



# OKLAHOMA Department of Libraries

## Agenda

### ODL Board Meeting

June 12, 2026 | 10:00 a.m.  
Western Plains Library System  
Weatherford Public Library  
219 E Franklin Ave  
Weatherford, OK 73096

*All participating members of the Board will be in person at the above meeting location. The meeting is open to the general public and will **not** be streamed via Zoom. This meeting is being conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314.*

*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. Welcome from Western Plains Library System Executive Director, Tim Miller
3. Consideration and possible action on minutes for the regular board meeting held December 12, 2025 ..... 1
4. Consideration and possible acceptance of financial reports
  - a. SFY 26 Budget to Actual Report through April 30, 2026..... 6
  - b. SFY 26 Cost Variance Report through April 30, 2026 ..... 7
  - c. SFY 25/26 Expenditure Report through April 30, 2026 ..... 8
5. Library Services and Technology Act (LSTA) projects and updates
  - a. Consideration and possible acceptance of final status report for FFY 2024 LSTA projects ..... 9
  - b. Consideration and possible acceptance of status report for FFY 2025 LSTA projects .... 10
6. Public comment
  - a. *Public comment shall be limited to topics listed on the agenda and 3 minutes per individual. Those wishing to make a public comment should sign in on the sheet provided by ODL.*
7. Director's Report
  - a. Agency Activity Report from November 1, 2025 through April 30, 2026..... 11
8. Consideration and possible approval of FFY 2026 LSTA Projects ..... 25



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9. Consideration and possible action on ODL internal policies
  - a. Acceptable Use of Information Technology, State Resources and Artificial Intelligence Policy..... 33
  - b. Employee Time, Attendance and Leave Policy ..... 37
10. Consideration and possible action on ODL Organizational Chart Update
  - a. Previously approved Organizational Chart ..... 45
  - b. For possible approval – Updated Organizational Chart..... 46
11. Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries, to include the possible creation of a Board subcommittee
  - a. Current ODL Director Evaluation Statement of Procedure (SOP)..... 48
  - b. Current ODL Director Evaluation Form..... 50
12. Consideration and possible action on Resolution of Appreciation for Steven Gray’s service on the Oklahoma Department of Libraries Board..... 54
13. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2026-2027 ODL Board Officers..... 55
14. 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.
15. Adjournment

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

**Next ODL Board Meeting:** Friday, September 18, 2026 at 10 AM at the Bartlesville Public Library, 600 S. Johnstone Ave, Bartlesville, OK 74003



**Minutes**

**ODL Board Meeting**

December 12, 2025 | 10:00 a.m.  
Oklahoma State Capitol  
2300 N Lincoln Blvd  
Senate Conference Room 230  
Oklahoma City, OK 73105

*All participating members of the Board were in person at the above meeting location. The meeting was open to the general public 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-20251212.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 Ronda Smith called the meeting to order at 10:07am and saw a quorum. Roll was called as follows: Chair Ronda Smith, present; Vice Chair Kristen Ferate, present; Steven Gray, present; Maren Lively, absent; Katherine Neal, present; Teresa Sutter, present; Geetika Verma, present; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Cassie Spindle, Tara McCleod, Adrienne Butler, Courtney Rutledge, Laura Sikes, Holly LaBossiere, Lynn Rainey, Nancy Hooper

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

2. Consideration and possible action on minutes for the special board meeting held November 14, 2025

Chair Smith asked the board if anyone had questions or concerns regarding the submitted minutes from the last special board meeting. No questions.

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



# OKLAHOMA Department of Libraries

## Minutes

### ODL Board Meeting

December 12, 2025 | 10:00 a.m.  
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### 3. Consideration and possible acceptance of financial reports

#### a. SFY 25/SFY 26 Expenditure Report through October 31, 2025

Director Currie advised that the board received a new format of the report. The updated report provides the information in a cleaner format, but the data contained in it remains the same. Chair Smith asked if the board had any questions. No questions.

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

#### b. SFY 26 Budget to Actual Report through October 31, 2025

Finance Director Tara McCleod noted that the expenditures and encumbrances included planned purchases for which the money has been earmarked in a purchase order or authority order but not spent yet.

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

#### c. SFY 26 Cost Variance Report through October 31, 2025

Chair Smith asked the board if anyone had questions regarding the report. No questions.

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

### 4. Library Services and Technology Act (LSTA) projects and updates

#### a. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects

Director Currie explained recent extenuating circumstances to the board that precluded the full use of the FFY2024 award. A vendor was unable to complete services prior to



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## Minutes

### ODL Board Meeting

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the September 30, 2025 deadline. As a result, an estimated \$40,000 in funding must be returned.

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

- b. Consideration and possible acceptance of status reports for FFY 2025 LSTA Projects

Director Currie stated that plans for the funds are proceeding well to meet the September 30, 2026 deadline.

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

#### 5. Public Comments

- a. No public comments

#### 6. Director's Report

- a. Agency Activity Report from August 1, 2025 through October 31, 2025

See attached report

#### 7. State Aid for Public Libraries - Fiscal Year 2025

- a. Overview of process used to determine State Aid eligibility

Director Currie provided the board with SFY 25 State Aid Formula documents that included the basis for the formula and the comparison of state aid received by libraries over the last five years.

The state aid funding formula calculates the amount that goes to each eligible library. The formula is based on several variables, including minimum amounts for municipal libraries and square mileage of the service area for the library relative to the population of the city.



**Minutes**

**ODL Board Meeting**

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- b. Consideration and possible approval of distribution formula for SFY 2025 State Aid Grants for Public Libraries—*State Aid formula supporting documents were distributed to all during the meeting and are included in the minutes.*

Director Currie stated that during the budget creation process, resources are continually evaluated to determine where funds will have the greatest impact. As a result of that analysis, the state aid amount for the year was increased by \$50,000.

Gray motioned to accept the state aid distribution formula, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, yes; Lively, absent; Neal, yes; Sutter, yes; Verma, yes. The motion passed.

8. Consideration and possible action on appointment of Shawna Deeds to the joint ODL/OLA Continuing Education Board

Director Currie reminded the board of the joint ODL and Oklahoma Library Association Continuing Education Board and reinforced that one of ODL's goals is to ensure that library staff across the state have access to the professional development necessary to provide excellent library services to their communities.

Director Currie outlined Shawna Deeds's experience at the Mabel C. Fry Public Library and stated that she will provide a valuable perspective.

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

9. Consideration and possible action on revised SFY 2027 ODL Budget Request

Director Currie informed the board that after analyzing the budget request approved in the September meeting, several adjustments needed to be made. The requested budget increase for state aid was adjusted down from no more than \$300,000 to \$178,005. Additionally, the request for two additional staff positions was rescinded as the agency has several recently vacated positions that must be filled first.



**Minutes**

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

10. Consideration and possible action on Resolution of Appreciation for James Robison’s service on the Oklahoma Department of Libraries Board

Director Currie reminded the board that this item has appeared on the agenda twice before, and the language is up to date. Director Currie noted that, in addition to the resolution, Governor J. Kevin Stitt gave a commendation for James Robison’s service.

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

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

No new business

12. Adjournment

Chair Smith motioned to adjourn, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, yes; Lively, absent; Neal, yes; Sutter, yes; Verma, yes. The motion passed. The Meeting adjourned at 10:32am.

**Next ODL Board Meeting:** Friday, June 12, 2026 at 10 AM

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ODL Board Chair

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ODL Director, Secretary Ex Officio

**Oklahoma Department of Libraries**  
 Budget to Actual Expenditures and Encumbrances  
 as of 04/30/2026

<b>3-Digit Account</b>	<b>Budget</b>	<b>Expenditures &amp; Encumbrances</b>	<b>Variance</b>
511 SALARY EXPENSE	3,083,694	2,085,677	998,017
512 INS PREM - HEALTH, LIFE...	636,646	339,435	297,211
513 FICA & RETIREMENT	562,854	495,148	67,706
515 PROFESSIONAL SERVICES	593,997	533,992	60,006
519 EMP BENEFITS - ADMIN	3,425	3,425	-
521 TRAVEL - REIMB	67,790	32,273	35,518
522 TRAVEL - DIRECT PMTS	111,846	39,827	72,019
531 MISC ADMIN EXP	1,870,856	1,804,550	66,306
532 RENT EXPENSE	543,935	303,140	240,796
533 MAINT & REPAIR EXP	54,925	21,297	33,628
534 SPECIALIZED SUP & MAT	1,075	1,000	75
535 PROD, SAFETY, SEC EXP	350	-	350
536 GEN OPERATING EXP	163,141	68,263	94,878
541 OFC FURN & EQUIP	42,000	37,024	4,976
542 LIBRARY EQUIP & RES	45,862	40,476	5,386
554 PROGRAM REIMB	365,548	365,548	-
555 PMTS - GEN GOVT	2,744,059	2,245,229	498,830
601 AUTH ORDER ENCUMB	-	183,761	(183,761)
810 REQ ONLY	-	1,370	(1,370)
<b>Grand Total</b>	<b>10,892,003</b>	<b>8,601,434</b>	<b>2,290,570</b>

<b>Class Fund</b>	<b>Budget</b>	<b>Expenditures &amp; Encumbrances</b>	<b>Variance</b>
19112 Carryover	194,159	157,274	36,885
19221 Carryover	-	-	-
19411 Carryover	-	-	-
19421 Carryover	87,205	88,576	(1,370)
19511 Carryover	1,241,445	735,799	505,646
19601 Appropriations	5,728,358	4,313,821	1,414,537
20000 Revolving	449,393	348,469	100,924
40000 Federal LSTA	2,769,760	2,590,668	179,092
40500 Federal TANF	377,248	366,828	10,420
41000 Federal NHPRC	44,435	-	44,435
<b>Grand Total</b>	<b>10,892,003</b>	<b>8,601,434</b>	<b>2,290,570</b>

**Oklahoma Department of Libraries**  
 Cost Variance Report  
 for the period ending April 30, 2026

Division #	Division Name	FY26 Annual Budget	FY26 YTD Budget	FY26 YTD Expenses & Encumbrances	FY25 YTD Expenses & Encumbrances	SFY25 - SFY26 YTD Expense Variance Under / (Over)	SFY25 - SFY26 YTD Expense Variance % Under / (Over)	SFY26 YTD Budget to Expense Variance Under / (Over)	SFY26 YTD Budget to Expense Variance %	FY26 Budget to Expense Variance Explanation {Threshold: variance amounts over \$30,000 and variance percentages over 30%}
10	Administration	2,159,274	1,799,397	1,597,011	1,320,513	(276,497)	-21%	202,386	11%	Actual expenditures were \$1,525,643, with encumbrances totaling \$71,368. The variance reflects increased costs related to the Allen Wright Library renovation.
20	Service to Libraries	4,507,531	3,756,276	3,843,271	3,447,247	(396,025)	-11%	(86,995)	-2%	Actual expenditures totaled \$3,327,087, with encumbrances of \$516,184. The variance reflects the timing difference in grant payments to libraries.
30	Services to Government	1,930,112	1,608,428	1,096,909	994,499	(102,410)	-10%	511,519	32%	Actual expenditures totaled \$996,124, with encumbrances of \$100,785. The variance reflects increased costs associated with the Allen Wright Library renovation project.
88	ISD Data Processing	2,295,086	1,912,570	2,064,244	2,157,374	93,130	4%	(151,674)	-8%	Actual expenditures totaled \$1,879,556, with encumbrances of \$184,688. The variance reflects the agency's strategy this fiscal year to pay two major expenses in advance rather than in arrears.
<b>TOTALS</b>		<b>10,892,003</b>	<b>9,076,671</b>	<b>8,601,434</b>	<b>7,919,632</b>	<b>(681,802)</b>	<b>-9%</b>	<b>475,237</b>	<b>5%</b>	

Oklahoma Department of Libraries  
 3 Digit Object of Expenditure Report  
 As of April 30, 2026

Account	Description	APR 30, 2026	APR 30, 2025	DIFFERENCE	EXPLANATION
<b>510 PERSONAL SERVICES</b>					
	511 Salary Expense	2,171,379	1,721,284	450,095	Changes in staffing
	512 Insurance Premiums - Health, Life, etc.	358,886	352,922	5,964	Changes in employee benefit selection and staffing
	513 FICA and Retirement Contributions	536,701	393,159	143,542	Changes in staffing
	515 Professional Services	320,424	199,227	121,196	Renovation expenses
	519 Inter/Intra Agency Pmt - Pers Services	2,914	2,848	66	
		<b>3,390,304</b>	<b>2,669,440</b>	<b>720,864</b>	
<b>520 TRAVEL</b>					
	521 Travel - Reimbursement	38,078	15,924	22,155	Increase in in-state travel
	522 Travel - Agency Direct	46,638	46,500	139	
		<b>84,717</b>	<b>62,423</b>	<b>22,294</b>	
<b>530 ADMINISTRATIVE EXPENSE</b>					
	531 Misc Administrative Expenses	2,087,366	1,469,320	618,045	Paid for LSTA-funded online resources in advance; renovation expenses
	532 Rent Expenses	442,282	230,320	211,962	Timing of payment - FY25 Preservica paid in FY26; Rent of Will Rogers location
	533 Maintenance and Repair Expenses	6,697	31,260	(24,563)	Downsizing due to renovation & timing of payments
	534 Specialized Supplies and Maint Exp	108	1,495	(1,387)	No longer have fleet vehicles
	535 Production, Safety, Security Expenses	-	-	-	
	536 General Operating Expenses	45,689	79,926	(34,237)	Timing of payments
		<b>2,582,142</b>	<b>1,812,322</b>	<b>769,821</b>	
<b>540 PROP,FURN,EQUIP &amp; RELATED DEBT</b>					
	541 Office Furniture and Equipment	37,024	29,662	7,362	Updated scanning equipment in FY26
	542 Library Equipment and Resources	39,943	33,118	6,825	Timing of need
	546 Buildings & Other Structures - Constr & R	-	-	-	
		<b>76,967</b>	<b>62,780</b>	<b>14,187</b>	
<b>550 GEN ASST, AWDS, PROG-DIRECTED</b>					
	551 Assistance Payments	-	-	-	
	553 Refunds, Indemnities, and Restitution	5,530	-	5,530	Returned check and EFT
	554 Program Reimbursement	151,181	-	151,181	Using a different account code in FY26 - DHS project expenses
	555 Pmts to Local Gov't, Non-Profits	2,177,044	2,154,296	22,748	Timing of grant payments
		<b>2,333,755</b>	<b>2,154,296</b>	<b>179,459</b>	
	<b>Business Unit Total</b>	<b>8,467,885</b>	<b>6,761,261</b>	<b>1,706,624</b>	

