



Agenda

ODL Board Meeting

September 24, 2021 | 10:00 a.m.

South Conference Room

200 N.E. 18 Street

Oklahoma City, Oklahoma 73105

The Board may discuss, table, vote to approve or disapprove, change the sequence of any agenda item, or decide not to discuss any item on the agenda.

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Presentation by and discussion with QualityMetrics consultants regarding evaluation of 2018-2022 LSTA Plan and development of 2023-2027 LSTA Plan
3. Consider approval of minutes from regular meeting held July 16, 2021..... 1
4. Consider acceptance of financial reports
 - a. State Fiscal Year 2021 Financial Report 5
 - b. State Fiscal Year 2022 Year to Date Financial Report 6
 - c. Cost containment report as of June 30, 2021..... 8
5. Consider approval of State Fiscal Year 2023 Budget Request to be submitted October 1, 2021
6. Consider request for Attorney General opinion: Are public library systems created under the authority of 65 O.S. § 4-102 or 65 O.S. § 4-202 considered a political subdivision of the State per the definitions of 51 O.S. § 152?..... 9
7. Consideration and possible action on proposed changes to Oklahoma Administrative Rules Title 405 Oklahoma Department of Libraries 11
 - a. Amend OAC 405:1-1-9 Office location; hours; information availability to eliminate outdated language 13
 - b. Amend OAC 405:1-1-11 Structure of the Department to reflect current structure..... 13
 - c. Amend OAC 405:3-1-8 Office location; hours; information availability to update the location of the Records Center and eliminate outdated language 14
 - d. Amend OAC 405:3-1-10 Structure of the Department to reflect current structure..... 14
 - e. Amend OAC 405:25-1-3 State Aid Grants to Public Libraries to address emergency situations impacting eligibility 15
8. Director’s Report
 - a. Agency Activity Report..... 18
 - b. Report on Federal Fiscal Year 2020 LSTA Funds 23
 - c. ARPA Update

Agenda, page 2
September 24, 2021
10:00 a.m.

9. Consider proposed executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director
10. Action to return to open session
11. Consideration, discussion, and possible action on matters considered in executive session
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
13. Adjournment

*This meeting may be viewed via Zoom at <https://zoom.us/j/97488664550> (2021 September ODL Board meeting). **Meeting ID:** 974 8866 4550. If you have trouble connecting or do not have a microphone, call one of the following numbers and type in the Meeting ID when asked: +1 408 638 0968 US (San Jose) or +1 669 900 6833 US (San Jose) or +1 253 215 8782 US (Tacoma).

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
July 16, 2021
10:00 a.m.

Chair Vogel called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Lee Denney, Vice Chair Annabeth Robin, James Robison, Ronda Smith, Chair Cynthia Vogel, and Melody Kellogg, Secretary. Board members absent: Robert Dace and Steve Gray.

Guests and staff members present: Joe Ashbaker from the Office of Attorney General, Melissa Askew, Deputy Director Natalie Currie, Jan Davis, Leslie Gelders, Holly Hasenfratz, Jackie Kropp, Cindy Mooney, Ashton Poarch from the Office of Attorney General, Cathy Van Hoy, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the July 16, 2021 meeting was transmitted to the Oklahoma Secretary of State on December 14, 2020. Public notice of this meeting, together with the agenda, was posted July 9, 2021 at 3:04 p.m. on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 N.E. 18 Street, Oklahoma City.

New board member Ronda Smith was introduced.

Consider approval of minutes from regularly scheduled ODL Board Meeting held April 30, 2021

Denney made a motion to approve the April 30, 2021 minutes, seconded by Robin. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider approval of minutes from special ODL Board Meeting held June 2, 2021

Chair Vogel asked for a motion to approve the minutes from the special meeting held on June 2, 2021. Denney moved to approve the June 2, 2021 minutes, seconded by Robin. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider acceptance of financial reports

Kellogg presented the Financial Report for SFY 2021. Because the fiscal year ended recently, invoices are still being paid. The report will change as payments are finalized over the next few months.

The cost containment report has not been completed by ABS. This report will compare budgeted vs. actual expenditures at the division level. ODL's four divisions are Administration, Services to Libraries, Services to Government, and Statewide Electronic (Information Technology). Variances greater than 10% or \$10,000 will be explained.

Kellogg asked board members for feedback on the format of the financial report. Several board members agreed that information on expenditures from the year to date and on where ODL stood at the same point last year would be helpful.

James Robison noted that salary expenses were very high for the current month compared to the average for the year. Kellogg explained that the current month's total for salaries included a one-time differential payment made to staff to help offset the differences between current salaries and what is being offered for similar work in the general labor market. These payments were made through a mechanism defined by the state to all staff

except the Director and totaled \$171,000. Funding was available from SFY20 carryover funds due to COVID-19 causing many activities to be canceled. ODL received data from Human Capital Management that documented that the agency's salaries are very low. Kellogg explained that she and Deputy Director Natalie Currie are committed to raising agency salaries to the level mandated by statute (within 90% of market value).

Chair Vogel asked for a motion to accept the Financial Report for SFY 2021. Robison moved to accept, seconded by Denney. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to accept the Financial Report for SFY 21.

Kellogg shared the LSTA Quarterly Grant Accrual Report. This report consists of data that must be reported to the federal Institute of Museum and Library Services. Kellogg and Deputy Director Natalie Currie are working to provide this data on the project level so that board members can see what was approved and budgeted for each LSTA project and how much has been spent. The enhanced report will reflect adjustments made to project budgets when it was determined that funds could not be spent as originally approved.

