



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

December 16, 2022 | 10:00 a.m.

Del City Public Library – Metropolitan Library System

4330 SE 15 Street

Del City, Oklahoma 73115

All participating members of the Board will be in person at the above meeting location. The meeting is open to the general public and it is also available to watch via Zoom at the link listed below. The meeting will be electronically recorded and audio livestreamed from the above meeting location. When joining, you will initially be placed in a waiting room, then allowed to enter the meeting by the host.

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/ODL-Board-Packet-12-16-22.pdf>

Public access meeting link: <https://www.zoomgov.com/j/1603326557> Meeting ID: 160 332 6557.

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

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consideration and possible action on minutes for the regular board meeting held September 23, 2022 1
3. Consideration and possible acceptance of financial reports
 - a. SFY 23 Expenditure Report through November 30, 2022 7
 - b. SFY 23 Budget to Actual Report through November 30, 2022..... 9
 - c. SFY 23 Cost Variance Report through November 30, 2022 10
4. Library Services and Technology Act
 - a. Consider acceptance of status report for FFY 2021 projects..... 11
 - b. Consider acceptance of status report for FFY 2022 projects..... 12
5. American Rescue Plan Act projects and updates
 - a. Consider acceptance of status report for ARPA projects..... 13
6. Director's Report
 - a. Agency Activity Report from September 10 through December 2, 2022 14
 - b. Presentation on First Floor Collection Retirement Project

- 7. Consideration and possible action on approval of the Agreement for Library Services, Facilities and Maintenance Between Nelda Clark Myers Library Board (Quinton) and the Southeast Oklahoma Library Association (SEOLS) as an amendment to the SEOLS Long Range Plan, pursuant to OAC 405:10-5-4 *Incorporation of existing public libraries into a system*..... 22

- 8. State Aid for State Fiscal Year 2022
 - a. Presentation: overview of process used to determine State Aid eligibility including list of libraries fully meeting requirements for SFY 2022 29
 - b. Consider approval of recommendation to waive requirement for maintenance of effort as permitted by OAC 405:25-1-3 for 12 libraries: *Apache, Dewey, Guymon, Hinton, Kellyville, Mangum, Mooreland – Beyond the Pages, Okmulgee, Pawnee, Shattuck, Vinita, Walters* 38
 - c. Consider approval of recommendation to waive requirement for hours of operation as permitted by OAC 405:25-1-3 for three libraries: *Ada, Chouteau, Nowata* 39
 - d. Consideration and possible action on appeal from the *Anadarko Library* which was determined not to qualify for State Aid for SFY 2022 based on not submitting the Annual Report by the August 15 deadline as outlined by OAC 405:25-1-3 (3)(A). 40
 - e. Consideration and possible approval of formula for SFY 2022 State Aid Grants for Public Libraries 43
 - a. Scenario one: Anadarko, Bartlesville, Kaw City and Wetumka do not qualify
 - b. Scenario two: Bartlesville, Kaw City and Wetumka do not qualify

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

- 10 . Adjournment

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

Next ODL Board Meeting: Friday, February 10, 2023
 Oklahoma Department of Libraries, 200 NE 18 Street, Oklahoma City at 10:00 am

Agenda Item 2

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
September 23, 2022
10:00 a.m.
Cushing Public Library
215 N Steele Avenue
Cushing, Oklahoma 74023

Chair Denney called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Vice Chair Robert Dace, Chair Lee Denney, Kristen Ferate, Steve Gray, James Robison, and Natalie Currie, Secretary. Board members absent: Maren Lively and Ronda Smith.

Guests and staff members present: Melissa Askew, Adrienne Butler, Jan Davis, Tara McCleod, Cindy Mooney, John Settle from the Office of Attorney General and Cassie Spindle.

In conformity with the Oklahoma Open Meeting Act, advance notice of the June 10, 2022, meeting was transmitted to the Oklahoma Secretary of State on December 14, 2021. Public notice of this meeting, together with the agenda, was posted September 19, 2022, at 11:22 a.m. on the Oklahoma Department of Libraries website and in prominent public view on the exterior walls of the Cushing Public Library, 215 N Steele Avenue, in Cushing Oklahoma.

Consider approval of minutes from ODL Board Meeting held June 10, 2022

Chair Denney asked for consideration of the minutes for the June 10, 2022, board meeting, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, abstain; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed and the minutes were approved.

Consider acceptance of SFY2022 and SFY2023 Financial Reports

Chair Denney asked for a motion, Dace moved to accept the SFY 22 Budget to Actual Report as of September 14, 2022, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Robison moved to accept the SFY 22 Cost Variance Report through September 14, 2022, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Dace moved to accept the SFY 23 Expenditure Report through August 31, 2022, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Gray moved to accept the SFY 23 Budget to Actual Report through September 14, 2022, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Robison moved to accept the SFY 23 Cost Variance Report through September 14, 2022, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider and approve regular meeting dates of the ODL Board for Calendar Year 2023

Chair Denney asked for a motion, Dace moved to accept the ODL Board regular meeting dates for calendar year 2023, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of the status Report for FFY 2021 LSTA projects

Currie said ODL's LSTA Five Year Evaluation was accepted by The Institute of Museum and Library Services (IMLS) along with the LSTA Five Year Plan.

Chair Denney asked for a motion, Gray moved to approve the status report for FFY 2021 LSTA projects, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of the status Report for FFY 2022 LSTA projects

Tara McCleod who is the agency Business Manager explained ODL has \$37,000 allocated at this time. After the continuation of potential projects, we estimate \$17,000 remaining.

Chair Denney asked for a motion, Dace moved to approve the status report for FFY 2022 LSTA projects, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of action on FFY 2022 LSTA IMAGES project

McCleod said Images of Oklahoma Project is a continuation and has been in process for several years since 2014. ODL would like to add \$20,000 of unallocated funds towards this project.

Chair Denney asked for a motion, Dace moved to approve the FFY 2022 LSTA IMAGES project, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on revised Public Library Certification manual for the Continuing Education Project

Currie said the Public Library Certification Manual for the Continuing Education Project was updated to more accurately reflect how training counted across online platforms. Robison asked the difference between contact hour and a CEU. Currie said it was a chance to make it easier for a Library staff to track training hours. The new model will be 1 hour of training is equal to 1 contact hour.

Chair Denney asked for a motion, Robison moved to approve the 6th revised edition of the Public Library Certification manual for Continuing Education, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on expanding the Continuing Education Board to seven members

Currie explained how this will allow the Board to more easily meet quorum requirements while maintaining equal representation with the collaboration between Oklahoma Library Association and ODL. It will also ensure quality development opportunities for library staff across the state.

Chair Denney asked for a motion, Dace moved to accept and approve the Continuing Education Board to seven members, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and approval of appointment of Leanne Cheek to serve on the Continuing Education Board

Currie said Leanne Cheek is the Reader’s Services Coordinator for the Pioneer Library System. She has been attending meetings and has been very active in the library field. She is prepared to serve in a voting capacity for two years.

Chair Denney asked for a motion, Dace moved to approve the appointment of Leanne Cheek to serve on the Continuing Education Board, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of status report for ARPA projects

McCleod said originally ODL was supposed to spend funds by September 30, 2022, but we received a 90-day extension. We currently have \$122,000 allocated for projects. Denney asked about the Ready2Read Early Literacy project. McCleod said Ready2Read is a partnership by the Oklahoma Department of Libraries and the Friends of Libraries in Oklahoma (FOLIO). Professional storyteller and retired children’s librarian Valerie Kimble will be touring 30 libraries throughout the state train library staff on early literacy programming best practices.

Chair Denney asked for a motion, Dace moved to accept the status report for ARPA projects, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on proposal for Video Conference Maintenance project using American Rescue Plan Act funds

Currie said out of the \$122,278.33 unallocated funds, ODL would like to use \$56,000 to upgrade the videoconferencing equipment in the large conference room where ODL host events and meetings. The project is directly tied to pandemic response. By upgrading our equipment, it will help ODL to have virtual meetings across multiple platforms with minimum technology disruptions.

Chair Denney asked for a motion, Dace moved to approve the proposal for Video Conference maintenance project using ARPA funds, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on proposal for the Security Camera Project using American Rescue Plans Act funds

McCleod said the building currently has one security camera that shows the dock entrance. Additional cameras will monitor the building in the event of a safety crisis and provide security to ODL staff.

Chair Denney asked for a motion, Dace moved to approve the proposal for the Security Camera Project using ARPA funds, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Interim Director’s Report

Currie mentioned the official State Operational Audit Report received for the period of January 1, 2018, through June 30, 2021, that has been included in the meeting packet.

Currie provided an overview on Human Resources activity. Since last fiscal year, ODL has experienced a 20 percent turnover rate due to resignations and retirements. We’ve also had a couple of new hires.

Chris Smith was hired as the Mail Room and Records Management Technician. He started in the position on June 27. Cathy Van Hoy and Arlene Paschel retired September 1, 2022, and Bill Young retired October 1, 2022. Jacqueline Kropp the Director Library Development resigned July 7, 2022.

Currie mentioned the agency had completed the process to make permanent last year's emergency rule that was added to the State Aid rules in the Administrative Code. This rule allows for State Aid requirements to be waived based on emergency declarations by certain parties." These rules are published in the Oklahoma Register effective September 11, 2022.

Consideration and approval of State Fiscal Year 2024 Budget Request

Currie said one of ODL's biggest needs is to bring all staff to market rate, reduce federal funds spent on salary to increase Maintenance of Effort, adjust positions to meet business needs. Denney asked how market rate is determined. Currie said that we asked OMES to do a classification survey study. The budget request includes \$37,000 to move agency computers to OMES lease plan. McCleod said the request was honored and no cuts were applied to ODL's budget. Estimated operational request is \$825,945.

Chair Denney asked for a motion, Dace moved to approve the State Fiscal Year 2024 Budget Request, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Proposed executive session pursuant to 24 O.S.307(B)(1) to discuss the appointment of Natalie Currie to the position of Director, State librarian and Archivist

Chair Denney asked for a motion, Dace moved to executive session, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Vote to return to open session; possible Board action on matters discussed in executive session

Chair Denney asked for a motion, Gray moved to return to open session, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Robison moved to make the appointment of Natalie Currie permanent Director, State librarian and Archivist, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Proposed executive session pursuant to 25 O.S. 307(B)(1) to discuss the hiring of the Deputy Director

Chair Denney asked for a motion, Dace moved to executive session, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Vote to return to open session; possible Board action on matters discussed in executive session

Chair Denney asked for a motion, Gray moved to return to open session, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action to authorize the Director to hire a Deputy Director

Chair Denney asked for a motion, Dace moved to make the appointment of Cassie Spindle as the Deputy

Director, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney stated that there was no additional business and made a motion to adjourn the meeting.

The next ODL Board meeting is scheduled for Friday, December 16, 2022, at 10:00 a.m. It will be held at the Del City Library of the Metropolitan Library System, 4330 SE 15th Street, Del City Oklahoma.

Natalie Currie, Secretary



ODL Board Meeting
December 16, 2022

Agenda Items 3a – 3c

Consideration of and possible acceptance of financial reports

Summary

At every ODL Board Meeting, we provide the Board with three financial reports along with short descriptions for any major budget variances or changes for the year-to-year comparisons. The State Fiscal Year 2023 Budget to Actual Expenditures and Encumbrances Report through November 30, 2022 shows that we budgeted and spent \$131,205 in SFY 2021 Carryover. At the advice of Agency Business Services, most of these funds were used up in a payroll swap. This means ABS swapped out spent SFY 2023 funds (19301) for SFY 2021 Carryover funds (19121). This swap allowed us to use the SFY 2021 Carryover funds before they expired on November 13, 2022. It also frees up this year's state appropriations for other uses and allows it to be carried over again into the next fiscal year if needed as SFY 2023 Carryover.

We continue to work with vendors to finalize payments for services received in SFY 2022. Once those are wrapped up, we can release SFY 2022 funds still encumbered to make them available and rebudget in this fiscal year as additional carryover. While final numbers aren't yet available, we estimate around \$67,000 in SFY 2022 state appropriations to be rebudgeted in SFY 2023 as carryover. We hope to have that completed and visible in financial reports for the February 2023 ODL Board meeting.

Background

Fiscal appropriations are considered to be 30-month money; the funds are valid to be spent for 30 months from the date they were appropriated by the legislature. Due to staff shortages at ODL and at other state agencies, we experienced difficulty in expending the funds prior to the expiration date. Agency Business Services advised the easiest way to avoid losing the funds is to use the expiring funds to pay for something we already had budgeted with other funds. In this case, the SFY 2023 Appropriations were swapped with the expiring SFY 2021 Carryover.

Budget Impact

None

Supporting documents attached

3a SFY 23 Expenditure Report through November 30, 2022

3b SFY 23 Budget to Actual Report through November 30, 2022

3c SFY 23 Cost Variance Report through November 30, 2022

Agenda Item 3a

Oklahoma Department of Libraries
6 Digit Object of Expenditure Report
as of 11/30/2022

