all content on Brainfuse, irrespective of content type)
 - August 2023: 24,589
 - September 2023: 24,073
 - October 2023: 21,165
- Total number of checkouts in Overdrive/Libby
 - August 2023: 226
 - September 2023: 196
 - October 2023: 265

Government Information

Mike Cameron, Sam Johnson, Heather Kitchen,

Digital Uploader

The new digital uploader has been operating successfully and without issue since August. It has been well received by the publications officers for submitting state documents to the Clearinghouse.

Anniversary

US Government Documents celebrated its 130th Anniversary as a participant in the Federal Depository Program on November 15th. GPO sent a letter of congratulations and a certificate to recognize this occasion. ODL is the second oldest federal depository of US Government Documents in Oklahoma.

Biennial Survey

We completed our biennial survey of our US Government Documents Collection which is performed every two years in November. We are still operating as a Selective Depository which means that we may select which federal publications we want to add to our collection rather than receive all available publications from GPO. We reported the following figures regarding the size of our current collection:

Department Abbreviations

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

- FDLP paper publications size estimate is 16,804 linear feet and 9 inches.
- FDLP microfiche publications size estimate is 33,504 linear feet.
- FDLP map publications size estimate is 14,010 maps.
- FDLP issued DVD, CD-ROMs, VHS tapes, and floppy diskette publications size is 138 linear feet.

Collection Maintenance

As mentioned in our previous report, Government Information is assessing our collection in preparation for our renovation. We are working on drafting a formal, long-term plan for the depository collection to refocus it on Oklahoma materials, federal agency items supportive of state industries/government, essential reference titles, and materials from the oldest, historic portions of our collection. We want to make the collection more manageable and accessible by instituting retrospective cataloging so that uncatalogued collection items can be found by state government and the public and through digitization of selected collection materials to support the digital FDLP.

We continue to refocus the map collection on our state. Since August, we have withdrawn an additional 150 nautical charts from the collection. Materials with preservation needs are being identified and included in the depository collection plan proposal.

FDLP Digital Conference

Heather Kitchen and Mike Cameron attended the FDLP Annual Virtual Conference October 16-18.

Archives and Records Management

Madelyn Chambers, Amanda Chrestensen, Jan Davis, Emily Goss, Sharif Tucker, and Alyssa Vaughn

State Archives

Projects

- Completed a five-year project to digitize 60 cubic feet of court files from the U.S. Northern District at Vinita, Indian Territory.
- Processed one box of correspondence of Lieutenant Governor James E. Berry (1935-1955).
- Rehoused and created a finding aid for 3 boxes of inmate records from the State Penitentiary.
- Removed 266 cubic feet of Corporation Commission audio records to be transferred to State Surplus for destruction, as approved by the Archives and Records Commission in July.

Outreach

- Presented a session on the holdings of the State Archives to participants in a workshop sponsored by the Oklahoma Genealogical Society, August 7 (Davis)
- Provided a tour of the State Archives to a group attending the Oklahoma Genealogical Society workshop, August 9 (Vaughn)
- Attended the Oklahoma Museums Association Annual Conference, Broken Arrow, Oklahoma, September 13 – 15 (Davis)
- Presented a session on the *Killers of the Flower Moon* primary sources in the State Archives to volunteers at the Oklahoma History Center, November 18 (Vaughn)

Department Abbreviations

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

State Records Management

- Advised Benjamin Hedges, Assistant Professor/Archivist at the Edmon Low Library of Oklahoma State University on records management with an online meeting on August 8, 2023. (Davis)
- Met with Holly Bormann from Carl Albert State College to discuss records management, September 26, 2023 (Davis, Vaughn, Chrestensen)
- Provided records management training to staff at the Department of Emergency Management, October 18, 2023 (Davis, Vaughn)
- Hosted and recorded minutes for Archives and Records Commission meeting, October 26

State Records Center and Annex

- Transfers to the State Records Center include 555 cubic feet from the following agencies: Attorney General, Department of Education, Employment Security Commission, OMES, Pardon and Parole Board, and State Senate.
- Staff destroyed 581 cubic feet of records for the following agencies: Aeronautics Commission, Employment Security Commission, Ethics Commission, Office of Juvenile Affairs, and OMES.

Historical Records Advisory Board

- Attended Preservation Assessment site visit for the Oral History Collection of the Museum of Claremore History, August 4 (Davis)
- Hosted half-day workshop, Enclosures 2.0, on September 13 at the Oklahoma Museums Association Annual Conference, Broken Arrow, OK (Davis)

Department Abbreviations

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



ODL Board Meeting

December 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street

Oklahoma City, OK 73105

Agenda Item 8: Consideration and possible action on Agency Organizational Chart Update

Summary

The number one strategic goal for the agency continues to be *Achieve Organizational Stability*. The planned spring 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.