Kellogg explained why there is a negative balance of \$38,000 for the accrual amount for FFY 2021 State Grants. For SFY 2021, all federal monies were assigned to the same class of funds by the Office of Management and Enterprise Services (OMES). OMES approved ODL's request that ARPA funds be assigned to a different class.

Robison asked what's the difference in submission for draw down versus the expenses. Kellogg said the LSTA Coordinator reaches out to the ODL Project Lead Officers asking what are the anticipated expenditures within the next 30 days. Based on the information, the LSTA Coordinator will submit to the federal Institute of Museum and Library Services (IMLS) a request to draw funds from each active grant.

Chair Vogel asked for a motion to accept the LSTA Quarterly Grant Accrual Report. Robison moved to approve, seconded by Denney. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to accept the LSTA Quarterly Grant Accrual Report.

Director's Report

Jan Davis shared information about the LSTA Images of Oklahoma Project. Archives staff members work with libraries, local history museums, and other organizations throughout the state that collect and share the histories of their communities. Participants learn how to care for, organize, preserve, and share their information. One way this information is shared is through bookmarks produced and distributed by the Archives. Davis shared a bookmark featuring an image of Will Rogers and a close friend who died from a disease that is rare today. The back of the bookmark promotes the Claremore Museum of History, the institution that houses the correspondence between Rogers and his friend.

Kellogg reported that the ODL budget for SFY 2022 has been submitted to the Office of Management and Enterprise Services for approval.

Kellogg noted that there are more items than usual in the Legislative Session Report. SB 0265, a request bill for a sales tax exemption for city-county libraries, was signed into law by the governor. Among the many items impacting state employees is legislation sunsetting the Merit Protection Commission (HB 1146). A bill that would have exempted the legislative and judicial branches of state government from all fees and costs for services rendered by any appropriated state agencies (HB 2088) was vetoed. ODL provides storage for legislative records.

Kellogg shared an update on staffing issues. She introduced Jackie Kropp, the new director of Library Development. Kropp has been a longtime instructor for ODL's Public Library Academy and previously worked at the Western Plains and Pioneer library systems. Kropp has a MLIS degree from the University of Oklahoma and is a strong and vocal advocate for libraries. Rachel Walker now works as a librarian in the Office of Library Resources, and Sadie Bruce returned as a consultant in the Library Development Office. Kellogg mentioned ODL's efforts to re-establish succession plans for leadership positions and shared a copy of ODL's organizational chart. The Federal Programs Officer position has been filled. A new Business Manager is still being sought. Kellogg reported on efforts to change the provision of payroll services for some contract employees because of the substantial administrative fees charged by the Galt Foundation.

Consider approval of Distribution Plan for American Rescue Plan Funds allotted to Oklahoma Department of Libraries from the Institute of Museum and Library Services (confirm vote from June 2, 2021)

Kellogg explained why this carryover item from the June 2 special board meeting was added to the agenda. Natalie Currie summarized the American Rescue Plan Act distribution proposal that was discussed at the June 2 meeting. The plan includes a collaboration with Department of Commerce on an online high school completion program for adults; additional database subscriptions for assistance with homework or career development; Leading in an Emergency project with the Oklahoma Museums Association; and formula grants to public libraries, tribal libraries, literacy programs, and museums. The spending principles for these funds were reviewed.

Chair Vogel asked for a motion to approve the Distribution Plan for American Rescue Plan Funds allotted to the Oklahoma Department of Libraries from the Institute of Museum and Library Services as noted on the agenda for July 16, 2021, item no. 6. Denney moved to approve, seconded by Robin. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Consider approval of Library Services and Technology Act Project: Evaluation of FFY 2018-2022 Five-Year Plan and Development of New Five-Year Plan for FFY 2023-2027

Kellogg shared ODL's need to contract with a professional services provider for an outside evaluation of the current LSTA five-year plan and help in developing the new plan. ODL solicited bids and received four proposals, which were reviewed by Kellogg, Deputy Director Natalie Currie, Public Information Manager Bill Young, and Cathy Van Hoy, library consultant and State Data Coordinator. The proposals ranged in price from \$21,000 to \$38,900. The committee chose the provider with the third highest bid because of the depth of their experience. The bid coordinator with the Office of Management and Enterprise Services will notify the selected provider. Kellogg requested that the board approve the work to be done as a new project. The estimated cost is \$32,500.

Chair Vogel asked for a motion to approve the LSTA Project: Evaluation and Development of Five-Year Plans. Smith moved to approve, seconded by Robison. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to approve the LSTA Project: Evaluation and Development of Five-Year Plans.

Consider approval of Resolution of Appreciation for Mary Shannon's service on the Oklahoma Department of Libraries' Board

Chair Vogel acknowledged Mary Shannon's years of service on the ODL Board. Shannon was unable to attend the board meeting.

No vote was taken.

Consider election of ODL Board Officers for 2021-2022

Chair Vogel and Vice Chair Annabeth Robin served on the nominating committee. Robin presented a slate of candidates: Lee Denney as Vice Chair and Cynthia Vogel to continue as Chair. This will be Vogel's last year on the board and her continued leadership would be an asset.

Lee Denney noted that this will also be Annabeth Robin's last year on the board and withdrew her name for consideration as Vice Chair.

Denney made a motion to nominate Cynthia Vogel as Chair, seconded by Robison. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Denney made a motion to nominate Annabeth Robin to serve as Vice Chair, seconded by Chair Vogel. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Consider proposed executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director

Chair Vogel asked for a motion to approve an executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director. Denney moved to approve, seconded by Smith. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Chair Vogel asked for a motion to return to regular session. Denney moved, seconded by Robison. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Chair Vogel asked if there was any new business. No items of new business.

