



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

June 14, 2024 | 10:00 a.m.

Sapulpa Public Library

27 W Dewey Ave

Sapulpa, OK 74066

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

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/ODL-Board-Packet-20240614.pdf>

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

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consideration and possible action on minutes for the regular board meeting held December 8, 2023..... 1
3. Consideration and possible acceptance of financial reports
 - a. SFY 24 Budget to Actual Report through April 30, 2024..... 11
 - b. SFY 24 Cost Variance Report through April 30, 2024 12
 - c. SFY 24 Expenditure Report through April 30, 2024..... 13
4. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of the final status report for FFY 2022 LSTA Project..... 16
 - b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects... 17
5. American Rescue Plan Act (ARPA) projects and updates
 - a. Consideration and possible acceptance of the final status report for ARPA Projects..... 18
6. Public comment
 - a. *Public comment shall be limited to topics listed on the agenda and 3 minutes per individual. Those wishing to make a public comment should sign in on the sheet provided by ODL.*
7. Director's Report
 - a. Agency Activity Report from December 1, 2023 through January 31, 2024 19
 - b. Agency Activity Report from February 1, 2024 through April 30, 2024 28



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c. End of Session Report for the Second Session of the 59 th Legislature	38
d. Status Report for Classification, Compensation, and Organizational Studies	42
e. ODL Staff Service Recognitions	44
8. Consideration and possible approval of FFY 2024 Library Services and Technology Act Projects	45
9. Consideration and possible action on appointment of Jackie Kropp to the joint ODL and Oklahoma Library Association Continuing Education Board	53
10. Consideration and possible action on ODL internal policies	54
a. Complaints, Investigations and Retaliation Policies	55
b. Drug and Alcohol-free Workplace Policy	59
11. Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries.....	63
12. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2024-2025 ODL Board Officers.....	73
13. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.	
14. 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, September 14, 2024, at 10 AM

Pioneer Library System – Norman Public Library East

3051 E Alameda Street, Norman, OK 73071



Minutes – Draft Pending Board Approval

ODL Board Meeting

December 8, 2023 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Oklahoma City, OK 73105

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

Public access viewing of the meeting through Zoom:

<https://www.zoomgov.com/j/1604249910?pwd=VkkrTU92OWEyMWpiMThMY2l1T2E3QT09>

Meeting ID: 160 424 9910

Passcode: 264087

Public access to the complete Board Packet:

<http://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20231208.pdf>

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

1. Call to Order, Roll Call, and Compliance with Open Meeting Act

Chair Jim Robison called meeting to order at 10:00 am and saw a quorum. Roll was called as follows: Jim Robison, present; Steven Gray, present; Kristen Ferate, present; Audrey Katigan, present; Maren Lively, absent; Ronda Smith, present; Teresa Sutter, absent; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Oklahoma Attorney General, John Schramm, Tara McCleod, Ashley Welke, Cassie Spindle, Christine Chen, Marcia Hull, Sadie Bruce, Holly LaBossiere, Paige Harkins

2. Consideration and possible action on minutes for the regular board meeting held September 8, 2023 1

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

3. Consideration and possible acceptance of financial reports
a. SFY 23 Budget to Actual Report through October 31, 2023 16



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

b. SFY 23 Cost Variance Report through October 31, 2023..... 17

Chair Robison stated actual expenses and encumbrances figures that are noted in the *FY23 Budget to Expense Variance Explanation* column for Divisions 20 and 88 do not add up to the figure in the *FFY23 YTD Expenses and Encumbrances* column and asked which is correct. Financial Manager Tara McCleod stated the correct figure is in the *FY23 YTD Expenses & Encumbrances* column. Chair Robison asked if there had been an update since McCleod put the notes in, McCleod affirmed. Chair Robison motioned to accept report as amended to reflect the corrected amounts for expenses and encumbrances in the *FY23 Budget to Expense Variance Explanation* column for Divisions 20 and 88. Katigan seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

c. SFY 23 and 24 Expenditure Report through October 31, 2023 18

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

d. SFY 24 Budget to Actual Report through October 31, 2023 21

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

e. SFY 24 Cost Variance Report through October 31, 2023..... 22

Chair Robison asked about the actual expenses and encumbrances figures that are noted in the *FY24 Budget to Expense Variance Explanation* column for division number 10 that do not add up to the figure provided in the *FY24 YTD Expenses & Encumbrances* column. McCleod explained the discrepancy was due to the timing of the report being



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run. Katigan asked and received clarification from McCleod that the correct figure is in the *FY24 YTD Expenses & Encumbrances* column.

Chair Robison motioned to accept report with amendment to reflect the corrected amounts for actual expenses and encumbrances in the *FY24 Budget to Expense Variance Explanation* column and Katigan seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

- 4. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects... 23

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

- b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects... 24

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

- 5. American Rescue Plan Act (ARPA) projects and updates
 - a. Consideration and possible acceptance of status reports for ARPA Projects 25

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

- 6. Public comment
 - a. No public comments.

- 7. Director’s Report
 - a. Agency Activity Report from August 1, 2023 through November 30, 2023 26

See attached report.



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b. ODL Staff Service Recognitions

Director Currie recognized Jan Davis, Administrative Archivist, who is retiring after 15 years with the agency.

8. Consideration and possible action on Agency Organizational Chart Updates 36

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

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

a. Vote to enter executive session

Ferate made motion to enter executive session and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed. Entered executive session at 10:46am.

b. Vote to return to open session

Vice Chair Gray made motion to return to open session and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed. Returned to open session at 10:58am.

c. Possible action on matters discussed in executive session

Chair Robison stated the only matter discussed in executive session was the performance review of Director Currie. Chair Robison stated that while typically the reviews of any employee are confidential, Director Currie has given the Board permission to divulge that she has an excellent review this year. There are several



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comments from members of the Board this year, who will remain anonymous, but will be read into the minutes. They are as follows: “Our director is doing an excellent job.” “Natalie is sharp, and passionate in her role, she demonstrates a high degree of professionalism and always presents herself and the department well.” “Natalie Currie has been a force for good at the Oklahoma Department of Libraries. She is efficient, professional, and dedicated. It has been a delight to work with Natalie, and I have every confidence in her continued success.”

10. Discussion and possible action on performance evaluation process for the Director of the Oklahoma Department of Libraries

Ferate reported she researched the evaluation process for Directors of state agencies and found that most state agencies have eliminated a self-evaluation. She stated some have the Director create a timeline and highlight successes for each month and the agency’s HR uses the information to create an evaluation rubric. Ferate stated the Governor’s Office confirmed it is an agency HR task. Director Currie will investigate this further and have an update at the next Board meeting.

11. State Aid for Fiscal Year 2023

- a. Overview of process used to determine State Aid eligibility..... 39

State Data Coordinator and Consultant Sadie Bruce from the Library Development Office gave a presentation on the Annual Report and the State Aid process. Libraries determined to not meet State Aid requirements may submit an appeal to the ODL Board within two weeks of receiving notification.

- b. Consideration and possible action on appeal from the Walters Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(B)(ii) 50

Chair Robison stated that the Walters Library was determined to be ineligible for State Aid based on the library not meeting the minimum number of operating hours stipulated in the Administrative Rules for most of the year. Chair Robison asked for the actual time violation. Director of Services to Libraries Ashley Welke referenced OAC 405:25-1-3(2)(B)(ii): based on their population size of at least 2,000 but less than 5,000, the requirement is to be open at least 30 hours per week, to include 2 hours after 5pm each week, and weekend hours are recommended. Director Welke confirmed libraries



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are not disqualified if they are not open on the weekend. However, in Walter’s case, not meeting the minimum requirement of at least two hours after 5pm each week puts them in the ineligible category. Chair Robison asked if there was only one employee at Walters and Welke confirmed that the practice is common in very rural communities.

Vice Chair Gray asked to be reminded about the first State Aid appeal last year by Anadarko and Director Currie gave details. Assistant Attorney General Madalynn Martin advised the Board to consider each case in facts and circumstances as they are brought to them.

Chair Robison stated ODL had done its due diligence to notify the library about the requirement. Vice Chair Gray asked whether the ODL Board could establish and utilize a probationary period for libraries instead of withholding State Aid. At 11:45am Maren Lively entered the room. Chair Robison asked if using a probationary period would require legislative action. Assistant Attorney General Madalynn Martin clarified it would likely require establishing authority for the Board to utilize that pathway through the Administrative Rules process. Current authority for that action does not exist in the Administrative Rules. Walters Public Library Director Ronda Smith was present via Zoom. She confirmed that ODL staff did their due diligence in communicating with the library as they do each year.

Smith made a motion to affirm the decision of the Department of Libraries to declare Walters Public Library ineligible for the State Fiscal Year 2023 State Aid award and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, abstain; Smith, yes; Sutter, absent. Motion passed.

- c. Consideration and possible action on appeal from the Apache Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(3)(A) ..
..... 52

The Apache Library was determined to be ineligible for State Aid due to not submitting the annual report by the deadline as dictated by the Administrative Rules. Chair Robison stated that the Department made the correct decision to recommend denial based on the facts and demonstrated working with Apache right up until the last minute.

Consultant Bruce stated she and another consultant had stayed late and spent three hours assisting the Apache Director with the report on the day it was due and received



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verbal confirmation from the Director they had hit the submit button. However, the report was not submitted. Consultant Bruce stated she went to visit Apache in person approximately two weeks later to consult with the new Director, who was unaware the report had not been submitted, and the new Director did so the next day. Katigan asked if Apache would have qualified had they submitted in time, and Consultant Bruce affirmed.

Discussion among the board members included the similarities between Apache’s situation and Anadarko’s last year, the impact of one person’s failure to hit submit, and consideration that granting exceptions may set a standard for disobeying the Administrative Rules. Vice Chair Gray stated that this is not a large problem, it is a unique instance, and Assistant Attorney General Madalynn Martin explained looking at specific facts and circumstances makes it not arbitrary. Vice Chair Gray asked the board to consider overturning Department’s decision to deny State Aid to Apache, despite procrastination.

Lively made a motion to reverse the decision of the Department of Libraries and approve eligibility for State Fiscal Year 2023 State Aid funding for the Apache Library. The vote was seconded by Vice Chair Gray. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

- d. Consideration and possible action on appeal from the Ada Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(B)(iv) 54

The Ada Library was determined to be ineligible for State Aid based on the library not meeting the minimum number of hours required in the Administrative Rules for most of the year. Director Currie recognized Jolene Poore, Director of the Ada Public Library to speak to the specifics of Ada’s situation. Poore said the City of Ada reduced hours significantly for all their public facilities during COVID, and that she continuously advocated to extend hours back to 7:00 pm. The library was granted that authorization on August 13, 2023. To mitigate fewer operating hours, Poore secured a locker system through ARPA funds and staff implemented a “door dash system” to deliver things in a safe environment.



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Chair Robison asked what the amount of shortfall on hours was for their population. Consultant Bruce reported for Ada’s population size, they needed to be open 50 hours per week, and they were open 49 for all but six weeks of the year. Chair Robison clarified that the City of Ada did not permit the library to be open more than that and Poore confirmed.

Director Currie shared that the COVID public health emergency expired on May 11, 2023, and the period for evaluating for State Aid is July 1, 2022 - June 30, 2023. Chair Robison said Oklahoma’s State of Emergency was not in effect, but Federal was.

Vice Chair Gray stated the decision by the Department to deny Aid was correct by following the rules, but acknowledged the library was prevented from being opened by the City. Poore confirmed and said they approached the city multiple times and told the city they wanted to open as soon as possible. Consideration was given for the amount of State Aid Ada would receive if granted and what it would be used for.

Chair Robison made a motion to reverse the decision of the Department of Libraries and approve eligibility for the Ada Public Library for the State Fiscal Year 2023 State Aid award and was seconded by Vice Chair Gray. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

- e. Consideration and possible action on appeal from the Texhoma Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(E)...
..... 56

The Texhoma Library was determined ineligible for State Aid because the library did not offer programming to anyone under the age of 18 during FY23. Ferate asked how long Texhoma has not provided programming for anyone under the age of 18. Consultant Bruce replied this is the first year they couldn’t manage it and they have offered a program geared toward youth in the new fiscal year. Chair Robison asked if they only had to have one event in the entire year, and Consultant Bruce affirmed. Katigan asked if someone other than their librarian had been notified that they had not had a youth program. Consultant Bruce replied their Board told Bruce that they were doing their best to keep the library open during staff health challenges.



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Discussion among the ODL Board members included the importance of libraries offering at least one program for youth under 18 per year, the number of staff available to perform these duties, and the unique staffing challenges at Texhoma. Consultant Bruce had been in contact with the Texhoma Board throughout the year to help them through their staffing issues. Discussion continued around the responsibility of the Board to ensure a program is offered and whether the city and the Board could have met this requirement.

Vice Chair Gray made motion to affirm the decision of the Department of Libraries to deny State Aid eligibility to Texhoma Library for the State Fiscal Year 2023 award and was seconded by Lively. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

- f. *Possible action to take a one-hour recess to prepare State Aid formula based on results of 11b, 11c, and 11d pursuant to 25 O.S. 2021, Sections 304(6) & 311(A)(11)*

Chair Robison moved that the Board be adjourned for a one-hour recess and return to the ODL South Conference Room at 1:41pm. Recording was paused while in recess.

Chair Robison called the Board to order and roll was re-called at 1:41pm as follows: Jim Robison, present; Steven Gray, present; Kristen Ferate, present; Audrey Katigan, present; Maren Lively, present; Ronda Smith, present; Teresa Sutter, absent; Natalie Currie, present.

- g. *Consideration and possible approval of formula for SFY 2023 State Aid Grants for Public Libraries – State Aid formula supporting documents were distributed to all in person during the meeting, shared via the Zoom chat for online attendees, and included at the end of these minutes.*

Director Currie stated the formula reflects the decisions of the board an hour ago with Walters and Texhoma ineligible and Ada and Apache eligible. She acknowledged five additional libraries did not qualify for State Aid and those libraries chose to not go through the appeals process. As is the case with all libraries not determined not to be eligible for State Aid, multiple attempts were made by consultants to get information and to ensure the local library boards and municipalities know the consequences of not meeting requirements.



