



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

December 13, 2024 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Oklahoma City, OK 73105

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

Public access viewing of the meeting through Zoom:

<https://www.zoomgov.com/j/1619247386?pwd=RxufeDYDHhDmURa8cPE88vPI1tonPx.1>

Public access to the complete Board Packet:

<http://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20241213.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 November 15, 2024 1
3. Consideration and possible acceptance of financial reports
 - a. SFY 24/SFY 25 Expenditure Report through October 31, 2024 5
 - b. SFY 24 Budget to Actual Report through October 31, 2024 7
 - c. SFY 24 Cost Variance Report through October 31, 2024 8
 - d. SFY 25 Budget to Actual Report through October 31, 2024 9
 - e. SFY 25 Cost Variance Report through October 31, 2024 10
4. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects ... 11
 - b. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects ... 12
5. Public comment
 - a. *Public comment shall be limited to topics listed on the agenda and 3 minutes per individual. Those wishing to make a public comment should sign in on the sheet provided by ODL.*



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6. Director's Report
 - a. Agency Activity Report from August 1, 2024 through October 31, 2024 13

7. State Aid for Fiscal Year 2024
 - a. Overview of process used to determine State Aid eligibility..... 24
 - b. Consideration and possible approval of distribution formula for SFY 2024 State Aid Grants for Public Libraries – *State Aid formula supporting documents will be distributed to all during the meeting and included in the minutes* 33

8. Consideration and possible approval of appointment of Erika Needham to the joint ODL/OLA Continuing Education Committee 37

9. 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.

10. Adjournment

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

Next ODL Board Meeting: Friday, March 14, 2025 at 10 AM



Minutes

ODL Board Meeting - Special

November 15, 2024 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Norman, OK 73105

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-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

Chair Jim Robison called the meeting to order at 10:04am 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, absent; Teresa Sutter, present; Natalie Currie, present.

Guests and staff present: Liz Stevens from the Office of the Attorney General, Ashley Welke, Tara McCleod, Nancy Hooper, Karma Campbell, Sadie Bruce, Marcia Hull, Holly LaBossiere, Courtney Rutledge, Adrienne Butler

2. Consideration and possible action on minutes for the special board meeting held September 5, 2024

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

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

3. State Aid for Fiscal Year 2024

a. Overview of process used to determine State Aid eligibility

Director Currie explained that state aid was one of the primary vehicles by which the ODL Board and agency supported Oklahoma public libraries. The process allows the agency to establish standards for adequate library service and recognizes libraries that



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meet those standards through the award of a state aid grant, funds for which are appropriated annually through the legislature. To determine eligibility, ODL consultants review reports submitted annually by public libraries and provide recommendations to administration on whether the standards were met. After review, administration makes a final determination on state aid eligibility.

Director Currie further advised that in 2019, an appeals process was introduced that allows libraries to request that the board reconsider eligibility determinations.

- 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)

According to Director Currie, Nowata City-County Library was determined not to qualify for state aid for SFY 2024 based on their annual report that noted the facility did not include at least two hours after 5pm each week as stipulated in the rules for libraries.

Director Currie invited Nowata City-County Library Director Karma Campbell to address the board and explain their justification for appealing the eligibility determination. Director Campbell referred the board members to the letter of appeal previously submitted and advised the board that the library hours had been curtailed due to health issues and the retirement of previous staff members. Upon the assumption of her duties as Director on July 1, 2024, she addressed the deficiency in hours. The library now remains open on Thursdays until 7pm. Director Campbell emphasized the need for funding to support the library's current programming, including a weekly preschool program and senior exercise classes, as well as plans for a summer reading program.

Director Currie praised the library's efforts and stated that they are on track to meet requirements for SFY 2025.

Assistant Executive Director Ashley Welke stepped in and explained the strict interpretation of the administrative code that ODL must adhere to regarding what situations ODL can provide a waiver to state aid eligibility requirements. Director Currie advised that the avenues available for the board to select from are outlined in the statute and in the code.



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Sutter inquired about the board's authority to factor unforeseen hardships into the decision process. Sutter then asked if Nowata City-County Library received tribal aid due to Nowata's proximity to the Cherokee Nation. Director Campbell responded that the library does not receive tribal funds at this time.

Director Currie and Library Development Program Manager Adrienne Butler discussed previous appeals and the strict adherence to administrative code, including an appeal by Ada in which the library did not meet the required hours. The library added hours, and the board approved the appeal.

Finance Director Tara McCleod reminded the board that the time period under discussion, SFY 2024, ran from July 1, 2023 to June 30, 2024. Ferate asked about the amount of state aid Nowata might receive. McCleod advised that Nowata did not receive state aid in SFY 2023, but in the four years prior, Nowata received an average of \$6,617 per year in state aid.

Gray inquired about Nowata City-County Library's succession planning and if contingency plans existed to address unforeseen staffing difficulties. Welke explained that succession and strategic planning are important for libraries, and ODL has consultants that work with public libraries to create and expand such plans, but they are not required. Director Currie clarified that there is currently no succession plan requirement for state aid eligibility.

Liz Stevens stepped in as legal counsel for the ODL Board from the Attorney General's office and reminded the board members that the board's general mission is to promote support and implement the development and maintenance of adequate public and special library facilities and services throughout the state, whatever forms or by whatever means may be most beneficial and feasible.

Ferate asked Director Campbell how the state aid grant would be used and what impact it would have on their community if they were not to receive the funds. Director Campbell said that the library needed the funds to expand their book section, update their children's books section, start after-school programming, plan a summer reading program, and more. Director Campbell explained that the funding they received from the city and the county did not cover their salaries. The rest of their funding came from private donations, foundation support, and other grants.



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Chair Robison emphasized the importance of maintaining the integrity of the rules while considering the library's difficult situation and noted the importance of capturing the board's reasoning in the minutes for future reference.

Chair Robison made motion to overturn the ODL decision based on Nowata City-County Library's efforts to rectify their deficiencies and future plans, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, absent; Sutter, yes. The motion passed.

4. Adjournment

Chair Robison made motion to accept, and Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Lively, absent; Smith, absent; Sutter, yes. The motion passed. Meeting adjourned at 10:42pm.

Next ODL Board Meeting: Friday, December 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 10/31/2024**

Includes both SFY 24 and SFY 25 expenditures, combined.

Account	Description	October 2024	JUL 1, 2024 - OCT 31, 2024	JUL 1, 2023 - OCT 31, 2023	DIFFERENCE	EXPLANATION
510000 PERSONAL SERVICES						
511110	Sals-Regular Pay	149,253	582,005	750,518	(168,513)	Fluctuations in staffing - 3 retirements in same period of 2023
511130	Sals-Non-Reg Pay	2,900	13,888	19,072	(5,184)	Fewer temporary hours worked
511210	Longevity Pay-State Employees	1,500	12,326	17,729	(5,403)	Timing - move to biweekly changed when longevity is paid
511230	Indiv. Incent. Pay-Safety Awds	-	66,792	-	66,792	Conversion payments made to full-time staff paid monthly. One-time expense.
511310	Terminal Leave	-	-	35,466	(35,466)	Retirements in Q1 SFY 2024
511420	Excess Benefit Allowance	2,032	9,014	7,963	1,051	Changes in employee benefit elections
511450	Cont. Svc. Incentive Plan Pmts	-	-	(135,953)	135,953	Continuous Service Payments were paid out of the wrong class fund. This fixes the error.
	Sub Class 511000	155,686	684,025	694,795	(10,770)	
512110	Insur. Prem-Hlth-Life-State Pln	32,891	147,992	123,541	24,451	Changes in employee benefit elections
512310	Insur. Prem-Workers Comp.	-	-	162	(162)	Timing of need
	Sub Class 512000	32,891	147,992	123,703	24,289	
513110	Employer Share-FICA	9,381	41,180	31,606	9,575	Changes in staffing
513120	Employer Share-MQFE/FICA	2,194	9,631	7,437	2,194	
513230	Employer Share OPERS	12,020	48,877	44,795	4,081	Different retirement program for new state employees
513280	Employer Match-AdFeeSt. Annuity	368	1,777	1,721	57	Different retirement program for new state employees
513290	St.Match-Ad Fee-Def Contr	5,030	19,031	12,763	6,267	Different retirement program for new state employees
513300	Reg.Savings-Def Contr Plan	7,825	29,480	19,475	10,005	Different retirement program for new state employees
	Sub Class 513000	36,818	149,976	117,796	32,179	
515010	Offices of Lawyers	-	1,947	9,454	(7,507)	Timing of payments - Some SFY 23 invoices paid in SFY 24
515060	Acctg,Tax,Books,Payroll Svc	735	3,770	5,972	(2,203)	Timing of payments
515380	Other Computer Related Svc	13,346	27,253	21,776	5,478	Timing of payments
515400	Admin Mgmt-Gen.Mgmt Consulting	22,500	47,025	-	47,025	Class, Comp & Org Study expenses
515430	Process,Logistic Consult. Svc	-	-	(3,846)	3,846	Paid from wrong account code - corrected Videographer for LSTA project, timing of payment
515510	Photographic Services	-	3,551	-	3,551	Timing of payments for LSTA projects in SFY23
515540	Other Prof. Sc. & Tech.Svc	-	-	44,561	(44,561)	
515580	Business Support Services	3,942	10,027	12,840	(2,813)	Timing of payments
515650	Investigation-Security Svcs	-	-	584	(584)	Timing of payment
515660	Educational Services	11,614	13,614	6,597	7,017	Timing/need of federal projects
515990	Other Svcs-exc.Public.Admin.	1,817	5,451	-	5,451	ABS paid out of wrong account code - should be 515010
	Sub Class 515000	53,954	112,638	97,937	9,250	
519130	Flexible Benefits-Adminis.	287	1,140	3,107	(1,966)	Invoices for 11 months of SFY23 were sent at one time
	Sub Class 519000	287	1,140	3,107	(1,966)	
	Major Class 510000	279,636	1,095,771	1,037,338	58,432	
520000 TRAVEL						
521110	In-State Mileage-Motor Vehicle	343	1,275	418	857	Increased library visits
521120	In-State Meals-Subsistence Exp	-	-	169	(169)	
521140	In-State Miscellaneous Charges	17	221	19	202	Increased library visits
521150	In-State Lodging	-	-	111	(111)	No overnight library visits yet
521210	Out of State Mileage-Priv. Veh.	138	241	431	(190)	Timing of need
521220	Out-of-State Transp. Charges	-	-	1,064	(1,064)	Timing of reimbursement
521230	Out-of-State Meals-Subsistence	1,391	3,022	3,158	(136)	Timing of need
521240	Out-of-State Local Transp.	491	798	494	304	Travel has increased post-pandemic
521250	Out-of-State Misc. Charges	102	102	219	(117)	Timing of need
521260	Out-of-State Lodging	559	2,469	586	1,883	Travel has increased post-pandemic

