Agenda
ODL Board Meeting - *Special*
September 5, 2024 | 10:00 a.m.
Norman Public Library East
3051 E Alameda Street
Norman, OK 73071

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

Public access to the complete Board Packet:
https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20240905.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

3. Discussion, consideration, and possible action on ODL Board Officers for 2024-2025.

4. Consideration and possible acceptance of financial reports

5. Library Services and Technology Act (LSTA) projects and updates
   a. Consideration and possible action on requested changes to the FFY 2024 Summer
   b. Consideration and possible acceptance of status reports for FFY 2023 LSTA
   c. Consideration and possible acceptance of status reports for FFY 2024 LSTA

6. Public comment on agenda items
   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.*

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7. Director's Report

8. Consideration and possible action on ODL internal policies

9. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) and in accordance with 1997 OK AG 61 and 2006 OK AG 17, for the purpose of discussing the employment, classification, and/or compensation for the following individual occupied positions:
   i. Accountant I,
   ii. Administrative Archivist I,
   iii. Interlibrary Loan Coordinator (Administrative Assistant I),
   iv. Government Documents Technician (Administrative Assistant I),
   v. Business Office Administrative Assistant I (HT),
   vi. Acquisitions Coordinator (Administrative Assistant II),
   vii. Office Manager (Administrative Assistant II)
   viii. State Library Administrative Librarian I,
   ix. Assistant Director, State Librarian and Archivist,
   x. Director of Services to Libraries (Administrative Librarian II),
   xi. Library Operations Consultant (Administrative Programs Officer II),
   xii. Programs and Partnerships Officer (Administrative Programs Officer II),
   xiii. Technology and Digital Accessibility Officer (Administrative Programs Officer II),
   xiv. Archives and Records Management Technician (Administrative Technician I),
   xv. Mail Room Technician (Administrative Technician II)
   xvi. Archives and Records Management Technician (Administrative Technician III),
   xvii. Archivist/Records Management Specialist III,
   xviii. Archivist/Records Management Specialist I,
   xix. Financial Manager/Comptroller I,
   xx. HR Generalist (HR Management Specialist III),
   xxi. Cataloging Librarian I (999),
   xxii. Law/Legislative Reference Librarian II,
   xxiii. Youth Services Consultant (Librarian III),

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     xxiv. State Data Coordinator/Consultant (Librarian III),
     xxv. Continuing Education Coordinator/Consultant (Librarian III),
     xxvi. E-Resources Librarian (Librarian III),
     xxvii. Publications Clearinghouse Coordinator (Librarian III),
     xxviii. Head of User Services (Librarian IV),
     xxix. Library Development Coordinator (Librarian IV),
     xxx. Circulation Technician (Library Technician III),
     xxxi. Technical Services Technician (Library Technician III),
     xxxii. Oklahoma Center for the Book Director (Public Information Manager I),
     xxxiii. Public Information Office Director (Public Information Manager II),
     xxxiv. Content Strategist (Public Information Officer II),
     xxxv. Online Media Manager (Public Information Officer II)
   b. Vote to enter executive session
   c. Vote to return to open session
   d. Possible action on matters discussed in executive session

10. Discussion, consideration, and possible action on SFY 2026 ODL Budget Request............. 43

11. 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 resignation 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

12. Discussion, consideration, and possible action on schedule of regular meetings for the 2025 calendar year 44

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

14. Adjournment

ODL Board members are asked to notify Natalie Currie at (405) 522-3215 or
natalie.currie@libraries.ok.gov if you will be unable to attend this meeting.
Next Regular ODL Board Meeting: Friday, December 13, 2024 at 10 AM

Minutes – *Draft Pending Board Approval*
ODL Board Meeting
June 14, 2024 | 10:00 a.m.
Sapulpa Public Library
27 W Dewey Ave
Sapulpa, OK 74066

All participating members of the Board were in person at the above meeting location. The meeting was open to the general public and 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 to the complete Board Packet:
https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/agendas/ODL-Board-Packet-20240614.pdf

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

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

   Chair Jim Robison called the meeting to order at 10:05am and saw a quorum. Roll was called as follows: Chair Jim Robison, present; Kristen Ferate, present; Vice Chair Steven Gray, absent; Maren Lively, absent; Ronda Smith, present; Teresa Sutter, present; Natalie Currie, present.

   Guests and staff present: Madalynn Martin from the Office of the Attorney General, Cassie Spindle, Tara McCleod, Ashley Welke, Katherine Witzig, Katie Packell

2. Consideration and possible action on minutes for the regular board meeting held December 8, 2023

   Director Currie pointed out a corrected item in the meeting minutes on page 6, agenda item 11b. The Walters Public Library Director is Desiree Drattlo. The minutes had previously said Ronda Smith.

   Ferate motioned to accept the minutes with the amendment, and Chair Robison seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed

3. Consideration and possible acceptance of financial reports
   a. SFY 24 Budget to Actual Report through April 30, 2024

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

b. SFY 24 Cost Variance Report through April 30, 2024

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

c. SFY 24 Expenditure Report through April 30, 2024

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

4. Library Services and Technology Act (LSTA) projects and updates
    a. Consideration and possible acceptance of the final status report for FFY 2022 LSTA Project

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

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

    Chair Robison requested clarification that the FFY 2023 report was still open. McCleod affirmed and said funds must be expended by September 30 of this year, and the report must be submitted to IMLS by the end of January 2025. There will be carryover funds that need to be spent. McCleod advised that present spending considerations include postage to recoup funds spent on LSTA packages, continuing education for staff, and other expenditures within already approved projects.

    McCleod expanded on the carryover funds and explained that most was left over from the website development project that had not progressed as far as previously hoped due to the expense of website development. Information is still being gathered on the most cost-effective way forward. Chair Robison asked if all funds are fully encumbered

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at this time. McCleod said yes and agreed that all funds had been assigned, they just hadn't gone out the door yet.

Chair Robison asked Madalynn Martin from the Office of the Oklahoma Attorney General on clarification of rules regarding his capacity as chair to make or second a motion. Martin advised that it is permitted under the Open Meetings Act. Martin further explained that under Robert's Rules of Order, it is not preferential, but Robert's rules are not law.

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

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

    McCleod stated that the final ARPA report was complete and $37,000 was returned to IMLS. The final report was approved on January 29, 2024. Most returned funds were from libraries that did not spend allocated money within the required timeframe.

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

6. Public Comments
    a. No public comments

7. Director's Report
    a. Agency Activity Report from December 1, 2023 through January 31, 2024

        See attached report

    b. Agency Activity Report from February 1, 2024 through April 30, 2024

        See attached report

    c. End of Session Report: Second Session of the 59th Oklahoma Legislature

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See attached report

d. Status Report for Classification, Compensation, and Organizational Studies

See attached report

e. ODL Staff Service Recognitions
      i. Director Currie recognized Melecia Caruthers, Administrative Assistant II, who has been with the agency for 40 years
      ii. Director Currie recognized Adrienne Butler, Librarian IV, who has been with the agency for 30 years
      iii. Director Currie recognized Douglas Amos, Librarian II, who has been with the agency for 10 years.

8. Consideration and possible approval of FFY 2024 Library Services and Technology Act Projects

McCleod stated that the agency is set to receive the full amount available from LSTA, $2,529,838. The expected amount is $28,000 more than the previous year due to meeting and exceeding the required maintenance of effort. McCleod advised that if an agency does not meet the maintenance of effort requirement, then the allotted funds are decreased by the same percentage that the milestone was missed.

McCleod said that the money allotted will continue to fund the same projects, though some might go by different names. For example, the project formerly called Statewide Databases transitioned to Online Resources since Brainfuse is now included. Also, a new software was added to improve the annual report process.

McCleod indicated that information had been included that showed what every state received from IMLS for comparison. Oklahoma received its full allotment, which must be matched by state funds. McCleod does not foresee difficulty meeting that maintenance of effort requirement.

Director Currie provided a reminder of how the process works. Once the board approves a project with the initial budget, the agency then works within those projects for the life cycle of the award. Any new projects must be presented for approval before funds may be allocated to

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it. Chair Robison expressed understanding that the approval process was less about approving the budget as a whole and more about approving buckets within that budget to be allocated to specific projects.

Chair Robison asked if the board had further questions. No questions.

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

9. Consideration and possible action on appointment of Jackie Kropp to the joint ODL and Oklahoma Library Association Continuing Education Board

Director Currie explained that one responsibility outlined in the statute regarding the ODL board and agency was to collaborate with the Oklahoma Library Association (OLA) to develop standards for public library service. The Joint Continuing Education Board is one vehicle used to uphold this responsibility. The Joint Education Board is made up of 3 individuals appointed by OLA, 3 individuals appointed by the ODL board, and 1 continuing education coordinator who is an ODL staff member. The Joint Education Board reviews and approves curriculum used in the Oklahoma Department of Libraries' Public Library Academy.

Director Currie outlined Jackie Kropp's experience and stated that Kropp would be an excellent addition to the Joint Education Board.

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

10. Consideration and possible action on ODL internal policies
    a. Complaints, Investigations and Retaliation Policies

    Director Currie explained that the agency has recently been reviewing all its policies to verify currency and reflect best practices. Ultimately, all policies will be updated, but the *Complaints, Investigations and Retaliation Policies* and *Drug and Alcohol-free Workplace Policy* were viewed as a priority. Director Currie asserted that every agency should have a clear policy to address complaints, investigations, and retaliation, as well as a drug-free workplace policy in place before they are needed, because when a problem arises, they are needed immediately.

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Director Currie stated that references were deleted from the *Complaints, Investigations, and Retaliation policies* based on sections of the statute that were repealed. Director Currie informed the board that the policies had been sent to Madalynn Martin for review to ensure they followed best practices as outlined by the Office of the Attorney General. Most changes to the policy were not addition or deletions, but changes in language to make the policy more detailed and clearer.

