



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

Agenda

ODL Board Meeting

June 12, 2020 | 10:00 a.m.

Via Zoom: <https://zoom.us/j/92804145403>*

Meeting ID: 928 0414 5403

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

- Chair Phil Moss will appear remotely via Zoom
- Vice Chair Cynthia Vogel will appear remotely via Zoom
- Board member Robert Dace will appear remotely via Zoom
- Board member Lee Denney will appear remotely via Zoom
- Board member Annabeth Robin will appear remotely via Zoom
- Board member Mary Shannon will appear remotely via Zoom
- Director Melody Kellogg (ex-officio member) will appear remotely via Zoom

2. Public comment on action items on the agenda

3. Consider approval of minutes from regularly scheduled ODL Board Meeting held March 13, 2020 1

4. Consider approval of minutes from Special ODL Board Meeting held May 28, 2020 6

5. Consider acceptance of FY2020 Budget to Actuals Report through May 31, 2020 10

6. Director’s Report

- a. Employee Service Awards and other staff recognition
 - i. Lori Campbell – 25 years as of August 1
- b. Agency Activity Report from March 1 through May 31, 2020 and updates on items from March 13, 2020 and May 28, 2020 reflected in the minutes 16
- c. Statewide Unauthorized Commitment Audit Report (selected pages) 28
- d. Status of Statistical Report
- e. Report on FFY2019 LSTA Expenditures/Reallocation 44
- f. Report on Legislative Session

7. Presentation by Literacy Resources Office regarding announcement of Year 24 Community Literacy Contracts..... 46

- 8. Consider approval of ODL Telework Policy 56
- 9. Consider approval of Resolution of Appreciation for Phil Moss’s service on the Oklahoma Department of Libraries’ Board..... 79
- 10. 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
- 11. Adjournment

*Instructions to Join Zoom Meeting
 Topic: ODL Board meeting
 Time: June 12, 2020 10:00 AM Central Time

For security no one can join before the host - all will be in a waiting room and the host will let you in.

<https://zoom.us/j/92804145403>

Meeting ID: 928 0414 5403

If you have trouble connecting or do not have a microphone, call into one of the numbers below and type in the Meeting ID when asked.

Dial

+1 408 638 0968 US (San Jose)

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Meeting ID: 928 0414 5403

Best practices:

Please identify yourself with your first and last name

To mute and unmute your microphone, press the space bar on your computer (it toggles on and off)

When in Zoom, note the task bar with icons at the bottom of the screen. On the far left is a microphone icon to mute/unmute and a start/stop video icon. In the middle is a cartoon bubble icon labeled Chat. Click this to comment via text or to view fellow participants’ comments. If you text, be sure to press Enter when done to send it.

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

Next ODL Board Meeting: Friday, September 18, Oklahoma Department of Libraries

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
March 13, 2020
10:00 a.m.
South Conference Room

Vice Chair Cynthia Vogel called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Robert Dace, Annabeth Robin, Mary Shannon, Vice Chair Cynthia Vogel and Melody Kellogg, Secretary. Absent: Jana Barker, Lee Denney and Phil Moss.

Guests and staff members present: Marc Pate from the Office of the Oklahoma Attorney General, Connie Armstrong, Passion Bradley, Christine Chen, Jan Davis, Leslie Gelders, Moni Kunnel, Vicki Mohr, Cindy Mooney, Judy Tirey, Cathy Van Hoy, Susan Woitte and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2020 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2019, and public notice of this meeting, together with the agenda, was posted on March 16, 2019 at 10:00 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

Vice Chair Vogel asked for consideration of the minutes for the December 13, 2019 board meeting. Shannon moved to approve the minutes, seconded by Robin. Votes were as follows: Dace, yes; Robin, abstain; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed and the minutes were approved.

There were no public comments.