521310	Travel Reimb.-Non-State Empls.	-	705	3,457	(2,752)	Reimbursements related to LSTA projects
	Sub Class 521000	3,039	8,833	10,126	(1,293)	
522110	OutofSt Trans Cst Agcy Dir	25	5,288	1,715	3,573	Travel has increased post-pandemic
522113	InStPurPikePassCollFeesAgcyDir	23	89	38	51	Increased library visits
522120	Trav.Exp-Student Groups-Wards	-	74	-	74	Timing of payment (from April event)
522130	OutofSt Pur Food Ldg Agcy Dir	554	1,562	5,593	(4,031)	Timing of travel needs
522131	In-State Pur Food Ldg Agcy Dir	-	321	268	53	Increased library visits
						Timing of payments, conference opportunities
522150	Registration - Agency Direct	49	15,745	6,773	8,972	
	Sub Class 522000	651	23,079	14,387	8,692	
	Major Class 520000	3,690	31,912	24,513	7,398	
530000 ADMINISTRATIVE EXPENSE						
531110	Freight Expenses	-	406	5,150	(4,744)	Timing of payments
531120	Postage	-	-	8,681	(8,681)	Added funds to postage meter
						Increased cost related to incorrect coding in SFY 23
531130	Telecommunication Services	499	1,752	808	944	
531150	Printing & Binding Contrs	-	1,036	1,615	(579)	One-time expense, name badges
531170	Informational Service	461	819,159	1,011,793	(192,634)	Timing of payments
531230	ERP System Services	442	878	478	400	Timing of payments
531260	Membership in Organizations	3,031	21,910	4,301	17,609	Joined new organization, increased costs
531310	Prem-Property or Liab.Insur.	10,178	10,178	10,178	-	
531360	Utility Charge Natural Gas	171	1,003	427	576	Timing of payments
531370	Utility Charge-Electricity	128	636	800	(164)	Timing of payments
	Sub Class 531000	14,910	856,959	1,044,231	(187,272)	
532110	Rent of Office Space	10,733	53,663	-	53,663	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	946	878	68	Timing of payments
532141	Rent of Motor Vehicles	-	160	-	160	Rental of box truck for surplus
532142	Lease of Motor Vehicles	827	4,070	2,980	1,090	Mileage overage due to increased travel
532160	Rent-Elec Data Processing Eq.	3,217	11,747	6,705	5,043	Laptop leases added in SFY24
						Renewal increases, addition of Gimmel Physical
532170	Rent-Data Processing Software	2,866	50,714	7,367	43,347	
	Sub Class 532000	17,710	121,300	34,395	86,905	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	257	1,140	500	640	Timing of payments
533120	Mtce-Rep.-Equipment-Vendors	656	656	893	(237)	Timing of payment, HVAC maintenance
533130	Mtce-Rep.-Tel.Equip-Vendor	5,156	14,428	9,272	5,156	Timing of renewal payments
533140	Mtce-Rep.-DP Equip-Vendor	507	6,069	5,765	304	Increased printing
533150	Mtc-Rep.-DP Software-Vendors	-	420	-	420	Website support for LSTA project
533210	Mtce-Rep.-Bldgs-Grnds In-house	-	-	57	(57)	Ceiling tiles to repair Annex
	Sub Class 533000	6,576	22,713	16,488	6,225	
534290	Motor Fuels-Common	195	1,198	322	877	Increased travel, visits to libraries
534310	Motor Fuels-Special	-	-	76	(76)	
	Sub Class 534000	195	1,198	398	801	
536130	Office Supplies Non-Expendable	-	-	492	(492)	Timing of need
536140	Office Supplies (Expendable)	265	6,110	2,837	3,273	Timing of need
536150	Data Processing Supplies	-	140	-	140	Timing of need
536190	Educational Supplies	-	21,880	43,362	(21,482)	Timing of payment, need
	Sub Class 536000	265	28,130	46,690	(18,561)	
	Major Class 530000	39,656	1,030,299	1,142,202	(111,902)	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	-	13,800	5,630	8,170	Purchased safety lift for Records Center
541120	Data Processing Equipment	14,087	14,087	571	13,516	Purchased new microfilm scanner
	Sub Class 541000	14,087	27,887	6,200	21,687	
542120	Library Resources-Textbooks	1,324	29,176	24,100	5,076	Timing of payment, need
	Sub Class 542000	1,324	29,176	24,100	5,076	
	Major Class 540000	15,411	57,063	30,301	26,763	
550000 GEN ASST, AWDS, PROG-DIRECTED						
553190	Refunds-Overpayment Charges	-	-	7,429	(7,429)	Unspent ARPA funds returned to IMLS
555110	Pmts-Local Gov't-Gen Govt	69,475	292,288	782,219	(489,932)	Timing of payments
	Major Class 550000	69,475	292,288	789,649	(497,361)	
	Business Unit Total	407,869	2,507,333	3,024,003	(516,670)	

Oklahoma Department of Libraries
SFY 24 Budget to Actual Expenditures and Encumbrances
as of 10/31/2024

By Class Fund, Department, Account	SFY24 Budget	Expenditures and Encumbrances	Variance
511 Salary Expense	2,500,590	1,932,787	567,803
512 Insur.Prem-Hlth-Life,etc	442,714	379,561	63,153
513 FICA-Retirement Contributions	523,303	459,121	64,182
515 Professional Services	377,437	331,635	45,802
519 Inter/Intra Agy Pmt-Pers Svcs	-	3,024	(3,024)
521 Travel - Reimbursements	32,968	15,123	17,845
522 Travel - Agency Direct Pmts	61,968	46,866	15,102
531 Misc. Administrative Expenses	1,743,205	1,718,690	24,515
532 Rent Expense	227,012	199,106	27,906
533 Maintenance & Repair Expense	48,122	20,947	27,175
534 Specialized Sup & Mat.Expense	2,350	1,781	569
535 Production,Safety,Security Exp	500	-	500
536 General Operating Expenses	155,170	88,429	66,741
541 Office Furniture & Equipment	78,607	33,545	45,062
542 Library Equipment-Resources	83,150	28,703	54,447
555 Pmts-Local Gov't,Non-Profits	2,892,768	2,647,902	244,866
810 Req Only	-	149,500	(149,500)
Grand Total	9,169,864	8,056,721	1,113,143

By Class Fund, Department, Account	SFY24 Budget	Expenditures and Encumbrances	Variance
19221 Carryover	6,257	6,257	(0)
19311 Carryover	471,292	620,791	(149,499)
19401 Appropriations	4,934,164	4,194,275	739,889
20000 Revolving	308,669	221,728	86,941
40000 Federal LSTA	2,951,185	2,716,502	234,683
40500 Federal TANF	474,583	274,499	200,084
41000 Federal NHPRC	23,714	22,668	1,046
Grand Total	9,169,864	8,056,721	1,113,143

Oklahoma Department of Libraries
SFY24 Cost Variance Report
 for the period ending October 31, 2024

Division #	Division Name	FY24 Annual Budget	SFY24 YTD Budget	SFY24 YTD Expenses & Encumbrances	SFY23 YTD Expenses & Encumbrances	SFY23 - SFY24 YTD Expense Variance Under/ (Over)	SFY23 - SFY24 YTD Expense Variance % Under/(Over)	SFY24 Budget to Expense Variance Under / (Over)	SFY24 YTD Budget to Expense Variance - %	FY24 Budget to Expense Variance Explanation {Threshold: variance amounts over \$30,000 and variance percentages over 30%}
10	Administration	1,631,565	1,631,565	1,409,545	934,768	(474,777)	-51%	222,020	16%	Actual expenses were \$1,259,170 and encumbrances were \$150,375. Differences in expenses between SFY23 and SFY24 are due to increasing staff salaries to market rate and hiring additional staff.
20	Service to Libraries	3,908,606	3,908,606	3,403,618	3,868,850	465,232	12%	504,988	15%	Actual expenses were \$3,399,723 and encumbrances were \$3,895. The agency was still spending ARPA funds during SFY23.
30	Government Information Services	1,725,980	1,725,980	1,449,723	1,605,441	155,718	10%	276,257	19%	Actual expenses were \$1,499,723. The agency was still spending ARPA funds during SFY23.
88	ISD Data Processing	1,903,713	1,903,713	1,793,839	1,711,625	(82,214)	-5%	109,874	6%	Actual expenses were \$1,793,839. Differences in expenses between SFY23 and SFY24 are due to inflationary increases to subscription-based services such as statewide databases and OCLC.
		9,169,864	9,169,864	8,056,725	8,120,684	63,959	-34%	1,113,139	56%	

