Melody A. Kellogg
Director

OKLAHOMA Libraries

J. Kevin Stitt
Governor

ODL Board Meeting Agenda
December 10, 2021 | 10:00 a.m.
200 NE 18 Street | Oklahoma City, OK 73105
Second Floor – South Conference Room

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.

18. Consideration of and possible action on proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 3. Administrative Rules of the Board, to update language to reflect current operations

19. Consideration of and possible action on proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 25. State Aid Grants to Public Libraries, to address emergency situations impacting eligibility

20. Consider approval of proposed 2022 Board meeting schedule...42

21. 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 of this agenda.

22. Adjournment

ODL Board members are asked to notify Cindy Mooney at (405) 522-3172
or cindy.mooney@libraries.ok.gov if unable to attend this meeting.

This meeting may be viewed via Zoom

TOPIC: 2021 December ODL Board meeting
Join Zoom meeting: https://zoom.us/j/92804145403

Meeting ID: 928 0414 5403
Dial by your location:
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
September 24, 2021
10:00 a.m.
South Conference Room and Via Zoom:
https://zoom.us/j/97488664550 Meeting ID: 974 8866 4550

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

Guests and staff members present: Connie Armstrong, Melissa Askew, Christine Chen, Erin Crawford, Jan Davis, Jennifer Green, Holly Hasenfratz, Samuel Karns, Jackie Kropp, Tara McCleod, Cindy Mooney, Ashton Poarch from the Office of Attorney General, Representative Wendi Stearman, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the September 24, 2021 meeting was transmitted to the Oklahoma Secretary of State on December 6, 2020. Public notice of this meeting, together with the agenda, was posted September 17, 2021 at 2:38 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.

Consider approval of minutes from regularly scheduled ODL Board Meeting held July 16, 2021
Chair Vogel made a motion to approve the July 16, 2021 minutes, seconded by Gray. Votes were as follows: Dace, abstain; Denney, absent; Gray, abstain; 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 to include a comparison to the same period of the previous fiscal year as requested by board members during the July 16, 2021 ODL board meeting. The final budget report reflects expenditures from July 1 through August 31, 2021. The full spending is compared to the budget with carryover balance of $324,069.72. The overall total is actually closer to half this amount considering bills and invoices are currently being paid.

Chair Vogel said the office space rent appears to be a new expense. Kellogg said it's not a new expense. The invoice was received late and paid by August 31, 2021. The payment is not reflected in the current budget report. The State Records Center located at 426 East Hill Street in Oklahoma City provides affordable storage space to other state agencies for inactive records. Fees for this service are paid to ODL. Over the past 20 years, the annual cost of the lease has been slightly under $100,000. The owner is interested in selling, and the Oklahoma Management Enterprise Services Division of Real Estate and Leasing Services will begin negotiations to renew the contract soon. If the cost to lease increases, ODL will want to consider a new fee structure because current rates no longer cover the cost of the program.

Chair Vogel asked why Informational Services does not reflect normal cost compared to last year. Kellogg said this is because payment of EBSCO database services for the third quarter was applied after July 1, 2021.

Chair Vogel said payment of local and general government cost looks to be underspent compared to the

previous year. Kellogg said this is because $357,000 of CARES Act funds went out at the beginning of SFY 2020.

Robison wanted to know the average monthly cost of the employment placement service (Galt Foundation). Kellogg said the current annual budget for staffing contract employees is $75,000. Currie and Kellogg are both working hard to transition these employees to reduce the 40% cost of the service charge for each contract.

Robison asked how the terminal leave payouts work. Kellogg explained that the agency has estimated $40,000 from carryover money will be needed for terminal leave. Agencies pay accrued annual and sick leave balances to employees when they retire from the State of Oklahoma.

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

Chair Vogel made a motion to accept the Financial Report for SFY 2022, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to accept the Financial Report for SFY 2022.

Chair Vogel made a motion to accept the Cost Containment Report as of June 30, 2021, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to accept the Cost Containment Report as of June 30, 2021.

Consider approval of State Fiscal Year 2023 Budget Request to be submitted October 1, 2021

Kellogg said the SFY 2023 Budget Request reflects an operational increase of $189,000 which is an ongoing increase to the budget. The $40,000 supplemental request is an estimation on terminal leave payout. The agency has anticipated $150,000 of carryover funds from SFY 2021 will be used for library materials, terminal leave, and professional developmental for staff this fiscal year. ODL has been informed by OMES Agency Business Services (ABS) that the agency's annual contract will increase by $11,880. ODL also estimates a $13,120 increase for OMES Information Services. OMES still charges ODL for digital storage, which has not been fully identified yet. Two years ago, Jan Davis who is Administrative Archivist for ODL, moved digital back-up storage to PetaStore at The University of Oklahoma and saved ODL $46,000. The agency is looking at every possible way to reduce cost and be more efficient.

Pending the approval of the SFY 2023 Budget Request for $229,000, ODL also plans on doing a classification and compensation study for staff. According to Oklahoma Statutes the goal is to pay state employees at least 90% of market rate. ODL employee pay does not meet this statutory goal. The agency estimates a $500,000 increase is needed to accomplish this objective for staff.

Chair Vogel made a motion to approve the SFY 2023 Budget Request to be submitted October 1, 2021, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to approve the SFY 2023 Budget Request to be submitted October 1, 2021.

Presentation by and discussion with QualityMetrics consultant regarding evaluation of 2018-2022 LSTA Plan and development of 2023-2027 LSTA Plan

Kellogg introduced Bill Wilson, a Consultant for QualityMetrics, LLC. He and colleague Martha Kyrillidou will be part of the Library Services and Technology Act (LSTA) evaluation team for ODL. Combined, they have been involved in more than 70 LSTA Evaluations. Wilson explained the LSTA Grants to States program is one of the largest ongoing sources of federal funding for library services, and dates back to 1956. LSTA requires an evaluation and planning process every five years. More than $150 million goes out to the states each year. Oklahoma's annual allotment is approximately $2 million and is administered through ODL. States have a fair amount of latitude in their use of funds; however, there are regulations and limits on how LSTA dollars can be spent. The assessment of the current five-year plan is due on March 30, 2022 and a new five-year plan (2023-2027) is due June 30, 2022. Wilson and Kyrillidou will be interacting with ODL staff and directly with libraries as they perform their evaluation.

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?

Kellogg explained the question to the Attorney General for an opinion. Eight library systems provide services to 29 counties. After consulting with their own attorneys, two system directors contacted ODL requesting clarification of their status as a political subdivision of the state. Chair Vogel recommended further research and to reconsider the item at a later date.

Chair Vogel made a motion to reconsider at a later date to request for an Attorney General opinion, seconded by Robin. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to reconsider at a later date to request for Attorney General opinion.

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

Kellogg said the Governor's office has reached out the past two years asking agencies to review their administrative rules and report any that were determined to be unnecessary or outdated. 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. Notice of Rulemaking intent is filed with the Office of Administrative Rules, the Governor, and the Cabinet Secretary.

Chair Vogel made a motion to amend OAC 405:1-1-9 (Office location, hours, information availability, and to eliminate outdated language), seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel made a motion to amend OAC 405:1-1-11 (Structure of the Department to reflect current structure), seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel made a motion to amend OAC 405:3-1-8 (Office location, hours, information availability, and to update the location of the Records Center and eliminate outdated language), seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel made a motion to amend OAC 405:3-1-10 (Structure of the Department to reflect current structure), seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel made a motion to amend OAC 405:25-1-3 (State Aid Grants to Public Libraries to address emergency situations impacting eligibility), seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Director's Report

Kellogg announced OMES Real Estate and Leasing Services toured the ODL building and took pictures after she asked how to replace the 26-year-old carpet. OMES Division of Capital Assets Management will submit a request for renovation of the Allen Wright Memorial Library building.

Kellogg introduced three new employees who have recently joined the ODL team. Tara McCleod, Federal Programs Officer; Sam Karns, Library Consultant; and Jennifer Green, Archivist and Records Management Specialist. Welcome aboard!