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Vice Chair Gray made a motion to accept the formula and it was seconded by Ferate. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

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

No new business

13. Adjournment at 1:50pm

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

Next ODL Board Meeting: Friday, March 8, 2024 at 10 AM

Oklahoma Department of Libraries
SFY 24 Budget to Actual Expenditures and Encumbrances
as of 04/30/2024

Account	Description	YTD Total Exp &		
		SFY 24 Budget	Enc	Annual Variance
511	Salary Expense	\$ 2,618,741	\$ 1,601,944	\$ 1,016,797
512	Insur. Prem Health Life, etc.	\$ 442,714	\$ 312,293	\$ 130,421
513	FICA Retirement Contributions	\$ 523,303	\$ 381,476	\$ 141,827
515	Professional Services	\$ 437,786	\$ 389,971	\$ 47,815
519	Inter/Intra Agy Pmt Personnel	\$	\$ 2,800	\$ (2,800)
521	Travel Reimbursements	\$ 41,979	\$ 11,646	\$ 30,333
522	Travel Agency Direct Pmt	\$ 70,031	\$ 23,792	\$ 46,239
531	Misc. Administrative Expenses	\$ 1,746,668	1,710,338	36,330
532	Rent Expense	\$ 227,012	\$ 201,764	\$ 25,248
533	Maintenance & Repair Expenses	\$ 48,122	\$ 23,061	\$ 25,061
534	Specialized Sup & Mat. Expe	\$ 2,350	\$ 2,150	\$ 200
535	Production, Safety, Security	\$ 500	\$	\$ 500
536	General Operating Expenses	\$ 156,138	\$ 94,272	\$ 61,866
541	Office Furniture & Equipment	\$ 84,014	\$ 30,144	\$ 53,870
542	Library Equipment Resources	\$ 83,150	\$ 74,845	\$ 8,305
546	Buildings Purchase., Constr, Re	\$	\$	\$
554	Profram Reimb, Litigation C	\$	\$	\$
555	Pmts Local Govt, NonProfit	\$ 2,850,868	\$ 2,604,622	\$ 246,246
601	AFP Encumbrances	\$	\$ 358,782	\$ (358,782)
810	Req Only	\$	\$ 149,500	\$ (149,500)
		\$ 9,333,376	\$ 7,973,400	\$ 1,359,976
Class Funding				
19221	SFY22 Carryover	\$ 6,257	\$ 6,257	\$ (0)
19311	SFY23 Carryover	\$ 532,653	\$ 317,691	\$ 214,962
19401	GRF Duties	\$ 5,036,315	\$ 4,184,439	\$ 851,876
20000	Revolving Fund	\$ 308,669	\$ 223,529	\$ 85,140
40000	Federal Library Funds	\$ 2,951,185	\$ 2,765,419	\$ 185,766
40500	Federal Pass Through Funds	\$ 474,583	\$ 456,933	\$ 17,650
41000	Fed Grt Funds Special Project	\$ 23,714	\$ 19,132	\$ 4,582

Oklahoma Department of Libraries
SFY24 Cost Variance Report
 For the period ending April 30, 2024

Division #	Division Name	FY24 Annual Budget	FY24 YTD Budget	FY24 YTD Expenses & Encumbrances	FY23 YTD Expenses & Encumbrances	FY23 - FY24 YTD Expense Variance Under / (Over)	FY23 - FY24 YTD Expense Variance % Under / (Over)	FY24 YTD Budget to Expense Variance Under / (Over)	FY24 YTD Budget to Expense Variance %	FY24 Budget to Expense Variance Explanation {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,783,254	\$ 1,486,043	\$ 1,288,456	\$ 804,659	\$ (483,796)	38%	\$ 197,587	13%	Increased expenses in SFY24 are due to filling positions and \$249,500 in encumbrances and pre encumbrances associated with the Classification, Compensation, and Organizational Study. Actual cost of the study will be just under \$100,000. Expenses are \$1,009,018.43. \$129,937.21 is encumbered. \$149,500 is pre encumbered.
20	Service to Libraries	\$ 4,684,708	\$ 3,903,916	\$ 4,174,822	\$ 4,554,611	\$ 379,789	9%	\$ (270,906)	7%	In SFY23, we were still spending ARPA funds that were not available in SFY24. Expenses are \$3,698,313.09. \$476,508.50 is encumbered.
30	Government Info Services	\$ 961,701	\$ 801,415	\$ 703,342	\$ 780,435	\$ 77,094	11%	\$ 98,073	12%	In SFY24, the increased expenditures are due to a retirement and salary increases. Expenses are \$644,221.54. \$59,119.98 is encumbered.
88	ISD Data Processing	\$ 1,903,713	\$ 1,586,427	\$ 1,806,781	\$ 1,644,236	\$ (162,545)	9%	\$ (220,354)	14%	Increase is due to partnership with OSRHE to purchase EBSCO databases, which didn't exist prior to April 1, 2023. Actual expenses are \$1,471,160.91 and \$335,620.28 is encumbered.

TOTALS	\$ 9,333,376	\$ 7,777,801	\$ 7,973,400	\$ 7,783,941	\$ (189,459)	-2%	\$ (195,599)	-3%
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Oklahoma Department of Libraries
 6 Digit Object of Expenditure Report
 as of 04/30/2024

Account	Description	April 2024	JUL 1, 2023 - APR 30, 2024	JUL 1, 2022 - APR 30, 2023	DIFFERENCE	EXPLANATION
510000 PERSONAL SERVICES						
511110	Sals Regular Pay	153,192	1,631,703	1,193,835	437,868	Implemented market rate salary increases as of July 1. Filled open positions.
511130	Sals Non Reg Pay	3,635	45,599	32,764	12,835	Implemented market rate pay increases as of July 1.
511210	Longevity Pay State Employees	5,262	35,394	41,224	(5,830)	Employee turnover, changes in longevity
511280	Holiday Pay Payroll Only			21	(21)	Holiday payout for employee that resigned 12/2022
511310	Terminal Leave		50,292	46,239	4,052	Retirement payouts
511420	Excess Benefit Allowance	2,065	19,827	18,878	949	Employee turnover, changes in benefits
511450	Cont. Svc. Incentive Plan Pmts		(135,953)		(135,953)	Continuous Service Payments were paid out of the wrong class fund. This fixes the error.
	Sub Class 511000	164,154	1,646,861	1,332,961	313,899	
512110	Insur. Prem Hlth Life State Pln	33,664	312,066	285,835	26,232	Employee turnover, changes in benefits selections
512210	Unemployment Compen. Payroll		(188)		(188)	
512310	Insur. Prem Workers Comp.		1,948	2,044	(96)	Timing of need
	Sub Class 512000	33,664	313,827	287,879	26,136	
513110	Employer Share FICA	9,910	89,215	81,408	7,807	Employee turnover, changes in benefits selections
513120	Employer Share MQFE/FICA	2,318	20,910	18,883	2,028	Employee turnover, changes in benefits selections
513230	Employer Share OPERS	13,426	134,383	173,940	(39,557)	Employee turnover, changes in benefits selections
513280	Employer Match AdFeeSt. Annuity	373	3,901	5,004	(1,103)	Employee turnover, changes in benefits selections
513290	St.Match Ad Fee Def Contr	4,930	40,674	22,269	18,405	Employee turnover, changes in benefits selections
513300	Reg.Savings Def Contr Plan	7,636	62,429	33,203	29,226	Employee turnover, changes in benefits selections
	Sub Class 513000	38,592	351,512	334,707	16,805	
515010	Offices of Lawyers	3,634	20,357	19,831	526	Timing of payments - Some SFY 23 invoices paid in SFY 24
515060	Acctg,Tax,Books,Payroll Svc	5,760	24,431	18,935	5,496	Timing of payment - Audit in 2022
515320	Graphic Design Services			1,250	(1,250)	ARPA project
515380	Other Computer Related Svc	14,696	87,113	112,429	(25,316)	Savings realized in OMES ISD costs
515430	Process, Logistic Consult. Svc		(3,846)		(3,846)	Payment to wrong account code. Already corrected
515540	Other Prof, Sc. & Tech.Svc	5,808	51,331	86,092	(34,760)	Changes to LSTA project needs. ARPA Projects ended (Professional Development, Leading in an Emergency, Images of Oklahoma)
515560	Office Administrative Services			2,290	(2,290)	Moved previous Galt to 999. Utilized Galt services to fill need for Accounting Technician for short time.
515570	Employment Placement Services			7,876	(7,876)	Timing of payments.
515580	Business Support Services	3,210	32,211	32,243	(32)	
515630	Credit Bureaus			105	(105)	Timing of need
515650	Investigation Security Svcs		1,707	1,588	119	Increase in alarm service costs
515660	Educational Services	19,048	43,282	18,203	25,079	Timing/need of federal projects
515990	Other Svcs exc.Public.Admin.			2,831	(2,831)	Coded to wrong account code. Corrected June 2023.
	Sub Class 515000	52,157	256,586	303,672	(44,255)	

519130	Flexible Benefits Adminis.	308	4,322		4,322				<i>Coded as 513110 in SFY22 and SFY23. This is correct code.</i>
	Sub Class 519000	308	4,322		4,322				
	Major Class 510000	288,874	2,573,108	2,259,218	313,889				
520000 TRAVEL									
521110	In State Mileage Motor Vehicle	1,272	3,401	1,185	2,216				<i>Increased library visits</i>
521120	In State Meals Subsistence Exp	169	765	433	333				<i>Increased library visits</i>
521140	In State Miscellaneous Charges	27	110		110				<i>Increased library visits</i>
521150	In State Lodging		111		111				<i>Increased library visits</i>
521210	Out of State Mileage Priv. Veh.	278	997	11	986				<i>Travel has increased post-pandemic</i>
521220	Out of State Transp. Charges		1,064	322	742				<i>Travel has increased post-pandemic</i>
521230	Out of State Meals Subsistence	397	3,824	2,445	1,379				<i>Travel has increased post-pandemic</i>
521240	Out of State Local Transp.	20	579	311	268				<i>Travel has increased post-pandemic</i>
521250	Out of State Misc. Charges	32	312		312				<i>Travel has increased post-pandemic</i>
521260	Out of State Lodging		586	494	92				<i>Travel has increased post-pandemic</i>
									<i>Timing of Board member reimbursements for SFY 23</i>
521310	Travel Reimb. Non State Empls.		3,885	2,518	1,366				
	Sub Class 521000	2,196	15,633	7,719	7,914				
522110	OutofSt Trans Cst Agcy Dir		3,933	4,612	(679)				<i>Timing of payments</i>
522113	InStPurPikePassCollFeesAgcyDir	18	75	67	7				<i>Timing of payments</i>
522130	OutofSt Pur Food Ldg Agcy Dir	2,603	10,473	5,500	4,973				<i>Travel has increased post-pandemic</i>
522131	In State Pur Food Ldg Agcy Dir		363	1,156	(794)				<i>Timing of travel needs</i>
									<i>ARPA Professional Development & Educator Workshop Projects ended</i>
522150	Registration Agency Direct	727	13,370	54,076	(40,706)				
	Sub Class 522000	3,348	28,213	65,411	(37,198)				
	Major Class 520000	5,544	43,846	73,130	(29,284)				
530000 ADMINISTRATIVE EXPENSE									
531110	Freight Expenses		11,490	18,908	(7,418)				<i>Timing/need of LSTA and ARPA projects Sending postage through OMES Central Printing & added postage using carryover funds</i>
531120	Postage	49	37,720	11,252	26,468				<i>Increased cost related to incorrect coding in SFY 23</i>
531130	Telecommunication Services	270	2,122	572	1,550				<i>In SFY 23, SRP 22 Bags paid in July.Timing/need of LSTA projects</i>
531150	Printing & Binding Contrs	924	8,876	50,568	(41,693)				
531160	Advertising		1,985	1,500	485				<i>Job posting for ARM Director on ALA Joblist Addition of Brainfuse, increase in EBSCO cost, timing of payments</i>
531170	Informational Service	9,014	1,569,662	1,328,073	241,589				
531180	Bank Service Charges		15		15				
531190	Exhibitions,Shows,Spec.Events				-				<i>Correction to more appropriate account code completed. Different from how was budgeted and paid for last FY.</i>
531230	ERP System Services	202	2,181	390	1,791				
531260	Membership in Organizations		18,979	17,836	1,143				<i>Timing of payments</i>
531310	Prem Property or Liab.Insur.		32,902	29,616	3,285				<i>Timing of payments</i>
531350	Utility Charge Other Utilities			120	(120)				<i>Payment coded incorrectly last year.</i>
531360	Utility Charge Natural Gas	378	1,977	2,755	(779)				<i>Timing of payments</i>
531370	Utility Charge Electricity	176	1,752	1,342	411				<i>Increase in service cost</i>
									<i>Correction to more appropriate account code completed. Different from how was budgeted and paid for in the past.</i>
531370	Inter Governmental Payments	40	40		40				
	Sub Class 531000	11,052	1,689,698	1,462,932	226,766				
532130	Rent of Other Building Space	10,733	123,790	1,470	122,320				<i>Timing of invoices</i>
532140	Rent Equipment And Machinery		2,635	2,527	108				<i>Timing of payments and increased cost</i>
532141	Rent of Motor Vehicles		160	99	61				<i>Rent of box truck for surplus</i>
532142	Lease of Motor Vehicles	1,502	8,207	6,899	1,308				<i>Timing of invoices received from OMES</i>
532160	Rent Elec Data Processing Eq.	1,506	8,417	9,987	(1,571)				<i>Timing of payments, increased cost</i>
532170	Rent Data Processing Software	1,787	43,351	31,244	12,107				<i>Timing of payments</i>
532190	Other Rents		125		125				<i>Exhibit booth rental in SFY23 (paid in SFY24)</i>
	Sub Class 532000	15,527	186,685	52,226	134,459				

533110	Mtc Rep. Bldgs grnds Vendor	2,435	4,028	1,150	2,878	Repairs needed at the Annex (SFY24)
533120	Mtce Rep. Equipment Vendors		893		893	Timing of payments
						Paid from wrong account last year.
533130	Mtce Rep. Tel.Equip Vendor		9,272	11,894	(2,621)	Corrected in June 2023.
533140	Mtce Rep. DP Equip Vendor	335	6,618	2,169	4,449	Timing of payment and increased cost
533150	Mtc Rep. DP Software Vendors				-	
533180	Housekpg/Janit./Sanit.Sup,Mat		90		90	Supplies for Rec Ctr and Annex
533210	Mtce Rep. Bldgs Grnds In house		57		57	SFY23 supplies for Annex (paid in SFY24)
533220	Mtce Rep. non MV Eq. In house				-	
	Sub Class 533000	2,770	20,958	15,212	5,746	
534260	Medical Supplies And Materials			932	(932)	One time supplies (First aid refresh)
534290	Motor Fuels Common	259	921	1,820	(899)	Timing of need
534310	Motor Fuels Special		117	62	55	Timing of need
	Sub Class 534000	259	1,038	2,814	(1,775)	
536130	Office Supplies Non Expendable	156	1,206	572	634	Timing of need
536140	Office Supplies (Expendable)	6,174	16,942	14,159	2,783	Timing of need
536150	Data Processing Supplies				-	
						Timing/need of LSTA projects & My First Library
536190	Educational Supplies		88,613	46,485	42,128	
	Sub Class 536000	6,329	106,761	61,215	45,545	
	Major Class 530000	35,938	2,005,141	1,594,400	410,740	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	793	6,751	9,473	(2,722)	Timing of need/availability of funds
541120	Data Processing Equipment	14,915	15,794	30,618	(14,824)	Timing of need (computer refresh)
541130	Data Processing Software				-	
541150	Equip Furn Residential Educ.				-	
	Sub Class 541000	15,708	22,544	40,091	(17,546)	
						Reduced materials spending. ARPA project payments in 2022.
542120	Library Resources Textbooks		26,727	201,925	(175,198)	
	Sub Class 542000		26,727	201,925	(175,198)	
546210	Bldgs,Struct. Constr. Renov.			880	(880)	One time cabling project
	Sub Class 546000			880	(880)	
	Major Class 540000	15,708	49,271	242,896	(193,624)	
550000 GEN ASST, AWDS, PROG-DIRECTED						
551110	Assistance Payments				-	
553190	Refunds Overpayment Charges		32,708	3,846	28,862	Returning funds to IMLS - ARPA funds
554230	Reimbursement & Repayment Other			2,000	(2,000)	Deductible for totaled van (April 2023)
						Timing of payments. ARPA project
555110	Pmts Local Gov't Gen Govt	530,451	2,694,540	2,892,387	(197,847)	payments in SFY23.
	Major Class 550000	530,451	2,727,248	2,898,233	(170,984)	
	Business Unit Total	876,515	7,398,614	7,067,877	330,737	

FINAL FFY22 LSTA Financial Report

Project Name	Amount reported to IMLS on 01/28/2024
Annual Report	\$ 7,335.49
Citizenship and Immigration	\$ 138,661.18
Computer Lab	\$ 2,159.49
Continuing Education	\$ 53,590.52
Statewide Databases	\$ 717,781.08
E-Rate	\$ 22,603.40
E-Media	\$ 100,000.00
Grants2States Administration	\$ 44,192.64
Resource Sharing (ILL)	\$ 471,601.59
Health Literacy	\$ 261,927.40
Images of Oklahoma	\$ 38,632.95
Institutions	\$ 46,933.88
Literacy Development	\$ 88,318.01
Public Librarians Academy (Certification)	\$ 41,233.64
Read Across Oklahoma	\$ 15,248.54
Summer Reading	\$ 53,330.27
Technology Grants	\$ 84,376.52
Videoconferencing Maintenance	\$ 12,414.83
Website Development	\$ 11,444.57
Totals	\$ 2,211,786.00

The State Program Report for FFY22 was due January 28, 2024. It was accepted and approved on February 22, 2024. No funds were returned to IMLS.