Oklahoma Department of Libraries
SFY 25 Budget to Actual Expenditures and Encumbrances
as of 10/31/2024

Account / Description	SFY25 Budget	Expenditures and Encumbrances	Variance
511 Salary Expense	2,542,589	673,938	1,868,651
512 Insur.Prem-Hlth-Life,etc	535,606	146,600	389,006
513 FICA-Retirement Contributions	596,161	148,016	448,145
515 Professional Services	289,086	201,872	87,214
519 Inter/Intra Agy Pmt-Pers Svcs	3,420	3,420	-
521 Travel - Reimbursements	50,813	7,943	42,870
522 Travel - Agency Direct Pmts	72,883	13,538	59,345
531 Misc. Administrative Expenses	1,850,382	1,697,224	153,158
532 Rent Expense	587,610	220,348	367,262
533 Maintenance & Repair Expense	89,150	64,979	24,171
534 Specialized Sup & Mat.Expense	2,650	2,150	500
535 Production,Safety,Security Exp	500	-	500
536 General Operating Expenses	88,147	29,911	58,236
541 Office Furniture & Equipment	19,500	14,087	5,413
542 Library Equipment-Resources	63,100	60,300	2,800
555 Pmts-Local Gov't,Non-Profits	2,704,810	445,370	2,259,441
601 AFP Encumbrances	-	1,926,185	(1,926,185)
810 Req Only	-	-	-
Grand Total	9,496,407	5,655,880	3,840,527

Row Labels	SFY25 Budget	Expenditures and Encumbrances	Variance
19102 One-Time (Rec Mgmt)	448,001	100,377	347,624
19321 Carryover	61,546	-	61,546
19411 Carryover	102,151	81,792	20,359
19501 Appropriations	5,390,862	2,858,490	2,532,372
40000 Federal LSTA	2,612,611	2,297,565	315,046
40500 Federal TANF	432,833	-	432,833
20000 Revolving	448,403	317,657	130,746
Grand Total	9,496,407	5,655,880	3,840,527

Oklahoma Department of Libraries
SFY25 Cost Variance Report
 for the period ending October 31, 2024

Division #	Division Name	FY25 Annual Budget	SFY25 YTD Budget	SFY25 YTD Expenses & Encumbrances	SFY24 YTD Expenses & Encumbrances	SFY24 - SFY25 YTD Expense Variance Under / (Over)	SFY24-SFY25 YTD Expense Variance % Under/(Over)	SFY25 Budget to Expense Variance Under / (Over)	SFY25 YTD Budget to Expense Variance - %	FY25 Budget to Expense Variance Explanation {Threshold: variance amounts over \$30,000 and variance percentages over 30%}
10	Administration	1,492,648	497,549	588,022	565,286	(22,736)	-4%	(90,473)	-15%	Actual expenses are \$493,715 and encumbrances are \$94,307. Differences between SFY24 and SFY25 are due to the Class, Comp, and Org Study.
20	Service to Libraries	3,852,340	1,284,113	2,647,943	3,170,257	522,314	16%	(1,363,830)	-52%	Actual expenses are \$492,403 and encumbrances are \$2,155,540. Most of the encumbrances are related to LSTA projects. In SFY24, the expenditures for the State Library were budgeted in this division.
30	Government Information Services	1,793,905	597,968	541,956	695,335	153,379	22%	56,012	10%	Actual expenses are \$435,326 and encumbrances are \$106,630. Differences in expenditures between SFY24 and SFY25 are due to timing of FFY22 LSTA projects.
88	ISD Data Processing	2,357,514	785,838	1,877,960	1,715,579	(162,381)	-9%	(1,092,122)	-58%	Actual expenses are \$939,044 and encumbrances are \$938,916. Encumbrances include costs related to statewide databases and new subscriptions related to modernizing the Archives and Records program.
		9,496,407	3,165,468	5,655,881	6,146,457	490,576	25%	(2,490,413)	-115%	

FFY23 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 10/31/2024)	Encumbrance Balance
Annual Report	34,117.01	34,117.01	-
Citizenship and Immigration	140,937.31	138,005.36	2,931.95
Databases	891,796.25	891,796.25	-
E-Rate	22,194.89	22,194.89	-
E-Media	80,000.00	80,000.00	-
Grants2States Administration	59,182.52	57,682.75	1,499.77
Resource Sharing (ILL)	490,495.31	483,370.31	7,125.00
Health Literacy	275,132.35	271,223.43	3,908.92
Institutions	40,195.57	29,099.50	11,096.07
Literacy Development	36,660.94	33,483.08	3,177.86
Professional Development	122,720.26	119,121.16	3,599.10
Read Across Oklahoma	21,600.00	21,600.00	-
Summer Reading	65,608.15	59,069.84	6,538.31
Technology Grants	189,858.66	189,858.66	-
Transforming Teen Services	17,050.00	17,050.00	-
Videoconferencing Maintenance	9,572.20	9,572.20	-
Website Development	4,132.58	4,132.58	-
Unallocated	-	-	-
Totals	2,501,254.00	2,461,377.02	39,876.98

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. All payments must be made prior to January 28, 2025.

FFY24 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 10/31/2024)	Encumbrance Balance
Annual Report	51,590.00	33,760.83	17,829.17
Citizenship and Immigration	138,540.00	1,247.43	137,292.57
Databases	897,824.00	-	897,824.00
E-Rate	24,000.00	9,894.67	14,105.33
E-Media	100,000.00	-	100,000.00
Grants2States Administration	60,078.00	21,260.96	38,817.04
Resource Sharing (ILL)	524,013.00	471,864.76	52,148.24
Health Literacy	245,912.00	1,311.60	244,600.40
Institutions	46,500.00	-	46,500.00
Literacy Development	37,916.00	5,514.97	32,401.03
Professional Development	131,966.00	60,272.01	71,693.99
Read Across Oklahoma	17,927.00	-	17,927.00
Summer Reading	70,363.00	9,874.91	60,488.09
Technology Grants	110,000.00	3,878.85	106,121.15
Videoconferencing Maintenance	9,735.20	9,572.20	163.00
Website Development	54,730.00	5,184.46	49,545.54
Unallocated	8,843.80	-	8,843.80
Totals	2,529,938.00	633,637.65	1,896,300.35

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

AGENCY ACTIVITY REPORT

Report Period August 1, 2024 – October 31, 2024

GRANTS AND CONTRACTS AWARDED

Available through the Libraries Services and Technology Act (LSTA), National History Publications and Records Commission (NHRPC), and the Oklahoma Historical Records Advisory Board (OHRAB)

FFY23 Projects – LSTA funding

- Projects ended on September 30, 2024. Project leads are submitting final reports, which will be used to create the State Program Report for the Institute of Museum and Library Services. The State Program Report for Federal Fiscal Year 23 (FFY) is due January 28, 2025.

FFY24 Projects – LSTA funding

- Professional development grants were paid out to three libraries for four staff members to attend the Association of Rural and Small Libraries Annual Conference in Springfield, MA in September. Approximately \$8,459 was reimbursed.
- Contracts were awarded to six individuals to serve as instructors in this fall's Public Library Academy courses. Five individuals taught six courses and were paid \$3,137.
- Ten libraries or literacy organizations were awarded Citizenship and Immigration grants. Contracts and claims were sent out in late October. Approximately \$127,082 has been awarded so far.
- Twenty libraries or literacy organizations were awarded Health Literacy grants. Contracts and claims were sent out in late October and a total of \$157,035 was awarded.
- A contract was sent to the City of Stillwater for the Stillwater Public Library to purchase e-materials for the Oklahoma Virtual Library Consortium. The Consortium consists of 89 municipal libraries, two library systems, and five special libraries.

ODL28 Community Literacy Grants

- All 16 literacy organizations have received their grant funds for this year.

NHRPC/OHRAB

- Final reports were submitted on September 30. The National Archives and Records Administration notified ODL on October 16 that our reports were accepted. This award is closed.

AGENCY STATISTICS

These statistics highlight the scope and impact of ODL's statewide services and programming.

Administration

- State Data Coordinator, Sadie Bruce, answered 75 annual report questions and 4 data questions.

Public Information Office

Govdelivery subscribers to ODL's newsletters have increased by 747 in the past three months.

Social media promotions for National Archives Month led to page views increasing in Digital Prairie by 25,000+ for October alone. Additionally, the Images of Oklahoma collection had over 11,000 more views, and interactions on the digital archives surpassed 60,000.

The ODL website had 85,629 pageviews and 46,516 visitors.

Facebook reach was 180,032 all organically (without ads). ODL's Facebook account now has over 5,700 followers.

The top social media post announced the My Favorite Book contest's launch with 94,000 organic views. A post showcasing the ODL booth at the National Book Fair received over 22,000 views.

Library Development Office

41 libraries were visited by Library Development team members.