Account	Description	JUL 1, 2022 -		JUL 1, 2021 -		DIFFERENCE	EXPLANATION
		NOV 2022	NOV 30, 2022	NOV 30, 2021			
510000 PERSONAL SERVICES							
511110	Sals-Regular Pay	121,039	616,889	645,397	(28,508)		Open positions
511119	Sals-Regular Pay COVID19	-	-	-	-		
511130	Sals-Non-Reg Pay	3,320	12,629	4,000	8,629		Moved Galt temps to 999, which are paid on non-reg payroll.
511210	Longevity Pay-State Employees	5,800	24,798	28,347	(3,549)		Employee turnover, changes in longevity
511310	Terminal Leave	-	33,629	17,540	16,089		Retirement payout
511420	Excess Benefit Allowance	2,020	9,470	6,160	3,310		Employee turnover, changes in benefits
	Sub Class 511000	132,179	697,416	701,444	(4,028)		
512110	Insur. Prem-Hlth-Life-State Pln	28,071	145,629	152,291	(6,662)		Employee turnover, changes in benefits
512310	Insur. Prem-Workers Comp.	-	2,044	2,457	(413)		
	Sub Class 512000	28,071	147,673	154,748	(7,075)		
513110	Employer Share-FICA	8,010	42,997	43,048	(51)		
513120	Employer Share-MQFE/FICA	1,873	9,899	9,890	9		
513230	Employer Share OPERS	28,797	92,249	90,407	1,842		
513280	Employer Match-AdFeeSt. Annuity	500	2,697	3,160	(463)		Employee turnover, changes in benefits
513290	St.Match-Ad Fee-Def Contr	2,385	10,336	7,861	2,475		Employee turnover, changes in benefits
513300	Reg.Savings-Def Contr Plan	3,568	15,751	11,300	4,451		Employee turnover, changes in benefits
	Sub Class 513000	45,134	173,929	165,666	8,263		
515010	Offices of Lawyers	4,003	9,823	9,086	738		
515060	Acctg,Tax,Books,Payroll Svc	-	11,501	5,628	5,873		Timing of payment - Audit
515320	Graphic Design Services	-	1,250	-	1,250		ARPA Leading in an Emergency
515380	Other Computer Related Svc	22,003	57,421	32,436	24,985		Increase in OMES ISD costs
							Payment applied to incorrect account code by ABS - Correction in progress.
515450	Environmental Consulting Svc	6,121	6,121	-	-		
515490	Advertising and Related Svcs	-	-	-	-		
515510	Photographic Services	-	-	-	-		
515540	Other Prof. Sc. & Tech.Svc	1,900	27,802	39,431	(11,629)		LSTA/ARPA Projects (Professional Development, Leading in an Emergency, Merit Protection (no longer charged))
515560	Office Administrative Services	-	-	2,326	(2,326)		
515570	Employment Placement Services	-	4,932	50,143	(45,211)		Moved Galt to 999
515580	Business Support Services	3,210	12,983	13,218	(236)		Timing of document destructions
515630	Credit Bureaus	-	105	-	-		
515650	Investigation-Security Svcs	-	529	662	(133)		
515660	Educational Services	7,500	10,843	12,000	(1,157)		Timing/need of LSTA projects
515990	Other Svcs-exc.Public.Admin.	-	-	4,235	(4,235)		Timing/need of LSTA projects
	Sub Class 515000	44,738	143,309	169,164	(32,081)		
519130	Flexible Benefits-Adminis.	-	-	148	(148)		Employee turnover, changes in benefits
	Sub Class 519000	-	-	148	(148)		
	Major Class 510000	250,122	1,162,327	1,191,170	(28,843)		
520000 TRAVEL							
521110	In-State Mileage-Motor Vehicle	259	573	-	573		Normal travel resuming
521120	In-State Meals-Subsistence Exp	241	433	-	433		Normal travel resuming
521140	In-State Miscellaneous Charges	-	-	-	-		
521210	Out of State Mieage-Priv. Veh.	-	11	-	-		Normal travel resuming
521220	Out-of-State Trasp. Charges	-	322	-	-		Normal travel resuming
521230	Out-of-State Meals-Subsistence	224	1,968	121	1,847		Normal travel resuming
521240	Out-of-State Local Transp.	-	264	18	246		Normal travel resuming
521260	Out-of-State Lodging	494	494	343	151		
521310	Travel Reimb.-Non-State Empls.	-	1,896	89	1,806		Normal travel resuming
	Sub Class 521000	1,217	5,960	571	5,389		
522110	OutofSt Trans Cst Agcy Dir	122	2,929	409	2,519		Normal travel resuming
522113	InStPurPikePassCollFeesAgcyDir	-	44	3	41		Normal travel resuming
522130	OutofSt Pur Food Ldg Agcy Dir	302	5,493	-	5,493		Normal travel resuming
522131	In-State Pur Food Ldg Agcy Dir	194	286	-	286		
522141	In-State Misc Charges Agcy Dir	-	-	-	-		
522150	Registration - Agency Direct	197	40,869	4,110	36,759		ARPA Professional Development & Educator Workshops
	Sub Class 522000	815	49,621	4,523	45,099		
	Major Class 520000	2,032	55,582	5,094	50,488		
530000 ADMINISTRATIVE EXPENSE							
531110	Freight Expenses	6,184	13,183	4,404	8,779		Timing/need of LSTA and ARPA projects
531120	Postage	-	11,252	1,294	9,958		Postage account replenished with carryover
531130	Telecommunication Services	155	10,752	843	9,909		Payments applied to incorrect account code by ABS - Correction in progress.

531150	Printing & Binding Contrs	-	40,444	10,277	30,167	SRP 22 Bags paid in July.Timing/need of LSTA projects
531160	Advertising	-	-	4,151	(4,151)	Timing/need of projects
531170	Informational Service	109,117	852,330	761,847	90,482	Addition of Brainfuse, increase in EBSCO cost
531180	Bank Service Charges	-	-	30	(30)	
531190	Exhibitions,Shows,Spec.Events	-	-	450	(450)	Free exhibitor space at OKSTE this year. Did not participate in OKA+ Conference.
531230	ERP System Services	-	390	1,001	(611)	Timing of payments
531260	Membership in Organizations	3,000	9,347	9,620	(273)	
531310	Prem-Property or Liab.Insur.	-	-	10,178	(10,178)	Payments applied to incorrect account code by ABS - Correction in progress.
531350	Utility Charge-Other Utilities	144	631	448	183	PO set up incorrectly. Fixing to match budget.
531360	Utility Charge Natural Gas	160	641	481	159	Increased cost
531370	Utility Charge-Electricity	-	-	142	(142)	PO set up incorrectly. Fixing to match budget.
	Sub Class 531000	118,760	938,968	805,166	133,802	
532110	Rent of Office Space	-	-	41,163	(41,163)	Payments coded differently ARPA project + Payments coded differently and timing of payments.
532130	Rent of Other Building Space	1,020	1,020	-	1,020	
532140	Rent-Equipment And Machinery	-	770	674	96	
532141	Rent of Motor Vehicles	-	-	108	(108)	
532142	Lease of Motor Vehicles	-	3,906	2,980	926	Timing of payments
532160	Rent-Elec Data Processing Eq.	412	5,579	2,433	3,146	Timing of payments
532170	Rent-Data Processing Software	250	11,291	3,176	8,115	Increased cost, New LSTA Project activity
532190	Other Rents	-	-	28	(28)	
	Sub Class 532000	1,682	22,566	50,562	(27,996)	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	125	750	9,499	(8,749)	Timing of payment for one time project
533120	Mtce-Rep.-Equipment-Vendors	-	-	-	-	
533130	Mtce-Rep.-Tel.Equip-Vendor	-	9,272	9,272	(0)	
533140	Mtce-Rep.-DP Equip-Vendor	136	1,413	691	722	Timing of payment
533150	Mtc-Rep.-DP Software-Vendors	-	-	-	-	
533180	Housekpg/Janit./Sanit.Sup,Mat	-	-	-	-	
533220	Mtce-Rep.-non-MV Eq. In-house	-	-	-	-	
	Sub Class 533000	261	11,435	19,462	(8,027)	
534260	Medical Supplies And Materials	-	561	-	561	One time supplies (First aid refresh)
534290	Motor Fuels-Common	-	1,220	271	949	Normal travel resuming
534310	Motor Fuels-Special	-	62	30	32	Normal travel resuming
	Sub Class 534000	-	1,842	301	1,541	
535180	Safety and Security Supplies	-	-	-	-	
536110	Meeting Refreshments	-	-	-	-	
536130	Office Supplies Non-Expendable	403	491	2,210	(1,720)	Timing of need
536140	Office Supplies (Expendable)	430	5,290	8,853	(3,562)	Timing of need
536150	Data Processing Supplies	-	-	-	-	
536190	Educational Supplies	156	20,240	21,798	(1,558)	Timing/need of LSTA projects
	Sub Class 536000	989	26,021	32,861	(6,840)	
	Major Class 530000	121,692	1,000,833	908,353	92,479	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	1,169	3,351	-	3,351	Timing of need/availability of funds
541120	Data Processing Equipment	29,639	29,943	36,483	(6,540)	Timing of need
541130	Data Processing Software	-	-	14,500	(14,500)	Foundant paid once every two years.
541150	Equip-Furn-Residential Educ.	-	-	-	-	
	Sub Class 541000	30,808	33,295	50,983	(17,689)	
542120	Library Resources-Textbooks	21,109	102,751	70,799	31,952	Restored materials budget
	Sub Class 542000	21,109	102,751	70,799	31,952	
546210	Bldgs,Struct.-Constr.-Renov.	-	880	2,650	(1,770)	One time cabling project
	Sub Class 546000	-	880	2,650	(1,770)	
	Major Class 540000	51,917	136,925	124,433	12,493	
550000 GEN ASST, AWDS, PROG-DIRECTED						
551110	Assistance Payments	-	-	-	-	
553190	Refunds-Overpayment Charges	-	230	-	230	
554230	Reimbursement & Repayment-Other	-	-	-	-	
555110	Pmts-Local Gov't-Gen Govt	124,344	915,422	1,943,747	(1,028,325)	Timing of payments/Finishing ARPA and CARES spending
	Major Class 550000	124,344	915,652	1,943,747	(1,028,095)	
	Business Unit Total	550,106	3,271,319	4,172,797	2,253,869	

Agenda Item 3b

Oklahoma Department of Libraries
 SFY 23 Budget to Actual Expenditures and Encumbrances
 as of 11/30/2022

Account	Description	Before		After		YTD			
		Budget	Revision	Budget	Revision	Total Exp & Enc	Annual Variance		
511	Salary Expense	\$	1,816,353	\$	1,910,209	\$	681,647	\$	1,228,562
512	Insur. Prem - Health - Life, etc.	\$	480,256	\$	480,256	\$	149,172		331,084
513	FICA-Retirement Contributions	\$	489,043	\$	489,043	\$	175,204		313,839
515	Professional Services	\$	376,919	\$	376,919	\$	265,453		111,466
519	Inter/Intra Agy Pmt - Personnel	\$	3,500	\$	3,500	\$	-		3,500
521	Travel - Reimbursements	\$	28,765	\$	29,765	\$	5,011		24,754
522	Travel - Agency Direct Pmt	\$	161,607	\$	161,607	\$	54,310		107,297
531	Misc. Administrative Expenses	\$	1,562,075	\$	1,575,471	\$	1,212,425		363,046
532	Rent Expense	\$	338,960	\$	339,860	\$	134,403		205,457
533	Maintenance & Repair Expenses	\$	42,923	\$	42,923	\$	13,985		28,938
534	Specialized Sup & Mat. Expe	\$	2,150	\$	2,150	\$	2,406		(256)
535	Production, Safety, Security	\$	500	\$	500	\$	-		500
536	General Operating Expenses	\$	129,972	\$	129,972	\$	33,809		96,163
541	Office Furniture & Equipment	\$	60,200	\$	76,480	\$	87,002		(10,522)
542	Library Equipment - Resources	\$	332,284	\$	338,057	\$	129,889		208,168
546	Buildings-Purchase., Constr, Re	\$	-	\$	-	\$	-		-
555	Pmts - Local Govt, NonProfit	\$	3,465,141	\$	3,465,141	\$	908,823		2,556,318
601	AFP Encumbrances	\$	-	\$	-	\$	2,393,245		(2,393,245)
810	Req Only	\$	-	\$	-	\$	121	\$	(121)
		\$	9,290,648	\$	9,421,853	\$	6,246,904	\$	3,174,949
Class Funding									
19121	SFY 21 Carryover				131,204		131,205		(1)
19301	GRF - Duties	\$	4,536,315	\$	4,536,315	\$	2,801,117		1,735,198
20000	Revolving Fund	\$	321,930	\$	321,930	\$	185,478		136,452
40000	Federal Library Funds	\$	2,843,902	\$	2,843,902	\$	1,772,136		1,071,766
40500	Federal Pass Through Funds	\$	752,609	\$	752,609	\$	737,658		14,951
41000	Fed Grt Funds Special Project	\$	73,351	\$	73,351	\$	53,433		19,918
41500	American Rescue Plan Act	\$	762,541	\$	762,541	\$	565,877	\$	196,664
		\$	9,290,648	\$	9,421,852	\$	6,246,904	\$	3,174,948

Agenda Item 3c

Oklahoma Department of Libraries
SFY23 Cost Variance Report
 For the period ending November 30, 2022

Division #	Division Name	FY23 Annual Budget	FY23 YTD Budget	FY23 YTD Expenses & Encumbrances	FY22 YTD Expenses & Encumbrances	FY22 - FY23 YTD Expense Variance Under / (Over)	FY22 - FY23 YTD Expense Variance % Under / (Over)	FY23 YTD Budget to Expense Variance Under / (Over)	FY23 YTD Budget to Expense Variance %	FY23 Budget to Expense Variance Explanation {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,123,115	\$ 467,964	\$ 474,315	\$ 452,739	\$ (21,577)	-5%	\$ (6,351)	-1%	Actual expenses are \$376,402.39 and \$97,912.80 encumbered.
20	Service to Libraries	\$ 5,409,282	\$ 2,253,865	\$ 4,008,850	\$ 5,231,444	\$ 1,222,594	30%	\$ (1,754,985)	-78%	Actual expenses are \$1,371,063.36 and \$2,637,786.66 is encumbered. Difference from SFY22 is the one time ARPA grants.
30	Government Info Services	\$ 1,010,654	\$ 421,105	\$ 508,562	\$ 801,942	\$ 293,380	58%	\$ (87,457)	-21%	Actual expenses are \$291,232.74 and \$217,013.76 encumbered. Difference from SFY22 is the one time ARPA grants.
88	ISD Data Processing	\$ 1,878,802	\$ 782,834	\$ 1,255,177	\$ 1,172,298	\$ (82,879)	-7%	\$ (472,343)	-60%	Actual expenses are \$766,516.29 and \$488,660.47 encumbered. Increase in IT service costs.

TOTALS	\$ 9,421,853	\$ 3,925,768	\$ 6,246,904	\$ 7,658,423	\$ 1,411,519	23%	\$ (2,321,136)	-59%
---------------	--------------	--------------	--------------	--------------	--------------	-----	----------------	------

Agenda Item 4a

FFY21 LSTA Expenditures Report

Project Name	Budgeted Amount	Amount Paid (as of 11/30/2022)	Encumbrance Balance	Totals
Annual Report	\$ 6,815.00	\$ 6,815.00	\$ -	\$ 6,815.00
OK Book Festival	\$ 3,371.33	\$ 3,371.33	\$ -	\$ 3,371.33
Citizenship and Immigration	\$ 122,929.48	\$ 120,715.72	\$ 2,213.76	\$ 122,929.48
Computer Lab	\$ 3,452.34	\$ 3,452.34	\$ -	\$ 3,452.34
Continuing Education	\$ 43,095.11	\$ 43,095.11	\$ -	\$ 43,095.11
Databases	\$ 520,368.00	\$ 520,368.00	\$ -	\$ 520,368.00
E-Rate	\$ 24,250.60	\$ 24,250.60	\$ -	\$ 24,250.60
E-Media	\$ 145,000.00	\$ 145,000.00	\$ -	\$ 145,000.00
Five Year Eval	\$ 34,120.10	\$ 34,120.10	\$ -	\$ 34,120.10
Grants2States Administration	\$ 49,627.03	\$ 49,627.03	\$ -	\$ 49,627.03
Resource Sharing (ILL)	\$ 449,155.93	\$ 449,155.93	\$ -	\$ 449,155.93
Images of Oklahoma	\$ 34,513.00	\$ 31,394.81	\$ 2,761.00	\$ 34,155.81
Health Literacy	\$ 280,972.23	\$ 280,972.23	\$ -	\$ 280,972.23
Institutions	\$ 57,403.61	\$ 44,387.08	\$ 13,016.26	\$ 57,403.34
Legal Information for Oklahomans	\$ 1,661.70	\$ 1,661.70	\$ -	\$ 1,661.70
Literacy Development	\$ 88,189.51	\$ 88,189.51	\$ -	\$ 88,189.51
Online Learning	\$ 19,543.05	\$ 19,543.05	\$ -	\$ 19,543.05
Padcaster	\$ 9,443.05	\$ 9,443.05	\$ -	\$ 9,443.05
Public Librarians Academy (Certification)	\$ 62,650.47	\$ 62,650.47	\$ -	\$ 62,650.47
Read Across Oklahoma	\$ 28,027.00	\$ 28,027.00	\$ -	\$ 28,027.00
Summer Reading	\$ 63,993.13	\$ 63,993.13	\$ -	\$ 63,993.13
Videoconferencing Maintenance	\$ 9,272.00	\$ 9,272.20	\$ -	\$ 9,272.20
Website Development	\$ 3,199.52	\$ 3,199.52	\$ -	\$ 3,199.52
Unallocated	\$ 4,331.81	\$ -	\$ -	\$ -
Totals	\$ 2,065,385.00	\$ 2,042,704.91	\$ 17,991.02	\$ 2,060,695.93

Funds must be expended by December 30, 2022.