As opportunities arise, the agency evaluates the alignment of positions to agency needs. The ODL Board approved changes to the organizational chart at the June 23, 2023 meeting. We have identified three additional changes to the chart that are necessary and achievable now. The Director requests the Board approve the following changes as outlined in the supporting documents:

- Move the Administrative Assistant II position currently reporting to the Business Manager/Federal Programs Officer to the Assistant Director.
- Move the Mail Room Technician position currently reporting to the Business Manager/Federal Programs Officer to the Administrative Assistant II.
- Clarify the job position for the Business Manager/Federal Programs Officer from Development Officer to Financial Manager.

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

\$478 annually

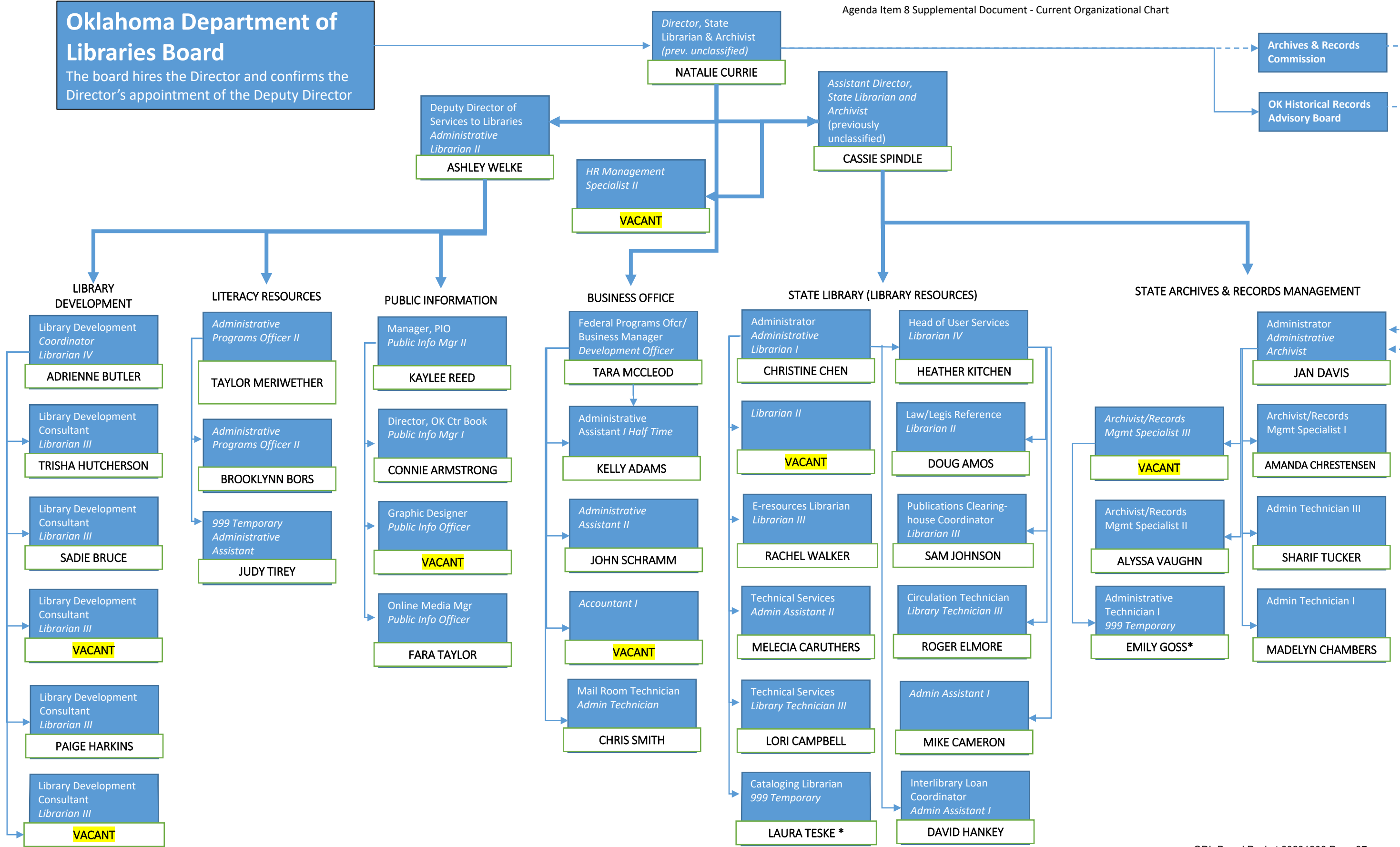
Supporting documents attached

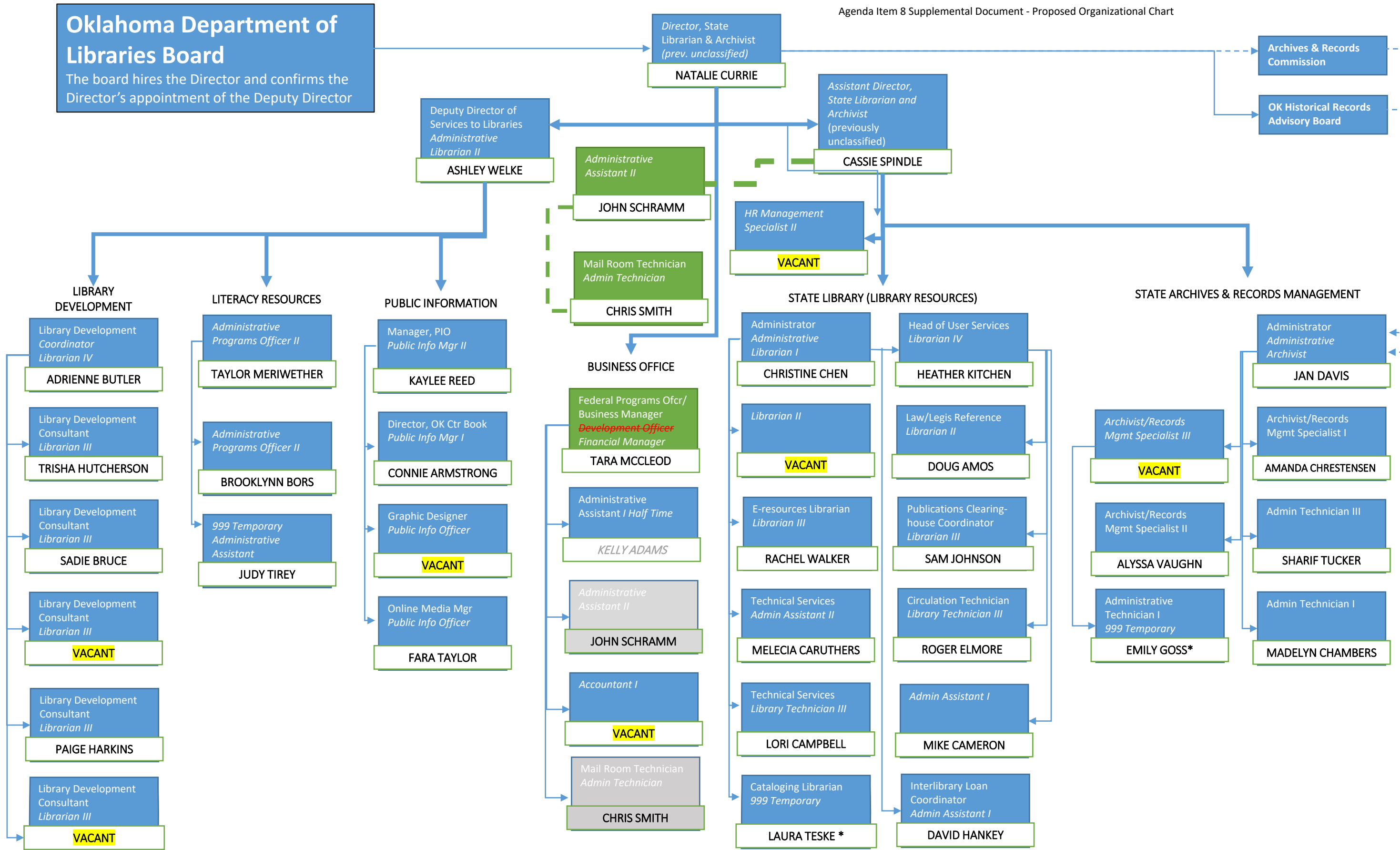
Current Organizational Chart

Proposed Organizational Chart

Oklahoma Department of Libraries Board

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







ODL Board Meeting
December 8, 2023

Agenda Item 11

State Aid Grants to Public Libraries for State Fiscal Year 2023

Summary

Public libraries and library systems must comply with the rules and regulations for State Aid Grants to Public Libraries adopted by the ODL Board on April 1, 1999 and amended in 2017, 2019 and 2022. The rules were developed in partnership with Oklahoma public librarians and define the minimum standards for adequate public library service. The goal is for all public libraries to comply with the rules and be eligible for State Aid each year.