**FFY24 LSTA Final Financial Report**

<b>Project Name</b>	<b>Final Total reported to IMLS</b>
<b>Annual Report</b>	55,444.57
<b>Citizenship and Immigration</b>	146,744.30
<b>Grants2States Administration</b>	57,663.20
<b>Health Literacy</b>	172,236.48
<b>Literacy Development</b>	26,319.53
<b>Professional Development</b>	132,711.83
<b>Read Across Oklahoma</b>	16,910.81
<b>Resource Sharing</b>	1,616,515.26
<b>Technology &amp; Digital Literacy</b>	125,516.69
<b>Video Conference Management</b>	9,572.20
<b>Website Development</b>	26,981.72
<b>Youth Services</b>	64,620.50
<b>Totals</b>	<b>2,451,237.09</b>

We returned \$78,800.91 to Institute of Museum and Library Services from the FFY24 award. The total award amount was \$2,529,938.

Projects with similar purposes were consolidated under a single project. For example, Resource Sharing includes Statewide Online Resources (EBSCO and Brainfuse), Interlibrary Loan (ILL), Materials Acquisitions for Institutions, the E-Media Grant, and Digitization. Technology and Digital Literacy combines the Category Two E-Rate and Technology Grants project.

**FFY25 LSTA Financial Report**

<b>Project Name</b>	<b>Budgeted Amount</b>	<b>Paid (as of 04/30/2026)</b>	<b>Encumbrance Balance</b>
<b>Annual Report</b>	33,899.58	26,053.39	7,846.19
<b>Civic Engagement</b>	201,630.73	164,626.12	37,004.61
<b>Grants2States Administration</b>	33,530.99	24,547.18	8,983.81
<b>Health Literacy</b>	170,365.80	155,887.99	14,477.81
<b>Professional Development</b>	134,192.58	95,699.70	38,492.88
<b>Read Across Oklahoma</b>	31,347.00	24,769.50	6,577.50
<b>Resource Sharing</b>	1,528,190.92	1,295,012.52	233,178.40
<b>Technology Grant and Digital Literacy</b>	131,300.00	15,993.96	115,306.04
<b>Website Development</b>	5,900.98	3,876.22	2,024.76
<b>Youth Services</b>	73,855.63	15,782.72	58,072.91
<b>Unallocated</b>	183,025.79	-	183,025.79
<b>Totals</b>	<b>2,527,240.00</b>	<b>1,822,249.30</b>	<b>704,990.70</b>

The FFY25 award totals **\$2,527,240**, with all funds required to be expended by **September 30, 2026**.

Several projects have been consolidated into broader initiatives with shared outcomes. The former standalone projects are now incorporated as activities within these larger initiatives:

- **Civic Engagement** now includes the Citizenship and Immigration project, along with new activities such as America250.
- **Resource Sharing** encompasses Statewide Online Resources (EBSCO and Brainfuse), Interlibrary Loan (ILL), Materials Acquisitions for Institutions, the E-Media Grant, and Digitization.
- **Technology and Digital Literacy** combines the Category Two E-Rate and Technology Grants project.

# AGENCY ACTIVITY REPORT

*Report Period November 1, 2025 – April 30, 2026*

## GRANTS AND CONTRACTS AWARDED

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

### FFY24 Projects – LSTA funding

The FFY24 State Program Report was submitted on January 28, 2026. A total of \$78,700.91 in unspent funds was returned. IMLS approved the report on April 9, officially closing the grant.

### FFY25 Projects – LSTA funding

The Professional Development project awarded travel reimbursement grants to 11 libraries and 2 library systems. This funding supported 30 library staff members attending March’s 2026 Oklahoma Library Association Conference in Tulsa. The final amount awarded was \$25,081.60.

The Civic Engagement project awarded \$138,127.26 to 11 libraries in support of citizenship programming. In addition, February saw the America250 Programming Grant launch as a new opportunity supporting public programs related to the America250 commemoration. Libraries were eligible to apply for up to \$2,500. Applications were reviewed weekly through May 18, 2026, and \$28,923.71 had been awarded as of mid-May.

The Health Literacy project awarded \$146,088.37 to 18 libraries. One library later chose to return its funding, bringing the total awarded amount to \$141,088.37.

The Resource Sharing project provided \$130,000 to the Stillwater Public Library for the purchase of e-materials for the Oklahoma Virtual Library Consortium, which serves approximately 92 libraries, 2 library systems, and 5 tribal libraries across Oklahoma.

The Youth Services project opened the Early Literacy and School Readiness grant opportunity in mid-February. This grant provides up to \$1,500 for books and materials that support early literacy and school readiness initiatives. Programs and budgets were developed following the in-person workshop held on May 4. 11 system libraries and 11 municipal libraries are participating, with a total anticipated award amount of \$33,000.

The Technology and Digital Literacy project opened an opportunity for Technology Grants. Eligible libraries were invited to apply for up to \$10,000 to upgrade foundational technology or support innovative technology-based programming. Applications were accepted through May 29, 2026.

### FFY26 Projects – LSTA funding

We were awarded \$2,536,451 for the FFY26 allotment, an increase of \$9,211 over the FFY25 allotment of \$2,527,240.

Several grant opportunities have opened for anticipated FFY26 projects, including the 2026 Association for Rural and Small Libraries Annual Conference Professional Development Grant, Health Literacy, and Citizenship and Civic Engagement. Each opportunity has a different application deadline, with the latest closing on June 24, 2026. These grant opportunities are contingent upon project approval by the ODL Board at its June 13 meeting.

## FY25 State Aid to Public Libraries

Following approval by the ODL Board in December, agreements and claim forms for FY25 State Aid were distributed to 110 libraries and 8 library systems. All participating libraries received their funding by mid-March. The final total awarded for FY25 State Aid was \$1,539,277.

## AGENCY STATISTICS

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

### Administration

A total of 117 libraries submitted an annual report this year. In support of this work, staff answered 103 annual report questions in August and 6 in September.

### Public Information Office

12 GovDelivery bulletins were distributed in this period. Across all bulletins, there was a total of 85,459 recipients. 96.9% was the delivery percentage, with an above-state-average click rate of 2.8% across all newsletters. Unique email opens reached 25,294.

Sitelimprove scans show the ODL website has an Accessibility Score of 90.1%, exceeding the government benchmark of 86.6, and a Digital Certainty Index of 93.5 compared to the 80.5 benchmark. The score of 90+ places ODL in the top 5% of monitored sites.

### Library Development Office

**EBSCO Database Sessions:** 2,462,241 in November 2025; 1,284,754 in December 2025; 2,015,457 in January; and 3,049,724 in February; 2,375,282 in March; 2,420,561 in April 2026. Totals count all times a database was accessed in a session.

**EBSCO Total Searches:** 7,454,778 in November; 3,233,853 in December; 5,419,226 in January; and 10,004,392 in February; 7,156,799 in March; 7,637,637 in April 2026. Totals include the search count recorded for each database during a search click.

**EBSCO Total Requests:** 323,664 in November; 173,819 in December; 347,880 in January; and 588,324 in February; 414,772 in March; 412,297 in April 2026. This count represents all user activity related to retrieving, viewing or linking out from a record.

**EBSCO Total Login Count:** 296,673 in November 2025; 147,990 in December 2025; 218,619 in January 2026; and 345,947 in February; 276,293 in March; 277,231 in April 2026. This is the count of successful user logins by login methods including geolocation. Each login represents a user authentication into an EBSCO product.

**Brainfuse Total Usage:** 7,999 in November; 5,484 in December; 7,027 in January 2026; and 7,213 in February; 7,625 in March; 6,654 in April. This total includes Brainfuse subscription users across all sites, recording usage across all Brainfuse content including the administrative portal.

The Oklahoma Department of Libraries and Ryan Dowd Niche Academies had 31,485 total views over this reporting period. Niche Academy online certification classes were completed 327 times from November 1, 2025, to April 30, 2026.

39 individuals applied for their initial certifications, and 47 applied for renewals from November 1, 2025, to April 30, 2026.

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ODL funded the speaker for the 2025 OLA Gold Leadership Institute on November 5-7 in Wewoka.

The institute provided leadership training to 31 librarians.

The quarterly Library Pulse Webinar series was launched in November. The first training, “Get Rolling with RPGs at Your Library” on November 6, was presented to 28 librarians. The second training, “Grant Writing Glow Up: Using AI to Draft & Enhance Your Proposal” on February 5, was presented to 18 librarians.

In February, three Brainfuse webinars trained Oklahoma library staff on each of the statewide Brainfuse services: HelpNow, JobNow, & VetNow. 8 individuals attended the live webinars.

Three EBSCO webinars were held in March and April which trained Oklahoma library staff on navigating EBSCO databases and admin features. 16 individuals attended the live webinars.

The Current Trends in Public Libraries webinar, “Marketing That Matters” was presented by Cordelia Anderson on April 17. 9 librarians attended live.

30 librarians were awarded conference grants to attend the 2026 Oklahoma Library Association in Tulsa. The grant provided reimbursement for registration, lodging, and travel expenses.

The in-person certification classes were completed 93 times by Oklahoma library staff at two accelerated certification workshops in April. 4 classes were offered at each 2-day certification workshop in Tahlequah and Yukon.

Rachel Walker provided E-Rate assistance to 66 libraries and general assistance to 3 libraries, 1 library system, and a correctional facility library.

Library Development staff answered a total of 41 questions from libraries via phone call and email.

### State Library

State Library staff answered a total of 51 library reference questions and 114 phone calls. 99 new card holders were added during the reporting period. The State Library added 2,315 digital and print holdings to our catalog, which included 25 OverDrive holdings accessible by our customers.

### Archives and Records Management

State Archives staff handled 129 reference requests.

1,660 state agency publications were added to the Documents.OK.Gov collection on Digital Prairie. Transfers to the State Archives include 6 cubic feet from the Energy Resources Board, Governor’s Office, and Office of Management and Enterprise Services.

The Records Center received 244 cubic feet of records from Attorney General, Department of Labor, State Senate, Employment Security Commission, and Department of Securities for storage.

535 cubic feet of Education records were authorized for destruction, and 54 cubic feet of effective financing statements (second/yellow copy) from the Secretary of State were transferred to the Oklahoma County Court due to Senate Bill 988 (2025).

4,234 new corner records were filed, 258 corner requests were received, and 5,572 copies of corner records were sent.

Records Management staff provided training and consultation to 10 state agencies and universities: *the Oklahoma Commission on Children and Youth, the State Election Board, the Oklahoma Forensic Center, Griffin Memorial, OSU Health Sciences Center, OMES, State Senate, Virtual Charter School Board, Department of Education, and Tulsa City Community College.*

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159 notices of intent to destroy were received and analyzed, with consultation provided as needed, from 44 agencies, boards, commissions, and universities: *ABLE, Agriculture, Auditor Inspector, Cameron, Career Tech, Construction Industries, Corporation Commission, Corrections, DEQ, DHS, District Attorneys Council, ECU, Energy Resources, Ethics, GRDA, Health, Health Care Authority, Indigent, Libraries, Lottery, Medical Licensure, Mental Health, New Motor Vehicle, Northeastern State University, Northwestern State University, OEM, OESC, OJA, OMES, OPERS, OSU, OU, OU Health Sciences, Water Resources Board, Real Estate, Rose State, Southeastern State University, Southwestern State University, Tax, Transportation, Tulsa Community College, Veterans Affairs, and Workers Comp.*

## PROFESSIONAL DEVELOPMENT

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

### Agency-wide

- ODL staff have completed the Part 1 rollout of the Six Types of Working Genius training.
- ODL staff have completed the quarterly safety training titled “Anti-Harassment and Non-Discrimination” and “Defensive Driving.”
- ODL staff completed the annual “SEAT” training for calendar year 2025.
- ODL staff have completed “Introduction to Making Word Documents Accessible” and “Email Accessibility” as part of the ADA Title II Rule compliance training.

### Administration

- Natalie Currie and Melissa Nucci completed the State of Oklahoma Decentralized Security Representative Training.
- Sadie Bruce attended the IMLS LSTA State Coordinators meeting in Fort Lauderdale, FL.
- Sadie attended Tableau Day in Oklahoma City.