FFY23 LSTA Financial Report

Project Name	Budgeted Amount	Amount Paid (as of 04/30/24)	Encumbrance Balance
Annual Report	\$ 33,728.99	\$ 29,657.03	\$ 4,071.96
Citizenship and Immigration	\$ 138,005.05	\$ 136,171.20	\$ 1,833.85
Databases	\$ 889,787.00	\$ 444,893.50	\$ 444,893.50
E-Rate	\$ 22,194.89	\$ 22,194.89	\$ -
E-Media	\$ 80,000.00	\$ 50,000.00	\$ 30,000.00
Grants2States Administration	\$ 55,129.11	\$ 49,014.61	\$ 6,114.50
Resource Sharing (ILL)	\$ 483,270.30	\$ 472,040.43	\$ 11,229.87
Health Literacy Institutions	\$ 271,223.64	\$ 268,778.00	\$ 2,445.64
	\$ 38,740.55	\$ 56.50	\$ 38,684.05
Literacy Development	\$ 33,059.50	\$ 29,730.31	\$ 3,329.19
Professional Development	\$ 124,262.36	\$ 108,364.72	\$ 15,897.64
Read Across Oklahoma	\$ 21,600.00	\$ 13,765.51	\$ 7,834.49
Summer Reading	\$ 71,938.00	\$ 32,560.86	\$ 39,377.14
Technology Grants	\$ 132,099.40	\$ 132,099.40	\$ -
Transforming Teen Services	\$ 22,700.00	\$ 16,200.00	\$ 6,500.00
Videoconferencing Maintenance	\$ 9,572.20	\$ 9,572.20	\$ -
Website Development	\$ 59,050.00	\$ 3,090.61	\$ 55,959.39
Unallocated	\$ 14,893.01	\$ -	\$ 14,893.01
Totals	\$ 2,501,254.00	\$ 1,818,189.77	\$ 668,171.22

We have combined several projects with similar intents under one large project. The Professional Development project will encompass Computer Lab, Continuing Education, Online Learning and Public Library Academy moving forward.

The funds for all projects must be expended by September 30, 2024.

FINAL ARPA Financial Report

Project Name	Amount Reported to IMLS on 12/30/23
ARPA Administration	\$ 30,739.82
Excel Online High School	\$ 24,600.00
Educators Workshop	\$ 28,187.84
E-MEDIA	\$ 64,000.00
Images of Oklahoma	\$ 45,703.00
Leading in an Emergency	\$ 37,345.82
Multifunction Printer Grants	\$ 35,837.49
Materials to Institutions	\$ 70,240.08
Online Learning	\$ 15,424.00
Online Homework Help and Job Seeker Assistance Database	\$ 206,666.67
Professional Development	\$ 73,963.31
Ready2Read Early Literacy Initiative	\$ 105,470.45
Targeted Grants	\$ 1,941,797.83
Telehealth Hubs	\$ 69,210.00
Web Migration	\$ 21,565.50
Workforce Development Workshop	\$ 5,500.00
Videoconference Maintenance	\$ 53,695.96
Unspent	\$ 37,409.23
Total	\$ 2,867,357.00

The State Program Report for the ARPA funds was finalized and approved by IMLS on January 29, 2024. We returned \$37,409.23 to IMLS in early January. The ARPA projects are now closed.

Agency Activity Report

December 1, 2023 – January 31, 2024

Grants and Contracts Awarded

FFY22 Projects – Library Services and Technology Act (LSTA) funding

- The FFY22 State Program Report and Final Financial Report was submitted to the Institute of Museum and Library Services (IMLS) on January 26, 2024. All funds were spent within the grant period. We're now waiting for IMLS to approve the reports.

FFY23 Projects – Library Services and Technology Act (LSTA) funding

- Two grant opportunities were offered – Technology Grants to Public Libraries and Continuing Education Grants to attend the Oklahoma Library Association Conference. Applications are being reviewed.
- Contracts are being prepared for the two grant opportunities and the Public Library Academy presenters, who will be presenting the spring 2024 certification classes around the state.

FFY24 Projects – Library Services and Technology Act (LSTA) funding

- Project proposals for the FFY24 LSTA funding cycle were submitted in early December. The projects were reviewed by the Executive Team and will be voted on by the ODL Board at the March 8, 2024 meeting.

American Rescue Plan Act (ARPA)

- The ARPA saga is complete! IMLS approved our State Program Report and Final Financial Report on January 29, 2024. All unspent funds have been returned to IMLS - \$37,409.23.

State Aid for Public Libraries

- State Aid agreements and claim forms were sent to all eligible libraries the week of January 8th. Out of 114 municipals and systems, we've already had 101 return all documents. The first round of payments have already gone out to the libraries.

National Historical Publications and Records Commission (NHPRC)/Oklahoma Historical Records Advisory Board (OHRAB)

- Due to inclement weather in December, the preservation assessments have been moved to March. All sites received a contract amendment in December and all are complete. The sites will receive \$250 to implement the consultant's recommendations from the assessment.

Administration

Kelly Adams, Natalie Currie, Melody Kellogg, Tara McCleod, John Schramm, Chris Smith, Cassie Spindle, Ashley Welke

Human Resources

- Adrienne Samuel joined ODL as the Multimedia Designer on December 12, 2023.

- Congratulations to Jan Davis, Administrative Archivist, who retired after 21 years of service with the State and 15 years with the agency.
- Emily Goss resigned as the temporary employee in Archives on December 20 to accept an internship for NASA in Virginia.
- Melody Kellogg joined ODL as an Accountant I on January 2, 2024.
- Patricia Nunes joined ODL as the Archives and Records Management Director on January 28, 2024.

General Administration

- ODL staff conducted new Commission member orientation for Audrey Rockwell, Chair of the Archives and Records Commission
- Collaborated with OMES Capital Asset Management (CAM) to conduct the solicitation process for architecture and engineering firms to coordinate the Allen Wright Library renovation project. This included providing input for the project scope of work and criteria for selection, scoring initial solicitation responses, hosting a building tour for finalists, and scoring supplier presentations. A final selection was recommended, and contract negotiation is in progress.

Financials

- We received no bids for our classification, compensation and organizational study RFP that was posted in November 2023. We obtained feedback, made adjustments, and reposted the RFP at a higher budget amount in January 2024. The RFP closes on February 14.
- The SFY23 carryover and budget revision was submitted to ABS in early January. The agency is still waiting for those funds to be moved.

Legislative Liaison

- Budget request and performance hearings before the Senate Appropriations Subcommittee on Education was Thursday, December 14 and before the House Appropriations and Budget Subcommittee on Education Tuesday, January 9.
- Coordinated with the Secretary of State's office staff and Representative Jeff Boatman to file [HB3643](#) to update Title 67 Records Management Act.
- 2nd Session of the 59th Legislature began February 5, 2024. See attached Legislation Tracking Report.
- Continued to coordinate Oklahoma delegation participation in the Voices for Libraries advocacy fly-in event scheduled for March 6 and 7 in Washington D.C.
- Joined the Chief Officers of State Library Agencies (COSLA) Public Policy Committee. The Committee is currently finalizing their policy platform in preparation for Voices for Libraries.

Public Information Office

Connie Armstrong, Kaylee Reed, Adrienne Samuel, Fara Taylor

General PIO

- Developed, designed, and printed content for the Senate and House Budget Sub-Committee Hearings in December and January. Developed answers for any outstanding questions from the sub-committee members alongside Admin.

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- Continued working on agency communication plan and strategy; Plan will unite and increase brand identity for the agency.
- Created process for incoming employees to receive headshots, business cards, and nametags
- Worked with Library Resources to create a policy for incoming public reference questions sent to ODInfo email.
- Helped Executive Team develop tactic-writing process for the agency's strategic plan.

GovDelivery

- For December and January, six bulletins were sent to 1,518 total recipients. There has been an increase of 997 subscribers. Topics included E-Rate Grant info, OLA Conference grants, Technology grants for rural and small libraries, IMLS grants for Native American Libraries, Summer Reading planning workshops, and EBSCOadmin webinar trainings. New templates were developed by our new graphic artist, Adrienne S. We also worked toward creating a communication plan for GovDelivery which includes monthly newsletters that will include topics such as Professional Development Opportunities, Feature Event/Topics, Webinars & Trainings, Library Stories and other miscellaneous items of interest.

Graphic Design

- Designed invitation, rsvp card, and envelopes for the Oklahoma Center for the Book's 35th Annual Book Awards. Solicited quotes for print production for the invitation package and received approval for purchase order.
- Designed collateral for Read Across Oklahoma 2024, including the flyer, promotional bookmark, social media graphic, participation certificate, and web graphics for the ODL website to be more aligned with the state's branding. Designs included a new event logo that will better identify the event in future years while creating consistency of recognition without having to use the same design each year, allowing for the past practice of highlighting illustration elements from the featured book to continue.
- Developed a strategy for redesigning and upgrading the flow of the ODL website for its main three users: Oklahomans, Public Libraries, and State Employees. The new path will include a more modern and engaging homepage with generalized content that features a prompt above the fold to the three target audiences to enter their section of relevant ODL site features by clicking on their button and navigating to their user-specific landing page. This will allow for a more streamlined and resourceful experience of the site.

Oklahoma Center for the Book

- The Oklahoma Center for the Book received 179 entries for the 2024 Oklahoma Book Awards. Awards are given in the following categories: children/young adult; design, illustration, photography, fiction, non-fiction, and poetry. Poet, fiction writer, filmmaker, and playwright LeAnne Howe will be honored with the Arrell Gibson Lifetime Achievement Award. The Oklahoma Book Awards banquet will be held May 11, at the Oklahoma History Center. Tickets will be available for purchase in April.
- The My Favorite Book statewide writing contest for 4th through 12th grade has completed the first-round of judging. The final round of judging will be completed in March. First, second, and third place cash prizes and awards will be given in all three divisions. First-place winners'

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libraries will receive a \$1,000 award. Students will read their winning letters at the awards ceremony, that will be held May 1, at the State Capitol.

- The Oklahoma Center for the Book continues to work with the ODL Literacy Department on the Read Across Oklahoma event that will be held April 9, 2024 at the Oklahoma City Zoo.

Websites Updates

- Worked with Literacy to create the 2024 Read Across Oklahoma (RAOK) page. Adrienne S. created some promotional items that incorporates the featured book's illustrations. They look fabulous! We will be adding virtual activities and the 2024 OKC Zoo/RAOK video before the event. View the page at Oklahoma.gov/libraries/read.
- PIO and Library Development coordinated with our web hosting provider to move the 75 OKPLS, literacy, and project websites to a dedicated server. The previous server was taxed by the number of websites on it, so it was running slow. We are in the process of acquiring more storage for the new server. In the process, we purged older/unused websites to create space.

Social Media

- On Facebook in December/January, we had a couple popular posts so our overall reach was close to 160,000 people and had over 5,000 content interactions. All organically without ads. Our top posts were the "Bread, Milk & Books" post (120,000 reach) during the winter weather days and the "Find Your Public Library" post (13,000 reach) that featured info about our interactive map on the ODL website. We are close to reaching 5,000 followers on FB. Twitter had 16,000 impressions. During the last two months our social media posts featured two new Archives Digital Puzzles, My Favorite Book and Book Awards last call for entries, all three Brainfuse services and their mobile app, our printable literary gift tags and archives wrapping paper, New Year's resolutions you can accomplish at your library, announcements for job openings, the interview with 2023 Book Award Poetry winner Mary B. Gray, and other topics.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson

Field Visits

- Chelsea
- Perry
- Cushing
- Wewoka
- Shattuck

Annual Report

- The State Data Coordinator (SDC) is busy cleaning data submitted as a part of the Annual Report/Public Library Survey (PLS) for IMLS submissions. The PLS is a federal, state, and local data cooperative, annually gathering information from local libraries in each state. The Oklahoma Annual Report is open from July 1 – August 15th/October 1st. After gathering the data,

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the SDC checks the data against last year and rectifies any anomalies (edit checks). This includes both critical and non-critical edit checks.

- The state is in the process of purchasing new annual report software, Counting Opinion's LibPAS. The State Data Coordinator is working with Counting Opinions to get the software ready for July launch.

Continuing Education

- The spring Certification classes have been scheduled, and presenters have been booked. Registration will open in mid-February. Due to cancellations in the fall, only one section of each course will be offered in person.
- The 2024 OLA Conference Grant is open until February 6th. The grant is open to certified librarians who make less than \$45,000 per year and covers registration, travel expenses, and hotel costs for successful applicants.

Youth Services

- Collaborative Summer Library Program (CSLP) Annual Summer Symposium was December 7. This was a virtual gathering of librarians who plan summer programs for youth 0-18. Presenters shared ideas and there was discussion on specific activities for the upcoming summer using the theme "Adventure Begins at Your Library."
- Trisha met with the CSLP Outreach Committee. This committee is working to expand CSLP's interaction with other organizations beyond schools.
- Trisha placed materials orders for Summer '24! 114 libraries requested materials, including individual libraries in Southeast Oklahoma Library System (SEOLS), and Eastern Oklahoma Library System (EOLS). We also placed bulk orders for Metropolitan Library System, Tulsa City-County Library System (TCCL), Southern Oklahoma Library System (SOLS), and Western Plains Library System (WPLS). These include basic summer materials such as bookmarks, reading logs, posters, flyers, and signs.
- ODL is offering summer reading program planning workshops for youth library staff all around the state. There are 12 workshops being offered, covering each region of the state. We plan to do learning activities, sample programs, brainstorming sessions, and collaboration.
- Solar kits are traveling around the state! Libraries are enjoying using these kits with people of all ages for hands-on learning. Chris Smith in the ODL mailroom is instrumental in making this process happen.

Office of Literacy Development

Taylor Meriwether, Brooklynn Bors, Judy Tirey

Health Literacy

- Brooklynn attended a Wellness Alliance meeting in January to network and discuss how public/private organizations can improve the health of the state.

Citizenship and Immigration Project

- Met virtually with all recipients of the Citizenship and Immigration grant to check progress.

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- Met with Jesus Ramires with U.S. Citizenship and Immigration Services (USCIS) about how they can support and provide materials to sites.

Read Across Oklahoma

- Applications to attend the in-person *Read Across Oklahoma 2024* event closed and sites were selected. Twenty-seven schools were selected, representing 15 counties across Oklahoma, totaling 1,671 students and 162 teachers and aids.
- Books of the featured title *The Forgetful Elephant* by Kylan Mogg were ordered and mailed out to selected sites. Each student will receive a copy of the book to take home and build their home library, and one book to keep in the classroom. Classes will read the selected title before the event to familiarize students with the title.

Broadband Expansion and Technology Adoption

- Attended all Governance and Council Meetings for the Oklahoma Broadband Office. Staff stay up to date of any changes in the Broadband Equity and Access Deployment (BEAD) and Digital Equity Act (DEA) funding plans as well as making sure the agency is ready to apply once the Notice of Funding Opportunity is posted. The key focus for BEAD is making sure libraries are recognized as Community Anchor Institutions.
- Reviewed and provided feedback on the State Digital Equity plan as well as BEAD through the Oklahoma Broadband Office.
- Taylor has been preparing for a presentation at the Oklahoma Library Association Annual Conference March 6-8 on how to overcome barriers in bridging the digital literacy gap. From rural and small libraries to metropolitan areas with large populations, future generations of Oklahomans will have access to resources that will enable them to thrive in an increasingly connected world.
- Taylor is also speaking at the Connected America Conference March 12-13 over a Holistic Approach to closing the Digital Divide. This is to share awareness of libraries as Community Anchor Institutions for BEAD funding.
- Taylor attended the Net Inclusion Conference in Philadelphia, PA Feb 13-15 to establish and maintain connections with people in Digital Opportunity field. She also attended sessions with other State Library representatives to discuss plans for the Digital Equity funds approaching through the Broadband Office. This was hosted by the National Digital Inclusion Alliance which specializes in supporting digital skills building.

Workforce Development

- Brooklynn met with Green Country Workforce to discuss partnership opportunities and the potential development of setting up a workforce development board presence in the Pawhuska Library.
- An Online High School grantee meeting was held in December. Grant sites were able to ask questions and learn about resources, marketing, and referrals.

Department Abbreviations

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

Office of Library Resources

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

Weeding & Shifting Project Update

- Library Resources continued to weed and shift materials in the General Collection through the end of January. Since November 2023, a total of 1,826 items were withdrawn. Additional collection work has been planned and implemented for the General Collection, Oklahoma Room Collection, and Cartwright Law Collection in preparation for the coming renovation. This includes identifying Oklahoma related items and materials supportive of state government in the general collection for retention. A major shift of this collection is also underway to make a separated holdings area for materials to be retained post renovation.
- Currently, staff are evaluating Oklahoma Room Collection serials for any that are not Oklahoma related and withdrawing as necessary. The Cartwright Law Collection is also being weeded for superseded print materials.
- Library Resources staff have been assigned to associated workgroups for the multiple ODL collections and are meeting regularly for discussion and updates.