The Oklahoma Department of Libraries uses annual reports filed with the agency each fall by all public libraries and systems to determine eligibility for state aid. Eligibility criteria is set forth in OAC 405:25-1-3. All ineligible libraries are notified and given a period of two weeks to submit additional evidence of eligibility. ODL Administration then reviews the additional information provided to make a final determination. If the information provided is insufficient, the community is notified of their ineligibility. A community may appeal the ineligibility for state aid by agency Administration to the Oklahoma Department of Libraries Board. They have seven days to do so. The Board shall affirm the Administration's determination unless it finds such determination is contrary to applicable rules. The process for ineligibility notification and appeals is set forth in OAC 405:25-1-5.

In 2019, the ODL Board began serving as an appeals board in the agency's execution of State Aid Grants to Public Libraries. OAC 405:3-1-14 governs this process. The introduction of the appeals process has made it difficult to prepare the state aid formula figures in advance, as had been the practice in previous years. The state aid formula is based on specific population and square mileage data for each eligible library, and thus will vary depending on which libraries ultimately qualify for state aid. To account for the appeals process, and the potential for additional libraries qualifying for state aid, the ODL Board will take a one-hour recess after agenda items 11b, 11c, and 11d have been considered. During this recess, ODL staff will compute the distribution of state aid based on all qualifying libraries. The formula and accompanying spreadsheet will then be provided to all those present, in-person and virtually, as well as included in the minutes.



The proposed state aid formula for Oklahoma public libraries in SFY2023 will take into account the following:

- Square mileage amount of \$XX for public library systems and municipal libraries; in counties with more than one municipal library providing service to the county, the amount will be divided proportionately among the libraries in the county based on population
- Per capita amount of \$XX for individuals living in the city limits of communities providing municipal library service
- Per capita amount of \$XX for residents of counties in public library systems or in a single county
- Per capita amount of \$XX for individuals living outside the city limits of communities providing municipal library service to all residents of the county to be divided proportionately among the libraries in the county based on population
- Minimum grants of \$XX to each municipal library

Budget Impact

\$1,489,277 in SFY 2024 Appropriations

Recommendations

After review of the annual report data, State Aid Rules, advice from the consultants and past precedent, the Director makes the following recommendations to the Board:

- Agenda Item 11b: The Walters Library has been found to not qualify for State Aid for SFY23 based on not meeting the minimum number of hours stipulated per the schedule listed in OAC 405:25-1-3(2)(B)(ii). We ask the Board to affirm the administration's determination unless it finds such determination is contrary to applicable rules.
- Agenda Item 11c: The Apache Library has been found to not qualify for State Aid for SFY23 based on not submitting the Annual Report by the August 15 deadline as listed in OAC 405:25-1-3(3)(A). We ask the Board to affirm the administration's determination unless it finds such determination is contrary to applicable rules.
- Agenda Item 11d: The Ada Library has been found to not qualify for State Aid for SFY23 based on not meeting the minimum number of hours stipulated per the schedule listed in OAC 405:25-1-3(2)(B)(iv). We ask the Board to affirm the administration's determination unless it finds such determination is contrary to applicable rules.



- Agenda Item 11e: The Texhoma Library has been found to not qualify for State Aid for SFY23 based on not offering programming for youth under 18 years of age per OAC 405:25-1-3(2)(E). We ask the Board to affirm the administration's determination unless it finds such determination is contrary to applicable rules.
- Agenda Item 11f: One-hour recess to prepare State Aid formula based on results of 11b, 11c, and 11d pursuant to 25 O.S. 2021, Sections 304(6) & 311(A)(11)
- Agenda Item 11g: Approve the formula used to calculate State Aid awards

Supporting documents attached

65 OS 2-106 Duties and Powers of the ODL Board

OAC 405:25 State Aid Grants to Public Libraries

OAC 405:3 Administrative Rules of the Board



Oklahoma Statutes Citationized

Title 65. Public Libraries

Chapter A - Oklahoma Library Code

Article Article 2 - Department of Libraries Board

Section 2-106 - Duties and Powers

Cite as: O.S. §, __ __

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;
- (b) Formulate the general policies of the Oklahoma Department of Libraries, in consultation with the Director;
- (c) Review and approve the budget requests for the Department;
- (d) Formulate standards for public and special libraries in consultation with the Director and his staff, and with the Oklahoma Library Association;
- (e) Utilize such standards as guidelines in accreditation of public libraries and library systems;
- (f) Utilize such standards and accreditation as guidelines in approval of apportionment of state funds of federal funds such as may be administered by a state agency to public libraries, library systems and special libraries and their use of such funds;
- (g) Serve as an appeal board in the execution of the Library Services Construction Act, 20 U.S.C. § 351(1991), including any amendments thereto, and any similar federal legislative acts requiring such services;
- (h) Approve the formation of library systems and designate areas for library districts;
- (i) Maintain liaison with the Oklahoma Library Association;
- (j) Assist in communicating the goals, plans, budgets and work of the Department to executive, judicial and legislative officials, and to the public;
- (k) Provide for the certification of public librarians;
- (l) Establish a formula for the equitable apportionment of monies from the Oklahoma Local Library Support Revolving Fund; and
- (m) Promulgate such rules as may be necessary to carry out the intent and purposes of this act.