Kellogg mentioned two interim studies that have been recently conducted. One focuses on internet accessibility and broadband around the state. The other study is about distance learning options. ODL's Library Development Office is working on an online high school diploma program using ARPA funds.

Davis presented hot-off-the-press "Images of Oklahoma" bookmarks. As with past bookmarks, the new ones feature photos from digital collections from around the state.

McCleod reported that applications for ODL's American Rescue Plan Act (ARPA) Targeted Grants to Public Libraries will close on September 24. The applications for Targeted Grants for Adult Literacy Programs opened this week and closes October 8. ODL hopes to go live with Foundant Technologies, a grant management software program, by the time applications open October 15 for the Museum and Tribal Library Targeted Grants. Kelly Adams was hired for the new contract Administrative Assistant position for ARPA and will be helping with the Federal Grants Program.

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 made 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, seconded by Robin. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

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

Chair Vogel shared comments from Board members on the performance of Director Melody Kellogg by saying she does a very good job communicating and educating the Board on many programs, reports, budgets, financials, and state laws and regulations that govern ODL. Vogel said Kellogg has weathered one of the toughest years with ODL through the pandemic, and has displayed excellent leadership skills throughout while she has kept ODL going and supportive to its customers during this difficult time.

Vogel said Kellogg has enabled her staff to continue the high quality of library services they've become known for throughout the state and that her proactive approach to personnel management and cost control is driving noticeable improvements in efficiency and impact for ODL. Vogel said Kellogg has proven herself to be a sharp, effective, and compassionate leader. "We all look forward to continuing working with her during our tenure with the ODL board."

Robin moved to extend to Director Kellogg a one-time bonus of $7,000 from the differential pay funds, in-line with what was awarded to staff. This was seconded by Chair Vogel. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel asked if there was any new business. There were no items of new business.

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

The next ODL Board meeting is scheduled for December 10, 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

Account	Description	Oct-21	JUL 1 - OCT 31, 2021	JUL 1 - OCT 31, 2020
510000 PERSONAL SERVICES				
511110	Sals-Regular Pay	138,827	516,657	487,067
511119	Sals-Regular Pay COVID19	-	-	12,718
511130	Sals-Non-Reg Pay	1,280	2,940	-
511210	Longevity Pay-State Employees	4,400	20,597	17,202
511310	Terminal Leave	-	17,540	108
511420	Excess Benefit Allowance	1,235	4,925	5,726
	Sub Class 511000	145,742	562,659	522,820
512110	Insur. Prem-Hlth-Life-State Pln	31,873	121,078	114,553
512310	Insur. Prem-Workers Comp.	2,457	2,457	-
	Sub Class 512000	34,330	123,535	114,553
513110	Employer Share-FICA	9,299	34,684	31,499
513120	Employer Share-MQFE/FICA	2,054	7,934	7,367
513230	Employer Share OPERS	19,137	72,382	74,970
513280	Employer Match-AdFeeSt. Annuity	644	2,516	2,752
513290	St.Match-Ad Fee-Def Contr	1,845	6,016	4,088
513300	Reg.Savings-Fed Contr Plan	2,665	8,636	5,853
	Sub Class 513000	35,643	132,168	126,528
515010	Offices of Lawyers	1,817	7,268	7,268
515060	Acctg,Tax,Books,Payroll Svc	1,470	5,628	-
515380	Other Computer Related Svc	6,707	25,729	25,225
515540	Other Prof,Sc. & Tech.Svc	6,853	21,028	244
515560	Office Administrative Services	-	1,185	859
515570	Employment Placement Services	-	38,035	50,211
515580	Business Support Services	3,210	13,218	3,210
515650	Investigation-Security Svcs	507	662	-
515660	Educational Services	2,400	6,000	9,746
515990	Other Svcs-exc.Public.Admin.	-	4,235	153
	Sub Class 515000	22,964	122,989	96,916
519130	Flexible Benefits-Adminis.	-	148	718
	Sub Class 519000	-	148	718
	Major Class 510000	**238,679**	**941,499**	**861,535**
520000 TRAVEL				
521310	Travel Reimb.-Non-State Empls.	-	89	-
	Sub Class 521000	-	89	-
522110	OutofSt Trans Cst Agcy Dir	-	409	-
522113	InStPurPikePassCollFeesAgcyDir	3	3	11
522150	Registration - Agency Direct	1,570	4,050	2,397

Account	Description	Oct-21	JUL 1 - OCT 31, 2021	JUL 1 - OCT 31, 2020
	Sub Class 522000	1,573	4,463	2,408
	Major Class 520000	**1,573**	**4,552**	**2,408**
530000 ADMINISTRATIVE EXPENSE				
531110	Freight Expenses	135	135	3,080
531120	Postage	-	-	41
531130	Telecommunication Services	164	764	663
531150	Printing & Binding Contrs	5,563	9,893	80
531160	Advertising	3,044	3,044	342
531170	Informational Service	260,784	757,573	558,959
531180	Bank Service Charges	30	30	-
531190	Exhibitions,Shows,Spec.Events	300	450	-
531230	ERP System Services	195	806	663
531260	Membership in Organizations	225	9,620	10,140
531310	Prem-Property or Liab.Insur.	10,178	10,178	-
531350	Utility Charge-Other Utilities	120	335	-
531360	Utility Charge Natural Gas	-	385	767
531370	Utility Charge-Electricity	-	142	431
	Sub Class 531000	280,737	793,355	575,165
532110	Rent of Office Space	-	24,698	32,930
532140	Rent-Equipment And Machinery	-	674	563
532142	Lease of Motor Vehicles	1,490	2,235	4,084
532160	Rent-Elec Data Processing Eq.	1,010	2,433	2,921
532170	Rent-Data Processing Software	-	3,155	10,679
532190	Other Rents	-	-	112
	Sub Class 532000	2,500	33,195	51,289
533110	Mtc-Rep.-Bldgs-grnds-Vendor	125	9,374	2,294
533120	Mtce-Rep.-Equipment-Vendors	-	-	418
533130	Mtce-Rep.-Tel.Equip-Vendor	-	9,272	
533140	Mtce-Rep.-DP Equip-Vendor	93	691	9,515
	Sub Class 533000	218	19,337	12,227
534260	Medical Supplies And Materials	-		670
534290	Motor Fuels-Common	213	240	141
534310	Motor Fuels-Special	9	9	54
	Sub Class 534000	222	249	866
536110	Meeting Refreshments	-	-	16
536130	Office Supplies Non-Expendable	1,401	1,777	516
536140	Office Supplies (Expendable)	1,129	7,500	1,307
536190	Educational Supplies	4,180	21,798	31,995
	Sub Class 536000	6,711	31,075	33,834
	Major Class 530000	**290,388**	**877,212**	**673,381**
540000 PROP,FURN,EQUIP & RELATED DEBT				
541110	Office Furniture & Equipment	-	-	4,719

Account	Description	Oct-21	JUL 1 - OCT 31, 2021	JUL 1 - OCT 31, 2020
541120	Data Processing Equipment	-	-	74,627
541130	Data Processing Software	14,500	14,500	42
541150	Equip-Furn-Residential Educ.	-	-	(93)
	Sub Class 541000	14,500	14,500	79,295
542120	Library Resources-Textbooks	48,421	65,747	72,458
	Sub Class 542000	48,421	65,747	72,458
546210	Bldgs,Struct.-Constr.-Renov.	2,650	2,650	-
	Sub Class 546000	2,650	2,650	-
	Major Class 540000	**65,571**	**82,897**	**151,753**
550000 GEN ASST, AWDS, PROG-DIRECTED				
551110	Assistance Payments	-	-	(3,000)
555110	Pmts-Local Gov't-Gen Govt	654,029	1,201,216	980,337
	Sub Class 555000	654,029	1,201,216	977,337
	Major Class 550000	**654,029**	**1,201,216**	**977,337**
	Business Unit Total	**1,250,240**	**3,107,376**	**2,666,415**