Agenda Item 4b

FFY22 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 11/30/22)	Encumbrance Balance	Totals
Annual Report	\$ 7,070.00	\$ 6,750.00	\$ -	\$ 6,750.00
OK Book Festival	\$ 10,000.00	\$ -	\$ -	\$ -
Citizenship and Immigration	\$ 140,883.80	\$ 126,432.45	\$ 12,192.85	\$ 138,625.30
Computer Lab	\$ 31,190.85	\$ 971.13	\$ 3,700.00	\$ 4,671.13
Continuing Education	\$ 42,957.50	\$ 8,671.94	\$ 34,061.56	\$ 42,733.50
Databases	\$ 676,600.00	\$ -	\$ 234,017.00	\$ 234,017.00
E-Rate	\$ 27,730.24	\$ 20,688.94	\$ 4,650.73	\$ 25,339.67
E-Media	\$ 75,000.00	\$ -	\$ 50,000.00	\$ 50,000.00
Grants2States Administration	\$ 52,909.94	\$ 21,058.42	\$ 33,866.58	\$ 54,925.00
Resource Sharing (ILL)	\$ 489,110.00	\$ 435,271.32	\$ 51,621.28	\$ 486,892.60
Health Literacy	\$ 252,859.42	\$ 217,669.25	\$ 24,951.75	\$ 242,621.00
Images of Oklahoma	\$ 25,000.00	\$ 698.84	\$ -	\$ 698.84
Institutions	\$ 40,443.00	\$ -	\$ 39,693.00	\$ 39,693.00
Literacy Development	\$ 87,108.31	\$ 33,707.51	\$ 59,806.33	\$ 93,513.84
Public Librarians Academy (Certification)	\$ 69,857.50	\$ 29,769.30	\$ 31,485.70	\$ 61,255.00
Read Across Oklahoma	\$ 9,575.00	\$ -	\$ -	\$ -
Summer Reading	\$ 65,238.20	\$ 6,038.36	\$ 10,645.67	\$ 16,684.03
Videoconferencing Maintenance	\$ 14,773.00	\$ 9,671.04	\$ -	\$ 9,671.04
Website Development	\$ 29,678.20	\$ 9,658.89	\$ 13,149.02	\$ 22,807.91
Unallocated	\$ 12,801.04	\$ -	\$ -	\$ -
Totals	\$ 2,211,786.00	\$ 927,057.39	\$ 654,841.47	\$ 1,581,898.86

Funds must be expended by September 30, 2023.

Agenda Item 5a

ARPA Expenditures Report

Project Name	Budgeted Amount	Amount Paid (as of 11/30/22)	Encumbrance Balance	Totals
ARPA Administration	\$ 34,211.57	\$ 28,919.54	\$ 5,184.94	\$ 34,104.48
Excel Online High School	\$ 24,600.00	\$ 24,600.00	\$ -	\$ 24,600.00
Educators Workshop	\$ 28,187.84	\$ 28,187.84	\$ -	\$ 28,187.84
E-MEDIA	\$ 64,000.00	\$ 40,000.00	\$ 24,000.00	\$ 64,000.00
Images of Oklahoma	\$ 40,000.00	\$ 17,166.62	\$ 32,500.00	\$ 35,000.00
Leading in an Emergency	\$ 37,345.82	\$ 37,345.82	\$ -	\$ 37,345.82
Multifunction Printer Grants	\$ 38,334.03	\$ 32,334.03	\$ 17,690.00	\$ 50,024.03
Materials to Institutions	\$ 80,000.00	\$ 60,275.58	\$ 15,207.40	\$ 75,482.98
Online Learning	\$ 13,424.00	\$ 13,424.00	\$ -	\$ 13,424.00
Online Homework Help and Job Seeker Assistance Database	\$ 206,666.67	\$ 77,500.00	\$ 129,166.67	\$ 206,666.67
Professional Development	\$ 65,000.00	\$ 24,935.22	\$ 21,885.81	\$ 46,821.03
Ready2Read Early Literacy Initiative	\$ 113,583.59	\$ 96,035.20	\$ 17,500.33	\$ 113,535.53
Targeted Grants	\$ 1,877,769.10	\$ 1,877,769.10	\$ -	\$ 1,877,769.10
Telehealth Hubs	\$ 100,000.00	\$ 66,666.33	\$ 33,333.00	\$ 99,999.33
Web Migration	\$ 25,000.00	\$ 22,262.90	\$ 880.20	\$ 23,143.10
Workforce Development Workshop	\$ 5,500.00	\$ 5,500.00	\$ -	\$ 5,500.00
Videoconference Maintenance	\$ 56,000.00	\$ -	\$ -	\$ -
Security Cameras	\$ 50,000.00	\$ -	\$ -	\$ -
Unallocated	\$ 7,734.38	\$ -	\$ -	\$ -
Totals	\$ 2,867,357.00	\$ 2,452,922.18	\$ 297,348.35	\$ 2,735,603.91

Funds must be expended by February 28, 2023.

Agency Activity Report

September 10, 2022- December 2, 2022

Grants and Contracts Awarded

LSTA FFY21 Projects

- We are finishing up expending the Federal Fiscal Year 21 funds (See agenda item 4a for details). All funds must be expended by December 30, 2022.

LSTA FFY22 Projects

- 2 grant applications have opened in Foundant. One for Continuing Education grants to attend the Oklahoma Library Association/Mountain Plains Library Association Joint Conference in Norman, OK in March and one for the Online Reading Platform Pilot.

American Rescue Plan Act (ARPA)

- We received an additional extension to wrap up projects. All funds must be expended by February 28, 2023.
- 40 contracts and claims were sent out for ARPA Multifunction Printer Grant.
- 30 contracts and claims were sent out for APRA Ready 2 Read Collection Development Grant.
- The City of Stillwater will receive an additional \$24,000 to purchase materials for the Oklahoma Virtual Library Consortium, which provides e-materials for 92 libraries.
- The Continuing Education for Teachers project has been completed. We provided scholarships to attend the OKSTE Conference in Tulsa. Staff Jan Davis and Holly Hasenfratz presented seven sessions during the conference and provided an ODL exhibitor booth.

State Literacy Grants (ODL26)

- All fourteen sites have received their Community Literacy Grant funds.

Administration

Kelly Adams, Natalie Currie, Grace Fuqua (deployed), Tara McCleod, Cindy Mooney, Chris Smith, Cassie Spindle, Sara Vance

Human Resources

- Retired ODL employee Judy Tirey was hired as a part-time temporary staff member in the Literacy department effective September 22, 2022 to assist with initiatives such as TANF, health literacy, and *Read Across Oklahoma*.
- After confirmation of her appointment by the ODL Board on September 23, Cassie Spindle officially joined the ODL team as Deputy Director on October 10, 2022.
- After confirmation of her appointment by the ODL Board on September 23, Natalie Currie officially assumed the role of Director, State Librarian and Archivist.
- Paige Harkins was hired as the Continuing Education Consultant (Librarian III) effective November 14, 2022.
- Executive Assistant and HR Specialist Cindy Mooney has resigned effective December 12, 2022.

- PIO Director interviews were conducted the week of November 28, 2022 and continue the week of December 12, 2022. We expect to extend an offer soon.
- Grace Fuqua (Accounting Technician III) is on a year-long deployment with the Oklahoma National Guard. Her deployment ends on September 30, 2023 and we expect her to return shortly after. We anticipate hiring a temporary GALT employee to fill the position in Grace's absence.
- A significant amount of staff time is spent researching solutions and advising staff on navigating the Workday cloud Human Resources software roll out with guidance from OMES Human Capitol Management and Payroll Shared Services.
- Classification and Compensation Study continues with OMES Human Capitol Management (HCM). Position Description Questionnaires are being completed. OMES HCM has contracted with Ernst & Young to begin the statewide classification and compensation study. Divided into two sprint efforts, a final compensation report and HR assessment is expected to be provided after March 2023.

General Administration

- A cross-functional work group was created to examine ODL's internal file storage practices and structure. Staff will make recommendations for migrating files selected for retention to a single, shared location, as well as best practices for the agency to adopt to improve institutional information accessibility and dissemination moving forward.
- Policies
 - Work on the Collection Development and Management Policy continues. We hope to have it in front of the Board for review and approval by the February 2023 meeting.
 - Work continues on a Rules of Conduct policy for patrons and visitors. We hope to have it in front of the Board for review and approval by the February 2023 meeting.
- OMES Capital Asset Management reports they are budgeting for the cost to renovate all bathrooms in the Allen Wright Library as soon as State Fiscal Year 2024.
- Conducted New Board Member Orientation for Maren Lively on November 15.
- Attended Open Meeting and Open Records Seminar from the Attorney General's Office and Oklahoma Press Association on November 14.
- Attended Annual Meeting of the Chief Officers of State Library Agencies in Pray, Montana October 23 – 26.
- The Allen Wright Library has experienced prolonged water leak issues, forcing OMES to shut down access to the building for repairs. The building was closed and staff were granted Administrative Leave for all or part of the day on October 19, 25, 26 and December 5 and 6.
- Hosted the System Directors Check-in on October 7, November 3, and December 1.

Financials

- OMES Central Purchasing Legal Review continues for the Statewide Databases RFP. We secured a 90-day extension with our current supplier in late September to maintain service while the bid process completes. We are in the process of completing paperwork to secure another 90-day extension through March 31, 2023.
- Work began on the closeout of SFY22 funds. We anticipate the work being completed by the end of December.
- Attended Statewide Financial Policy Training on November 17.

Department Abbreviations

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

Legislative Liaison

- Submitted SFY 24 Budget Request Hearing Presentation slides to House and Senate Fiscal Directors, OMES Budget Analyst and Cabinet Secretary.
- Monitored interim studies.
- Monitoring requested and prefilled legislation:
 - SB0005 by Senator Kevin Matthews, D-Tulsa. Request bill from Tulsa City-County Library System. Amending 65 OS 2021 Section 155, which relates to city-county library commissions; making language gender neutral; modifying frequency of commission meetings; providing an effective date; and declaring an emergency. [Link to text.](#)
 - [Requested - Bill number not yet available] by Senator Warren Hamilton, R-McCurtain. Establishes a system to rate books using standard Motion Picture Association of America moving ratings of G, PG, PG-13, R and NC-17. Could affect both school and public libraries.
 - [Requested - Bill number not yet available] by Representative Mark McBride, R-Moore. State appropriations bill to fund a renovation of the Allen Wright building that houses ODL.
- Planned joint Legislator Coffee with Oklahoma Library Association Advocacy Committee – scheduled for December 8, 2022 at ODL.
- Hosted Representative Mark McBride and Capital Architect Duane Mass for ODL facilities tour on October 18. Representative McBride has requested legislation to fund a renovation of the Allen Wright Library with state appropriations. Priorities include addressing the space issue for the State Archives, refreshing the customer service areas, and creating space to move the Records Management storage operation to the main ODL location and eliminate the need to rent warehouse space for this purpose.
- Participated in Oklahoma Library Association Media Training on November 10.
- Attended the AARP and OSU joint check award ceremony to the Hominy Public Library for a rural library hotspot lending program on October 28.
- Gave ODL report for the Oklahoma Library Association Advocacy Committee on October 6, November 4, and December 2. Participated in the creation of the OLA Legislative Agenda.

Library Services and Technology Act (LSTA)

- Completed the Quarterly Accrual Report due to IMLS by the fifth of the month after each quarter ends (October 5, 2022) for FFY21 and FFY22 grant funds.
- Proposals for FFY23 LSTA funds are being submitted now through Foundant. The deadline is December 16th.
- Final reports for FFY21 LSTA funds are coming in. Due to the extension, we have until the end of April to submit our State Program Report to IMLS.

Public Information Office

Connie Armstrong, Bill Struby, Fara Taylor

Oklahoma Center for the Book

- The Center continues to receive books for the 34th annual Oklahoma Book Award competition.
- The Center continues to work toward the 2023 Oklahoma Book Festival to be held September 30, 2023. The Center's director, Connie Armstrong, attended the 2022 Texas Book Festival in Austin, Texas, on November 4 and 5, where she recruited authors for our statewide festival.

Department Abbreviations

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

- The Center launched the statewide My Favorite Book writing competition for students in 4th through 12th grade. Students write a letter to an author explaining how their book or book’s character impacted their life. Prizes will be given to first, second, and third-place winners in each category. First-place winners’ libraries will also receive a \$1,000 grant. The competition is sponsored by the Friends of the Oklahoma Center for the Book and the Kirkpatrick Foundation.

Publication/Document Production

- The Agencies, Boards, and Commissions (ABC) publication was completed and is now on the ODL website.

Online Media

- Everything has gone smoothly since the migration and launch of **ODL’s new website**. The website has had almost 70,000 pageviews in the past 3 months. Digital Prairie had seen over 380,000 pageviews. There have been 7,000 hits on the My Favorite Book web page alone.
- Several projects and resources have been shared to **social media** with active engagement. We are nearing 4,000 followers on our ODL Facebook page. We have been promoting Brainfuse on all our social media channels. My Favorite Book social media advertising campaign started on November 25. So far, the Facebook ad has been seen by almost 14,000 people and has garnered almost 948 post engagements. It will run until December 15. The Twitter campaign starts December 1. The Oklahoma Book Awards social media campaign is set to start December 1 on Facebook and on December 11 on Twitter. Archives helped pull resources for the #ArchivesHashtag parties on Twitter. These occur on the first Friday of the month. The impressions totaled 13,360. In October, we also celebrated American Archives Month on Facebook and Twitter, sharing posts throughout the month about the importance of preservation, helpful tips, and acknowledging our valuable archives staff.
- Since September 1, we have sent out 57 bulletins with **GovDelivery** to 206,575 total recipients. We have seen an increase of 494 total subscribers in the past 3 months. Our weekly Twitter digest is closing in on 4,200 subscribers.

Office of Library Development

Melissa Askew, Adrienne Butler, Sadie Bruce, Paige Harkins, Sam Karns

Field Visits

Yale	Anadarko	Watonga	Cushing	Cleveland	Rush Springs
Waynoka	Carnegie	Elk City	Chandler	Piedmont	Tryon
Hennessey	Mustang	Stroud	Mannford	Bristow	Guthrie

Annual Report

State Aid Annual Report review and recommendation list completed.

Continuing Education

The fall semester of Public Library Academy included four self-paced, online classes through Niche in addition to eighteen classes held across the state.

Department Abbreviations

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

E-Rate

Various libraries throughout the state are filing form 470s to kick off the next cycle.

Youth Services

The 2022 Oklahoma Oceanography Summer Program wrapped up with 213 public libraries, one school library, and one tribal library participating. For many libraries, summer was their first return to in-person programming since COVID began, and it was a great success. ODL purchased over 6,000 reading logs and stickers and over 100,000 summer paper sacks.

Telehealth Pilot Project

- Tulsa and Okemah are still on track, but the Kiowa tribe has faced delays in signing their contract. They still intend to order, but it is possible that they will not be able to meet the contract deadline. Staff will continue to assist them in the process as needed.
- OSU's pilot sites faced significant delays in funding. Hinton, Atoka, and Broken Bow will receive their booths at the beginning of 2023. Funds for hiring a Digital Navigator will also be available to these sites. ODL will continue to work closely with our partners on this project.

Institutions

- We are on track to spend the full amounts for both ARPA and LSTA funding for Institutions.
- A large amount of donations were processed for the Oklahoma State Reformatory per their request.
- Staff will present a session at MPLA/OLA this year about re-entry resources for citizens, in partnership with Pioneer Library System.