Director Currie asked Assistant Director Cassie Spindle for any further input. Assistant Director Spindle informed the board that they should expect more policy changes to be presented at future meetings. Furthermore, they should expect to see them on a recurring basis for review to make sure that the agency is keeping up to date with best practices.

b. Drug and Alcohol-free Workplace Policy

Director Currie advised the board that a significant change to the Drug and Alcohol-free Workplace Policy was based on the passage of medical marijuana legislation several years ago. Director Currie went on the explain that up to now the agency had no drug testing policy in place. Madalynn Martin stepped in to add that without a written drug testing policy in the employee handbook, a business cannot force an employee, including new hires, to take a drug test. Martin stated that this applied to all businesses in Oklahoma, not just state agencies. Director Currie and Martin emphasized that the agencies proposed policy only allowed drug testing under specific circumstances.

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

11. Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries

Director Currie explained that the agency's new Human Resources Specialist, Melissa Nucci, researched and developed the process for the Director's annual performance review in conjunction with Madalynn Martin. After researching requirements, Nucci coordinated with OMES HCM to create an updated process and used examples provided by Martin.

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Director Currie outlined that the submitted process changed the areas addressed in the Director's evaluation and resolved the previously raised issue of the need for a Director's self-evaluation. The new policy proposed that the Director submit a self-evaluation in conjunction with the board's evaluation. Those two submissions are then synthesized by the Chair and utilized when the board meets to conduct their review. Chair Robison stated that the proposed changes seemed more direct and targeted in the areas of evaluation.

Director Currie reminded the board that the on-going classification, compensation, and organization study could change the Director's job description. Additionally, Director Currie informed the board that OMES is creating a state-level Director's job description, though OMES has not provided a timeline on the project. Director Currie felt confident the suggested changes would not conflict with those upcoming adjustments and advised that Nucci concurred. Director Currie informed the board that if there was uncertainty about the proposal, approval could wait until after the classification, compensation, and organization study finished and OMES created their product.

Chair Robison asked when Director Currie's annual review was due. Director Currie responded that it had not occurred on a set schedule in the past. It took place in September the previous year, but Director Currie believed the aim is to complete the review in June.

Chair Robison advanced a concern that if the board waits on OMES to provide verbiage and the classification, compensation, and organization study to conclude, then there may not be enough time to complete the annual review. Chair Robison stated that the job description contained in the proposal was clear and it was unlikely that any changes would materially affect it. Ronda Smith concurred and put forth that the procedure could be amended in the future if necessary and suggested that putting it off served no purpose.

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

12. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2024-2025 ODL Board Officers

    Chair Robison stated that the ODL board needed to select a Chair and Vice Chair during the upcoming September meeting. Chair Robison verified that the committee is comprised of three members and cannot be four to avoid quorum. Chair Robison requested volunteers. Ronda

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Smith, Jim Robison, and Kristen Ferate volunteered to be on the committee and determined that they would meet and discuss nominations prior to the September meeting.

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

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

    No new business

14. Adjournment

    Chair Robison made motion to accept, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, absent; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed. Meeting adjourned at 11:11am.

Next ODL Board Meeting: Friday, September 13, 2024 at 10 AM

_____   _____
ODL Board Chair   ODL Director, Secretary Ex Officio

Oklahoma Department of Libraries
6 Digit Object of Expenditure Report
as of 07/31/2024

Account	Description	July 2024	JUL 1, 2024 - JUL 31, 2024	JUL 1, 2023 - JUL 31, 2023	DIFFERENCE	EXPLANATION
510000 PERSONAL SERVICES						
511110	Sals-Regular Pay	151,280	151,280	143,327	7,952	
511130	Sals-Non-Reg Pay	3,212	3,212	3,869	(657)	*Fewer temporary hours worked*
511210	Longevity Pay-State Employees	2,826	2,826	3,508	(682)	
511310	Terminal Leave	-	-	11,675	(11,675)	*Retirement in July 2023*
511420	Excess Benefit Allowance	1,835	1,835	1,981	(146)	
	Sub Class 511000	159,152	159,152	164,360	(5,208)	
512110	Insur. Prem-Hlth-Life-State Pln	32,213	32,213	29,811	2,402	*Increased costs in insurance premiums*
	Sub Class 512000	32,213	32,213	29,811	2,402	
513110	Employer Share-FICA	9,596	9,596	9,795	(200)	
513120	Employer Share-MQFE/FICA	2,244	2,244	2,336	(92)	
513230	Employer Share OPERS	13,222	13,222	15,449	(2,227)	*Different retirement program for new state employees*
513280	Employer Match-AdFeeSt. Annuity	397	397	458	(61)	*Different retirement program for new state employees*
513290	St.Match-Ad Fee-Def Contr	4,683	4,683	3,556	1,127	*Different retirement program for new state employees*
513300	Reg.Savings-Def Contr Plan	7,277	7,277	5,379	1,897	*Different retirement program for new state employees*
	Sub Class 513000	37,418	37,418	36,974	444	
515010	Offices of Lawyers	1,947	1,947	4,003	(2,056)	*Timing of payments - Some SFY 23 invoices paid in SFY 24*
515060	Acctg,Tax,Books,Payroll Svc	1,523	1,523	1,470	53	*Timing of payments*
515380	Other Computer Related Svc	7,234	7,234	11,002	(3,767)	*Savings realized in OMES ISD costs*
515510	Photographic Services	3,551	3,551	-	3,551	*Videographer for LSTA project, timing of payment*
515540	Other Prof, Sc. & Tech.Svc	-	-	8,507	(8,507)	
515580	Business Support Services	4,114	4,114	-	4,114	*Timing of payments.*
515660	Educational Services	-	-	957	(957)	*Timing/need of federal projects*
	Sub Class 515000	18,369	18,369	25,938	(7,569)	
519130	Flexible Benefits-Adminis.	284	284	2,211	(1,927)	*Invoices for 11 months of SFY23 were sent at one time*
	Sub Class 519000	284	284	2,211	(1,927)	
	Major Class 510000	**247,437**	**247,437**	**259,294**	**(11,858)**	
520000 TRAVEL						
521110	In-State Mileage-Motor Vehicle	650	650	-	650	*Increased library visits*
521140	In-State Miscellaneous Charges	30	30	-	30	*Increased library visits*
521210	Out of State Mileage-Priv. Veh.	18	18	18	1	
521230	Out-of-State Meals-Subsistence	967	967	257	711	*Travel has increased post-pandemic*
521240	Out-of-State Local Transp.	174	174	15	159	*Travel has increased post-pandemic*
521250	Out-of-State Misc. Charges	-	-	148	(148)	
521260	Out-of-State Lodging	715	715	-	715	*Travel has increased post-pandemic*
521310	Travel Reimb.-Non-State Empls.	268	268	1,258	(989)	
	Sub Class 521000	2,822	2,822	1,695	1,128	
522110	OutofSt Trans Cst Agcy Dir	233	233	1,095	(863)	*Timing of travel needs*
522113	InStPurPikePassCollFeesAgcyDir	27	27	-	27	*Timing of payments*
522130	OutofSt Pur Food Ldg Agcy Dir	74	74	1,338	(1,263)	*Timing of travel needs*
522131	In-State Pur Food Ldg Agcy Dir	321	321	-	321	*Timing of travel needs*

						Timing of payments, conference
522150	Registration - Agency Direct	9,424	9,424	2,133	*7,291*	*opportunities*
	Sub Class 522000	10,079	10,079	4,566	*5,513*	
	Major Class 520000	**12,902**	**12,902**	**6,261**	**6,641**	
530000 ADMINISTRATIVE EXPENSE						
531110	Freight Expenses	-	-	12	*(12)*	
						Increased cost related to incorrect coding in
531130	Telecommunication Services	503	503	194	*309*	*SFY 23*
531150	Printing & Binding Contrs	-	-	545	*(545)*	*One-time expense, name badges*
						Addition of Brainfuse, increase in EBSCO
531170	Informational Service	411	411	169,501	*(169,090)*	*cost, timing of payments*
531230	ERP System Services	215	215	-	*215*	*Timing of payments*
531260	Membership in Organizations	5,000	5,000	495	*4,505*	*Timing of payments*
531360	Utility Charge Natural Gas	491	491	-	*491*	*Timing of payments*
531370	Utility Charge-Electricity	125	125	307	*(182)*	*Timing of payments*
	Sub Class 531000	6,745	6,745	171,055	*(164,310)*	
532110	Rent of Office Space	21,465	21,465	-	*21,465*	*Timing of payments, wrong account code*
532130	Rent of Other Building Space	-	-	16,465	*(16,465)*	*Timing of payments, wrong account code*
532140	Rent-Equipment And Machinery	68	68	68	*-*	
532142	Lease of Motor Vehicles	780	780	745	*35*	*Overage charge due to increased mileage*
532160	Rent-Elec Data Processing Eq.	4,865	4,865	1,874	*2,991*	*Laptop leases added in SFY24*
532170	Rent-Data Processing Software	481	481	300	*181*	*Renewal increases*
	Sub Class 532000	27,659	27,659	19,452	*8,207*	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	-	-	125	*(125)*	*Timing of payments*
533120	Mtce-Rep.-Equipment-Vendors	-	-	893	*(893)*	*Timing of payment, HVAC maintenance*
533140	Mtce-Rep.-DP Equip-Vendor	423	423	369	*55*	*Increased printing*
533150	Mtc-Rep.-DP Software-Vendors	420	420	-	*420*	*Website support for LSTA project*
533210	Mtce-Rep.-Bldgs-Grnds In-house	-	-	57	*(57)*	*Ceiling tiles to repair Annex*
	Sub Class 533000	843	843	1,444	*(601)*	
534290	Motor Fuels-Common	295	295	9	*286*	*Increased travel*
	Sub Class 534000	295	295	9	*286*	
536130	Office Supplies Non-Expendable	-	-	2,037	*(2,037)*	*Timing of need*
536140	Office Supplies (Expendable)	2,433	2,433	117	*2,316*	*Timing of need*
536150	Data Processing Supplies	121	121	-	*121*	*Timing of need*
536190	Educational Supplies	19,968	19,968	593	*19,375*	*Timing of payment*
	Sub Class 536000	22,522	22,522	2,746	*19,775*	
	Major Class 530000	**58,064**	**58,064**	**194,706**	**(136,642)**	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	13,800	13,800	1,937	*11,863*	*Purchased safety lift for Records Center*
541120	Data Processing Equipment	-	-	8	*(8)*	*Timing of need*
	Sub Class 541000	13,800	13,800	1,945	*11,855*	
542120	Library Resources-Textbooks	9,776	9,776	3,215	*6,562*	*Timing of payment, need*
	Sub Class 542000	9,776	9,776	3,215	*6,562*	
	Major Class 540000	**23,576**	**23,576**	**5,160**	**18,416**	
550000 GEN ASST, AWDS, PROG-DIRECTED						
555110	Pmts-Local Gov't-Gen Govt	78,623	78,623	106,569	*(27,946)*	*Timing of payments*
	Major Class 550000	**78,623**	**78,623**	**106,569**	**(27,946)**	
	Business Unit Total	**420,602**	**420,602**	**571,990**	**(151,388)**	