Agency Activity Report

Archives and Records Management

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

State Archives

Projects

- **Archives** staff continue to appraise, digitize, edit, create metadata, and upload archival resources to Digital Prairie. Recent unique uploads include: *Outdoor Oklahoma* (1970-1978, 99 issues), a State Capitol construction photo album (1915-1916), and 41 territorial proclamations.
- Staff transferred 377 GB of digital content to OU's OURRstore for preservation, enabling the content to be removed from network drives to lower OMES storage fees. (10/15)
- Staff completed a 6-month project to relabel over 2,300 filing cabinet drawers containing Supreme Court cases, improving access by correcting errors and using uniform, legible labels. (10/26)

Outreach

- Several divisions at ODL are collaborating to promote ODL's digital collections and resources. Archives staff helped prepare promotional materials for the Archives.OK.Gov collection on Digital Prairie, to coincide with American Archives Month, celebrated nationally in October.
- With the assistance of PIO, archives staff have participated in three Archives Hashtag Parties on Twitter, generating considerable social media interaction for ODL. The themes were: old school technology (September), art (October), and books (November).
- Archives Staff have presented several programs in recent months:
  - "Bridging Memory and History: Using Archives in the Classroom," Hasenfratz, (OKCHE Virtual Conference 10/2, 9 participants)
  - "Bringing in New Collections," Green, (6-part Oklahoma Archivists Association "Archiving 101" online course 9/30, 28 participants)
  - "The Preservation Environment," Hasenfratz, (6-part Oklahoma Archivists Association "Archiving 101" online course, 10/7, 28 participants)
  - "Arrangement & Description," Green, (6-part Oklahoma Archivists Association "Archiving 101" online course, 10/14, 28 participants)
  - Oklahoma Historical Society Folklife Festival, Green & Hasenfratz (10/16, 79 participants stopped by booth to pick up bookmarks and posters)
  - "Hats, Horses, and Holidays! Library of Congress Resources," Davis, (OKSTE, 10/27, 35 participants)
  - "Discover Oklahoma History Online," Hasenfratz, (OKSTE, 10/27, 36 participants)
  - "Free Family History," Davis, (OLLI at OSU 4-week online course, 10/28, 11/4, 11/11, & 11/18, 13 participants)

State Records Center

- Recent transfers to the State Records Center include: Employment Securities Commission, Department of Securities, State Auditor and Inspector, and Corporation Commission. Staff have started conducting the annual inventory of the Records Center.

Government Information

Susan Woitte (Manager), Mike Cameron, Sam Johnson

- Made major decisions about the future of OPC depository program transitioning to all-digital publications. Two videos and a new Niche tutorial created for libraries and state agency publications officers to promote and explain the changes.
- Continue providing reference assistance to OU College of Public Health Professor's vaccine research. Some documents from ODL collection and some support accessing referral resources.

Public Information Office

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

- PIO worked to secure a federal grant from the Developmental Disabilities Council of Oklahoma. Funding will allow the agency—with ABLEtech, DDCO, and the Oklahoma Library for the Blind and Physically Handicapped as partners—to produce a **series of accessibility training videos** targeting three groups: people in need of accessible online content, creators of online content, and librarians. We are awaiting the actual contract and hope to begin coordinating the video trainings in December.
- The Oklahoma Center for the Book officially launched **My Favorite Book**, a reading and writing contest for Oklahoma students. PIO spent time in September and early October developing contest rules, submission guidelines, an FAQ, and the submission form. You can see all of the elements at *libraries.ok.gov/my-favorite-book*. The Center attended the October Conference of the Oklahoma Society for Technology in Education to promote the contest. Contest deadline is December 15. More than 100 entries have been received thus far. We are partnering with the Friends of the Oklahoma Center for the Book and the Kirkpatrick Foundation so that the top student writers can receive cash prizes. The three first-place winners in the contest will also select their school or public library to receive a cash prize.
- **Promotional Activity:** In addition to promoting ARPA Grants and My Favorite Book, we announced the recipients of the 10th round of Health Literacy Grants, shared our blog post on the Literacy Office's successful Citizenship project, highlighted Digital Prairie's Images of Oklahoma collection, announced a conference grant for library staff, and used social media to promote documents related to Statehood Day and Native American Heritage Month. Other social media activity promoted Electronic Records Day, Ask a Lawyer, educational resources on EBSCO, and Library Card Sign-Up Month. We sent out 47 GovDelivery emails and now boast more than 20,000 subscribers to our email lists, an 18% growth during the past 12 months.
- **Website and social media activity** was robust. There were almost 250,000 visits to our Digital Prairie site which hosts ODL's digital collections and provides another way to EBSCO reference and information databases. 57,000+ visited our main website in September and October, while our Facebook posts were seen 51,000+ times. Our growth on Twitter continues: 128,000+ impressions in September and October.

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

Library Development Office

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

Annual Report
- Began investigating questions that can be removed to make annual report shorter for all libraries.
- Began preparation for adding 55 new IMLS questions to the 2022 report.

Institutions
- Met with OU to discuss using Raspberry Pi powered devices to provide audiobooks to visually impaired inmates.
- Set up new vendor agreements with MPower, Barnes and Noble and Best of Books.

Public Library Academy
- Held 5 classes with an average of 19 students per session entirely on Zoom. Four of these were recorded to help train future presenters.

Summer Reading and Youth Services
- Analyzed results of SRP Survey. 33 libraries favor replacing bags with a reading software license, 18 wanted a statewide movie license, and another 18 preferred using LSTA funds to expand promotional material purchase.
- Concluded Transforming Teen Services training delivery. Attended wrap-up meeting in Reno, NV on November 3-4.
- Mailed out 2022 Oceanography SRP manuals out to all the libraries, and opened materials order form.

State Aid and Granting
- Completed the State Aid review process for 2021.
- Encouraged and assisted libraries in applying for ARPA grants.

Website Development
- Installed Niche Academy on five pilot library websites to assist with the Niche project led by Susan Woitte.

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

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 September and October.
- Agreement with Internet Archive signed for donation for books withdrawn from the State Library; started moving packed boxes with withdrawn books to Records Center in November.

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

11

Niche Academy (LSTA project)
- New "academy" created by LDO and embedded on 6 public library websites.
- LDO hired instructional design experts to provide adult online learning best practices training for ODL staff and tutorials for public library professional development.
- PIO has established partnerships with DDCO, Library for the Blind, AbleTech and contracts with NewView and Oklahoma instruction librarians to create Niche tutorials for and about using technology for people with disabilities.

Literacy Resources Office (LRO)

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

Health Literacy
- Three Zoom meetings were held for 37 health literacy grant sites to kick off the project with reminders of LSTA requirements, review of final reports, description of ODL support, and to encourage networking between sites. Feedback from participants indicated that the meetings were very helpful.

TANF
- Monthly TANF book club meetings via Zoom continued to encouraged students to share their thoughts about featured books. The October book, Frankenstein, generated great discussion between the students.
- The TANF site in Jay was closed due to lack of DHS referrals, however ODL literacy staff provided technical assistance to NE Community Action to reestablish a non-TANF literacy program to serve the educational needs of the community.

Read Across Oklahoma (RAO)
- *Read Across Oklahoma* 2022 will take place on April 12. More than 2,300 first grade students are expected to attend, and more than 1,870 pre-school students will participate virtually. Target and Tinker Federal Credit Union have allocated funding for the project.

Citizenship and Immigration Project
- Celebration of Citizenship Week, Sept 17-23.
- Programs invited Community Relations Officer, Jesus Ramirez to present Naturalization 101 (virtual) to learners and community.
- 3 new citizens—Community Literacy Centers, Inc through Edmond Public Library.
- 1 new citizen—Rogers County Literacy Council, Claremore.

Literacy Development
- The Oklahoma Literacy Coalition hosted an author book signing event for ODL's publication, *Celebrating Our Journey.* The book features stories written by adult learners from throughout the state. More than 100 people attended the event. Copies of the book will also be delivered to legislators representing districts of related literacy programs.

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

Administration

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

Human Resources
- Posted announcement for part-time Accounting Technician III. Withdrew the announcement and will post two full-time administrative/accounting positions soon.
- Request for approval to conduct Classification and Compensation Study approved by Secretary Walters on November 28.

