Agenda
ODL Board Meeting - *Special*
November 13, 2026 | 10:00 a.m.
Belle Isle Library
5501 N Villa Ave, Room A
Oklahoma City, OK 73112

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

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 October 13, 2026 1

3. State Aid Grants to Public Libraries for Fiscal Year 2026
   a. Overview of process used to determine State Aid eligibility and appeals process..... 8
   b. Consideration and possible action on appeal from Mounds Public Library which was determined not to qualify for State Aid for SFY 2026 based on OAC 405:25-1-3(3)(A) 17

4. Adjournment

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

Next ODL Board Meeting: Friday, December 11, 2026 at 10 AM

Agenda Item 2

Minutes
ODL Board Meeting - *Special*
October 13, 2026 | 10:00 a.m.
Capitol Hill Library
327 SW 27th Street
Oklahoma City, OK 73109

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-20261013.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

   Vice Chair Kristen Ferate called the meeting to order at 10:22am and saw a quorum. Roll was called as follows: Chair Ronda Smith, absent; Vice Chair Kristen Ferate, present; Samuel Alaback, present; Katherine Neal; present; Teresa Sutter, present; Geetika Verma, absent; Mary Westman, present; Natalie Currie, present.

   Guests and staff present: Scott May from the Office of the Attorney General, Cassie Spindle, Kelly Parker, Tara McCleod, Nancy Hooper, Wanda Edmundson

   Director Natalie Currie acknowledged the meeting complied with the Open Meeting Act. The agenda had been posted at the entrance to ODL headquarters and the meeting location at least 24 hours prior to the meeting. It was also posted on the ODL website.

2. Consideration and possible action on minutes for the regular board meeting held June 12, 2026

   Vice Chair Ferate asked if the board had questions about the minutes. No questions.

   Sutter motioned to accept the minutes as presented, and Alaback seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

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3. Discussion, Consideration, and possible action on ODL Board Officers for 2026-2027.

   Vice Chair Ferate disclosed that the ODL Board Officer Nominating Committee chose to nominate Kristen Ferate to serve as Chair for the ODL Board and Teresa Sutter as Vice Chair.

   Scott May from the Office of the Attorney General recommended that each nomination should receive a separate vote.

   Sutter motioned to accept Kristen Ferate as ODL Board Chair, and Alaback seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, abstain; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

   Vice Chair Ferate motioned to accept Teresa Sutter as ODL Board Vice Chair, and Westman seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, abstain; Verma, absent; Westman, yes. The motion passed.

4. Consideration and possible acceptance of financial reports
   a. SFY 26/SFY 27 Expenditure Report through July 31, 2026

      Director Currie introduced the SFY 26/SFY 27 Expenditure Report and explained that it was a more consolidated report than the board members had received in prior years. The reports include explanations for any major differences from previous reports.

      Finance Director Tara McCleod stated that most differences are due to the start and end dates of the federal and state fiscal years, which impacts the timing of payments.

      Westman motioned to accept the expenditure report as presented, and Neal seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

   b. SFY 27 Budget to Actual Report through July 31, 2026

      Vice Chair Ferate introduced discussion of the SFY 27 Budget to Actual Report.

      McCleod stated that the expenditures column included encumbrances for the entire year, which causes a variance between the report and how much of the budget has

been spent to this point. McCleod further explained that the variance would decrease as we got closer to the end of the fiscal year.

Neal motioned to accept the Budget to Actual report, and Westman seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

c. SFY 27 Cost Variance Report through July 31, 2026

McCleod advised that the FY 27 Annual Budget column in the report included the budget for the entire year broken down by division. Encumbrances are carried on the first day of the annual budget, not in the month they are spent.

Sutter motioned to accept the report as presented, and Westman seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

5. Library Services and Technology Act (LSTA) projects and updates
   a. Consideration and possible acceptance of status reports for FFY 2025 LSTA projects

McCleod informed the board that FFY 2025 LSTA projects closed on September 30, 2026. Some libraries returned funds because they were unable to spend them prior to that deadline.

McCleod advised that she, Assistant Director Cassie Spindle, and Kelly Parker, the Chief Operations and Grants officer, are working to determine if funds can be allocated to other expenditures throughout the grant period. McCleod noted that a plan is under discussion to push grant timelines back to allow better reallocation of unspent funds.

Westman motioned to accept FFY 2025 LSTA projects status reports, and Neal seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

   b. Consideration and possible acceptance of status reports for FFY 2026 LSTA Projects

McCleod advised that all funds would be expended by the September 30, 2027 deadline.