Chair Vogel stated that there was no additional business and asked for a motion to adjourn the meeting. Robin moved to adjourn the meeting, seconded by Smith. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

The next ODL Board meeting is scheduled for September 24, 2021 at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City.

Melody A. Kellogg, Secretary

Oklahoma Department of Libraries
Budget/Actual Comparison Report
 SFY2021 (as of 09/14/21)

Division/Department	Class Fund						Grand Total
	19011	19101	20000	40000	40500	41000	
10	-	(2,916.77)	21,893.00				18,976.23
1000001	-	12,788.22	20,900.00				33,688.22
1000003	-	(15,704.99)	993.00				(14,711.99)
20	-	70,458.77	81,569.50	88,478.88	19,023.69		259,530.84
2000001	-	45,772.61	30,100.00	83,017.80			158,890.41
2000002	-	23,625.63	50,010.50	6,892.14	19,023.69		99,551.96
2000004	-	1,060.53	1,459.00	(1,431.06)			1,088.47
30	-	18.15	3,702.38	(6,106.10)		9,974.31	7,588.74
3000001			9,312.53				9,312.53
3000002	-	16,808.20	(5,610.15)	(6,106.10)		9,974.31	15,066.26
3000003	-	(5,992.89)					(5,992.89)
3000004	-	(10,797.16)					(10,797.16)
88	13,645.40	12,076.36	12,211.75	(275.00)	315.40		37,973.91
8800010	2,480.40	(8,197.00)	10,000.00	1,700.01			5,983.41
8800020		21,324.91		(1,975.01)	315.40		19,665.30
8800030	11,165.00	(1,051.55)	2,211.75				12,325.20
Grand Total	13,645.40	79,636.51	119,376.63	82,097.78	19,339.09	9,974.31	324,069.72

Oklahoma Department of Libraries
6 Digit Object of Expenditure Report
as of 08/31/2021

Account	Description	AUG 2021 Current Month	JUL 1 - AUG 31, 2021 SFY22 Fiscal YTD	JUL 1 - AUG 31, 2020 SFY21 Fiscal YTD
510000 PERSONAL SERVICES				
511110	Sals-Regular Pay	124,999.76	247,478.66	242,211.98
511119	Sals-Regular Pay COVID19	-	-	9,927.46
511130	Sals-Non-Reg Pay	480.00	480.00	-
511210	Longevity Pay-State Employees	4,428.08	10,270.64	7,400.00
511310	Terminal Leave	7,907.55	17,540.37	107.92
511420	Excess Benefit Allowance	1,232.58	2,456.17	2,933.41
	Sub Class 511000	139,047.97	278,225.84	262,580.77
512110	Insur. Prem-Hlth-Life-State Pln	28,780.60	57,570.19	57,536.44
	Sub Class 512000	28,780.60	57,570.19	57,536.44
513110	Employer Share-FICA	8,637.24	17,039.02	15,821.95
513120	Employer Share-MQFE/FICA	1,963.28	3,928.23	3,700.27
513230	Employer Share OPERS	17,275.26	35,255.07	37,407.76
513280	Employer Match-AdFeeSt. Annuity	614.46	1,258.18	1,390.73
513290	St.Match-Ad Fee-Def Contr	1,330.63	2,326.60	2,060.24
513300	Reg.Savings-Fed Contr Plan	1,876.30	3,306.91	2,951.74
	Sub Class 513000	31,697.17	63,114.01	63,332.69
515010	Offices of Lawyers	-	1,817.10	3,634.20
515060	Acctg,Tax,Books,Payroll Svc	-	1,344.00	-
515380	Other Computer Related Svc	-	5,606.58	13,913.48
515540	Other Prof,Sc. & Tech.Svc	1,225.00	14,175.00	244.00
515560	Office Administrative Services	-	1,184.93	858.70
515570	Employment Placement Services	-	24,108.66	17,065.75
515580	Business Support Services	3,210.00	6,420.00	-
515660	Educational Services	-	1,200.00	2,622.70
515990	Other Svcs-exc.Public.Admin.	-	4,235.40	152.73
	Sub Class 515000	4,435.00	60,091.67	38,491.56
519130	Flexible Benefits-Adminis.	-	147.83	474.38
	Sub Class 519000	-	147.83	474.38
	Major Class 510000	203,960.74	459,149.54	422,415.84
520000 TRAVEL				
522150	Registration - Agency Direct	350.00	1,155.00	350.00
	Sub Class 522000	350.00	1,155.00	350.00
	Major Class 520000	350.00	1,155.00	350.00
530000 ADMINISTRATIVE EXPENSE				
531120	Postage	-	-	40.95
531130	Telecommunication Services	90.00	173.48	83.71
531150	Printing & Binding Contrs	2,671.49	3,924.77	80.17