Website Development

- Alva Library's website went live in November (alva.okpls.org)
- Staff installed a new catalog search box on Ardmore Public Library's website for easier access.
- We hosted a two-day website tutorial class with participants from Guymon, Guthrie, and Southern OK Library System.

Office of Literacy Development

Leslie Gelders (Manager), Rebecca Barker, Judy Tirey

Health Literacy

- The Oklahoma State Department of Health contacted ODL to collaborate on expanding StoryWalks to two targeted communities, with OSDH providing \$18,000 to ODL. Contract negotiations are currently underway.
- Initial contact was made for health and wellness related collaborations with the State Department of Health, Oklahoma Complete Health, and Oklahoma Tribal Engagement Partners.

TANF

- TANF instructors from two programs were able to attend the national literacy conference in San Antonio. Upon returning, each shared information gained with instructors and directors from the three ODL sites, the DHS liaison, and ODL literacy staff.

Department Abbreviations

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

- The TANF book club met each month so students and staff from ODL and the three programs could read and discuss books via Zoom.

Read Across Oklahoma (RAO)/My First Library

- *Read Across Oklahoma* will take place on April 11, 2023 at the OKC Zoo. The theme, *Hats Off to Reading*, is inspired by the book, *That is a Hat*, by Tulsa author Betty Selakovich Casey. Approximately 1,500 kindergarten children are expected to participate in a day filled with stories, activities, learning, and fun. A virtual component will be available for those who cannot travel to the zoo.
- The *My First Library* program will be providing more than 10,500 books (thanks to a private donor) to young children in SW Oklahoma in this early literacy initiative. Libraries in Altus, Mangum, Hollis, Frederick, Hobart, and Sayre will work with local schools to coordinate this effort.

Citizenship and Immigration Project

- Citizenship Corners were ordered for the new sites and are in the process of being delivered.
- In the current fiscal year, we have 52 new US citizens!

Other

Literacy staff presented three sessions at the state literacy conference in October, and ODL provided 13 scholarships (including TANF) to the national literacy conference in San Antonio.

Library Resources

Christine Chen (Manager), Doug Amos, Mike Cameron, Lori Campbell, Melecia Caruthers, Roger Elmore, David Hankey, Sam Johnson, Heather Kitchen, Laura Teske, Rachel Walker

Acquisitions – periodicals subscription

We are in the process of finding a new vendor for our Periodicals subscription. We spent too much staff time with our previous vendor to solve the renewals, claims of missed issues and unanswered responses from our representative.

Information Desk Refresh Project

Due to the requested legislation to renovate the Allen Wright Library, the information desk refresh project is on pause. We removed the metal shelves in front of the restrooms which give us a brand-new look.

Weeding and Shifting Projects

Continued weeding project of circulating collection in different areas. We started shifting collections and leaving bottom shelves empty for oversized items. We withdrew 3,521 items between September and November. Periodicals will move to the current oversize location, allowing DVDs to be shelved in the stacks which will increase walking space in the customer service area.

Continued working with Archive staff to pack withdrawn items and send them to the Internet Archive.

Department Abbreviations

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

Professional Development

- Lori and Melecia attended the OLA workshop - (TSRT Learning Module) Changes in Cataloging: Vendors & Advocacy
- Lori attended two OCLC webinars – “Edit WorldCat bibliographic records” and “Create and replace bibliographic records in WorldShare Record Manager”
- Roger attended MetroTech webinar – Excel Recycling Formulas and Risk management CPR training
- Roger, Sam and Heather attended Niche Academy webinar – Homeless De-Escalation 101
- Heather attended Grant writing webinar
- Christine and Heather attended Amigo training – Streamlining Library Workflows and Processes
- David attended Northwest Interlibrary Loan and Resource Sharing Conference
- Rachel attended Metro Technology training – EXCELing with Formulas: Array Formulas and EXCELing with Formulas: Structured Reference Formulas

Government Information

Heather Kitchen (Manager), Mike Cameron, Sam Johnson

Materials continue to be shifted to create additional space. 158 shelves have been shifted since October 2022. We have also received 574 publications from GPO since September of this year.

Staff attended Metropolitan Library System’s staff development training on October 10 sharing resource handouts on legal, government, and archival information to attendees. One of the system’s locations will be offering a program for elementary aged children on Financial Literacy next year using materials from the Consumer Financial Protection Bureau.

Staff have been working with OMES’s training department to ensure that our collection is supportive of the state’s professional development program. We have added several new electronic titles to our collection and additional print selections are on order. OMES is sharing this information with attendees. Our library also will be offering the 2023 Well Read Book Club titles for checkout.

Archives and Records Management

Jan Davis (Manager), Madelyn Chambers, Jennifer Green, Holly Hasenfratz, Sharif Tucker, and Alyssa Vaughn

State Archives

Projects

- Recent uploads to Digital Prairie include: 19 reports of the Oklahoma State Bar Association, 136 newsletters produced by inmates of the State Penitentiary, and 34 state agency publications.
- Reviewed and corrected metadata for all items in the Oklahoma Collection on Digital Prairie to comply with Digital Public Library of America standards.
- Provided four sessions of records management training attended by 48 state employees from 22 different agencies, boards and commissions.

Department Abbreviations

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

- Supervising the work of three undergraduate interns from OU completing digital internships this fall. They are creating metadata for Indian Territory court cases for upload to Digital Prairie. (Hasenfratz)
- Archives staff are working with two graduate students from OU researching materials related to the Osage Murders and Route 66 for a public history project highlighting materials in the State Archives.

Outreach

- With PIO assistance, archives staff participated in three more Archives Hashtag Parties on Twitter. The themes were: Did You Know (October), Menu (November), and Sparkle (December). (Vaughn)
- Shared unique items from the collections on social media for Electronic Records Day (10/10), Ask an Archivist Day (10/12), Archives Month (October), and World Geography Week (November 14-18).
- Met with Andrew Harris, Records and Archives Analyst for the Public Records Office of Victoria, Australia, to provide a tour of the State Archives (10/7). (Davis)
- Worked the exhibit booth to distribute Images of Oklahoma bookmarks and information about ODL digital resources and collections at the OHS Folklife Festival (October 15). (Green, Hasenfratz)
- Presented a session on managing student records at the Oklahoma Association of Collegiate Registrars and Admissions Officers Annual Conference (November 10). (Green, Hasenfratz)
- Presented educational sessions at OKSTE Annual Conference about digital resources and ODL collections; Worked exhibit booth to distribute Images of Oklahoma bookmarks (November 2-3). (Davis, Hasenfratz)

State Records Center and Annex

- Transfers to the State Records Center include 282 cubic feet from the following agencies: State Auditor and Inspector, Board of Engineers and Land Surveyors, House of Representatives, Juvenile Affairs, Merit Protection Commission, Senate, and Virtual Charter School Board.
- Staff pulled 88 cubic feet of records for destruction from the following agencies: Aeronautics Commission, Corporation Commission, and OMES.

Staff Organizing Committee (SOC)

Roger Elmore, Jennifer Green, Heather Kitchen, Chris Smith, and Fara Taylor

- In October, SOC put together Halloween Popcorn and Treats as a come-and-go event for staff.
- In November, SOC hosted Pies-giving where Hall's Pizza Kitchen and Railyard Pie Company pizza and pies were brought in for a celebratory luncheon.

Department Abbreviations

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



ODL Board Meeting
December 16, 2022

Agenda Item 7

Consideration of and possible action on approval of the Agreement for Library Services, Facilities and Maintenance Between Nelda Clark Myers Library Board (Quinton) and the Southeast Oklahoma Library System (SEOLS) as an amendment to the SEOLS Long Range Plan, Pursuant to OAC 405:10-5-4 *Incorporation of existing public libraries into a system.*

Summary

SEOLS requests the Board approve the addition of the Agreement for Library Services, Facilities and Maintenance Between Nelda Clark Myers Library Board (Quinton) and SEOLS as an amendment to their Long-Range Plan to finalize Quinton’s wishes to join the system. Both Boards have approved and signed onto the agreement.

Background

OAC 405:10-5-4 *Incorporation of existing public libraries into a system* states:

a) When any multi-county system is established under the provisions of 65, §§4-101 through 4-107, existing public libraries in the district may be incorporated into the system under a unified administration by act of local governing bodies or vote of the people as provided in the procedure for establishment, and the system plan for library service and development shall be revised and amended accordingly and filed with the Department of Libraries for approval of the Department Board.

(b) The local governing body shall provide the Department of Libraries with an inventory listing the assets of the public library which is to be incorporated into the system, and shall give assurance that such assets may be used for the purpose of multi-county library service, provided that such assets shall be returned to the city if multi-county library service should be terminated.

Budget Impact

None

Supporting documents attached

Agreement for Library Services, Facilities and Maintenance Between Nelda Clark Myers Library Board and Southeast Oklahoma Library System

AGREEMENT FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE

Between

NELDA CLARK MYERS LIBRARY BOARD

and

SOUTHEAST OKLAHOMA LIBRARY SYSTEM

This agreement, made and entered into March 22nd, 2022, by and between the NELDA CLARK MYERS LIBRARY BOARD, Quinton, Oklahoma, hereinafter referred to as the "Property Owner"; and the Southeast Oklahoma Library System (SEOLS), a non-profit multicounty public library system serving Pittsburg County, with offices at 401 North Second Street, McAlester, Oklahoma 74501, hereinafter referred to as the "System." WITNESSETH:

WHEREAS, SEOLS is a multi-county library system organized under 65 O.S § 4.101 et seq. operating public libraries in Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg Counties; and

WHEREAS, Quinton is located within Pittsburg County (the "County") and the voters of the County have approved ad valorem millage authorized by Art. X, Section 10A of the Oklahoma Constitution to support library services provided by SEOLS; and

WHEREAS, the NELDA CLARK MYERS PUBLIC LIBRARY BOARD owns real property located at 811 North 1st Street, Quinton, Oklahoma that was constructed to be used as a library; and

WHEREAS, SEOLS has agreed to provide all services necessary to operate the Nelda Clark Myers Public Library in conformance with the standards promulgated by the Oklahoma Department of Libraries at the site owned by the NELDA CLARK MYERS LIBRARY BOARD (the "Nelda Clark Myers Public Library"); and

WHEREAS, the NELDA CLARK MYERS LIBRARY BOARD has agreed to budget and make available funds for all expenses it is obligated to pay in connection with this agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and upon the conditions, and under the terms stated herein, the parties agree as follows:

A. Southeast Oklahoma Library System's Obligations. SEOLS Shall:

1. Provide a collection of materials and programming services at the Nelda Clark Myers Public Library to meet the information and recreational reading needs of the residents of Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg Counties, including, particularly, the residents of Quinton, Oklahoma.

2. Provide local and administrative staff to plan and implement library services including but not limited to, reference services, technology and training, reading guidance, library programs and administrative services. Said staff shall be employed by SEOLS. SEOLS staff shall not be considered to be employees of the NELDA CLARK MYERS LIBRARY BOARD or Town of Quinton, and employees of the NELDA CLARK MYERS LIBRARY BOARD or Town shall not be considered to be employees of SEOLS. SEOLS will, in its sole discretion, employ and hire such staff as it deems advisable for the operation of the Nelda Clark Myers Public Library. All decisions regarding the supervision, compensation, promotion and discharge of such employees shall be made solely by SEOLS. SEOLS hereby agrees to waive any possible claims to any retirement benefits or deferred compensation for its employees and any other benefits available to qualified employees of the NELDA CLARK MYERS LIBRARY BOARD or Town.
3. Provide a collection of materials to include, but not limited to, both fiction and nonfiction and present the collection in a variety of formats to be determined by SEOLS. The collection will include materials for customers of all ages, including children, teens, and adults.
4. Provide library services, to include but not be limited to, programming determined by library floor space, staff availability and community need.
5. Provide library services to include but not be limited to, sharing of materials among SEOLS, the Nelda Clark Myers Public Library, and the other libraries within the Southeast Oklahoma Library System and libraries outside the SEOLS System, and regularly scheduled delivery of library materials and business communications among the SEOLS administrative and library locations.
6. Provide all technology SEOLS determines to be necessary for library operations, including internet access and computers.
7. Establish hours of operation at the Nelda Clark Myers Public Library in compliance with standards set by the Oklahoma Department of Libraries.
8. SEOLS shall own all materials, furniture and equipment purchased by SEOLS which shall remain the property of SEOLS. SEOLS shall insure the property it owns in an amount not less than the replacement cost of the property and on such terms as determined by SEOLS and shall maintain liability insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act.
9. SEOLS is willing to accept ownership for any or all furniture and equipment in the library at the start of this agreement. SEOLS shall determine the placement and disposition of such in accordance with SEOLS policies and procedures. SEOLS shall insure the property it owns in such amounts and on such terms as determined by SEOLS and shall maintain liability

insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act.

10. SEOLS shall determine the placement of any furniture and equipment kept by NELDA CLARK MYERS LIBRARY BOARD but stored in the library.
11. SEOLS shall manage the meeting room booking and usage. NELDA CLARK MYERS LIBRARY BOARD will receive priority after library-scheduled programs and shall be exempt from any fee structure established by SEOLS.
12. SEOLS shall make a good faith effort to minimize all operation and maintenance costs to be paid for by the NELDA CLARK MYERS LIBRARY BOARD.
13. SEOLS shall provide notice to the NELDA CLARK MYERS LIBRARY BOARD of any damages to the real and personal property and need for repairs. Any repairs that require immediate action such as, but not limited to, sewer backups, water leaks or roof leaks, require notice to be given to the NELDA CLARK MYERS LIBRARY BOARD within twenty-four (24) hours. For those repairs not requiring immediate action, SEOLS shall provide notice to the NELDA CLARK MYERS LIBRARY BOARD within fourteen (14) days. SEOLS shall have a duty to use reasonable care to discover any damage or need for repairs to the library.
14. Comply with all ordinances of the City, laws of the State of Oklahoma, and laws of the United States of America relating or pertaining in any manner to this Agreement.

B. NELDA CLARK MYERS LIBRARY BOARD's Obligations. NELDA CLARK MYERS LIBRARY BOARD Shall:

15. The NELDA CLARK MYERS LIBRARY BOARD, consistent with its budgetary responsibilities and dependent upon the availability of budgeted funds, shall provide a suitable building at the Nelda Clark Myers Public Library in which the library services may be provided in an appropriate, easily accessible location with sufficient paved or graveled parking adjacent to the library building, central heat and air conditioning with temperature control, electricity to meet lighting, climate control and technology needs, carpeting and appropriate hard surface flooring, public restrooms, exterior signage and lighting, and related equipment for security of the facility and patrons. Access to the Building will comply with State and Federal guidelines for handicapped accessibility and safety, as may be amended from time to time. The term "suitable building" as used herein shall mean a building or facility that meets current established guidelines and does not require the NELDA CLARK MYERS LIBRARY BOARD to meet any new or modified requirements established subsequent to the date of this agreement.