By meeting the Oklahoma Statute Title 65-1-104, three volunteer libraries became legally defined public libraries. The definition states that a "public library" is "freely open to all persons under identical conditions, and which is supported in whole or in part by public funds." These libraries are Cache Public Library, Shidler Public Library, and Wellston Public Library.

- 41 learners enrolled with the State of Oklahoma's "Grow with Google" program, and several took multiple courses at one time.
- 43 individuals attended 8 of the fall certification classes across the state.
- The online certification classes were completed 226 times on Niche Academy from August 1 to October 31. The Public Library Academy and Ryan Dowd Niche Academies had 16,755 total views from August 1 to October 31. 22 individuals applied for their initial certifications, and 25 individuals applied for renewals from August 1 to October 31.

EBSCO Database Sessions: 1,865,514 in August; 3,275,638 in September; and 3,327,624 in October. This is the number of times a database was accessed as part of a session.

EBSCO Total Searches: 4,949,658 in August; 12,218,868 in September; and 11,470,381 in October. This is the count of searches recorded for each database searched during a search click.

EBSCO Total Requests: 180,227 in August; 403,273 in September; and 344,700 in October.

This 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].

EBSCO Total Login Count: 142,397 in August; 329,654 in September; and 317,614 in October.

- This is the count of successful user logins by login method, including geolocation. A login represents a user authentication into an EBSCO product.

Brainfuse Total Usage: 7,505 in August; 10,415 in September; and 9,498 in October.

This total is the number of Brainfuse subscription uses across all sites. It records usage across all content on Brainfuse, irrespective of content type. This count also includes the number of times the administrative portal was accessed.

Health Literacy:

Final reports representing FFY23 Health Literacy projects were turned in by 50 granted programs.

Health literacy programs offered through this initiative was attended by over 26,761 participants.

Brooklynn Bors reviewed 31 grant proposals for the FFY24 Health Literacy initiative with recommendations for funding all 31 applicants with projects within the scope of story trails, healthy eating, fitness classes, informative, as well as innovative projects.

Citizenship and Immigration:

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Final reports representing FFY23 Immigration and Citizenship projects were turned in by 12 granted programs. Throughout the initiative, a total of 61 immigrants became U.S. citizens. Brooklynn reviewed 11 grant proposals for the FFY24 Immigration and Citizenship initiative with recommendations for funding all 11 applicants.

State Library

- From August 1 to October 31, the State Library saw 213 new cardholders.
- Staff completed reclassifying over 15,000 individual items from the general collection and moving them to their new temporary location in preparation for the renovation.

Archives and Records Management

State Archives Projects

18 state agency reports were uploaded to the Archives.OK.Gov collection on Digital Prairie.

Transfers to the State Archives include 95 cubic feet from the Commissioners of the Land Office, Election Board, OMES, Osteopathic Examiners Board, and Water Resources Board.

One intern alphabetized 11 boxes of Election Board records and is creating a finding aid for them to improve their accessibility. Another intern is removing duplicate copies of publications from state agencies to create more space for new records.

State Records Center and Annex

Transfers to the State Records Center include 306 cubic feet from the following agencies: Attorney General, Employment Security Commission, Ethics Commission, House of Representatives, and Secretary of State.

Staff pulled 147 cubic feet of records for destruction on behalf of the Attorney General, Corporation Commission, and OMES.

PROFESSIONAL DEVELOPMENT

Professional development opportunities include conference, festival, training, and meeting attendance as well as engagement with related organizations and programs.

Administration

- Natalie Currie attended the Chief Officers of State Library Agencies (COSLA) annual fall meeting October 20-23.
- Cassie Spindle attended the Council of State Archivists annual meeting September 17-20. This annual meeting for leaders of all State Archives in the US was an opportunity to share ideas and best practices for making collections more accessible through enhancing collection policies, retention schedules, and deaccession policies.
- Melissa Nucci completed the Benefit Partner Certification and Public Sector Human Resources Association (PSHRA) Quarterly HR Training.

Public Information Office

Kaylee Reed attended the Public Relations Society of America (PRSA) annual conference October 14-18.

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Library Development & Statewide Programs

Trisha Hutcherson attended two professional development events: the Collaborative Summer Library Program (CSLP) Annual Meeting in Denver, Colorado; and the Oklahoma Partnership for School Readiness Research Symposium in Oklahoma City. Both were excellent opportunities to learn and collaborate with others in the library field and in the adjacent field of early literacy development in young children. Trisha came away with new tools, understandings, professional relationships, and pathways to success in youth programming and early literacy.

Courtney Rutledge and Paige Harkins attended the Association for Rural and Small Libraries (ARSL) annual conference September 11-14.

Paige attended the 2024 Chief Officers of State Library Agencies (COSLA) Continuing Education forum August 18-22.

David Hankey attended the Northwest Interlibrary Loan and Resource Sharing Conference virtually September 18-20.

Brooklynn Bors attended a Kickstart Kindergarten program at the Southwest Oklahoma City Public Library, gathering information on the program's success in partnership with their local school district in supporting kids with the skills and resources children need to start school.

Brooklynn and Trisha attended the 2024 Early Childhood Research Symposium presented by the Oklahoma Partnership for School Readiness, networking amongst organizations with similar goals in addition to gathering valuable information on research conducted in the topic's realm.

Brooklynn attended the Strengthening Families Together Collaborative Convening to network and represent libraries in supporting families.

Ashley Welke and Brooklynn attended the Familyhood Conference presented by the Oklahoma Department of Human Services (OKDHS), meeting organizations in which OKDHS partners and attending trainings and information sessions including updates to the TANF modernization plan.

Rachel Walker attended the Universal Service Administrative Company (USAC) E-Rate training October 28-29.

Taylor Merriweather attended the 2024 Schools, Health, and Libraries Broadband Coalition (SHLB) AnchorNets conference October 1-4 and the Broadband Communities Summit West October 30-31.

State Library

Christine Chen attended the National Conference of State Legislative Research Librarians from October 6-9.

Heather Kitchen and Michael Cameron attended the fall Federal Depository Library Program Virtual Conference from October 21-23.

Staff virtually attended the October Federal Depository Library Program conference online October 21-23 as part of their professional development training.

State Archives

Alyssa Vaughn attended the Society of American Archivists annual meeting virtually in August.

Patricia Nunes attended the Council of State Archivists annual meeting from September 17-20.

Patricia Nunes attended the Oklahoma Archivists Association annual meeting on October 4.

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From October 13-16, Patricia Nunes attended the Association of Records Managers and Administrators (ARMA) International Annual Conference in Houston for training and networking. Sam Johnson attended the Digital Library Federation’s virtual forum from October 22-23.

ADMINISTRATION

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

Human Resources

- With the approval of the ODL Board, the agency adopted recommendations from Arrowhead Consulting’s classification, compensation, and organizational study. ODL realigned resources by transitioning staff into new classifications, reorganizing division and department configurations, reallocating staffing levels, and creating new leadership structures in September and October. Staff have been moving offices and cubicles, reviewing updated job descriptions, and learning new roles and responsibilities.
- In August, HR launched a new leadership training for supervisors called “LEAD: Leadership Excellence and Development.” Each month, supervisors will engage in topical discussions related to leadership and management during their monthly supervisor meetings.
- HR is preparing performance management training for supervisors and all staff in regard to the new Performance Management Process (PMP) implementation in Workday and the new pay for performance model.
- The Archives and Records Management Division has welcomed 2 interns to the team.
- HR is actively recruiting for a Government Records Manager position with the Archives and Records Management Division.
- The agency successfully launched and completed 2025 Open Enrollment for Benefits.
- David Hankey celebrated his 20-year anniversary. Amanda Chrestensen and Brooklyn Bors celebrated their 1-year anniversaries.

Finance

The State Fiscal Year (SFY) 2026 budget request was approved by the ODL Board at the September 5 meeting and submitted to the Office of Management and Enterprise Services and the Legislature by October 1. Strategic plans for the agency were also submitted for the period of 2025-2029. Budget performance review presentations are due to the Legislature by December 2. The conversion to bi-weekly payroll was completed the last week of September. Staff report a smooth transition while verification of data transfer wraps up.

State Data Coordinator

- Sadie Bruce finished reviewing all annual reports, compiled a list of recommended state aid receivables and denials, and notified libraries of their status.

Renovation

The pre-design phase is wrapping up with the conclusion of the collection and building assessments conducted by REES, PGAV, ZFI, and Alvine. Manhattan Construction Group was selected for the

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Construction Management role on the project. Multiple project scenarios have been developed based on the assessment findings and projected cost information is being developed to help with decision making. The project is scheduled to enter the design phase in December and is still on track to begin construction in Fall 2025.

PUBLIC INFORMATION OFFICE

Connie Armstrong, Cailie Golden, Kaylee Reed, Fara Taylor

General PIO

- The Public Information Office led the development of the Grow with Google PR campaign, writing and revising the press release and promotional toolkit, and creating a detailed PR timeline to ensure smooth execution. The program's launch was celebrated with an event in Lawton. The event brought together community leaders, state officials, and media.
- The process of transitioning approximately 60 library websites from WordPress to Google Sites began. This transition will provide libraries with a more user-friendly platform enabling library staff to update and maintain their sites more efficiently. Recognizing that not all public library staff have advanced web development skills, the team crafted sensitive communication strategies to ensure they felt supported throughout the process. This effort helped maintain trust and understanding while promoting the benefits of the new platform.
- In September, the team developed a PR campaign to raise awareness for National Voter Registration Day. This included crafting outreach materials and promoting voter registration resources through public libraries, emphasizing libraries' role as civic engagement hubs.