SFY 24 Budget to Actual Expenditures and Encumbrances
as of 07/31/2024

Account	Description	SFY 24 Budget	YTD Total Exp & Enc	Annual Variance
511	Salary Expense	$ 2,602,741	$ 1,922,701	$ 680,040
512	Insur. Prem - Health - Life, etc.	$ 442,714	$ 378,169	$ 64,545
513	FICA-Retirement Contributions	$ 523,303	$ 457,161	$ 66,142
515	Professional Services	$ 427,786	$ 345,372	$ 82,414
519	Inter/Intra Agy Pmt - Personnel	$ -	$ 3,024	$ (3,024)
521	Travel - Reimbursements	$ 33,229	$ 14,502	$ 18,727
522	Travel - Agency Direct Pmt	$ 65,781	$ 38,657	$ 27,124
531	Misc. Administrative Expenses	$ 1,744,168	1,721,910	22,258
532	Rent Expense	$ 227,012	$ 202,366	$ 24,646
533	Maintenance & Repair Expenses	$ 48,122	$ 23,061	$ 25,061
534	Specialized Sup & Mat. Expe	$ 2,350	$ 1,999	$ 351
535	Production, Safety, Security	$ 500	$ -	$ 500
536	General Operating Expenses	$ 155,738	$ 96,239	$ 59,499
541	Office Furniture & Equipment	$ 84,014	$ 33,545	$ 50,469
542	Library Equipment - Resources	$ 83,150	$ 75,347	$ 7,803
546	Buildings-Purchase., Constr, Re	$ -	$ -	$ -
554	Profram Reimb, Litigation C	$ -	$ -	$ -
555	Pmts - Local Govt, NonProfit	$ 2,892,768	$ 2,631,520	$ 261,248
601	AFP Encumbrances	$ -	$ 305,714	$ (305,714)
810	Req Only	$ -	$ -	$ -
		$ 9,333,376	$ 8,251,287	$ 1,082,089

Class Funding

Account	Description	SFY 24 Budget	YTD Total Exp & Enc	Annual Variance
19221	SFY22 Carryover	$ 6,257	$ 6,257	$ -
19311	SFY23 Carryover	$ 532,653	$ 479,187	$ 53,466
19401	GRF - Duties	$ 5,036,315	$ 4,253,084	$ 576,746
20000	Revolving Fund	$ 308,669	$ 223,925	$ 84,744
40000	Federal Library Funds	$ 2,951,185	$ 2,809,232	$ 141,953
40500	Federal Pass Through Funds	$ 474,583	$ 456,933	$ 17,650
41000	Fed Grt Funds Special Project	$ 23,714	$ 22,668	$ 1,046
		$ 9,333,376	$ 8,251,287	$ 875,603

Oklahoma Department of Libraries
SFY24 Cost Variance Report
End of Year Comparison with SFY23 End of Year

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	$ 1,783,254	$ 1,783,254	$ 1,270,000	$ 934,768	$ (335,232)	-26%	$ 513,254	29%	Difference from SFY23 is due to salary increases and finally filling open positions. Actual expenses for SFY24 are $1,259,070, and encumbrances are $10,930.
20	Service to Libraries	$ 4,705,708	$ 4,705,708	$ 4,378,100	$ 4,560,036	$ 492,100	11%	$ 327,608	7%	Difference from SFY23 is due to salary increases and finishing the various ARPA grants. Actual expenses are $4,070,405, and $307,695 is encumbered.
30	Government Info Services	$ 940,701	$ 940,701	$ 795,678	$ 914,255	$ 92,366	12%	$ 145,023	15%	Difference from SFY23 is due to open positions. Actual expenditures are $778,377 and $17,301 is encumbered.
88	ISD Data Processing	$ 1,903,713	$ 1,903,713	$ 1,807,509	$ 1,711,504	$ 268,806	15%	$ 96,204	5%	Actual expenses are $1,793,838, and $13,671 is encumbered.
	TOTALS	$ 9,333,376	$ 9,333,376	$ 8,251,287	$ 8,120,563	$ 518,040	11%	$ 1,082,089	12%	

Oklahoma Department of Libraries
SFY 25 Budget to Actual Expenditures and Encumbrances
as of 07/31/2024

Account	Description	SFY 25 Budget	YTD Total Exp & Enc	Annual Variance
511	Salary Expense	$ 2,454,438	$ 149,066	$ 2,305,372
512	Insur. Prem - Health - Life, etc.	$ 535,606	$ 30,821	$ 504,785
513	FICA-Retirement Contributions	$ 596,161	$ 35,458	$ 560,703
515	Professional Services	$ 238,561	$ 55,449	$ 183,112
519	Inter/Intra Agy Pmt - Personnel	$ 3,420	$ -	$ 3,420
521	Travel - Reimbursements	$ 46,875	$ 1,961	$ 44,914
522	Travel - Agency Direct Pmt	$ 62,300	$ 450	$ 61,850
531	Misc. Administrative Expenses	$ 1,840,182	$ 1,635,174	205,008
532	Rent Expense	$ 587,310	$ 206,370	$ 380,940
533	Maintenance & Repair Expenses	$ 89,150	$ 63,777	$ 25,373
534	Specialized Sup & Mat. Expe	$ 2,650	$ -	$ 2,650
535	Production, Safety, Security	$ 500	$ -	$ 500
536	General Operating Expenses	$ 88,147	$ 1,200	$ 86,947
541	Office Furniture & Equipment	$ 19,500	$ -	$ 19,500
542	Library Equipment - Resources	$ 63,100	$ 60,300	$ 2,800
546	Buildings-Purchase., Constr, Re	$ -	$ -	$ -
554	Profram Reimb, Litigation C	$ -	$ -	$ -
555	Pmts - Local Govt, NonProfit	$ 2,704,810	$ 262,214	$ 2,442,596
601	AFP Encumbrances	$ -	$ 2,137,162	$ (2,137,162)
810	Req Only	$ -	$ -	$ -
		$ 9,332,710	$ 4,639,402	$ 4,693,308

Class Funding

Account	Description	SFY 25 Budget	YTD Total Exp & Enc	Annual Variance
19102	One-time funds	$ 448,001	$ 86,021	$ 361,980
19501	GRF - Duties	$ 5,390,862	$ 2,040,446	$ 3,350,416
20000	Revolving Fund	$ 448,403	$ 308,039	$ 140,364
40000	Federal Library Funds	$ 2,612,611	$ 2,204,895	$ 407,716
40500	Federal Pass Through Funds	$ 432,833	$ -	$ 432,833
		$ 9,332,710	$ 4,639,402	$ 4,693,308

Oklahoma Department of Libraries
SFY25 Cost Variance Report
For the period ending July 31, 2024

Division #	Division Name	FY25 Annual Budget	FY25 YTD Budget	FY25 YTD Expenses & Encumbrances	FY24 YTD Expenses & Encumbrances	FY24 - FY25 YTD Expense Variance Under / (Over)	FY24 - FY25 YTD Expense Variance % Under / (Over)	FY25 YTD Budget to Expense Variance Under / (Over)	FY25 YTD Budget to Expense Variance %	FY25 Budget to Expense Variance Explanation {Threshold is variance amounts over $30,000 and variance percentages over 30% }
10	Administration	$ 1,394,815	$ 116,235	$ 153,596	$ 97,630	$ (55,966)	-36%	$ (37,361)	-32%	Actual expenses are $80,700 and $72,896 are encumbrances.
20	Service to Libraries	$ 3,829,609	$ 319,134	$ 2,441,171	$ 2,732,399	$ 291,228	12%	$ (2,122,037)	-665%	For SFY25, we moved Library Resources out of division 20 and into divison 30. This move decreased the overall budget and expenses of division 20. Actual expenses are $80,024 and $2,361,147 are encumbrances.
30	Government Info Services	$ 1,750,772	$ 145,898	$ 260,896	$ 90,500	$ (170,396)	-65%	$ (114,998)	-79%	For SFY25, we moved Library Resources out of division 20 and into divison 30. This move increased the overall budget and expenses of division 30. Actual expenses are $115,516 and encumbrances are $145,380.
88	ISD Data Processing	$ 2,357,514	$ 196,460	$ 1,783,738	$ 46,453	$ (1,737,285)	-97%	$ (1,587,278)	-808%	The differences between SFY24 and SFY25 are due to timing. In SFY24, we did not have most of our technology-related purchase orders in place until August 2023. For SFY25, $3,749 is expenses and $1,779,989 is encumbrances.
	TOTALS	$ 9,332,710	$ 777,727	$ 4,639,401	$ 2,966,982	$ (1,672,419)	-36%	$ (3,861,674)	-497%	

ODL Board Meeting
September 5, 2024

Agenda Item 5a
Consideration and possible action on requested changes to the FFY 2024 Summer Reading
Resources Project.

Summary
ODL requests to expand the scope of the FFY24 LSTA Summer Reading Resources project and
change the project name to Youth Services. Instead of solely focusing on the Summer Reading
program and providing summer reading resources to libraries across the state, the project will
now focus on providing resources for Youth Services, which can include activities related to
early literacy, school readiness, and other programming opportunities outside of Summer
Reading. Expanding the scope of the current project allows ODL to be responsive to the field by
providing relevant programming resources and support for ages birth to young adult.

Background
The FFY24 Summer Reading Resources project was initially approved by the ODL Board on June
14, 2024. As in previous years, the project was presented as using LSTA funds "to purchase
materials fundamental to conducting a summer reading program for each year's theme and
applicable program ideas." The project's funding also pays for the partial salary of one
employee to coordinate and run the project.