16. The BUILDING OWNER shall be responsible for the monthly utilities and maintenance associated with the building. Maintenance and operations consist of maintaining the interior and exterior of the building, any furnishings which are owned by the NELDA CLARK MYERS LIBRARY BOARD and located inside and outside of the building, the grounds on which the building is located, and the parking areas. Utilities, operations and maintenance covered by this Agreement include:
 - a. Electric service
 - b. Lawn/landscaping service
 - c. Building maintenance (including all furniture, fixtures and equipment purchased by the City)
 - d. Water, sewer, trash service

17. The land, building, and the fixtures purchased by the NELDA CLARK MYERS LIBRARY BOARD shall remain the property of the NELDA CLARK MYERS LIBRARY BOARD. The NELDA CLARK MYERS LIBRARY BOARD shall purchase and maintain in full force and effect suitable insurance policies as follows: all-risk property insurance covering the real and personal property it owns in an amount not less than the replacement cost of the property, and on such terms as determined by the NELDA CLARK MYERS LIBRARY BOARD. The NELDA CLARK MYERS LIBRARY BOARD shall maintain liability insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act. Additionally, the NELDA CLARK MYERS LIBRARY BOARD shall be responsible for its own negligence in accordance with State law, including but not limited to, the Governmental Tort Claims Act.

18. NELDA CLARK MYERS LIBRARY BOARD shall remove any furniture and equipment it owns and keeps at the Nelda Clark Myers Public Library within 30 days of written request from the SEOLS Executive Director. An exception shall be made for any item needed for the maintenance of the building and property.

19. The NELDA CLARK MYERS LIBRARY BOARD shall, in its complete discretion, make all decisions regarding the need for capital improvements to be made and funds for those purposes. Capital improvements are any improvements made to maintain the facility in the condition it was on the date of this agreement, normal wear and tear excepted. The NELDA CLARK MYERS LIBRARY BOARD shall not be responsible for capital improvements necessitated by "Tenant Misuse". The term "Tenant Misuse" will not include ordinary wear and tear on the premises, but will mean any act that causes damages to the premises or any part thereof and that arises out of uses of the premises not permitted by the terms of this Agreement or that is caused by negligent or willful acts of SEOLS, its employees, agents, contractors, or invitees.

20. The NELDA CLARK MYERS LIBRARY BOARD reserves the right to conduct non-profit events or meetings of its choosing on the premises during each year and every year of the term hereof. The NELDA CLARK MYERS LIBRARY BOARD shall consult with SEOLS as to the scheduling of such events or meetings. No events to be sponsored and conducted by the NELDA CLARK MYERS LIBRARY BOARD shall conflict with events scheduled by SEOLS before the NELDA CLARK MYERS LIBRARY BOARD's request for use. The City's use of the premises shall be subject to the rules, regulations, hours of operation and/or policies adopted by SEOLS pertaining to the premises. The NELDA CLARK MYERS LIBRARY BOARD and SEOLS may agree to additional hours of operation for events or meetings upon prior written agreement.

C. Mutual Agreement.

21. All monies received by the Nelda Clark Myers Public Library or SEOLS staff are under the jurisdiction of SEOLS and are subject only to accounting and administrative policies and procedures established by the Board of Trustees of SEOLS.
22. Gifts, bequests, etc. made to the Nelda Clark Myers Public Library shall be used in accordance with the donors' instructions, subject to SEOLS policy and procedures. Gifts not so directed will be managed in accordance with SEOLS policies.
23. SEOLS will have the right and privilege, subject to prior written approval of the NELDA CLARK MYERS LIBRARY BOARD, to perform nonstructural redecoration and remodeling, at SEOLS' own cost, to the premises from time-to-time as it will see fit.

D. Term

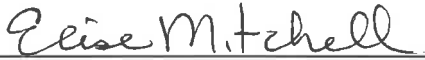
24. The terms of this contract shall commence on April 1st, 2022 and shall continue through March 31st, 2023. The term of the Contract shall thereafter be extended for successive periods of one (1) year, unless one of the parties shall give the other party written notice not less than ninety (90) working days prior to the end of the current term of their intent to terminate the Contract. The terms and conditions of the Contract may be amended by agreement of the parties for any succeeding term upon written notice to the other at least forty-five (45) working days before the end of the current terms that the notifying party wishes to negotiate an agreement upon any proposed amendment included in the notice.

E. Termination


25. This Agreement may be terminated with or without cause upon giving 180 days written notice to the other party.
26. If either party, NELDA CLARK MYERS LIBRARY BOARD or SEOLS, should decide to discontinue these contractual relationships, all library materials, equipment and furniture

allocated to Nelda Clark Myers Public Library by SEOSL shall be allocated by the Oklahoma Department of Libraries as provided by State Statute Title 65, Article 4, sec. 105-112c.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly executed by their respective officers on the date first written above.



Southeast Oklahoma Library System
Board Chairperson



Nelda Clark Myers Library Board
Board Chairperson



ODL Board Meeting
December 16, 2022

Agenda Item 8a

Overview of process used to determine State Aid eligibility Grants to Public Libraries for Fiscal Year 2023

Summary

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

Recommendations

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

- Agenda Item 8b: Approve a waiver for 12 libraries not meeting the Maintenance of Effort Requirement
- Agenda Item 8c: Approve a waiver for three libraries not meeting the Hours of Operation Requirement
- Agenda Item 8d: The Anadarko Library has been found to not qualify for State Aid for SFY22 based on not submitting the Annual Report by the August 15 deadline. We ask the Board to approve or deny their appeal request to overturn the Director's recommendation
- Agenda Item 8e: Approve the formula used to calculate State Aid awards

Budget Impact

\$1,489,276 in SFY 2023 Appropriations

Supporting documents attached

65 OS 2-106 Duties and Powers of the ODL Board
OAC 405:25 State Aid Grants to Public Libraries
Timeline/Overview of Review Process
List of libraries fully meeting requirements for SFY 2022
SFY 2022 Waiver and Denial Recommendations

 **Oklahoma Statutes Citationized**

 **Title 65. Public Libraries**

 **Chapter A - Oklahoma Library Code**

 **Article Article 2 - Department of Libraries Board**

 **Section 2-106 - Duties and Powers**

Cite as: O.S. §, ___

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

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

Historical Data

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

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

Authority 65 O.S., § 2-106(m)

Source Codified 12-27-91

405:25-1-1. Purpose

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

405:25-1-2. Definitions

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

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

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

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

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

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

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

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

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

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

(1) Basic requirements.

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

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

(2) User service requirements.

(A) Libraries must provide free library service.

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) Administration and finance requirements.

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

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

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

405:25-1-5. Ineligibility notification

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

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

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

405:25-1-6. State aid formula

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

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

Agenda Item 8a Supporting Document

Timeline/Overview of Review and Award Process State Aid Grants to Public Libraries for SFY 22

April 2022

Library Development Consultant/State Data Coordinator collaborates with the Business Office to renew contract for web-based data reporting tool used to collect annual report data. Changes or adds fields as necessary.

June 2022

Public libraries are sent a letter signed by ODL Director with instructions and reporting tool URL. A copy of the annual report questions is included.

June – August 2022

Consultants assist their assigned libraries with annual report submission.

August 15, 2022

Deadline for Municipal Libraries to file annual reports.

October 3, 2022

Deadline for Library Systems to file annual reports.

August 15 – October 2022

Consultants review and evaluate annual reports, then prepare a list of libraries that qualify for State Aid and those that do not. Library Development Consultants review the lists and check the Maintenance of Effort (MOE) calculations for accuracy.

October 20, 2022

Consultant Melissa Askew to submit all final recommendations to the ODL Director.

November 2, 2022

Deadline for ODL to send conditional and denial letters to the city manager or mayor, library director, and library board chair for each library. The letters detail the State Aid rule that was not met and/or needed information.

November 16, 2022

Deadline for libraries to submit waiver requests and appeals to ODL Director.

November 18, 2022

Deadline for ODL Director to determine recommendations of appeals to be presented to the ODL Board. Alert libraries for which we'll be requesting a waiver via letter.

November 21 - 30, 2022

A spreadsheet for State Aid disbursement is prepared by Executive Secretary Cindy Mooney who then works with the Office of Library Development and ODL Director until all libraries and systems are represented, and the distribution is accurately calculated.

FINAL deadline for complete formula calculation: November 30

December 1 – 5, 2022

Consultants review final state aid formula and submit final approval to ODL Director by December 5.

Board packet distributed on December 9

December 16, 2022

After the ODL Board approves the formula to disburse State Aid Grants to Public Libraries, award letters and claim forms are mailed to the qualifying libraries with a copy of the State Aid rules.



ODL Board Meeting
December 16, 2022

Agenda item 8a Supporting Document

Libraries fully meeting State Aid requirements.

**Municipal
Libraries**

Allen
Alva
Antlers
Ardmore
Barnsdall
Beaver
Blackwell
Boise City
Bristow
Buffalo
Carmen
Carnegie
Catoosa
Chandler
Chelsea
Cherokee
Chickasha
Claremore
Cleveland
Coweta
Crescent
Cushing
Drumright
Duncan
Durant
El Reno

Elgin
Elk City
Enid
Fairfax
Fairview
Frederick
Geary
Grandfield
Guthrie
Hennessey
Henryetta
Hobart
Holdenville
Hominy
Hooker
Hydro
Inola
Kingfisher
Konawa
Langley
Laverne
Lawton
Lindsay
Locust Grove
Madill
Mannford
Marlow
Maysville
Medford

Meeker
Miami
Mounds
Mt View
Mustang
Newkirk
Okeene
Okemah
Pauls Valley
Pawhuska
Perkins
Perry
Piedmont
Ponca
Prague
Pryor
Ringling
Rush Springs
Salina
Sapulpa
Sayre
Seminole
Stillwater
Stratford
Stroud
Talala
Texhoma
Tonkawa
Tryon

Wagoner
Watonga
Waurika
Waynoka
Wewoka
Woodward
Wynnewood
Yale
Yukon

Systems

Eastern Oklahoma

Metropolitan

Pioneer

Southeastern
Oklahoma

Southern Oklahoma

Southern Prairie

Tulsa City-County

Western Plains

Libraries Recommended for Waivers (SFY2022)

Library	Maintenance of Effort not met. 405:25(3)(D)	Library not open the minimum number of hours required for size of community. 405:25(2)(B)	Explanation
Ada		X	Continued reduced hours due to COVID-19 Public Health Emergency.
Apache	X		All city budgets cut due to former city employee mismanagement of funds. Investigation in progress.
Chouteau		X	Newly established library that began meeting requirement in February 2022.
Dewey	X		All new staff with less experience, hired at rate equal to experience, lower than previous employees.
Guymon	X		City income reduced by 17%, library spending reduced by 13%.
Hinton	X		Staff vacancies, new employee not available to work previous number of hours.
Kellyville	X		Library budget was cut by 10.5% while city budget was cut by 5.2%. Remaining percentage cut accounted for with staff vacancies in addition to new staff hired at rate equal to their experience, lower than previous employees.
Mangum	X		Librarian retired, creating vacancy. Computer costs now accounted for in city budget.
Mooreland - Beyond the Pages	X		Library budget and spending misreported in past years. With the corrections, they meet MOE requirements.
Nowata		X	Continue no hours after 5PM due to COVID-19 public health emergency.
Okmulgee	X		Staff vacancies.
Pawnee	X		Staff vacancies.
Shattuck	X		New library director did not understand importance of spending full library budget.
Vinita	X		Staff vacancy.
Walters	X		Librarian on restrictions and maternity leave, leading to reduced spending of programming and materials budgets.

Libraries Recommended for Denial of State Aid (SFY2022)

Library	Did not submit Annual Report by the deadline. OAC 405:25-1-3(3)(A)	Maintenance of Effort not met. OAC 405:25-1-3(3)(D)	Library not open the minimum number of hours required for size of community. OAC 405:25-1-3(2)(B)	Board did not meet at least quarterly; Board did not approve policies within four year cycle. OAC 405:25-1-3(3)(B)	No MLIS OAC 405:25-1-3(3)(M)	Explanation
Anadarko	X					APPEALING. Explanation and waiver request letter received (in packet)
Bartlesville					X	No explanation letter or waiver request received.
Kaw City			X			No explanation letter or waiver request received. No evening hours and no plans to add them.
Wetumka		X		X		No explanation letter or waiver request received.



ODL Board Meeting
December 16, 2022

Agenda Item 8b

Consider approval of recommendation to waive requirement for Maintenance of Effort as permitted by OAC 405:25-1-3 for 12 libraries.

Summary/Background

The State Aid rules allow the ODL Director and Board to consider a waiver for Maintenance of Effort based on special circumstances. Reasoning provided by the libraries for not meeting Maintenance of Effort requirements is listed in the supporting document. The Director’s recommendation is based on advice from the Library Development Consultants, past precedent, and information provided by the libraries.

Recommendations

The Director recommends a waiver be granted for 12 libraries not meeting Maintenance of Efforts Requirements:

Apache	Dewey	Guymon	Hinton
Kellyville	Mangum	Mooreland – Beyond the Pages	Okmulgee
Pawnee	Shattuck	Vinita	Walters

Budget Impact

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

Supporting documents attached

65 OS 2-106 Powers and Duties of the ODL Board – Page 30
OAC 405:25 State Aid Grants to Public Libraries – Page 33
SFY 2022 Waiver and Denial Recommendations – Page 38



ODL Board Meeting
December 16, 2022

Agenda Item 8c

Consider approval of recommendation to waive requirement for Hours of Operation as permitted by OAC 405:25-1-3 for three libraries.

Summary/Background

The State Aid rules state “Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.” The Secretary of Health and Human Services continues to renew the original declaration from January 31, 2020 that a “public health emergency exists and has existed since January 27, 2020 nationwide.” This situation applies to Ada and Nowata.

Chouteau is a newly established library that began meeting the hours requirement in February. The Library Development Consultants recommend they be considered eligible for State Aid to reward their efforts to meet the hours requirement. Past precedent supports this practice.

Reasoning provided by the libraries for not meeting Hours of Operation requirements is listed in the supporting document. The Director’s recommendation is based on advice from the Library Development Consultants, past precedent, and information provided by the libraries.

Recommendations

The Director recommends a waiver be granted for three libraries not meeting Hours of Operation requirements:

Ada

Chouteau

Nowata

Budget Impact

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

Supporting documents attached

65 OS 2-106 Powers and Duties of the ODL Board – Page 30

OAC 405:25 State Aid Grants to Public Libraries – Page 33

SFY 2022 Waiver and Denial Recommendations – Page 38



ODL Board Meeting
December 16, 2022

Agenda Item 8d

Consideration and possible action on appeal from the *Anadarko Library* which has been determined to not qualify for State Aid for SFY 2022 based on not submitting the Annual Report by the August 15 deadline.

Summary/Background

The State Aid rules state at OAC 405:25-1-3 (3)(A) “Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries’ online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.” The Library Development Consultants advise that a hard precedent has been set that there are no exceptions made for missing the submission deadline.

A letter notifying the Anadarko Library that they had not met state aid requirements and that they were entitled to an appeal was sent on November 2, 2022. An appeal letter from Anadarko City Manager Richard Rogalski was received on November 14, 2022.

Request

The ODL Director requests the Board consider and decide on Anadarko Library’s appeal to the ODL Director’s determination the Anadarko Library does not qualify for State Aid for SFY 2022 based on not submitting the Annual Report by the August 15 deadline.

Budget Impact

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

Supporting documents attached

- Anadarko Library Appeal Letter
- 65 OS 2-106 Powers and Duties of the ODL Board – Page 30
- OAC 405:25 State Aid Grants to Public Libraries – Page 33
- SFY 2022 Waiver and Denial Recommendations – Page 38



CITY OF

ANADARKO

O k l a h o m a

November 14, 2022

Natalie Currie
Director, State Librarian, and Archivist
Oklahoma Department of Libraries

Dear Ms. Currie:

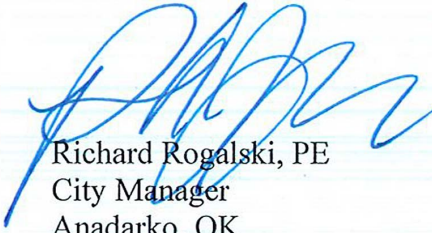
As the City Manager for the City of Anadarko, I am submitting this letter to appeal to the Anadarko Community Library's ineligibility for State Aid. The Anadarko Community Library depends on State Aid for technology, databases, and programming; with these funds, it will be easier for the library to implement programming and provide access to additional databases to the community. I will outline below the unique situation leading to our failure to complete the Fiscal Year 2022 Annual Report.