Financials
- Coordinating with Oklahoma State Regents of Higher Education and Oklahoma Council of Academic Libraries to announce RFP for statewide databases; current contract and options to renew expires September 2022.
- Continued preparing for SFY22 audit through Accounts Receivable organization and reconciliation project.
- Coordinated with OMES ABS on SFY21 closeout and request for SFY23.

Staff Organizing Committee (SOC)

Sadie Bruce, Sam Karns, Christine Chen, Sam Johnson and Alyssa Vaughn

- New **committee** members volunteered and transition of information from previous committee in September.

Grants and Contracts Awarded

FFY21 Projects – LSTA funding

Tara McCleod, Jackie Kropp, Sadie Bruce, Melissa Askew
- Contracts for FFY21 Padcaster grants were sent out in November.
- Contracts for FFY21 PLACAD Institutional Designers were sent out in November.
- Claims were processed for FFY21 PLACAD Instructors in September, October, and November.

American Rescue Plan Act (ARPA)

Kelly Adams, Natalie Currie, Melody Kellogg, Tara McCleod, Jackie Kropp, Cathy Van Hoy, Jan Davis, Sadie Bruce, Sam Karns, Leslie Gelders, Bill Young, Fara Taylor, William Struby, Susan Woitte, Christine Chen, Rebecca Barker

ARPA Funding received from IMLS
- Continued ARPA project planning, established timelines for implementation and project ownership. New project proposals are included in this packet.

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

Targeted Grants
- Grants have been awarded to 101 libraries and 14 literacy organizations. Contracts, Terms & Conditions Agreements and claims have been sent. Claims have been processed and funds released to a majority of applicants.
- Applications were received from 49 applicants for the Targeted Grants to Tribal Libraries, Museums and Tribal Cultural Centers. Awards will be announced on December 1 for the final round of ARPA grants.
- Total estimated funds granted across all three grant cycles - $1,866,090.10.
- Staff from across multiple departments offered support in various ways for the ARPA Targeted Grants.
    - PIO rolled out the applications on SurveyMonkey for library and literacy grants and prepared the application copy for museums and tribes.
    - Staff from Library Development, Literacy Resources, Administration, Archivies and Records Management and PIO participated in the seven webinars about the three grant categories.
    - Jackie Kropp, Sadie Bruce, Rebecca Barker, Leslie Gelders, Susan Woitte, Jan Davis, Bill Young, Tara McCleod and Cathy Van Hoy served as evaluators for the grant cycles.
    - PIO promoted via GovDelivery and social media, set-up ARPA discussion groups for applicants, and coordinated with the Oklahoma Museums Association and tribal contacts to get the word out.

Online Adult High School
- Gale Excel Online High School launches December 1 with five pilot sites and thirty seats.
- Launch of Gale's Excel Adult High School is planned for December 1st. Pilot libraries are Ada, Elk City, Lawton, Miami and Southern Oklahoma Library System.

Online Tutoring and Job Seeker Assistance
- The RFP for online tutoring and job seeker assistance has been sent to Central Purchasing to manage the required bid process. We anticipate a February start. We also hope to be able to offer this past September 30, 2022 by using LSTA funds, but that remains to be calculated.

ODL Website
- ODL is using some of its ARPA funds to contract with OMES to begin a **migration of the agency's website** to Adobe Enterprise Manager (AEM), the new platform for state government websites. The pandemic accelerated the need for online services by the public, as well as the need for those sites to meet accessibility standards. AEM will help ODL's site meet those standards.

Grants Management Software
- Tara McCleod worked with Foundant Technologies to start ODL's new grant management software. The Targeted Grants to Tribal Libraries, Museums and Tribal Cultural Centers application process took place entirely through Foundant.
- Work is being completed to migrate the applications for the Targeted Grants to Public Libraries into Foundant.

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

- Kelly Adams manually entered the applications for the Targeted Grants to Literacy Organizations into Foundant.

Materials to Institutions
- Purchase orders have been created with Best of Books (Edmond) and Barnes and Noble. The plan is to purchase the materials locally.
- A purchase order has been completed to use MPower out of Stillwater, OK to pack and ship the materials to institutions.

Leading in an Emergency
- Agreements have been made with Meridian Technology Center to host the Mindful Leadership During Times of Crisis, a six-webinar series via Zoom.
- ODL has contracted with the Oklahoma Museums Association to develop and manage the Leadership in an Emergency series, which includes four in-person Emergency Preparedness Workshops to be held around the state, three Emergency Preparedness Webinars, and hosting of the Meridian Technology Center webinar series.
- Rebecca Elder from Rebecca Elder Cultural Heritage Preservation will present the four in-person workshops in Enid, Anadarko, Ardmore/Sulphur/Ada and Muskogee.
- The Guild will be providing graphic design, media relations and social media services to support and promote the Leadership in an Emergency training series.

ARPA funding through U.S. Treasury
- ODL has contacted the Governor's Office and several legislators to determine if the Governor is requesting Oklahoma's allotment of the U.S. Treasury's Coronavirus Capital Funds Project grant and to communicate the need for public libraries to be included in any funding considerations.
- These funds allow capital expenditures and specifically mention libraries as eligible entities (community centers). Oklahoma is eligible for $167M.
- While this grant is not competitive, the State must apply for the funds by the end of December 2021. The State will submit a full plan by September 2022, and funds must be spent by December 2026. This grant requires the Governor's approval, and we will be coordinating all efforts with the Governor's Office should we be given a share of the allotment.

ARPA funding through the State of Oklahoma
- The State has $1.87B to spend on projects in four priority areas identified by the State.
- There is currently no deadline for applying for these funds. Funds must be earmarked for projects by December 2024 and expended by December 2026.
- ODL currently has not identified a need to solicit funding since entities can seek funding on their own by submitting an idea or project at https://oklahoma.gov/arpa.html. ODL will provide any support needed.

Many thanks to Alyssa Vaughn and Bill Young for proofreading every packet!

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 11/29/21)	Encumbrance Balance	Totals
Annual Report	$ 6,814.30	$ 6,814.30		$ 6,814.30
Citizenship and Immigration	$ 100,810.14	$ 100,598.00		$ 100,598.00
Computer Lab	$ 64,205.41	$ 58,226.41		$ 58,226.41
Continuing Education	$ 24,007.90	$ 25,008.22		$ 25,008.22
Databases	$ 512,382.00	$ 512,382.00		$ 512,382.00
E-Media	$ 255,000.00	$ 255,000.00		$ 255,000.00
LSTA Administration	$ 75,123.81	$ 75,027.77		$ 75,027.77
Resource Sharing (ILL)	$ 463,989.78	$ 461,104.52		$ 461,104.52
Images of Oklahoma	$ 35,625.06	$ 40,175.03		$ 40,175.03
Institutions	$ 60,900.51	$ 74,269.90		$ 74,267.90
Health Literacy	$ 227,317.81	$ 223,295.26		$ 223,295.26
Literacy Development	$ 66,400.17	$ 65,539.04		$ 65,539.04
Online Learning	$ 27,929.10	$ 25,411.50	$ 2,831.12	$ 28,242.62
Public Librarians Academy (Certification)	$ 7,586.00	$ 7,536.36		$ 7,536.36
Read Across Oklahoma	$ 3,176.31	$ 3,176.31		$ 3,176.31
Summer Reading	$ 43,624.71	$ 47,893.76		$ 47,893.76
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	$ 2,037,351.65	$ 2,831.12	$ 2,040,182.77[+]

*Final revised budget

[+]While the budget figures above indicate that we will be retuning $741.23 to IMLS from the FFY20 LSTA funds, we are waiting on a refund from Brodart of $13,820.00. We will be returning $14,561.23 to IMLS for FFY20.