Account	Description	AUG 2021 Current Month	JUL 1 - AUG 31, 2021 SFY22 Fiscal YTD	JUL 1 - AUG 31, 2020 SFY21 Fiscal YTD
531160	Advertising	-	-	342.00
531170	Informational Service	252.00	135,647.50	66,600.31
531190	Exhibitions,Shows,Spec.Events	-	150.00	
531230	ERP System Services	-	221.00	221.00
531260	Membership in Organizations	3,499.00	3,899.00	9,884.58
531360	Utility Charge Natural Gas	-	192.80	460.62
531370	Utility Charge-Electricity	-	142.46	-
	Sub Class 531000	6,512.49	144,351.01	77,713.34
532110	Rent of Office Space	-	8,232.53	-
532140	Rent-Equipment And Machinery	-	-	483.32
532142	Lease of Motor Vehicles	-	-	1,849.00
532160	Rent-Elec Data Processing Eq.	420.75	1,422.80	2,225.46
532170	Rent-Data Processing Software	59.84	754.84	695.00
	Sub Class 532000	480.59	10,410.17	5,252.78
533120	Mtce-Rep.-Equipment-Vendors	-	-	418.00
533130	Mtce-Rep.-Tel.Equip-Vendor	-	9,272.20	
533140	Mtce-Rep.-DP Equip-Vendor	59.38	597.98	9,330.35
	Sub Class 533000	59.38	9,870.18	9,748.35
534260	Medical Supplies And Materials	-	-	670.48
534290	Motor Fuels-Common	-	-	46.55
534310	Motor Fuels-Special	-	-	8.98
	Sub Class 534000	-	-	726.01
536110	Meeting Refreshments	-	-	15.66
536130	Office Supplies Non-Expendable	-	-	516.00
536140	Office Supplies (Expendable)	-	-	291.10
536190	Educational Supplies	-	-	28,660.44
	Sub Class 536000	-	-	29,483.20
	Major Class 530000	7,052.46	164,631.36	122,923.68
540000 PROP,FURN,EQUIP & RELATED DEBT				
541130	Data Processing Software	-	-	41.84
	Sub Class 541000	-	-	41.84
542120	Library Resources-Textbooks	6,799.31	15,244.50	30,070.85
	Sub Class 542000	6,799.31	15,244.50	30,070.85
	Major Class 540000	6,799.31	15,244.50	30,112.69
550000 GEN ASST, AWDS, PROG-DIRECTED				
555110	Pmts-Local Gov't-Gen Govt	121,318.14	132,293.14	387,653.50
	Sub Class 555000	121,318.14	132,293.14	387,653.50
	Major Class 550000	121,318.14	132,293.14	387,653.50
	Business Unit Total	339,480.65	772,473.54	963,455.71

Division #	Division Name	FY20 Q4 YTD Expenses	FY21 Annual Budget	FY21 Q4 YTD Budget	FY21 Q4 YTD Expenses	FY21 YTD Budget to Expense Variance Under / (Over)	FY21 YTD Budget to Expense Variance %	FY21 Budget to Expense Variance Explanation {Threshold is variance amounts over \$10,000 and variance percentages over 10%} {Please provide level of detail as described in instructions}
10	Administration	\$ 868,520	\$ 951,085	\$ 951,085	\$ 912,367	\$ 38,718	4%	N/A
20	Service to Libraries	\$ 4,203,820	\$ 5,121,214	\$ 5,121,214	\$ 4,404,315	\$ 716,899	14%	LSTA grant funds for FFY20 can be spent until 09/30/21, and there is still \$117k that has not been encumbered or spent yet. Encumbered \$512k for Ebsco, but \$128k of that will actually apply to Q1 of FY22. DHS sets the budget for TANF grant funds, and there was \$185k not spent. Also, spent less revolving funds than originally anticipated and budgeted.
30	Govt Info Services	\$ 686,710	\$ 794,845	\$ 794,845	\$ 729,446	\$ 65,399	8%	N/A
88	ISD Data Processing	\$ 1,215,418	\$ 1,242,431	\$ 1,242,431	\$ 990,866	\$ 251,565	20%	LSTA grant funds for FFY20 can be spent until 09/30/21, and there is still \$117k that has not been encumbered or spent yet. Spent much less revolving funds than originally anticipated and budgeted.

TOTALS	\$ 6,974,468	\$ 8,109,575	\$ 8,109,575	\$ 7,036,994	\$ 1,072,581	13%
---------------	--------------	--------------	--------------	--------------	--------------	-----

STATEMENT OF POLICY OF THE ATTORNEY GENERAL REGARDING ISSUING FORMAL OPINIONS

The Attorney General of the State of Oklahoma makes the following statement of policy regarding his statutory duty and authority to issue formal opinions:

1. The Attorney General is authorized to give his opinion in writing upon questions of law submitted to him by the Legislature, state officers, boards, commissions, or departments, or District Attorneys regarding matters in which they are officially interested. *See* 74 O.S.Supp.2019, § 18b(A)(5). A formal opinion request must therefore state the nature and extent of the requester's official interest.
2. The Attorney General is not authorized to issue formal opinions to private citizens, public corporations, cities and towns, or other political subdivisions of the State without explicit statutory authorization. Questions from cities, towns, and school districts are to be referred to their respective attorneys.
3. The Attorney General is authorized to consult with and advise District Attorneys in matters relating to the duties of their offices. *See* 74 O.S.Supp.2017, § 18b(A)(4). An opinion request from a District Attorney must be accompanied by a written memorandum of authorities regarding the matter submitted. Requests from Assistant District Attorneys must be endorsed by the District Attorney.
4. Opinion requests from State executive officers, boards, commissions, departments, and agencies must be signed or endorsed by such executive officer as submitted by vote of the governing board or commission, or by the administrator or secretary thereof. Requests from agencies that have legal counsel must be accompanied by a written memorandum of authorities regarding the matter submitted.
5. Opinion requests must be in writing and contain a complete statement of the issues together with a clear, concise question of law. The Attorney General is not authorized and will not attempt to resolve questions of fact in a formal opinion.
6. The Attorney General will not interpret terms of contracts or other legal agreements in the context of a formal Attorney General Opinion.
7. As chief law officer of the State, the Attorney General issues formal opinions only with respect to questions of statewide interest or application.
8. The Attorney General will not furnish formal opinions on questions relating to legislation pending before either house of the Legislature.
9. The Attorney General will not furnish opinions on questions scheduled for a determination by any court of competent jurisdiction.
10. An opinion request will not be withdrawn without the consent of the Attorney General.
11. Exceptions to these policies may be made by the Attorney General when the public interest warrants.