GovDelivery

The general newsletters went out at the first of each month, celebrating National Archives Week, highlighting community events like the "Let's Talk About It" book club, providing instruction for Library Reporting training (LibPAS), and much more. Mid-month newsletters informed the state's libraries of new grants, voter registration resources, Public Library Academy training courses for the fall semester, and content launches like the "Grow with Google" initiative.

Two additional bulletins were distributed in preparation for an Archives and Records Commission meeting and a board meeting.

Graphic Design

August saw the completion of two new editions of agency manuals: the Public Library Certification Manual and the Agency Publications Officer Manual. The project entailed a redesign that brought both books under the agency's brand identity.

A flyer with information on research services like Brainfuse and EBSCO was designed for the Library Development Office. This deliverable will be distributed to libraries, highlighting these resources for library customers.

The Story Trails PDF was updated to accommodate two trails: one at the Tulsa Botanical Garden and another in Elk City. The Story Trails webpage now has a matching thumbnail.

Both a web slider and webpage header were made to promote upcoming Book Awards events.

A full media kit boosted the "Grow with Google" launch, with options for social media posts, stories, and banners. Deliverables include headers for ODL's "Grow with Google" page and a flyer.

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A suite of six flyers were designed for Director Currie's fall D.C. trip and meetings with state legislators. These foregrounded the many services ODL empowers libraries to provide with LSTA funding. The project entailed gathering congressional district-specific data to present in compelling infographics.

Another flyer geared towards state legislators was created to outline the different types of library systems and the various ways each category is managed and funded.

The My Favorite Book contest saw a complete redesign with new logos; webpage headers and sliders; social media content; bookmarks; and a flyer outlining the submission details.

New promotional materials are being designed for Read Across Oklahoma 2025. Currently, bookmarks, a flyer, and social media images are in the review stages.

Oklahoma Center for the Book

The Center attended the National Book Festival on August 24. The event took place at the Walter E. Washington Convention Center. The Center selected *This Indian Kid: A Native American Memoir* by Oklahoma native Eddie Chuculate as the young adult selection for Oklahoma. The adult book selected for Oklahoma was *Otis W. Leader: The Ideal American Doughboy* by Sarah Elizabeth Sawyer. Both titles are part of the National Center for the Book's "Great Reads from Great Places" program. Sawyer also attended the National Book Festival and signed copies of her book at the Oklahoma booth. Moreover, the Center handed out free children's books and other age-appropriate, Oklahoma-related items to children.

Over the summer, the Oklahoma Center for the Book assumed leadership and coordination of the annual Read Across Oklahoma event that takes place every spring at the OKC Zoo. Next year's event has been scheduled for March 27, 2025 with Oklahoma author Tammi Sauer's book *Caring For Your Lion* as the featured children's book. Event planning is ongoing.

Planning for the 2025 Oklahoma Book Awards has also begun. Over a thousand "Call-for-Entries" were sent on September 1 to authors, illustrators, designers, and publishers. A date and time were selected for the event as well: Friday, April 18, 2025 at the National Cowboy and Western Heritage Museum. Award-winning illustrator Michael Wimmer has been selected as the recipient for the Arrell Gibson Lifetime Achievement Award.

The Center nominated Oklahoma author Lou Berney's fiction book *Dark Ride* for the 2025 Dublin Literary Award.

The annual My Favorite Book writing competition launched, and the Center is currently accepting letters. The awards ceremony will be scheduled for early May 2025 at the state capitol.

Updates to Websites

The My Favorite Book, Oklahoma Book Awards Call for Entries, and "Grow with Google" webpages were created to effectively promote these programs to the public.

Back-to-school resources, including Brainfuse, EBSCO, and Explora, were highlighted to support students, educators, and lifelong learners.

Several sections of the agency's website were updated to reflect recent organizational changes, ensuring accurate and clear communication.

A new contact page was developed, focusing on services rather than individual staff, to streamline inquiries and enhance customer experience.

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Social Media

The Public Information Office celebrated American Archives Month in October by posting photos and videos that highlighted items from the State Archives. Other goals included launching and encouraging enrollment in the "Grow with Google" program. The team also announced the My Favorite Book contest and OK Book Awards Call for Entries. Posts were shared about Brainfuse's Services, NaNoWriMo, and EBSCO resources. Open positions at the agency were promoted via social media as well.

LIBRARY DEVELOPMENT & STATEWIDE PROGRAMS

Brooklynn Bors, Adrienne Butler, David Hankey, Paige Harkins, Trisha Hutcherson, Courtney Rutledge, Rachel Walker

Library Development Senior Manager Field Visits

Field visits by the Library Development Senior Manager focus on newly hired library directors and library board development. These visits ensure awareness of state aid requirements, 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 shortly after a new library director is hired and proactively scheduled as needed or upon request from library directors.

Bartlesville Public Library, Carmen Public Library, Chandler Public Library, Fairview Public Library, Mounds Public Library, Olive Warner Memorial Library (Hooker), Walters Public Library, and Wellston Public Library.

Consultant Field Visits

The Library Development Consultant's field visits are to support public library development statewide by providing comprehensive consulting on operations, customer service, collection management, facilities, data collection and analysis, and strategic planning.

Yale Public Library, Cushing Public Library, Kaw City Public Library, Newkirk Public Library, Cherokee Public Library, Waynoka Public Library, Woodward Public Library, Moorland Public Library, Tonkawa Public Library, Perry Public Library, Stillwater Public Library, Perkins Public Library, Blackwell Public Library, Ponca City Public Library, Pawnee Public Library, Fairfax Public Library, Hominy Public Library, Cleveland Public Library, Pawhuska Public Library, Barnsdall Public Library, Kellyville Public Library, Drumright Public Library, Locust Grove Public Library, Bristow Public Library

Continuing Education

The fall certification classes concluded successfully. Individuals with expired certifications since 2020 were contacted to invite them to renew their certifications. 102 inactive librarians were removed due to bounced emails, cleaning up the Library Certification Dashboard.

Youth Services

Summer Library Programs/Reading Programs concluded at the end of July, and August was the time for libraries to report on their summer activities. Many libraries reported increasing numbers in

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participation. Additional survey data recorded improvements in goal setting, community outreach, and focus on combating “summer slide.” The summer programs surveys also show that the kids and teens participating kept their brains engaged while reading, learning, creating, and engaging with others at the library.

Trisha Hutcherson attended Metropolitan Library System’s Summer Reading Wrap-Up meeting. She came away with a better understanding of summer programming from a system perspective and how ODL can better support the systems in implementing programs (both summer and general). Trisha met to collaborate on ODL’s various projects with the following organizations: Oklahoma Educational Television Authority, Imagination Library Oklahoma, and the Oklahoma Forestry Services.

Trisha visited Henryetta, Checotah, and Tuttle Public Libraries.

Workforce Development

The State of Oklahoma in collaboration with Google began a new initiative, Grow with Google, to provide Oklahomans with tools, resources, and training courses. Topics include AI essentials as well as a robust offering of career certificates in high-demand job fields such as cybersecurity and IT support. ODL has been a key partner in moving the Governor’s vision forward, working with public libraries to promote the program and connect community members with these resources. The most popular courses are “Foundations of Project Management and Foundations: Data, Data Everywhere” with sixteen enrollees, “Foundations of Digital Marketing and E-commerce” with ten enrollments, and “Foundations of Cybersecurity” also with ten enrolled learners. Other top courses include “Technical Support Fundamentals” and “Project Initiation: Starting a Successful Project.”

The final quarterly meeting for the Prison Library Workgroup was held October 24 over Zoom. Participants shared their current status on services to local prisons and correctional facilities. A librarian in New York is creating a list of libraries that offer reference by mail and Oklahoma librarians were encouraged to add their institution to that list. As of this writing Metropolitan Library System and Rose State College both offer reference by mail for prisoners. The Library Development Senior Manager introduced Rachel Walker, Library Development Consultant, at this meeting. In her new role, Rachel will lead this group going forward.

Health Literacy

Brooklynn and Ashley attended a ribbon cutting ceremony marking the grand opening of Mabel C. Fry Public Library’s story trail in Yukon. The development of the story trail was funded in part by ODL’s FFY23 Health Literacy initiative.

A half-day virtual training was held for grantees to share information and answer questions. Training components included a presentation on the State Wellness County Profiles from a representative from the Oklahoma State Department of Health. The Wellness County Profiles were used in the application process in demonstrating a community need. Additional trainings included Brooklynn presenting on Outcomes-Based Planning and Evaluation, and a presentation by Harmonic Design on program design. Following the training, ODL staff received informal feedback indicating that the topics covered were relevant and valuable to participants.

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Brooklynn attended the State Health Improvement Plan (SHIP) Annual Meeting hosted by the Oklahoma State Department of Health, networking with like-minded stakeholders in the Obesity Prevention Plan as well as other workgroups within the SHIP.

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 Bors attended stakeholder meetings for the State Obesity Plan to network, exchange ideas and share progress toward objectives.

Citizenship and Immigration Project

A virtual meeting was held for FFY24 Immigration and Citizenship grantees to share information and answer questions.

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.

Community Literacy

Brooklynn and Taylor presented a training at the Adult Education and Literacy Conference. Training topic centered around libraries, including resources available to program administrators and learners in literacy programs. Surveys indicated that all 11 participants agreed to or strongly agreed to learning something in the training and that applying what they learned will help improve services to the public.