### Library Development & Statewide Programs

- Adrienne Butler and Courtney Rutledge attended the “Transformation for Libraries” webinar. This focused on futuristic thinking in the context of library development.
- Adrienne attended the Interagency Council on Homelessness of Oklahoma (ICHO) meeting in January, February, and March. The board initiated a strategic plan to better educate, support, and influence policy concerning homelessness.
- Adrienne met with EBSCO representatives in January. This biannual visit reaffirmed connections and updated new initiatives.
- Adrienne joined the COSLA AI Community of Practice group in March and April. The group’s first meeting was in March, and goals were established. The second meeting shared information on how state libraries were initiating and promoting AI. Resources were shared on upcoming trainings and discussions.
- Adrienne and Cassie Spindle met with Google and established ODL’s role as the leader for state employees and Oklahoma citizens.

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Adrienne met with a representative with Oklahoma Access to Justice. OAJ is looking to increase awareness of their resources on the ODL [website](#), update resources that are provided, and gather information from the public libraries on needed resources requested by patrons.

Courtney attended the OLA Gold Leadership Institute, an immersive leadership experience that includes a three-day retreat and service projects with other emerging Oklahoma library leaders.

Adrienne and Courtney attended the Rural Resource Network Meeting.

Courtney presented on ODL Services and Initiatives at the OLA Gold Leadership Institute.

Brooklynn Bors participated in Oklahoma Literacy Coalition Annual Board Retreat and quarterly board meeting, identifying areas of support and collaboration among libraries and community-based adult literacy organizations. Supporting connections, Brooklynn presented at two Oklahoma Literacy Coalition Symposiums in February and March 2026.

Brooklynn represented ODL through participation in the Oklahoma State Obesity Plan's All Ages and Adult/Older Adult stakeholder subcommittees. Additionally, Brooklynn engaged in the Family Support Provider Community of Practice. Meetings focused on exploring opportunities for collaboration and resource sharing among state agencies and organizations in Oklahoma.

Trisha Hutcherson participated in the Rural Library Network E-Summit and the CSLP Summer Symposium, both in December. Both provided helpful information about youth programs. Trisha also participated in the Summer Planning Bootcamp provided by the National Summer Learning Association. In April, Trisha attended the Public Library Association's biannual conference in Minneapolis, Minnesota.

Katherine Witzig attended the November 13, 2025, and April 14, 2026 meetings of the Community Health Improvement Process (CHIP) to engage in networking and future planning for the coalition to promote health literacy for Central Oklahoma.

Katherine attended several meetings to network and explore ideas for future programming: Statewide Mobility Network (December 18), Public Library – Community Partner Coalition (PLCPC, January 15), and Let's Move in Libraries (January 21 and February 18). Additionally, Katherine met with individuals from the following agencies/organizations to discuss collaboration and/or resource sharing: Department of Transportation (November 5), Student Volunteer Center at Oklahoma State University (February 10), and Oklahoma Alliance for Recovery Resources [OKARR] (February 24).

Katherine was invited to speak at the Chickasha Public Library's Indigenous Collection Celebration on November 6 in relation to her work with the Oklahoma Library Association's Committee for Tribal Libraries, Archives, and Museums.

Katherine virtually attended the TechAccess Oklahoma 2026 event on March 2-3 to develop practices related to incorporating digital accessibility into all documentation and communications.

Katherine attended the 2026 Public Library Association Conference in Minneapolis, Minnesota.

Katherine made professional connections and attended several sessions to support and inspire Health and Civic Literacy programming here in Oklahoma.

Katherine attended the 2026 OLA Conference, presenting on Native book recommendations and resources as well as facilitating a panel of tribal librarians sharing about their work.

Courtney attended the annual Oklahoma Library Association conference and led two panel discussions during the conference "Ready for Anything: Disaster Preparedness and Succession Planning in Action."

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Brooklynn, Megan Conrady, and Trisha Hutcherson attended the Oklahoma Library Association Conference in Tulsa on March 12-13, 2026.

Courtney attended the IMLS America250 convening and presented the America250 Programming Manual in Phoenix, Arizona.

Rachel Walker attended the Oklahoma Library Association Conference in Tulsa on March 12-13.

Rachel completed 5 professional development trainings and webinars including: a course from ABLE Tech titled “Accessibility in Microsoft Word for PC;” a training session on YouTube from OPLIN over completing an E-Rate Form 470 Category 2 application; a State E-Rate Coordinators Discussion Group training on the E-Rate PIA review process; a State E-Rate Coordinators Discussion Group training on E-Rate Form 486, FCDLs, CIPA, and starting services, and a USAC webinar titled “Program Integrity Assurance (PIA).”

### Public Information Office

Fara Taylor attended professional development sessions focused on accessibility and inclusive design, including Digital Accessibility in Libraries (Amigos Library Services), New Title II Digital Accessibility Regulations: Steps You Can Take to Work Toward Timely Compliance (University of Massachusetts), Equity by Design (Maryland Public Libraries), and TechAccess 2026 (ABLE Tech).

Cailie Golden completed AbleTech’s “Accessibility Training in Microsoft Word for Mac” and AbilityNet’s “Introduction to Accessible PDFs” alongside the trainings required for all staff.

### State Library

Heather Kitchen attended the “HeinOnline Treasures: Finding Genealogical Gems in the U.S. Serial Set” on October 9, 2025. She also completed an OCLC webinar “Navigating the E-Content Landscape” on November 13.

### State Archives

Elizabeth Doring attended sessions 2-4 of Preservica’s “AI in Archiving & Digital Preservation” workshops covering OCR for faster discovery, largescale image categorization and description, and AV transcription/metadata quality control.

Elizabeth attended two sessions of Web Archiving Practices for Libraries and Archives from the Digital Preservation Outreach & Education Network (DPOEN).

Elizabeth attended “Basic Data Cleanup with OpenRefine,” offered by the Society of Southwest Archivists (SAA), as well as “Accessibility in Government Archives: ADA Title II and What It Means for You” (COSA).

Amanda Chrestensen attended “AI Tools for Improving Access and Discovery” from the National Association of Government Records Administrators (NAGARA).

## ADMINISTRATION

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

### Allen Wright Library Renovation

Construction continues to progress in line with the target of reopening in summer 2027.

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**Human Resources**

ODL welcomes Kelly Parker as the Chief of Operations and Grants Officer. The State Library team has welcomed Kristi Hendricks as Reference and Research Librarian. Amanda Chrestensen has been selected as the new Government Records Specialist II. On December 5, Ashley Welke resigned from her role as Assistant Director for Services to Libraries. Douglas Amos resigned from his position as Law and Legislative Reference Librarian on November 28. Kelly Parker celebrated her 10-year anniversary of service to the State of Oklahoma on April 11. The ARMS Division is currently recruiting for two Government Records Officers. The agency has completed the 2026 PMP Mid-Year cycle in Workday. Melissa Nucci has completed the development and launch of “LEAD” Supervisor Training for 2026.

**Legislative Liaison**

Natalie joined other library advocates in Washington, D.C. during the first week of March to meet with Oklahoma’s federal delegation and their staff. All conversations were positive and support for libraries remains strong. ODL cohosted Library Day at the State Capitol with the Oklahoma Library Association and Representative Michelle McCain on April 29. Around 70 library professionals from 30 organizations hosted 21 demonstration tables and three maker/bookmobiles. At least 200 people came through. The House, Senate and Governor arrived at a budget agreement for State Fiscal Year 2027 in April.

<b>ODL SFY2027 Budget Increase Request Results</b>		
<b>Summary of Operational (Continuing) Increase Requests</b>		<b>Actual Appropriated</b>
	<b>Requested</b>	
Contingent on a reduction or loss of federal funds, state appropriations to supplement statewide services (\$1,939,190) and grants to public libraries (\$588,050)	\$2,527,240	\$0
Invest in quality library service by increasing State Aid to Public Libraries by raising minimum payments from \$1,300 to \$4,000	\$178,005	\$44,500
Implement Pay for Performance	\$126,050	\$0
Invest in the State Correctional Institutions Library Program to reduce recidivism	\$50,000	\$0
Planned removal of one-time SFY 26 funding for State Archives digital asset preservation system set up	(\$242,043)	(\$242,043)
<b>Total (Net) Operational Request</b>	<b>\$2,639,252</b>	
<b>Summary of One-time Increase Requests</b>		
	<b>Requested</b>	
Outsource digitization and processing of State Archives and increase compliance toward federal ADA mandate for digital collections	\$500,000	\$125,000
<b>Total One-time Request</b>	<b>\$500,000</b>	
<b>Summary of Other Legislative Action</b>		
Longevity Pay Increase	-	\$16,652
Savings Offset – OPERS Contribution Reform	-	(\$107,006)
		<b>Cumulative Appropriation Change</b>
<b>Total (Net) SFY 2027 Operational and One-time Budget Increase Request</b>	<b>\$3,381,295</b>	<b>-\$162,897</b>

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### State Data Coordinator

Sadie Bruce answered 37 data questions for various projects including the legislative packet.

Sadie submitted the FY25 annual report data to IMLS, receiving a report with corrections, necessary annotations, and questions. She locked the data for review and certification in February.

In her work with LSTA, Sadie created Foundant applications for the Early Literacy and School Readiness grant and the America 250 grant. She also created reports for the Health Literacy Grant and the Civic Engagement Grant.

In her work with LSTA, Sadie created Foundant applications for the ARSL Continuing Education Grant, General Continuing Education Grant, Health Literacy Grant, and Civic Engagement Grant.

Sadie answered 3 general data questions for the libraries and library consultants.

## PUBLIC INFORMATION OFFICE

*Cailie Golden, Michelle Hall, Kaylee Reed, Fara Taylor*

### GovDelivery

12 bulletins were distributed to various subscriber groups. Four went out to general audiences, and four connected library staff with resources and more. All remaining bulletins provided information on board and commission meetings.

Monthly bulletins shared library services with the public and gathered resources for library staff across the state. The three main newsletters not only provided information on literacy events like My Favorite Book and Read Across Oklahoma, but they also shared deeply moving stories about libraries changing lives. These features included a story sharing how telehealth booths at libraries strengthen healthcare access and a special February highlight for Black History Month.

The mid-month bulletins promoted grants such as the new Library Pulse webinar series, the 2026 Spring Certification Workshop, and much more. They also shared events and resources with Oklahoma libraries: monthly collections of online trainings, an America250 programming grant, and additional opportunities.

### Graphic Design

Cailie Golden designed an introductory flyer about the agency for the Oklahoma Library Association 2026 Conference. Ahead of the conference, Cailie designed a new standing sign and two tablecloths as well. Three stickers were also designed ahead of the conference.

A 12-page book detailing vital agency services, impact stories, and budget requests was designed for the State budget hearings. Design work prioritized engaging decision-makers with intuitive layouts and compelling content.

Leading up to Natalie Currie's DC fly-in, the PIO team coordinated with other departments to gather statistics and stories. This information was displayed in a flyer sharing personalized statistics and the life-changing impact made by ODL and library services in each legislator's district.

Cailie displayed content provided by the Library Development team in a 36-page America250 programming manual for Oklahoma libraries. America250 branding was also created for social media promotions and an ODL webpage celebrating this milestone.

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A special logo was designed for the Oklahoma Center for the Book's 40-year anniversary, and web headers and a letterhead were also created.

Cailie created social media designs for upcoming Center events: My Favorite Book, Read Across Oklahoma, and the Oklahoma Book Awards. Additional designs included the biennial report of the State Records Administrator, updated designs for five Oklahoma library maps, a Brainfuse half-pager, and two ODL document redesigns for an ALA resource webpage.

### Updates to Websites

**Homepage and Navigation:** Fara Taylor launched a new homepage and redesigned the top navigation menu with page introductions and a more streamlined horizontal layout. She also created new landing pages for Library Services, Government Services, About ODL, and ODL Collections.

**New Program and Service Pages:** Fara created a new America250 page and worked with Archives to develop a new Oklahoma Publications Clearinghouse (OPC) section on the ODL website, replacing the current documents/publications uploader site.

**Accessibility and ADA Title II Preparation:** Fara continued improving website accessibility in preparation for ADA Title II (WCAG 2.1 Level AA) requirements taking effect in April 2026. A SiteImprove Accessibility Score of 90.1% and a Digital Certainty Index of 93.5 places ODL in the top 5% of monitored sites.

Fara gathered accessibility training resources for ODL staff and created an Accessibility page on the internal SharePoint site as a hub for training and guidance. Through the OKPLS project, met with ABLE Tech to plan the first accessibility training for participating libraries, scheduled for April, with additional sessions planned based on feedback.

### Social Media

From November through February, ODL social media promoted the My Favorite Book contest, Oklahoma Book Awards, Read Across Oklahoma 2026, America250 programming, library impact stories, Oklahoma authors, archival collections, and ODL job opportunities.

Facebook and Instagram ads promoting My Favorite Book and the Oklahoma Book Awards reached 598,029 views from November to December. From January to February, ODL posts reached 447,511 people organically, and hiring posts generated approximately 265,000 views alone.