Director's Report and Division Activity Reports

Vice Chair Vogel and Kellogg presented the following staff with commemorative pins and certificates for their years of service with the State of Oklahoma: Christine Chen, 25 years; and Leslie Gelders, 30 years. Congratulations!

Kellogg welcomed Moni Kunnel as the new Business Manager in Administration. He joined ODL on January 21, 2020. Passion Bradley began working in the Office of Library Development as contractor through the Galt Foundation on January 13, 2021. She's the new Technology Lab Coordinator and will provide training to library staff throughout the state.

Kellogg announced that the *Oklahoma Book Awards* for 2020 has been canceled. The committee recognized that over forty percent of the program's participants are older and in the high risk population, and that there are other uncertainties concerning the coronavirus outbreak. Hannibal Johnson was selected to receive the *2020 Arrell Gibson Award for Lifetime Achievement*. He will be recognized when the *Oklahoma Book Awards* resume in 2021.

Kellogg mentioned the *Oklahomans Virtually Everywhere Act*, HB1921 authored by House Representative Darrel Fincher and passed in the 2019 legislative session. The goal of the legislation is to help make Oklahoma a leader in telepresence and virtual presence. This program will provide Oklahomans an opportunity to receive a High School Diploma through their public library that is accredited with all Oklahoma Colleges and Universities . Library Consultant Cathy Van Hoy from the Office of Library Development prepared the pilot program for *Career Online High School*. If funded, five public libraries will be selected to pilot the project: Western Plains Library System, Southern Oklahoma Library System, Southeastern Public Library System, Southern Prairie Library System and Eastern Oklahoma Library System. The average participants in the national program are thirty-two years old. There are 330,000 Oklahomans who do not have a High School diploma.

Kellogg said ODL has begun to look at documenting necessary processes and to streamline procedures in the Business Office and Human Resources. Earliest project on the horizon will be working with the Office of Management and Enterprises' (OMES) CORE Team to implement the Time and Leave Employee Self Service and Manager Self Service (ESS/MSS) modules in the business application PeopleSoft. This application contains the payroll, purchasing and financial modules within the system used by the State of Oklahoma. This process will replace the paper formatted timesheet and will allow managers and employees to enter their own time worked and leave used.

Kellogg said an HR Task Audit will be conducted in the near future to help work toward smoother processes and procedures. Vogel asked what the audit covers. Kellogg said the audit would help the agency identify opportunities for improvement in payroll, time and leave, employee relations, recruitment, and policy and procedures.

Kellogg explained the elements of the score on the OMES Information Technology survey. After half of the ODL Staff completed Security Education Awareness Training (SEAT) in December 2019, OMES notified agencies that the product was no longer available and the SEAT program would restart once the new software arrives in March. Vogel asked when to expect the next survey. Kellogg said it's an annual survey.

Kellogg mentioned that multiple projects and events have been canceled due to the rising concerns regarding the Coronavirus. The agency anticipates several more cancelations along with various travel plans. ODL is trying to respond in terms of the impact affecting ODL's budget. Both state and federal funds could be affected. Vogel asked if funds could be used or moved to other programs later. Kellogg said the strategy is to be cautious and plan wisely if agencies are allowed to reallocate state and federal money.

Kellogg said ODL desperately needs to invest in new computers. Natalie is overseeing the Computer Refresh project. It was discovered that the oldest computer currently being used by an employee was a 2008 model.

Kellogg asked if anyone had questions on the FY2020 Budget to Actual Report. Vogel pointed out on page 19, under Public Library Development, that the variance amount for the professional services appears to be over spent. Kellogg explained past practices did not require department managers to

monitor their budget, and in most cases they didn't even see it. Kunnel has been asked to work on a report to reflect the details to help understand the discrepancies. Kellogg mentioned that the Secretary of Budget has asked for agencies to provide an explanation on budget variances over 10%. ODL has been able to explain all variances reported through December 31, 2019.