On Monday, August 1, 2022, I became the City Manager for the City of Anadarko, following the former City Manager's resignation in March of this year. On Monday, August 8, 2022, I was shown a letter of resignation submitted by the Library Director, effective the prior Friday. This was certainly a tough blow for our library and for the Anadarko community. Thankfully, city staff members pitched in and were able to keep the library open and operational until we found a replacement. On Monday, September 19, 2022, our community was fortunate to start Courtney Mayall as our new Library Director. Since that time, Courtney has done an outstanding job of reorganizing and reinvigorating our library. Taking on the job without any overlap with the prior director, or any documentation of any kind that would help her know the status of various projects was an extreme challenge, which she handled very well. She and I were both heartbroken when we received notice that the Fiscal Year 2022 Annual Report had not been filed and we were now unable to receive State Aide. Courtney well understands the importance of the Annual Report, is working diligently towards getting it completed.

Anadarko Public Library State Aide Appeal
November 14, 2022
Page 2 of 2

Due to these circumstances, I ask that you reconsider the Anadarko Community Library's eligibility for State Aide, as it is so important for our community.

Sincerely,



Richard Rogalski, PE
City Manager
Anadarko, OK



ODL Board Meeting
December 16, 2022

Agenda Item 8e

Consideration and possible approval of formula for SFY 2022 State Aid Grants for Public Libraries

Scenario 1: Anadarko, Bartlesville, Kaw City and Wetumka do not qualify

- Minimum per capita grants of \$1,306 to each municipal library
- Square mileage amount of \$6.31 for public library systems and municipal libraries; in counties with more than one municipal library providing service to county, the amount will be divided proportionately among the libraries in the county based on population
- Per capita amount of \$0.2434822 for individuals living in the city limits of communities providing municipal library service
- Per capita amount of \$0.2434822 for residents of counties in public library systems or in single county
- Per capita amount of \$0.2434822 for individuals living outside the city limits of communities providing municipal library service to all residents of the county to be divided proportionately among the libraries in the county based on population

Scenario 2: Bartlesville, Kaw City and Wetumka do not qualify

- Minimum per capita grants of \$1,306 to each municipal library
- Square mileage amount of \$6.31 for public library systems and municipal libraries; in counties with more than one municipal library providing service to county, the amount will be divided proportionately among the libraries in the county based on population
- Per capita amount of \$0.2431068 for individuals living in the city limits of communities providing municipal library service
- Per capita amount of \$0.2431068 for residents of counties in public library systems or in single county
- Per capita amount of \$0.2431068 for individuals living outside the city limits of communities providing municipal library service to all residents of the county to be divided proportionately among the libraries in the county based on population

Budget Impact

\$1,489,276 in SFY 23 Appropriations

Supporting documents attached

Scenario 1: State Aid Allocation for SFY 2022

Scenario 2: State Aid Allocation for SFY 2022

State Aid Allocation for FY2022
Scenario #1
Anadarko, Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
 (Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>											0.2434822					
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/ Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid	
Alfalfa	5,710															
Carmen Town		326	19%				\$1,056	\$79	\$1,306	738	\$180	\$2,542	\$2,544	2,558	\$2,566	
Cherokee City*		5,710	81%				\$4,503	\$1,390	\$1,390	0	\$0	\$5,893	\$5,926	6,028	\$6,092	
Alfalfa	5,710	1,824	100%	3,918	881	\$5,559										
Beaver	4,980															
Beaver Town*		4,980	100%				\$11,469	\$1,213	\$1,306	0	\$0	\$12,775	\$12,794	12,879	\$12,899	
Beaver	4,980	4,980	100%	0	1,818	\$11,469										
Beckham	22,046															
Elk City		11,570	72%				\$4,133	\$2,817	\$2,817	4,402	\$1,072	\$8,022	\$8,043	8,260	\$8,332	
Sayre City		4,400	28%				\$1,572	\$1,071	\$1,306	1,674	\$408	\$3,286	\$3,303	3,323	\$3,335	
Beckham	22,046	15,970	100%	6,076	904	\$5,705										
Blaine	8,562															
Geary City		982	21%	1,145			\$1,246	\$239	\$1,306	820	\$200	\$2,752	\$2,779	2,986	\$3,001	
Okeene		1,052	23%				\$1,335	\$256	\$1,306	878	\$214	\$2,855	\$2,893	2,843	\$2,842	
Watonga City		2,633	56%				\$3,342	\$641	\$1,306	2,197	\$535	\$5,183	\$5,266	5,132	\$5,128	
Blaine	8,562	4,667	100%	3,895	939	\$5,924										
Bryan	47,105															
Durant City		19,088	100%				\$5,953	\$4,648	\$4,648	28,017	\$6,822	\$17,422	\$17,928	18,462	\$18,416	
Bryan	47,105	19,088	100%	28,017	943	\$5,953										
Anadarko City (NQ)		5,990	0%				\$0	\$0	\$0	0	\$0	\$0	\$6,999	7,206	\$7,294	
Apache Town		1,093	18%				\$1,465	\$266	\$1,306	2,466	\$600	\$3,371	\$2,501	2,520	\$2,531	
Caddo	26,368															
Carnegie Town		1,459	18%				\$1,465	\$355	\$1,306	2,466	\$600	\$3,371	\$2,740	2,764	\$2,776	
Hinton Town		3,181	46%				\$3,745	\$775	\$1,306	6,301	\$1,534	\$6,585	\$4,053	4,099	\$4,123	
Hydro Town		947	18%	1,020			\$1,465	\$248	\$1,306	2,466	\$600	\$3,371	\$2,501	2,520	\$2,531	
Caddo	26,368	12,670	100%	13,698	1,290	\$8,141										
Canadian	161,737															
El Reno City		17,774	25%				\$1,424	\$4,328	\$4,328	22,534	\$5,487	\$11,238	\$10,719	11,100	\$10,992	
Mustang City		21,037	29%				\$1,685	\$5,122	\$5,122	26,671	\$6,494	\$13,301	\$12,326	12,539	\$12,311	
Piedmont City		7,884	11%				\$631	\$1,920	\$1,920	9,996	\$2,434	\$4,984	\$4,591	4,668	\$4,495	
Yukon City		24,623	35%				\$1,972	\$5,995	\$5,995	31,218	\$7,601	\$15,568	\$15,078	15,694	\$15,564	
Canadian	161,737	71,318	100%	90,419	905	\$5,712										
Ardmore		24,893	100%				\$5,261	\$6,061	\$6,061	23,398	\$5,697	\$17,019	\$17,265	18,031	\$18,228	
Carter	48,291															
Carter	48,291	24,893	100%	23,398	834	\$5,261										
Boise City*		2,248	100%				\$11,617	\$547	\$547	0	\$0	\$12,164	\$12,150	12,188	\$12,197	
Cimarron	2,248															
Cimarron	2,248	2,248	100%		1,841	\$11,617										
Comanche	122,063															
Elgin City		3,715	10%				\$684	\$905	\$1,306	2,729	\$665	\$2,655	\$2,602	2,637	\$2,654	
Lawton City		91,055	90%				\$6,155	\$22,170	\$22,170	24,564	\$5,981	\$34,306	\$34,876	36,593	\$37,350	

State Aid Allocation for FY2022
Scenario #1
Anadarko, Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>																										
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/ Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	0.2434822	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid										
Comanche	122,063	94,770	100%	27,293	1,084	\$6,839																				
Cotton	5,480																									
Walters City		2,390	100%				\$4,051	\$582	\$1,306	14,115	\$3,437		\$8,794	\$8,885	9,149	\$0										
Cotton	5,480	2,390	100%	3,090	642	\$4,051																				
Craig	14,115																									
Vinita City		5,189	100%				\$4,813	\$1,263	\$1,306	8,926	\$2,173		\$8,292	\$8,341	8,605	\$8,668										
Craig	14,115	5,189	100%	8,926	763	\$4,813																				
Bristow City		4,260	13%				\$795	\$1,037	\$1,306	4,911	\$1,196		\$3,297	\$3,321	3,347	\$3,372										
Creek	72,029																									
Drumright		2,550	10%				\$612	\$621	\$1,306	3,778	\$920		\$2,838	\$2,856	2,930	\$2,947										
Kellyville Town		1,012	10%				\$612	\$246	\$1,306	3,778	\$920		\$2,838	\$2,856	2,930	\$2,947										
Mannford Town		3,269	10%				\$612	\$796	\$1,306	3,778	\$920		\$2,838	\$2,856	2,930	\$2,947										
Mounds Town		946	10%				\$612	\$230	\$1,306	3,778	\$920		\$2,838	\$2,856	2,930	\$2,947										
Sapulpa City		22,213	47%				\$2,876	\$5,408	\$5,408	17,756	\$4,323		\$12,608	\$12,595	13,147	\$13,318										
Creek	72,029	34,250	100%	37,779	970	\$6,119																				
Ellis	3,762																									
Shattuck Town		1,243	100%				\$7,773	\$303	\$1,306	2,519	\$613		\$9,692	\$9,728	9,785	\$9,798										
Ellis	3,762	1,243	100%	2,519	1,232	\$7,773																				
Enid City		50,566	100%				\$6,688	\$12,312	\$12,312	11,360	\$2,766		\$21,766	\$21,922	22,834	\$23,258										
Garfield	61,926																									
Garfield	61,926	50,566	100%	11,360	1,060	\$6,688																				
Garvin	25,804																									
Lindsay City		2,880	20%				\$1,027	\$701	\$1,306	2,494	\$607		\$2,940	\$0	3,084	\$3,099										
Maysville Town		1,086	10%				\$513	\$264	\$1,306	1,247	\$304		\$2,123	\$2,243	2,188	\$2,194										
Pauls Valley City		6,031	43%				\$2,208	\$1,468	\$1,468	5,362	\$1,306		\$4,982	\$6,284	5,424	\$5,481										
Stratford Town		1,406	10%				\$513	\$342	\$1,306	1,247	\$304		\$2,123	\$2,494	2,280	\$2,285										
Wynnewood City		1,931	17%				\$873	\$470	\$1,306	2,120	\$516		\$2,695	\$3,022	2,706	\$2,716										
Garvin	25,804	13,334	100%	12,470	814	\$5,134																				
Chickasha City		15,786	90%				\$6,277	\$3,844	\$3,844	34,843	\$8,484		\$18,604	\$18,943	19,663	\$19,717										
Grady	55,508																									
Rush Springs Town		1,008	10%				\$697	\$245	\$1,306	3,871	\$943		\$2,946	\$2,955	3,009	\$3,010										
Grady	55,508	16,794	100%	38,714	1,105	\$6,974																				
Grant	4,131																									
Medford City		892	100%				\$6,333	\$217	\$1,306	3,239	\$789		\$8,428	\$8,486	8,536	\$8,564										
Grant	4,131	892	100%	3,239	1,004	\$6,333																				
Greer	5,487																									
Mangum City		2,677	100%				\$4,061	\$652	\$1,306	2,810	\$684		\$6,051	\$6,119	6,178	\$6,193										
Greer	5,487	2,677	100%	2,810	644	\$4,061																				
Buffalo Town		999	49%				\$3,218	\$243	\$1,306	482	\$117		\$4,641	\$4,655	8,170	\$4,673										
Harper	3,180																									
Laverne Town		1,198	51%				\$3,350	\$292	\$1,306	501	\$122		\$4,778	\$4,793	\$0	\$4,803										

State Aid Allocation for FY2022
Scenario #1
Anadarko, Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>																
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/ Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	0.2434822	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid
Harper	3,180	2,197	100%	983	1,041	\$6,568										
Holdenville City		5,775	100%				\$5,140	\$1,406	\$1,406		6,483	\$1,578	\$8,125	\$8,153	7,124	\$7,165
Hughes	13,405															
Wetumka City (NQ)		1,147	0%				\$0	\$0	\$0		0	\$0	\$0	\$0	2,537	\$2,536
Hughes	13,405	6,922	100%	6,483	815	\$5,140										
Jefferson	5,438															
Ringling Town		882	32%				\$1,556	\$215	\$1,306		851	\$207	\$3,069	\$3,212	3,225	\$3,236
Waurika City		1,886	68%				\$3,327	\$459	\$1,306		1,819	\$443	\$5,076	\$5,072	5,122	\$5,133
Jefferson	5,438	2,768	100%	2,670	774	\$4,883										
Blackwell City		6,069	19%				\$1,133	\$1,478	\$1,478		1,465	\$357	\$2,967	\$3,140	3,376	\$3,301
Kaw City (NQ)		324	0%				\$0	\$0	\$0		0	\$0	\$0	\$0	\$0	\$2,116
Kay	43,732															
Newkirk City		2,186	10%				\$596	\$532	\$1,306		771	\$188	\$2,090	\$2,097	2,273	\$2,116
Ponca City		24,398	61%				\$3,638	\$5,940	\$5,940		4,704	\$1,145	\$10,724	\$10,728	10,880	\$10,729
Tonkawa City		3,044	10%				\$596	\$741	\$1,306		771	\$188	\$2,090	\$2,097	2,273	\$2,116
Kay	43,732	36,021	100%	7,711	945	\$5,964										
Hennessey Town		2,149	31%				\$1,765	\$523	\$1,306		2,544	\$619	\$3,690	\$3,760	3,804	\$3,811
Kingfisher	15,204															
Kingfisher City		4,813	69%				\$3,952	\$1,172	\$1,306		5,698	\$1,387	\$6,645	\$6,724	6,822	\$6,833
Kingfisher	15,204	6,962	100%	8,242	906	\$5,717										
Hobart City		3,376	82%				\$5,340	\$822	\$1,306		3,530	\$860	\$7,506	\$7,595	7,663	\$7,697
Kiowa	8,410															
Mountain View		735	18%				\$1,163	\$179	\$1,306		769	\$187	\$2,656	\$2,654	2,660	\$2,666
Kiowa	8,410	4,111	100%	4,299	1,031	\$6,503										
Chandler City		2,890	30%				\$1,828	\$704	\$1,306		7,328	\$1,784	\$4,918	\$5,011	5,129	\$6,198
Lincoln	33,829															
Meeker Town		1,012	11%				\$670	\$246	\$1,306		2,687	\$654	\$2,630	\$2,664	2,707	\$3,753
Prague City		2,368	23%				\$1,401	\$577	\$1,306		5,618	\$1,368	\$4,075	\$4,146	4,236	\$5,297
Stroud City		2,748	26%				\$1,584	\$669	\$1,306		10,019	\$2,439	\$5,329	\$5,147	5,255	\$0
Tryon Town		384	10%				\$609	\$93	\$1,306		2,443	\$595	\$2,510	\$2,541	2,580	\$2,851
Lincoln	33,829	9,402	100%	24,427	966	\$6,093										
Crescent City		1,323	12%				\$567	\$322	\$1,306		6,106	\$1,487	\$3,360	\$3,310	\$0	\$2,945
Guthrie City		11,029	88%				\$4,159	\$2,685	\$2,685		33,909	\$8,256	\$15,101	\$14,707	16,855	\$15,266
Logan	50,885															
Logan	50,885	12,352	100%	38,533	749	\$4,726										
Fairview City		2,692	100%				\$6,045	\$655	\$1,306		4,976	\$1,212	\$8,563	\$8,607	8,689	\$8,717
Major	7,668															
Major	7,668	2,692	100%	4,976	958	\$6,045										
Madill City*		15,594	100%				\$2,694	\$3,797	\$3,797		0	\$0	\$6,491	\$6,918	7,149	\$7,116
Marshall	15,594															
Marshall	15,594	15,594	100%	0	427	\$2,694										