FFY21 LSTA Projects
Summary of Funding Requests by Project

Project Name	Budgeted Amount	Amount Paid (As of 11/29/2021)	Encumbrance Balance	Totals
Annual Report	$ 7,064.30	$ 6,750.00	$ -	$ 6,750.00
Citizenship and Immigration	$ 137,218.27	$ 102,520.48	$ 30,673.66	$ 133,194.14
Computer Lab	$ 36,139.90	$ 1,346.02	$ 4,000.00	$ 5,346.02
Continuing Education	$ 43,246.90	$ 6,315.91	$ 31,809.17	$ 38,125.08
Databases	$ 520,068.00	$ 300.00	$ 390,051.00	$ 390,351.00
E-Rate	$ 22,000.00	$ 20,370.90	$ 1,629.10	$ 22,000.00
E-Media	$ 100,000.00	$ -	$ 45,000.00	$ 45,000.00
Five Year Eval	$ 32,500.00	$ -	$ 32,500.00	$ 32,500.00
Grants2States Administration	$ 81,889.60	$ 11,441.88	$ 49,768.06	$ 61,209.94
Resource Sharing (ILL)	$ 465,934.34	$ 403,828.87	$ 29,666.75	$ 433,495.62
Images of Oklahoma	$ 15,064.30	$ -	$ 3,900.00	$ 3,900.00
Health Literacy	$ 256,225.30	$ 232,914.99	$ 45,539.63	$ 278,454.62
Institutions	$ 40,668.00	$ 2,764.00	$ 21,584.00	$ 24,348.00
Legal Info	$ 5,700.00	$ -	$ 1,600.00	$ 1,600.00
Literacy Development	$ 100,078.83	$ 11,576.41	$ 71,604.72	$ 83,181.13
My Favorite Book	$ 5,000.00	$ 3,001.00	$ -	$ 3,001.00
Online Learning	$ 31,471.20	$ 18,294.05	$ -	$ 18,294.05
Padcaster	$ 12,500.00	$ 1,794.05	$ 7,200.00	$ 8,994.05
Public Librarians Academy (Certification)	$ 50,252.00	$ 13,238.28	$ 41,877.36	$ 55,115.64
Read Across Oklahoma	$ 13,225.00	$ -	$ 14,025.00	$ 14,025.00
Summer Reading	$ 55,155.00	$ 5,416.73	$ -	$ 5,416.73
Videoconferencing Maintenance	$ 15,272.00	$ 9,272.20	$ -	$ 9,272.20
Website Development	$ 12,146.50	$ 2,801.52	$ -	$ 2,801.52
Totals	$2,058,819.44	$ 853,947.29	$ 822,428.45	$ 1,676,375.74

*Final revised budget

ARPA Funding Report
as of November 2021

Project Name	Budgeted Amount	Amount Paid (As of 11/29/2021)	Encumbrance Balance	Totals	Project Balance	Fund Balance $ 2,867,357.00
Targeted Grants to Public Libraries	$ 1,449,685.10	$ 1,131,079.31	$ 318,605.79	$ 1,449,685.10	$ -	$ 1,417,671.90
Statewide Databases	$ 380,000.00	$ -	$ -	$ -	$ 380,000.00	$ 1,417,671.90
Targeted Grants to Tribal Libraries, etc.	$ 330,000.00	$ -	$ -	$ -	$ 330,000.00	$ 1,417,671.90
Materials to Institutions	$ 110,330.00	$ -	$ 110,330.00	$ 110,330.00	$ -	$ 1,307,341.90
Targeted Grants to Literacy Organizations	$ 92,785.00	$ 24,448.00	$ 68,337.00	$ 92,785.00	$ -	$ 1,214,556.90
Leading in an Emergency	$ 40,000.00	$ 4,606.00	$ 32,324.00	$ 36,930.00	$ 3,070.00	$ 1,177,626.90
Administrative Support	$ 35,000.00	$ 1,873.72	$ 33,126.28	$ 35,000.00	$ -	$ 1,179,556.90
Website Migration & PDF Remediation	$ 25,000.00		$ 19,568.00	$ 19,568.00	$ 5,432.00	$ 1,158,058.90
Gale Online High School	$ 24,600.00	$ 24,600.00	$ -	$ 24,600.00	$ -	$ 1,154,956.90
Grant Management Software	$ 9,250.00	$ 9,250.00	$ -	$ 9,250.00	$ -	$ 1,145,706.90
Totals	$ 2,496,650.10	$ 1,195,857.03	$ 582,291.07	$ 1,778,148.10	$ 718,502.00	
Unallocated	$ 370,706.90					

Agenda Item Cover Letter

ODL Board Meeting
December 10, 2021

Agenda Items #5-9
State Aid Grants to Public Libraries for Fiscal Year 2021

Summary
To receive State Aid, public libraries and library systems must comply with the rules and regulations for State Aid Grants to Public Libraries adopted by the ODL Board on April 1, 1999 and amended in 2017 and 2019 (OAC 405:25). The rules were developed in partnership with Oklahoma public librarians and establish the core essentials of good public library service in Oklahoma.

For SFY 2021, Emergency Rules are in place for State Aid Grants to Public Libraries. A copy of these rules follows this document.

Last year the rules were waived equally for all public libraries due to the widespread impact of the pandemic. This year, many libraries were able to fulfill all State Aid requirements; therefore, we are asking the board to vote on the recommendations to waive specific requirements for 41 libraries who failed to meet at least one of four specific State Aid rules (hours of operation, maintenance of effort, board meetings, and youth programming) due to circumstances related to the pandemic. The report following this document gives the details of each case.

Supporting documents attached
State Aid Report
Emergency State Aid Rules

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

RULEMAKING ACTION:
    EMERGENCY adoption
RULES:
    405:25-1-3 [AMENDED]
AUTHORITY:
    Oklahoma Department of Libraries Board; 65 O.S. § 2-106(m)
ADOPTION:
    February 18, 2021
EFFECTIVE:
    Immediately upon Governor's approval
EXPIRATION:
    Effective through September 14, 2022, unless superseded by another rule or disapproved by the Legislature.
SUPERSEDED EMERGENCY ACTIONS:
Superseded rules:
    405:25-1-3 [AMENDED]
Gubernatorial approval:
    July 1, 2020
Register publication:
    37 Ok Reg 868
Docket number:
    20-586
INCORPORATIONS BY REFERENCE:
    N/A
FINDING OF EMERGENCY:
    One of the ways the Oklahoma Department of Libraries supports quality library services is through the disbursement of State Aid Grants to Public Libraries. Libraries become eligible to receive disbursements by meeting the requirements outlined in the Oklahoma Administrative Code. Most of the state's public libraries continue to be impacted by the COVID-19 catastrophic health emergency in 2021 and will not be eligible for state aid in FY 2022 which is based on FY 2021 operations.
    According to OAC 405:25-1-3(2)(B) [User service requirements], "Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round." In response to the Governor's emergency declarations and guidelines promoted by public health authorities, all of the state's public libraries reduced their hours and made other adjustments to operations.
    An additional requirement that will not be met as a result of the response to COVID-19 relates to finance requirements. OAC 405:25-1-3(3)(D) [Administration of finance requirements] states, "Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year." Municipal libraries have reported budget cuts due to the pandemic.
    The adjustments described above allowed libraries to provide services despite staffing shortages and/or budget cuts; however, many will now fail to meet certain minimum

1

20

requirements for the year. The purpose of state aid is to support public libraries. Without the ability to modify the rules, Oklahoma's public libraries will not be eligible to receive disbursements for FY 2022.

GIST/ANALYSIS:

The proposed rule adds language that allows the Oklahoma Department of Libraries Board (ODL) and the ODL Director to determine when emergency or extraordinary circumstances exist that render a public library or libraries ineligible for state aid funding and the authority to modify the requirements that must be met in order to be eligible for state aid funding. Emergencies are declared by the President of the United States or the Governor of the State of Oklahoma. Examples of extraordinary circumstances are a significant fire or flooding in library facilities. Under these conditions that are outside the control of the local government, the ODL Director will present a recommendation for specific requirement(s) that can be suspended or modified to allow the library to receive state aid funding that otherwise it would not be eligible to receive as a result of the stated condition. The board may accept the recommendation of the ODL Director or deny the recommendation. Current rules provide no allowance for emergency or extraordinary circumstances.

