



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 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 SB 1031 approved by the Governor on February 10, 2021.

Public access viewing of the meeting through Zoom:

<https://www.zoomgov.com/j/1609409571?pwd=ekx2ZzZSUUVkM3c1eXNoL29lWWRPZz09>

Meeting ID: 160 940 9571

Passcode: 184435

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20230908.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

Director Natalie Currie called meeting to order at 10:03am and saw quorum with no acting Chair. Roll was called as follows: Kristen Ferate, present; Steven Gray, present; Maren Lively, absent; Jim Robison, present; Ronda Smith, present; Teresa Sutter, present; Natalie Currie, present.

Guests present: John Schramm (note-taker), Tara McCleod, Jan Davis, Connie Armstrong, Cole Stout

2. Consideration and possible action on minutes for the regular board meeting held June 23, 20231

Director Currie asked for comments or corrections. No corrections were offered.

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

3. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee and/or ODL Board Officers for 2023-2024.

At previous Board meeting held on June 23, 2023, a Nominating Committee was formed to nominate a new Chair and Vice-Chair for the ODL Board. Robison delivered the report that the



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Committee elected to nominate Steven Gray for Vice-Chair, and Smith continued that the Committee elected Robison to be the Chair. Director Currie stated that there is a motion on the table that Robison would be Chair and Gray would be Vice-Chair.

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

At this time Director Currie turned the meeting over to Chair Robison.

4. Consideration and possible acceptance of financial reports
 - a. SFY 23/SFY 24 Expenditure Report through August 31, 202310

Ferate made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.
 - b. SFY 23 Budget to Actual Report through August 31, 2023.....13

Vice-Chair Gray made motion to accept, Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.
 - c. SFY 23 Cost Variance Report through August 31, 202314

Chair Robison made motion to accept, Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.
 - d. SFY 24 Budget to Actual Report through August 31, 2023.....15

Smith made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.
 - e. SFY 24 Cost Variance Report through August 31, 202316

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



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

5. Library Services and Technology Act (LSTA) projects and updates

- a. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects..... 17

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

- b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects..... 18

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

6. American Rescue Plan Act (ARPA) projects and updates

- a. Consideration and possible acceptance of final status reports for ARPA Projects.....19

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

7. Public comment on agenda items

- a. No public comments (except that the note-taker, John Schramm, signed the wrong sign-in sheet and had no public comments).

8. Director's Report

- a. Feedback – What would you like to see in the Director's Report?

Vice-Chair Gray stated satisfaction with the current level of reporting and communication, more is always welcome. Smith and Chair Robison concurred. Ferate asked for feedback on how the Board can further support the agency. Director Currie emphasized the role of the Board in developing excellent relationships with the legislature and sharing the impacts libraries make in our state.

- b. Agency Activity Report through July 31, 202320
See attached report.

- c. ODL Staff Service Recognitions

Director Currie recognized Douglas Amos (Legislative and Legal Reference Librarian), who has been with the agency for 10 years, and Bill Struby and Leslie Gelders who are retiring.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

9. Discussion, consideration, and possible action on SFY 2025 ODL Budget Request.....29

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

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

a. Vote to enter executive session

Chair Robison made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed at 11:01am.

b. Vote to return to open session

Chair Robison made motion to accept, Vice-Chair Gray seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed at 11:19am.

c. Possible action on matters discussed in executive session

Chair Robison explained the Board discussed the need to update the director's performance evaluation form and gather more information. The Board discussed the need to create a subcommittee to complete that work, with the goal of voting to approve the updated performance evaluation form at the December meeting. Chair Robison requested the Director consult with legal counsel to determine if a self-evaluation is allowable.

Chair Robison made a motion to form a committee made up of Kristen Ferate, Teresa Sutter and Ronda Smith to update the director's performance evaluation form and present it for approval at the next Board meeting. Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.

Vice-Chair Gray made a motion to use the current director's performance evaluation form for the December meeting. Smith seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. Motion passed.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- 11. Discussion, consideration, and possible action on schedule of regular meetings for the 2024 calendar year 31

Chair Robison made motion to accept the proposed schedule, Ferate seconded. Votes were as follows: Ferate, yes; Vice-Chair Gray, yes; Lively, absent; Chair Robison, yes; Smith, yes; Sutter, yes. 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 11:27am

Next ODL Board Meeting: Friday, December 8, 2023 at 10 AM

ODL Board Chair

ODL Director, Secretary Ex Officio



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Agency Activity Report

June 1 – July 31, 2023

Grants and Contracts Awarded

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

- Technology Grants were offered in mid-July. We had 54 applicants with requests totaling over \$230,000. We awarded \$84,542 to 22 sites. We will have another opportunity for this grant with Federal Fiscal Year 2023 funds later this fall.
- An additional \$50,000 was sent to the Stillwater Public Library in support of the Oklahoma Virtual Library, which serves 88 municipal libraries, 2 library systems, and 5 tribal libraries.