### Oklahoma Center for the Book

From November through February, the Center for the Book was busy accepting and processing applications and submissions for three major programs: Read Across Oklahoma (RAOK), My Favorite Book, and the Oklahoma Book Awards. My Favorite Book, a contest which encourages students in grades 4-12 to write personal letters to an author whose book, series, or story spoke to them in a significant way, received over 400 essays from students across the state. Those essays went to a panel of 18 judges to select 9 winners. The ceremony for this program took place on May 13 at the State Capitol Building.

Over 70 kindergarten classes applied for the RAOK program, the main event for which was held at the Oklahoma Zoo on March 26. Keeping with an America250 theme of "Telling America's Stories" the RAOK selection committee chose a book by Oklahoma author and Will Rogers interpreter Bart Taylor entitled "Will Rogers and his Great Presidential Pals" (Yorkshire Publishing) for the event.

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Bart read his book and performed rope tricks for selected classes at the Zoo; he will visit libraries in Duncan and Cherokee as part of the Summer Reading Program. An expansion of the RAOK program for 2026 is inviting libraries across the state, with and without Story Trails, to join in the America250 celebration through themed activity kits related to the selected book.

The date for the Oklahoma Book Awards was finalized for May 16 at the Oklahoma History Center.

Over 150 books were sent to a panel of over 20 judges to select finalists and winners. The Friends of the Oklahoma Center for the Book accepted nominations for special awards.

Finally, the Center continues to recognize its 40-year anniversary with a social media campaign celebrating 40 years of literacy advocacy in Oklahoma, building public engagement, and highlighting the impact shared by authors, readers, educators, and community partners.

## LIBRARY DEVELOPMENT & STATEWIDE PROGRAMS

*Brooklynn Bors, Adrienne Butler, Megan Conrady, David Hankey, Paige Harkins, Trisha Hutcherson, Courtney Rutledge, Rachel Walker, Katherine Witzig, Laura Sikes*

### Library Development Consultant Team Lead Field Visits

The Library Development Consultant Lead completed 8 New Director Orientations at the following libraries: Shidler Public Library, Anadarko Community Library, Watonga Public Library, Glover Spencer Memorial Library (Rush Springs), Vinita Public Library, Newkirk Public Library, Elk City Public Library, and the Mounds 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.

- Laura Sikes completed site visits for the following municipal libraries: *Ada, Allen, Antlers, Apache, Barnsdall, Boise City, Carmen, Carnegie, Catoosa, Chelsea, Cherokee, Chickasha, Chouteau, Claremore, Cleveland, Dewey, Drumright, Duncan, Durant, El Reno, Elgin, Enid, Fairfax, Frederick, Geary, Grandfield, Guthrie, Guymon, Hennessey, Henryetta, Hobart, Holdenville, Hominy, Hydro, Inola, Kingfisher, Langlely, Locust Grove, Mangum, Mannford, Marlow, Medford, Meeker, Miami, Mooreland, Mustang, Okmulgee, Pawhuska, Pawnee, Perry, Ponca City, Prague, Pryor, Sapulpa, Sayre, Stroud, Texhoma, Tonkawa, Tryon, Tuttle, Walters, & Waurika.*

On November 6, Rachel attended the Indigenous Collection Celebration at Chickasha Public Library, and on January 29, she hosted a Prison Library Working Group virtual meeting with 12 attendees.

On February 13, Courtney Rutledge visited Weatherford for the WPLS Bookmobile ribbon cutting.

Library Consultant Grants and Projects support public libraries and library staff by providing grant funding to grow services and professional skills. The FFY25 America250 Programming Grant opened during this reporting period. Brooklynn, Adrienne, and Courtney—with the help of the PIO team—developed and shared the America250 Program manual.

### Youth Services

**Workshops:** Trisha Hutcherson facilitated workshops for youth library staff in four locations: Claremore, Norman, Enid, and Ardmore (SOLS.) Participants left with new ideas for summer

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reading as well as a better understanding of Early Literacy, early childhood programming, and Youth Mental Health Resources thanks to guest speakers.

**Outdoor Learning Backpack Program:** Trisha facilitated the distribution of learning backpacks to libraries on the Western side of the state. These were created in partnership with the Oklahoma Forestry Services through a grant from the USDA. Cailie was an instrumental partner in the design process, with Laura and Courtney also providing valuable assistance by delivering backpacks during library visits. As a result, many libraries have this free resource to offer their patrons from ages 4-12. Trisha also presented a session at OLA with the Forestry Service about the program.

**My First Library:** Trisha worked with Brooklynn to complete the budgeting, selecting, and ordering process. Just over 1,100 children's books went to libraries for distribution in six underserved Southwestern Oklahoma towns. Libraries in Frederick, Mangum, Altus, Hobart, Sayre, and Hinton will distribute books for children to keep, creating their first library. This project is funded through two generous donors: the Krueger Foundation and the Delta Theta Chi Sorority.

**Youth Services:** Trisha visited four libraries to support them in building programs for youth. In March, she visited Hydro to provide general support and ideas for starting early literacy programs. In April, she visited Talala, Mannford, and Langley to work with these libraries on teen outreach, general youth programs, and summer reading and learning challenges.

**Collaborative Summer Library Program:** Trisha collaborated with Brooklynn, Tara, and CSLP to coordinate the funding and ordering for this summer's CSLP materials for libraries.

**Communities of Practice:** Trisha organized monthly Communities of Practice meetings that started in August and are ongoing. Youth librarians, library directors, and library staff in other roles participated via various formats that include guest speakers, group collaboration, pre-assigned video sessions, and responding online via Padlet. Recordings are distributed to the OKYL group, broadening access. Fara Taylor is a valuable help in this process!

**Sequoyah Great Books Grant:** As a member of the Sequoyah Book Awards Administration Team, Trisha managed the 2026 Great Books Grant program that gives a set of approximately \$2,000 of new books to three school, public, or tribal libraries. Books are divided into Children's, Intermediate, and High School categories, then given to libraries through an application process. This year's winners were Kickapoo Tribal Library (Children's), Locust Grove Public Library (Intermediate), and Blackwell Public Library (High School).

## Workforce Development

Megan Conrady participated in Sprint sessions connected to statewide workforce planning efforts. These sessions strengthened alignment between library initiatives and broader Oklahoma workforce strategies.

Megan continued facilitating the Workforce Development Community of Practice meetings, bringing together library leaders to share ideas, resources, and partnerships related to workforce services. These meetings support collaboration among libraries and help position libraries as key workforce development partners within their communities.

Megan met with Pathways to Partnerships, as well as the President of the Enid Chamber of Commerce, to explore opportunities for collaboration on workforce development and digital access projects. These conversations expand partnerships that connect libraries with local workforce and economic development efforts.

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Brooklynn and Megan met with Texas Workforce Development Consultant with the Texas State Library and Archives Commission to discuss projects and brainstorm opportunities.

Megan and Brooklynn attended meetings of the Governor's Council for Workforce and Economic Development to stay informed on statewide workforce priorities, initiatives, and partnership opportunities. Participation in these meetings helps strengthen connections between library services and Oklahoma's broader workforce development system.

Megan also began participating in COSLA Adult Services and Rural Services meetings to connect with national peers, share ideas, and gather resources related to adult learning, rural library services, and workforce development initiatives.

### Health Literacy

**FFY25 Grants:** All FFY25 grant recipients completed their contracts, receiving funds for activities that began this reporting period. On November 21, Katherine Witzig hosted the FFY25 Health Literacy Grant kick-off meeting. Participants shared project details and learned more about important dates and guidelines. On March 17, Katherine hosted a FFY25 Grantee Check-In meeting, facilitating progress updates and feedback. Katherine also packed up books for the Story Trail book opportunity on April 13 and mailed packages to 12 sites.

**Site Visits:** Katherine visited the Beaver County Pioneer Library on February 26—observing an exercise class funded by the Health Literacy Grant, networking with the librarians, and providing feedback on applications. From April 6-8, Katherine conducted site visits with Bartlesville, the Rogers County Literacy Council, and the Creek County Literacy Council. Sites presented ongoing projects and learned more about grant requirements. On April 27, Katherine attended the Story Trail ribbon-cutting ceremony for the Southern Oklahoma Library System's Davis branch. Afterwards, Katherine toured the library and promoted grant participation.

**Panels and Communities of Practice:** On January 29, Katherine served as a panelist for a virtual Story Trails training hosted by the Oklahoma Library Association's Children and Teen Services Roundtable. While promoting the Health Literacy Grant and Story Trail resources, Katherine discovered innovative adaptations by other panelists. During this period, Health Literacy Community of Practice meetings took place on November 25, December 23, January 27, and February 24, March 24, and April 28.

### Citizenship

**FFY25 Grants:** All FFY25 grantee sites completed their contracts and received funding. Grant activities have begun. On November 12, Katherine Witzig hosted the FFY25 Citizenship & Civic Engagement Grant kick-off meeting, creating an opportunity to ask questions and learn from other recipients. On March 10, Katherine hosted a FFY25 Grantee Check-In meeting where grantees found support and shared progress updates.

**Site Visits:** Katherine completed site visits to the Guymon Public Library & Arts Center (February 26) and to the Soutar Memorial Library in Boise City (February 27). In Guymon, Katherine observed an English as a Second Language class funded by the Citizenship & Civic Engagement Grant. In both locations, Katherine talked with the librarians (and instructors) about their experiences, sharing grant application feedback. Soutar Memorial learned ways to communicate effectively

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regarding their grant expenses. From April 6-8, Katherine conducted site visits with Bartlesville and the Rogers County Literacy Council. Sites discussed projects and grant requirements.

### Digital Literacy

Megan and Brooklynn continued participation in Broadband Governing Board meetings, representing the role of libraries in expanding digital access and supporting statewide broadband initiatives.

This ensures libraries take part in broader conversations about connectivity and digital access.

Megan conducted in-person visits with Digital Navigator sites in Broken Bow, Ardmore, and Clinton to provide consultation, strengthen relationships, and support local outreach efforts. These visits help ensure the program remains responsive to community needs and effectively supports digital skill development.

Megan successfully onboarded two new digital navigators to maintain program capacity, including filling the position previously held in Broken Bow. This transition ensures continued support for community members seeking assistance with technology, internet access, and online services.

Megan and Brooklynn coordinated the rollout of the Chromebook Device Lending Program in partnership with Google, working closely with Enid Public Library and Ponca City Public Library as early implementation sites. This collaboration helped establish procedures and best practices for device lending, expanding digital access for community members who lack reliable technology.

The team conducted a community needs and interest survey across public libraries, sharing findings with Oklahoma Broadband Office (OBO). This data supported the development of the Supplemental Capital Projects Program Plan, which was developed by OBO and approved by Oklahoma Broadband Governing Board. This plan is pending US Treasury approval.

## STATE LIBRARY

*Lori Campbell, Roger Elmore, Kristi Hendricks, and Heather Kitchen*

The State Library completed the Federal Government Documents Biennial Survey 2025 and submitted it to GPO on November 6. On January 26, our Federal Government Documents Depository received an order from GPO to withdraw and destroy specified microfiche due to the presence of personally identifiable information (PII). This act was completed as scheduled and reported to GPO as instructed.

Staff have also completed the shelf reading of all remaining collection areas and inventory of Oklahoma Collection Fiction Items. Inventory of nonfiction items is progressing at a quick pace. Specific criteria have been set for the weeding plans for the Oklahoma Collection. Items for de-selection are being identified to return the collection's focus to Oklahoma history, culture, industry, and technology. This includes retaining materials on the 39 American Indian tribes in the state. Materials which include works by Oklahoma authors or literature set in Oklahoma will also be retained. National award winners and Oklahoma Book Award Winners will remain as well. This initiative has already identified exclusive and valuable materials in the Oklahoma collection that are not held in any other state or nation.

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## ARCHIVES AND RECORDS MANAGEMENT

*Amanda Chrestensen, Elizabeth Doring, Sam Johnson, Patricia Nunes, Alyssa Vaughn*

The first Iron Mountain order for 14 boxes of State Archives records stored in Kansas City was received in January. Two more deliveries resulted in a total of 154 boxes for 31 customers. The State Archives team shifted publication uploads for the Oklahoma Publications Clearinghouse (OPC) into Preservica, eliminating the need for the previous uploader and its \$4,200 annual cost. The team worked with 143 agencies, boards, and commissions to achieve compliance with HB3113 (2024), requiring them to submit an annual publications list to OPC. Only 8 agencies, boards, and commissions are currently noncompliant, which is far less than the total this time last year. Staff established a dedicated SharePoint site where agencies can securely transfer electronic records into Preservica.

The State Archives hosted two interns from the University of Oklahoma's History Program who, under the supervision of Sam Johnson, organized state publications by call-number order and reviewed duplicate materials designated for digitization by Oklahoma Correctional Industries.

### Records Management Training for the Public at Large

Patricia Nunes delivered training on records management to the following professional groups:

- Oklahoma public library directors (ODL Library Development, October 30)
- Oklahoma public-sector HR professionals (PSHRA Fall Meeting, December 12)
- Oklahoma attorneys (Oklahoma Bar Association, Government Administrative Law Practice Section, December 18)

### State Archives – Outreach

Patricia Nunes presented about the State Archives Collections to the following groups: the Oklahoma Genealogical Society (November 3) and the National Genealogical Society State Archives Crawl (February 11).

#### **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  
June 12, 2026

**Agenda Item 8**

Consideration and possible approval of FFY 2026 LSTA Projects

**Summary**

Each year, the Oklahoma Department of Libraries (ODL) receives an allotment from the Institute of Museum and Library Services (IMLS) through the Grants to States Program. This funding enables ODL to expand access to information, strengthen library services, and support thriving communities through critical statewide services and grant programs. For FFY26, ODL anticipates receiving \$2,536,451.