A virtual meeting was held for grantees to share information and answer questions following the approval of grants in the previous reporting period.

STATE LIBRARY

Doug Amos, Mike Cameron, Lori Campbell, Christine Chen, Roger Elmore, Heather Kitchen, Laura Teske

Circulation updates

28 new library cardholders joined in August, that total increased by 145 during September (National Library Month), and 37 more cardholders joined in October.

Collections Updates

General Collection: Staff completed reclassifying over 15,000 individual items and moving them to their new temporary location in preparation for the renovation. Many of these items specifically support the work of state government elected officials, judges, and state employees. The remainder preserves the history, culture, and works by Oklahoma authors or works about our state.

Cartwright Law Collection: Staff are working on identifying outdated items and removing them from the collection. Staff are also integrating items removed from the General Collection with this collection.

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Oklahoma Collection: Staff are evaluating Oklahoma Room Collection serials for any that are not Oklahoma-related and moving them into the General Collection. Also, staff are starting to move law-subject items to the Cartwright Law Collection.

US Government Documents Collection: In October, US Government Documents staff identified 42,641 Microfiche titles from 1992 to 2019 that have been superseded and/or are available as a digital record and they were withdrawn from the collection. Fragile materials continue to be placed in archival housing.

Government Information

ODL's selection profile has been updated with new electronic titles available each month expanding the resources available for customers.

Government documents staff are evaluating current equipment used to view older media formats of publications to determine if the equipment should be updated and/or the formats withdrawn if electronic documents are available. The goal is to make sure access is continued while streamlining the space needed to house the bulky equipment.

ARCHIVES AND RECORDS MANAGEMENT

Amanda Chrestensen, Sam Johnson, Patricia Nunes, Alyssa Vaughn

State Records Management – Training

The electronic records coordinator from the Health Care Authority received training from the State Records Management team.

Staff from the J.D. McCarty Center received records management training.

The Oklahoma Association of Collegiate Registrars and Admissions Officers (OACRAO) received training on October 10.

State Archives Management – Outreach

The team shared State Archives and ODL resources at the Oklahoma Museums Association's Teacher Resource Social on August 6.

On August 15, a State Archives tour was provided for staff from the House of Representatives.

Representative Dick Lowe and House Senior Fiscal Policy Analyst Cole Stout received a State Archives tour on September 18.

October 1 saw the promotion of the State Archives collections in ODL's October newsletter with a story from a researcher using the department's Grand River Dam Authority records.

Judge Thad Balkman and Representative Nicole Miller received a tour of the State Archives on October 28.

Department Abbreviations

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



ODL Board Meeting
December 13, 2024

Agenda Item 7a

Consideration and approval of State Aid Grants to Public Libraries formula for State Fiscal Year 2024

Summary

Public libraries and library systems must follow the rules for State Aid Grants to Public Libraries, which were established by the Oklahoma Department of Libraries (ODL) Board on April 1, 1999, and updated in 2017, 2019, and 2022. These rules were created with input from Oklahoma's public librarians and set the minimum standards for library services. The goal is for all public libraries to meet these standards so they can receive State Aid each year.

ODL staff review the annual reports from public libraries and library systems submitted each fall to decide if they qualify for State Aid. The eligibility requirements are listed in OAC 405:25-1-3. Libraries that do not meet these requirements are notified and given two weeks to submit more information to prove they are eligible. ODL Administration then reviews this additional information and makes a final decision. If the information is insufficient, the library will be informed it is ineligible. The community can appeal this decision to the ODL Board within seven days. The Board will only overturn the decision if it finds that the original ruling was incorrect according to the rules. Details about notifications and appeals are outlined in OAC 405:25-1-5.

Since 2019, the Board has handled appeals for State Aid Grants, as explained in OAC 405:3-1-14. This change has made it harder to calculate the State Aid amounts in advance, like it was done in the past. To give enough time to finalize the calculations, the Board holds a special meeting in November to review and hear appeals. Once the appeals are resolved, ODL staff can calculate the formula and present it to the Board for approval in December.

The Board met on November 15, 2024, to review one appeal. ODL Administration had determined that the Nowata City-County Library was ineligible for State Aid because it did not meet the required number of service hours listed in OAC 405:25-1-3(2)(B)(ii). The Board voted to reverse this decision, making Nowata eligible to receive State Aid.



This year, 106 municipal libraries and 8 library systems are eligible for State Aid. The proposed State Aid formula for Oklahoma public libraries in SFY2024 includes:

- A minimum grant of \$1,320 for each municipal library.
- A payment of \$6.31 per square mile for public library systems and municipal libraries. In counties with more than one municipal library, this amount will be shared among the libraries based on the population of each library's service area.
- A payment of \$0.2439046 per person for people living in cities with municipal libraries.
- A payment of \$0.2439046 per person for people living in counties served by public library systems or single-county systems.
- A payment of \$0.2439046 per person for those living outside city limits in counties with municipal libraries. This amount will be divided among the libraries based on the population in each area.

Budget Impact

\$1,489,277 in SFY 2024 Appropriations

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

Agenda Item 7b: State Aid formula

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]

SFY25 State Aid Formula

Census data as of July 1, 2023													\$1,320	\$6.31	0.2439046		
County/City and Town	TOTAL County Population	Population of Cities with a Municipal Library	Actual Population Percentage	Adjusted Population Percentage	Final Population Percentage	TOTAL Residents Living Outside Service Area	TOTAL Square Mileage of County	TOTAL Square Mileage Dollar Amount	Assigned Square Mileage Dollar Amount	Population Dollar Amount	Adjusted Population Dollar Amount	Outside Service Area Assigned	Outside Service Area Assigned Dollar Amount	State Aid Paid in SFY25 for SFY24			
Alfalfa	5,673																
Carmen Town		355	0.20	20%	20%				\$1,094	\$87	\$1,320	774	\$189	\$2,603			
Cherokee City*		1,446	0.80	80%	80%				\$4,375	\$353	\$1,320	3,098	\$756	\$6,450			
Alfalfa	5,673	1,801	1.00	100%	100%	3,872	866.60	\$5,468									
Beaver	5,018																
Beaver Town*		1,262	1.00	100%	100%				\$11,451	\$308	\$1,320	3,756	\$916	\$13,687			
Beaver	5,018	1,262	1.00	100%	100%	3,756	1,814.80	\$11,451									
Beckham	22,042																
Elk City		11,279	0.70	70%	70%				\$3,983	\$2,751	\$2,751	4,179	\$1,019	\$7,753			
Sayre City		4,793	0.30	30%	30%				\$1,707	\$1,169	\$1,320	1,791	\$437	\$3,464			
Beckham	22,042	16,072	1.00	100%	100%	5,970	901.70	\$5,690									
Blaine	8,539																
Geary City		980	0.21	0%	0%				\$0	\$0	\$0	0	\$0	\$0			
Okeene Town		1,046	0.23	23%	29%				\$1,699	\$255	\$1,320	1,133	\$276	\$3,295			
Watonga City		2,606	0.56	56%	71%				\$4,160	\$636	\$1,320	2,774	\$677	\$6,156			
Blaine	8,539	4,632	1.00	79%	100%	3,907	928.50	\$5,859									
Bryan	48,967																
Durant City		20,296	1.00	100%	100%				\$5,706	\$4,950	\$4,950	28,671	\$6,993	\$17,649			
Bryan	48,967	20,296	1.00	100%	100%	28,671	904.30	\$5,706									
Anadarko City		5,518	0.40	40%	37%				\$2,983	\$1,346	\$1,346	4,629	\$1,129	\$5,458			
Apache Town		1,002	0.07	10%	10%				\$806	\$244	\$1,320	1,251	\$305	\$2,431			
Caddo	26,214																
Carnegie Town		1,373	0.10	10%	10%				\$806	\$335	\$1,320	1,251	\$305	\$2,431			
Hinton Town		4,907	0.36	36%	33%				\$2,661	\$1,197	\$1,320	4,129	\$1,007	\$4,988			
Hydro Town		903	0.07	10%	10%				\$806	\$220	\$1,320	1,251	\$305	\$2,431			
Caddo	26,214	13,703	1.00	106%	100%	12,511	1,277.80	\$8,063									
Canadian	175,829																
El Reno City		19,216	0.25	25%	25%				\$1,414	\$4,687	\$4,687	24,538	\$5,985	\$12,086			
Mustang City		23,270	0.30	30%	30%				\$1,697	\$5,676	\$5,676	29,445	\$7,182	\$14,555			
Piedmont City		8,804	0.11	11%	11%				\$622	\$2,147	\$2,147	10,797	\$2,633	\$5,403			
Yukon City		26,388	0.34	34%	34%				\$1,924	\$6,436	\$6,436	33,371	\$8,139	\$16,499			
Canadian	175,829	77,678	1.00	100%	100%	98,151	896.60	\$5,658									
Ardmore		24,847	1.00	100%	100%				\$5,189	\$6,060	\$6,060	23,749	\$5,792	\$17,042			
Carter	48,596																
Carter	48,596	24,847	1.00	100%	100%	23,749	822.30	\$5,189									
Boise City*		1,109	1.00	100%	100%				\$11,578	\$270	\$1,320	1,082	\$264	\$13,161			
Cimarron	2,191																
Cimarron	2,191	1,109	1.00	100%	100%	1,082	1,834.80	\$11,578									
Comanche	121,574																
Elgin City		3,612	0.04	10%	10%				\$675	\$881	\$1,320	2,772	\$676	\$2,671			
Lawton City		90,245	0.96	96%	90%				\$6,073	\$22,011	\$22,011	24,945	\$6,084	\$34,168			
Comanche	121,574	93,857	1.00	106%	100%	27,717	1,069.30	\$6,747									
Cotton	5,427																
Walters City		2,359	1.00	0%	0%				\$0	\$0	\$0	0	\$0	\$0			
Cotton	5,427	2,359	1.00	0%	0%	3,068	632.60	\$3,992									
Craig	14,494																
Vinita City		5,312	1.00	100%	100%				\$4,804	\$1,296	\$1,320	9,182	\$2,240	\$8,363			
Craig	14,494	5,312	1.00	100%	100%	9,182	761.30	\$4,804									
Bristow City		4,258	0.12	12%	12%				\$719	\$1,039	\$1,320	4,586	\$1,119	\$3,158			
Creek	73,332																
Drumright		2,535	0.07	10%	10%				\$599	\$618	\$1,320	3,822	\$932	\$2,852			
Kellyville Town		1,034	0.03	10%	10%				\$599	\$252	\$1,320	3,822	\$932	\$2,852			
Mannford Town		3,335	0.09	10%	10%				\$599	\$813	\$1,320	3,822	\$932	\$2,852			
Mounds Town		971	0.03	10%	10%				\$599	\$237	\$1,320	3,822	\$932	\$2,852			
Sapulpa City		22,981	0.65	65%	48%				\$2,877	\$5,605	\$5,605	18,345	\$4,474	\$12,957			
Creek	73,332	35,114	1.00	118%	100%	38,218	949.90	\$5,994									
Ellis	3,648																
Shattuck Town		1,210	1.00	100%	100%				\$7,771	\$295	\$1,320	2,438	\$595	\$9,685			
Ellis	3,648	1,210	1.00	100%	100%	2,438	1,231.50	\$7,771									
Enid City*		50,577	1.00	100%	100%				\$6,679	\$12,336	\$12,336	11,446	\$2,792	\$21,807			
Garfield	62,023																
Garfield	62,023	50,577	1.00	100%	100%	11,446	1,058.50	\$6,679									
Garvin	25,865																
Lindsay City		2,866	0.21	21%	21%				\$1,063	\$699	\$1,320	2,630	\$642	\$3,024			
Maysville Town		1,083	0.08	10%	10%				\$506	\$264	\$1,320	1,253	\$305	\$2,132			
Pauls Valley City		6,053	0.45	45%	44%				\$2,227	\$1,476	\$1,476	5,511	\$1,344	\$5,047			
Stratford Town		1,411	0.11	11%	11%				\$557	\$344	\$1,320	1,378	\$336	\$2,213			
Wynnewood City		1,927	0.14	14%	14%				\$709	\$470	\$1,320	1,754	\$428	\$2,456			