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

- ODL offered Category 2 E-Rate grants to assist in purchasing new network connections. Approximately \$14,350 was awarded to 8 libraries.
- The FFY23 Health Literacy Grants were announced in July. Applications are being reviewed now.
- The FFY23 Citizenship and Immigration Grants were announced in June with applications reviewed in July. Eleven sites have been awarded \$111,956.

American Rescue Plan Act (ARPA)

- The ARPA State Program Report was submitted to IMLS on June 28, 2023. We are returning \$14,575.35 to IMLS. Some subrecipients failed to spend all the grant funds in the time allotted; Those funds are being returned to us and then returned to IMLS.

State Literacy Grants (ODL27) proposals were reviewed. This year's grant total was \$153,600, which was awarded to 16 sites. Contracts and claims have been sent to the sites and payments will be made as the documents are returned.

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

- The annual financial and narrative reports were submitted by the July 31, 2023 deadline.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Administration

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

Human Resources

- Congratulations to Rebecca Barker who retired on July 30 after working in the Office of Literacy Development for 21 years.
- Adrienne Butler was promoted to Librarian IV as Library Development Coordinator.

General Administration

- Cassie Spindle attended the 2023 Joint Annual Meeting of the Council of State Archivists and the Society of American Archivists in Washington, DC on July 26-29. The focus of the trip was to establish relationships with other leaders in state archives and conduct annual association business on behalf of the agency, while growing Cassie's knowledge base in the area of archives.
- Natalie Currie attended the Western Council of State Librarians Annual Meeting in Oahu, Hawaii on June 6 – 8. The focus of the trip was to strengthen relationships between chief officers of state libraries, conduct annual association business on behalf of the agency, and participate in a workshop on design thinking.
- Natalie Currie participated in the Oklahoma Library Association Annual Leadership Retreat at East Central University in Ada on July 12.

Financials

- The State Fiscal Year 2024 budget was approved in July. Administration staff worked closely with OMES Agency Business Services to complete the budget work program for SFY24.
- We are still paying invoices for goods or services ordered during SFY23 (which ended June 30). Once we have received and paid for all goods and services purchased in SFY23, we can begin the carryover process, which will allow us to move the funds into this current fiscal year and spend as needed. We anticipate completing the carryover process in November.
- Drafted the State Fiscal Year 2025 budget request that will be reviewed and approved by the Board

Legislative Liaison

- Gave ODL, State and Federal report for the Oklahoma Library Association Advocacy Committee on June 2. No meeting was held in July.
- Attended the June 14 Oklahoma Education Commission meeting and introduced Ashley Welke. After conversation with Sarah Robbins (ODL appointee to the Commission) and reflection how the work of the Commission is unfolding, the decision was made to fill the agency's Commission seat with an ODL staff person instead. Natalie and Ashley are sharing responsibility for representing the agency on the Commission.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- Drafted SFY 25 Budget Request and Legislative Agenda for the 2nd Session of the 59th Legislature. The Legislative Agenda will be presented to the Board at the December 8 meeting.

Library Services and Technology Act (LSTA)

- Completed the Quarterly Accrual Report due to the Institute of Museum and Library Services by July 5 for FFY22, FFY23 and ARPA grant funds.
- Submitted the ARPA State Program Report by the June 28, 2023 deadline. IMLS reviewed both the ARPA and FFY21 State Program Reports and submitted recommendations for changes. Changes were made and the reports were submitted again before the August 11 deadline. Final approval for both reports was received from IMLS on August 31, 2023.