ODL staff submit project proposals in December each year. The project proposals are reviewed
by the Executive Team. Proposals that are approved by the Executive Team are brought to the
ODL Board for approval in the spring. The ODL Board approves the project summary and initial
budget. Project budgets may increase or decrease throughout the year for a variety of reasons;
unspent funds from one project may be moved to another project for additional expenditures
that meet the project's scope.

Budget Impact
No budgetary impact.

Supporting documents attached
None

FFY23 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 07/31/2024)	Encumbrance Balance
Annual Report	34,117.01	34,117.01	-
Citizenship and Immigration	140,955.36	138,005.36	2,950.00
Databases	891,796.25	667,340.25	224,456.00
E-Rate	22,194.89	22,194.89	-
E-Media	80,000.00	80,000.00	-
Grants2States Administration	57,682.75	57,682.75	-
Resource Sharing (ILL)	491,870.31	483,370.31	8,500.00
Health Literacy	275,073.43	271,223.43	3,850.00
Institutions	35,275.06	9,775.06	25,500.00
Literacy Development	37,748.52	32,909.51	4,839.01
Professional Development	122,720.26	117,121.16	5,599.10
Read Across Oklahoma	21,600.00	21,600.00	-
Summer Reading	62,334.01	59,069.84	3,264.17
Technology Grants	190,110.00	169,890.10	20,219.90
Transforming Teen Services	22,700.00	16,200.00	6,500.00
Videoconferencing Maintenance	9,572.20	9,572.20	-
Website Development	3,945.08	3,945.08	-
Unallocated	1,558.87	-	1,558.87
Totals	**2,501,254.00**	2,194,016.95	307,237.05

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.

FFY24 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 07/31/2024)	Encumbrance Balance
Annual Report	51,590.00	24,339.92	27,250.08
Citizenship and Immigration	138,540.00	300.00	138,240.00
Databases	897,824.00	-	897,824.00
E-Rate	24,000.00	8,213.96	15,786.04
E-Media	100,000.00	-	100,000.00
Grants2States Administration	60,078.00	5,718.50	54,359.50
Resource Sharing (ILL)	524,013.00	-	524,013.00
Health Literacy	245,912.00	48.50	245,863.50
Institutions	46,500.00	-	46,500.00
Literacy Development	37,916.00	469.00	37,447.00
Professional Development	131,966.00	18,799.15	113,166.85
Read Across Oklahoma	17,927.00	-	17,927.00
Summer Reading	70,363.00	348.50	70,014.50
Technology Grants	110,000.00	3,479.58	106,520.42
Videoconferencing Maintenance	9,735.20	300.00	9,435.20
Website Development	54,730.00	2,753.16	51,976.84
Unallocated	8,843.80	-	8,843.80
Totals	2,529,938.00	64,770.27	2,465,167.73

The FFY24 award is $2,529,938. All funds must be expended by September 30, 2025.

Agency Activity Report

*Report period **May 1, 2024 – July 31, 2024***

Grants and Contracts Awarded

FFY23 Projects – LSTA funding
- As we finish spending the FFY23 funds by the deadline, we have allocated unspent funds from other projects to the Technology Grant. With an additional $52,513 to spend, ODL reviewed the applications that were previously submitted in early 2024. Seven libraries received funding for the first time and 12 libraries received additional funding.
- All funds for FFY23 must be expended by September 30, 2024. The State Program Report and Final Financial Report are due to IMLS in January.

FFY24 Projects – LSTA funding
- Professional Development reimbursement grants were awarded to four individuals at three libraries, enabling these staff members to attend the Association of Rural and Small Libraries (ARSL) Annual Conference in Springfield, MA this September. Contracts were completed in July and August. Once the attendees turn in their receipts and report after the conference, a reimbursement payment will be sent to their libraries. The estimated award for the reimbursement grants is $8,613.
- Contracts and claims were sent to libraries who received Category-Two E-Rate funding from Universal Service Administrative Company (USAC). This grant covers the amount that USAC does not cover, up to $4,000. $9,895 was awarded to five libraries.
- Applications for the FFY24 Citizenship and Immigration Grant opened on June 28th and closed on July 26th. Applicants could request up to $14,000 to fund programs that support Oklahoma's immigrant population in obtaining their citizenship. Approximately $126,000 was budgeted for the grant. Seven literacy organizations and four libraries applied for funding. Once application review is complete, contracts and claims will be sent.
- Applications for the FFY24 Health Literacy Grant were opened July 8th and closed are set to close on August 9th. Applicants could request up to $7,000 for a story trail or up to $5,000 for health literacy activities. Approximately $225,000 was budgeted for the grant.
- The Interim Financial Report is due to IMLS in December.

ODL28 Community Literacy Grants
- ODL budgeted $115,200 in state appropriations to fund the 28th year of Community Literacy Grants.
- This state-funded grant program awarded 16 literacy organizations with $7,200 each. Contracts and claims were sent out in early August.

NHPRC/OHRAB
- Funds for this grant expired on June 30, 2024. All funds were expended.
- The Final Financial and Narrative Report is due September 30, 2024.

Administration

Kelly Adams, Natalie Currie, Melody Kellogg, Nancy Hooper, Tara McCleod, Melissa Nucci, Chris Smith, Cassie Spindle, Ashley Welke

Human Resources
- Cailie Golden joined ODL as the Content Strategist on December 12, 2023.
- Nancy Hooper joined ODL as an Administrative Assistant I on July 8, 2024.
- Melissa Nucci continued efforts to provide consultation and guidance regarding human resources best practices, policies, procedures.
- We are preparing performance management training for leadership in regard to the new Performance Management Process (PMP) implementation.
- Melissa Nucci completed the Payroll Partner Certification and PSHRA Quarterly HR Training.
- Melissa Nucci connected PSHRA to the Archives and Records Division for records management training of state human resources employees.
- We administered a quarterly safety training over workplace incidents for all staff and psychological safety training for supervisors.

Financials
- State fiscal year 2025 began on July 1. The budget and purchase order renewals were sent in before June 30th and this was the smoothest transition between fiscal years in recent memory.
- The budget request for state fiscal year 2026 (July 1, 2025-June 30, 2026) is due to the Legislature on October 1. Staff have been reviewing the Agency Program Information workbook to include current performance metrics as well as program successes and failures over the last year.
- The biweekly payroll conversion is taking place in September. Staff who are paid monthly will receive their final monthly paycheck on September 30th and their first biweekly paycheck on October 4th. Staff hired after April 1 have been paid biweekly from their start date.

Library Services and Technology Act (LSTA)
- In mid-September, Tara McCleod will attend the 2024 Grants to States Conference in Milwaukee, WI. The Grants to States Program is how IMLS distributes the LSTA funds to State Library Administrative Agencies (SLAAs). The conference focuses on compliance updates and best practices for administering the LSTA funds.

Department Abbreviations
ADM-Administration, ARM-Archives & Records Management, LDO-Library Development Office,
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Renovation
- The contract for design and architecture services for the renovation of the Allen Wright Library housing the State Archives and State Library was finalized with REES on [date]. The contract for construction management is in the process of being finalized.
- The planning and pre-design phases of the project are currently underway. Conservative estimates for the begin of construction are currently Fall 2025.

Public Information Office

Connie Armstrong, Cailie Golden, Kaylee Reed, Fara Taylor

General PIO
- On May 1, the Public Information Office (PIO) played a key role in moderating and filming the Center for the Book's My Favorite Book program. The event saw strong support from multiple state legislators who attended to back their constituents participating in the program. (See more about the program under Center for the Book).
- On May 11, the PIO team facilitated and photographed the 35th annual Oklahoma Book Awards at the Oklahoma History Center, capturing the celebration of literary excellence. (See more about the evening under Center for the Book).
- We redefined the PIO Graphic Design position, evolving it into the role of Content Strategist. This new role focuses on developing, writing, designing, and publishing content. In July, we welcomed Cailie Golden to this position, where she now drives the agency's content creation, editing, and design efforts.
- Our redesigned monthly newsletter has become a vibrant platform for the public library community. Sent out on the first business day of each month, it features stories, news, updates, grants, and events. These stories not only highlight our work but will also serve as a powerful tool for advocating ODL's mission to the state legislature and other key partners.
- Fara, our talented web developer and social media manager, is spearheading the transition of public library websites from our current servers and WordPress to a new Google Sites model, ensuring a more efficient and user-friendly experience for the libraries we support.

GovDelivery
- For May through July, seven bulletins were sent to 27,355 total recipients. There has been an increase in subscribers by 598. We sent out the two newsletters every month that included updates from the director, emergency resources, EBSCO User Interface updates, EBSCO webinars, Brainfuse's Summer Skills Camp, information about OKCareer Guide, Summer Reading kickoff events, Read Across Oklahoma Virtual Activities, Book Awards ceremony updates, LibPAS Annual Report Training, grants for conferences and library development, library impact stories, the Prison Working Group meeting announcement, WiFi Hotspot funding, fall Public Library Academy classes, and many more topics. Two additional bulletins were sent out: one announcing

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the ODL Board of Directors' meeting and another sharing the agenda for an Oklahoma Archives and Records Commission meeting.

- The past months have seen positive feedback about and continuing expansion for the agency-wide email communication plan. First, one main newsletter is sent at the start of the month to a Library News subscriber list and public libraries. A second email is then scheduled for mid-month distribution just to public libraries, informing subscribers of any additional events and webinars.

Graphic Design

- We designed a new logo for Oklahoma's health literacy program StoryTrails. Updated StoryTrail map and PDF list. The certificate for participants to fill out will be refreshed to match this new brand identity.
- The call for entries form for the Oklahoma Center for the Book's 35th Annual Book Awards was updated.
- GovDelivery email templates were designed for the monthly newsletter and mid-month newsletter along with communications for specific subscriber groups.
- Five flyers have been designed for distribution to federal legislators during the Oklahoma Libraries federal fly-in to Washington, DC. The flyers are color-coded, and each one features statistics unique to that representative's district. A sixth flyer was also designed with state-wide statistics.
- New staff name placards were designed for the office space. These also emphasize state branding with their chevron patterns and color scheme.
- Three desktop backgrounds were designed to promote programs like TANF and SNAP for our partnership program with DHS. Libraries participating in the pilot program may apply them to the laptops for customers to check out.