State Aid Allocation for FY2022
Scenario #1
Anadarko, Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>															
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/ Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	0.2434822 Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid
Langley Town		607	10%				\$431	\$148	\$1,306	2,459	\$599	\$2,336	\$2,438	2,481	\$2,962
Locust Grove Town		1,375	11%				\$474	\$335	\$1,306	2,705	\$659	\$2,439	\$2,067	2,092	\$0
Mayes	39,159														
Chouteau (New)		2,054	15%				\$647	\$500	\$1,306	3,689	\$898	\$2,851			
Pryor Creek City		9,453	54%				\$2,329	\$2,302	\$2,302	13,280	\$3,233	\$7,864	\$10,155	10,605	\$11,042
Salina Town		1,078	10%				\$431	\$262	\$1,306	2,459	\$599	\$2,336	\$2,039	2,058	\$2,298
Mayes	39,159	14,567	100%	24,592	684	\$4,313									
Noble	10,933														
Perry City		4,527	100%				\$4,685	\$1,102	\$1,306	6,406	\$1,560	\$7,551	\$7,561	7,677	\$7,719
Noble	10,933	4,527	100%	6,406	742	\$4,685									
Nowata	9,303														
Nowata City		3,481	100%				\$3,665	\$848	\$1,306	5,822	\$1,418	\$6,389	\$6,599	6,722	\$6,763
Nowata	9,303	3,481	100%	5,822	581	\$3,665									
Okemah City		3,061	100%				\$3,968	\$745	\$1,306	8,136	\$1,981	\$7,255	\$7,485	7,639	\$7,681
Okfuskee	11,197														
Okfuskee	11,197	3,061	100%	8,136	629	\$3,968									
Henryetta City		5,630	33%				\$1,474	\$1,371	\$1,371	6,623	\$1,613	\$4,457	\$4,520	4,676	\$4,780
Okmulgee	36,843														
Okmulgee City		11,298	67%				\$2,958	\$2,751	\$2,751	13,292	\$3,236	\$8,945	\$9,509	9,918	\$10,127
Okmulgee	36,843	16,928	100%	19,915	702	\$4,432									
Barnsdall City		1,024	12%				\$1,782	\$249	\$1,306	4,588	\$1,117	\$4,205	\$4,295	4,360	\$4,428
Fairfax Town		1,119	13%				\$1,948	\$272	\$1,306	5,014	\$1,221	\$4,475	\$4,593	4,693	\$4,769
Hominy City		3,261	37%				\$5,379	\$794	\$1,306	13,845	\$3,371	\$10,056	\$10,110	10,304	\$10,459
Osage	45,772														
Pawhuska City		2,948	37%				\$5,379	\$718	\$1,306	13,845	\$3,371	\$10,056	\$10,181	10,409	\$10,318
Osage	45,772	8,352	100%	37,420	2,304	\$14,537									
Miami City		12,885	100%				\$3,059	\$3,137	\$3,137	17,455	\$4,250	\$10,446	\$10,825	11,323	\$11,484
Ottawa	30,340														
Ottawa	30,340	12,885	100%	17,455	485	\$3,059									
Cleveland City		3,214	63%				\$2,350	\$783	\$1,306	6,638	\$1,616	\$5,272	\$5,210	5,314	\$8,063
Pawnee	15,741														
Pawnee City		1,921	37%				\$1,404	\$468	\$1,306	3,968	\$966	\$3,676	\$3,937	4,001	\$0
Pawnee	15,741	5,135	100%	10,606	595	\$3,754									
Cushing City		8,184	20%				\$880	\$1,993	\$1,993	4,256	\$1,036	\$3,909	\$7,975	3,387	\$3,442
Payne	81,989														
Perkins City		3,305	10%				\$440	\$805	\$1,306	2,128	\$518	\$2,264	\$3,549	2,275	\$2,284
Stillwater City		48,134	60%				\$2,639	\$11,720	\$11,720	12,767	\$3,108	\$17,467	\$0	19,752	\$19,862
Yale City		1,088	10%				\$440	\$265	\$1,306	2,128	\$518	\$2,264	\$2,288	2,275	\$2,284
Payne	81,989	60,711	100%	21,278	697	\$4,399									
Ada City		16,842	90%				\$4,120	\$4,101	\$4,101	18,479	\$4,499	\$12,720	\$12,988	13,496	\$13,616
Allen Town		789	10%	894			\$458	\$192	\$1,306	2,053	\$500	\$2,264	\$2,271	2,297	\$2,303

State Aid Allocation for FY2022
Scenario #1
Anadarko, Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
 (Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>															
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid
Pontotoc	38,163														
Pontotoc	38,163	17,631	100%	20,532	725	\$4,578									
Antlers City		2,184	100%				\$8,978	\$532	\$1,306	8,912	\$2,170	\$12,454	\$12,473	12,634	\$12,667
Pushmataha	11,096														
Pushmataha	11,096	2,184	100%	8,912	1,423	\$8,978									
Catoosa City		7,410	23%				\$1,032	\$1,804	\$1,804	15,118	\$3,681	\$6,517	\$6,369	6,471	\$6,107
Chelsea Town		1,994	10%				\$449	\$486	\$1,306	6,573	\$1,600	\$3,355	\$3,321	4,034	\$3,625
Claremore City		19,419	47%				\$2,110	\$4,728	\$4,728	30,894	\$7,522	\$14,360	\$14,148	15,884	\$14,948
Inola Town		1,882	10%				\$449	\$458	\$1,306	6,573	\$1,600	\$3,355	\$3,321	4,034	\$3,625
Rogers	96,695														
Talala Town		259	10%				\$449	\$63	\$1,306	6,573	\$1,600	\$3,355	\$3,321	\$0	\$3,625
Rogers	96,695	30,964	100%	65,731	711	\$4,489									
Konawa City		1,299	11%				\$459	\$316	\$1,306	1,375	\$335	\$2,100	\$2,061	2,087	\$2,098
Seminole	23,567														
Seminole City		7,068	62%				\$2,496	\$1,721	\$1,721	7,484	\$1,822	\$6,039	\$6,201	6,492	\$6,598
Wewoka City		3,080	27%				\$1,088	\$750	\$1,306	3,261	\$794	\$3,188	\$3,341	3,400	\$3,425
Seminole	23,567	11,447	100%	12,120	641	\$4,042									
Duncan City		22,745	84%				\$4,711	\$5,538	\$5,538	13,389	\$3,260	\$13,509	\$13,681	14,273	\$14,432
Marlow		4,403	16%				\$912	\$1,072	\$1,306	2,592	\$631	\$2,849	\$2,910	2,951	\$2,961
Stephens	43,129														
Stephens	43,129	27,148	100%	15,981	891	\$5,623									
Guymon City		12,561	77%				\$9,955	\$3,058	\$3,058	4,414	\$1,075	\$14,088	\$13,898	13,952	\$0
Hooker City		1,740	13%				\$1,681	\$424	\$1,306	745	\$181	\$3,168	\$3,250	3,265	\$8,778
Texhoma		831	10%				\$1,293	\$202	\$1,306	573	\$140	\$2,739	\$2,755	3,060	\$8,778
Texas	20,865														
Texas	20,865	15,132	100%	5,733	2,049	\$12,928									

State Aid Allocation for FY2022
Scenario #1
Anadarko, Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>																
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	0.2434822	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid
Frederick City		3,504	79%				\$4,396	\$853	\$1,306	2,103	\$512		\$6,214	\$6,246	6,283	\$6,299
Grandfield City		918	21%				\$1,152	\$224	\$1,306	551	\$134		\$2,592	\$2,606	2,619	\$2,622
Tillman	7,076															
Tillman	7,076	4,422	100%	2,654	879	\$5,548										
Coweta City		10,149	52%				\$1,939	\$2,471	\$2,471	34,349	\$8,363		\$12,773	\$12,501	12,997	\$7,774
Wagoner	84,050															
Wagoner City		7,846	48%				\$1,790	\$1,910	\$2,257	31,706	\$7,720		\$11,767	\$11,506	11,966	\$16,284
Wagoner	84,050	17,995	100%	66,055	591	\$3,729										
Bartlesville City (NQ)		37,384	0%				\$0	\$0	\$0	0	\$0		\$0	\$0	\$0	\$0
Dewey City		3,379	100%				\$2,676	\$823	\$1,306	49,388	\$12,025		\$16,007	\$15,994	16,797	\$17,014
Washington	52,772															
Washington	52,772	3,384	100%	49,388	424	\$2,676										
Alva City		4,997	84%				\$6,838	\$1,217	\$1,306	2,411	\$587		\$8,731	\$8,794	8,881	\$8,939
Waynoka		716	16%				\$1,302	\$174	\$1,306	459	\$112		\$2,720	\$2,688	2,681	\$2,686
Woods	8,583															
Woods	8,583	5,713	100%	2,870	1,290	\$8,140										
Mooreland		1,159	10%				\$786	\$282	\$1,306	705	\$172		\$2,264	\$2,265	2,274	\$2,280
Woodward	20,205															
Woodward City		11,998	90%				\$7,076	\$2,921	\$2,921	6,343	\$1,544		\$11,542	\$11,654	11,941	\$12,069
Woodward	20,205	13,157	100%	7,048	1,246	\$7,862										
											Municipal Libraries	\$739,574	\$730,268	761,943	\$754,511	
											Library Systems	\$749,702	\$759,008	794,142	\$801,573	
											State Aid FY2022	\$1,489,276	\$1,489,276	1,556,085	\$1,556,085	
												1,489,276	1,489,276	1,556,085	\$1,556,085	
												\$0	\$0	\$0	\$0	
											Public Library System					
											Pop					
											Per Cap					
											Mileage					
											State Aid					
											Southern Ok	96,850	\$23,581	21,700	\$45,281	
											Eastern	232,940	\$56,717	27,833	\$84,550	
											Metropolitan	798,575	\$194,439	4,531	\$198,970	
											Pioneer	414,132	\$100,834	12,185	\$113,019	
											Southeastern	163,605	\$39,835	47,723	\$87,558	
											Southern Prairie	27,195	\$6,621	8,474	\$15,095	
											Tulsa City	672,858	\$163,829	3,704	\$167,533	
											Western Plains	46,881	\$11,415	26,281	\$37,696	
											Grand Total	2,453,036	\$597,271	152,431	\$749,702	

State Aid Allocation for FY2022
Scenario #2
Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
 (Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>												0.2431068				
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/ Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid	
Alfalfa	5,710															
Carmen Town		326	19%				\$1,056	\$79	\$1,306	738	\$179	\$2,541	\$2,544	2,558	\$2,566	
Cherokee City*		5,710	81%				\$4,503	\$1,388	\$1,388	0	\$0	\$5,891	\$5,926	6,028	\$6,092	
Alfalfa	5,710	1,824	100%	3,918	881	\$5,559										
Beaver	4,980															
Beaver Town*		4,980	100%				\$11,469	\$1,211	\$1,306	0	\$0	\$12,775	\$12,794	12,879	\$12,899	
Beaver	4,980	4,980	100%	0	1,818	\$11,469										
Beckham	22,046															
Elk City		11,570	72%				\$4,133	\$2,813	\$2,813	4,402	\$1,070	\$8,016	\$8,043	8,260	\$8,332	
Sayre City		4,400	28%				\$1,572	\$1,070	\$1,306	1,674	\$407	\$3,285	\$3,303	3,323	\$3,335	
Beckham	22,046	15,970	100%	6,076	904	\$5,705										
Blaine	8,562															
Geary City		982	21%	1,145			\$1,246	\$239	\$1,306	820	\$199	\$2,751	\$2,779	2,986	\$3,001	
Okeene		1,052	23%				\$1,335	\$256	\$1,306	878	\$213	\$2,854	\$2,893	2,843	\$2,842	
Watonga City		2,633	56%				\$3,342	\$640	\$1,306	2,197	\$534	\$5,182	\$5,266	5,132	\$5,128	
Blaine	8,562	4,667	100%	3,895	939	\$5,924										
Bryan	47,105															
Durant City		19,088	100%				\$5,953	\$4,640	\$4,640	28,017	\$6,811	\$17,405	\$17,928	18,462	\$18,416	
Bryan	47,105	19,088	100%	28,017	943	\$5,953										
Anadarko City		5,990	45%				\$3,663	\$1,456	\$1,456	6,164	\$1,499	\$6,618	\$6,999	7,206	\$7,294	
Apache Town		1,093	10%				\$814	\$266	\$1,306	1,370	\$333	\$2,453	\$2,501	2,520	\$2,531	
Caddo	26,368															
Carnegie Town		1,459	12%				\$977	\$355	\$1,306	1,644	\$400	\$2,683	\$2,740	2,764	\$2,776	
Hinton Town		3,181	23%				\$1,872	\$773	\$1,306	3,151	\$766	\$3,944	\$4,053	4,099	\$4,123	
Hydro Town		947	10%	1,020			\$814	\$248	\$1,306	1,370	\$333	\$2,453	\$2,501	2,520	\$2,531	
Caddo	26,368	12,670	100%	13,698	1,290	\$8,141										
Canadian	161,737															
El Reno City		17,774	25%				\$1,424	\$4,321	\$4,321	22,534	\$5,478	\$11,223	\$10,719	11,100	\$10,992	
Mustang City		21,037	29%				\$1,685	\$5,114	\$5,114	26,671	\$6,484	\$13,283	\$12,326	12,539	\$12,311	
Piedmont City		7,884	11%				\$631	\$1,917	\$1,917	9,996	\$2,430	\$4,978	\$4,591	4,668	\$4,495	
Yukon City		24,623	35%				\$1,972	\$5,986	\$5,986	31,218	\$7,589	\$15,547	\$15,078	15,694	\$15,564	
Canadian	161,737	71,318	100%	90,419	905	\$5,712										
Ardmore		24,893	100%				\$5,261	\$6,052	\$6,052	23,398	\$5,688	\$17,001	\$17,265	18,031	\$18,228	
Carter	48,291															
Carter	48,291	24,893	100%	23,398	834	\$5,261										
Boise City*		2,248	100%				\$11,617	\$547	\$547	0	\$0	\$12,164	\$12,150	12,188	\$12,197	
Cimarron	2,248															
Cimarron	2,248	2,248	100%		1,841	\$11,617										
Comanche	122,063															
Elgin City		3,715	10%				\$684	\$903	\$1,306	2,729	\$664	\$2,654	\$2,602	2,637	\$2,654	
Lawton City		91,055	90%				\$6,155	\$22,136	\$22,136	24,564	\$5,972	\$34,263	\$34,876	36,593	\$37,350	