Kellogg reported on proposed HB3009 that will allow a copy of the Oklahoma Register to county clerks, members of the legislator, agencies and public libraries for those who request a copy, as opposed to the requirement to provide copies. Another bill that's considered specific to ODL is one that redefines broadband in the Telecommunications Act of 1997.

There are four bills related to state agencies. One that would reform the Civil Service program known as the Merit Protection Act was passed in the House and is on its way to the Senate. Basically, all new positions after January 1, 2021 would become unclassified. Shannon asked if the idea was for all classified positions to gradually go away. Kellogg said there will likely be a balance to maintain protections for employees, while reducing the parts that make it difficult to manage. Another bill would affect state employees by garnishing wages of those who don't pay Oklahoma state taxes. The current law requires termination after three occurrences.

Consideration and confirmation of appointments to the Public Library Academy Board

Kellogg asked the board to confirm appointments on Misty Crider with the Western Plains Library System and Brad Thomas with the Tulsa City-County Library System to the Public Library Academy Board.

Vice Chair Vogel asked for motion to approve confirmation of appointments for the Public Library Academy Board. Shannon moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve appointments to the Public Library Advisory Board.

Consideration and possible adoption of proposed changes to Administrative Rules – Title 405. Oklahoma Department of Libraries

Kellogg said the public hearing on the proposed Administrative Rules changes was held on March 4, 2020. No members of the public attended to comment. Rule 405:10-5-2 Annual audit and inventory by public libraries was changed to increase the minimum value of inventory items from \$100 to \$1,000. Distribution of mailing labels was revoked in Chapter 30. Certain fees were eliminated from the Fee schedule.

Vice Chair Vogel asked for a motion to approve the proposed changes to Administrative Rules. Robin moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve changes to the Administrative Rules.

Consideration and possible action on FFY2020 LSTA Project Proposals

Kellogg said on January 22, 2020 the Institute of Library and Museum Services announced that the state's LSTA funding allotment increased by \$34,046 for FFY2020. This was a nice surprise since it was anticipated that Oklahoma's allotment would be up to \$200,000 less due to failure to meet Maintenance of Effort for several years. The increase is due to an overall increase in federal funding to IMLS.

ODL staff members submitted 17 projects for consideration of funding. Kellogg explained that she works with the Deputy Director and LSTA Coordinator to decide on the projects to recommend for board approval. A summary description is provided for each project. Ultimately, Administration manages the projects internally within any parameters set by the ODL board.

A few new projects were added and one that has been funded the past few years is not recommended this year. Edge cost \$50,000 for the annual subscription, plus the agency lost its Edge Consultant which was an additional \$18,000 in salary, totaling \$68,000 for the program. It's a great project, but for some reason Oklahoma public libraries just were not taking advantage of it. ODL will utilize the resources in another area for now.

Kellogg pointed out an error on the bottom of page 37, under Budget Impact, which should've been \$15,518 for the unallocated balance. In past years, ODL has typically held \$100,000 in unallocated funds. That is not necessary at this time, even if ODL does not provide additional money to projects.

Vice Chair Vogel asked for a motion to approve FFY2020 project proposals. Dace moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve FFY2020 Project Proposals.

Consideration and possible action of FFY2019 LSTA Project Proposal

Kellogg said there are three ways to spend unallocated funds. Normally towards the end of the year, funds not spent on planned projects are reallocated to the eMedia, Institutional Grants and the Interlibrary Loan programs. The other way would be to add a new project, which is what is being requested today. ODL would like to get an early start on the video platform for training library staff, a project approved by the board in the last action taken.

Vice Chair Vogel advised that Kellogg will maintain transparency and inform the board of any movement of funds.

Vice Chair Vogel asked for a motion to approve FFY2019 project proposals. Shannon moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve FFY2019 Project Proposal.

Vice Chair Vogel proposed to move forward with the Director's Evaluation at the next board meeting.