Oklahoma Center for the Book

- On May 1, 2024, the Oklahoma Center for the Book held the My Favorite Book Awards at the Oklahoma State Capitol. Winning students in the three grade-level categories (celebrated by their family, friends, teachers, school administrators, and some state legislators) attended the ceremony. Students read their letters and were presented their cash prize money, a medal, and legislative citations. My Favorite Book program is a reflective writing program, whereby students 4th through 12th grade write a letter to an author living or dead explaining how their book or book's character impacted their life. First-place winning students received $500; second-place received $250; and third-place received $100. Moreover, first-place winning students selected either their school or public library to receive $1,000. The MFB program was sponsored in-part by the Kirkpatrick Foundation. Student letters and images from the awards ceremony are posted on the ODL website: https://oklahoma.gov/libraries/ocb/my-favorite-book.html
- On May 11, 2024, the OCB held the 35th Annual Oklahoma Book Awards at the Oklahoma History Center. Winners were announced in the following categories: children/young adult; design/illustration/photography; fiction; non-fiction; and poetry. The Lynn McIntosh Award for

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Excellence was presented to Gwendolyn F. Mukes and Alex K. Wallace for their children's book *Gwen Didn't Care*. Author, poet, and playwright LeAnne Howe was honored with the Arrell Gibson Lifetime Achievement Award. More information and images of the awards ceremony are posted on the ODL website: https://oklahoma.gov/libraries/ocb/ok-book-awards.html

- The OCB on behalf of the Oklahoma Department of Libraries nominated Oklahoma author Lou Berney's fiction book Dark Ride for the 2025 Dublin Literary Award. Originally established in 1994, the Dublin Literary Award honors excellence in world literature. Presented annually, the award is one of the most significant literature prizes in the world.
- Updates were made to the OCB database. The database contains contact information on authors, designers, illustrators, poets, and publishers who have entered the Oklahoma Book Awards.

Websites Updates

- We transitioned the Public Library Academy site to the ODL (AEM) platform. This overhaul included updating the entire Library Development area of the site. You can check it out at Oklahoma.gov/libraries/lib-dev.
- The website highlights several of the state's summer reading events and programs.
- Lists of the My Favorite Book and OK Book Award winners, along with photos from the ceremony, were added to the website.
- The Jobline page has been updated with a more branded look and now includes "archives" positions.
- The homepage is in the process of being redesigned with a focus on setting up specific components.
- We conducted further research into the OKPLS website project to establish a plan for moving forward.

Social Media

- We posted live updates from the Oklahoma Book Awards, with the top-performing post being a congratulatory message for LeAnne Howe on winning the Arrell Gibson Lifetime Achievement Award. Notably, seven of the top ten posts were related to the Book Awards.
- Another top-performing post highlighted the renovations at the Vinita Library, while the top "cute" post featured the fox that took up residence at the ODL building. A post commemorating the 50th anniversary of ODL's move into the Allen Wright Memorial Library building also garnered significant attention. It included historical photos from the staff's move and the building's dedication, complete with an orchestra.
- We also featured posts about ODL job openings, the adult online high school, Summer Reading programs, a 100-year-old book returned in Alva, Children's Book Week, Juneteenth, Olympic and star athletes from Oklahoma, the anniversary of the Tulsa Race Massacre, and the Jim Inhofe dedication, with images from the archives. Additional content included monthly newsletters, Brainfuse, vintage recipes for #WorldBakingDay, and more.

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- A researcher from a true crime show visited the archives, and we teased the upcoming documentary that will be based on one of the state supreme court cases in our collection.
- We created and shared videos with the archives staff for #PreservationWeek.
- Digital gifts were created for our followers on social media: new digital archives puzzles, two downloadable desktop backgrounds (one for libraries and one for archives), and back-to-school fun worksheets for students.

Stats for May, June, and July
- The ODL website had 40,540 pageviews and 29,698 visitors
- The Digital Prairie website had 218,600 pageviews 38,295 visitors.
- Brainfuse was accessed 14,785 times across all three services.
- Facebook reach was 53,300, with an increase of 104 followers on Facebook and 63 on Instagram.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson, Courtney Mayall

A Note on Field Visits: Field visits by the Library Development Office Coordinator focus on newly hired library directors. This is an orientation which enhances awareness of annual reports and the opportunities offered by ODL, while fostering relationships with local and state associations as well as with the city and library board. These visits are conducted on demand. The Library Operations Coordinator's field visits are introducing both the position and staff member to all of the public and system libraries. During the visit, the Library Operations Coordinator is gathering insight into future ODL Library Services and Technology Act (LSTA) grant opportunities, providing direct resources that support library services, and sharing best practices.

Library Development Office Coordinator

Crescent Public Library, Southeastern Oklahoma Library System, Eastern Oklahoma Library System, Nowata Public Library, Piedmont Public Library, Shattuck Public Library, Talala Public Library.

Library Operations

Yukon Public Library, Beaver Public Library, Hooker Public Library, Guymon Public Library, Boise City Public Library, Texhoma Public Library, Meeker Public Library, Chandler Public Library, Okemah Public Library, Wetumka Public Library, Sapulpa Public Library, Mannford Public Library, Tryon Public Library, Stroud Public Library, Konawa Public Library, Holdenville Public Library, Prague Public Library, Piedmont Public Library, Southeast Library System, Crescent Public Library, Guthrie Public Library, Nowata Public Library, Talala Public Library, Miami Public Library, Vinita Public Library, Chelsea Public Library, Pryor Public Library, Eastern Oklahoma Library System, Medford Public Library, Enid Public Library, Okmulgee Public Library, Henryetta Public Library, Bartlesville Public Library, Dewey Public Library, Chouteau Public Library, Langley Public Library,

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Hydro Public Library, Shattuck Public Library, Laverne Public Library, Buffalo Public Library, Alva Public Library, Okemah Public Library.

Youth Services Consultant
Okemah Media Center

State Data Coordinator

The State Data Coordinator went out to help new directors file their annual report. Cities and towns visited include Shattuck and Okemah.

Prison Library Working Group quarterly meetings

July 30, 2024, the group met and reviewed current resources for public libraries working with prisons and assisting newly released individuals. Resources were shared and discussed; they were also made available in a shared Google Drive. The topics ranged from assisting inmates with mail-in reference questions, downloadable books about transitioning from prison to home life, and replicable steps in providing money management and finding job positions.

Annual Report

- The annual report opened on July 1st. Libraries were emailed a username and password.
- The State Data Coordinator answered 4 data-related questions both in-house and from the field.
- 95 annual report related questions were also answered.
- Reports are being reviewed for state aid qualifications and accuracy.

Continuing Education

- A collection of four trainings on collection development have been created for the field using Niche Academy. Collection development experts from Metropolitan, Pioneer, and Tulsa City County Library were contracted to develop recorded trainings on Collection Development Policies, Budgeting, Selecting, and Handling Customer Concerns/Challenges. These trainings will launch in August.
- The 2025 Current Trends Webinar has been scheduled along with two supplemental webinars on Readers' Advisory. The speaker is Becky Spratford of RA for All. She has done similar trainings for other state libraries and is a regular instructor for Learn with NoveList, a well-known readers' advisory software.
- The fall certification classes have been scheduled, and presenters are already booked. Registration will open in September. Two sections are being offered for each course.
- The online certification classes were completed 219 times on Niche Academy from May 1st – July 31st.
- The Public Library Academy and Ryan Dowd Niche Academies had 13,011 total views from May 1st – July 31st.
- 28 individuals applied for their initial certifications, and 11 individuals applied for certification renewals from May 1st – July 31st.

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Youth Services
- Summer Reading Programs kicked off end of May/beginning of June in public libraries. Thousands of Oklahoma youth and families participated in learning programs, reading, and building social skills. These young people began their school years more prepared and ready to learn
- Trisha Hutcherson, our Youth Services Consultant, made many visits to libraries for summer programs, including Guthrie, Bethany, Ada, Pauls Valley, Elk City, Okeene, Tuttle, Mustang, Weatherford, Kingfisher, Antlers, and Stillwater. As a result, Trisha met many library staff and observed programs in action while library staff were encouraged by a visit from ODL.
- The Youth Services Consultant began a research project focused on quantifying summer reading programs. This process is almost complete. Preliminary results indicate that quantifying summer reading in public libraries, at a state level, has not been done very successfully so far. We can get data on numbers/pages/minutes, but we don't have the means that schools do to measure actual reading progress in children. As a result, we can use this information to prepare for and improve our summer reading programs and services to libraries.
- Trisha completed Google's AI Essentials training. As a result, the consultant has more experience and better understanding of an important current digital tool that can be used in libraries and beyond.

Office of Literacy Development
Taylor Meriwether, Brooklynn Bors

Health Literacy
- A meeting was held for all recipients of the health literacy grant to check progress and exchange ideas on supporting access for Oklahoma's population to improve their health.
- Brooklynn Bors attended stakeholder meetings for the State Obesity Plan to network, exchange ideas and share progress toward objectives.
- Brooklynn also observed the Central Oklahoma Health Impact Team (COHIT) listening session for the State's Obesity Plan stakeholders in sharing ways COHIT, as the health systems, can make improvements and collaborate better with the communities they serve.
- Brooklynn took part in the Central Oklahoma Wellness Alliance meeting to network and discuss how public/private organizations can improve the health of the state.
- Brooklynn attended the State Department of Health's Children First Nurse Supervisor meeting to share about our health literacy grants among additional resources available to nurses and families with young children to support the specially trained nurses in their home visits to first-time mothers.
- Applications for the FFY24 Health Literacy grant opened in July 2024. Story trails are a focus of this grant cycle as they uniquely showcase the impact of libraries by blending healthy habits and early literacy. Alongside story trails, libraries may also apply to fund fitness classes, healthy eating, informative, and/or innovative projects. Applications will be received and awarded in time to be reported during the next activity report.

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Citizenship and Immigration Project
- Project activities for the FFY23 Immigration and Citizenship grant concluded on July 31 with final reports due August 2024. Grant recipients are measuring and reporting on the impact of the grant's project activities in providing accurate information, resources, and support for Oklahoma's immigrant population in obtaining their citizenship.
- A meeting was held for all recipients of the Citizenship and Immigration grant to check progress and exchange ideas on supporting Oklahoma's immigrant population.
- Jesus Ramires with U.S. Citizenship and Immigration Services (USCIS) met with us to discuss how they can support and provide materials to sites. Several of the FFY23 granted sites have reported reaching out to Jesus Ramires with U.S. Citizenship and Immigration Services (USCIS) to support their programs after ODL provided his contact information.
- Applications for the FFY24 Immigration and Citizenship grant closed on July 26. ODL received eleven applications, totaling $142,411.89 in requested funds. Each application's project activities support Oklahoma's immigrant population. Reviewing of the application and contracting with selected sites will occur in August 2024.