Public Information Office

Connie Armstrong, Kaylee Reed, Bill Struby, Fara Taylor

General PIO

- First draft of agency wide Communication Plan completed. Plan will unite and increase brand identity for the agency; Completion expected by the end of the year.
- Developed internal PIO request form for internal departments to use to streamline project requests; Also developed an external form for the field to report/highlight impactful stories. These stories will play large part in the next stage of the Communication Plan in communicating who ODL is.
- Coordinated and oversaw ODL photoshoot for promotional images.
- Coordinated with all departments to help promote initiatives
 - Archives and Records Management: Supported booth at conference outreach event to help promote archives; Completed educational video on the State Archives and Records Management programs for use by the University of Oklahoma School of Library and Information Studies programs.
 - Literacy: Helped with celebratory items for retiring employee; Began work on promotional plan with Online High School; Design work for Literacy Director Retreat; Edited and organization for "Celebrating Our Journey" publication
 - Library Resources: Helped promote new capitol delivery program

GovDelivery

- For June and July, 22 bulletins were sent to 35,105 total recipients. There has been an increase of 279 subscribers.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Oklahoma Center for the Book

- The Oklahoma Center for the Book has announced the 2024 Oklahoma Book Awards Call for Entries on all social media platforms. The printed Call for Entries will be mailed out on September 1 to authors, poets, illustrators, book designers, and publishers.
- The Oklahoma Center for the Book Director Connie Armstrong and Public Information Office Director Kaylee Reed attended the National Book Festival in Washington, DC, on August 12. Both hosted the Oklahoma Book in the Roadmap to Reading area. The OCB selected Tammi Sauer's book *Mary Had a Little Plan*, and Julia Bryan Thomas's book *For Those Who are Lost* to represent Oklahoma in the Great Reads from Great Places program at the festival.
- The Oklahoma Center for the Book/Oklahoma Department of Libraries nominated Oklahoma author Lara Bernhardt's book *Red Rain* for the 2024 Dublin Literary Award. *Red Rain* was a finalist in the 2023 Oklahoma Book Awards.

Publications and Graphic Artwork

- Created new National Historical Preservation and Records Commission bookmark and prepped four others for new printing; These are distributed at tabling events and are very popular.
- Created employee appreciation resolutions and commendations for various departments; Designed, edited, and sent to printer Celebrating Our Journey for Literacy Department along with bookmarks.
- Designed graphics for social media, website, and Gov Delivery

Brainfuse Update

- Brainfuse's total usage for June and July was 5,529. HelpNow had 1,680, JobNow had 640, VetNow had 184, Legacy Accounts had 2,991 database usages.
- A librarian from the Southern Oklahoma Library System presented information on Brainfuse at the Literacy Director's Retreat. Participants were so excited that there will be a workshop about Brainfuse at the state literacy conference in October.
- We worked with the Oklahoma Publications Clearinghouse and MyHeartCreative to finalize and launch the new state publications uploader website: uploads.odl.ok.gov. We are still working out the kinks, but we have 19 new users signed up and 45 documents submitted so far.
- On the ODL website, we have added information about the Pilot Capital Delivery Service to agency employees in the Capitol Complex. We have added interviews of several of the 2023 Oklahoma Book Awards winners: oklahoma.gov/libraries/book-awards. Also, the Call for Entries is now available for the 2024 Book Awards. We posted the Fall Public Library Academy Certification Classes on the website. We continue to work with Library Resources to update EBSCO information and move the interface to the ODL website (AEM platform).
- On social media, our top posts were about "We're Hiring" for five positions at ODL and the announcement of the Muskogee StoryWalk at Honor Heights Park. We joined the #ArchivesHashtag party with posts about #ArchivesVacay. Other top performing social media



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

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posts included information about Summer Skills Camp from Brainfuse's HelpNow, the Big Library Read, Oklahoma Archivist Association workshops, a graduate of the Online High School program through the Lawton Library, the new Pickleball Court in Checotah, the article about Summer Reading in the Oklahoman which had a quote by Adrienne Butler, the Prison Newsletter collection, Oklahoma Postcards collection, the Fourth of July and information about the National Book Festival. We have 4,239 followers on Facebook, 1,236 on Instagram, and 1,424 on X (previously known as Twitter). Our account is now verified and we received our free gray checkmark on X.

Library Development Office

Sadie Bruce, Adrienne Butler, Paige Harkins, Trisha Hutcherson

Field Visits

- Rush Springs
- Watonga
- Wewoka
- Pauls Valley
- Yale
- Wynnewood

Annual Report

- The Annual Report opened for systems and municipal libraries on July 3. It will close for municipal libraries on August 15. It will close for systems on October 2.
- Annual Report training was held on June 30 and July 12. The trainings are available on our online learning platform Niche Academy.

Continuing Education

- Fall certification classes have been scheduled, and the instructors have been booked.
 - Due to low enrollment in the classes that were already available online during the spring, the number of in person classes for the fall will be slightly reduced. Most classes are being reduced from 4 sessions to 3.
- The self-serve certification status dashboards are continuing to see steady usage since they were officially launched in May.