Consideration and possible action on revised organizational structure

Kellogg said in order to make the most of the skills and experiences of ODL administrators, a revised organizational structure has been implemented. It's a slight switch in the organizational reporting structure. Robin asked how long ODL had been working under the new organization chart and if it's working. Kellogg said the structure had only been in place a few weeks, and it appears positive for both management and staff.

Vice Chair Vogel asked for a motion to approve the revised organizational structure. Dace moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed to approve the revised organizational structure.

New Business

Kellogg mentioned that ODL is keeping watch on the coronavirus situation. Staff is taking precautionary measures to help keep work areas disinfected and cleaned.

Kellogg said the Governor announced yesterday in response to the virus that it's "business as usual" in Oklahoma. Robin asked if ODL has a business continuity plan. Currie said administration is currently working on it. Dace asked if the Governor has prepared the agencies for possible closing. Kellogg said not at this time.

There being no additional business, Vice Chair Vogel made a motion to adjourn, seconded by Dace. Votes were as follows: Dace, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker, Denney and Chair Moss. The motion passed and meeting was adjourned.

The next ODL Board meeting is scheduled for June 12, 2020 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, OK 73105.

Melody A. Kellogg, Secretary

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
Special Meeting
May 28, 2020
10:00 a.m.
Via Zoom: <https://zoom.us/j/92804145403>
Meeting ID: 928 0414 5403

Chair Phil Moss called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Annabeth Robin, Mary Shannon, Vice Chair Cynthia Vogel and Melody Kellogg, Secretary. Absent: Jana Barker.

Guests and staff members present: Marc Pate from the Office of the Oklahoma Attorney General, Connie Armstrong, Adrienne Butler, Christine Chen, Natalie Currie, Jan Davis, Vicki Mohr, Cindy Mooney, Wendy Noerdlinger, James Robison, Sara Schieman, Connie Terry, Judy Tirey, Rhonda Turley, Cathy Van Hoy and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the May 28, 2020 special meeting was transmitted to the Oklahoma Secretary of State on May 21, 2020. Public notice of this meeting, together with the agenda, was posted May 21, 2020 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 NE 18 Street, Oklahoma City.

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

Kellogg explained many of the public libraries are concerned about not being able to meet the State Aid requirements because of the reduction in staff hours and partial closures during the pandemic.

Kellogg said ODL consulted the Office of the Oklahoma Attorney General and the Secretary of State and Education who advised to address this with emergency rules. The proposed emergency rules are recommended to ensure the ODL Board can fulfill its responsibility and the agency can continue to provide some level of financial support to libraries in their time of greatest need. Kellogg noted it is possible that not one public library will be eligible for State Aid funding in the coming fiscal year if we do not pursue the emergency rules. These emergency rules will be effective through September 14, 2021, unless superseded by another rule or disapproved by the Legislature.

Chair Moss asked for a motion to approve proposed Emergency Rules for Title 405 Oklahoma Department of Libraries Chapter 25 to address emergency situations impacting eligibility. Robin moved to approve, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair

Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve Emergency Rules for Title 405 Oklahoma Department of Libraries Chapter 25.

Consideration of and possible action on CARES Act Funding Proposal

Kellogg said the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding of \$357,546 was allotted to ODL as the State Library Administrative Agency for Oklahoma. The Institute of Museum and Library Services (IMLS) distributed the funding based on population. ODL worked with museum and tribal partners and together decided to distribute a survey to all eligible entities and determine individual organization needs. Based on the survey, it was determined to propose two grant programs.