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Alaback requested an explanation for resource sharing. McCleod explained that resource sharing is a project that combines multiple activities that were once individual projects. McCleod provided an example of the interlibrary loan system. Interlibrary loans allow a library to look at the collections of other participating libraries and borrow what their patrons need without having to purchase it themselves. Resource sharing also includes statewide databases, such as EBSCO, that are supplied to all the schools and libraries in Oklahoma.

Sutter motioned to accept FFY 2026 LSTA projects report, and Neal seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, absent; Westman, yes. The motion passed.

6. Public Comments
    a. No public comments

7. Director's Report
    a. Agency Activity Report through July 31, 2026

        See attached report

8. Presentation and discussion on State Aid to Public Libraries, including history, eligibility requirements, administration, and the Board's role.

    Geetika Verma arrived at 10:42am.

    Chief Operations and Grants Officer Kelly Parker presented the board with an overview of State Aid for Public Libraries. The presentation explained the eligibility process and the importance of the Maintenance of Effort (MOE) requirement.

    The board discussed the appeals process for libraries that had been denied eligibility for State Aid. Parker explained that the purpose of the administrative rules regarding minimum eligibility was to ensure that libraries who received State Aid provided an adequate level of service to their patrons.

    Alaback noted that the annual report for State Aid opened each year on July 1st and asked when it closed. Parker replied that the report closed for libraries not part of a library system on August 15th and closed for library systems on October 1st. ODL has approximately a month and a half to

review reports and determine eligibility. Once eligibility decisions are made, a library that was denied may appeal the decision to the board.

Westman requested clarification that the board must follow statute when determining whether to approve State Aid appeals. Director Currie confirmed that the rules state the board shall affirm the administration's determination on eligibility unless it finds that such determination is contrary to the applicable rules.

Director Currie further explained that the board's precedent has been to listen to the facts of each unique case provided by the individual libraries before making a decision. Director Currie used the example of an appeal that was filed because a library's director unexpectedly died. As a result, the library was not able to submit their report prior to the deadline. In that case, the board overturned the administrative denial and granted the appeal based on the extraordinary circumstances.

Director Currie noted that the board does have rulemaking authority and proposed working with the Office of the Attorney General to update wording and provide greater clarity to the administrative rules.

9. Discussion, consideration, and possible action on SFY 2028 ODL Budget Request

Director Currie stated that, by statute, the board must approve ODL's budget request prior to submission to the legislature. Director Currie explained that the budget request was based on ODL's Strategic Plan.

Director Currie introduced the SFY 28 budget request that included reinstating continuing appropriations for digital asset management and inventory systems. The budget request also contained a $497,242 request for a 25% across-the-board salary increase to address turnover and recruitment issues. This increase would move ODL staff closer to the legislature's stated goal to fund salaries for state employees at 90% of market rate.

Director Currie noted that ODL was requesting an increase of $174,818 in State Aid in order to raise the minimum payment for small rural libraries to $4,000. Additionally, ODL requested $235,917 to fund a forced move out of the State Records Center in preparation for the building's lease ending in Summer 2028.

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Director Currie further highlighted ODL's focus on early literacy and school readiness, noting ongoing training programs.

Alaback motioned to accept the SFY 27 budget request, and Verma seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, yes; Westman, yes. The motion passed.

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

       Sutter motioned to enter executive session, and Westman seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, yes; Westman, yes. The motion passed.

    b. Vote to return to open session

       Westman motioned to return to open session, and Verma seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, yes; Westman, yes. The motion passed.

       Action on matters discussed in executive session

       No action was taken.

11. Discussion, consideration, and possible action on regular meeting dates of the ODL Board for calendar year 2027.

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

    Sutter motioned to accept the proposed meeting dates for calendar year 2027, and Verma seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, yes; Westman, yes. The motion passed.

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12. Adjournment

Westman motioned to adjourn, and Neal seconded. Votes were as follows: Chair Smith, absent; Vice Chair Ferate, yes; Alaback, yes; Neal, yes; Sutter, yes; Verma, yes; Westman, yes. The meeting adjourned at 12:18pm.

Next regular ODL Board Meeting: Friday, December 11, 2026 at 10 AM

ODL Board Chair

ODL Director, Secretary Ex Officio

ODL Board Meeting - *Special*
November 13, 2026

Agenda Item 3a
State Aid Grants to Public Libraries for Fiscal Year 2026: Overview of process used to determine State Aid eligibility and appeals process

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

The Oklahoma Department of Libraries (ODL) uses annual reports submitted each fall by all public libraries and systems to determine eligibility for State Aid, as outlined in OAC 405:25-1-3. Libraries found ineligible are notified and given two weeks to submit additional evidence of eligibility. ODL Administration reviews the additional information and makes a final determination. If the information is insufficient, the library is formally notified of its ineligibility. Communities may appeal this determination to the ODL Board within seven days. The Board shall affirm the Administration's determination unless it finds it contrary to applicable rules, as set forth in OAC 405:25-1-5.