Most proposed projects continue existing initiatives, with two new projects—Collection Development and the Five-Year Evaluation and Plan—added this year. IMLS requires an independent evaluation of the program every five years and the development of a new five-year plan for approval. The Collection Development project is designed to strengthen library collections through targeted training and support. Project budgets are estimates and may be adjusted as needed throughout the project period.

**Background**

IMLS distributes Library Services and Technology Act (LSTA) funds annually to State Library Administrative Agencies (SLAAs) based on state population. These funds must support LSTA priorities and align with each SLAA’s Five-Year Plan. Although the federal fiscal year runs from October 1 through September 30, states have two years to spend each year’s allotment—for example, FFY 2025 funds, available starting October 2024, remain accessible through September 30, 2026.

The Oklahoma Department of Libraries (ODL) is required to submit annual program and financial reports, interim financial updates, and participate in periodic five-year evaluations, site visits, and plan approvals conducted by IMLS. Each year, ODL staff develop project proposals that align with LSTA priorities and the agency’s Five-Year Plan. These proposals are reviewed internally by ODL Administration and then submitted to the ODL Board for final approval before funding is allocated.

**Supporting documents attached**

Summary of Proposed Projects for FFY2026 Library Services & Technology Act Funds  
FFY26 Grants to States Allotments

Oklahoma Department of Libraries  
Summary of Proposed Projects  
for FFY2026 Library Services & Technology Act Funds

**Goals in the 2023-2027 LSTA 5-Year Plan**

***Goal #1: Enable Access to Information***

*Oklahoma residents will have convenient access to relevant, high-quality information resources in formats they can use to achieve their educational, occupational, and personal/recreational goals.*

**Project Title: Resource Sharing**

**Estimated Budget:** \$1,625,619

This project consolidates several previously separate initiatives—Online Resources (Statewide Databases), Resource Sharing (ILL), Institutions, and E-Media—into a single multi-activity program designed to enhance users’ ability to discover and access information resources. Activities include statewide access to EBSCO databases and Brainfuse online learning services; support for interlibrary loan (ILL) to facilitate resource sharing among public libraries; materials acquisition for correctional and juvenile facility libraries; an e-media grant that expands digital collections for municipal, system, and tribal libraries through a statewide consortium; and a multi-year effort to digitize and preserve materials in the State Archives.

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***Goal #2: Strengthen Libraries***

*Oklahoma residents will be served by libraries staffed with knowledgeable professionals who utilize best practices and modern technologies to provide relevant, high-quality services.*

**Project Title: Annual Report**

**Estimated Budget:** \$36,144

The agency’s Research and Data Officer administers the annual report for all libraries, which determines each library’s eligibility to receive state aid and ensures compliance with requirements of the Institute of Museum and Library Services. The data collected are analyzed and shared through reports, tables, and Tableau visualizations. Libraries also receive training and technical support to complete the report.

**Project Title: Five-Year Evaluation (2023-2027) and Plan (2028-2032)**

**Estimated Budget:** \$45,000

This project will engage an independent consultant to evaluate the current five-year plan and develop the plan for the next five-year cycle. It will also support all activities associated with conducting the evaluation and creating the new plan. The evaluation is expected to be completed by March 30, 2027, with the new five-year plan and agency strategic plan finalized by June 30, 2027. Completion of the independent evaluation and development of a new plan is required for ODL to remain eligible for funding under the Library Services and Technology Act (LSTA).

**Project Title: Collection Development**

**Estimated Budget:** \$56,600

This project offers targeted training on essential collection development practices—including weeding, acquisitions, cataloging basics, and processing—to help library staff strengthen and modernize their collections. The program supports the creation of consistent, well-maintained collections that meet community needs and promote efficient library operations. Participating libraries will also have the opportunity to apply for a grant to further develop or enhance their collections and overall library services.

**Project Title: Professional Development**

**Estimated Budget:** \$152,167

This project supports ongoing professional development for Oklahoma librarians through certification programs, conferences, grants, and additional training opportunities that strengthen technology and library service skills. Activities include the Oklahoma Certification Program for Public Librarians, grants that support attendance at regional and state conferences, and other technology and library-skills training opportunities.

**Project Title: Technology and Digital Literacy**

**Estimated Budget:** \$133,811

This initiative combines two previous projects focused on providing grants to libraries to support technology needs. It includes Category Two E-Rate grants, which help eligible libraries cover the non-discounted costs of internal network equipment (up to \$4,000 per library), with priority given to libraries with budgets under \$500,000, and Technology and Digital Literacy Grants, which provide funding to update technology, improve digital literacy, and address the digital divide, with priority based on need, location, and population served.

**Project Title: Websites for Public Libraries**

**Estimated Budget:** \$4,514

Provides public libraries with cost-effective, mobile-friendly, accessible, and professional websites that are easy to manage. Training and support help libraries enhance 24/7 digital access to services for patrons.

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**Goal #3: Help Build Thriving Communities**

*Oklahoma residents will have opportunities to reach their full potential through education, employment, personal growth, and civic engagement.*

**Project Title: Health Literacy**

**Estimated Budget:** \$184,379

This project supports programs that promote wellness, nutrition, and physical activity. It includes Story Trails Grants (\$7,000) to create community walking trails with literacy components and Health Program Grants (\$5,000) to fund interactive wellness activities in partnership with local organizations. Additionally, the program distributes a featured book to existing Story Trails statewide to encourage outdoor activity, hosts monthly gatherings for library professionals to discuss relevant topics and share best practices, and offers a short-term pilot program for library staff to enhance their engagement with health literacy materials and programming.

**Project Title: Civic Engagement**

**Estimated Budget:** \$139,190

This project supports libraries in promoting civic literacy and participation in their community. One activity is the popular Citizenship Grants program, which helps libraries assist legal immigrants on their path to U.S. citizenship.

**Project Title: Read Across Oklahoma**

**Estimated Budget:** \$26,500

A statewide literacy initiative that promotes early childhood reading and a love of books across Oklahoma. The program supports early literacy by providing books to at-risk children and hosting events featuring Oklahoma authors, including a major literacy celebration at the Oklahoma City Zoo and Botanical Garden.

**Project Title: Youth Services**

**Estimated Budget:** \$81,931

Supports library services for children and teens (ages 0–18) through professional development, Communities of Practice, youth services consulting, and resources for summer reading and other youth programs. The project provides materials, training, and targeted grants to help libraries address the “summer slide,” with a special emphasis on early literacy and school readiness.

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**FFY26 Estimated Budget Breakdown by Goal**

<b>Goal</b>	<b>Estimated Budget</b>
Enable Access to Information	\$1,625,619
Strengthen Libraries	\$428,236
Help Build Thriving Communities	\$432,000
LSTA Administration	\$48,371
<b>Total Estimated Budget</b>	<b>\$2,534,226</b>

**Anticipated FFY26 allotment: \$2,536,451**

**Comparison of FFY26 Estimated Budget to FFY24 Final**

<b>Project</b>	<b>FFY26 Estimate</b>	<b>FFY24 Final</b>
Annual Report	\$36,144	\$34,117.01
Civic Engagement	\$139,190	\$135,878.42
Collection Development	\$56,600	-
Five-Year Evaluation & Plan	\$45,000	-
Grants to States Admin	\$48,371	\$68,639.96
Health Literacy	\$184,379	\$276,700.03
Literacy Development	-	\$39,363.72
Professional Development	\$152,167	\$124,680.52
Read Across Oklahoma	\$26,500	\$21,600.00
Resource Sharing	\$1,625,619	\$1,491,393.06
Technology & Digital Literacy	\$133,811	\$211,932.86
Transforming Teen Services	-	\$17,050.00
Videoconference Maintenance	-	\$9,572.20
Website Development	\$4,514	\$4,132.58
Youth Services	\$81,931	\$66,193.64
<b>Total</b>	<b>\$2,534,226</b>	<b>\$2,501,254</b>

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES**  
**LIBRARY SERVICES AND TECHNOLOGY ACT**  
**STATE ALLOTMENT TABLE**  
**FY 2026 IMLS Appropriations (Public Law 119-75)**

**Total Distributed to States:           \$181,400,000**

State	Federal Funds from IMLS (66%) (1), (2)	State Matching Funds (34%)	Federal & State Funds
ALABAMA	\$2,935,088.00	\$1,512,015.03	\$4,447,103.03
ALASKA	\$1,274,727.00	\$656,677.55	\$1,931,404.55
ARIZONA	\$3,840,845.00	\$1,978,617.12	\$5,819,462.12
ARKANSAS	\$2,160,657.00	\$1,113,065.73	\$3,273,722.73
CALIFORNIA	\$15,664,873.00	\$8,069,783.06	\$23,734,656.06
COLORADO	\$3,240,446.00	\$1,669,320.67	\$4,909,766.67
CONNECTICUT	\$2,374,435.00	\$1,223,193.79	\$3,597,628.79
DELAWARE	\$1,394,967.00	\$718,619.36	\$2,113,586.36
FLORIDA	\$9,742,781.00	\$5,019,008.39	\$14,761,789.39
GEORGIA	\$5,211,716.00	\$2,684,823.39	\$7,896,539.39
HAWAII	\$1,533,908.00	\$790,195.03	\$2,324,103.03
IDAHO	\$1,756,334.00	\$904,778.12	\$2,661,112.12
ILLINOIS	\$5,739,503.00	\$2,956,713.67	\$8,696,216.67
INDIANA	\$3,598,456.00	\$1,853,750.06	\$5,452,206.06
IOWA	\$2,206,712.00	\$1,136,791.03	\$3,343,503.03
KANSAS	\$2,109,394.00	\$1,086,657.52	\$3,196,051.52
KENTUCKY	\$2,716,645.00	\$1,399,483.79	\$4,116,128.79
LOUISIANA	\$2,720,865.00	\$1,401,657.73	\$4,122,522.73
MAINE	\$1,527,221.00	\$786,750.21	\$2,313,971.21
MARYLAND	\$3,334,641.00	\$1,717,845.36	\$5,052,486.36
MASSACHUSETTS	\$3,665,809.00	\$1,888,447.06	\$5,554,256.06
MICHIGAN	\$4,773,929.00	\$2,459,296.76	\$7,233,225.76
MINNESOTA	\$3,172,570.00	\$1,634,354.24	\$4,806,924.24
MISSISSIPPI	\$2,100,801.00	\$1,082,230.82	\$3,183,031.82
MISSOURI	\$3,336,576.00	\$1,718,842.18	\$5,055,418.18
MONTANA	\$1,426,545.00	\$734,886.82	\$2,161,431.82
NEBRASKA	\$1,751,965.00	\$902,527.42	\$2,654,492.42
NEVADA	\$2,223,034.00	\$1,145,199.33	\$3,368,233.33
NEW HAMPSHIRE	\$1,527,395.00	\$786,839.85	\$2,314,234.85
NEW JERSEY	\$4,557,928.00	\$2,348,023.52	\$6,905,951.52
NEW MEXICO	\$1,792,019.00	\$923,161.30	\$2,715,180.30
NEW YORK	\$8,453,456.00	\$4,354,810.67	\$12,808,266.67
NORTH CAROLINA	\$5,172,672.00	\$2,664,709.82	\$7,837,381.82
NORTH DAKOTA	\$1,297,863.00	\$668,596.09	\$1,966,459.09
OHIO	\$5,434,458.00	\$2,799,569.27	\$8,234,027.27
OKLAHOMA	\$2,536,451.00	\$1,306,656.58	\$3,843,107.58
OREGON	\$2,592,456.00	\$1,335,507.64	\$3,927,963.64
PENNSYLVANIA	\$5,866,305.00	\$3,022,035.91	\$8,888,340.91
RHODE ISLAND	\$1,415,301.00	\$729,094.45	\$2,144,395.45
SOUTH CAROLINA	\$3,075,638.00	\$1,584,419.58	\$4,660,057.58
SOUTH DAKOTA	\$1,348,442.00	\$694,651.94	\$2,043,093.94

TENNESSEE	\$3,725,799.00	\$1,919,351.00	\$5,645,150.00
TEXAS	\$12,815,954.00	\$6,602,158.12	\$19,418,112.12
UTAH	\$2,318,693.00	\$1,194,478.21	\$3,513,171.21
VERMONT	\$1,240,219.00	\$638,900.70	\$1,879,119.70
VIRGINIA	\$4,308,973.00	\$2,219,773.97	\$6,528,746.97
WASHINGTON	\$3,981,401.00	\$2,051,024.76	\$6,032,425.76
WEST VIRGINIA	\$1,602,675.00	\$825,620.45	\$2,428,295.45
WISCONSIN	\$3,225,625.00	\$1,661,685.61	\$4,887,310.61
WYOMING	\$1,219,387.00	\$628,169.06	\$1,847,556.06
DISTRICT OF COLUMBIA	\$1,258,471.00	\$648,303.24	\$1,906,774.24
PUERTO RICO	\$2,186,757.00	\$1,126,511.18	\$3,313,268.18
AMERICAN SAMOA (3)	\$115,910.00	\$0.00	\$115,910.00
NORTHERN MARIANAS (3)	\$118,923.00	\$0.00	\$118,923.00
GUAM (3)	\$163,274.00	\$0.00	\$163,274.00
VIRGIN ISLANDS (3)	\$138,442.00	\$0.00	\$138,442.00
MARSHALL ISLANDS	\$131,319.00	\$67,649.18	\$198,968.18
MICRONESIA	\$134,142.00	\$69,103.45	\$203,245.45
PALAU	\$108,209.00	\$55,744.03	\$163,953.03
Total	\$181,400,000.00	\$93,172,080.82	\$274,572,080.82

(1) The IMLS Federal funds (allotments) are calculated using the current base provisions set into law (20 U.S.C. § 9101 et seq., see in particular §§ 9123-9133) and population figures from the Bureau of the Census (BOC) as of January 2026. For FY2026, the base amount for states, DC, and PR was \$1,000,000, and for all others the base was \$100,000.