CONTACT PERSON:

Jan Davis, Administrative Archivist, Oklahoma Department of Libraries, 200 NE 18th Street, Oklahoma City, OK 73105, 405-522-3191, jan.davis@libraries.ok.gov

PURSUANT TO THE ACTIONS DESCRIBED HEREIN, THE FOLLOWING EMERGENCY RULES ARE CONSIDERED PROMULGATED AND EFFECTIVE UPON APPROVAL BY THE GOVERNOR AS SET FORTH IN 75 O.S., SECTION 253 (F):

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

4

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.

Libraries Recommended for Waivers (SFY2021)

Library	Maintenance of Effort not met. 405:25(3)(D)	Library not open the minimum number of hours required for size of community. 405:25(2)(B)	Library board meetings not held as required. 405:25(3)(B)	Minimum programming not met. 405:25(2)(E)	Explanation
Ada Public Library		X			City reduced hours across all departments
Allen Public Library	X				Decrease in salary due to staffing
Anadarko Community Library	X				Director vacancy for three months
Antlers Public Library				X	No in-person programming
Ardmore Public Library	X	X			Retirement of staff, no need for staff travel, and less need for materials. Reduced hours due to COVID
Blackwell Public Library		X			No weekend hours for part of the year due to COVID
Chelsea Public Library	X				Reduction in hours of operation and staffing
Cleveland - Jay C. Byers Memorial Library	X				City-wide budget cuts
Coweta Public Library	X	X			Staff furloughed, reduction of hours of operation
Crescent - James Lowe Log Cabin Library	X	X			City-wide office closures and cuts to budget
Cushing Public Library	X				Loss of two part-time staff. City hiring freeze
Drumright Public Library	X	X			Reduction in staffing, less spending on programming materials
Duncan Public Library	X				City-wide budget cuts, staff vacancies
Durant - Donald W. Reynolds Community Center and Library				X	No in-person programming

	Rule Not Met				
Library	Maintenance of Effort not met. 405:25(3)(D)	Library not open the minimum number of hours required for size of community. 405:25(2)(B)	Library board meetings not held as required. 405:25(3)(B)	Minimum programming not met. 405:25(2)(E)	**Explanation**
El Reno Carnegie Library	X	X			City-wide budget cuts, staff vacancies and furloughs
Enid – Public Library of Enid & Garfield County	X				Staff vacancies, including director
Fairview City Library	X				Staff vacancies, including director
Frederick Public Library	X				City wide budget cuts, long director vacancy
Guymon Public Library and Arts Center	X				Less purchasing, COVID closures
Hennessey Public Library	X				Director vacancy, staff vacancies
Henryetta Public Library				X	No in-person programming until August 2021
Hydro Public Library	X				COVID related closures lead to reduction in salary, less purchasing
Kingfisher Memorial Library	X				City wide budget cuts
Lawton Public Library	X	X			Staff vacancies, reduced purchasing, reduction in hours due to COVID
Maysville Public Library	X				City wide budget cuts, less purchasing
Mooreland - Beyond the Pages	X				Less purchasing, city-wide cuts to spending.
Pauls Valley - Nora Sparks Warren Memorial Library				X	No in-person programming
Pawnee Public Library	X	X			Staff vacancies due to health and death, reduction in hours due to understaffing

Rule Not Met					
Library	Maintenance of Effort not met. 405:25(3)(D)	Library not open the minimum number of hours required for size of community. 405:25(2)(B)	Library board meetings not held as required. 405:25(3)(B)	Minimum programming not met. 405:25(2)(E)	**Explanation**
Perkins - Thomas-Wilhite Memorial Library	X			X	No in-person programming, COVID-related reduction in hours, director vacancy
Piedmont Public Library		X			COVID related six-week closure, fully reopened in May
Prague - Haynie Public Library	X	X			Staff vacancy, reduction in hours to sanitize building
Ringling - Gleason Memorial Library	X				Staff vacancy, less purchasing
Sapulpa - Bartlett-Carnegie Public Library	X	X			Staff vacancy, COVID related closures
Stroud Public Library			X		Lack of access and tech literacy prevented online meetings. Loss of two board members
Tonkawa Public Library	X			X	No in-person programming, staff vacancy
Vinita Public Library	X	X			Staff vacancy and retirement
Wagoner City Public Library	X	X			Staff vacancy, COVID-related closure
Wewoka Public Library	X				Reduction of staff hours due to COVID
Woodward Public Library	X				Staff vacancy, less purchasing
Wynnewood Public Library	X				New city admin put in a spending freeze, started new record keeping software
Yale Public Library	X				Spending freeze across all city departments

OKLAHOMA Libraries

Agenda Item Cover Letter

ODL Board Meeting
December 10, 2021

Agenda Item #11
ARPA Project Proposal: Library Staff Training Opportunities
Lead Officers: Sadie Bruce and Melissa Askew

Summary
ODL would like to offer two subscription-based training opportunities to ODL staff and library staff throughout Oklahoma: The Homeless Training Institute and Digital Accessibility Training. The Homeless Training Institute is an online training that "teaches staff how to confidently and compassionately solve problem behavior from troubled individuals." Developed by Ryan Dowd, author of *The Librarian's Guide to Homelessness*, this training focuses on an empathy-first approach when working with troubled individuals. This training can be offered for one year for $8,424.00; nine months would be paid for with ARPA funds while the remaining three months will need to be paid with LSTA FFY22 funds.

Deque offers online self-paced web accessibility classes. This training will ensure that the ODL website and the library and literacy organization websites provided through ODL's LSTA-funded Website Development project are accessible to all. This training would be available for 120 users for one year at a cost of $18,960.00; nine months would be paid for with ARPA funds while the remaining three months will need to be paid with LSTA FFY22 funds. Priority will be given to the entities that participate in the website program.

Background
This project meets the IMLS' ARPA priority to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment and associated indirect costs. It meets ODL's LSTA Goal for Institutional Capacity, which seeks to provide knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

Budget Impact
Estimated Budget for Proposed Project: $20,538.00

Supporting documents attached
Homeless Training Institute
Deque University

Homeless Training Institute

Ryan Dowd is the author of *The Librarian's Guide to Homelessness: an Empathy-Driven Approach to Solving Problems, Preventing Conflict, and Serving Everyone* and most recently served as the Executive Director of Hesed House, a large homeless shelter outside of Chicago. He has shared his trainings and experience with libraries, police departments, non-profits and other organizations. Trainings include practical tips on how to approach and de-escalate common situations and issues.

Some of the trainings offered:

- **Body Odor**: The Dreaded Conversation
- **Prejudice**: How to Respond to Prejudicial Comments from Customers
- **Police**: How to Reduce Police Calls and Keep Everyone Safe in your Organization
- **Service Animals**: Your Obligations Under the ADA
- **Covid**: How to Deal with Problem Behaviors Related to Covid-19
- **Getting Hit on by Customer**: Women (and Men) Share Their Tools for Stopping Unwanted Attention
- **Homelessness 201**: A Deeper Understanding
- **Advanced Body Language**
- **Domestic Violence / Sexual Assault**
- **Traumatic Brain Injury**: Invisible Cause of Homelessness
- **Jerks with Homes**: How to Deal with Members of the Public Who are Being Jerks About Homeless Folks
- **Dementia and Alzheimer's**: Compassionately and Effectively Working with People with Dementia
- **Burnout and Stress**: Just in Case 2021 is as Bad as 2020
- **Ornery Teenagers**: Compassionately and Effectively Managing Their Problem Behaviors
- **Unattended Children**: How to Talk to Parents about their Children's Behavior

This subscription also includes access to live monthly trainings.

Deque University

Deque University provides an extensive curriculum of self-guided online courses so you can focus on the skills you need with the flexibility your schedule requires. The trainings introduce key concepts about accessibility as well as practical steps to take when creating digital content for the web, Microsoft Office, PDFs or other formats.