Since 2019, the ODL Board has served as an appeals board for State Aid Grants, governed by OAC 405:3-1-14. The appeals process has made it difficult to prepare state aid formula figures in advance, as was previously standard practice. The formula is based on population and square mileage data for each eligible library and may vary depending on which libraries ultimately qualify for State Aid.

To account for appeals and the potential for multiple qualifying scenarios, the ODL Board will consider agenda item 3b at this special meeting. After the meeting, ODL staff will compute the distribution of State Aid for all qualifying libraries. The formula and accompanying spreadsheet will be presented at the December 11 meeting for final Board approval.

The proposed State Aid formula for Oklahoma public libraries for SFY2026 will include the following components. The highlighted figures will be completed after appeals are resolved and the final formula is presented to the Board at the December 11 meeting:

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

Budget Impact
$1,583,777 in SFY 2027 Appropriations

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

- Agenda Item 3b: The Mounds Public Library is ineligible for SFY26 State Aid for failing to submit the ODL Annual Report by the August 17 deadline, as stipulated in OAC 405:25-1-3(3)(A). The Board is asked to affirm the administration's determination unless it finds it inconsistent with applicable rules.

Supporting documents attached
65 OS 2-106 Duties and Powers of the ODL Board
OAC 405:25 State Aid Grants to Public Libraries
OAC 405:3 Administrative Rules of the Board

Oklahoma Statutes Citationized

Title 65. Public Libraries

Chapter A - Oklahoma Library Code

Article Article 2 - Department of Libraries Board

Section 2-106 - Duties and Powers

Cite as: O.S. §, __ __

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

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

(b) Formulate the general policies of the Oklahoma Department of Libraries, in consultation with the Director;

(c) Review and approve the budget requests for the Department;

(d) Formulate standards for public and special libraries in consultation with the Director and his staff, and with the Oklahoma Library Association;

(e) Utilize such standards as guidelines in accreditation of public libraries and library systems;

(f) Utilize such standards and accreditation as guidelines in approval of apportionment of state funds of federal funds such as may be administered by a state agency to public libraries, library systems and special libraries and their use of such funds;

(g) Serve as an appeal board in the execution of the Library Services Construction Act, 20 U.S.C. § 351(1991), including any amendments thereto, and any similar federal legislative acts requiring such services;

(h) Approve the formation of library systems and designate areas for library districts;

(i) Maintain liaison with the Oklahoma Library Association;

(j) Assist in communicating the goals, plans, budgets and work of the Department to executive, judicial and legislative officials, and to the public;

(k) Provide for the certification of public librarians;

(l) Establish a formula for the equitable apportionment of monies from the Oklahoma Local Library Support Revolving Fund; and

(m) Promulgate such rules as may be necessary to carry out the intent and purposes of this act.

Historical Data

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

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

Authority65 O.S., § 2-106(m)

SourceCodified 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 wish: the Open Meetings Act, 25 O.S. Supp. 1989, §301 et. seq.; the Open Records Act, 51 O.S. Supp. 1989, §24A.1 et. seq.; and the Oklahoma Administrative Procedures Act, 75 O.S. Supp. 1989, §250 et. seq.

405:3-1-7. Director; records

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

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

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

(a) The Oklahoma Department of Libraries is located in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298 in the State Capitol area; the Jan Eric Cartwright Memorial Law Library is located in the Capitol and the State Records Center is located at 426 East Hill Street, Oklahoma City, Oklahoma. Telephone numbers are 405/521-2502 and 1-800/522-8116.
(b) All requests for information or petitions should be addressed to the Director.
(c) The Department is open to the public 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

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

405:3-1-9. Functions

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

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

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

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

405:3-1-11. Fees

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

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

(a) Requests for promulgation, amendment, or repeal of a rule shall be made in writing to the Director of the Department. Requests shall give the text of a proposed new rule or amendment, and cite such rules as are requested to be repealed or amended, and shall explain the reasons and justification for the request.
(b) Requests outlined in (a) of this Section shall be placed on the agenda for Board consideration and disposition at a meeting scheduled for an early date, and the interested party shall be given reasonable notice of the date, time, and place of such meeting, and informed promptly in writing of the Board's decision in the matter.
(c) Any resulting action to adopt a new rule or amendment or to repeal an existing rule shall be taken at an early date at an open hearing conducted in accordance with the notice and other requirements of the Administrative Procedures Act.