SFY25 State Aid Formula

Census data as of July 1, 2023													\$1,320	\$6.31	0.2439046		
County/City and Town	TOTAL County Population	Population of Cities with a Municipal Library	Actual Population Percentage	Adjusted Population Percentage	Final Population Percentage	TOTAL Residents Living Outside Service Area	TOTAL Square Mileage of County	TOTAL Square Mileage Dollar Amount	Assigned Square Mileage Dollar Amount	Population Dollar Amount	Adjusted Population Dollar Amount	Outside Service Area Assigned	Outside Service Area Assigned Dollar Amount	State Aid Paid in SFY25 for SFY24			
Garvin	25,865	13,340	1.00	102%	100%	12,525	802.10	\$5,061									
Chickasha City		16,745	0.64	64%	60%				\$4,166	\$4,084	\$4,084	18,749	\$4,573	\$12,824			
Grady	57,375																
Tuttle		8,373	0.32	32%	30%				\$2,083	\$2,042	\$2,042	9,375	\$2,287	\$6,412			
Rush Springs Town		1,008	0.04	10%	10%				\$694	\$246	\$1,320	3,125	\$762	\$2,777			
Grady	57,375	26,126	1.00	106%	100%	31,249	1,100.50	\$6,944									
Grant	4,083																
Medford City		885	1.00	100%	100%				\$6,314	\$216	\$1,320	3,198	\$780	\$8,414			
Grant	4,083	885	1.00	100%	100%	3,198	1,000.70	\$6,314									
Greer	5,466																
Mangum City		2,740	1.00	100%	100%				\$4,034	\$668	\$1,320	2,726	\$665	\$6,019			
Greer	5,466	2,740	1.00	100%	100%	2,726	639.30	\$4,034									
Buffalo Town		1,015	0.46	46%	46%				\$3,015	\$248	\$1,320	454	\$111	\$4,445			
Harper	3,190																
Laverne Town		1,189	0.54	54%	54%				\$3,539	\$290	\$1,320	532	\$130	\$4,989			
Harper	3,190	2,204	1.00	100%	100%	986	1,038.60	\$6,554									
Holdenville City		5,918	0.84	84%	100%				\$5,076	\$1,443	\$1,443	6,383	\$1,557	\$8,077			
Hughes	13,436																
Wetumka City		1,135	0.16	0%	0%				\$0	\$0	\$0	0	\$0	\$0			
Hughes	13,436	7,053	1.00	84%	100%	6,383	804.50	\$5,076									
Jefferson	5,347																
Ringling Town		869	0.32	32%	32%				\$1,533	\$212	\$1,320	845	\$206	\$3,059			
Waurika City		1,838	0.68	68%	68%				\$3,257	\$448	\$1,320	1,795	\$438	\$5,015			
Jefferson	5,347	2,707	1.00	100%	100%	2,640	759.00	\$4,789									
Blackwell City		6,072	0.17	17%	16%				\$928	\$1,481	\$1,481	1,242	\$303	\$2,712			
Kaw City		328	0.01	0%	0%				\$0	\$0	\$0	0	\$0	\$0			
Kay	43,641																
Newkirk City		2,176	0.06	10%	10%				\$580	\$531	\$1,320	776	\$189	\$2,090			
Ponca City		24,306	0.68	68%	64%				\$3,714	\$5,928	\$5,928	4,969	\$1,212	\$10,854			
Tonkawa City		2,995	0.08	10%	10%				\$580	\$730	\$1,320	776	\$189	\$2,090			
Kay	43,641	35,877	1.00	105%	100%	7,764	919.60	\$5,803									
Hennessey Town		2,174	0.30	30%	30%				\$1,700	\$530	\$1,320	2,475	\$604	\$3,624			
Kingfisher	15,481																
Kingfisher City		5,057	0.70	70%	70%				\$3,967	\$1,233	\$1,320	5,775	\$1,409	\$6,695			
Kingfisher	15,481	7,231	1.00	100%	100%	8,250	898.10	\$5,667									
Hobart City		3,358	0.82	82%	82%				\$5,252	\$819	\$1,320	3,530	\$861	\$7,433			
Kiowa	8,398																
Mountain View Town		735	0.18	18%	18%				\$1,153	\$179	\$1,320	775	\$189	\$2,662			
Kiowa	8,398	4,093	1.00	100%	100%	4,305	1,015.10	\$6,405									
Chandler City		2,924	0.31	31%	28%				\$1,683	\$713	\$1,320	7,000	\$1,707	\$4,710			
Lincoln	34,562																
Meeker Town		1,020	0.11	11%	11%				\$661	\$249	\$1,320	2,750	\$671	\$2,652			
Prague City		2,400	0.25	25%	23%				\$1,382	\$585	\$1,320	5,750	\$1,402	\$4,105			
Stroud City		2,829	0.30	30%	28%				\$1,683	\$690	\$1,320	7,000	\$1,707	\$4,710			
Tryon Town		389	0.04	10%	10%				\$601	\$95	\$1,320	2,500	\$610	\$2,531			
Lincoln	34,562	9,562	1.00	107%	100%	25,000	952.40	\$6,010									
Crescent City		1,372	0.11	11%	11%				\$516	\$335	\$1,320	4,428	\$1,080	\$2,916			
Guthrie City		11,398	0.89	89%	89%				\$4,177	\$2,780	\$2,780	35,831	\$8,739	\$15,696			
Logan	53,029																
Logan	53,029	12,770	1.00	100%	100%	40,259	743.70	\$4,693									
Fairview City		2,661	1.00	100%	100%				\$6,026	\$649	\$1,320	4,920	\$1,200	\$8,546			
Major	7,581																
Major	7,581	2,661	1.00	100%	100%	4,920	955.00	\$6,026									
Madill City*		4,028	1.00	100%	100%				\$2,344	\$982	\$1,320	11,942	\$2,913	\$6,577			
Marshall	15,970																
Marshall	15,970	4,028	1.00	100%	100%	11,942	371.50	\$2,344									
Langley Town		650	0.04	10%	10%				\$414	\$159	\$1,320	2,498	\$609	\$2,343			
Locust Grove Town		1,392	0.09	10%	10%				\$414	\$340	\$1,320	2,498	\$609	\$2,343			
Mayer	39,889																
Chouteau Town		2,133	0.14	14%	14%				\$579	\$520	\$1,320	3,497	\$853	\$2,752			
Pryor Creek City		9,636	0.65	65%	66%				\$2,729	\$2,350	\$2,350	16,487	\$4,021	\$9,101			
Salina Town		1,097	0.07	0%	0%				\$0	\$0	\$0	0	\$0	\$0			
Mayer	39,889	14,908	1.00	99%	100%	24,981	655.40	\$4,136									
Noble	10,832																
Perry City		4,424	1.00	100%	100%				\$4,617	\$1,079	\$1,320	6,408	\$1,563	\$7,500			
Noble	10,832	4,424	1.00	100%	100%	6,408	731.70	\$4,617									
Nowata	9,438																
Nowata City*		3,551	1.00	100%	100%				\$3,570	\$866	\$1,320	5,887	\$1,436	\$6,326			