The curriculum includes access to the following courses:
- Accessibility Fundamentals: Disabilities, Guidelines, and Laws
- Designing an Accessible User Experience
- Basic Web and Document Accessibility for Content Contributors
- Section 508: Fundamentals of Law and Technical Standards
- Visual Design and Colors
- Semantic Structure and Navigation
- MS Word Accessibility
- MS Powerpoint Accessibility
- MS Excel Accessibility
- PDF Accessibility (Basic and Advanced)
- Overview of the ADA: Basic Concepts
- Serving Customers with Disabilities
- Disability Etiquette Basics
- Effective Communication, Part 1: Communication in Person
- Effective Communication, Part 2: Remote Communication

OKLAHOMA
Libraries

Agenda Item Cover Letter

ODL Board Meeting
December 10, 2021

Agenda Item #12
ARPA Project Proposal: Ready2Read@Your Library (support pre-literacy initiative of the Friends of Libraries in Oklahoma - FOLIO)

Summary
Ready2Read@Your Library is a pre-literacy initiative that builds on the free 1,000 Books Before Kindergarten program. In addition to encouraging parents and caregivers to read to their little ones, Ready2Read@Your Library features a training piece to maximize reading readiness activities in story times. Thirty libraries have been identified for this program; library staff and volunteers at each location will be trained on incorporating preliteracy skills into story times. Local early literacy specialist and noted storyteller Valerie Kimble has volunteered her time to train library staff and volunteers for this project.

ODL's role in this program is to provide materials for the professional and circulating collections at each library. Many of the materials shared in the preliteracy story times will be available for parents and caregivers to check out and continue the preliteracy fun at home.

Background
Friends of Libraries in Oklahoma (FOLIO) has been encouraging libraries to adopt a preliteracy program through social media and continuing education for Friends and library staff for several years. In early 2019, a survey was sent to Oklahoma public libraries to ask if they had a reading readiness program and if they were interested in working together with FOLIO on a preliteracy project. Forty libraries responded positively to the survey. FOLIO learned that many libraries are not offering preschool programming.

This project meets the IMLS' ARPA Spending Priority of supporting library services that meet the needs of communities throughout the U.S. This project also meets ODL's current LSTA Goal 3: Lifelong Learning – All Oklahoma residents have an opportunity to reach their full potential, by achieving their educational, occupational, and physical health goals and by participating in and contributing to the vitality of their communities.

Budget Impact
Estimated Budget for Proposed Project: $55,000.00

Supporting documents attached
Participating Libraries
Proposed Timeline

Participating Libraries

The following libraries have indicated their excitement in participating in the Ready2Read@YourLibrary project.

- Ada Public Library
- Anadarko Public Library
- Apache Public Library
- Blackwell Public Library
- Boise City – Soutar Memorial Library
- Chickasha Public Library
- Claremore – Will Rogers Library
- El Reno Carnegie Library
- Enid - Public Library of Enid and Garfield County
- Guymon Public Library
- Hobart Public Library
- Hooker – Olive Warner Library
- Hydro Public Library
- Jay – Delaware County Library
- Langley Public Library
- Locust Grove Library
- Marlow – Garland Smith Public Library
- Maysville Public Library
- Meeker Public Library
- Okeene Public Library
- Perkins – Thomas-Wilhite Memorial Library
- Seminole Public Library
- Shattuck Public Library
- Stillwater Public Library
- Tuttle Library
- Watonga Library
- Wellston Public Library (pending board approval)
- Woodward Public Library
- Yale Public Library
- Yukon – Mabel C. Fry Public Library

Proposed Timeline - FOLIO

December 2022	Begin purchasing materials. Distribute materials as they are available.
January 2022	Begin demonstrations (two per month). Begin Facebook group to share ideas and resources. Establish online cloud storage for spreadsheet with research, resources, images and ideas.
February 2022 - May 2023	Continue demonstrations (two to three per month)

Ongoing

- Assist with marketing the demonstration story times.
- Have images and ideas available for ongoing use on flyers and social media, as demos are done.
- Develop a platform to share ideas, suggestions, new research results, etc.
- Share ideas, encouragement, and feedback, if needed, on marketing (flyers, local media, social media, web site, other distribution points--schools, day cares, doctor's offices, utility bills, etc.).
- Continue building on the spreadsheet developed by Adrienne Butler that provides information on early childhood pre-literacy.
- Provide information about developing a Friends group to libraries interested, matching them with the FOLIO Ambassador. Friends of Libraries in Oklahoma libraries have a long history of ongoing support for funding library programs and projects. For example, Friends of the Elk City Carnegie Library gave books to children picking up lunches during the summer, support summer reading, and they also provide books for newborn babies.
- Supply information and encouragement about establishing a library support group, like Friends, to assist with programming, fundraising, and other library projects.

Agenda Item Cover Letter

ODL Board Meeting
December 10, 2021

Agenda Item #13
ARPA Project Proposal: Grants for Library Document Stations
Lead Officer: TBD

Summary
From Envisionware: "The Library Document Station is the first full-service, do-it-all station designed specifically for libraries. Small enough to put on a counter, and more versatile than a standard copier or scanner, the Library Document Station is a complete self service solution." This device can send scanned documents digitally via email, mobile phone, tablet, Google Drive, Microsoft OneDrive or USB drive. It can also print and fax documents and offers free faxes for the first 250 documents each month.

ODL staff plan to survey public libraries and literacy organizations to see if the Library Document Station can meet their needs. We estimate making 15 stations available through this project; however, if more than 15 libraries and/or literacy organizations show interest, we can purchase more as needed with any available ARPA funds.

Background
Many of Oklahoma's rural libraries and literacy organizations do not have up-to-date equipment like the Library Document Station. As the world continues to move towards digital opportunities for services, job applications and more, it is important that libraries and literacy organizations in Oklahoma are prepared to assist their communities with the right equipment.

This project meets the IMLS' ARPA Spending Priority to support digital inclusion efforts that enable libraries to reach residents in support of education, health, and workforce development needs. The project meets ODL's LSTA Goal 2: Institutional Capacity – All Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

Budget Impact
Project Expenditures: $95,000.00

Supporting documents attached
Library Document Station Spec Sheet
Quote for 15 Library Document Stations

LIBRARY DOCUMENT STATION™

The Library Document Station™ is the first full-service, do-it-all document station designed specifically for public libraries. Small enough to put on a counter, and more versatile than a standard copier or scanner, the Library Document Station is a complete self service solution.

With the Library Document Station, you can scan books and documents (color, black and white, grayscale) and convert to PDF, searchable PDF, and Word. Scanned documents can be sent digitally via:

- Mobile phone or tablet
- Email
- Print
- Fax (first 250 pages per month are free*)
- Google Drive, Microsoft OneDrive, and USB drive
- FamilySearch (genealogy)

Created for public libraries, the Library Document Station enables library staff to work more efficiently from a single interface. Library functionality includes:

- Scan to Odyssey, OCLC Article Exchange (optional), Illiad
- Integrate EnvisionWare's PC Reservation®, Print Release Terminal, and Fine Payment System
- Charge for prints or copies using LPT:One™ and set unique charges per output method and color/black and white
- Offer a variety of payment options including credit card, AAM Deposit accounts, ILS Deposit/Credit accounts (requires EnvisionWare eCommerce v3.4+)

The Library Document Station comes standard with an overnight plug-n-play replacement service. This cloud-connected tool provides updates without needing onsite service and offers extensive cloud reporting capabilities.

*For US customers under warranty or maintenance.