Population data is pulled from the BOC. Data used in the state allotment table are calculated based on the most recent Census data available at the time of the grant award notification. Therefore, the population data used in the FY2026 table is what was available on the BOC website <https://www2.census.gov/programs-surveys/popest/tables/2020-2025/state/totals/NST-EST2025-POP.xlsx> as of February 2026.

Population data for American Samoa, Northern Marianas, Guam, Virgin Islands, Marshall Islands, Federated States of Micronesia, and Palau is from the Census International Data Base: [https://www.census.gov/data-tools/demo/idb/#/table?dashboard\\_page=country&COUNTRY\\_YR\\_ANIM=2026](https://www.census.gov/data-tools/demo/idb/#/table?dashboard_page=country&COUNTRY_YR_ANIM=2026). This table reflects what was available as of February 2026.

(2) The agency is required to reduce the FY2026 allotment of any State that did not meet their FY2023 Maintenance of Effort (MOE) requirement and did not apply for, or receive, a waiver of the requirement. Those funds deducted from states not meeting the MOE requirement have been distributed across the remaining states in accordance with (1).

(3) Waived pursuant to 48 U.S.C. § 1469a(d).



ODL Board Meeting  
June 12, 2026

**Agenda Item 9**

Consideration and possible action on ODL internal policies

**Summary**

The agency brings forward for Board consideration and possible approval **updates to existing policies:**

**Agenda Item 9a: Acceptable Use of Information Technology, State Resources, and Artificial Intelligence Policy**

The agency presents the existing *Computer Usage and Use of State Equipment and Supplies Policy* in its current form, with new language designated with underlines. Recommended deletions from the policy are ~~designated with strikeouts~~. In addition to updating the title, the new language references OMES standards and AI.

**Agenda Item 9b: Employee Time, Attendance and Leave Policy**

In the attached supporting documents, the agency presents both the proposed policy and the existing policies being replaced: *Attendance, Punctuality, and Dependability Policy; Time Records Policy; Break Periods Policy; Nursing Mothers Policy; Overtime and Compensatory Time Policy; Comp Time Policy; Leave Without Pay Policy; Leave of Absence Without Pay Policy; and Leave When Offices Are Closed or Services Are Reduced Policy*. In addition to consolidating these policies, language was simplified throughout.

**Background**

[Per Oklahoma Statute Title 65, Section 2-106:](#)

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

**Supporting documents attached**

9a: Proposed Acceptable Use of Information Technology & State Resources Policy

9b: Proposed Time, Attendance and Leave Policy

Supplemental Document for Agenda Item 8b: Collection of current policies to be replaced by proposed policy 9b

**Agenda Item 9a:**  
**Acceptable Use of Information Technology, State Resources, and Artificial Intelligence Policy** ~~**Computer Usage and Use of State Equipment & Supplies**~~

~~The Oklahoma State Government Computer Network is intended for authorized users only. Users should have no expectation of privacy either in their use of the network or in any data stored on their computer. An employee's use of Department computers and network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network and on the computer, including internet access and email, for any purpose including criminal prosecution.~~

~~Employees are prohibited from using state equipment and supplies or other resources for personal benefit. This would include the use of telephone service, computers, copiers, office supplies, and any other service or supplies of the Department.~~

The Oklahoma Department of Libraries (ODL) provides state technology, equipment, Artificial Intelligence ("AI")-enabled tools, and supplies—including computers, mobile devices, printers, phones, office supplies, furniture, tools, and consumable materials—to support official state business. These resources are furnished solely for authorized governmental purposes and must be used in a manner that promotes security, accountability, and responsible stewardship of public assets. All state business conducted using these resources must comply with applicable state and federal laws, rules, and agency policies and procedures.

ODL follows statewide technology and information security standards issued by the Oklahoma Office of Management and Enterprise Services (OMES) Information Services Division under the authority of the State Chief Information Officer ("CIO"). This includes, but is not limited to, the OMES Acceptable Use Standard and the OMES Use of AI in Oklahoma State Government Standard. ODL also adheres to the State of Oklahoma Information Security Policy and Standards published at <https://oklahoma.gov/omes/divisions/information-services/about-information-services/policy-and-standards.html>. When agency guidance does not address a specific issue, the applicable OMES standards and statewide information security policies govern. To the extent ODL policy is in direct conflict with an OMES technology or information security standard, the OMES technology or information security standard issued by OMES shall control.

Employees are responsible for the proper custody, use, and stewardship of state resources. This includes:

- Protecting resources from loss, theft, misuse, or damage;
- Using equipment, technology, and supplies solely for official state business;
- Conserving supplies and avoiding unnecessary waste;
- Obtaining prior authorization before removing equipment or supplies from state premises;

- Obtaining authorization before modifying, repairing, disposing of, or repurposing equipment;
- Promptly reporting damaged, missing, or malfunctioning items.

Authorized employees may be issued equipment for off-site purposes as necessary; all items remain state property and must be returned upon request and upon end of employment. Employees may access only those systems and data necessary to perform assigned job duties and must safeguard authentication credentials at all times. Approved personal devices used for state business must meet OMES security requirements, including password protection and encryption. Remote access shall occur only through approved secure methods. Public or unsecured networks shall not be used to access sensitive data without approved encryption. Devices must not have security tools disabled and must maintain required updates.

### **Prohibited Activities**

Employees are prohibited from:

- Engaging in illegal activity, harassment, or misuse of state systems;
- Using state resources for political purposes;
- Downloading, installing, or using unapproved software, applications, or AI tools (“Shadow IT”);
- Circumventing security controls, firewalls, monitoring systems, or authentication safeguards;
- Sharing passwords, multi-factor authentication (MFA) credentials, or access tokens;
- Accessing data or systems beyond assigned job responsibilities;
- Using personal cloud storage, file-sharing platforms, or personal accounts to store or transmit state data;
- Using personal devices for state business without prior authorization;
- Accessing or transmitting inappropriate, obscene, or offensive content;
- Unauthorized sharing, disclosure, or transmission of state information;
- Using state supplies or materials for personal purposes.

Employees should have no expectation of privacy when using state systems. Use of state-owned devices, equipment, phones, email systems, AI systems, applications, or networks constitutes consent to monitoring, logging, security scanning, AI audit activity, and disclosure of information for administrative, security, compliance, and legal purposes

### **AI-Specific Restrictions**

All use of artificial intelligence (“AI”) shall comply with the OMES Use of AI in Oklahoma State Government Standard. AI systems must be approved by the State Chief Information Officer (“CIO”) prior to use for state business and must align with applicable security, privacy, legal, and ethical requirements.

Employees:

- May use only CIO-approved AI tools for official state business.

- Must verify the accuracy, relevance, and appropriateness of AI-generated content before use. AI outputs shall not be treated as authoritative and do not replace professional judgment.
- Shall not input sensitive, confidential, regulated, protected, or non-public information into public AI platforms.
- Shall not use AI in a manner that violates law, policy, security controls, procurement integrity, or principles of fairness and non-discrimination.

Prohibited AI uses include, but are not limited to:

- Entering protected data into public AI systems, including PII, HIPAA-regulated data, FERPA-protected data, CJIS data, Federal Tax Information, authentication credentials, security information, or procurement materials;
- Drafting, evaluating, or influencing procurement documents (including solicitations, scoring tools, or vendor evaluations) without authorization;
- Using non-approved (“Shadow AI”) systems;
- Relying solely on AI outputs for legal, personnel, regulatory, financial, or procurement decisions; and
- Using AI in ways that introduce discrimination, bias, partisan influence, or interfere with electoral integrity.

All AI use is subject to monitoring, audit, and compliance review. Violations may result in disciplinary action.

### **State Records and Data Management**

Electronic communications and documents created, stored, or transmitted- including those AI generated- on state systems or while conducting state business may be subject to the Oklahoma Open Records Act (51 O.S. §§ 24A.1 – 24A.40), records retention requirements (67 O.S. §§ 201–215), and discovery obligations. State information must be handled according to its classification (public, confidential, sensitive, or regulated) and stored only on approved state-managed systems. Sensitive data must be transmitted using secure, encrypted methods. Employees must not delete, alter, or destroy state records outside approved retention schedules.

### **Cybersecurity Responsibilities**

Employees must follow State-issued cybersecurity standards, including:

- Completing required cybersecurity and AI training;
- Protecting passwords and MFA credentials;
- Locking computers when unattended; and
- Reporting suspicious emails or incidents immediately.

### **Misuse or Abuse**

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

Misuse or abuse of state technology, equipment, AI systems, or supplies, or any violation of this policy, may result in corrective or disciplinary action, up to and including termination of employment. Depending on the severity of the violation, employees may also be required to provide restitution for any loss or damage and may be referred to for criminal prosecution as authorized under state law.

## **Agenda Item 9b:** **Employee Time, Attendance & Leave Policy**

The Oklahoma Department of Libraries (ODL) maintains consistent standards for employee work hours, attendance, timekeeping, and leave to support fairness, transparency, and operational efficiency. These expectations help ensure that employees have clarity when managing their work schedules and time away from work, while also supporting the agency's need for dependable staffing and compliance with state and federal labor regulations.

ODL follows the requirements set forth in the Oklahoma Personnel Act, the Fair Labor Standards Act (FLSA), Oklahoma Statutes (OS), and the Oklahoma Administrative Code (OAC). The agency adopts OAC Title 260, Chapter 25, Subchapter 7 and Subchapter 15 as the governing authority for work hours, overtime, timekeeping, and leave administration. When agency guidance does not address a specific issue, the relevant provisions of the OAC apply.

### **Workweek and Attendance Expectations**

Regular attendance ensures adequate staffing and supports the effective delivery of services to the public. All employees are expected to maintain reliable and punctual attendance and to report to work on time and as scheduled. Requests for leave may be denied due to excessive absenteeism and any absence taken without prior authorization may be designated as leave without pay.

When circumstances prevent an employee from working as scheduled, the employee must notify their supervisor as soon as possible. Notification should occur before the start of the shift, whenever feasible. If the supervisor is unavailable, the employee must contact the next level of management. Supervisors should document the time of notification, the reason for the absence, the expected return time, and any immediate operational considerations. As soon as practicable, the employee must submit the appropriate leave request in the State's Human Resources Information System (HRIS).

### **Timekeeping Requirements**

Consistent and accurate timekeeping is essential for meeting ODL's operational and legal obligations. The State's HRIS serves as the official system of record for all hours worked and all leave taken.

Employees are responsible for ensuring that their timesheet in the HRIS accurately reflects their regular work schedule and any leave taken during the workweek. Employees are responsible for accurately recording all hours worked and selecting the appropriate leave category, and must verify the accuracy of their entries before submitting their weekly timesheet by 5:00 p.m. each Friday.

Supervisors are responsible for reviewing each timesheet for accuracy, confirming that leave is properly coded, verifying supporting documentation when required, and approving all submissions by **12:00 p.m. (noon) on the following Monday**. When errors or discrepancies occur, supervisors and employees should work together to correct entries as quickly as possible

to support accurate payroll processing and compliance with state and federal labor requirements.

### **Work Schedules and Alternative Work Arrangements**

The standard business hours of ODL are 8:00 a.m. to 5:00 p.m., Monday through Friday. The agency may approve flextime or other alternative work arrangements when such arrangements meet operational needs and support effective delivery of services. Employees requesting an alternative schedule must follow the requirements outlined in ODL's Alternative Work Policy. Approved arrangements are not guaranteed and may be modified or discontinued at any time based on agency needs, staffing considerations, or operational changes.

### **Meal Periods and Breaks**

ODL provides meal periods and break time in accordance with the Fair Labor Standards Act. A meal period, typically a span of at least thirty (30) consecutive minutes, is unpaid when employees are completely relieved of duty. Break time may be permitted when operational needs allow and are counted as time worked. Supervisors may adjust or limit break time as necessary to ensure adequate coverage and effective service delivery. Breaks, if granted, shall not exceed twenty (20) minutes and are subject to the supervisor's discretion. Unless otherwise directed by the employee's supervisor, employees may be permitted to take up to two (2) twenty-minute breaks during an eight (8)-hour workday. Employees who are on leave for a portion of the workday may not be entitled to a break period.

### **Travel Time**

Travel required for work during the normal workday, including travel between worksites, is considered hours worked and will be compensated accordingly. Normal home-to-work commuting is not compensable. Travel associated with conferences, training events, and other agency-approved trips that require employees to travel outside their normal workday may be compensable depending on the nature, timing, and purpose of the travel, consistent with applicable labor laws.

### **Overtime and Compensatory Time**

ODL adheres to federal and state requirements governing overtime. Supervisors are expected to manage workload and staffing to minimize unnecessary overtime and to ensure that compensatory time is used within required timeframes.