At a regular meeting of the ODL Board on September 24, 2021, the Board motioned and approved to submit the following request for opinion.

September 27, 2021

John O'Connor, Attorney General
Office of the Oklahoma Attorney General
313 N.E. 21 Street
Oklahoma City, Oklahoma 73105

Re: Request for Attorney General Opinion

The Oklahoma Department of Libraries (ODL) respectfully requests an opinion from you regarding the following question:

Are public library systems created under the authority of 65 O.S. § 4-102 or 65 O.S. § 4-202 considered a political subdivision of the State per the definitions of 51 O.S. § 152?

As stated in 65 O.S. 1-103, this agency is responsible “for adequate library facilities and services in and for state government and throughout the state.” Included in its purpose is providing financial support for libraries. One strategy for providing adequate and economically feasible library services throughout the state is the establishment of library systems as authorized by the aforementioned statutes.

Eight library systems deliver services to 29 counties, including Oklahoma and Tulsa counties, and operate 102 of the 215 public libraries in the state. After consulting with their own attorneys, two system directors contacted ODL requesting clarification of their status as a political subdivision of the State. One reason for requesting clarification relates to the governmental tort limits. The response to this question has the potential to save these government entities thousands of dollars in insurance premiums.

The Oklahoma Department of Libraries respectfully requests your assistance by providing an opinion on this matter.

Thank you for your consideration.

Melody Kellogg



Agenda Item Cover Letter

ODL Board Meeting
September 24, 2021

Agenda Item

Consideration and possible action on proposed changes to Oklahoma Administrative Rules Title 405 Oklahoma Department of Libraries

Summary

In 2020, agencies were asked to review their administrative rules and report the number that were determined to be unnecessary or outdated. In 2021, agencies were asked to provide an updated report. The rules in OAC 405 that were identified as needing to be updated address the office location, hours, information availability, and structure of the department. Title 405 Chapter 1 covers the administrative rules of the Director while Title 405 Chapter 3 covers the administrative rules of the Board.

Also in 2020 and again in 2021, emergency rules were approved to address eligibility for State Aid Grants by public libraries experiencing emergency or extraordinary circumstances outside their control. The agency desires to make these emergency rules permanent.

Budget Impact

There is no impact to the budget to update the location and structure of the department.

The full amount budgeted for State Aid Grants is distributed each year to all eligible public libraries; therefore, the rules addressing emergency situations have no impact on the budget.

Supporting documents attached

Timeline for Administrative Rules Rulemaking

Recommended amendment for OAC 405:1-1-9 Office location; hours; information availability

Recommended amendment for OAC 405:1-1-11 Structure of the Department

Recommended amendment for OAC 405:3-1-8 Office location; hours; information availability

Recommended amendment for OAC 405:3-1-10 Structure of the Department

Recommended amendment for OAC 405:251-3 Eligibility for State aid grants to public libraries



ODL Board Meeting
September 24, 2021

Timeline for Administrative Rule Changes - 2022

September 24, 2021

- Draft of administrative rules and timeline is discussed at ODL Board meeting

September 24, 2021

- Notice of Rulemaking Intent is filed with the Office of Administrative Rules, the Governor, and the Cabinet Secretary

October 15, 2021

- Notice of Rulemaking Intent is published in the *Oklahoma Register*

October 15 – November 19, 2021 (30 days required)

- Comment period open

October 15, 2021 – November 19, 2021

- Rule Impact Statement is available to the public on ODL website or by request

(45 days after NRI is filed on September 24, 2021)

- Deadline for written notice of disapproval by Governor or Cabinet Secretary; if received, all action ceases

November 19, 2021

- Public hearing on Proposed Administrative Rules changes

December 10, 2021

- ODL Board considers proposed Administrative Rule changes

by December 22, 2021

- Adopted rules and Agency Rule Report including Rule Impact Statement are submitted to the Governor, the Legislature, the Office of Administrative Rules, and the Advisory Committee on Inter-Governmental Relations

**TITLE 405. OKLAHOMA DEPARTMENT OF LIBRARIES
CHAPTER 1. ADMINISTRATIVE RULES OF THE DIRECTOR**

405:1-1-9. Office location; hours; information availability

- (a) The Oklahoma Department of Libraries is located in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298 in the State Capitol area. Telephone numbers are 405/521-2502 and 800/522-8116.
- (b) All requests for information or petition should be addressed to the Director.
- (c) The Department is open to the public 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.
- (d) ~~By laws of the Board and the rules governing the Oklahoma Department of Libraries are available for inspection at the Allen Wright Memorial Library Building.~~

405:1-1-11. Structure of the Department

To carry out the functions of OAC 405:1-1-10, the Department is divided into ~~seven offices~~ four divisions: Deputy Director, Jan Eric Cartwright Memorial Law Library, Government Information, Library Development, Library Technology, Public Information, and OTIS/Information Services Administration, Services to Libraries, Services to Government, and Information Services. The Department acts as the administrative agency for the Archives and Records Commission and the Oklahoma Historical Records Advisory Board.