E-Rate

- Oklahoma libraries were awarded \$2,012,585 in E-Rate funding for 2023.
- The FCC's Tribal Order was expanded to include tribal universities acting as public libraries for the community, increased discount rate to 90% across the board, and increased Cat2 budget to \$55,000.
- Libraries seeking Cat2 funding under \$3,600 no longer need to go out to bid.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

Youth Services

- The Collaborative Summer Library Program (CSLP) All Together Now survey is live, and libraries are responding. From our informal communication, we have heard that many libraries' summer program numbers have exceeded those from 2019! We are looking forward to seeing the hard data when the survey closes in September.
- We are preparing for our upcoming Solar Eclipse Training for Youth Librarians in October. It is provided by Space Science Institute, and we are hosting librarians from the state for this exciting training.
- Space Science also provides kits that contain items for libraries to use with children and teens for further learning about the eclipse. We have these kits and are working with the Office of Library Resources to catalog these items so that they can circulate to libraries across the state.

Field News

- Terri Crawford, long-time director of the Watonga Public Library, retired on July 28. She was replaced by Michelle Merriman, formerly of Metropolitan Library System.

Office of Literacy Development

Rebecca Barker, Leslie Gelders, Judy Tirey

Health Literacy

- ODL staff attended the ribbon cutting for a new StoryWalk in Muskogee, and the opening of a library pickleball court in Checotah.
- The health literacy greenhouse project at the Mustang library was featured on Oklahoma Gardening on OETA.
- 52 proposals were submitted for the new round of grants. Review and scoring is currently underway.

Citizenship and Immigration Project

- Four new citizens were reported during this period, and ODL staff attended a Citizenship ceremony in Oklahoma City.

Online High School (OHS)

- Grantee meetings were held in June. Guest participants included representatives from Gale and from Oklahoma Workforce Development Boards. Grant sites were able to ask questions and learn about resources, marketing, and referrals.
- ODL staff coordinated a meeting with Oklahoma Workforce and Gale to discuss ways for joint marketing, referrals, and ways to support Oklahoma libraries.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- ODL staff attended graduation ceremonies in Bristow and Lawton.
- Elk City, one of the original pilot sites, resumed online high school services and a new site was approved for the library in Sapulpa.
- Additional seats were awarded to Lawton, Bristow, Tulsa, and Enid.
- Funds for the project have been spent and the need/interest or services continues to grow at most sites. We are considering options to pursue for continued funding.

Temporary Assistance for Needy Families (TANF) Partnership with Oklahoma Department of Human Services (DHS)

- TANF contracts were updated for the new fiscal year.
- A virtual meeting was held with all TANF instructors to recognize successes and problem solve.
- Monthly book club meetings were held with all sites via Zoom.
- ODL's longtime DHS TANF contact retired on June 30.
- Discussions continue to take place with DHS staff to address late payments and difficulty communicating with county TANF offices.

Community Literacy Grants

- Proposals for state grants for Community Literacy Programs were reviewed and grants were awarded.

Other

- Literacy staff arranged for a demonstration of a virtual reality career exploration product. Attending were staff from ODL, public libraries, TANF, Workforce Development, and Career Tech.
- A two-day Literacy Directors Retreat resumed after being cancelled since 2019 due to COVID-19.
- A proposal was submitted to Target for Read Across Oklahoma, and Tinker Federal Credit Union committed \$10,000 for the event.

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

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

Staff finished reading all enrolled legislation and compiled the ABC list within the deadline (30 days after the sine die adjournment of the legislative session). PIO staff are now preparing the list for digital publication on the ODL website by the end of September 2023.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

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Weeding & shifting projects

- Weeding continues in the main circulating collection. Between June and July 2023, 511 items were withdrawn.

ODL Pilot Capitol Delivery Project

The new material delivery service began on July 3. The service delivers requested library materials each Friday to cardholders in the state capitol complex and picks up returns if requested. To date, we have made deliveries for two of the four Fridays in July. We have also received favorable feedback about the service from excited users.

Agency File Management and Intranet Project

The project to create a new agency intranet using a SharePoint hub continued through July. A color-coded agency calendar, staff directory, department calendar, and forms for maintenance and marketing (PIO) requests have been added to the site. Our director signed a statement of work on July 26 so that OMES can complete the work migrating department files to the new site, an external site can be created for the Public Library Director Council, and analytics can be integrated into the forms. Work with OMES is expected to begin this month.