FLSA Non-Exempt employees must receive approval from the Director to work overtime. Approved overtime hours are compensated at one and one-half times their regular hourly rate and may receive compensatory time at the same rate in lieu of overtime pay. FLSA Exempt employees may accrue compensatory time on an hour-for-hour basis for approved hours worked beyond their regular schedule.

All areas of the Department must be adequately staffed during normal business hours. When necessary, workweek adjustments will be made to ensure employees do not exceed 40 hours work time each week. All employees must receive approval in writing from their supervisor before working more than 40 hours in a workweek. Unauthorized overtime or compensatory time may result in corrective action.

Employees must use accrued compensatory time before using annual leave, and all compensatory time must be used within 180 days of accrual. Whenever possible, supervisors may adjust an employee's work schedule on an hour-for-hour basis within the same work period to avoid overtime or compensatory time.

### **Leave Administration**

ODL provides and administers leave in accordance with the Oklahoma Administrative Code and state statutes. Leave availability, eligibility, accrual, and usage requirements are governed by OAC 260:25-15, which ODL adopts in full. Employees must request the appropriate leave type in advance through established processes and obtain supervisory approval before taking leave, except in emergencies.

### **Leave Without Pay (LWOP)**

Employees may be granted Leave Without Pay (LWOP) when accrued paid leave is insufficient or unavailable. The Department may cancel LWOP at any time and require the employee to return to work prior to the specified date.

Employees requesting LWOP must submit a written request to the Executive Director stating the reasons for the leave and the estimated duration of the leave. Employees must obtain written approval in advance of taking LWOP; such approval shall state the date the employee is expected to return to work. LWOP shall not be approved for more than 12 months. Extensions may be granted if the total length of the original leave without pay, plus any extensions, does not exceed two (2) years.

An employee's failure to obtain approval before taking LWOP or return to work on the specified date may result in disciplinary action. LWOP status does not accrue paid leave, may affect holiday pay, and may impact benefits and retirement as allowed by law.

### **Leave When Offices Are Closed or Services Are Reduced**

On occasion, the Department will place employees who are scheduled to work on paid administrative leave if the offices are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather conditions. Employees on paid leave due to unsafe working conditions are on stand-by or on-call status during normal working hours.

The granting of administrative leave applies only to employees scheduled to work onsite in a state office building during the time period of the closure or reduced services. Employees will be assigned to work in another location if possible, including, but not limited to telework. Administrative leave shall not be granted to employees that telework or have the ability to telework unless otherwise approved by the Executive Director or on a case-by-case basis.

Employees absent during the closure on any other previously approved leave will not be granted administrative leave. An employee who leaves earlier than a designated early dismissal time, or who arrives later than a designated late arrival time, shall be charged leave for the excess time. Temporary employees are also not granted administrative leave due to hazardous weather closures.

### **Misuse of Time, Attendance, or Leave**

Employees will devote full time, attention and efforts to the duties and responsibilities of their position during assigned hours of duty. Misrepresentation of work hours, improper use of leave, failure to follow attendance expectations, or falsification of time records undermines operational effectiveness and violates state and federal labor requirements. Employees who misuse timekeeping systems, fail to follow required procedures, or abuse leave privileges may be subject to corrective or disciplinary action up to and including termination of employment. Depending on the severity of the misconduct, employees may also be required to provide restitution or may be referred for criminal prosecution as allowed by state law.

## Supplemental Document for Agenda Item 9b: Collection of current policies to be replaced by proposed policy 9b

### Attendance, Punctuality and Dependability Policy

Tardiness and absenteeism create a hardship on co-workers, as well as others in the Department. In an effort to ensure that all areas are fully staffed, employees are expected to report to work on time each day and appear regularly at work. If an employee's attendance becomes unsatisfactory, the employee may face disciplinary action.

It is the employees' responsibility to contact their supervisor or manager if they will be late or absent. If the immediate supervisor is not available, employees must then contact a member of management. Request for leave due to absenteeism may be denied and the absence designated as leave without pay.

### Time Records Policy

To ensure that all ODL staff is properly compensated, time records are required from each employee. Employees shall submit individual time sheets to their supervisor by the first day of the following month.

### Break Periods Policy

Employees who are on a meal period will be completely relieved of duty and free to use the time for his/her own purpose. A meal period is a span of at least thirty consecutive minutes. It is not counted as hours worked or paid. Any mealtime will have to be counted as time worked if the employee is required or permitted to perform any duties during the meal period time.

Break time is permitted at the supervisor's discretion. Supervisors may require employees to work without taking breaks when it is in the best interest of the Department. In some instances, schedules may require employees to skip breaks to maintain production. Break or rest periods, if granted, are for (20) minutes or less. Employees generally receive two twenty minute breaks or rest periods per eight (8) hour workday.

### Nursing Mothers Policy

The Department will provide reasonable break times for an employee to express breast milk for her nursing child for one year after the child's birth each time the employee has a need to express the milk. A private location shielded from view and free from intrusion will be provided to the employee to express breast milk. Nursing mothers will not be allowed to use a bathroom to express breast milk.

The Department will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. Nursing mothers are not compensated

for breaks taken for the purpose of expressing milk. However, if an employee uses her normal break time periods to express milk, she will be compensated for that break time.

### Overtime and Compensatory Time Policy

The Department complies with all provisions of the Fair Labor Standards Act (FLSA). Employees of the Department are not allowed to work more than 40 hours a week. Only employees that are approved for overtime may work in excess of 40 hours a week.

FLSA Non-Exempt (as defined by the Fair Labor Standards Act) employees are paid 1 1/2 times their regular hourly rate for each overtime hour worked. Compensatory time in lieu of overtime payment at the rate of time and one-half may be given to FLSA Non-Exempt employees. Non-Exempt Employees must use accrued compensatory time before annual leave will be granted. FLSA Exempt employees may also accrue compensatory time on an hour-for-hour basis, i.e., 1 hour off for each hour of overtime worked. Compensatory time must be taken within 180 days of accrual. Whenever possible, adjustments in an employee's work schedule will be made on an hour-for-hour basis within the work period.

Reference: OAC 530:10-7-12

### Comp Time Policy

On occasion, the ODL staff may hold or participate in events that may allow employees to work more than 40 hours per week. Employees who are eligible to accrue Comp Time must request approval to work at these events and receive approval from their supervisor in advance.

### Leave Without Pay Policy

Employees needing intermediate or short periods of Leave Without Pay must submit a request to the Director in Advance for approval. Failure of the employee to obtain an approval or to report to work at the specified date-of-return is cause for disciplinary action, up to and including discharge.

The Department may cancel the employee's Leave Without Pay at any time and require the employee to return to work before the specified date-of-return. Failure of an employee to report for work as directed is cause for disciplinary action.

### Leave Of Absence Without Pay Policy

Permanent and probationary employees requesting leave must submit a written request through supervisory channels and receive written approval before leave of absence without pay will be granted. The request must include the reasons for the leave and the duration of the leave.

Leave without pay will not be approved for more than 12 months. However, an employee on leave without pay may submit a written request for an extension before the end of the approved leave period. Extensions may be granted if the total length of the original leave without pay, plus any extensions, does not exceed two (2) years. Failure of the employee to report to work on the specified date-of-return is cause for disciplinary action up to and including discharge.

The Department may cancel the employee's leave of absence without pay at any time and require the employee to return to work before the specified date-of-return. Failure of an employee to report for work as directed is cause for disciplinary action.

Reference: OAC 530:10-15-47.

#### Leave When Offices Are Closed or Services Are Reduced Policy

On occasion, the Department will place employees, who are scheduled to work, on paid administrative leave if the offices are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather conditions. Employees will be assigned to work in another location if possible. Employees on paid leave due to unsafe working conditions are on stand-by or on-call status.

Employees absent during the closure on any other previously approved leave will not be granted administrative leave. Temporary employees are also not granted administrative leave due to hazardous weather closures. Essential employees who do not report to work must charge the absence to compensatory time, annual leave, or make up the lost time with the approval of the Department. An employee who leaves earlier than a designated early dismissal time, or who arrives later than a designated late arrival time, shall be charged leave for the excess time.

Reference: OAC 530:10-15-71



ODL Board Meeting  
June 12, 2026

**Agenda Item 10:**

Consideration and possible action on ODL Organizational Chart Update

**Summary**

The number one strategic goal for the agency continues to be *Invest in a Sustainable Future*. As opportunities arise, positions and organizational structure are evaluated to ensure best alignment with effective operations and agency needs. The ODL Board last approved changes to the organizational chart at the September 5, 2024 meeting.

To maintain operational stability with the resignation of the Assistant Director of Services to Libraries and address identified pain points, the ODL Executive Director implemented the following adjustments to the organizational chart. These adjustments need Board approval to be compliant with statute:

- Assistant Executive Director’s portfolio now focuses on the programmatic elements of Services to Libraries and Services to Government.
- The Assistant Director of Services to Libraries position was adjusted to lead operations, human resources, data, finance and grants in support of programs agency wide.
- The Marketing and Communications Director now reports to the Executive Director.

**Background**

65 Oklahoma Statutes Annotated § 3-104 Duties of the Director states: “The Director shall be the administrative, executive, directing and supervising official of the Department under the supervision of and in accordance with policies established by the Board. He shall:

- (a) Approve all requisitions and claims;
- (b) Prepare budgets;
- (c) Prepare the staff organization and position classification with the approval of the Board;**
- (d) Employ or terminate employment of all personnel as provided by 74 O.S.1961, §§ 801-839, as amended; and
- (e) Make all reports, maintain all records and execute all instruments required by law or regulation and perform all duties necessary to discharge the functions of the Department.”

**Budget Impact**

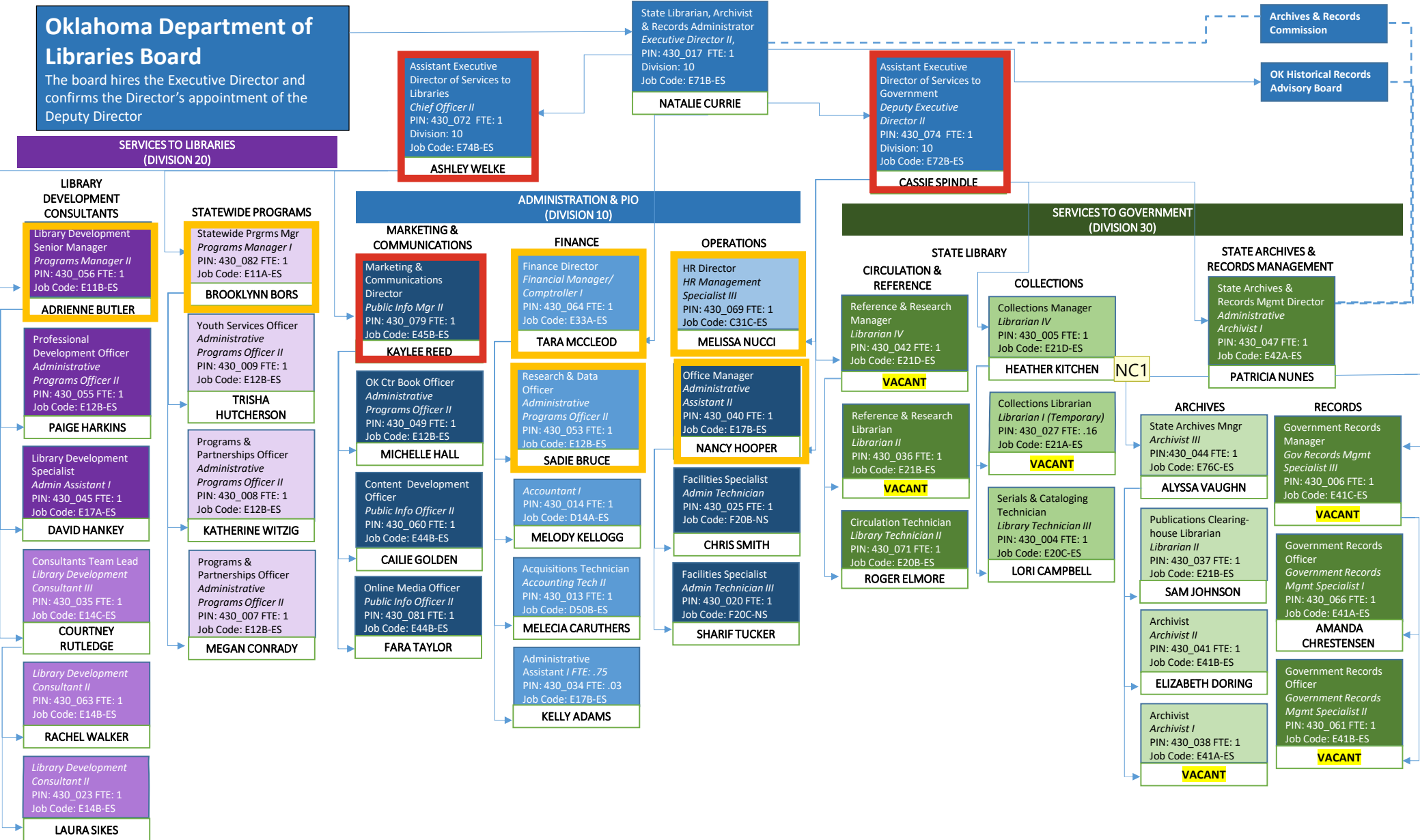
\$25,489

**Supporting documents attached**

- 10a Previously approved Organizational Chart
- 10b For approval – Updated Organizational Chart