File Migration Update

- A significant number of the existing SharePoint sites have been migrated to the new ODL Intranet that utilizes a SharePoint Hub and department pages. Library Development and its associated sites should be migrated to the new location by the end of February. The site has been live since the new year and many departments are accessing their files from the new location. As expected, there have been minor issues with the transition, but they have been corrected. The hub provides a central access point for all things ODL and staff can access basic agency information from it without needing to visit multiple SharePoint sites.

Professional Development

- Library Resources staff Rachel Walker and Heather Kitchen will be attending the Oklahoma Library Association Conference in Tulsa March 6-8. Rachel is coordinating a conference presentation on the EBSCOhost and Brainfuse statewide licenses.

Electronic Resources Usage Statistics

- Total number of searches in all subscribed EBSCO databases at all sites participating in the statewide license
 - November 2023: 6,252,555
 - December 2023: 3,081,274
 - January 2024: 6,729,079
- Total number of uses of Brainfuse subscriptions (HelpNow, JobNow, and VetNow) at all sites participating in the statewide license (this is a count of all usage across all content on Brainfuse, irrespective of content type)
 - November 2023: 14,250

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- December 2023: 12,291
- January 2024: 5,306
- Total number of checkouts in Overdrive/Libby from ODL card holders
 - November 2023: 188
 - December 2023: 268
 - January 2024: 245

Government Information

Mike Cameron, Sam Johnson, Heather Kitchen

Inventory

- In preparation for the upcoming renovation, we created a collection retention plan including an inventory of the Oklahoma Publications Clearinghouse Collection which will be implemented this February. The inventory will allow us to see if there are any materials that are missing, need to be catalogued, or require an updated holdings statement in our ILS. Completion of the inventory will also allow us to identify collection materials that need to be digitized.
- The US Government Documents Collection is also being evaluated to update our collection plan. The long-term draft plan is still under development to provide direction for the collection over the next several years. The planned inventory will not be implemented until after the renovation has been completed as other collection work has a higher priority.
- Nautical maps continue to be withdrawn by library staff with work to be completed this spring.

Preservation

- US Documents has received the archival preservation supplies needed to support older, more fragile collection materials. Staff will be using these in the coming months on identified collection materials.

Federal Depository Library Program (FDLP) Digital Depository

- The FDLP continues to implement activities to support a national, digital collection model. A major element is the reduction of print titles limited to select libraries. In December 2023 and January 2024, the FDLP disseminated two questionnaires to all depository libraries. These questionnaires were used to identify National Collection Service Area priorities for receipt of the limited print copies of tangible titles.
- As a selective depository, ODL did not request to receive these selective materials to prioritize their retention by regional depositories in our National Collection Service Area.

Archives and Records Management

Madelyn Chambers, Amanda Chrestensen, Patricia Nunes, Sharif Tucker, and Alyssa Vaughn

State Archives

Projects

Department Abbreviations

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

- Staff continue to evaluate digital asset management tools for Archives and work with OMES IT to evaluate functionality/security.
- Created a metadata schema for a collaborative project with OMES to establish a statewide electronic records management and preservation system.
- Processed 35 boxes of election returns from the State Election Board into the State Archives.
- Processed 16 cubic feet of Indian Affairs Commission records and reprocessed 5 cubic feet of Department of Charities and Corrections records.
- Uploaded 12 Semi-Centennial Commission newsletters to the Archives.OK.Gov collection on Digital Prairie.

Outreach

- Shared unique State Archives records with the House of Representatives and Senate during budget presentations and with prospective architecture firms for the building renovation, December 14, January 9, and January 11
- Provided tours of the State Archives to a prospective intern from UCO and to a master's student from Georgia researching archives operations and best practices, December 28 and January 25

State Records Management

- ODL Staff met with Jerry Moore and his team to discuss collaboration on electronic records management. Work was formalized through a project initiation request with IT to identify and evaluate resources for electronic records management automation.
- Staff continue to discuss inventory management solutions with OMES IT to replace the Microsoft Access inventory database.
- Provided records management training and a State Archives tour to two staff members from the Governor's Office, January 17
- Assisted six agencies with updating 12 records retention schedules at the Archives and Records Commission meeting, January 25
- Transfers to the State Records Center include 114 cubic feet from the following agencies: Aeronautics Commission, Department of Agriculture, Employment Security Commission, Board of Nursing, and Secretary of State.
- Staff destroyed 134 cubic feet of records for the following agencies: Department of Agriculture, Employment Security Commission, Mental Health and Substance Abuse Services, and OMES.

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Agency Activity Report

February 1 – April 30, 2024

Grants and Contracts Awarded

FFY22 Projects – Library Services and Technology Act (LSTA) funding

- The FFY22 State Program Report was approved by the Institute of Museum and Library Services (IMLS) on February 22, 2024.

FFY23 Projects – Library Services and Technology Act (LSTA) funding

- Technology Grants were awarded to 28 sites, totaling \$130,000. All sites have been paid.
- Continuing Education reimbursement grants were awarded to 19 individuals from 11 libraries. Contracts and claims were sent in late February. The total awarded amount is \$16,244.95.
- The Business Office is entering final reports in Foundant (grants management system) and will be assigning those reports to awardees of Health Literacy and Citizenship and Immigration soon.

FFY24 Projects – Library Services and Technology Act (LSTA) funding

- We are receiving \$2,529,938 for FFY24. This is an increase of \$28,684 from the FFY23 amount.
- Contract templates are being reviewed by an Assistant Attorney General in advance of the FFY24 grants.

State Aid for Public Libraries

- All libraries have received their State Aid funds for SFY 24.

NHPRC/OHRAB

- Preservation Assessments were completed in March. All five sites received \$250 to implement the consultant's recommendations from the assessment. We will offering additional funds to implement the consultant's recommendations to spend down the remaining grant funds.
- The current grant ends on June 30, 2024.

Administration

Kelly Adams, Natalie Currie, Melody Kellogg, Tara McCleod, Melissa Nucci, John Schramm, Chris Smith, Cassie Spindle, Ashley Welke

Human Resources

- Courtney Mayall joined ODL as the new Library Operations Consultant on February 12. Previously the Anadarko Public Library director, Mayall will visit with all the libraries and provide support, consultation, grant and professional development opportunities.
- Melissa Nucci joined ODL as the HR Generalist on April 9. The agency updated its contract with OMES Central Accounting and Reporting from "full-service" Human Resources assistance back to limited. This change still allows OMES to assist the agency with the full range of HR transactions and to provide more in-depth HR support to employees on an as needed basis.
- John Schramm resigned as Administrative Assistant II effective May 3.
- Adrienne Samuel resigned as Multimedia Designer effective May 14.

- Agency policies continue to be reviewed and evaluated for needed updates. Revised policies are being proposed to the ODL Board for final review and approval.

General Administration

- Contract negotiation is still underway between OMES and the architecture and construction firms that were recommended for selection for the Allen Wright Library building renovation project. Once the contracts are signed, we anticipate a planning phase of around 8 months before work begins.
- ODL staff continue to have ongoing internal strategic planning conversations to organize and align work and resources with operational objectives. Supervisors are working with employees to develop and define tactics and key performance measures to achieving Strategic Plan objectives.
- The ODL SharePoint Hub/ File Migration project has been completed. All departments have been migrated to the new site and an online training, tour, and presentation is undergoing final review with anticipated roll out in June.
- All staff computers were moved to the OMES lease plan in April and laptops with teleconferencing monitors were deployed to create more flexibility in preparation for the impending remodel.
- Without the ability to port ODL's current landline phone numbers, staff continue to evaluate mobile phone solutions for staff teleworking and traveling across the state. A small number of cell phones were deployed to staff in January as a pilot; staff are also exploring Teams soft phone capabilities.
- On March 6-8, Natalie Currie, Heather Kitchen, Taylor Meriwether, Rachel Walker, and Ashley Welke attended the Oklahoma Library Association Conference in Tulsa. Rachel presented a session sharing information about ODL's electronic resources, Taylor presented a session covering e-rate and federal broadband initiatives, and Trisha co-presented on new books and materials for children.
- On March 11, staff hosted a resource table for Senior Day at the Capitol to promote ODL services provided to the public and services Oklahoma public libraries provide to their communities. The booth was busy with interested seniors taking home fliers, bookmarks, stickers, and other paraphernalia.
- Brooklynn Bors, Cassie Spindle, and Ashley Welke attended the bi-annual Public Library Association Conference in April, networking with various individuals and learning ideas on successful programming and initiatives from libraries across the U.S.

Financials

- We received three bids for the classification, compensation, organizational and employee development solicitation with Arrowhead Consulting being the winning bidder. Arrowhead, which is based out of Tulsa, began their work on March 19. They anticipate completing the studies by the August 30 deadline.
- The SFY23 carryover and budget revision was approved in March. With carryover funds, we were able to purchase several items to increase staff safety, including a personnel/merchandise lift for the State Records Center.

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- After careful review, the agency plans to transition to a biweekly payroll schedule beginning in September 2024. Staff are currently paid monthly. We are using carryover funds to cover the cost of the transition.

Legislative Liaison

- See attached End of Session Report for the Second Session of the 59th Legislature (Agenda Item 7c). Throughout the session, relationships were cultivated with legislators to communicate the importance of libraries and build support for investing in agency needs. There is interest in sponsoring an interim study to generate buy in for future ODL appropriations requests.
- Led Oklahoma delegation in participating in the Voices for Libraries Advocacy Fly-In March 6-8 in Washington, DC.
- Strengthened relationship and collaboration with Secretary of Education Nellie Sanders

Public Information Office

Connie Armstrong, Kaylee Reed, Adrienne Samuel, Fara Taylor

General PIO

- Represented ODL at the Oklahoma Library Association conference with a vendor table. Coordinated coverage and spoke with the field about ODL's services. Several librarians came to the table to express gratitude for all that ODL does for public libraries in the state.
- The PIO team volunteered on April 9 at the Read Across Oklahoma event at the OKC zoo taking pictures, handing out books, and posting on social media about the event.
- Worked with the Business office to purchase a camera for professional photos to showcase agency events, collections, and headshots.
- Coordinated with Library Development to create a marketing plan to announce a new survey software for public libraries.

GovDelivery

- For February through and April, nine bulletins were sent to 20,209 total recipients. There has been an increase of 1,582 subscribers. We sent out the first two monthly newsletters that will include updates from the director, emergency resources, EBSCO User Interface updates, EBSCO webinars, Brainfuse JobNow AI Techniques for Job Seekers, Read Across Oklahoma Virtual Activities, Book Awards information, Poetry Month, My Favorite Book, the Prison Working Group meeting announcement, spring Public Library Academy classes and more topics. Two press releases were sent out for the Read Across Oklahoma event and the Book Award finalists.
- April marked the launch of the agency-wide email communication plan which sends out one main newsletter at the start of the month to a Library News subscriber list and public libraries. A second email is then scheduled for mid-month to just public libraries that informs subscribers of any additional events and webinars. Feedback from the plan and templates has been overwhelmingly positive.

Oklahoma Center for the Book

- The Oklahoma Center for the Book continued to prepare for the My Favorite Book awards that will be held on May 1 at the State Capitol. Judges are currently working on the final round of

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judging. Students placing first, second, and third in the competition will receive a cash prize and medal. The first-place winning students in each division will select either their school or public library to receive a \$1,000 award. The competition requires students to write a letter to an author explaining how their book or character made an impact on their life. The My Favorite Book competition is funded by the Friends of the Oklahoma Center for the Book and the Kirkpatrick Foundation.

- The OCB also continued preparation for the 35th Annual Oklahoma Book Awards to be held May 11. Finalists were selected in March in the following categories children/young adult; design, illustration, and photography; fiction; non-fiction; and poetry. Judges met on April 1, to select the winner in each category. Award-winning author, poet, and playwright LeAnne Howe will be honored with the Arrell Gibson Lifetime Achievement Award.
- The OCB continued to meet with the National Center for the Book and other fifty-five affiliate centers to make plans for the upcoming National Book Festival to be held on August 24 in Washington, D.C. Oklahoma will again host a booth at the festival. The OCB selected the following books to represent Oklahoma in the National Book Festival's Great Reads from Great Places program: *This Indian Kid: A Native American Memoir* by Eddie Chuculate and Otis W. Leader: *The Ideal American Doughboy* by Sarah Elisabeth Sawyer. These books will be displayed at the National Book Festival and will also be on sale at the event.

Websites Updates

- Worked with Literacy to create the 2024 Read Across Oklahoma Virtual Activities page: oklahoma.gov/libraries/read. We added the Oklahoma Book Awards finalists to the website and the winners will be on there by the time you read this: oklahoma.gov/libraries/book-awards
- PIO and Library Development have been working on a plan to move the Public Library Academy site to the ODL website in the summer between certification classes. We have also been discussing the future of the OKPLS/literacy websites project and researching ideas for moving forward.

Social Media

- On Facebook in February-April, we ran the Book Awards ads. The ad reached 25,042 screens and had 849 people who clicked on the link to the webpage. Overall reach for the three months was 119,200 for FB. We celebrated Preservation Week the last week in April with videos from our Archives showing ways that staff preserve records, documents and photographs. April was also Records and Information Management Month (#RIMMonth). We shared images of the Annex and Records Center and share information about the importance of records retention/disposition. Other holidays we created posts for included World Book Day, Haiku Poetry Day, National Library Week, Pet Day, St. Patty's Day, Pi day, Poetry Month, Valentines Day, Groundhog Day, Library Lovers Month and others. We posted before, during and after the Read Across Oklahoma event, announced the winners for the My Favorite Book Contest, and shared the finalists for the Book Awards. We shared a remembrance for Tom Stafford with a telegram from the Archives. Kaylee was featured on a post for ODL's booth at the Oklahoma Library Association Annual Conference. We also shared information about the Together We Read online book club. We created fun printable bookmarks that we shared with our followers. Plus, we created and posted a new archives digital puzzle featuring the Carnegie Library in

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Ardmore: digitalprairieok.net/puzzles. Information about Brainfuse services was shared on social media throughout the last three months ten times.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson, Courtney Mayall

Field Visits

Field visits by the Library Development Office Coordinator focus on newly hired library directors. This is an orientation which assists in being aware of annual reports, establishing and building relationships with the city and library board, the opportunities offered by ODL, and local and state associations. These visits are conducted on demand. The Library Operations Coordinator's field visits are introducing the position and the staff member to all of the public and system libraries. During the visit, the Library Operations Coordinator is gathering information intended informing future ODL Library Services and Technology Act (LSTA) grant opportunities, and providing direct resources that support library services, and sharing best practices.

Library Development Office Coordinator Field Visits

Anadarko Public Library, Hinton Public Library, Mounds Public Library, Okemah Public Library, Okeene Public Library, Nora Sparks Warren Public Library (Pauls Valley).

Library Operations Field Visits

Hinton Public Library, Anadarko Community Library, Carnegie Public Library, Watonga Public Library, Hydro Public Library, Geary Public Library, Apache Public Library, Mountain View Public Library, Hobart Public Library, Mangum Public Library, Walters Public Library, Cache Public Library, Mounds Public Library, Grandfield Public Library, Fredrick Public Library, Duncan Public Library, Marlow Public Library, Sayre Public Library, Elk City Public Library, Lawton Public Library, Waurika Public Library, Ringling Public Library, Lindsay Public Library, Wynnewood Public Library, Madill Public Library, Ardmore Public Library, Fairview Public Library, Carmen Public Library, Okeene Public Library, Maysville Public Library, Rush Springs Public Library, Hennessy Public Library, Kingfisher Public Library, Mustang Public Library, Stratford Public Library, Pauls Valley Public Library, Tuttle Public Library, Chickasha Public Library, Ada Public Library, Durant Public Library, Antlers Public Library, Allen Public Library, Seminole Public Library, Wewoka Public Library, Piedmont Public Library, El Reno Public Library.

Youth Services Consultant Field Visits

Okemah Media Center

Prison Library Working Group Quarterly Meetings

February 6, Jeanie Austin was the guest speaker. They are a jail and reentry services librarian at the San Francisco Public Library and a Principal Investigator on the Expanding Information Access for Incarcerated People grant project. In addition to authoring numerous journal articles, their book, "Library Services and Incarceration: Recognizing Barriers, Strengthening Access" was published by the American Library Association in 2021.

April 23, guest speakers were Dr. Monobe and Dr. Long. DH Monobe, Ph.D. has an educational and work experience background in rehabilitation as well as in library science.