Historical Data

Laws 1967, SB 30, c. 45, § 2-106, emerg. eff. April 6, 1967; Amended by Laws 1992, SB 748, c. 322, § 3, emerg. eff. July 1, 1992; Amended by Laws 1992, HB 2500, c. 373, § 14, emerg. eff. July 1, 1992.

CHAPTER 3. ADMINISTRATIVE RULES OF THE BOARD

[Authority: 65 O.S., § 2-106(m); 75 O.S., §§ 302, 305, and 307]

[Source: Codified 12-27-91]

405:3-1-1. Purpose

The rules of this chapter are promulgated to provide administrative information for the Oklahoma Department of Libraries including its policy and operation.

405:3-1-2. Authority

The Oklahoma Department of Libraries Board receives its rule making authority through 65 O.S., §2-106(m) and as required by the provisions of the Administrative Procedures Act, 75 O.S., §250 et. seq.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-3. Library service

(a) *It shall be the policy of the State of Oklahoma to promote, support, and implement the development and maintenance of adequate public and special library facilities and services throughout the state in whatever forms and by whatever means may be most beneficial and feasible. Adequate library services are deemed to be necessary to the cultural, educational and economic development of the State of Oklahoma and to the health, safety and welfare of its people and to be the responsibility of government at all levels. (65 O.S. 1981, §1-102).*

(b) *It is the purpose of the Oklahoma Library Code to accomplish the policy (a) of this section by providing for:*

(1) *Creation of the Oklahoma Department of Libraries to discharge the responsibility and exercise the authority of the State of Oklahoma for adequate library facilities and services in and for state government and throughout the state.*

(2) *Establishment, development and operation of libraries and library systems throughout the state with the goal of providing adequate library services to all the people of the state.*

(3) *Financial support for libraries with guidelines for maximum economy and effectiveness in use of all funds.*

(4) *Cooperation with other state agencies, federal agencies and private organizations in effecting the purposes of the Code. (65 O.S. 1981, §1-103).*

405:3-1-4. Organization

The Oklahoma Department of Libraries is governed by a statutorily defined Board, 65 O.S. 2-101, et. seq. The powers and duties of the Board are set forth in 65 O.S., §2-106; rule making authority for the Board is specifically granted in 65 O.S., §2-106(m).

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-5. Meetings of the Board

By law, the Board meets every three months or upon special call [65 O.S., § 2-105]. Generally, the meetings are held at the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298, but may be held elsewhere.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-6. Open meetings

The Board conducts its business in accordance with: the Open Meetings Act, 25 O.S. Supp. 1989, §301 et. seq.; the Open Records Act, 51 O.S. Supp. 1989, §24A.1 et. seq.; and the Oklahoma Administrative Procedures Act, 75 O.S. Supp. 1989, §250 et. seq.

405:3-1-7. Director; records

The Oklahoma Department of Libraries is managed by a Director appointed by the Board and qualified pursuant to 65 O.S., §3-103. The Director is the State Librarian and the State Archivist, 65 O.S., §3-103. The Director is Secretary of the Board (an ex officio non voting member) and has custody of all files and records of the Board, 65 O.S., §2-104. The powers and duties of the Director are set forth in 65 O.S., §3-104.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-8. Office location; hours; information availability

(a) The Oklahoma Department of Libraries is located in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298 in the State Capitol area; the Jan Eric Cartwright Memorial Law Library is located in the Capitol and the State Records Center is located at 426 East Hill Street, Oklahoma City, Oklahoma. Telephone numbers are 405/521-2502 and 1-800/522-8116.

(b) All requests for information or petitions should be addressed to the Director.

(c) The Department is open to the public 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99; Amended at 39 Ok Reg 1900, eff 9-11-22]

405:3-1-9. Functions

The Department is empowered by statute to perform a wide range of functions. These are listed in 65 O.S. 1981, §3-105.

405:3-1-10. Structure of the Department

To carry out these functions, the Department is divided into four divisions: Administration, Services to Libraries, Services to Government, and Information Services. The Department acts as the Administrative Agency for the Archives and Records Commission and the Oklahoma Historical Records Advisory Board.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99; Amended at 39 Ok Reg 1900, eff 9-11-22]

405:3-1-11. Fees

The Board adopted the fee schedule as Chapter 35 of this title for charging the public and state government entities for services including photocopy, microfilm, microfiche publications and lost book replacement.