Online High School (OHS)
- A meeting was held for recipients of the online high school grant to check progress and exchange ideas on supporting Oklahoma's population over the age of 25 in obtaining their online high school diploma.
- The 17 participating sites saw a total of 44 graduates during the previous state fiscal year, concluding on June 30. Graduates have reported life changing outcomes such as raises at work for furthering their education, inspiring family members to complete their education, and the ability to pursue their own higher education goals.

TANF
- The TANF contract has been sunset between OKDHS and ODL, providing adult education services to TANF clients throughout the state. We supported the three contracted sites in the transition to ensure students continue their learning journey.

Community Literacy Grants
- The ODL27 Community Literacy grants concluded project activities on June 30. Through the timespan of August 1, 2023 to June 30, 2024, the 16 selected sites served a total of 813 adult learners, helping combat adult illiteracy in Oklahoma.
- A meeting was held for all recipients of the community literacy grant to check progress and exchange ideas on supporting Oklahoma's population with low levels of literacy.
- We approved applications for the 16 public libraries and community literacy sites for the ODL28 Community Literacy grants to reduce adult illiteracy in Oklahoma. The total awarded amount equated to $115,200.

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My First Library
- We met with the primary donor supporting the My First Library initiative, Krueger Charitable Foundation, to share the FY24 project impact following the conclusions of the program in May 2024. This partnership helped build early literacy skills and supported a love of reading for more than 1,600 pre-kindergarten, kindergarten, and Head Start children during 2023 and 2024 fiscal year. A meeting with a proposal for the next fiscal year will occur in Fall 2024.

Broadband
- We attended all Governance and Council Meetings for the Oklahoma Broadband Office
- Proposals for Digital Equity grants are in progress, augmented by a small focus group with library directors that provide insight into current needs in the field.
- We are looking into the capacity grants and competitive grants that will be administered on state and federal level to see how ODL can apply on behalf of public libraries and what the application process is like.
- A representative will attend the SHLB conference covering broadband and e-rate the first week of October.

Other
- We are gearing up for this cycle of E-Rate which starts in the early fall and will attend two trainings this fall related to e-rate and upcoming changes, such as the inclusion of hotspots.

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

Collections Updates
- General Collection – staff are working on identifying the Oklahoma-related items and materials supportive of state government to retain for the renovation preparation. Staff also identified law subject items and moved them to the Cartwright Law Collection. This project is expected to finish by Oct. 1.
- Cartwright Law Collection – staff are working on identifying the outdated items and removing them from the collection. Staff are also combining the items removed from the General Collection with the existing items. Staff are combining the items removed from the General Collection and Oklahoma Collection.
- Oklahoma Collection - staff are evaluating Oklahoma Room Collection serials for any that are not Oklahoma-related and moving them out to the General Collection area. Also, staff are starting to move law-subject items to the Cartwright Law Collection.

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Electronic Resources

- ODL offered an EBSCO-hosted webinar for public libraries about EBSCO's administrative portals, EBSCO Experience Manager, and EBSCOadmin on two dates: May 7 and 9. For the May 7 webinar, 42 people registered and 18 people participated. For the May 9 webinar, 22 people registered and 8 people participated.

- **Statistics**
  - EBSCO Database Sessions for all sites (number of times a database was accessed as part of a session)
    - May 2024: 1,585,214
    - June 2024: 1,426,863
    - July 2024: 1,553,736
  - EBSCO Total Searches for all sites (count of searches recorded for each database searched during a search click)
    - May 2024: 4,048,311
    - June 2024: 3,706,369
    - July 2024: 4,000,353
  - EBSCO Total Requests for all sites (count represents all user activity related to retrieving viewing or linking out from a record [sum of total full-text requests, abstract requests, and total link out requests])
    - May 2024: 131,414
    - June 2024: 115,546
    - July 2024: 111,952
  - EBSCO Total Login Count for all sites (count of successful user logins by login method [this includes geolocation]. A login represents a user authentication into an EBSCO product.)
    - May 2024: 116,294
    - June 2024: 105,084
    - July 2024: 118,573
  - Brainfuse Total Usage (total number of uses of Brainfuse subscriptions at all sites. This is a count of all usage across all content on Brainfuse, irrespective of content type. This count also includes the number of times the administrative portal was accessed.)
    - May 2024: 4,396
    - June 2024: 4,823
    - July 2024: 5,566
  - OverDrive/Libby Total Checkouts
    - May 2024: 238
    - June 2024: 202
    - July 2024: 212
  - OverDrive/Libby Fiction Checkouts
    - May 2024: 161
    - June 2024: 128

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- ▪ July 2024: 153
  - o OverDrive/Libby Nonfiction Checkouts
    - ▪ May 2024: 77
    - ▪ June 2024: 74
    - ▪ July 2024: 59
  - o OverDrive/Libby Audiobook Checkouts
    - ▪ May 2024: 184
    - ▪ June 2024: 160
    - ▪ July 2024: 172
  - o OverDrive/Libby E-book Checkouts
    - ▪ May 2024: 54
    - ▪ June 2024: 42
    - ▪ July 2024: 40

Government Information

Oklahoma Publications Clearinghouse

- The inventory project for the Oklahoma Publications Clearinghouse Collection continues. Staff are working on shelf-reading to identify the items on the shelves whether they are in the catalog or not, then add them to the catalog. Staff have completed one-third of the work on the inventory lists. Additional copies of Clearinghouse documents are held in off-site storage and the collection's librarian checked inventory in those locations in May.
- Oklahoma Publications Clearinghouse staff have completed an update to the Agency Publications Officer Manual for 2024. The new manual is posted on ODL's website and has been shared with agency Publications Officers on file.
- Oklahoma Publications Clearinghouse staff are also working on creating materials that will be helpful for agencies to understand the compliance process. A Compliance Guide chart draft has been created illustrating the steps an agency needs to complete to meet compliance. A revised Annual Publications list form is also under draft.

US Government Documents Collection

- A draft inventory and access strategy has been completed and submitted for review by leadership. The central goal of this plan is to complete an inventory of the entire collection and ensure that items retained have been catalogued and barcoded so that all holdings are displayed through ODL's catalog. Basement nautical maps have been withdrawn from the collection.
- U.S. Government documents staff continue to place fragile materials in archival housing to minimize environmental fluctuations that affect their condition. This process will likely continue through the next year and additional supplies have already been purchased for this task.

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Archives and Records Management

Madelyn Chambers, Amanda Chrestensen, Patricia Nunes, Sharif Tucker, Alyssa Vaughn

FY2024 Statistics

- We responded to 767 reference requests from state agency personnel and the public.
- Archives and Records Management provided access to 13,788 corner records in response to 680 requests. Processed 8,255 new corner records filed by professional land surveyors.
- We uploaded 731 items to the Archives.OK.Gov collection on Digital Prairie, increasing the collection by 22% and reaching a total of 4,000 items.
- 510 GB of digital files were moved from the agency's network drive to OU's OURRstore for preservation and to reduce storage fees.
- We transferred 922 cubic feet of records from 13 state agencies to the State Records Center and destroyed 1,214 cubic feet of eligible records stored at the State Records Center.
- We also accessioned 205 cubic feet of records into the State Archives.
- 642 series from 34 records retention schedules have been updated as requested by 17 agencies.

State Archives

- Summer volunteer and grad student Christopher Moore is assisting with creating finding aides for State Archives collections.
- 102 items were uploaded to the Archives.OK.Gov collection on Digital Prairie, including 21 Department of Education newsletters and 73 annual reports for state agencies.
- Several interesting research requests were made: one inquiry about a 1976 Court of Criminal Appeals case used for a true crime documentary and another about early 1900s Board of Public Affairs ledgers with furniture inventories for OU proving that three rolltop desks in the Library are original to the college (the College of Law's Library is planning to exhibit the desks later this year).

State Records Management

Training

- We provided records management training to eight staff members from four agencies
- We also provided records management training to state government HR personnel at the Public Sector HR Association – Oklahoma Chapter Summer Conference, June 21

State Records Center and Annex

- Transfers to the State Records Center include 210 cubic feet from the following agencies: Attorney General, Auditor & Inspector, Department of Education, Employment Security Commission, Funeral Board, and Nursing Board.
- Staff pulled 102 cubic feet of records for destruction for the Corporation Commission and OMES.

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Outreach

- We shared State Archives resources and collection items at the Oklahoma Historical Society's (OHS) History Symposium, May 5.
- A State Archives tour was provided for three interns from OHS, July 11.
- Staff attended the National Association of Government Archives and Records Administrators (NAGARA) Annual Conference in Atlanta for training and networking, July 16-19.
- We shared State Archives and ODL resources at the Oklahoma Museum Association's Teacher Resource Social, August 6.
- We also provided a State Archives tour for staff from the House of Representatives, August 15.

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ARROWHEADCONSULTING

Overview

Arrowhead Consulting (ACS) was engaged to conduct a comprehensive organizational assessment for Oklahoma Department of Libraries (ODL), encompassing classification, compensation, structural studies, and employee development strategies. The primary goal was to align ODL's operations with best practices to enhance effectiveness and efficiency. Below are the specific objectives, methodologies, findings, and recommendations for each study.

Classification Study

Objective: This study aimed to (1) clarify work expectations and qualifications for current and future ODL employees, and (2) ensure positions performing similar work are appropriately classified together within Oklahoma's Office of Management and Enterprise Services' (OMES) classification system.

Methodology: To classify roles and clarify responsibilities, ACS followed a task/skill approach aligned with Federal Uniform guidelines for job analyses. This process included:

1) Reviewing functional job descriptions from ODL, OMES, O*NET data (via the Department of Labor), and other relevant documents to identify initial tasks and KSAs for each position.
2) Conducting structured interviews with incumbents (with at least 6 months tenure), their supervisors, and senior leaders to review job descriptions and clarify key tasks and requirements.
3) Administering surveys to incumbents and their supervisors to capture the frequency and importance of tasks and competencies needed for each position.
4) For filled budgeted positions, (a) identifying essential tasks and competencies for successful performance; (b) determining if essential competencies are needed at entry or can be learned on the job; and (c) linking essential competencies to essential tasks, retaining only competencies tied to important tasks.