**TITLE 405. OKLAHOMA DEPARTMENT OF LIBRARIES
CHAPTER 3. ADMINISTRATIVE RULES OF THE BOARD**

405:3-1-8. Office location; hours; information availability

- (a) The Oklahoma Department of Libraries is located in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298 in the State Capitol area; the Jan Eric Cartwright Memorial Law Library is located in the Capitol and the State Records Center is located at ~~125 N. E. 21st~~ 426 East Hill Street, Oklahoma City, Oklahoma. Telephone numbers are 405/521-2502 and 1-800/522-8116.
- (b) All requests for information or petitions should be addressed to the Director.
- (c) The Department is open to the public 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.
- (d) ~~By laws of the Board and the rules governing the Oklahoma Department of Libraries are available for inspection at the Allen Wright Memorial Library Building.~~

405:3-1-10. Structure of the Department

To carry out these functions, the Department is divided into ~~seven offices~~ four divisions: ~~Deputy Director, Jan Eric Cartwright Memorial Law Library, Government Information, Library Development, Library Technology, Public Information, and OTIS/Information Services Administration, Services to Libraries, Services to Government, and Information Services~~. The Department acts as the Administrative Agency for the Archives and Records Commission and the Oklahoma Historical Records Advisory Board.

**TITLE 405. OKLAHOMA DEPARTMENT OF LIBRARIES
CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES**

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

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

(1) Basic requirements.

- (A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.
- (B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

(2) User service requirements.

- (A) Libraries must provide free library service.
- (B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:
 - (i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;
 - (ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;
 - (iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;
 - (iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and
 - (v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.
- (C) Libraries must have a telephone located in the library with a listed number.
- (D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.
- (E) All libraries shall at a minimum offer programming for youth under 18 years of age.
- (F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

- (i) Libraries shall provide bibliographic access to its collection for customers.
- (ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.
- (iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) Administration and finance requirements.

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

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

- (i) Circulation policy which shall include interlibrary loan;
- (ii) Library materials selection policy; and
- (iii) Internet use policy.

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

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

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

- (E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.
- (F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.
- (G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.
- (H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.
- (I) Libraries must have a written statement of purpose.
- (J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.
- (K) Libraries must provide bibliographic access to their collections.
- (L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.
- (M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.
- (N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.
- (O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

Agency Activity Report

July 1, 2021 – August 31, 2021

ARPA (American Rescue Plan Act)

- Staff from multiple departments worked together with PIO coordinating the final application form for Targeted Grants to Public Libraries. Targeted Grants to Literacy Programs, Museums, and Tribal Libraries are almost completed.
 - Presentations via multiple Zoom sessions – live or recorded – are required of applicants. Information is presented and questions answered.
 - A group email list created for those interested in sharing ARPA ideas and questions.
- Gale's Excel Adult Online High School in launch status with the Oklahoma Workforce Development Board. LDO taking the lead.

Administration

Kelly Adams, Marti Anderson, Natalie Currie, Melody Kellogg, **Tara McCleod**, Cindy Mooney, Chris Smith

- Continued monitoring COVID-19 pandemic situation and updated approach as necessary. Involved all staff in the decision-making process by hosting regular staff check ins and soliciting feedback.
- Continued ARPA project planning, established timelines for implementation and project ownership.

Human Resources

- Bill Chambers retired effective August 1, 2021.
- The Business Manager position has been posted three times. We held four rounds of interviews and offered the job to four candidates, all of whom declined. Reconsidering how to fill this key vacancy.
- Posted positions for Library Development Consultant, Federal Programs Officer, Archives and Records Management Specialist III. Interviews held and all positions filled with the latest starting Monday, September 13.
- Federal Programs Officer Tara McCleod started August 16.
- Administrative Assistant **Kelly Adams** hired to assist with coordination of ARPA funds and projects.

Financials

- Temporary contract worker Jeffery Mullins is reconciling the Accounts Receivable records in conjunction with Archives staff so that accurate and up-to-date information could be submitted to OMES ABS for annual GAAP reports.
- Coordinating with OMES ABS on required documentation to accompany SFY23 Budget Request.

Public Information Office

Bill Young (Manager), Connie Armstrong, Bill Struby, Fara Taylor

- PIO joined with other areas of the agency to host the **ODL booth at the Oklahoma Library Association Conference** in June. It was a joy reconnecting with our library friends in person to catch up and share information. Our booth was the site for some impromptu networking sessions as well.
- The **Oklahoma Center for the Book** has been going full-speed these past two months. We officially launched all of the video interviews with the 2021 Oklahoma Book Award Winners and more than 500 people have watched them so far. (Our thanks to ODL staff in other divisions who assisted with this effort.) We sent out the Call for Entries for the 2022 book award competition, and have started receiving our first entries. We have also launched the My Favorite Book reading and writing

competition for Oklahoma students. Slides for all of these projects are on the ODL website's home page; click for more information.

- PIO spent much of the last month helping the agency with the **ARPA Targeted Grants program**. Application development, planning documents, and communication activities for the public library grants have been completed and we're currently working on the grant opportunities for our literacy community, as well as for museums and tribes.
- Our **monthly promotion of Digital Prairie resources** (along with the State Archives crew) continues with some great success based on our stats. Our July promotion of the Oklahoma Postcard Collection has now been seen by more than 4,000 people through our GovDelivery bulletin; almost 900 of them clicked to visit the collection or download the promotional flyer. In August, we promoted Documents.OK.Gov. Almost 5,000 people opened the bulletin and about 300 people visited the collection or downloaded the flyer. This promotion goes to many of our lists, but there's an added bonus for libraries. They can use the flyer and the included social media graphics to promote the collections locally. Digital Prairie page views have continued to increase as we move through the promotion. August views were up 25,000 from July, and up 11,000 over last August. The collections had 1.5 million views in FY2021.
- **We're out of Facebook Jail!** Yep! We've been freed and now we're working with Facebook on getting a "Blue Check" certification for our page to prevent the unpublishing of our page by a "software error." Luckily, we didn't lose any of our followers and we have recruited 75 more since we rejoined (up to 3,118 now.) The reach of our Twitter account continues to surprise us. More than 72,000 impressions in July and August alone. Much of this is thanks to our partnership with the State Archives in the monthly *#ArchivesHashtagParty*, where archives and museums share historical items based on a theme (Hats, Roads, Wheels, etc.) The September theme was "Old School" and our shares included a file of telegrams that were received by Governor Dewey Bartlett's administration.