Kellogg said the PPE Grant for protective equipment and supplies will be the first with a dedicated \$60,000. The grant will help entities that qualify to purchase materials and supplies that help ensure a safe environment for library and museum visitors and staff. This grant will be awarded on a first-come, first-served basis. Organizations with a single site can apply for up to \$1,000. Organizations with multiple sites can apply for up to \$1,000 per site for a maximum of \$4,000. There will be a very short turnaround for entities to apply and then the “Digital Inclusion Grant” will be announced. This grant will be offered to public libraries, tribal libraries, museums and literacy programs. A total of \$296,301 will be set aside for the Digital Inclusion Grant which will be awarded on a ranking system based on unemployment, poverty rate and broadband availability using information provided by IMLS. Grant amounts will be based on the size of the operating budget of the organization.

Denney asked what makes an entity eligible to receive these funds. Wendy Noerdlinger with the Office of Library Development said the organization must have one or more paid staff members, regular open hours, a dedicated facility for library or museum purposes, and an annual budget with funding for library materials (public and tribal libraries only). Vogel asked how the libraries can spend the money from the “Digital Inclusion Grant.” Kellogg said the grant will permit organizations to purchase items to help network connectivity and shrink the digital gap in communities. Robin asked if the application process allows enough time for organizations to clarify particular needs. Kellogg said the drafted application is very simple and asks the entities to list items with a short description and estimated costs. Staff anticipate that there may be a need to work with some of the grantees on final equipment orders.

Vice Chair Vogel noted that some of the smaller sites may need assistance with funding installation costs as well.

Chair Moss asked for a motion to approve the CARES Act Funding Proposal. Chair Vogel moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve the CARES Act funding proposal.

Consideration of and possible action on proposed budget based on 4% reduction in State Appropriations for FY2021

Kellogg said ODL's appropriation for FY2021 is \$4,346,315, which is a 4% reduction from FY2020 and will cause a budget impact of \$181,096. Kellogg said it has become very difficult to absorb reductions due to repeated cuts to the budget over the last twelve years.

Kellogg presented some of the areas that will be reduced on the summary of the proposed budget. Personnel Services can be reduced 3.03% by leaving some vacancies unfilled to hopefully save \$73,543.28. Travel expenses were reduced by 9.39%. The Information Technology Service budget was not cut due to the continued increase in costs for equipment and services. The budget for Library Resources has been drastically cut over the last twelve years and will see another reduction in library materials. The proposed budget includes eliminating one of the state vehicles leased from Fleet Management. Kellogg also noted that not all of the information has been received by the agency for inclusion in the proposed budget. Other increases may still need to be included in the final Budget Work Program.

Kellogg asked board members if the format of the budget summary was helpful. All members agreed it gave them a chance to see the real impact and how it affects the agency. Chair Moss added that it appeared to be thoughtfully prepared with cuts applied fairly to multiple areas.

Chair Phil Moss asked for a motion to approve the proposed budget based on a 4% reduction in State Appropriations for FY2021. Dace moved to approve, seconded by Vice Chair Vogel. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve the proposed budget based on a 4% reduction in State Appropriations for FY2021.

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

Chair Moss asked for 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. Chair Vogel moved to approve, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director.

Action to return to open session

Chair Moss asked for motion to return to open session. Vice Chair Vogel moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion passed to approve to return to open session.

Consideration, discussion, and possible action on matters considered in executive session

Chair Moss said the ODL board members had the opportunity to evaluate the ODL Director, Melody Kellogg. Chair Moss praised Kellogg highly for a job well done, especially during this difficult time. Chair Moss announced there would be no changes to the Director's compensation package due to the budget, not because she doesn't deserve it.

Chair Moss moved to retain the Director with no change in salary at this time. Shannon seconded the motion. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker. The motion carried.

There being no additional business, Chair Moss adjourned the meeting.

The next ODL Board meeting is scheduled for June 12, 2020 at 10:00 a.m. If still allowed, the meeting will be held virtually via Zoom.

