



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting - *Special*

November 15, 2024 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18th St

Oklahoma City, OK 73105

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

Public access viewing of the meeting through Zoom:

<https://www.zoomgov.com/j/1613858038?pwd=XULybk3LnZDv3A3peDqF7ogb47HPQP.1>

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20241115.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 special board meeting held September 5, 2024 1
3. State Aid for Fiscal Year 2024
 - a. Overview of process used to determine State Aid eligibility.....10
 - b. Consideration and possible action on appeal from the Nowata City-County Library which was determined not to qualify for State Aid for SFY 2024 based on OAC 405:25-1-3(2)(B)(ii) 19
4. Adjournment

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

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



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting - *Special*

September 05, 2024 | 10:00 a.m.

Norman Public Library East

3051 E Alameda St

Norman, OK 73071

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/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

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

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Cassie Spindle, Ashley Welke, Tara McCleod, Nancy Hooper, Kaylee Reed, Melissa Nucci, Katie Packell

Chair Robison initiated the meeting by reordering the agenda to start with Item 7, the Director's Report, followed by Item 9, Executive Session for the purpose of discussing employment, classification, and/or compensation for individual occupied positions. The meeting would then return to Item 2 and continue in agenda order.

Director Natalie Currie informed the board that reordering the meeting agenda was to accommodate the schedule constraints of Dr. Katie Packell from Arrowhead Consulting Services who was invited to provide a final status report for ODL's recently completed Classification, Compensation and Organization study.

Teresa Sutter joined the meeting at 10:14am.

2. Consideration and possible action on minutes for the regular board meeting held June 14, 2024

Chair Robison asked if the board had questions about the minutes. No questions.



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

3. Discussion, consideration, and acceptance of ODL Board Officers for 2024-2025.

Chair Robison invited Ferate to disclose what was discussed during the ODL Board Officer Nominating Committee meeting. Ferate stated that the committee recommended Jim Robison continue as Chair and Ronda Smith be nominated as Vice Chair for 2024-2025.

Ferate motioned to accept Jim Robison as incoming Chair and Ronda Smith as incoming Vice Chair of the ODL Board, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

4. Consideration and possible acceptance of financial reports

a. SFY 24/SFY 25 Expenditure Report through July 31, 2024

Chair Robison invited Tara McCleod to introduce the SFY 24/SFY 25 Expenditure Report.

McCleod noted an increase in travel expenditures due to increased travel to libraries and expanded access to critical professional development opportunities. Most large conferences occur in the fall, so spending on travel in the spring should decrease.

McCleod pointed out an administrative expense under informational services and explained that it was based on the prior year's addition of Brainfuse and an increase in EBSCO costs. McCleod further explained that an increase in furniture and equipment spent correlated to payment for a safety lift purchased for the Record's Center. The lift was purchased with carryover funds, but due to supplier issues, the invoice was not paid until July.

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

b. SFY 24 Budget to Actual Report through July 31, 2024



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McCleod pointed out errors in the budget to actual expenditures and encumbrances document, including incorrect annual variance figures. Under Class Funding 19401, the annual variance amount should be corrected to 783,231 from 576,746.

Director Currie outlined that any funds carried over would be used to supplement renovation costs.

Chair Robison asked if there was time left to spend encumbrances. McCleod advised that there are a couple of months remaining to spend the funds, and there are several invoices left to pay. However, she pointed out that the report was dated through 31 July. Since that time, most remaining encumbrances have been spent.

Ferate made motion to accept SFY 24 Budget to Actual expenditures and encumbrances with discussed corrections, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

c. SFY 24 Cost Variance Report through July 31, 2024

McCleod provided a new copy of the SFY 24 Cost Variance Report that corrected a formula error in the FY 23 to FY 24 year to date expenses column.

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

d. SFY 25 Budget to Actual Report through July 31, 2024

McCleod explained encumbrances and purchase orders, noting that funds are encumbered even before they are spent, which affects the budget appearance. McCleod further advised that rent expenses, including software renewals, contributed to the high spending figures.

McCleod clarified that high-value amounts were due to authority orders, which allowed for multiple payees and were typically used for grants or purchase cards. A significant portion is budgeted in the 555 payments, local governments and nonprofits.