Dr. Bobbie Long is on the faculty at the School of Library and Information Science at Emporia State University and is currently teaching Prison Libraries.

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Their presentation included collaborating with prison librarians, prisoners right to read as stated by ALA and the International Federation of Library Associations and Institutions (IFLA), and the high value prisoners place on having reading materials in the library.

Annual Report

- The State Data Coordinator (SDC) is busy working with Counting Opinions (CO) to develop the new annual report tool. CO is building out data for the last 10 years so there will be no loss in the software switch. The SDC generated and built spreadsheets, provided directory information, and met weekly with the CO representative.
- The SDC answered two data related questions from the field.
- The SDC attended the annual Tableau Conference in April. The conference gave a lot of new Tableau knowledge and the SDC was able to meet with a “Tableau Doctor” for director feedback on the agency dashboards.

Continuing Education

- The 2024 OLA Conference Grant has wrapped up, and all awardees have submitted their reports. Eighteen individuals received the grant to attend the conference in Tulsa this year. The grant funded registration, hotel costs, parking, mileage, and per diem for each attendee.
- The spring Public Library Academy certification classes have wrapped up. Due to decreased demand for in person classes, only one section was offered of each course. Five classes were offered with 42 attendees.
- The online certification classes were completed 177 times on Niche Academy from February 1st-April 30th.
- The Current Trends in Public Libraries webinar was on April 19. It was on Trauma-Informed Librarianship and was presented by speaker Beth Wahler. 44 library staff from both municipal and system libraries across the state. The recording will be available for 1 year for anyone who was unable to view the live event.
- The Public Library Academy and Ryan Dowd Niche Academies had combined views of 12,371 from February 1st-April 30th.

Youth Services

- We coordinated Transforming Teen Services Workshops at six libraries around the state, including one at ODL. Approximately 45 youth library staff attended these trainings.
- Youth and summer program planning workshops are in progress at locations around the state. So far, we have completed workshops in Chickasha, Yukon, ODL, Durant, and Stilwell. Our final workshop is in May at Sapulpa.
- At the Oklahoma Library Association Conference, Trisha and Emily Williams of Metropolitan Library System presented the session “What to Do with What’s New, Take 2,” and there was a good turnout. Session evaluations were positive, and attendees left the session with good ideas and new books to take back to their libraries.
- Trisha joined the Steering Committee for the Collaborative Summer Library Program Annual Meeting. This committee is planning content, scheduling, and collaboration

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activities for the two-day meeting. We are excited that this meeting will be in-person at the end of August in Denver, Colorado.

Office of Literacy Development

Taylor Meriwether, Brooklynn Bors, Judy Tirey

Health Literacy

- Attended the Central Oklahoma Wellness Alliance meeting in March to network and discuss how public/private organizations can improve the health of the state.
- ODL signed a letter of commitment in support of OSU's program proposal for the National Science Foundation Civic Innovation Challenge. Upon the proposal's approval for the grant, ODL will help facilitate partnerships between OSU and local libraries in support of the program's goal of improving access to health care in rural communities through OSDH's mobile wellness units.
- Met with Oklahoma State Department of Health and subcommittee meeting in discussion of Oklahoma's State Obesity Prevention Plan. Included in the discussion was ODL's progress in support of the plan's objectives to increase access to care for all Oklahomans, increase free social support programming to improve nutrition and increase physical activity, and increase physical activity opportunities for older adults.
- Attended a telehealth grand opening in March at a Southern Oklahoma Library System branch in Atoka. Funded through a grant with OSU, the telehealth booth will increase access to healthcare by enabling Oklahomans to meet virtually with their healthcare providers.
- Attended a telehealth grand opening in Hinton that was provided through the same grant as Atoka.

Online High School (OHS)

- Grantee meetings were held in February and April. Grant sites were able to ask questions and share best practices with online high school in addition to support in workforce development.
- Attended a graduation ceremony celebrating eight graduates with the Tulsa City-County Library System. During the ceremony, a speech was given by one of the graduate's children, commencing their mom on this wonderful accomplishment and the pride they felt.
- During this reporting cycle, 2/1/24 to 4/30/24, 14 individuals have graduated, making the total 44 graduates for the online high school program.

Read Across Oklahoma

- Read Across Oklahoma was a huge success with 28 schools and 1,698 kids in attendance. During the event, children participated in early literacy activities and attended an author read-aloud of the featured title. ODL also provided books to children at the zoo throughout the event. The event's audience included children from the selected schools along with the zoo's public attendees.
- To date, the virtual Read Across Oklahoma video has received 374 views. The video contains eleven books being read aloud, including the featured title being read in English and Spanish,

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along with songs and activities in support of early literacy.

Broadband

- Attended all Governance and Council Meetings for the Oklahoma Broadband Office
- Reviewed and provided feedback on the State Digital Equity Plan as well as BEAD through the Oklahoma Broadband Office
- Currently working on developing a plan for the competitive application Digital Equity grant, including putting together a group of library directors and across the state to determine needs and coordinate strategy.

Other

- Completed the cycle of e-rate with libraries to get them funded for their internet services for this fiscal year.

Office of Library Resources

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

Collections Updates

- General Collection – In preparation for the renovation, staff are identifying Oklahoma-related items, law subject items, and materials supportive of state government to retain and streamline future access.
- Cartwright Law Collection – Staff are identifying outdated and superseded items and removing them from the collection. Staff are also combining items removed from the General Collection with this existing collection.
- Oklahoma Publications Clearinghouse Collection – Staff are shelf-reading to inventory items on the shelves that are not reflected in the catalog, then adding or updating the catalog for better access. Staff have completed one-third of the work on the inventory lists. Additional copies of Clearinghouse documents held in off-site storage will be inventoried in May. As a part of this project, staff will also evaluate the current collection strategy for acquiring materials from agency publication officers and develop a plan to increase communication and compliance with the program.
- US Government Documents Collection – Staff are developing an inventory and collection maintenance plan by fall 2024. As we prepare for the renovation, ODL updated our FDLP selection profile to temporarily pause the receipt of tangible materials for the Depository as the draft for the collection plan is being completed. Digital materials will still be received. Staff are identifying and preserving several hundreds of depository publications in protective enclosures. Nautical Maps continue to be withdrawn.
 - The FDLP continues to implement activities to support a national, digital collection model. Depositories in the four regions of the National Service Areas are encouraged to work collectively within and outside of their regions for collection planning, training, and services. New tools have been created to manage physical and digital collection

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materials, which will allow inventory processes to proceed more quickly and increase access to the collection.

Agencies, Boards, and Commissions (ABC) list (74 O.S. 3917)

- Staff are reading all signed legislation and compiling the ABC list within the deadline (30 days after the sine die adjournment of the legislative session).

Electronic Resources: Training & Outreach

- ODL offered an EBSCO-hosted webinar about EBSCOadmin, the administrative portal for EBSCO resources. On February 7, there were 59 people registered for the webinar with 33 in attendance. On February 13, there were 58 people registered for the webinar with 23 people participated in the webinar.
- ODL offered an EBSCO-hosted webinar about the new EBSCOhost user interface. On April 2, 64 people registered with 36 in attendance. On April 4, there were 47 people registered for the webinar with 27 in attendance.
- The Electronic Resources librarian hosted a booth at the WORKlahoma Job Fair on April 25 to promote Brainfuse's JobNow. She interacted with 56 job seekers, 8 employers, and 9 staff members of employment assistance organizations. There were 98 information handouts taken.

Electronic Resources: Statistics

- Total number of searches in all subscribed EBSCO databases
 - February 2024: 10,573,175
 - March 2024: 8,304,958
 - April 2024: 9,013,114
- Total number of uses of in all subscribed Brainfuse modules. This count also includes the number of times the administrative portal was accessed.
 - February 2024: 8,243
 - March 2024: 11,821
 - April 2024: 7,896
- Total number of checkouts in Overdrive/Libby from ODL card holders
 - February 2024: 222
 - March 2024: 249
 - April 2024: 226

Archives and Records Management

Madelyn Chambers, Amanda Chrestensen, Patricia Nunes, Sharif Tucker, and Alyssa Vaughn

State Archives

Projects

- Staff continue to evaluate and demo secure digital repositories designed to accession, preserve, and provide public access to digital archives. Discussions continue with OMES IT to establish a seamless process of transferring electronic records into a new digital asset preservation system.

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- Processed 90 cubic feet of records from the Election Board, Tourism Department, Employment Security Commission, and Department of Charities and Corrections.
- Uploaded 37 items to the Archives.OK.Gov collection on Digital Prairie, including eight promotional pamphlets by the Semi-Centennial Commission, six Central State Hospital publications, and 14 Oklahoma State Penitentiary reports.
- Interesting research requests include the history of the first WIC clinic in Oklahoma, aerial photographs of a family farm showing where a coal mine used to be, and licensing files for a married couple who both became registered pharmacists in 1921.

Outreach

- Provided a State Archives tour to Representative John Waldron and conducted a special research request for five topics from nine collections, February 26
- Presented “Family History in the Oklahoma State Archives” for the Allen County Public Library Genealogy Center, February 27
- Provided a State Archives tour to Senator Jessica Garvin and her family, March 22

State Records Management

Projects

- Staff continued conversations with OMES IT to understand the current systems in use by state agencies to store electronic government records. By understanding what mechanisms are already available to enable routine, and in some cases automated, management of electronic records, our staff can customize records management trainings for each agency.

Training

- Provided training to five staff members from the Department of Veterans Affairs, February 14
- Provided training to three staff members from the Department of Agriculture, February 15
- Provided training at the Municipal Clerks and Treasurers Institute in Stillwater, March 4
- Provided training to five ODL staff members, March 29 and April 30
- Provided training to one staff member from the Governor’s Office, April 2
- Presented “Records Retention and Destruction” at the Finance Coordinator/Key Personnel Conference for the District Attorneys Council, April 11

State Records Center and Annex

- Staff continued conversations with OMES IT to understand the current systems in use by state agencies to store electronic government records. By understanding what mechanisms are already available to enable routine, and in some cases automated, management of electronic records, our staff can customize records management trainings for each agency.
- Staff conducted final evaluations and selected a modern inventory system to upgrade the current Access database for physical records inventory located at the State Archives, State Records Center, and State Records Center Annex. We are waiting to hear our final budget approval before acquisition and transition.
- A new electric mobile elevated work platform machine was purchased to improve safety and movement of records.
- Transfers to the State Records Center include 133 cubic feet from the following agencies: Department of Education, Employment Security Commission, Funeral Board, and House of Representatives.
- Staff pulled 165 cubic feet of records for destruction for the Corporation Commission, Ethics Commission, and OMES.

Department Abbreviations

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

Second Session of the 59th Oklahoma Legislature – End of Session Report

Tracked bills grouped by broad theme

Updated June 4, 2024

State Fiscal Year 2025 Budget Implementation

- [SB 1125 by Sen. Chuck Hall \(Perry\) and Rep. Kevin Wallace \(Wellston\)](#) – SFY 25 General Appropriations Budget Bill. Included \$354,547 increase to base appropriations for ODL and \$448,001 in one time funding. Sent to the Governor for signature.

Results of State Fiscal Year 2025 Budgeting Process, pending Governor’s signature		
Summary of Operational (Continuing) Requests		Actual Appropriated
	Requested	
Restore State Aid to Public Libraries to 2010 level (\$2,485,650) adjusted for inflation (\$3,431,825). (SFY 24 level = \$1,489,277).	\$1,942,548	
Estimated cost for adding back 10 known needed positions. Allows the agency to implement findings of the Classification, Compensation and Organizational Study planned for January through June 2024.	\$1,000,000	\$354,547
Estimated cost for implementing modern technology to administer the State Archives and Records Management programs. <i>Includes estimated recurring annual fee for the digital State Archives program (\$70,000) and estimated recurring annual fee (\$40,000) for the State Records Center and State Archives inventory systems.</i>	\$110,000	\$448,001 (<i>one-time</i>)
Known increase in operational expenses, bills (accounts for 5% inflation on current expenses)	\$300,000	
<i>Total Operational</i>	<i>\$3,352,548</i>	
Summary of One-time Requests		
	Requested	
Estimated one-time set up costs for the digital State Archives program and State Records Center and State Archives inventory management systems.	\$50,000	
<i>Total one-time</i>	<i>\$50,000</i>	Total Appropriated
Total SFY 2025 Operational and One-time Budget Request	\$3,402,548	\$802,548

Affecting ODL and/or Public Libraries

- [HB3113 by Rep. Tom Gann](#) (Inola) and Sen. Warren Hamilton (McCurtain) – Adds requirement for state agencies to certify compliance with Title 65, requiring submission of publications to the Oklahoma Publications Clearinghouse
 - Passed House and Senate, signed by the Governor. Becomes law effective November 1, 2024.
- [HB 3115 by Rep. Tom Gann](#) (Inola)- Opposition to Marxism and Defense of Oklahoma Children Act of 2024 – Modifies duties of the ODL Board and hiring requirements for the ODL Director and public library directors.
 - Referred to House Appropriations and Budget - Chair Kevin Wallace (Wellston); Vice Chair Trey Caldwell (Lawton). Not heard in committee before procedural deadline (dead).

- [HB 3621 by Rep. Sherrie Conley \(Newcastle\)](#) – Modifies duties of the ODL Board and hiring requirements for the ODL Director and public library directors.
 - Referred to House Appropriations and Budget - Chair Kevin Wallace (Wellston); Vice Chair Trey Caldwell (Lawton). Not heard in committee before procedural deadline (dead).
- [HB 3643 by Rep. Jeff Boatman \(Tulsa\)](#) and Sen. Darcy Jech (Kingfisher)– ODL request bill to update the Records Management Act.
 - Passed House and Senate, signed by the Governor. Becomes law effective November 1, 2024.
- [HB3762 by Rep. Josh Cantrell \(Kingston\)](#)- Allows county commissioners to request an accounting and presentation of the multi-county library system's budget.
 - Assigned to County & Municipal Government Committee - Chair Lonnie Sims (Jenks); Vice Chair Monroe Nichols (Tulsa). Passed House and Senate, signed by Governor. Becomes law effective November 1, 2024.
 - Neutral.
- [SB0005 by Sen. Kevin Matthews \(Tulsa\) and Rep. Monroe Nichols \(Tulsa\)](#) – TCCL request bill. Reduces number of required meetings from monthly to at least once per year.
 - First introduced last session, but failed deadlines. Resurrected this session in the House. Passed House with amendment to require at least four meetings per year. Passed the Senate. Signed into law by the Governor 5/23/24.
- [SB1378 by Sen. Kevin Matthews \(Tulsa\)](#)– TCCL request bill. Reduces number of required meetings from monthly to at least six times per year.
 - Passed Senate. Assigned to House General Government Committee. Not heard in committee before procedural deadline (dead).
- [SB1399 by Sen. Chuck Hall and Rep. McBride](#) – Creates the Oklahoma Capital Assets Management and Protection Revolving Fund and Oklahoma Capital Assets Management and Protection Board for the purpose of managing state funds to adequately maintain state government buildings.
 - Sent to Governor for signature.
- [SB1687 by Sen. Nathan Dahm \(Broken Arrow\)](#) – Requires state agencies to submit for approval to the Legislature and Governor any changes to federal rules, interpretations to federal rules, or new federal rules.
 - Referred to General Government Committee. Not heard in committee before procedural deadline (dead).

Shell Bills

- [HB3648 by Rep. Toni Hasenbeck \(Elgin\)](#) – Oklahoma Librarian Education Act of 2024 (shell bill)
 - Referred to House Rules Committee - Chair Mike Osburn (Edmond); Vice Chair Brian (Mustang). Not heard in committee before procedural deadline (dead).
- [HB3870 by Rep. Andy Fugate \(Oklahoma City\)](#) – Public Libraries Act of 2024
 - Referred to House Rules Committee - Chair Mike Osburn (Edmond); Vice Chair Brian (Mustang). Not heard in committee before procedural deadline (dead).
- [HB4030 by Rep. Mark McBride \(Moore\)](#) – Public Libraries Act of 2024
 - Referred to House Rules Committee - Chair Mike Osburn (Edmond); Vice Chair Brian (Mustang). Not heard in committee before procedural deadline (dead).
- [HB4031 by Rep. Mark McBride \(Moore\)](#) – Libraries Act of 2024
 - Referred to House Rules Committee - Chair Mike Osburn (Edmond); Vice Chair Brian (Mustang). Not heard in committee before procedural deadline (dead).