ENVISIONWARE®

Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
1960 Satellite Blvd. Suite 4100, Duluth, GA 30097-4127
Toll Free 800.216.8370 International+1 678.382.6500

Quotation
US-68558
11/8/2021

Bill To

Oklahoma Department of Libraries
United States

TOTAL
$94,050.00
Quote Expires: 2/6/2022

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Nielsen, Peton

Quotation Title	Memo
Library Document Station, Complete Package , 15 Units	

Qty	Item / Description	Ship To	Unit Price	Amount
15	**LDS Bundle: (Dual)-U (2021)** *LIBRARY DOCUMENT STATION (LDS) DUAL PACKAGE: 21.5-inch Display; Rev 2021; 11X17 Bookedge Scanner; 9.5"X118" Double-sided sheetfeed scanner* *Scan to email, smartphones, tablets, USB, Google Drive, network, searchable PDF and Word files, TIFF, JPEG and PNG files. Print via LPT:One print management and and locally configured printers. Scan to Fax is incorporated and includes the first 250 pages per system per month. Charges are incurred over 250 pages. System includes:* ** All-In-One 21.5" Touch Screen Computer and Software* ** 11" x 17" (279.4 x 431.8mm) LED Book Edge Scanner* ** CloudConnect * Next Day Advance Replacement* *----- REQUIRES -----* *+ LPT:One 4.8 and higher for copies when integrating with LPT:One* *+ RJ-45 LAN connection to Internet* *------ OPTIONS ------* *+ Photo Scanner, Overhead Scanner* *+ EnvisionWare Coin and Bill Acceptor + Automatic Document Feeder* *+ OCLC Article Exchange/ILLiad Software* *+Authentication module* *+ Cloud Storage options* *+ USB Dock* *+ EnvisionWare eCommerce ServicesLDS Faxing Options: Unlimited Faxing (Default)*		$5,970.00	$89,550.00
	SUBTOTAL Hardware *SUBTOTAL for Hardware*			$89,550.00

1

US-68558

ENVISIONWARE®
Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
1960 Satellite Blvd. Suite 4100, Duluth, GA 30097-4127
Toll Free 800.216.8370   International+1 678.382.6500

Qty	Item / Description	Ship To	Unit Price	Amount
30	**PS-HR-CF-U** *ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance.* *- Quotations provide an estimate - actual time is billed.* *- The minimum charge is 1 hour.* *- The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.*		$150.00	$4,500.00

Subtotal		$94,050.00
Discount		
Freight		$0.00
Total Tax		$0.00
PST-CA		
Total		**$94,050.00**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX**: +1 678.382.6501

Standard terms and conditions apply: http://system.envisionware.com/terms

ODL Board Meeting
December 10, 2021

Agenda Item #14
ARPA Project Proposal: Digital Resources Workshops for Educators
Lead Officer: Jan Davis

Summary
Four identical one-day workshops will be held in locations around the state, designed to provide librarians, teachers, and school library media specialists information regarding resources available on the Oklahoma Digital Prairie website, Gateway to Oklahoma History website, ODL's website, and other websites created by libraries and museums that provide digital access to primary sources and other materials that support education, research, and lifelong learning. In addition, the workshops would include presentations by librarians and school library media specialists related to "lessons learned" to support virtual learning in the future. The project will include printed materials such as posters and bookmarks that can be provided to library patrons and students.

Background
These workshops will provide an opportunity for cultural heritage organizations, including the Oklahoma Department of Libraries and the Oklahoma Historical Society and other libraries and museums, to share the status of their efforts to make primary source materials available online for educational purposes. ARPA funds, in addition to other state and federal funds, have supported these efforts. The workshops will educate librarians and teachers about the resources and allow time for cultural heritage staff to learn more about the needs of educators related to primary source materials. The workshops will also allow ODL to highlight the statewide databases, including the online homework help and job seeking assistance database we anticipate offering in February 2022.

This project supports the ARPA funding goals related to education by providing educators and librarians with background knowledge about important educational resources that have, in part, been developed as a response to the pandemic to support virtual learning. This project also supports ODL's LSTA goals related to lifelong learning.

Budget Impact
Estimated Budget for Proposed Project: $40,000.00

Supporting documents attached
None

Agenda Item #15
ARPA Project Proposal: Images of Oklahoma
Lead Officer: Jan Davis

Summary
Digitization of 295 reels of microfilm of the Oklahoma City Times newspaper which will be added to the Gateway to Oklahoma History website to provide free, digital access to students, lifelong learners, family history researchers, and scholars.

Background
This funding complements funding approved for the existing LSTA Images of Oklahoma project. This project supports the ARPA funding goals related to education by providing digital access to important educational resources that would otherwise require in-person visits to one of a few libraries that holds this information.

Budget Impact
Estimated Budget for Proposed Project: $29,500.00

Supporting documents attached
None

ODL Board Meeting
December 10, 2021

Agenda Item #16
ARPA Project Proposal: Grants for Telehealth Hubs
Lead Officer: Samuel Karns

Summary
In conjunction with Oklahoma Complete Health (OCH), the Oklahoma Cooperative Extension Service and American Association of Retired Persons' (AARP's) Rural Digital Navigators program, ODL has the opportunity to expand telemedicine opportunities throughout Oklahoma so that all residents may have access to healthcare. In this pilot program, ODL will provide grants to five libraries to purchase ADA-compliant, soundproof office pods, a laptop, and a large display to facilitate telehealth visits in the library. Additional training for staff and Rural Digital Navigators would be provided by OCH.

We have the potential for additional funds from the Oklahoma State University's Center for Health Sciences to expand this project beyond the five pilot sites. We are in the process of meeting with representatives from OCH, OSU, ODL, and AARP to determine best practices and establish a unified approach.

This project meets the IMLS' ARPA Priority to support digital inclusion efforts that enable libraries to reach residents with internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health and workforce development. The project meets ODL's LSTA Goal 2: Institutional Capacity by ensuring that all Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

Background
One of the largest common issues Oklahomans face is a lack of access to close medical services. Sixty-four Oklahoma counties are experiencing a health professional shortage in primary care. For example, there are **no** regular clinics in Davis. The closest hospital is ten miles away and only provides ER services to the public – no primary care services. Residents without transportation have no way of seeing a physician. Additionally, some of our counties have upwards of 50% of the population without internet service and cell coverage is too inconsistent for hotspots. In many cases, the library is the only source of connectivity.

Budget Impact
Estimated Budget for Proposed Project: $50,000.00

Supporting documents attached
Observations from OCH Rural Library Visits

Agenda Item Cover Letter

Observations from Oklahoma Complete Health Rural Library Visits
The libraries in these cities are participating in the Rural Library Digital Navigators program. Since 2017, AARP and Oklahoma Cooperative Extension Service (OCES) have collaborated with rural libraries across the state to loan out hotspot devices to their patrons. There are currently 23 participating libraries in communities ranging from 800-10,000 in population. In late 2021, OCES received a national grant from AARP to hire a part-time worker in five specific libraries to focus on digital equity issues in the local community. The following is an sample from that report.

City of Blackwell
- Located approximately 110 miles north of OKC. Population of 6,845.
- 36.6% of homes without internet.
- Transportation is top issue – "Most people here are on foot."
- Hospital has limited services, particularly in women's care. For example, the hospital can do ultrasounds, but not mammograms.
- Many travel to nearby Ponca City or Stillwater for healthcare.
- Two pharmacies available – Walmart and Hutton.
- County Health Department is open two days a week.

City of Davis
- Located approximately 77 miles south/southeast of OKC. Population of 2,800.
- One pharmacy inside a grocery store.
- iCare Urgent Care is the only medical facility in Davis. Arbuckle Memorial Hospital in Sulphur is the next closest option. No primary care facilities available.
- County Health Department is located with the hospital in Sulphur.

City of Okemah
- Located approximately 73 miles east of OKC. Population of 3,200.
- Closest hospital is the Okemah Creek Nation Community Hospital, which treats everyone in its ER. Creek Nation members are eligible for other services at the hospital.
- One pharmacy available. Many travel to Shawnee, Seminole or Henryetta for medications.
- Primary care is limited to one doctor and one nurse practitioner.
- No dentist or urgent care facilities.
- Department of Health and Human Services closed approximately two years ago.

Date	Location
Friday, March 11 10:00 – 11:30 a.m.	Hyatt Regency Tulsa Downtown 100 E Second St Tulsa, Oklahoma
Friday, June 24 10:00 – 11:30 a.m.	ODL South Conference Room 200 NE 18 Street Oklahoma City, Oklahoma
Friday, September 23 10:00 – 11:30 a.m.	Cushing Public Library 215 N Steele Ave Cushing, Oklahoma
Friday, December 16 10:00 a.m. – 12 noon	Del City Library 4330 SE 15 St Del City, Oklahoma

65 O.S. § 2-105. Oklahoma Department of Libraries Board Meetings
The Board shall meet at least once every three-month period. Additional meetings may be held upon call of the chairman, vice-chairman, in the absence of the chairman, or the secretary.