



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

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

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

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20251212.pdf>

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

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

Chair Ronda Smith called the meeting to order at 10:07am and saw a quorum. Roll was called as follows: Chair Ronda Smith, present; Vice Chair Kristen Ferate, present; Steven Gray, present; Maren Lively, absent; Katherine Neal, present; Teresa Sutter, present; Geetika Verma, present; Natalie Currie, present.

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

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

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

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

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



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3. Consideration and possible acceptance of financial reports

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

5. Public Comments

- a. No public comments

6. Director's Report

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

See attached report

7. State Aid for Public Libraries - Fiscal Year 2025

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

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

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



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

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

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

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

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

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

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

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

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



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

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

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

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

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

No new business

12. Adjournment

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

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


ODL Board Chair


ODL Director, Secretary Ex Officio