General Interest

- [HB3180 by Rep. Neil Hays \(Muskogee\)](#) – Outlines justification and process for identifying and nullifying federal programs and actions that are beyond the authority delegated to the executive and judicial branches.
 - Referred to Rules Committee. Not heard before procedural deadline (dead).

- [HB3456 by Rep. Anthony Moore](#) (Clinton) and Sen. Brent Howard (Altus) – Inserts language in the criminal statute (Title 21) in support of freedom of speech and expression, but that performances and materials may not contain sexual content that is harmful to minors. Provides and updates definitions.
 - Signed by the Governor
- [SB1994 by Sen. Rob Standridge](#) (Norman) – Amends definition of obscene material and provides for different treatment if material is provided to a minor without written consent from a parent or guardian.
 - This bill was “shucked” to remove the original language and replace it with language addressing unlawful occupations of property. That version was signed by the Governor.

Schools and School Libraries

- [SB1208 by Sen. Warren Hamilton](#) (McCurtain)– Schools to annually complete listing of items available in the school library to State Department of Education, and certify collections do not contain sexualized content. Provides for reduction in accreditation and state funding.
 - Referred to Senate Education Committee. Chair – Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1563 by Sen. Dana Prieto](#) (Tulsa) – Provides for public review of school library materials. Presentations on sexual orientation or gender identity shall not be included in materials.
 - Referred to Senate Education Committee. Chair – Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1598 by Sen. Lonnie Paxton](#) (Tuttle)– Removes librarian, superintendent, principal, etc., from the statutory definition of “Teacher.”
 - Referred to Senate Education Committee. Chair – Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1880 by David Bullard \(Durant\)](#)– Prohibits materials that refer to an individual by a name or by a pronoun that does not correspond to the individual’s biological sex from school premises.
 - Referred to Senate Education Committee. Chair – Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1888 by Sen. Robert Standridge](#) (Norman)– prohibits public schools from maintaining in inventory or promoting books that make as their primary subject the study of sex, sexual lifestyles, or sexual activity, or books that are of a predominantly sexual nature that a reasonable parent or legal guardian would want to know of or approve of prior to his or her child being exposed to it.
 - Referred to Senate Education Committee. Chair – Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [HB3273 by Rep. Rhonda Baker \(Yukon\)](#) – Intensive School Support Act. Librarian is listed in the definition of educator.
 - Passed House Appropriations and Budget - Chair Kevin Wallace (Wellston); Vice Chair Trey Caldwell (Lawton). Not heard on House floor before procedural deadline (dead).
- [HB4137 by Rep. Amanda Swope](#) (Tulsa)– Requires SDE to develop information literacy standards with certain criteria and include librarians.
 - Referred to House Rules Committee - Chair Mike Osburn (Edmond); Vice Chair Brian (Mustang). Not heard in committee before procedural deadline (dead).

Higher Education

- [SB1303 by Sen. Rob Standridge](#) (Norman) – Creates definition for Diversity, Equity, and Inclusion offices. Prohibits establishment of DEI offices or consideration of DEI in hiring, admissions or training.
 - Referred to Senate Education Committee - Chair Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1304 by Sen. Rob Standridge](#) (Norman) – Creates the Oklahoma Workforce Education Revolving Fund for the Oklahoma Department of Commerce, for the purpose of granting to the Oklahoma State Regents

for Higher Education funds for tuition assistance to students enrolled in critical occupations as identified by the Department of Commerce.

- Referred to Senate Education Committee - Chair Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1305 by Sen. Rob Standridge](#) (Norman) – Creates definition for DEI-CRT. Prohibits compulsion of DEI-CRT courses for students or practices for staff and faculty.
 - Referred to Senate Education Committee - Chair Sen. Adam Pugh (Edmond); Vice Chair – Sen. Ally Seifried (Claremore). Not heard in committee before procedural deadline (dead).
- [SB1358 by Sen. Adam Pugh](#) (Edmond) – Establishes the Workforce Development Revolving Fund for the Oklahoma State Regents for Higher Education, for the purpose of increasing the number of degrees granted to fulfill workforce needs identified by the Oklahoma Workforce Commission in critical occupation areas that are in high demand and are projected to have positive future growth.
 - Passed Senate. Referred to House Appropriations and Budget - Chair Kevin Wallace (Wellston); Vice Chair Trey Caldwell (Lawton). Not heard in House committee before procedural deadline (dead).

Oklahoma Department of Libraries Organizational Study Project Update

Arrowhead Consulting has been hired by the Oklahoma Department of Libraries to undertake a comprehensive series of organizational studies aimed at enhancing the effectiveness and efficiency of ODL's operations. Successful completion of these studies will not only provide operational stability but also empower ODL to better organize and align its workforce with the organization's statutes and mission.

Actions Taken:

- **Stakeholder Engagement**
 - Kick-off Meeting conducted 3/19/24
 - Met with ODL leadership team to review schedule, scope, and set expectations around communications
 - Stakeholder Engagement Meeting held with all ODL staff on 3/27/24
 - Introduced team and study approach to staff
 - Received feedback from staff on current highlights and pain points, as well as desired changes for all four study topics
 - Received feedback from staff on how they would like to be engaged throughout the process
 - Results of this session shared with ODL leadership.
 - Stakeholder Engagement & Communications Plan delivered on 4/9/24
 - Includes approach and timelines to communicating with various stakeholders for project
 - Includes weekly and monthly status report to ODL leadership, monthly high-level updates to staff and additional necessary communications

- **Classification Study**
 - Job Analysis Interviews conducted between 4/8/24-4/30/24
 - Conducted a total of 65 interviews with incumbents and/or supervisors to review job tasks, skills, knowledge and abilities required for 39 unique positions
 - Job Analysis Surveys administered between 5/6/24-5/14/24
 - Surveys captured various aspects of positions including time spent and importance of key job tasks, and importance of skills, knowledge and abilities to complete tasks
 - Preliminary Classification Study delivered 5/22/24
 - Analyzed results of interview and survey findings to identify which positions are correctly classified in OMES (54%), incorrectly classified and correct class is available in OMES (17%), need dual classification (3%) and final alignment requires additional action (26%)
 - Made recommendations for reclassification or actions necessary to correctly classify positions that did not align to their current classification
 - Review of Preliminary Classification with ODL leadership scheduled for May 30th as of time of this report

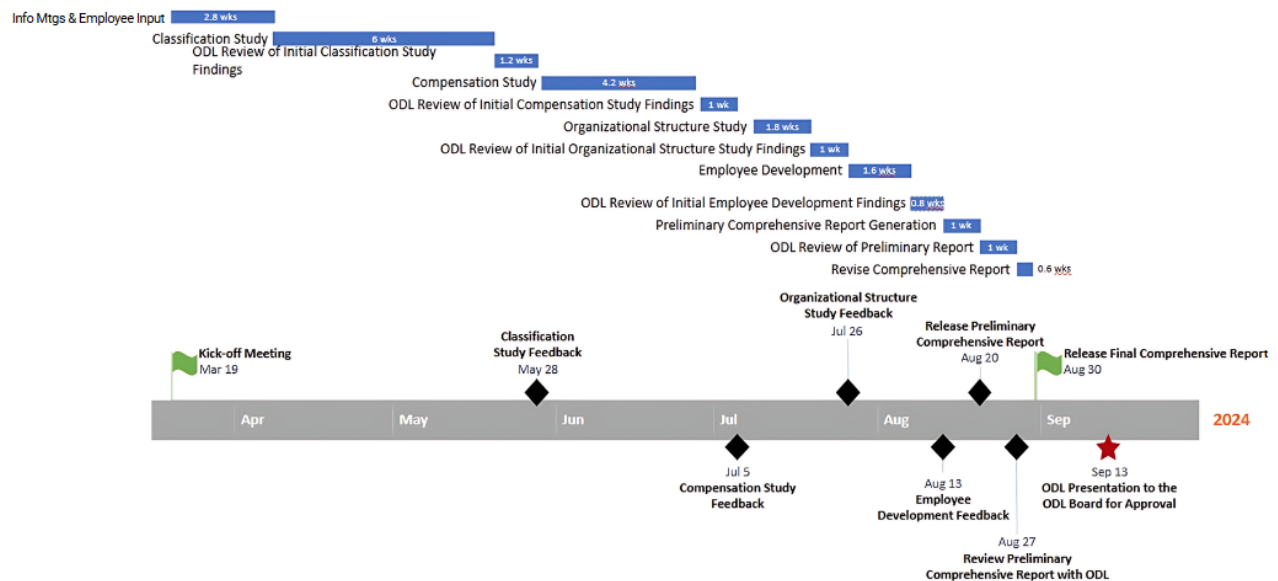
Next Steps:

- Compensation Study Kick Off scheduled for May 30th
 - Between 5/30/24-6/27/24 Arrowhead will conduct a compensation study for each position utilizing results of job analysis, data provided by ODL, and external salary survey data

Project Budget

#	Deliverable	INVOICING	
		Planned	Actual
1	Employee Input Analysis	\$12,075.00	\$12,075.00
2	Classification Study Preliminary Findings	\$38,900.00	\$38,900.00
3	Compensation Study Preliminary Findings	\$24,525.00	\$0.00
4	Org Structure Study Preliminary Findings	\$9,000.00	\$0.00
5	Employee Development	\$7,400.00	\$0.00
6	Final Report	\$6,100.00	\$0.00
	TOTAL INVOICED	\$98,000.00	\$50,975.00
		\$47,025.00	
		Remaining Budget	

Project Schedule



ODL Staff Service Recognitions

Today we recognize the following staff for their dedicated service to the citizens of the State of Oklahoma, the professions of archives and libraries, and their teammates at the Oklahoma Department of Libraries.

Thank you!

Melecia Caruthers, Administrative Assistant II – 40 Years

Adrienne Butler, Librarian IV – 30 Years

Douglas Amos, Librarian II – 10 Years

Natalie Currie, Director – 5 Years



ODL Board Meeting
June 14, 2024

Agenda Item 8

FFY24 LSTA Proposed Projects

Summary

Each year, ODL receives an allotment from the Institute of Museum and Library Services' Grant to States program. As Congress has yet to pass a budget for federal fiscal year (FFY) 2024, ODL's allotment amount is unknown at this time. In order to be prepared to start the projects as soon as possible, we have included the proposed 15 projects for your approval. All projects are continuing projects. We used the amount of the previous year's allotment as our estimated allotment amount. We do not expect the amount to be less than what we received for FFY2023 (unless the IMLS budget is cut). However, if ODL's allotment is decreased, we will revisit the budgets for all of the approved projects and make revisions as necessary.

Background

Using a population-based formula, IMLS distributes Library Services and Technology Act funds to State Library Administrative Agencies (SLAA) each year through its Grants to States program. The funds must be used to support the purposes and priorities outlined in the Library Services and Technology Act as well as reflect the SLAA's five-year plan. While a FFY starts on October 1 and ends on September 30 the following year, we can spend the funds for two years; for example, FFY2023 began October 1, 2022 and will end on September 30, 2024. ODL must submit a state program report and final financial report each year as well as quarterly financial reports and an interim financial report for each FFY. Each SLAA must complete a five-year evaluation and have a five-year plan approved by IMLS. Each SLAA will also receive a site visit once every five years.

With every allotment of LSTA funds through the IMLS Grants to State program, ODL staff submit project proposals to spend funds in the best way possible for Oklahomans while also supporting ODL's Five-Year Plan and the LSTA purposes and priorities. These proposals are reviewed and approved by ODL Administration. Approved projects are then presented to the ODL Board for final consideration and approval. After Board approval, LSTA funds are then used towards approved projects throughout the grant award period.

Supporting documents attached

8a Summary of Proposed Projects for FFY2024 Library Services & Technology Act Funds

8b IMLS FFY24 State Allotment Table

Oklahoma Department of Libraries
 Summary of Proposed Projects
 for FFY2024 Library Services & Technology Act Funds

Goals in the 2013-2027 LSTA 5 Year Plan

Goal #1: Enable access to information - Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.

Project Title and Summary	Duration	FFY24 Request	Spent in FFY22
<p>Online Resources (formerly Statewide Databases) Lead Officer: Rachel Walker</p> <p>Statewide license for 2,000+ online magazines, newspapers, e-reference, and encyclopedias. Geolocation links eliminate the need for Oklahomans to use a library card to access the resources.</p> <p>Statewide license for Brainfuse, an on-demand, web-based online learning platform, with three learning modules including live tutoring help (HelpNow), live career assistance (JobNow) and live VA benefits help (VetNow).</p>	Continuing	\$897,824	\$ 717,781
			*Brainfuse was added in 2022 and was paid with both ARPA (5 months) and LSTA (7 months) funds.
<p>Resource Sharing (Interlibrary Loan) Lead Officer: Christine Chen, David Hankey</p> <p>The Interlibrary Loan (ILL) project provides Oklahomans with equitable and convenient access to materials in a variety of formats. Funding pays for the license for an electronic platform for Oklahoma libraries to lend and borrow from each other, one full-time staff person, and library materials. Direct access to cataloging and interlibrary loan through OCLC is provided to approximately 28 public libraries. The budget increase is due to increased service costs.</p>	Continuing	502,532	471,602
<p>eMedia Lead Officer: Tara McCleod</p> <p>Funding supports a grant to purchase eMedia for the 88 smaller municipal public libraries, two public library systems, and five tribal libraries participating in the Oklahoma Virtual Library Consortium. (The grant is managed by the Stillwater Public Library.)</p>	Continuing	100,000	100,000
<p>Institutions Grant Lead Officer: Adrienne Butler</p> <p>The Institutions Grant provides professionally selected books to recreational libraries in 23 Department of Corrections Institutional facilities and 13 Juvenile Centers. Books are distributed to the institutions through MPower.</p>	Continuing	46,500	46,934

Goal #2: Strengthen libraries —Oklahoma residents will be served by local libraries that employ knowledgeable, community-focused staff members who incorporate the best professional practices and up-to-date technologies to deliver relevant, high-quality library services.

Project Title and Summary	Duration	FFY24 Request	Spent in FFY22
<p>Annual Report Databases Lead Officer: Sadie Bruce</p> <p>Annual software license for collection of data on public library usage for Institute of Museum and Library Services and determination of library eligibility for state aid.</p> <p>New this year: We’ve changed report providers. The new provider, Counting Opinions, is an increased cost, but provides compatibility with data visualization tools like Tableau, which enables deeper functionality such as by library comparison. This will result in increased understanding and usage of public library data.</p>	Continuing	\$50,089	\$7,335
<p>E-RATE (Category 2) Lead Officer: Sadie Bruce</p> <p>Project assists E-Rate eligible libraries in Oklahoma in applying for Category 2: Internal Connection E-RATE funding. If the library’s application is funded by the federal E-Rate program, ODL will provide funding for the non-discounted portion (up to \$4,000). The goal of this project is to continue to improve or maintain the technology in public libraries to provide the necessary broadband access for workforce development, education and government services.</p>	Continuing	24,000	22,603
<p>Professional Development Lead Officer: Paige Harkins</p> <p>This project combines the former Continuing Education, Computer Lab and Certification for Public Librarians projects. This project supports the professional development needs for Oklahoma library staff, through the Oklahoma Certification for Public Librarians program, grants to attend regional and state association conferences, and supplemental technology and library-skills building trainings.</p> <p>The budget increase is due to the cost of inflation and the hope to send additional library staff to conferences than in previous years.</p>	Continuing	131,512	96,984

Goal #2: Strengthen libraries (continued)

Project Title and Summary	Duration	FFY24 Request	Spent in FFY22
<p>Technology Grants to Public Libraries Lead Officer: Taylor Meriwether</p> <p>This competitive grant project assists libraries with obtaining updated technology with the goal of increasing digital literacy skills in Oklahoma communities and closing the digital divide. Additionally, libraries with up-to-date technology are invited to apply for funds set aside for innovative ideas involving technology.</p>	Continuing	110,000	84,377
<p>Video Conference Maintenance Lead Officer: Tara McCleod</p> <p>ODL makes extensive use of videoconferencing to train library and literacy staff and to host meetings with library and literacy organizations. The project budget includes maintenance for equipment.</p>	Continuing	\$ 9,735	12,415
<p>Websites for Public Libraries Lead Officers: Paige Harkins, Fara Taylor</p> <p>Project provides a web presence for over 60 library and literacy organizations to promote their services, events, and resources. ODL staff and contractors provide training on WordPress, Photoshop Elements, Accessibility and other technology related topics.</p> <p>The price increase for this project is due to restructuring. The project previously had a dedicated staff person to assist libraries with updating their sites; this isn't sustainable. The Lead Officers are researching a new path forward for this project.</p>	Continuing	54,730	11,445

Goal #3: Help build thriving communities —Oklahoma residents will have opportunities to reach their full potential, by achieving their educational, occupational, and personal goals and by participating in and contributing to the vitality of their communities.