405:3-1-12. Requests for promulgation, amendment, or repeal of a rule

(a) Requests for promulgation, amendment, or repeal of a rule shall be made in writing to the Director of the Department. Requests shall give the text of a proposed new rule or amendment, and cite such rules as are requested to be repealed or amended, and shall explain the reasons and justification for the request.

(b) Requests outlined in (a) of this Section shall be placed on the agenda for Board consideration and disposition at a meeting scheduled for an early date, and the interested party shall be given reasonable notice of the date, time, and place of such meeting, and informed promptly in writing of the Board's decision in the matter.

(c) Any resulting action to adopt a new rule or amendment or to repeal an existing rule shall be taken at an early date at an open hearing conducted in accordance with the notice and other requirements of the Administrative Procedures Act.

405:3-1-13. Petition for declaratory ruling

(a) Persons requesting the Board to make a declaratory ruling as to the applicability or interpretation of any rule or order pursuant to the Administrative Rules of the Board shall address their written request to the Director of the Department.

(b) The request for declaratory ruling shall be placed upon the Board's agenda for consideration and action by the Board at a meeting scheduled to be held at an early date, and the interested party shall be given

reasonable notice of the date, time, and place of such meeting, and shall be informed promptly in writing of the Board's ruling in the matter.

405:3-1-14. Appeals on agency decisions on eligibility for state aid

Communities which have been notified by the agency administration that are ineligible for state aid to public libraries may contact the Oklahoma Department of Libraries Board to hear an appeal. The community has seven days from receipt of notification by the agency administration to file an appeal with the Oklahoma Department of Libraries Board.

[Source: Added at 36 Ok Reg 976, eff 7-25-19]

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

[Authority: 65 O.S., § 2-106(m)]

[Source: Codified 12-27-91]

405:25-1-1. Purpose

This Chapter sets forth the required standards for eligibility of public libraries to receive state appropriated funds for library development in Oklahoma.

405:25-1-2. Definitions

The following words or terms, when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Bibliographic access" means the provision of author, title, and subject indexes to the library materials, classification and location.

"Free library service" means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.

"Library system" means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, § 10 A of the Oklahoma Constitution.

"Long range plan" means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.

"ODL" means the Oklahoma Department of Libraries as defined in 65 O.S. § 3-101.

"Statement of purpose" means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

405:25-1-3. Eligibility for State aid grants to public libraries

Eligibility for state aid grants to public libraries is governed by the requirements listed below. Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.

(1) Basic requirements.

(A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.

(B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

(2) User service requirements.

(A) Libraries must provide free library service.

(B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;

(ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;

(iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;

- (iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and
- (v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

(C) Libraries must have a telephone located in the library with a listed number.

(D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.

(E) All libraries shall at a minimum offer programming for youth under 18 years of age.

(F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

(i) Libraries shall provide bibliographic access to its collection for customers.

(ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

(iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) Administration and finance requirements.

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151-161 and Sections 551-561, Sections 4-101-107.1 and Sections 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

(i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.

(ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.

(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the

federally required minimum wage and meet the requirements of the Fair Labor Standards Act.

(F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.

(G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.

(H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(I) Libraries must have a written statement of purpose.

(J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

(K) Libraries must provide bibliographic access to their collections.

(L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

(N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

(O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99 ¹; Amended at 34 Ok Reg 1756, eff 9-11-17; Amended at 39 Ok Reg 1901, eff 9-11-22]

EDITOR'S NOTE: ¹ An Editor's Notice was published in the 9/15/99 issue of The Oklahoma Register [16 Ok Reg 3601], which identified a technical error that occurred when subparagraph (2)(B)(ii) of this Section 405:25-1-3 was published in the 7/1/99 issue of the Register [16 Ok Reg 3052]. The language that read "3 hours a week" in that subparagraph should have read "30 hours a week." A similar Editor's Note was also published at OAC 405:25-1-3 in the Oklahoma Administrative Code until the Section was amended again on 9-11-17.

405:25-1-4. Use of state aid funds

State aid funds cannot be used for construction, remodeling, land, vehicles, or items that will become a permanent part of the building, such as carpet or air conditioners.

405:25-1-5. Ineligibility notification

(a) When libraries are found to be ineligible for State Aid, ODL will notify the librarian and the City Manager, and shall state the reasons for ineligibility. The librarian will then have a period of two weeks from receipt of notification in which to submit additional evidence of eligibility. Such appeals shall be reviewed by the ODL administration and a final decision made.

(b) The Oklahoma Department of Libraries Board shall serve as an appeal board in the agency's execution of the State Aid Grants to Public Libraries. After the Oklahoma Department of Libraries administration denies a community's eligibility for state aid, a community may appeal the ineligibility for state aid by agency administration to the Oklahoma Department of Libraries Board at a special board meeting. The community must file the appeal to the Oklahoma Department of Libraries Board within seven days of receipt of the denial by the agency administration. The Board shall affirm the administration's determination unless it finds such determination is contrary to applicable rules.