Office of Library Development

Jackie Kropp (Manager), Melissa Askew, Adrienne Butler, Sadie Bruce, Doris Dixon, **Sam Karns**, Cathy Van Hoy

- Welcomed Sam Karns to the team as Library Consultant. Sam will focus on Institutions and the Computer Lab in addition to serving 24 libraries. All LDO staff are contributing to Sam's onboarding.
- LDO had a daylong retreat at the Southern Oaks library where vision and strategy were discussed. It was a productive day full of hope for the future.

Annual Report

- Consultants are reviewing annual report submissions. Many libraries have Maintenance of Effort reductions.

Digital Inclusion

- Of the 51 CARES Digital Inclusion grants awarded, 24 had invoicing issues. After some research it was reduced to 13 critical issues with spending funds past the September 30, 2021 deadline. All but 4 of those critical issues have been resolved and all will be resolved before September 30.
- Finalizing the FFY20 LSTA webcam/headphone grant and collecting final reports from the 28 municipal libraries and 5 systems that were awarded a total of \$41,293.94.
- All 13 eligible Category Two internal connections have been funded by USAC E-Rate. We will have all FFY21 LSTA grant claims paid out by October for a grand total of \$24,733.20.
- Eight Oklahoma libraries successfully filed for Emergency Connectivity Funds through USAC.

Department Abbreviations

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

Institutions

- Working on securing new formats to help visually impaired inmates.
- Learning more about processes and having meetings with all of the new staff involved with this project.

Public Library Academy

- Pivoted all 12 September and October classes to virtual. There will be 15 online offerings this Fall.
- 5 library staff completed the academy and received certification this year.

Summer Reading and Youth Services

- Piedmont Public Library had the picture book "One of a Kind, Like Me" by Laurin Mayeno challenged by State Senator Jake Merrick. The book is about a boy who wants to be a princess for Halloween. Senator Merrick's challenge was that the book was "normalizing gender confusion." Jackie and Adrienne attended their board meeting to offer support and advice.
- There are four YALSA Transforming Teen Services trainings left to deliver.
- The evaluation for 2021 Animals Summer Reading Program was emailed to all participating libraries. The evaluation closes Monday, September 13.

State Aid and Granting

- 33 libraries received \$41,293.94 for a total of 333 web cameras and 798 headsets with microphones. Financial reports are being collected.
- Collaborated with libraries and ABS to distribute remaining state aid dollars to the field.
- Continuing Education Grants - All post-conference surveys from literacy staff and public librarians were submitted by the 96 participants. From scanning the surveys, everyone learned something new and plans to implement what they learned.

Website Development

- Pixelmongers delivered upgraded designs for the OKPLS template. This will give a fresh look for the catalog search boxes, homepages and other pages. Installation of upgrades will start soon.

Literacy Resources Office (LRO)

Leslie Gelders (Manager), Rebecca Barker, Administrative Assistant (vacant)

Health Literacy

- FFY22 Health Literacy grants were awarded to 34 libraries and literacy programs. Final reports from FFY21 were reviewed and approved.
- IMLS "tweeted" about Oklahoma's StoryWalks and shared ODL's StoryWalk map.

TANF

- Monthly TANF book club meetings via Zoom continued to encourage students to share their thoughts about featured books. Students are comfortable sharing their thoughts without fear of judgement from other participants.

Read Across Oklahoma (RAO)

- Read Across Oklahoma 2022 will take place on April 12. Books from the featured author are in process of being ordered. A proposal was written and submitted to Target to help offset event expenses.

Citizenship and Immigration Project

- Eight Citizenship and Immigration grants were awarded. Jesus Ramirez, from USCIS, will make Zoom presentations to each of the ODL grant sites as part of Citizenship Week. In the past year,

Department Abbreviations

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

63 individuals became US citizens with the help of the LSTA project. Grant sites also reported participants have turned in their paperwork and are waiting for the interview.

Library Resources

Christine Chen (Manager), Doug Amos, Cynthia Black, Mike Cameron, Lori Campbell, Melecia Caruthers, David Hankey, Sam Johnson, Arlene Paschel, Laura Teske, Rachel Walker, Susan Woitte

Customer Service (Dealing with Difficult Patrons)

- In process of creating a patron behavior policy after we learned the value of one from the Amigos class, “Dealing with Difficult Patrons.”

Weeding project

- Continued large scale weeding project of circulating collection and coordinated donation of books to other libraries, veterans’ centers, and nonprofits. 3,215 items were withdrawn from the catalog during July and August.
- Waiting on the approval for various entities to pick up boxes of withdrawn books, short on space to store these boxes.
- Worked on a weeding policy/plan we learned about from the Amigos class, “Let it Go: Weeding your Library’s Collection.” The objective of the new plan is to complete the current project as quickly as possible and prevent having such a large project at once in the future.