Project Title and Summary	Duration	FFY24 Request	Spent in FFY22
<p>Health Literacy Lead Officer: Brooklynn Bors</p> <p>Project supports ODL’s successful health literacy initiative with grants for health and wellness projects offered in libraries and literacy programs throughout the state. Applicants will use grant funds to address some of Oklahoma’s greatest health challenges including obesity, physical inactivity, diabetes, and unhealthy eating habits. Includes partial salaries for staff working on this project. The decrease in this project’s budget from previous years is due to focusing the grant funds on specific initiatives instead of general health programming.</p>	Continuing	\$245,221	\$261,927
<p>Immigration and Citizenship Initiative Lead Officers: Brooklynn Bors</p> <p>Project supports ODL’s Immigration and Citizenship Initiative with grants to communities to provide services for customers seeking to become U.S. citizens. In FFY2022, 117 participants from more than 80 countries took advantage of classes and one-to-one instruction. Includes partial salary for one staff working on this project.</p>	Continuing	135,409	138,661
<p>Literacy Development Lead Officer: Brooklynn Bors</p> <p>Project provides training and professional development for literacy organizations, such as a one-day retreat and grant opportunities to attend local and national conferences. Project also includes the implementation of a literacy tracker system, which will aid the organizations in recording and sharing the progress made by their adult learners. Budget includes partial salaries for staff working on the project. The decrease in this project’s budget is due to a restructuring of the project as a whole.</p>	Continuing	\$32,534	\$88,318
<p>Read Across Oklahoma Lead Officer: Brooklynn Bors, Taylor Meriwether</p> <p>This annual literacy initiative promotes family reading and early literacy. This project features an Oklahoma author, who shares their book at an in-person event at the Oklahoma City Zoo. The event is filmed and shared on the ODL website for all Oklahomans to enjoy.</p>	Continuing	17,927	15,249

Summer Reading Resources

Lead Officer: Trisha Hutcherson

Continuing 68,621 53,330

Project funds purchase materials fundamental to conducting a summer reading program for each year's theme and applicable programming ideas.

Funding also pays for the partial salary of one employee to coordinate and run the project. The budget increase from previous years is due to the increase in the cost of materials.

FFY2024 Summary

Breakdown by Proposed Projects:

Goal #1 – Enable access to information	\$ 1,546,856
Goal #2 – Strengthen libraries	380,066
Goal #3 – Help build thriving communities	499,712
<u>LSTA Administration</u>	<u>74,620</u>
<u>Total</u>	<u>\$ 2,501,254</u>

Total allocation for FFY24: UNKNOWN

Awarded allocation in FFY23: \$2,501,254

INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LIBRARY SERVICES AND TECHNOLOGY ACT
STATE ALLOTMENT TABLE
FY 2024 IMLS Appropriations (Public Law 118-47)

Total Distributed to States: \$180,000,000

State	Federal Funds from IMLS (66%) (1), (2)	State Matching Funds (34%)	Federal & State Funds
ALABAMA	\$2,927,967.00	\$1,508,346.64	\$4,436,313.64
ALASKA	\$1,276,792.00	\$657,741.33	\$1,934,533.33
ARIZONA	\$3,804,635.00	\$1,959,963.48	\$5,764,598.48
ARKANSAS	\$2,157,781.00	\$1,111,584.15	\$3,269,365.15
CALIFORNIA	\$15,705,702.00	\$8,090,816.18	\$23,796,518.18
COLORADO	\$3,218,246.00	\$1,657,884.30	\$4,876,130.30
CONNECTICUT	\$2,164,184.00	\$1,114,882.67	\$3,279,066.67
DELAWARE	\$1,389,442.00	\$715,773.15	\$2,105,215.15
FLORIDA	\$9,533,426.00	\$4,911,158.85	\$14,444,584.85
GEORGIA	\$5,162,498.00	\$2,659,468.67	\$7,821,966.67
HAWAII	\$1,541,630.00	\$794,173.03	\$2,335,803.03
IDAHO	\$1,741,500.00	\$897,136.36	\$2,638,636.36
ILLINOIS	\$5,736,330.00	\$2,955,079.09	\$8,691,409.09
INDIANA	\$3,589,836.00	\$1,849,309.45	\$5,439,145.45
IOWA	\$2,210,343.00	\$1,138,661.55	\$3,349,004.55
KANSAS	\$2,109,780.00	\$1,086,856.36	\$3,196,636.36
KENTUCKY	\$2,708,198.00	\$1,395,132.30	\$4,103,330.30
LOUISIANA	\$2,726,161.00	\$1,404,385.97	\$4,130,546.97
MAINE	\$1,526,754.00	\$786,509.64	\$2,313,263.64
MARYLAND	\$3,332,465.00	\$1,716,724.39	\$5,049,189.39
MASSACHUSETTS	\$3,642,371.00	\$1,876,372.94	\$5,518,743.94
MICHIGAN	\$4,788,124.00	\$2,466,609.33	\$7,254,733.33
MINNESOTA	\$3,165,524.00	\$1,630,724.48	\$4,796,248.48
MISSISSIPPI	\$2,109,457.00	\$1,086,689.97	\$3,196,146.97
MISSOURI	\$3,338,467.00	\$1,719,816.33	\$5,058,283.33
MONTANA	\$1,427,530.00	\$735,394.24	\$2,162,924.24
NEBRASKA	\$1,746,652.00	\$899,790.42	\$2,646,442.42
NEVADA	\$2,205,502.00	\$1,136,167.70	\$3,341,669.70
NEW HAMPSHIRE	\$1,529,144.00	\$787,740.85	\$2,316,884.85
NEW JERSEY	\$4,506,420.00	\$2,321,489.09	\$6,827,909.09
NEW MEXICO	\$1,797,977.00	\$926,230.58	\$2,724,207.58
NEW YORK	\$8,125,215.00	\$4,185,716.82	\$12,310,931.82
NORTH CAROLINA	\$5,089,381.00	\$2,621,802.33	\$7,711,183.33
NORTH DAKOTA	\$1,295,858.00	\$667,563.21	\$1,963,421.21
OHIO	\$5,448,084.00	\$2,806,588.73	\$8,254,672.73
OKLAHOMA	\$2,529,938.00	\$1,303,301.39	\$3,833,239.39
OREGON	\$2,597,695.00	\$1,338,206.52	\$3,935,901.52
PENNSYLVANIA	\$5,891,819.00	\$3,035,179.48	\$8,926,998.48
RHODE ISLAND	\$1,413,623.00	\$728,230.03	\$2,141,853.03
SOUTH CAROLINA	\$3,028,013.00	\$1,559,885.48	\$4,587,898.48
SOUTH DAKOTA	\$1,346,956.00	\$693,886.42	\$2,040,842.42
TENNESSEE	\$3,689,581.00	\$1,900,693.24	\$5,590,274.24

TEXAS	\$12,512,132.00	\$6,445,643.76	\$18,957,775.76
UTAH	\$2,289,874.00	\$1,179,632.06	\$3,469,506.06
VERMONT	\$1,244,357.00	\$641,032.39	\$1,885,389.39
VIRGINIA	\$4,289,358.00	\$2,209,669.27	\$6,499,027.27
WASHINGTON	\$3,948,629.00	\$2,034,142.21	\$5,982,771.21
WEST VIRGINIA	\$1,668,036.00	\$859,291.27	\$2,527,327.27
WISCONSIN	\$3,230,831.00	\$1,664,367.48	\$4,895,198.48
WYOMING	\$1,220,427.00	\$628,704.82	\$1,849,131.82
DISTRICT OF COLUMBIA	\$1,256,248.00	\$647,158.06	\$1,903,406.06
PUERTO RICO	\$2,147,080.00	\$1,106,071.52	\$3,253,151.52
AMERICAN SAMOA (3)	\$116,566.00	\$0.00	\$116,566.00
NORTHERN MARIANAS (3)	\$119,292.00	\$0.00	\$119,292.00
GUAM (3)	\$163,982.00	\$0.00	\$163,982.00
VIRGIN ISLANDS (3)	\$139,393.00	\$0.00	\$139,393.00
MARSHALL ISLANDS	\$130,951.00	\$67,459.61	\$198,410.61
MICRONESIA	\$137,591.00	\$70,880.21	\$208,471.21
PALAU	\$108,252.00	\$55,766.18	\$164,018.18
Total	\$180,000,000.00	\$92,449,486.03	\$272,449,486.03

(1) The IMLS Federal funds (allotments) are calculated using the current base provisions set into law (20 U.S.C. § 9101 et seq., see in particular §§ 9123-9133) and population figures from the Bureau of the Census (BOC) as of December 2023. For FY2024, the base amount for states, DC, and PR was \$1,000,000, and for all others the base was \$100,000.

Population data is pulled from the BOC. Data used in the state allotment table are calculated based on the most recent Census data available at the time of the grant award notification. Therefore, the population data used in the FY2024 table is what was available on the BOC website <https://www2.census.gov/programs-surveys/popest/tables/2020-2023/state/totals/NST-EST2023-POP.xlsx> as of March 2024.

Population data for American Samoa, Northern Marianas, Guam, Virgin Islands, Marshall Islands, Federated States of Micronesia, and Palau is from the Census International Data Base: https://www.census.gov/data-tools/demo/idb/#/table?COUNTRY_YR_ANIM=2024. This table reflects what was available as of March 2024.

(2) The agency is required to reduce the FY2024 allotment of any State that did not meet their FY2021 Maintenance of Effort (MOE) requirement and did not apply for, or receive, a waiver of the requirement. Those funds deducted from states not meeting the MOE requirement have been distributed across the remaining states in accordance with (1).

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



ODL Board Meeting
June 14, 2024

Agenda Item 9

Consideration and approval of the appointment of Jackie Kropp to the joint ODL and Oklahoma Library Association (OLA) Continuing Education Board.

Summary

In accordance with 65 Okl. St. Ann. § 2-106 Powers and duties of the Board: The ODL Board shall "(d) Formulate standards for public and special libraries in consultation with the Director and his staff, and with the Oklahoma Library Association." ODL staff recommend approval from the ODL Board to appoint Jackie Kropp to fill the open seat on the joint ODL/OLA Continuing Education Board.

Background

The Continuing Education Board has been active since 1996 and is a collaboration between the Oklahoma Library Association and ODL to ensure quality professional development opportunities for library staff across the state. To cooperate in oversight of the continuing education program, the executive boards each organization approve three members of the CE Board. ODL's Continuing Education Coordinator is a permanent member of the CE Board, for a total of 7 members.

The CE Board oversees updates to the Public Library Certification program and manual. If an individual would like to appeal a decision made by the CE Coordinator (if someone wanted to appeal the certification level they received for example), they could present their case to the CE Board for a final decision.

Jackie Kropp is the LOVS Manager (Literacy, Outreach and Volunteer Services) for the Tulsa City County Library. Previously, she served as the Director of Library Development at ODL in 2021-2022 and the Programs and Outreach Coordinator for the Western Plains Library System. Jackie teaches Reader's Advisory for the University of Oklahoma School of Library and Information Studies and is a frequent instructor for the Public Library certification courses. Her specialties are Adult Programming, Outreach, and Reader's Advisory honed over 15 years as a Librarian. She graduated from the University of Oklahoma with her MLIS and MA in History of Science and has been an actively certified librarian since 2010.

No Budget Impact

No Supporting Documents attached



ODL Board Meeting
June 14, 2024

Agenda Item 10

Consideration and possible action on ODL policies for Complaints, Investigations and Retaliation and Drug and Alcohol-free workplace.

Summary

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

- Complaints, investigations and retaliation
- Drug and alcohol-free workplace

In the attached supporting documents 10a and 10b, the agency presents the policies in their current form. Recommended additions are designated with underlines. Recommended deletions from the policy are ~~designated with strikeouts~~.

Background

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

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

Supporting documents attached

10a: Complaints, investigations, and retaliation policies

10b Drug and alcohol-free workplace policy

Complaints, Investigations, and Retaliation Policy

Reporting Mechanism for Complaints

The Civil Service and Human Capital Modernization Act, Section 34.301 of Title 62 of the Oklahoma Statutes, and such rules as promulgated thereunder, establish procedures and standards governing complaints for certain disciplinary actions and disputes between an Oklahoma state agency and its employees. Employees may submit such complaints through the Civil Service Division of OMES Human Capital Management (“CSD”), unless designated as executive management as determined by the agency director or an employee on a trial period. Employees may also file confidential whistleblower complaints with the CSD.

For complaints outside of the scope of the CSD, such as problems, misunderstandings, frustrations, or other issues that may arise in the workplace, employees may file an internal complaint with human resources after appropriate steps have been taken to attempt to informally resolve the issue between involved parties as governed by the procedures in this policy.

It is the policy of Oklahoma Department of Libraries to promptly investigate and resolve complaints and reports of discrimination, harassment, or workplace violence. All complaints of discrimination or harassment shall be reported as soon as possible to a supervisor, manager, or HR staff member. ODL may investigate allegations of harassment, discrimination, workplace violence, or other alleged misconduct brought to its attention even when the individual subject to the alleged conduct is reluctant to pursue a complaint.

All ODL employees are required to cooperate during an investigation. Failure to cooperate with an investigation may be grounds for disciplinary action, up to and including termination. Any participant to an investigation who intentionally misdirects the investigation, whether by falsehood or omissions, shall be subject to disciplinary action up to and including termination.

~~The Oklahoma Department of Libraries (ODL) strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that is contrary to ODL's policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Deputy Director, or Director before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other ODL designated representatives identified above.~~

IMPORTANT NOTICE TO ALL EMPLOYEES:

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of complaint procedures. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

~~Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, ODL strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. ODL will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff and employees.~~

~~The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.~~

Confidentiality

All complaints and investigations shall remain confidential to the fullest extent possible by law. Information may be disclosed only on a strict need-to-know basis. All individuals who are involved in the complaint reporting or investigation process are encouraged to maintain confidentiality of the proceedings. ODL cannot and does not guarantee that parties and witnesses will maintain confidentiality. Confidentiality does not mean the details of the complaint will be withheld from the accused party or parties, or that ODL is constrained from divulging details of the complaint or investigation in appropriate circumstances.

Internal Complaints and Investigations

~~Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.~~

~~Confidentiality will be maintained throughout the investigatory process to the maximum extent possible. Only when it is necessary to further the investigation will information be disclosed or when corrective action is taken.~~

An employee who has a conflict shall promptly bring the dispute to the attention of their supervisor. The employee and the supervisor shall strive to informally resolve the dispute. If the dispute is not resolved informally, the employee may file a formal complaint. Employees may report a complaint to their supervisor, manager, or HR. However, this procedure for complaints and investigations is initiated by filing a complaint with HR. Supervisors and managers are encouraged to bring formal complaints made by employees to the attention of HR.

1. Complaints should be filed within twenty (20) business days of the most recent incident of or within twenty (20) business days of the date the employee becomes aware of the incident.
2. HR will review the complaint to determine if it contains sufficient evidence of prohibited conduct. Complaints may be further investigated at the discretion of human resources.
3. HR shall notify the complaining party within five (5) business days of receipt of the complaint whether it has been accepted for investigation. If the complaint is not accepted for investigation, the complaining party may, within five (5) business days of the notice, ask the Director to review the matter. The Director may refer the matter to the appropriate decision maker; or determine the complaint to be without merit and deny further consideration of the matter.
4. ODL may take appropriate action during the pendency of the investigation, including administrative suspension with pay of the accused or complaining party.
5. During the investigation, the complainant, the respondent, and any witnesses will be interviewed to determine whether the alleged conduct occurred. The accused party or parties will be advised verbally of allegations against them and be provided the opportunity to respond to the allegations. Either party may, at his or her own expense, seek the advice of personal attorneys and advisors throughout the process.
6. At the conclusion of the investigation, the investigator will submit a written report of the findings to the Director. The Director will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with HR and other management staff as appropriate, and decide what action,

if any, will be taken. If it is determined that a violation of policy has occurred, the Director will take appropriate disciplinary action based on the severity of the offense. If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the Director may recommend appropriate preventive action.