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

e. SFY 25 Cost Variance Report through July 31, 2024

McCleod highlighted changes in budgeting for certain departments, such as the Office of Library Resources moving to Government Information Services budget division. McCleod drew attention to an increase on expenses and encumbrances in Division 30 as well as a decrease in services to libraries expenses and encumbrances.

Director Currie stated that the budget reorganization allowed for more flexibility in budgeting and better matches the agency's organizational structure. The discussion included the higher encumbrances in Division 88 due to faster purchase order processing for technology.

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

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

a. Consideration and possible acceptance of changes to the FFY 2024 Summer Reading Resources Project

McCleod proposed expanding the Summer Reading Resources Project to include youth services, allowing for broader support beyond just summer reading. The expansion aimed to address the needs of libraries throughout the year, not just during the summer. The proposal included the flexibility to reallocate unspent funds from other projects to support youth services. The project focus would be on training librarians to support early learning and school readiness, with a concentration on rural communities.

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

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



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McCleod stated that all funds would be expended by the deadline, September 30 of this year. The report to IMLS must be submitted by the end of January 2025, which will officially close out FFY 2023.

Chair Robison made motion to accept FFY 2023 LSTA financial report as presented, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

- c. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects

McCleod explained that the agency has only just begun to spend the funds allocated for FFY 2024. The deadline to spend the funds is September 30, 2025. The application cycles closed for Citizenship and Immigration and Health Literacy. The applications will be processed soon for those funds to be distributed.

Sutter made motion to accept LSTA financial report for 2024, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; 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 through July 31, 2024

See attached report

- b. Final Status Report for Classification, Compensation, and Organizational Study by Arrowhead Consulting Services

Dr. Packell stated that Arrowhead Consulting Service's primary objective was to determine if the jobs within the agency were currently slotted into the appropriate classifications. If not, Arrowhead established what modifications or adjustments needed to be made. Packell said that the results of the study identified three categories of positions within the agency: 36% of positions were classified correctly, 22% were classified incorrectly with correct classifications available, and the rest were incorrectly classified with recommendations to establish new classifications through OMES.



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Dr. Packell said that the study led to the creation of distinct classifications for archivists and records managers. The two had previously been combined. Packell noted that Arrowhead also proposed a new classification for library development consultants. For positions that were incorrectly classified with an appropriate classification available, Arrowhead recommended reclassifying those positions to the correct role.

Arrowhead reviewed the agency's organizational structure and provided recommendations to streamline and better align positions within the agency. Dr. Packell outlined the proposed organizational structure, including six main departments: Library Development, Archives and Records, the State Library, Finance, Marketing and Communication, and Operations. It is further recommended that the State Library be split into Circulation and Reference, and Operations into a facilities-specific unit and HR.

Dr. Packell discussed the employee development process, which involved leveraging job analysis work to inform the state's performance management system. The compensation study considered market rate data and provided benchmarks for existing and new positions, ensuring competitiveness. Arrowheads recommendations aimed to support the agency's obligations while considering the needs of long-term staff and providing professional development opportunities.

8. Consideration and possible action on ODL internal policies

a. Alternative work Arrangement Policy

Update focused on modernizing language and reflecting recent changes to statues in order to balance business needs with those of employees.

b. Dress Code Policy

Adjustments promoted the importance of maintaining a professional image while remaining responsive to employees.

c. Progressive Discipline Policy

New policy established to formalize the discipline process.



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

9. Consideration and possible action to enter into Executive Session for the purpose of discussing employment, classification, and/or compensation for individual occupied positions.

- a. Vote to enter executive session

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

- b. Vote to return to open session

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

- c. Action on matters discussed in executive session

Ferate made motion to accept the proposed reclassification and reorganization as discussed in executive session, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed.

10. Consideration and possible action on SFY 26 ODL Budget Request

Director Currie introduced the SFY 26 budget request, which included a request for reinvestment in state aid to public libraries, as well as funds for additional positions to implement the Classification, Compensation, and Reorganization study. Additional budget considerations included funding for pay for performance, technology implementation for the state Archives and Record Management program, and inflation-related expenses.

The requested budget totaled \$3.3 million, in line with the prior year's request.



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

11. Consideration and possible action to enter Executive Session to discuss the ODL Director's performance review.

a. Vote to enter executive session

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

b. Vote to return to open session

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

12. Consideration and possible action on schedule of regular meetings for the 2025 calendar year:

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

Chair Robison asked if the board had any questions or comments about the proposed schedule. There were none.