Results: Positions in ODL fall into three categories: correctly classified in OMES (13, 36%), incorrectly classified with correct classification available in OMES (8, 22%), and incorrectly classified, with recommendations to establish a new classification in OMES (15, 42%).

Recommendations: ACS recommends that ODL immediately reclassify incumbents in incorrectly classified positions while maintaining incumbent's' current pay rates. ACS has drafted proposals for three new classifications, including Library Development Consultant, Archivist, and Government Records Management Specialist to present to OMES. Additionally, ACS recommends that, once these new classifications are approved by OMES, ODL should immediately reassign these positions into the appropriate classifications while maintaining incumbents' current pay rates.

Compensation Study

Objective: The compensation study aimed to provide ODL leadership with insights for making informed compensation decisions and maintaining market competitiveness.

Methodology: ACS conducted a market rate compensation study by:

1) Reviewing ODL's current compensation plan and discussing current recruitment and retention challenges with leadership.
2) Conducting a survey comparing compensation practices for benchmark positions across other state agencies in Oklahoma, other state library administrative agencies, comparable Oklahoma libraries and systems, and private employers performing similar work.
3) Applying survey results to recommend updates to ODL's compensation schedule, including compensation levels, range spread, and equity adjustments.

4) Developing guidelines for setting starting pay based on knowledge, experience, job difficulty, and market competitiveness.

Results: The study found that while 51% of employees' pay is at or above the internal pay grade midpoint, most (94%) fall below the market mean, indicating significant pay compression.

Recommendations: ACS recommends that ODL adopt a pay-for-performance approach to align with the State's goal of paying 90% of the market median. This involves granting annual pay increases to employees meeting performance expectations and awarding bonuses to those exceeding them, based on performance appraisals.

Organizational Structure Study

Objective: The study aimed to optimize divisions, staffing levels, and leadership structures within ODL.

Methodology: ACS integrated insights from the comprehensive classification study with feedback from ODL leadership and staff.

Results:

1) *Organizational Structure* - The study highlighted the need to streamline the agency into six main departments: Library Development, Archives & Records, State Library, Finance, Marketing & Communications, and Operations.
2) *Departmental Reorganization -*
   - Within Services to Library division, Library Development department should be split into Library Development Consultants and Statewide Programs units.
   - Within Services to Government division, Archives & Records department should be split into separate Archives and Records units; and State Library department should be divided into Circulation & Reference, and Collections units.
   - PIO & Administration Division should be divided into Marketing & Communications, Finance and Operations departments, with Operations further divided into Facilities unit and HR function.
3) *Position Realignments –* Seven occupied positions were identified for reassignment to different departments.

Recommendations: ACS recommends that the agency implement the proposed structural changes and departmental reorganizations in a phased approach over the next 12 months. This process should include adopting a simplified nomenclature structure for positions to better align with the new divisions and departments and to make the positions' functions and levels of responsibility clearer to internal and external stakeholders.

Employee Development Study

Objective: The employee development study aimed to: (1) create a leadership and internal growth strategy for ODL staff, (2) define metrics and language for the State's PMP system, and (3) develop educational materials and training on PMP updates for ODL employees. During the study, OMES and ODL's HR capabilities grew, leading to a shift in scope. OMES and the HR manager took on training for the new PMP system, while ACS focused on developing the language and metrics for the PMP.

Methodology: Using data from the job analysis and classification study, ACS determined 5-6 key responsibilities and associated competencies for each position, focusing on those with a 10% or higher weighting in Workday's system, while excluding competencies below 10%. ACS also identified the appropriate tier of competencies to use for each position and assigned competency weights to each incumbent based on their unique roles, and zeroing out any competencies weighed less than 10%. ACS also identified positions with restrictive hiring or internal promotion criteria, such as required degrees or previous supervisory experience.

Results: ACS created a list of responsibilities and competencies, along with their weights for each position. For positions with restrictive hiring or promotional criteria, ACS developed language to propose to OMES to create more accessible pathways.

Recommendations: ACS recommends that ODL ask OMES to change certain educational or experience requirements from mandatory to preferred to ease hiring and promotion. Additionally, ACS suggests using the STAR method with provided example language and objective criteria for performance reviews in Workday.

ODL Board Meeting
September 5, 2024

Agenda Item 8
Consideration and possible action on ODL policies for Alternative Work Arrangement,
Progressive Discipline and Dress Code.

Summary
The agency brings forward for Board consideration and possible approval updates to existing
policies for:
- Alternative Work Arrangement
- Dress Code

The agency brings forward for Board consideration for a new policy for:
- Progressive Discipline

In the attached supporting documents 8a, 8b, and 8c, recommended additions to current policy
language <u>are designated with underlines.</u> Recommended deletions from the policy are
~~designated with strikeouts.~~

Background
Per Oklahoma Statute Title 65, Section 2-106:

"The Oklahoma Department of Libraries Board shall be the supervisory and policymaking body
of the Department and shall . . . (b) Formulate the general policies of the Oklahoma
Department of Libraries, in consultation with the Director."

Supporting documents attached
8a: Alternative Work Arrangement
- This policy includes revision to the Telework Policy, updates to language from the
  Workweek, Flextime Schedule, and Workweek Adjustments policy, and removal of
  Telework Procedure, Telework Agreement, and Telework Application for a more
  streamlined process for employees and administration.
8c: Dress Code
- Formerly called "Appearance and Conduct" and "Identification Cards"
8c: Progressive Discipline Policy

Alternative Work Arrangement Policy

At ODL, we recognize the importance of work-life balance and the diverse needs of our employees. To support flexibility while maintaining our commitment to service excellence, we offer alternative work arrangements to eligible employees.

Eligibility and Consideration

All ODL employees meeting performance expectations are eligible to be considered for an alternative work arrangement on a case-by-case basis. Each request will be evaluated to ensure that it meets both the employee's needs and the operational requirements of ODL. An Alternative Work Agreement must be on file with Human Resources, completed by the employee and their supervisor, and signed by the employee, supervisor, HR, and the Director before an employee begins an alternative work schedule or location. A new agreement is required annually, when modifications are needed, and if an employee changes job positions within ODL.

Types of Alternative Work Arrangements

These alternative arrangements are designed to align both work and personal goals, ensuring coverage for departmental operations and enhancing overall productivity without compromising the quality of work. Employees on an alternative work agreement are required to take regular breaks and lunch periods.

- **Flexible Hours:** Employees may adjust their start and end times within a designated range, while still maintaining the total number of required hours worked each day. Employees approved for flextime may shift their arrival no earlier than 7:00 AM and departure no earlier than 4:00 PM.
- **Telework:** Employees may work remotely for part of the week, depending on their job duties and the ability to meet performance expectations from a remote location.

Modification and Continuity

Any alternative work agreement may be modified or discontinued at any time by the agency in its sole discretion. The agency shall make every effort to provide up to 30 days' notice of such a change; however, there may be instances when less notice or no notice is necessary.

Teleworking Performance Standards

Telework allows an employee to work off-site from their established work location for part of their workweek. However, employees working remotely are required to be available to attend in-person meetings, trainings, or any other events at the Allen Wright building work location on all days they are scheduled to telework.

Employees are expected to adhere to all ODL policies and procedures governing employee conduct. Telework is not designed to be a replacement for appropriate

dependent care, and the focus of work hours in the telework location must be on job performance and meeting agency requirements.

Employees approved for telework shall comply with the State of Oklahoma Information Security Policies, Procedures, And Guidelines and applicable data security laws, rules, and regulations to ensure the protection of information accessible from any telework location. Employees shall not attempt to bypass security measures or modify security configuration settings, use their personal devices to perform work without the approval of their supervisor, or save state data to their personal device. If an employee, after approval from their supervisor, uses their personal device(s) to perform work, the employee shall adhere to the State of Oklahoma Personal Device Standard.

Furthermore, employees shall familiarize themselves with and follow all applicable laws, rules, regulations, policies, and internal procedures regarding the confidentiality of state data. Employee shall immediately notify the appropriate supervisor and individual in the event a breach or suspected breach of confidentiality occurs.

A copy of the State of Oklahoma Information Security Policy, Procedures, and Guidelines and the State of Oklahoma Personal Device Standard may be obtained from Human Resources or found at https://oklahoma.gov/omes/divisions/information-services/about-information-services/policy-and-standards.html.

Teleworking Environment Standards

Employees are required to maintain a safe workspace at their telework location and to conduct regular inspections and ongoing maintenance. Teleworking employees are expected to fully cooperate with any security audit of their telework locations. Teleworking environments must meet these minimum requirements:

1. Safe and hazard-free.
2. Adequately ventilated.
3. Reasonably quiet, free of distractions, and sufficiently well-lit to allow for reading.
4. Stairs with four or more steps are equipped with handrails.
5. All circuit breakers and/or fuses in the electrical panel are labeled as to the intended service.
6. Circuit breakers clearly indicate if they are open or closed positions.
7. All electrical equipment is free of recognized hazards that would cause physical harm.
8. Electrical outlets are three-pronged and grounded.
9. Computer equipment is connected to a surge protector.
10. Aisles, doorways, and corners are free of obstructions to permit movement.
11. File cabinets and storage closets are arranged so drawers and doors do not open into walkways.
12. Space is free from excess furniture.
13. Phone lines, electrical cords, and extension wires are secured under a desk or alongside baseboards.
14. Floor surfaces are clean, dry, level, and free of worn or frayed seams.
15. Carpets are well-secured to the floor, and free of frayed or worn seams.

16. A fire extinguisher is in the workspace or easily accessible.
17. A working smoke detector is detectable from the workspace.
18. Chair casters are secure and/or rungs of the chair are sturdy.