Melody A. Kellogg, Secretary

UPDATED FINANCIAL REPORT

OKLAHOMA DEPARTMENT OF LIBRARIES

Operating Budget Comparison by Department and Account for SFY2020

as of May 31, 2020

Department: 1000001-Administration

SFY2020

Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %
511 Salary Expense	333,277	292,708.99	0	292,708.99	40,568.24	87.83
512 Insur.Prem-Hlth-Life,etc	57,145	48,213.03	0	48,213.03	8,931.57	84.37
513 FICA-Retirement Contributi	78,647	66,531.61	0	66,531.61	12,114.92	84.6
515 Professional Services	92,633	72,956.83	11,536.34	84,493.17	8,139.47	91.21
519 Inter/Intra Agy Pmt-Pers S	3,300	2,209.83	1,090.17	3,300.00	0.00	100
521 Travel - Reimbursements	4,300	1,978.27	0	1,978.27	2,321.73	46.01
522 Travel - Agency Direct Pmt	14,900	4,516.39	0	4,516.39	10,383.61	30.31
531 Misc. Administrative Expen	17,213	14,968.98	1,488.62	16,457.60	755.40	95.61
532 Rent Expense	1,500	1,714.91	691.83	2,406.74	(906.74)	160.45
533 Maintenance & Repair Expen	1,250	594.87	0	594.87	655.13	47.59
535 Production,Safety,Security	500	178.59	0	178.59	321.41	35.72
536 General Operating Expenses	11,850	7,107.27	259.35	7,366.62	4,483.38	62.17
541 Office Furniture & Equipme	3,000	0	0	0	3,000.00	0
601 AFP Encumbrances	0	0	9,224.84	9,224.84	(9,224.84)	
	619,514	513,679.57	24,291.15	537,970.72	81,543.28	86.84
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	579,708	489,743.76	17,489.48	507,233.24	72,474.76	87.5
19911 FY19 Carryover	27,306	20,502.84	1,200.00	21,702.84	5,603.16	79.48
20000 Revolving Fund	12,500	3,432.97	5,601.67	9,034.64	3,465.36	72.28
	619,514	513,679.57	24,291.15	537,970.72	81,543.28	86.84

Department: 1000003 - Public Information

SFY2020

Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %
511 Salary Expense	204,615	188,068.32	0	188,068.32	16,546.53	91.91
512 Insur.Prem-Hlth-Life,etc	46,402	42,929.88	0	42,929.88	3,472.08	92.52
513 FICA-Retirement Contributi	49,606	45,515.26	0	45,515.26	4,091.10	91.75
515 Professional Services	750	0	0	0	750.00	0
521 Travel - Reimbursements	1,100	0	0	0	1,100.00	0
522 Travel - Agency Direct Pmt	4,500	416	0	416	4,084.00	9.24
531 Misc. Administrative Expen	3,875	333.45	0	333.45	3,541.38	8.61
532 Rent Expense	750	800	0	800	(50.00)	106.67
536 General Operating Expenses	3,193	220.11	158.4	378.51	2,814.49	11.85
601 AFP Encumbrances	0	0	2,830.89	2,830.89	(2,830.89)	
	314,791	278,283.02	2,989.29	281,272.31	33,518.69	89.35
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	309,098	277,903.02	1,769.29	279,672.31	29,425.69	90.48
19911 FY19 Carryover	3,200	380	1,220.00	1,600.00	1,600.00	50
20000 Revolving Fund	2,493	0	0	0	2,493.00	0
	314,791	278,283.02	2,989.29	281,272.31	33,518.69	89.35
Division Totals 10 - Administration	934,305	791,962.59	27,280.44	819,243.03	115,061.97	87.68