SFY25 State Aid Formula

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Nowata	9,438	3,551	1.00	100%	100%	5,887	565.80	\$3,570									
Okemah City		3,051	1.00	100%	100%				\$3,903	\$744	\$1,320	8,249	\$2,012	\$7,235			
Okfuskee	11,300																
Okfuskee	11,300	3,051	1.00	100%	100%	8,249	618.50	\$3,903									
Henryetta City		5,612	0.33	33%	33%				\$1,452	\$1,369	\$1,369	6,616	\$1,614	\$4,435			
Okmulgee	37,035																
Okmulgee City		11,376	0.67	67%	67%				\$2,948	\$2,775	\$2,775	13,431	\$3,276	\$8,999			
Okmulgee	37,035	16,988	1.00	100%	100%	20,047	697.40	\$4,401									
Barnsdall City		1,011	0.12	12%	12%				\$1,701	\$247	\$1,320	4,537	\$1,107	\$4,128			
Fairfax Town		1,103	0.13	13%	13%				\$1,843	\$269	\$1,320	4,915	\$1,199	\$4,362			
Hominy City		3,280	0.39	39%	39%				\$5,529	\$800	\$1,320	14,746	\$3,597	\$10,445			
Osage	46,130																
Pawhuska City		2,926	0.35	35%	36%				\$5,104	\$714	\$1,320	13,612	\$3,320	\$9,744			
Osage	46,130	8,320	1.00	100%	100%	37,810	2,246.70	\$14,177									
Miami City		12,866	1.00	100%	100%				\$2,971	\$3,138	\$3,138	17,421	\$4,249	\$10,358			
Ottawa	30,287																
Ottawa	30,287	12,866	1.00	100%	100%	17,421	470.80	\$2,971									
Cleveland City		3,223	0.62	62%	62%				\$2,224	\$786	\$1,320	6,632	\$1,618	\$5,161			
Pawnee	15,864																
Pawnee City		1,944	0.38	38%	38%				\$1,363	\$474	\$1,320	4,065	\$991	\$3,674			
Pawnee	15,864	5,167	1.00	100%	100%	10,697	568.40	\$3,587									
Cushing City		8,391	0.13	13%	12%				\$519	\$2,047	\$2,047	2,532	\$617	\$3,183			
Payne	83,352																
Perkins City		3,270	0.05	10%	10%				\$432	\$798	\$1,320	2,110	\$515	\$2,267			
Stillwater City		49,525	0.80	80%	68%				\$2,939	\$12,079	\$12,079	14,346	\$3,499	\$18,517			
Yale City		1,069	0.02	10%	10%				\$432	\$261	\$1,320	2,110	\$515	\$2,267			
Payne	83,352	62,255	1.00	113%	100%	21,097	684.90	\$4,322									
Ada City		16,611	0.95	95%	90%				\$4,091	\$4,051	\$4,051	18,880	\$4,605	\$12,748			
Allen Town		807	0.05	10%	10%				\$455	\$197	\$1,320	2,098	\$512	\$2,286			
Pontotoc	38,396																
Pontotoc	38,396	17,418	1.00	105%	100%	20,978	720.40	\$4,546									
Antlers City		2,193	1.00	100%	100%				\$8,806	\$535	\$1,320	8,607	\$2,099	\$12,225			
Pushmataha	10,800																
Pushmataha	10,800	2,193	1.00	100%	100%	8,607	1,395.50	\$8,806									
Catoosa City		7,510	0.23	23%	21%				\$895	\$1,832	\$1,832	14,323	\$3,494	\$6,221			
Chelsea Town		1,994	0.06	10%	10%				\$426	\$486	\$1,320	6,821	\$1,664	\$3,410			
Claremore City		20,385	0.64	64%	59%				\$2,516	\$4,972	\$4,972	40,242	\$9,815	\$17,303			
Inola Town		1,892	0.06	10%	10%				\$426	\$461	\$1,320	6,821	\$1,664	\$3,410			
Rogers	100,248																
Talala Town		260	0.01	0%	0%				\$0	\$0	\$0	0	\$0	\$0			
Rogers	100,248	32,041	1.00	107%	100%	68,207	675.70	\$4,264									
Konawa City		1,268	0.11	11%	11%				\$439	\$309	\$1,320	1,315	\$321	\$2,080			
Seminole	23,565																
Seminole City		7,262	0.63	63%	62%				\$2,476	\$1,771	\$1,771	7,410	\$1,807	\$6,054			
Wewoka City		3,084	0.27	27%	27%				\$1,078	\$752	\$1,320	3,227	\$787	\$3,185			
Seminole	23,565	11,614	1.00	100%	100%	11,951	632.80	\$3,993									
Duncan City		23,170	0.84	84%	84%				\$4,612	\$5,651	\$5,651	13,733	\$3,350	\$13,613			
Marlow City		4,495	0.16	16%	16%				\$879	\$1,096	\$1,320	2,616	\$638	\$2,837			
Stephens	44,014																
Stephens	44,014	27,665	1.00	100%	100%	16,349	870.20	\$5,491									

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Guymon City		12,287	0.83	83%	78%				\$10,047	\$2,997	\$2,997	4,329	\$1,056	\$14,100		
Hooker City		1,715	0.12	12%	12%				\$1,546	\$418	\$1,320	666	\$162	\$3,028		
Texhoma		819	0.06	10%	10%				\$1,288	\$200	\$1,320	555	\$135	\$2,743		
Texas	20,371	14,821	1.00	104%	100%	5,550	2,041.30	\$12,881								
Frederick City		3,419	0.79	79%	79%				\$4,342	\$834	\$1,320	2,015	\$491	\$6,154		
Grandfield City		900	0.21	21%	21%				\$1,154	\$220	\$1,320	536	\$131	\$2,605		
Tillman	6,869															
Tillman	6,869	4,319	1.00	100%	100%	2,550	871.10	\$5,497								
Coweta City		10,786	0.56	56%	56%				\$1,986	\$2,631	\$2,631	39,267	\$9,577	\$14,194		
Wagoner	89,280															
Wagoner City		8,375	0.44	44%	44%				\$1,560	\$2,043	\$2,043	30,852	\$7,525	\$11,128		
Wagoner	89,280	19,161	1.00	100%	100%	70,119	561.90	\$3,546								
Bartlesville City		38,114	0.92	0%	0%				\$0	\$0	\$0	0	\$0	\$0		
Dewey City		3,419	0.08	10%	100%				\$2,622	\$834	\$1,320	12,173	\$2,969	\$15,721		
Washington	53,706															
Washington	53,706	41,533	1.00	10%	100%	12,173	415.50	\$2,622								
Alva City		4,978	0.88	88%	88%				\$7,144	\$1,214	\$1,320	2,541	\$620	\$9,083		
Waynoka City		699	0.12	12%	12%				\$974	\$170	\$1,320	346	\$84	\$2,379		
Woods	8,564															
Woods	8,564	5,677	1.00	100%	100%	2,887	1,286.50	\$8,118								
Mooreland Town		1,139	0.09	10%	10%				\$784	\$278	\$1,320	706	\$172	\$2,276		
Woodward	19,947															
Woodward City		11,753	0.91	91%	90%				\$7,058	\$2,867	\$2,867	6,350	\$1,549	\$11,473		
Woodward	19,947	12,892	1.00	101%	100%	7,055	1,242.80	\$7,842								
													Municipals Systems	\$ 734,661		
													TOTAL	\$ 1,489,277		
													ALLOCATED	\$ 1,489,277		
													REMAINING	\$ -		
									System	TOTALS						
									Eastern	\$ 83,853						
									Metropolitan	\$ 201,759						
									Pioneer	\$ 114,914						
									Southeastern	\$ 86,418						
									Southern Oklahoma Library System	\$ 45,025						
									Southern Prairie	\$ 15,056						
									Tulsa	\$ 170,153						
									Western Plains	\$ 37,438						
										\$ 754,616						



ODL Board Meeting
December 13, 2024

Agenda Item 8

Summary

ODL staff recommends Erika Needham to fill the open seat on the joint ODL/OLA Continuing Education Board. Erika is the branch manager of the Nelda Clark Myers Public Library in Quinton and the Co-Training Specialist for the Southeast Oklahoma Library System.

Background

Erika Needham began her career in librarianship as a volunteer at a newly established reading center in the small community of Quinton. Her dedication and determination helped the center grow into a full browsing library with the Southeast Oklahoma Library System—a significant achievement for the community. In January 2024, Erika stepped into the role of Co-Training Specialist for SEOLS, where she helps guide and support others in achieving their goals as library assistants and coordinates continuing education opportunities for all staff. She has been an active member of the Oklahoma Library Association, serving in DROCS and many roundtables.

Erika's experience in building a library and leading the staff continuing education program at SEOLS will provide an important perspective for the Continuing Education board. She received her initial library certification in November 2022 and has been a valuable contact at SEOLS for sharing their CE and certification goals.

Budget Impact

No budget impact

Supporting documents attached

No supporting documents