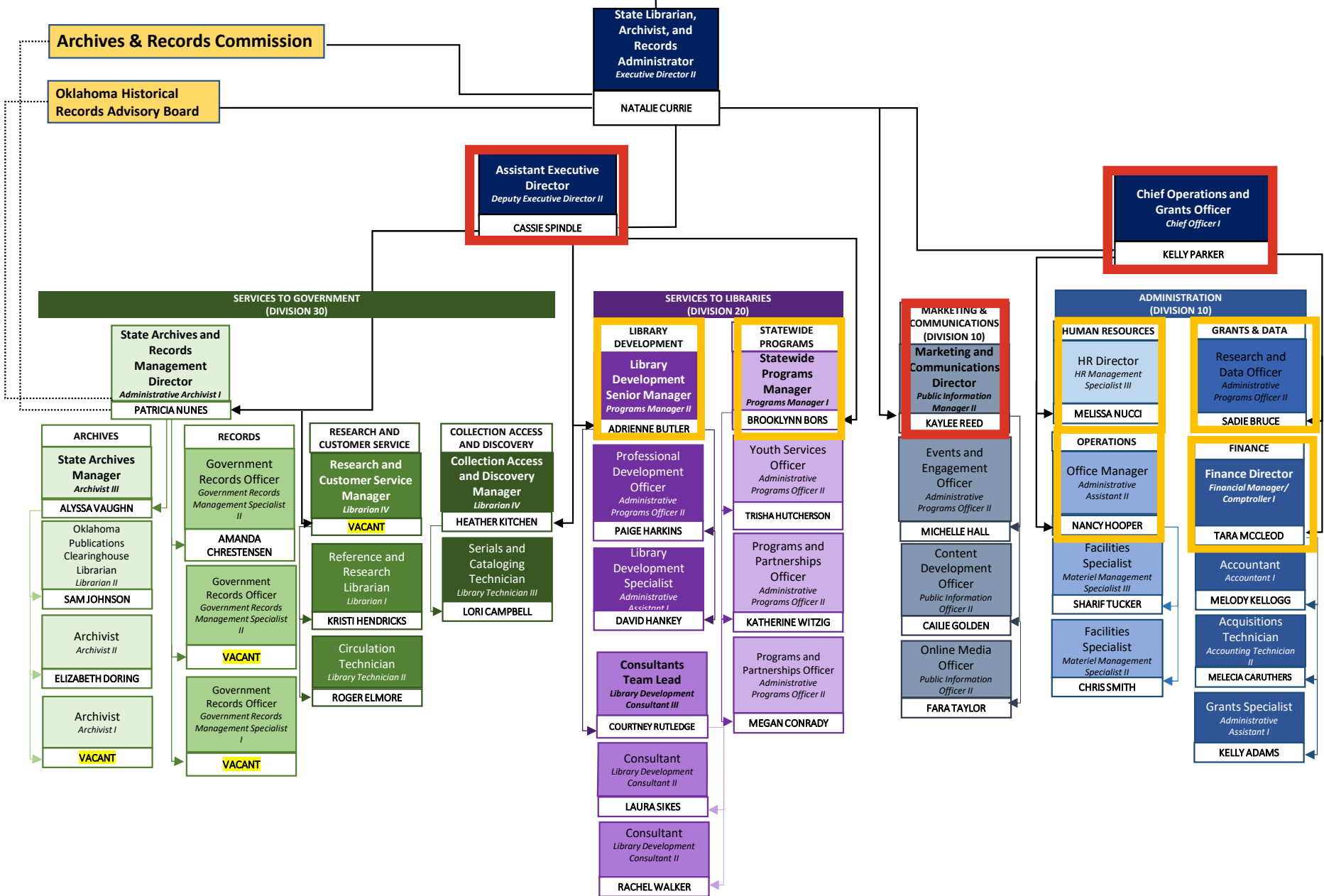
# Oklahoma Department of Libraries Board

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



# Oklahoma Department of Libraries Board

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





ODL Board Meeting  
June 12, 2026

**Agenda Item 11**

Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries, to include the possible creation of a Board subcommittee

**Summary**

The performance of the ODL Director is evaluated by the ODL Board on an annual basis. The procedures and form were last updated by the Board at their meeting on June 14, 2024. This agenda item allows the Board to review and confirm the tools and process they will use to conduct the 2026 evaluation. The agency recommends completing the performance evaluation at the next regular Board meeting scheduled for September 18, 2026.

**Background**

[Per Oklahoma Statute Title 65, Section 2-106:](#)

“The Oklahoma Department of Libraries Board shall be the supervisory and policymaking body of the Department and shall (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...”

**Supporting documents attached**

11a: Current ODL Director Evaluation Statement of Procedure

11b: Current ODL Director Evaluation Form



## Oklahoma Department of Libraries Director Evaluation

Pursuant to action by the Oklahoma Department of Libraries Board of Directors at the June 14, 2024 Board meeting, the following form has been prepared for completion by each Board Member evaluating the performance of the Director.

### **PURPOSE OF EVALUATION**

Included in the powers and duties of the Oklahoma Department of Libraries Board is the duty to appoint a Director to serve at the pleasure of the Board, who meets the qualifications set out in the statutes. Although not specifically required by law, the Board has determined that in order to ensure the continuing high quality of the services of the Oklahoma Department of Libraries, it is a good business practice to evaluate the Oklahoma Department of Libraries Director who is considered the private sector equivalent of the "Chief Executive Officer of the Corporation." This form has been created to expedite that evaluation.

### **POLICIES AND PROCEDURES APPLICABLE TO THE EVALUATION**

1. An Evaluation of the Director shall be performed by the Board annually.
2. The areas addressed in the Evaluation are:
  - Strategy and Vision
  - Leadership
  - Financial Management
  - Making Data-Driven Decisions
  - Communication and Relationships
  - Governing Body
  - Overall Performance
3. The Director and each member of the Board shall complete the Evaluation Form independently. All forms shall be forwarded to the Chair or any other member of the Board or ODL staff member designated by the Chair.
4. All evaluations shall be consolidated into a single report which shall be submitted to the Board during a regularly scheduled meeting for final approval.
5. The evaluations shall be discussed with the Director in Executive Session, pursuant to the applicable provisions of the Open Meeting Act.
6. Upon completion of the evaluation and final action of the Board, all forms and the final report with notation of Board action, signed by the Chair and Vice Chair shall be placed in the personnel file of the Director.

7. The final report may be used in Board action regarding retention of a Director and in the determination of compensation to the Director.

## **EVALUATION METHOD:**

### Rating Scale:

5. Expert - Competency is always observed. Sets the standard in the organization for performing the competency. Demonstrated ability to lead and train others in this competency. Seen as subject matter expert.
4. Advanced - Fully capable and experienced. Competency is consistently observed. Needs no assistance to complete tasks.
3. Proficient - Capable and experienced. Competency is frequently observed. Able to work independently with little help.
2. Developing - Limited in ability or knowledge. Competency is occasionally observed. Is capable of using competency with coaching and support in routine situations.
1. Not Demonstrating - Competency is seldom or never observed. Does not demonstrate this competency at the expected level even with available assistance or direction from others.

### The Overall Rating Scale:

5. Achieved Outstanding Results - Performance is superior, far above what is required. The employee consistently exceeds the highest standards. The employee has demonstrated exceptional job mastery in all major areas of responsibility. Achievement and contributions to the organization are of marked excellence.
4. Achieved More Than Expected Results - Performance is consistently above normal expectations and standards. Most goals, objectives, and targets were achieved above the established standards.
3. Achieved Expected Results - Performance met expectations in terms of quality of work, efficiency, and timelines. Critical goals were met. Performance is consistent with what is expected and considered acceptable. Demonstrates techniques and procedures necessary for efficient job performance.
2. Partially Achieved Expected Results - Performance is generally below the minimum requirements for the job. One or more of the critical goals were not met. More guidance, development, or training may be needed to improve performance.
1. Expected Results Not Achieved - Performance does not meet minimum job requirements. Reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas. Lack of improvement may result in disciplinary action.



**ANNUAL PERFORMANCE EVALUATION  
[date]**

**Oklahoma Department of Libraries**

**Natalie Currie  
Director, State Librarian, State Archivist, and State Records Administrator**

**NAME OF EVALUATOR \_\_\_\_\_**

## Evaluation Method:

Consult the Director Evaluation Policy for rating scale guidance.

5	Expert
4	Advanced
3	Proficient
2	Developing
1	Not Demonstrating

### I. General Function:

Demonstrates and communicates Oklahoma Department of Libraries vision and values for all internal and external audiences. Sets a dynamic strategy for the long-term programmatic and financial sustainability. Leads, manages, and facilitates development of staff that ensures successful implementation of goals and strategies. Ensures the organization operates ethically and with absolute integrity. Works with the ODL governing body to develop policy and maintain oversight.

#### 1. Strategy and Vision

Leverages forward-thinking ideas to motivate others to achieve far-reaching organizational aims. Aligns people, systems, and processes to achieve the organization's vision.

**Assessment Rating:**

#### 2. Leadership

Effectively manages and guides group efforts. Defines expectations and makes assignments according to strengths. Tracks team progress adequately, anticipates roadblocks, and changes course as needed.

**Assessment Rating:**

#### 3. Financial Management

Demonstrates awareness of budgeting and financial processes. Establishes realistic budgets and short/long-range financial and agency objectives. Leads and supports all financial efforts to meet those objectives.

**Assessment Rating:**

## Evaluation Method:

Consult the Director Evaluation Policy for rating scale guidance.

5	Expert
4	Advanced
3	Proficient
2	Developing
1	Not Demonstrating

### 4. Making Data-Driven Decisions

Uses logic, reliable data analysis, experience, and wisdom in making objectively sound, high-quality decisions. Understands fundamental laws, rules, and regulations relevant to the roles and responsibilities.

**Assessment Rating:**

### 5. Communication and Relationships

Communicates effectively with all audiences and partners, building relationships locally, across the state and within state government, regionally and with national partners and funders. Fosters partnerships with stakeholders who can help meet organizational needs. Uses influence to solve problems and unite perspectives across diverse divides.

**Assessment Rating:**

### 6. Oklahoma Department of Libraries Governing Body: Interface

Works openly with the Oklahoma Department of Libraries Executive Team and Board of Commissioners to implement agency goals and to keep all members fully informed on important aspects of ODL. Facilitates the board's governance and operational effectiveness. Implements board policies and recommends new policies for consideration.

**Assessment Rating:**

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**Total Score:**

## **Evaluation Method:**

*Consult the Director Evaluation Policy for rating scale guidance.*

<b>5</b>	<b>Achieved Outstanding Results</b>
<b>4</b>	<b>Achieved More Than Expected Results</b>
<b>3</b>	<b>Achieved Expected Results</b>
<b>2</b>	<b>Partially Achieved Expected Results</b>
<b>1</b>	<b>Expected Results Not Achieved</b>

**II. Taking all factors into consideration, how would you rate overall performance in the past year?**

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**III. Goals for next year:**

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**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



OKLAHOMA  
Department of  
Libraries

*Board of Directors Resolution of Appreciation*  
**Steve Gray**

**Whereas**, you have contributed time and outstanding leadership to the improvement of library and information services for Oklahomans as a member of the Board of the Oklahoma Department of Libraries from 2020 to 2026; and

**Whereas**, you actively supported the freedoms guaranteed by the U.S. Constitution by endorsing the principles of intellectual freedom, and

**Whereas**, you supported continuing education for public librarians and library trustees, resulting in the improvement of library services in Oklahoma; and

**Whereas**, you endorsed and supported the development and improvement of online information services for the citizens of the state; and

**Whereas**, your recognition of the value of libraries and support for ODL staff and agency projects are much appreciated; and

**Whereas**, your dedicated membership on the Board from 2020 to 2026 helped fulfill the State’s policy to “promote, support, and implement the development and maintenance” of public libraries as they are “deemed necessary to the cultural, educational, and economic development of the State of Oklahoma and to the health, safety, and welfare of its people...;” therefore

**Be It Resolved**, that the Board members and staff of the Oklahoma Department of Libraries express their appreciation, with gratitude and respect.

**Adopted** by the Oklahoma Department of Libraries Board **June 12, 2026**

\_\_\_\_\_  
Ronda Smith, Chair  
Oklahoma Department of Libraries Board

\_\_\_\_\_  
Natalie Currie, Director  
Oklahoma Department of Libraries

***Board Members***

Ronda Smith, Henryetta  
Samuel Alaback, Tulsa

Kristen Ferate, Edmond  
Geetika Verma, Edmond  
Katherine Neal, Norman

Steven Gray, Norman  
Teresa Sutter, Alva



ODL Board Meeting  
June 12, 2026

**Agenda Item 13**

Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2026-2027 ODL Board Officers

**Summary**

The Board has the opportunity to form a committee charged with generating nominations in preparation for the officer election to be held at the next regular meeting scheduled for September 18, 2026.

**Background**

Per [Oklahoma Statutes Title 65 Section 2-104](#), "The Board shall elect a Chairman and Vice Chairman at the first meeting held after July 1 of each year." While using a nominating committee is not required, it has been used frequently the past decade.

**Supporting documents attached**

*None*