Sutter made motion to accept the 2025 calendar year schedule, and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; 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, yes; Ferate, yes; Lively, absent; Smith, yes; Sutter, yes. The motion passed. Meeting adjourned at 12:06pm.

Next ODL Board Meeting - *Special*: Friday, November 15, 2024 at 10 AM

ODL Board Chair

ODL Director, Secretary Ex Officio



ODL Board Meeting - *Special*
November 15, 2024

Agenda Item 3a

State Aid Grants to Public Libraries for State Fiscal Year 2024

Summary

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

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

In 2019, the ODL Board began serving as an appeals board in the agency's execution of State Aid Grants to Public Libraries. OAC 405:3-1-14 governs this process. The introduction of the appeals process has made it difficult to prepare the state aid formula figures in advance, as had been the practice in previous years. The state aid formula is based on specific population and square mileage data for each eligible library, and thus will vary depending on which libraries ultimately qualify for state aid. To account for the appeals process, and the potential for additional libraries qualifying for state aid, the ODL Board will consider agenda item 3b at this special meeting. After this meeting, ODL staff will compute the distribution of state aid based on all qualifying libraries. The formula and accompanying spreadsheet will then be provided at the December 13 meeting for final Board approval.

The proposed state aid formula for Oklahoma public libraries in SFY2024 will include the following components. The highlighted figures will be filled in once appeals are decided and presented to the Board at the December 13 meeting:



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

Budget Impact

\$1,489,277 in SFY 2024 Appropriations

Recommendations

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

- Agenda Item 3b: The Nowata City-County Library has been found to not qualify for State Aid for SFY24 based on not meeting the minimum number of hours stipulated per the schedule listed in OAC 405:25-1-3(2)(B)(ii). We ask the Board to affirm the administration's determination unless it finds such determination is contrary to applicable rules.

Supporting documents attached

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

OAC 405:25 State Aid Grants to Public Libraries

OAC 405:3 Administrative Rules of the Board



Oklahoma Statutes Citationized

Title 65. Public Libraries

Chapter A - Oklahoma Library Code

Article Article 2 - Department of Libraries Board

Section 2-106 - Duties and Powers

Cite as: O.S. §, ___

The Oklahoma Department of Libraries Board shall be the supervisory and policymaking body of the Department and shall:

- (a) Appoint the Director, who shall possess the qualifications specified by Section 65-3-103 of this title, and shall hold office at the pleasure of the Board;
- (b) Formulate the general policies of the Oklahoma Department of Libraries, in consultation with the Director;
- (c) Review and approve the budget requests for the Department;
- (d) Formulate standards for public and special libraries in consultation with the Director and his staff, and with the Oklahoma Library Association;
- (e) Utilize such standards as guidelines in accreditation of public libraries and library systems;
- (f) Utilize such standards and accreditation as guidelines in approval of apportionment of state funds of federal funds such as may be administered by a state agency to public libraries, library systems and special libraries and their use of such funds;
- (g) Serve as an appeal board in the execution of the Library Services Construction Act, 20 U.S.C. § 351(1991), including any amendments thereto, and any similar federal legislative acts requiring such services;
- (h) Approve the formation of library systems and designate areas for library districts;
- (i) Maintain liaison with the Oklahoma Library Association;
- (j) Assist in communicating the goals, plans, budgets and work of the Department to executive, judicial and legislative officials, and to the public;
- (k) Provide for the certification of public librarians;
- (l) Establish a formula for the equitable apportionment of monies from the Oklahoma Local Library Support Revolving Fund; and
- (m) Promulgate such rules as may be necessary to carry out the intent and purposes of this act.

Historical Data

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

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

Authority 65 O.S., § 2-106(m)

Source Codified 12-27-91

405:25-1-1. Purpose

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

405:25-1-2. Definitions

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

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

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

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

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

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

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

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

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

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

(1) Basic requirements.

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

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

(2) User service requirements.

(A) Libraries must provide free library service.

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

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

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

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

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

(v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

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

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

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

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

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

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

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

(3) Administration and finance requirements.

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

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

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

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

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

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

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

(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.