State Aid Allocation for FY2022
Scenario #2
Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>												0.2431068				
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid	
Comanche	122,063	94,770	100%	27,293	1,084	\$6,839										
Cotton	5,480															
Walters City		2,390	100%				\$4,051	\$581	\$1,306	14,115	\$3,431	\$8,788	\$8,885	9,149	\$0	
Cotton	5,480	2,390	100%	3,090	642	\$4,051										
Craig	14,115															
Vinita City		5,189	100%				\$4,813	\$1,261	\$1,306	8,926	\$2,170	\$8,289	\$8,341	8,605	\$8,668	
Craig	14,115	5,189	100%	8,926	763	\$4,813										
Bristow City		4,260	13%				\$795	\$1,036	\$1,306	4,911	\$1,194	\$3,295	\$3,321	3,347	\$3,372	
Creek	72,029															
Drumright		2,550	10%				\$612	\$620	\$1,306	3,778	\$918	\$2,836	\$2,856	2,930	\$2,947	
Kellyville Town		1,012	10%				\$612	\$246	\$1,306	3,778	\$918	\$2,836	\$2,856	2,930	\$2,947	
Mannford Town		3,269	10%				\$612	\$795	\$1,306	3,778	\$918	\$2,836	\$2,856	2,930	\$2,947	
Mounds Town		946	10%				\$612	\$230	\$1,306	3,778	\$918	\$2,836	\$2,856	2,930	\$2,947	
Sapulpa City		22,213	47%				\$2,876	\$5,400	\$5,400	17,756	\$4,317	\$12,593	\$12,595	13,147	\$13,318	
Creek	72,029	34,250	100%	37,779	970	\$6,119										
Ellis	3,762															
Shattuck Town		1,243	100%				\$7,773	\$302	\$1,306	2,519	\$612	\$9,691	\$9,728	9,785	\$9,798	
Ellis	3,762	1,243	100%	2,519	1,232	\$7,773										
Enid City		50,566	100%				\$6,688	\$12,293	\$12,293	11,360	\$2,762	\$21,743	\$21,922	22,834	\$23,258	
Garfield	61,926															
Garfield	61,926	50,566	100%	11,360	1,060	\$6,688										
Garvin	25,804															
Lindsay City		2,880	20%				\$1,027	\$700	\$1,306	2,494	\$606	\$2,939	\$0	3,084	\$3,099	
Maysville Town		1,086	10%				\$513	\$264	\$1,306	1,247	\$303	\$2,122	\$2,243	2,188	\$2,194	
Pauls Valley City		6,031	43%				\$2,208	\$1,466	\$1,466	5,362	\$1,304	\$4,978	\$6,284	5,424	\$5,481	
Stratford Town		1,406	10%				\$513	\$342	\$1,306	1,247	\$303	\$2,122	\$2,494	2,280	\$2,285	
Wynnewood City		1,931	17%				\$873	\$469	\$1,306	2,120	\$515	\$2,694	\$3,022	2,706	\$2,716	
Garvin	25,804	13,334	100%	12,470	814	\$5,134										
Chickasha City		15,786	90%				\$6,277	\$3,838	\$3,838	34,843	\$8,470	\$18,585	\$18,943	19,663	\$19,717	
Grady	55,508															
Rush Springs Town		1,008	10%				\$697	\$245	\$1,306	3,871	\$941	\$2,944	\$2,955	3,009	\$3,010	
Grady	55,508	16,794	100%	38,714	1,105	\$6,974										
Grant	4,131															
Medford City		892	100%				\$6,333	\$217	\$1,306	3,239	\$787	\$8,426	\$8,486	8,536	\$8,564	
Grant	4,131	892	100%	3,239	1,004	\$6,333										
Greer	5,487															
Mangum City		2,677	100%				\$4,061	\$651	\$1,306	2,810	\$683	\$6,050	\$6,119	6,178	\$6,193	
Greer	5,487	2,677	100%	2,810	644	\$4,061										
Buffalo Town		999	49%				\$3,218	\$243	\$1,306	482	\$117	\$4,641	\$4,655	8,170	\$4,673	
Harper	3,180															
Laverne Town		1,198	51%				\$3,350	\$291	\$1,306	501	\$122	\$4,778	\$4,793	\$0	\$4,803	

State Aid Allocation for FY2022
Scenario #2
Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>												0.2431068				
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid	
Harper	3,180	2,197	100%	983	1,041	\$6,568										
Holdenville City		5,775	100%				\$5,140	\$1,404	\$1,404	6,483	\$1,576	\$8,120	\$8,153	7,124	\$7,165	
Hughes	13,405															
Wetumka City (NQ)		1,147	0%				\$0	\$0	\$0	0	\$0	\$0	\$0	2,537	\$2,536	
Hughes	13,405	6,922	100%	6,483	815	\$5,140										
Jefferson	5,438															
Ringling Town		882	32%				\$1,556	\$214	\$1,306	851	\$207	\$3,069	\$3,212	3,225	\$3,236	
Waurika City		1,886	68%				\$3,327	\$458	\$1,306	1,819	\$442	\$5,075	\$5,072	5,122	\$5,133	
Jefferson	5,438	2,768	100%	2,670	774	\$4,883										
Blackwell City		6,069	19%				\$1,133	\$1,475	\$1,475	1,465	\$356	\$2,965	\$3,140	3,376	\$3,301	
Kaw City (NQ)		324	0%				\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$2,116
Kay	43,732															
Newkirk City		2,186	10%				\$596	\$531	\$1,306	771	\$187	\$2,089	\$2,097	2,273	\$2,116	
Ponca City		24,398	61%				\$3,638	\$5,931	\$5,931	4,704	\$1,144	\$10,713	\$10,728	10,880	\$10,729	
Tonkawa City		3,044	10%				\$596	\$740	\$1,306	771	\$187	\$2,089	\$2,097	2,273	\$2,116	
Kay	43,732	36,021	100%	7,711	945	\$5,964										
Hennessey Town		2,149	31%				\$1,765	\$522	\$1,306	2,544	\$618	\$3,689	\$3,760	3,804	\$3,811	
Kingfisher	15,204															
Kingfisher City		4,813	69%				\$3,952	\$1,170	\$1,306	5,698	\$1,385	\$6,643	\$6,724	6,822	\$6,833	
Kingfisher	15,204	6,962	100%	8,242	906	\$5,717										
Hobart City		3,376	82%				\$5,340	\$821	\$1,306	3,530	\$858	\$7,504	\$7,595	7,663	\$7,697	
Kiowa	8,410															
Mountain View		735	18%				\$1,163	\$179	\$1,306	769	\$187	\$2,656	\$2,654	2,660	\$2,666	
Kiowa	8,410	4,111	100%	4,299	1,031	\$6,503										
Chandler City		2,890	30%				\$1,828	\$703	\$1,306	7,328	\$1,782	\$4,916	\$5,011	5,129	\$6,198	
Lincoln	33,829															
Meeker Town		1,012	11%				\$670	\$246	\$1,306	2,687	\$653	\$2,629	\$2,664	2,707	\$3,753	
Prague City		2,368	23%				\$1,401	\$576	\$1,306	5,618	\$1,366	\$4,073	\$4,146	4,236	\$5,297	
Stroud City		2,748	26%				\$1,584	\$668	\$1,306	10,019	\$2,436	\$5,326	\$5,147	5,255	\$0	
Tryon Town		384	10%				\$609	\$93	\$1,306	2,443	\$594	\$2,509	\$2,541	2,580	\$2,851	
Lincoln	33,829	9,402	100%	24,427	966	\$6,093										
Crescent City		1,323	12%				\$567	\$322	\$1,306	6,106	\$1,484	\$3,357	\$3,310	\$0	\$2,945	
Guthrie City		11,029	88%				\$4,159	\$2,681	\$2,681	33,909	\$8,244	\$15,084	\$14,707	16,855	\$15,266	
Logan	50,885															
Logan	50,885	12,352	100%	38,533	749	\$4,726										
Fairview City		2,692	100%				\$6,045	\$654	\$1,306	4,976	\$1,210	\$8,561	\$8,607	8,689	\$8,717	
Major	7,668															
Major	7,668	2,692	100%	4,976	958	\$6,045										
Madill City*		15,594	100%				\$2,694	\$3,791	\$3,791	0	\$0	\$6,485	\$6,918	7,149	\$7,116	
Marshall	15,594															
Marshall	15,594	15,594	100%	0	427	\$2,694										

State Aid Allocation for FY2022
Scenario #2
Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
(Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>												0.2431068				
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/ Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid	
Langley Town		607	10%				\$431	\$148	\$1,306	2,459	\$598	\$2,335	\$2,438	2,481	\$2,962	
Locust Grove Town		1,375	11%				\$474	\$334	\$1,306	2,705	\$658	\$2,438	\$2,067	2,092	\$0	
Mayes	39,159															
Chouteau (New)		2,054	15%				\$647	\$499	\$1,306	3,689	\$897	\$2,850				
Pryor Creek City		9,453	54%				\$2,329	\$2,298	\$2,298	13,280	\$3,228	\$7,855	\$10,155	10,605	\$11,042	
Salina Town		1,078	10%				\$431	\$262	\$1,306	2,459	\$598	\$2,335	\$2,039	2,058	\$2,298	
Mayes	39,159	14,567	100%	24,592	684	\$4,313										
Noble	10,933															
Perry City		4,527	100%				\$4,685	\$1,101	\$1,306	6,406	\$1,557	\$7,548	\$7,561	7,677	\$7,719	
Noble	10,933	4,527	100%	6,406	742	\$4,685										
Nowata	9,303															
Nowata City		3,481	100%				\$3,665	\$846	\$1,306	5,822	\$1,415	\$6,386	\$6,599	6,722	\$6,763	
Nowata	9,303	3,481	100%	5,822	581	\$3,665										
Okemah City		3,061	100%				\$3,968	\$744	\$1,306	8,136	\$1,978	\$7,252	\$7,485	7,639	\$7,681	
Okfuskee	11,197															
Okfuskee	11,197	3,061	100%	8,136	629	\$3,968										
Henryetta City		5,630	33%				\$1,474	\$1,369	\$1,369	6,623	\$1,610	\$4,453	\$4,520	4,676	\$4,780	
Okmulgee	36,843															
Okmulgee City		11,298	67%				\$2,958	\$2,747	\$2,747	13,292	\$3,231	\$8,936	\$9,509	9,918	\$10,127	
Okmulgee	36,843	16,928	100%	19,915	702	\$4,432										
Barnsdall City		1,024	12%				\$1,782	\$249	\$1,306	4,588	\$1,115	\$4,203	\$4,295	4,360	\$4,428	
Fairfax Town		1,119	13%				\$1,948	\$272	\$1,306	5,014	\$1,219	\$4,473	\$4,593	4,693	\$4,769	
Hominy City		3,261	37%				\$5,379	\$793	\$1,306	13,845	\$3,366	\$10,051	\$10,110	10,304	\$10,459	
Osage	45,772															
Pawhuska City		2,948	37%				\$5,379	\$717	\$1,306	13,845	\$3,366	\$10,051	\$10,181	10,409	\$10,318	
Osage	45,772	8,352	100%	37,420	2,304	\$14,537										
Miami City		12,885	100%				\$3,059	\$3,132	\$3,132	17,455	\$4,243	\$10,435	\$10,825	11,323	\$11,484	
Ottawa	30,340															
Ottawa	30,340	12,885	100%	17,455	485	\$3,059										
Cleveland City		3,214	63%				\$2,350	\$781	\$1,306	6,638	\$1,614	\$5,270	\$5,210	5,314	\$8,063	
Pawnee	15,741															
Pawnee City		1,921	37%				\$1,404	\$467	\$1,306	3,968	\$965	\$3,675	\$3,937	4,001	\$0	
Pawnee	15,741	5,135	100%	10,606	595	\$3,754										
Cushing City		8,184	20%				\$880	\$1,990	\$1,990	4,256	\$1,035	\$3,904	\$7,975	3,387	\$3,442	
Payne	81,989															
Perkins City		3,305	10%				\$440	\$803	\$1,306	2,128	\$517	\$2,263	\$3,549	2,275	\$2,284	
Stillwater City		48,134	60%				\$2,639	\$11,702	\$11,702	12,767	\$3,104	\$17,444	\$0	19,752	\$19,862	
Yale City		1,088	10%				\$440	\$265	\$1,306	2,128	\$517	\$2,263	\$2,288	2,275	\$2,284	
Payne	81,989	60,711	100%	21,278	697	\$4,399										
Ada City		16,842	90%				\$4,120	\$4,094	\$4,094	18,479	\$4,492	\$12,707	\$12,988	13,496	\$13,616	
Allen Town		789	10%	894			\$458	\$192	\$1,306	2,053	\$499	\$2,263	\$2,271	2,297	\$2,303	

State Aid Allocation for FY2022
Scenario #2
Bartlesville, Kaw City, and Wetumka
do not qualify for State Aid
 (Based on 2021 Population Estimates)

<i>Census data as of July 1, 2021</i>															
County/City and Town	County Pop	Municipal Libraries Pop	% of City Pop Est 2021	Living Outside Comm	Mileage County	\$County Mileage Amount	City/Town Mileage Amount\$	Flat Per Cap Service	Min Included Per Cap	Allocate Pop	Allocate \$\$	FY2022 State Aid	FY2021 State Aid	FY2020 State Aid	FY2019 State Aid
Pontotoc	38,163														
Pontotoc	38,163	17,631	100%	20,532	725	\$4,578									
Antlers City		2,184	100%				\$8,978	\$531	\$1,306	8,912	\$2,167	\$12,451	\$12,473	12,634	\$12,667
Pushmataha	11,096														
Pushmataha	11,096	2,184	100%	8,912	1,423	\$8,978									
Catoosa City		7,410	23%				\$1,032	\$1,801	\$1,801	15,118	\$3,675	\$6,509	\$6,369	6,471	\$6,107
Chelsea Town		1,994	10%				\$449	\$485	\$1,306	6,573	\$1,598	\$3,353	\$3,321	4,034	\$3,625
Claremore City		19,419	47%				\$2,110	\$4,721	\$4,721	30,894	\$7,510	\$14,341	\$14,148	15,884	\$14,948
Inola Town		1,882	10%				\$449	\$458	\$1,306	6,573	\$1,598	\$3,353	\$3,321	4,034	\$3,625
Rogers	96,695														
Talala Town		259	10%				\$449	\$63	\$1,306	6,573	\$1,598	\$3,353	\$3,321	\$0	\$3,625
Rogers	96,695	30,964	100%	65,731	711	\$4,489									
Konawa City		1,299	11%				\$459	\$316	\$1,306	1,375	\$334	\$2,099	\$2,061	2,087	\$2,098
Seminole	23,567														
Seminole City		7,068	62%				\$2,496	\$1,718	\$1,718	7,484	\$1,819	\$6,034	\$6,201	6,492	\$6,598
Wewoka City		3,080	27%				\$1,088	\$749	\$1,306	3,261	\$793	\$3,187	\$3,341	3,400	\$3,425
Seminole	23,567	11,447	100%	12,120	641	\$4,042									
Duncan City		22,745	84%				\$4,711	\$5,529	\$5,529	13,389	\$3,255	\$13,495	\$13,681	14,273	\$14,432
Marlow		4,403	16%				\$912	\$1,070	\$1,306	2,592	\$630	\$2,848	\$2,910	2,951	\$2,961
Stephens	43,129														
Stephens	43,129	27,148	100%	15,981	891	\$5,623									
Guymon City		12,561	77%				\$9,955	\$3,054	\$3,054	4,414	\$1,073	\$14,082	\$13,898	13,952	\$0
Hooker City		1,740	13%				\$1,681	\$423	\$1,306	745	\$181	\$3,168	\$3,250	3,265	\$8,778
Texhoma		831	10%				\$1,293	\$202	\$1,306	573	\$139	\$2,738	\$2,755	3,060	\$8,778
Texas	20,865														
Texas	20,865	15,132	100%	5,733	2,049	\$12,928									