7. Once a final decision is made by the Director, HR will meet with the complainant and the respondent separately and notify them verbally of the conclusion of the investigation.
8. The investigation phase shall be concluded within sixty (60) calendar days from the receipt of the complaint by the human resources department unless extenuating circumstances are present.

Filing Complaints with the Civil Service Division

State employees have the right to file a complaint with the Civil Service Division of OMES Human Capital Management ("CSD") to appeal disciplinary actions such as written reprimands, punitive transfers, suspension without pay, involuntary demotion and termination within ten (10) business days from the date of when the disciplinary action occurred. ODL employees designated as executive management as determined by the agency director do not have complaint rights under the CSD. Additionally, ODL employees may be terminated at any time during their trial period without the right of complaint.

Written reprimands and punitive transfers will be settled through mediation. Punitive transfers not settled in mediation may be assigned to an Administrative Law Judge (ALJ). Employees may request mediation for suspensions without pay, involuntary demotions, and terminations. If these complaints are not resolved in mediation, the complaint may be sent to an ALJ. If no mediation is requested for suspensions without pay, involuntary demotions, and terminations, the complaint will be sent to an ALJ. Hearings and mediation must take place within thirty (30) business days of the filing of the complaint.

Employees also have the right to file a confidential whistleblower claim to report issues related to agency or employee mismanagement and misuse of state funds or property. The CSD is the central repository for all whistleblower complaints. All whistleblower complaints filed with the CSD are maintained as confidential and routed to the appropriate party for review and disposition.

Retaliation Prohibition

~~The Oklahoma Department of Libraries (ODL) prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.~~

Retaliation

Federal and state law and this policy prohibit any form of retaliation against a person who files a complaint. No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment. HR may take follow-up measures to ensure the action taken was effective in eliminating the misconduct and to ensure there has been no retaliation against the complainant.

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Reference

Title VII of the Civil Rights Act of 1964, as amended 42 U.S.C. § 2000 et seq. Civil Service and Human Capital Modernization Act, 62 O.S. § 34.301; Civil Service and Human Capital Modernization Rules, Okla. Admin. Code § 260:130.

Responsive Action

~~Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, demotion, reassignment, temporary suspension without pay or termination, as ODL believes appropriate under the circumstances.~~

~~Individuals who have questions or concerns about these policies should talk with the ODL Deputy Director or Director.~~

~~Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the ODL prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies and do not to form the basis for creating exceptions to the policies.~~

Drug and Alcohol Free Workplace

The Oklahoma Department of Libraries is a drug and alcohol-free workplace. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of a controlled substance or alcohol during scheduled work hours; while operating a state vehicle; on state property; or at the employee's workplace, or the possession or use of alcoholic beverages in or on Department facilities, property, or workplaces. In the case of medical marijuana "under the influence of" shall be replaced with "impaired by." Violation of this policy will result in disciplinary action, up to and including termination discharge, in addition to criminal penalties.

Pursuant to 63 O.S. § 425, employers may take action against a holder of a medical marijuana license if the license holder uses or possesses marijuana at the license holder's place of employment or during the hours of employment. ODL prohibits the possession and use of medical marijuana during scheduled work hours; while operating a state vehicle; on state property; or at the employee's workplace.

The legal use of prescribed drugs is permitted in the workplace only if they do not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals. Prescribed drugs do not include marijuana that is consumed and possessed legally with a valid medical marijuana license.

Under the Drug-Free Workplace Act, an employee must notify his or her supervisor of any criminal conviction for violation of any federal, state, or municipal drug or alcohol law. The report must be made within five days of the conviction.

Treatment

Employees are encouraged to voluntarily seek treatment for alcohol or drug dependency. Any employee may seek drug abuse assistance or rehabilitation by contacting the Employee Assistance Coordinator. Evaluation and assessment services performed by the Employee Assistance Program are free and confidential. The Employee Assistance Program can also provide referrals to appropriate resources. Information and insurance records concerning employees who use the Employee Assistance Program are maintained in a confidential manner and will not become part of the employee's personnel file. Successful completion of a voluntary rehabilitation or treatment program will in no way jeopardize an employee's job opportunities at ODL. However, seeking assistance from the EAP or a treatment or rehabilitation program will not protect an employee from disciplinary action for violation of this policy.

Alcohol and Drug Testing

All ODL employees may be subject to testing for alcohol or drug use in the workplace. ODL may require an employee to submit to an alcohol or drug test for cause or following an accident in the workplace.

Circumstances which may result in an employee being required to take an alcohol or drug test for cause include, but are not limited to:

- Drugs or alcohol on or about the employee's person or vicinity.
- Employee conduct which suggests impairment or influence of drugs or alcohol.
- A report of drug or alcohol use in the workplace.
- Information that the employee has tampered with drug or alcohol testing at any time.
- Negative performance patterns.
- Excessive or unexplained absenteeism or tardiness.

ODL may require an employee to submit to post-accident alcohol or drug testing if the employee or another person is injured in the workplace or if property or equipment has been damaged in the workplace. A positive drug or alcohol test following a work-related injury may prevent the employee from being eligible for workers' compensation.

All costs of required alcohol and drug testing will be paid by ODL. The time during which the employee is being transported and tested will be considered work time. ODL reserves the right to use any testing method or collection procedure authorized by the State Board of Health or permitted by 40 O.S. § 557.

Refusal to undergo testing or a positive test may result in discipline up to and including termination. Employees will have the opportunity to explain a positive test in confidence.

Records

Records of alcohol and drug testing results are the property of ODL. It is the position of ODL that such records are confidential and not subject to release under the Open Records Act. ODL will maintain the records as confidential with the following statutory exceptions:

- Upon request by the employee, ODL will make the records available for inspection and copying by the employee.
- ODL or the employee may admit the records as evidence in a proceeding before a court or administrative agency if either ODL or the employee is a named party to the proceeding.
- Records will be released in compliance with a valid judicial or administrative order.
- Records will be released to ODL employees who require access in the administration of the Standards for Workplace Drug and Alcohol Testing Act.

Tobacco-Free Policy

Purpose

~~—————The purpose of this policy is to comply with Executive Order 2012, signed by Governor Mary Fallin on February 6, 2012. The use of any tobacco product shall be prohibited on any and all properties, owned, leased or contracted for use by the Oklahoma Department of Libraries (ODL). Tobacco use shall also be prohibited in state vehicles used for ODL business, and by ODL employees who are in duty status at other locations, such as public libraries or other public buildings.~~

Tobacco-Free Environment

- ~~1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of ODL, including parking lots, and in vehicles used by ODL or its employees whenever conducting business anywhere.~~
- ~~2. This administrative procedure applies to all employees, students, clients, visitors and others on business at all ODL properties.~~
- ~~3. ODL shall post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.~~
- ~~4. ODL records storage locations and the Jan Eric Cartwright Library that share a~~

- ~~building or property with other offices shall eliminate tobacco use in all offices and from all the indoor and outdoor locations under their control.~~
- ~~5. Tobacco product receptacles shall be removed from the property, including any~~
- ~~6. ODL employees shall not use tobacco products while providing services to clients, regardless of location.~~
- ~~7. ODL is committed to providing support to all its employees who wish to stop using tobacco products. ODL is committed to ensuring that ODL employees have access to several types of assistance, including cessation medications and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees to the Helpline as appropriate.~~
- ~~8. Noncompliance of this tobacco free workplace policy by any employee shall result in disciplinary action, up to and including termination.~~
- ~~9. Noncompliance of this policy by temporary workers, contractors, or consultants shall result in a report to the appropriate supervisory authority. Subsequent violations will be addressed through formal disciplinary action.~~
- ~~10. Noncompliance of this policy by visitors to any ODL facility shall result in the visitor(s) being asked to leave.~~

~~Policy violations that adversely impact workplace safety may result in immediate action. Our concern, first and foremost, is for the health and safety of all ODL employees and visitors.~~

Action

~~ODL is responsible for ensuring the annual review of this administrative procedure.~~

~~Adopted by the Oklahoma Department of Libraries Board on March 30, 2012, this procedure is effective July 1, 2012.~~

Tobacco-Free Campus

The use of tobacco products is prohibited throughout all indoor and outdoor areas of ODL property that is owned, leased, loaned or under the control of ODL, including parking lots that are owned or under the control of ODL, and in any ODL or State vehicles. This policy applies to all employees, students, clients, visitors, and other patrons on ODL occupied properties. Noncompliance by any ODL employee may result in disciplinary action up, to and including termination.

ODL employees and patrons shall not use tobacco products while conducting business or providing services to clients, regardless of their location.

ODL is committed to providing support to all of its employees who wish to stop using tobacco products and ensure that ODL employees and other personnel have access to assistance, including cessation medication and telephone counseling through the Oklahoma Tobacco Helpline at 800-784-8669. For more information, please visit the Oklahoma Tobacco Helpline at <https://okhelpline.com>. Supervisors are encouraged to refer employees to the Oklahoma Tobacco Helpline as appropriate.

Definitions

Alcohol – Any intoxicating beverage or liquor.

Controlled substance – A controlled substance in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.812), and as further defined by regulations at 21

CFR 1300.11 through 1300.15. Controlled substances include but are not limited to marijuana, including marijuana consumed or possessed with a medical marijuana license; cocaine; opiates; phencyclidine (PCP); and amphetamines.

Conviction – A finding of guilt (including a plea of *nolo contendere*) and/or imposition of sentence, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Medical marijuana license – The license issued by the Oklahoma Medical Marijuana Authority which allows a person with such a license to consume and possess marijuana legally within the State of Oklahoma subject to statutory restrictions and conditions. Only individuals with a medical marijuana license may legally use and possess marijuana in the State of Oklahoma.

Workplace – Any and all properties owned or leased by the state including buildings, land, vehicles and any and all sites where ODL employees conduct official state business or oversee and administer programs on behalf of the State of Oklahoma.

References

Drug-Free Workplace Act of 1988; 40 O.S. § 551 et seq., Standards for Workplace Drug and Alcohol Testing Act; Okla. Admin. Code § 260:130-27-1, Discipline; Okla. Admin. Code § 260:25-21-1, Employee Assistance Program; 63 O.S. § 420 et seq.; 63 O.S. § 425; 63 O.S. § 427.8.



ODL Board Meeting
June 14, 2024

Agenda Item 11

Consideration and possible action on performance evaluation process and related policies for the Director of the Oklahoma Department of Libraries

Summary

As requested by the ODL Board at the December 8, 2023 meeting, ODL staff have researched best practices for state agency director performance evaluations. The following supporting documents propose updates to both the policy and the evaluation form.

Background

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

“The Oklahoma Department of Libraries Board shall be the supervisory and policymaking body of the Department and shall (a) Appoint the Director, who shall possess the qualifications specified by [Section 65: 3-103](#) of this title, and shall hold office at the pleasure of the Board...”

Supporting documents attached

11a Current Director Evaluation

11b Proposed Director Performance Evaluation Policy and Procedure

- *Proposed changes to the policy and procedure are indicated with underlines.*

11c Proposed Director Performance Evaluation Form

Oklahoma Department of Libraries Director Evaluation

Pursuant to action by the Oklahoma Department of Libraries Board of Directors at the June 25, 2004 Board meeting, the following form has been prepared for completion by each Board Member evaluating the performance of the Director.

PURPOSE OF EVALUATION

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

POLICIES AND PROCEDURES APPLICABLE TO THE EVALUATION

1. An Evaluation of the Director shall be performed by the Board annually.
2. The areas addressed in the Evaluation are:
 - Administrative leadership
 - Competence in state budget and finance procedures and requirements as applicable to Department needs and objectives
 - Interaction with other libraries, both public and private
 - Interaction and effectiveness with the Legislature
 - Interaction and effectiveness with Office of the Governor
 - Interaction and effectiveness in working with the Board
3. Each member of the Board shall complete the Evaluation Form independently. All forms shall be forwarded to the Chair or any other member of the Board designated by the Chair.
4. All evaluations shall be consolidated into a single report which shall be submitted to the Board during a regularly scheduled meeting for final approval.
5. The evaluations shall be discussed with the Director in Executive Session, pursuant to the applicable provisions of the Open Meeting Act.
6. Upon completion of the evaluation and final action of the Board, all forms and the final report with notation of Board action, signed by the Chair and Vice Chair shall be placed in the personnel file of the Director.
7. The final report may be used in Board action regarding retention of a Director and in the determination of compensation to the Director.

AREAS FOR CONSIDERATION OF DIRECTOR EVALUATION

Rate each item listed on a 1 to 5 scale, 1 being unsatisfactory and 5 being excellent. "X" may be used if adequate information for making a rating decision is unavailable.

Administrative leadership and management skills

- ___ Provides good directions to staff to accomplish assigned tasks.
- ___ Works with staff in establishing objectives and goals for development of library services.
- ___ Exercises good judgment in dealing with sensitive issues whether personnel or policy.
- ___ Works to maintain good staff moral and dedication to principles of the library.
- ___ Demonstrates good planning and organization skills.
- ___ Demonstrates good understanding and application of state personnel policies.

Competence in state budget and finance procedures and requirements as applicable to Department needs and objectives

- ___ Demonstrates a good understanding of state fiscal requirements and restrictions.
- ___ Makes good fiscal management decisions for the most efficient and effective use of resources.
- ___ Works to develop supplemental funding for library projects and programs.
- ___ Demonstrates ability to assure timely filing of required budget documents and providing of other fiscal information requested.

Interaction with other libraries, both public and private

- ___ Has established good communications with other librarians throughout the state library community,
- ___ Assists other libraries in developing projects and programs helpful to the local community.

Interaction and effectiveness with the Legislature

- ___ Has demonstrated ability to communicate with members of the legislature regarding issues affecting the Department.

Interaction and effectiveness with Office of the Governor

- ___ Demonstrates ability to obtain gubernatorial participation in special events beneficial to libraries.

Interaction and effectiveness in working with the Board.

- ___ Keeps the Board informed of projects and programs of the Department.
- ___ Provides adequate information on all matters presented to the Board for action.
- ___ Carries out Board decisions and policies in timely and conscientious manner.
- ___ Is responsive to requests for information from the Board and individual Board members.

ADDITIONAL COMMENTS, if any:

Board Member



Director Performance Evaluation Policy and Procedure

Pursuant to action by the Oklahoma Department of Libraries Board of Directors at the June 25, 2004 Board meeting, the following form has been prepared for completion by each Board Member evaluating the performance of the Director.

PURPOSE OF EVALUATION

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

POLICIES AND PROCEDURES APPLICABLE TO THE EVALUATION

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

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

EVALUATION METHOD:

Rating Scale:

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

The Overall Rating Scale:

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



ANNUAL PERFORMANCE EVALUATION
[insert date]

Oklahoma Department of Libraries

[insert name]
Director, State Librarian, State Archivist, and State Records Administrator

NAME OF EVALUATOR _____

Evaluation Method:

Consult the Director Evaluation Policy for rating scale guidance.

5	Expert
4	Advanced
3	Proficient
2	Developing
1	Not Demonstrating

I. General Function:

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

1. Strategy and Vision

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

Assessment Rating:

2. Leadership

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

Assessment Rating:

3. Financial Management

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

Assessment Rating:

Evaluation Method:

Consult the Director Evaluation Policy for rating scale guidance.

5	Expert
4	Advanced
3	Proficient
2	Developing
1	Not Demonstrating

4. Making Data-Driven Decisions

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

Assessment Rating:

5. Communication and Relationships

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

Assessment Rating:

6. Oklahoma Department of Libraries Governing Body: Interface

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

Assessment Rating:

Total Score:

Evaluation Method:

Consult the Director Evaluation Policy for rating scale guidance.

5	Achieved Outstanding Results
4	Achieved More Than Expected Results
3	Achieved Expected Results
2	Partially Achieved Expected Results
1	Expected Results Not Achieved

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

III. Goals for next year:

Director Signature: _____ **Date:** _____

Evaluator Signature: _____ **Date:** _____



ODL Board Meeting
June 14, 2024

Agenda Item 12

Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2024-2025 ODL Board Officers

Summary

The Board has the opportunity to form a committee charged with generating nominations in preparation for the officer election to be held at the next regular meeting scheduled for September 13, 2024.

Background

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

Supporting documents attached

None