[Source: Amended at 36 Ok Reg 980, eff 7-25-19]

405:25-1-6. State aid formula

The Oklahoma Department of Libraries will utilize the latest population estimates from the United States Census Bureau to determine per capita payments for the distribution of state aid funds for public libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]



ODL Board Meeting
December 8, 2023

Agenda Item 11b

Consideration and possible action on appeal from the Walters Library which has been determined to not qualify for State Aid for SFY 2023 based on not meeting the minimum number of hours stipulated per the schedule listed in OAC 405:25-1-3(2)(B)(ii).

Summary/Background

Oklahoma Administrative Code for State Aid states “[l]ibraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year-round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;

A letter notifying the Walters Library that they had not met state aid requirements and that they were entitled to an appeal was sent on November 13, 2023. An appeal letter from the Walters Library Director, Desiree Drattlo, was received on November 13, 2023.

Request

The ODL Director asks the Board to affirm the administration’s determination unless it finds such determination is contrary to applicable rules.

Budget Impact

No impact to the ODL budget. The State Aid amount is redistributed among qualifying libraries until all funds are accounted for.

Supporting documents attached

Walters Library Appeal Letter



Walters Public Library
202 N. Broadway St.
Walters, OK 73572

November 12, 2023

Dear Department of Libraries,

My name is Desiree Drattlo, Library Director, for Walters Public Library. I am sending this appeal regarding the recent decision made not to grant our library State Aid this year. I would like to make the board aware that I am new to this position and since taking over the operating hours have been added back to Monday - Friday 10am - 6pm therefore rectifying this mistake. I do hope the Department of Libraries will reconsider their decision and grant our library State Aid.

Best Regards,

Desiree Drattlo

Library Director

Walters Public Library

202 North Broadway St.

Walters, OK 73572

580-875-2006

580-875-2023



ODL Board Meeting
December 8, 2023

Agenda Item 11c

Consideration and possible action on appeal from the Apache Library which has been determined to not qualify for State Aid for SFY 2022 based on not submitting the Annual Report by the August 15 deadline as listed in OAC 405:25-1-3(3)(A).

Summary/Background

Oklahoma Administrative Code for State Aid states “[l]egally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries’ online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.”

A letter notifying the Apache Library that they had not met state aid requirements and that they were entitled to an appeal was sent on November 13, 2023. An appeal letter from the Apache Town Clerk and Treasurer, Eugena Montgomery, was received on November 21, 2022.

Request

The ODL Director asks the Board to affirm the administration’s determination unless it finds such determination is contrary to applicable rules.

Budget Impact

No impact to the ODL budget. The State Aid amount is redistributed among qualifying libraries until all funds are accounted for.

Supporting documents attached

Apache Library Appeal Letter



The Town of Apache

580-588-3505 • Box 390 • 102 East Evans • Apache, OK 73006

November 20th, 2023

Natalie Currie
Director, State Librarian and Archivist
Oklahoma Department of Libraries
200 NE 18th Street
Oklahoma City, OK 73105

Dear Ms. Currie,

The Apache Library received notification that their State Aide eligibility was denied due to missing the report filing deadline of August 15th, 2023 and that a Letter of Appeal could be sent to clarify special circumstances.

Please consider this an Appeal with consideration of the following:

- 1) The librarian who was working at the time of the required submittal deadline, was still very new to her position and had never filed these required documents before. She did have them completed and thought they were sent electronically, but unfortunately, she neglected to hit the final "submit" button to complete the application process.
- 2) This same librarian then quit on August 15th, 2023 and there was no follow up on the application until a new Librarian was hired and began work on September 11th, 2023.

Our small-town library relies on this funding from the state in order to operate and service our community. We humbly ask the ODL Board to reconsider the eligibility of the Apache Library which will allow us to keep nurturing a love for reading and education with young and old alike.

Please let me know if any further information is needed.

Respectfully

A handwritten signature in cursive script that reads "Eugena L. Montgomery".

Eugena L. Montgomery
Apache Town Clerk/Treasurer

CC: Sharon Roberts; Apache Library Board Chair
Dakota Woods, Mayor, Town of Apache
Ida Fae Bointy, Apache Librarian



ODL Board Meeting
December 8, 2023

Agenda Item 11d

Consideration and possible action on appeal from the Ada Library which has been determined to not qualify for State Aid for SFY 2023 based on not meeting the minimum number of hours stipulated per the schedule listed in OAC 405:25-1-3(2)(B)(iv).