Electronic Resources

- Working with PIO staff to update the webpages on ODL's website for EBSCO resources and Brainfuse products.
- Participated in OverDrive's Big Library Read event from July 13-27.
- Began talks with Oklahoma Library Association annual conference planners about EBSCO and Brainfuse participating in the 2024 OLA Conference.

Government Information

Mike Cameron, Sam Johnson, Heather Kitchen

Preservation Project

Materials to complete planned preservation projects in government documents have been requested and budgeted for this fiscal year. When supplies are received, this work can begin.

Oklahoma Publications Clearinghouse State Documents Digital Uploader

The work to create a new digital uploader for Oklahoma Publications Clearinghouse (OPC) submissions was completed by MyHeartCreative on June 30. The new system was tested for use through July. It is expected to go live in August. In addition to the new documents uploader, new web pages have been created to update the site and make usage easier for agency publications officers. Replacing the uploader was fortuitous as the old uploader stopped functioning on June 29 and is unable to receive files of publications. OMES was unable to restore functionality and publications officers were notified to pause deposits until the new uploader is online.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

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Collection Maintenance

Shifting has paused in the Government Documents collection. With a future renovation coming, we want to ensure that we have a plan and timeline for how US documents collection will be arranged and accessed and focus our efforts on these tasks. With that in mind, we have pivoted to identifying underutilized and superseded materials that can be withdrawn from our depository collection with permission of the Oklahoma Regional Depository at Oklahoma State University. We have received permission to withdraw most of our map collection held in map cabinets and in the basement. We will keep Oklahoma maps. This allows us to tailor our map collection to the needs of customers and create additional floor space to allow easier use of the collection in the future. Map withdrawals began at the end of July. We have received a total of 66 publications from the U.S. Government Publishing Office during the reporting period. A total of 24 maps were withdrawn.

Archives and Records Management

Madelyn Chambers, Jan Davis, Emily Goss, Jennifer Green, Sharif Tucker, and Alyssa Vaughn

State Archives

FY2023 Annual Statistics

- Responded to 575 reference requests from state agency personnel and the public.
- Provided access to 11,555 corner records in response to 607 requests. Processed 8,779 new corner records filed by professional land surveyors.
- Uploaded 701 items to Archives.OK.Gov and 425 items to the Images of Oklahoma collection on Digital Prairie.
- Moved 756 GB of digital files from network drives to OU's OURRstore for preservation and reduced storage on the agency's network drive by 9.8 TB to reduce storage fees.
- Transferred 1,354 cubic feet of records from 14 state agencies to the State Records Center and destroyed 1,243 cubic feet of eligible records stored at the State Records Center.
- Updated 600 series from 44 records retention schedules as requested by 29 agencies.

Projects

- 595 items uploaded to Digital Prairie, including 217 Department of Health bulletins, 272 newsletters by governors, and 36 letters about the October 1919 coal strike. An additional 142 items from partner institutions were uploaded to the Images of Oklahoma collection.
- Completed a four-year project to reprocess 139 cubic feet of State Examiner and Inspector audit reports for county offices.
- Rehoused 24 cubic feet of Governor JBS Robertson's papers and created updated inventory.

Outreach

- With PIO assistance, participated in an Archives Hashtag Party about vacations in July. (Vaughn)
- Attended the National Association of Government Archives and Records Administrators Annual Conference, Cincinnati, Ohio, July 18-21 (Green)



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

September 8, 2023 | 10:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street Oklahoma City, OK 73105

- Participated in Oklahoma History Center Career Night, reaching 30 members of the public, July 27 (Green)

State Records Management

- Advised Benjamin Hedges, Assistant Professor/Archivist at the Edmon Low Library of Oklahoma State University on records management with an online meeting on August 8, 2023. (Davis)
- Hosted and recorded minutes for Archives and Records Commission meeting July 27, 2023.

State Records Center and Annex

- Transfers to the State Records Center include 182 cubic feet from the following agencies: Attorney General, Auditor and Inspector, and OMES.
- Staff destroyed 357 cubic feet of records for the following agencies: Auditor and Inspector, Corporation Commission, Office of Juvenile Affairs, OMES, and the Public Employees Retirement System.
- Staff met at Quad Construction offices to tour their newly remodeled space and to meet staff. Quad Construction now owns the building housing the State Records Center at 426 E. Hill Street and have relocated their offices there.

Historical Records Advisory Board

Visited Museum of the Western Prairie in Altus to meet with Jennie Buchanan, the Director, to review the Museum's current regrant project on July 28, 2023. (Davis)

Oklahoma City, OK 7