Teleworking Equipment

ODL will determine appropriate equipment needs, <u>which may include a state-issued laptop,</u> for each job position and job function deemed suitable for telework. If a system, or any part thereof, used for telework is damaged, lost, stolen, compromised, or suspected of being compromised, the employee shall immediately report the incident to their supervisor. After termination of a telework agreement, all state-owned property shall be returned to ODL within three (3) business days. The employee agrees to be liable for the replacement or repair cost, as applicable, of state-owned equipment that is lost, damaged or unreturned after termination of the agreement.

<u>Dress Code</u> ~~Appearance and Conduct~~

<u>At ODL, we pride ourselves on maintaining a professional image while collaborating with state agencies and the business community. To support this standard, we expect all employees to make reasonable efforts to present themselves in a manner that reflects the professionalism we uphold.</u>

<u>Daily Hygiene and Attire</u>
<u>Employees are expected to practice proper daily hygiene and choose clothing appropriate for their job and work environment. Attire should be neat, clean, and reflect good business judgment, while also ensuring safety in the workplace.</u> ~~Employees of the Department have daily contact with the public, state employees of other agencies, peer organizations, and government officials. As a representative of the~~ <u>employees must be</u> ~~neatly dressed, well groomed, and practice proper daily hygiene.~~

~~Employees following proper hygiene bathe or shower daily. Employees must use deodorant, comb their hair and practice oral hygiene by brushing their teeth daily. Avoid excessive amounts of cologne or perfumes. Many people have allergies or are sensitive to scented products. Keep this in mind when selecting products.~~
~~Employees must be neatly dressed according to the occupation of the wearer and clothes should be clean. Employees are expected to be professionally dressed in a manner that is not offensive or disruptive to others. Inappropriate dress would include the following:~~
- ~~T-shirts~~
- ~~Clothing with vulgar or offensive slogans and/or illustrations~~
- ~~Skorts, shorts, cutoffs, and swimwear~~
- ~~Caps, hats, bandannas~~
- ~~Sweat suits, jogging suits, fitness apparel~~
- ~~Flip flops/shower shoes~~
- ~~Low cut tops and apparel that exposes the back or midriff~~
- ~~Dresses and skirts that are shorter than mid-thigh, low cut, or exposes the back~~
- ~~or midriff~~

<u>Dress for Your Day</u>
<u>We encourage employees to dress appropriately for the demands of their day, considering the people they may meet, whether scheduled or unexpectedly.</u>
- <u>Meeting with vendors, legislators, or agency leaders: Opt for business attire, such as a dress, suit, or blazer.</u>
- <u>No external meetings scheduled: Business casual, like jeans paired with a nice polo or sweater, is suitable.</u>
- <u>Capitol visits: Keep a blazer, tie, or other professional dress readily available.</u>
- <u>Personal Preference: If you prefer business casual or more formal business attire, you're welcome to continue. The key is to dress appropriately for your day, focusing on confidence, comfort, and good judgment.</u>

<u>Safety</u>

~~Identification Cards~~

Employees shall keep their state-issued identification cards with them at all times. ~~The Department issues photo identification cards (ID Cards) to all full time employees. These cards are property of the ODL.~~ If at any time an identification card is lost or stolen, immediately notify ~~the Deputy Director~~ Human Resources. Employees must return their ID cards to the Department when ending their employment with ODL.

ODL may require more stringent dress requirements for specific positions for safety reasons. Staff engaging in physical labor or performing job duties outdoors for extended periods may be approved to wear clothing suitable to their jobs and work sites. Exceptions may also be granted based on a medical or health condition. The request must be reviewed and approved by the employee's supervisor and Human Resources.

~~Dress Guidelines~~

~~Different divisions may have different expectations depending on the type of work performed and the level of interaction with the general public. Questions about appropriate dress should be discussed with division supervisors.~~

Guidance and Compliance

If you're uncertain about appropriate attire, please consult your supervisor or human resources. Supervisors are responsible for providing guidance on proper attire and grooming. Employees reporting to work in violation of these standards will be sent home to change into acceptable clothing. Time away from work to correct attire will be charged to annual leave or leave without pay.

Progressive Discipline

The Civil Service Division of the Office of Management and Enterprise Services (OMES) establishes and maintains progressive discipline standards for State employees as referenced in the Civil Service and Human Capital Modernization Rules of the Oklahoma Administrative Code, Title 260, Chapter 130, Subchapter 27 and as outlined in this policy.

All employees are expected to meet performance and safety standards and behave appropriately in the workplace at all times. Before engaging in the State's progressive discipline process, supervisors will responsively address and resolve safety, performance, and conduct issues with employees when they arise through regular performance feedback and coaching conversations.

This Progressive Discipline Policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Supervisors shall consult with Human Resources prior to imposing disciplinary action.

ODL may apply progressive discipline to all employees; however, ODL employees designated as executive management as determined by the agency director do not have complaint rights under the Civil Service and Human Capital Modernization Rules. Additionally, ODL employees may be terminated at any time during their trial period without the right of complaint.

In accordance with Civil Service Rule 260:130:27-5, the OMES Human Capital Management Civil Service Division developed the following standards for the progressive discipline process. Aggravating and mitigating circumstances shall be considered when assigning a level of discipline. Based on relevant circumstances, a single incident may justify a higher step of discipline.

Step one: Employee Counseling

The first step of the progressive discipline process shall be counseling to correct infractions of statute, rule, policy, practice or procedure regarding work performance or behavior. This phase may serve to streamline the progressive discipline process and to bring potential problems to an employee's attention before it escalates. Counseling documentation shall be provided to the employee and maintained in the employee's disciplinary file. The supervisor or employee should be prepared to recall the events of the employee engagement when progressing to the next steps in the progressive discipline process or at a hearing.

Step two: Disciplinary actions with complaint rights

The second step of progressive discipline shall be disciplinary actions and may take place after employee counseling absent aggravating or mitigating circumstances. An employee may receive a disciplinary action to correct violations of statute, rule, policy, practice, or procedure regarding work performance or behavior including written reprimand, suspension without pay, and involuntary demotion.

Disciplinary action documentation shall include a citation of any other employee engagement or discipline used in the decision to administer disciplinary actions with complaint rights. The employee will be provided an opportunity to respond in writing to

disciplinary actions. Any response shall be attached to the disciplinary action documentation. Disciplinary documents shall be provided to the employee and maintained in the employee's disciplinary file.

Step three: Ending the employee/employer relationship

If the decision is made to terminate the employee, the employee will receive written communication with the date of the termination, the statute, rule, policy, practice, or procedure regarding work performance or behavior which was violated, the cause for the termination, and a citation of any previous disciplinary actions which were used in the decision to administer the termination.

ODL Board Meeting
September 5, 2024

Agenda Item 10
Consider and approve State Fiscal Year 2026 Budget Request

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

The State Fiscal Year 2026 request is focused on increasing the agency's ability to meet core responsibilities assigned by the Legislature and Strategic Goals. Specifically:

Goal 3: Strengthen Libraries and **Goal 4: Help Build Thriving Communities**
- The agency's main vehicle to grow public library capacity is the **State Aid to Public Libraries program.** The smallest independent libraries currently receive a minimum award of $1,300 in State Aid each year. **The height of State Aid funding was in 2010 at $2,485,650.** We request the Legislature **match that figure, adjusted for today's inflation: $3,608,137.**

Goal 1: Invest in a Sustainable Future and **Goal 2: Enable Access to Information**
- The agency is assigned the responsibility for administering the State Archives and Records Management program in Title 67 of the Oklahoma Statutes. **The legislature invested $402,548 in one-time funds in SFY 25 for the purpose of replacing the failing inventory management system and to stand up a preservation and access solution for our state's permanent digital records.** ODL collaborated closely with the Office of Management and Enterprise Services (OMES) to identify and procure technology. This investment also allowed us to stand up the state's very first process for acquiring born digital permanent records into the State Archives Collection. **The SFY 26 request is the annual cost for maintaining and operating these systems.**
- The results of the Classification, Compensation, and Organization Study show that for ODL to become competitive in the job market and attract and retain the talent needed to meet statutory obligations, the agency should **implement a pay for performance system and add back additional staff lost in previous budget cuts**:

- o Pay for performance system:
  - Based on scores from Performance Management Process (PMP) with a score range of 1-5.
  - Scores of 3 (meeting standards) and above are eligible for an increase to their base salary on a sliding scale, contingent on availability of funds appropriated by the legislature for this purpose.
  - Scores of 3 (meeting standards) and above are eligible for one-time bonuses on a sliding scale, contingent on availability of carryover funding.
- o Add 8 additional staff:
  - Administrative Programs Officer II (1 position needed)
  - Archivist II (3 positions needed)
  - Records Officer II (3 positions needed)
  - Records Officer III (1 position needed)

Summary of SFY 26 Continuing Requests	
Restore State Aid to Public Libraries to 2010 level ($2,485,650) adjusted for inflation ($3,608,137). (SFY 24 level = $1,489,277).	$2,118,860
Implement the results of the Classification, Compensation and Organizational Study completed August 2024: Add 8 positions ($715,513.37). Implement pay for performance ($170,570.94).	$886,084.31
Recurring annual expenses for the State Archives and Records Center inventory management system ($92,042.50) and estimate for the State Archives Digital Asset Management System ($150,000).	$242,042.50
Known increase in operational expenses, bills (accounts for 5% inflation on current expenses, including increases to benefit allowance and longevity payments)	$100,000
Total SFY 2026 Appropriations Budget Request	**$3,346,986.81**

ODL Board Meeting
September 5, 2024

Agenda Item 12
Consider and approve regular meeting dates of the ODL Board for Calendar Year 2025

65 O.S. § 2-105. Oklahoma Department of Libraries Board Meetings
The Board shall meet at least once every three-month period. Additional meetings may be held upon call of the chairman, vice-chairman, in the absence of the chairman, or the secretary.

Date	Location
Friday, March 14 10:00 – 11:30 a.m.	Oklahoma Library Association Annual Conference Embassy Suites Norman 2501 Conference Dr Norman, OK 73069
Friday, June 13 10:00 – 11:30 a.m.	Muskogee Public Library Eastern Oklahoma Library System 801 W Okmulgee Ave Muskogee, OK 74401
Friday, September 12 10:00 – 11:30 a.m.	Alva Public Library 504 7th St Alva, OK 73717
Friday, December 12 10:00 – 11:30 a.m.	ODL South Conference Room 200 NE 18 Street Oklahoma City, OK 73105