Summary/Background

Oklahoma Administrative Code for State Aid states “[l]ibraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours;

A letter notifying the Ada Library that they had not met state aid requirements and that they were entitled to an appeal was sent on November 13, 2023. The Library Director, Jolene Poore, confirmed on November 16, 2023 that she would like to appeal the determination and use the letter provided to ODL on September 11, 2023.

Request

The ODL Director asks the Board to affirm the administration’s determination unless it finds such determination is contrary to applicable rules.

Budget Impact

No impact to the ODL budget. The State Aid amount is redistributed among qualifying libraries until all funds are accounted for.

Supporting documents attached

Ada Library Appeal Letter



Ada Public Library
124 S. Rennie
Ada, OK 74820
580-436-8125

September 11, 2023

Oklahoma Department Of Libraries
Attn: Natalie Currie
200 NE 18th Street
Oklahoma City, OK 73105

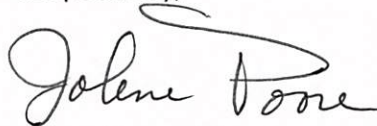
Dear Ms. Currie,

As everyone knows, there was so much uncertainty as we began to recover from the pandemic. Ada Public Library's team has been and will continue to take countless measures to provide services to our community while keeping safety at the forefront. With that in mind, the Ada Public Library in conjunction with the City has been continuously evaluating the threat along with the needs of the community and as of August 13, 2023, the Library's hours of operations increased to the following: Monday through Friday 9:00 AM to 7:00 PM and Saturday, 9:00 AM to 1:00. With these hours, the Library will be open 54 hours per week. Ten of those hours will be after 5:00 PM and four hours will be on Saturday.

The staff and community are embracing the opportunity to return to the new normal of operations.

Please feel free to contact me if you have additional questions or concerns.

Respectfully,


Jolene Poore, Director



ODL Board Meeting
December 8, 2023

Agenda Item 11e

Consideration and possible action on appeal from the Texhoma Library which has been determined to not qualify for State Aid for SFY 2023 based on not offering programming for youth under 18 years of age per OAC 405:25-1-3(2)(E).

Summary/Background

Oklahoma Administrative Code for State Aid states “[a]ll libraries shall at a minimum offer programming for youth under 18 years of age.”

A letter notifying the Texhoma Library that they had not met state aid requirements and that they were entitled to an appeal was sent on November 13, 2023. An appeal letter from the Texhoma Librarian, Rhonda Walls, was received on November 29, 2022.

Request

The ODL Director asks the Board to affirm the administration’s determination unless it finds such determination is contrary to applicable rules.

Budget Impact

No impact to the ODL budget. The State Aid amount is redistributed among qualifying libraries until all funds are accounted for.

Supporting documents attached

Texhoma Library Appeal Letter

Town of Texhoma

201 South Second Street or Box 309

Texhoma, Okla. 73949

(580) 423-7456

November 24, 2023

Natalie Currie

Director, State Librarian and Archivist

Oklahoma Department of Libraries

200 Northeast 18 Street

Oklahoma City, OK 73105-3205

Dear Ms. Currie:

We received your letter declaring our small public library ineligible for state aid because we did not provide youth programming. I am writing to appeal that decision on behalf of the Texhoma Public Library.

First, I should inform you that our long-time librarian resigned on July 1, 2023. Health issues caused her resignation. We knew her physical health was declining but were unaware of the extent of her mental deterioration. She simply called our City Manager, Ralph Hyde, announcing that she was resigning and would not be there the next day. The local library board of directors had been accepting her statements on the operations and activities of the library based on her past years' performances. She was in charge for many years and performed well.

I started filling in until a replacement could be found. I have since been hired as the head librarian. I filled out the state aid application as honestly as I could. As far as we are aware, we did not have any youth programs for the last year. However, (before we received notification) on Friday, November 10, 2023, we held a children's movie night at the library from 6-9pm. Fifteen children attended. We served popcorn and drinks and showed a Christmas themed movie, *The Polar Express*.

Furthermore, on December 16, 2023, we are hosting Santa at the Library. He will read stories and give children the opportunity to talk to him and have pictures taken. We plan to serve hot chocolate and snacks that night. This is in conjunction with the city's annual Christmas parade. We hope to have many participants and issue cards to any interested parties.

We plan to hold monthly book clubs for kids, along with other activities throughout the school year and summer months. We are making improvements and trying to modernize our facilities and services to better meet the needs of our patrons.

The monies we receive through the state aid will be needed and appreciated by the staff and the community. We hope that you will reconsider our position so that we can continue to improve and provide this needed service to Texhoma. Thank you for your consideration.

Sincerely,

Rhonda Walls

Librarian

Texhoma Public Library

PO Box 467

Texhoma, OK 73949

texhoma.public.library@gmail.com