Professional Development

- All staff attended two Amigos online classes, “Let it Go: Weeding your Library’s Collection” and “Soft Skills for Library Staff” in July.
- Public facing staff attended one Amigos online classes, “Dealing with Difficult Patrons” on September 1 and 2.
- Lori attended Intermediate Cataloging courses from ALA and two ALA cataloging and workflow efficiency roundtable discussions in July.

Niche Academy (LSTA project)

- Completed videos for a new Digital Prairie Niche tutorial about searching Digital Prairie digital collections. It was promoted in a GovDelivery email along with OPC resources. There were 151 views of this newly promoted Niche tutorial for July and August combined.

Government Information

Susan Woitte (Manager), Mike Cameron, Sam Johnson

- Co-hosted U.S. Census Webinar “Census Data for Librarians,” July 27th with 67 participants.
- Scheduled first post-pandemic Census workshop to be delivered to new OESC employees in November.
- Postcards were sent to every state agency publications officer. This is an opportunity to update contact information and ensure every agency is submitting publications to OPC. 120/178 are complete so far.

Archives and Records Management

Jan Davis (Manager), Madelyn Chambers, Jennifer Green (9/13/2021), Holly Hasenfratz, Alyssa Vaughn, Sharif Tucker, and Johnny Colvin

Department Abbreviations

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

State Archives

Digital Projects

- Several divisions at ODL are collaborating to promote ODL's digital collections and resources. Archives staff helped prepare promotional materials for the Oklahoma Postcards and Images of Oklahoma collections on Digital Prairie.

Outreach

- With the assistance of the Public Information Office, Archives staff have participated in three more Archives Hashtag Parties on Twitter. The events, sponsored by the National Archives and Records Administration, generate considerable social media interaction for ODL. The themes were: signatures (July), athletes (August), and old school technology (September).
- Jan Davis provided Records Management training to OUHSC Records Coordinators. (7/14)
- Jan Davis and Holly Hasenfratz participated in the Oklahoma Museum's Association Back to School Bash, handing out Images of Oklahoma bookmarks and posters to K-12 educators. (8/19)

Interns

- Holly Hasenfratz completed supervising one undergraduate history major from the University of Oklahoma for an internship this summer. Their projects included indexing court files from Indian Territory and creating descriptive metadata for a postcard collection. This work supports our digitization and outreach efforts through contributions to Digital Prairie.
- Allie Baker, Langston University undergraduate student, completed her work in the State Archives this summer to digitize Langston yearbooks, course catalogs, and other publications, which will be included on the Images of Oklahoma collection on Digital Prairie.

State Records Center

- Recent transfers to the State Records Center include: Securities Commission, Attorney General, Department of Health, and Education. Staff recently completed a surplus project with OMES to remove broken and unused equipment from the site.

Annex

- Staff recently completed a surplus project with OMES to remove broken and unused equipment from the site.

Staff Organizing Committee (SOC)

Holly Hasenfratz, Susan Woitte, Cathy Van Hoy, Johnny Colvin, Chris Smith

- An ice cream event took place in August. We loaded a book truck with a variety of frozen treats, played ice cream truck music and visited everyone in the building. A new group of 5 ODL staff will replace the current SOC group for a two-year term starting in September. We have really enjoyed working together to try and bring some happiness and light into our colleagues' lives through retirements, illness, loss of a family member, welcoming new employees and a new baby.

Department Abbreviations

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

**FFY20 LSTA Projects
Summary of Funding Requests by Project**

Project Name	Budgeted Amount*	Amount Paid (as of 09/15/21)	Encumbrance Balance	Totals
Annual Report	\$ 6,814.30	\$ 6,814.30		\$ 6,814.30
Citizenship and Immigration	\$ 100,810.14	\$ 99,281.38	\$ 1,528.76	\$ 100,810.06
Computer Lab	\$ 64,205.41	\$ 21,359.47	\$ 42,845.91	\$ 64,205.41
Continuing Education	\$ 24,007.90	\$ 20,734.01	\$ 4,673.89	\$ 25,407.90
Databases	\$ 512,382.00	\$ 384,286.50	\$ 128,095.50	\$ 512,382.00
E-Media	\$ 255,000.00	\$ 200,000.00	\$ 55,000.00	\$ 255,000.00
LSTA Administration	\$ 75,123.81	\$ 69,331.77	\$ 18,734.89	\$ 88,066.66
Resource Sharing (ILL)	\$ 463,989.78	\$ 401,649.67	\$ 5,431.26	\$ 459,643.86
Images of Oklahoma	\$ 35,625.06	\$ 18,576.03	\$ 19,870.69	\$ 38,446.72
Institutions	\$ 60,900.51	\$ 22,080.51	\$ 13,820.00	\$ 35,900.51
Health Literacy	\$ 227,317.81	\$ 179,117.70	\$ 6,570.03	\$ 227,317.81
Literacy Development	\$ 66,400.17	\$ 9,654.78	\$ 14,967.75	\$ 71,400.17
Online Learning	\$ 27,929.10	\$ 23,622.97	\$ 2,831.12	\$ 26,454.09
Public Librarians Academy (Certification)	\$ 7,586.00	\$ 2,700.00	\$ 3,273.88	\$ 7,586.00
Read Across Oklahoma	\$ 3,176.31	\$ 3,176.31	\$ 14,025.00	\$ 17,201.31
Summer Reading	\$ 43,624.71	\$ 43,624.71		\$ 43,624.71
Videoconferencing Maintenance	\$ 48,248.09	\$ 48,248.09		\$ 48,248.09
Website Development	\$ 7,645.18	\$ 7,645.18		\$ 7,645.18
Totals	\$2,040,924.00	\$ 1,704,486.07	\$ 331,668.71	\$ 2,036,154.78

*Final revised budget