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

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

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

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

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

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

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

(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library

school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

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

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

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

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

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

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

405:25-1-5. Ineligibility notification

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

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

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

405:25-1-6. State aid formula

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

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

CHAPTER 3. ADMINISTRATIVE RULES OF THE BOARD

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

[Source: Codified 12-27-91]

405:3-1-1. Purpose

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

405:3-1-2. Authority

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

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

405:3-1-3. Library service

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

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

- (1) *Creation of the Oklahoma Department of Libraries to discharge the responsibility and exercise the authority of the State of Oklahoma for adequate library facilities and services in and for state government and throughout the state.*
- (2) *Establishment, development and operation of libraries and library systems throughout the state with the goal of providing adequate library services to all the people of the state.*
- (3) *Financial support for libraries with guidelines for maximum economy and effectiveness in use of all funds.*
- (4) *Cooperation with other state agencies, federal agencies and private organizations in effecting the purposes of the Code. (65 O.S. 1981, §1-103).*

405:3-1-4. Organization

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

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

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

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

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

405:3-1-6. Open meetings

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

405:3-1-7. Director; records

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

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

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

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

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

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

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

405:3-1-9. Functions

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

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

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

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

405:3-1-11. Fees

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

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

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

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

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

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

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

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

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

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

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

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



ODL Board Meeting - *Special*
November 15, 2024

Agenda Item 3b

Consideration and possible action on appeal from the Nowata City-County Library which has been determined to not qualify for State Aid for SFY 2024 based on not meeting the minimum number of hours stipulated per the schedule listed in OAC 405:25-1-3(2)(B)(ii).

Summary/Background

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

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

The Annual Report submitted by Nowata for the period of State Fiscal Year 2024 indicated they did not provide at least two hours after 5pm each week. A letter notifying the Nowata City-County Library that they had not met state aid requirements and that they were entitled to an appeal was sent on October 28, 2024. An appeal letter from the Nowata City-County Library Director, Karma Campbell, was received on October 29, 2024. Nowata’s appeal letter explains that hours after 5pm were added on August 1, 2024. This change will positively impact the library’s ability to meet the requirement for State Fiscal Year 2025.

Request

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

Budget Impact

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

Supporting documents attached

Nowata City County Library Appeal Letter

Nowata City County Library
P.O. Box 738
Nowata, OK 74048

Oklahoma Department of Libraries
200 Northeast 18 Street
Oklahoma City, Oklahoma 73105-3205

October 29, 2024

Dear Ms. Currie and the Department of Libraries Board,

As a newly-hired director of the Nowata City-County Library, I respectfully ask that you reconsider your denial of our eligibility for State Aid. I believe there are some relevant circumstances that you should be aware of during this reconsideration process.

Health issues heavily affected our staff over the past several years. The previous director, who had been with the library for thirty-five years, became ill and missed a lot of work during the 2023-2024 fiscal year. In fact, Ms. Biggerstaff passed away in the spring of 2024. Another staff member also suffered from serious illness during that time, requiring her to be out of the building for long stretches to receive medical treatment. As you know, we are a small library with a small staff, and these circumstances created a situation for the remaining staff which made it difficult to keep up with the required hours. As a result of this frustrating situation, the existing staff all decided to retire in June of 2024.

The library board has chosen to use these circumstances as an opportunity for growth and improvement. They hired all new staff, including a director (me) with the knowledge, experience, and education necessary to create a library environment that will meet the 21st century needs of the Nowata community. I officially became the library director on July 1, but even before that, I was working with the board and a local technology provider to establish the library's technology needs and order badly-needed new computers for public and staff. As of this writing, we have installed four new public computers, updated the staff computers, and tomorrow we will "go live" with our new, modern LMS, Apollo.

We have also begun offering a variety of programming, including a regular, weekly preschool storytime and exercise classes for seniors. I have also begun revitalizing long-neglected children's and teen sections of the library's collection.

To address the specific reason for our denial -- not meeting the open-hours requirements -- on August 1st we rolled out new operating hours. We are now open 34 hours per week, including Thursday evenings until 7:00pm. Although weekend hours have not yet been introduced, it is a goal of the board to look for a way to make that happen in the future. In the meantime, we did offer one weekend special event last month and have plans for another in early December.

In conclusion, we ask that you please allow us to receive a portion of the State Aid this year. We greatly need the funding to continue with our revitalization and modernization goals. I look forward to speaking with you in person to discuss our needs and progress further.

Thank you,

A handwritten signature in black ink that reads "Karma Campbell". The signature is written in a cursive, flowing style.

Karma Campbell

Director

Nowata City-County Library