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

(a) Persons requesting the Board to make a declaratory ruling as to the applicability or interpretation of any rule or order pursuant to the Administrative Rules of the Board shall address their written request to the Director of the Department.
(b) The request for declaratory ruling shall be placed upon the Board's agenda for consideration and action by the Board at a meeting scheduled to be held at an early date, and the interested party shall be given

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

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

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

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

ODL Board Meeting - *Special*
November 13, 2026

Agenda Item 3b
Consideration and possible action on the appeal of Mounds Public Library, which was determined ineligible for SFY 2026 State Aid for failing to complete and submit the ODL Annual Report for the preceding fiscal year by August 17, as specified in OAC 405:25-1-3 (3)(A).

Summary/Background
OAC 405:25-1-3 (3)(A) states:

> "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."

The Annual Report for State Fiscal Year 2026 was not submitted by Mounds Public Library by the August 17 deadline. A notification letter advising the library that it had not met State Aid requirements and was entitled to appeal was sent on October 26, 2026. An appeal letter from Mounds Public Library Director Heather Adler was received on October 26, 2026, explaining the reasons the Annual Report was not submitted by the deadline.

Request
The ODL Director requests that the Board affirm the administration's determination unless it finds the determination inconsistent with applicable rules.

Budget Impact
There is no impact on the ODL budget. The State Aid funds will be redistributed among qualifying libraries until fully allocated.

Supporting documents attached
Mounds Public Library Appeal Letter

Dear State Aid Review Committee,

I am writing to formally appeal the denial of State Aid funding for Mounds Public Library due to the late submission of our annual report. I respectfully request reconsideration of this decision based on the circumstances surrounding the delay and the significant impact the loss of funding would have on our small, rural library.

As the sole librarian at Mounds Public Library, I am responsible for all aspects of daily operations, including circulation, administrative duties, collection management, community outreach, grant writing, facility coordination, and planning and implementing library programs.

Throughout the summer, much of my time was devoted to organizing and conducting our Summer Reading Program and its numerous activities for children and families. Immediately following our final summer program, we began preparing for a major renovation-related closure that lasted nearly six weeks. In fact, the preparation began the very next day, leaving virtually no transition time between these two major undertakings.

As the library's only staff member, I was responsible for managing these additional demands while continuing to address the needs of our patrons and the library.

Additionally, this was my first year completing the Oklahoma State Library Annual Report. Although I understood that the report was required, I was not fully aware of its complexity, the amount of information necessary, or the time involved in completing it accurately. The combination of limited staffing, extensive summer programming, and the renovation created circumstances that made meeting the reporting deadline particularly challenging.

The annual report was completed and submitted around September 1, 2026. While I recognize that it was submitted after the required deadline, I made every effort to fulfill the reporting obligation as soon as I was able.

I fully understand the importance of deadlines and accountability in receiving public funding. I accept responsibility for the late submission and recognize the need for better advance planning. This experience has provided me with a much clearer understanding of the reporting process, and I am committed to ensuring future reports are submitted on time.

However, I respectfully ask that the circumstances surrounding this delay be taken into consideration.

Mounds Public Library operates on an annual budget of approximately $6,000. With such limited financial resources, every source of funding is important to our ability to maintain and improve library services. The loss of State Aid would represent a significant hardship for our library and, ultimately, the community we serve.

Despite the challenges of operating with only one staff member and navigating a major facility renovation, our library continues to make meaningful progress. We have worked to expand

programming, strengthen community partnerships, pursue grant opportunities, and improve the resources available to our patrons.

I sincerely regret the late submission of the annual report. It was never my intention to disregard the reporting requirements. Rather, the delay resulted from an unusually demanding period of library operations combined with my first experience navigating a complex reporting process.

I respectfully request that the Oklahoma Department of Libraries reconsider its decision to deny State Aid funding to Mounds Public Library. The reporting requirement has now been fulfilled, and I am committed to meeting all future deadlines.

I hope that the circumstances outlined in this appeal, along with our library's demonstrated commitment to serving the community, will be considered in determining whether an exception or other available relief may be granted.

Thank you for your time, understanding, and consideration of this appeal. State Aid is an important resource for small rural libraries like ours, and I sincerely appreciate the opportunity to request reconsideration.

Respectfully,

Heather Adler
Librarian
Mounds Public Library