UPDATED FINANCIAL REPORT

Department: 2000001 - Public Library Development							
SFY2020							
Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %	
511 Salary Expense	351,277	322,693.31	0	322,693.31	28,583.34	91.86	
512 Insur.Prem-Hlth-Life,etc	63,555	58,983.14	0	58,983.14	4,572.34	92.81	
513 FICA-Retirement Contributi	85,526	78,099.62	0	78,099.62	7,426.40	91.32	
515 Professional Services	91,998	139,584.21	31,778.35	171,362.56	(79,364.53)	186.27	
521 Travel - Reimbursements	21,162	2,807.20	0	2,807.20	18,354.80	13.27	
522 Travel - Agency Direct Pmt	23,411	7,219.15	127.78	7,346.93	16,064.07	31.38	
531 Misc. Administrative Expen	47,327	32,150.76	70,428.53	102,579.29	(55,252.29)	216.75	
532 Rent Expense	13,250	10,038.70	3,409.30	13,448.00	(198.00)	101.49	
533 Maintenance & Repair Expen	250	0	0	0	250.00	0	
534 Specialized Sup & Mat.Expe	2,750	1,001.44	1,248.56	2,250.00	500.00	81.82	
536 General Operating Expenses	84,612	4,156.30	22,681.35	26,837.65	57,774.35	31.72	
542 Library Equipment-Resource	63,345	34,807.06	0	34,807.06	28,537.94	54.95	
553 Refunds,Idemnities,Restitu	0	197.75	0	197.75	(197.75)		
555 Pmts-Local Gov't,Non-Profi	1,799,034	1,582,977.86	0	1,582,977.86	216,055.96	87.99	
601 AFP Encumbrances	0	0	92,741.45	92,741.45	(92,741.45)		
	2,647,497	2,274,716.50	222,415.32	2,497,131.82	150,365.18	94.32	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	2,048,632	1,937,946.38	71,717.91	2,009,664.29	38,967.71	98.1	
19911 FY19 Carryover	6,400	5,082.81	507.55	5,590.36	809.64	87.35	
20000 Revolving Fund	50,383	8,734.51	27,754.73	36,489.24	13,893.76	72.42	
40000 Federal Library Funds	542,082	322,952.80	122,435.13	445,387.93	96,694.07	82.16	
	2,647,497	2,274,716.50	222,415.32	2,497,131.82	150,365.18	94.32	
Department: 2000002 - Literacy							
SFY2020							
Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %	
511 Salary Expense	92,455	85,158.75	0	85,158.75	7,296.23	92.11	
512 Insur.Prem-Hlth-Life,etc	23,445	21,589.68	0	21,589.68	1,855.08	92.09	
513 FICA-Retirement Contributi	23,012	21,034.18	0	21,034.18	1,977.71	91.41	
515 Professional Services	64,770	29,303.33	21,583.90	50,887.23	13,882.50	78.57	
521 Travel - Reimbursements	15,656	15,835.08	0	15,835.08	(179.44)	101.15	
522 Travel - Agency Direct Pmt	5,000	1,175.75	0	1,175.75	3,824.25	23.52	
531 Misc. Administrative Expen	11,000	6,358.90	10	6,368.90	4,631.10	57.9	
536 General Operating Expenses	83,875	14,884.68	0	14,884.68	68,990.32	17.75	
541 Office Furniture & Equipme	0	727.67	0	727.67	(727.67)		
542 Library Equipment-Resource	0	30,308.42	0	30,308.42	(30,308.42)		
555 Pmts-Local Gov't,Non-Profi	913,175	580,196.98	1,200.00	581,396.98	331,778.02	63.67	
601 AFP Encumbrances	0	0	212,223.47	212,223.47	(212,223.47)		
	1,232,387	806,573.42	235,017.37	1,041,590.79	190,796.21	84.52	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	213,462	184,075.25	26,384.39	210,459.64	3,002.36	98.59	
20000 Revolving Fund	83,362	33,143.67	7,985.16	41,128.83	42,233.17	49.34	
40000 Federal Library Funds	475,815	405,972.08	73,994.16	479,966.24	(4,151.24)	100.87	
40500 Federal Pass Through Funds	459,748	183,382.42	126,653.66	310,036.08	149,711.92	67.44	
	1,232,387	806,573.42	235,017.37	1,041,590.79	190,796.21	84.52	

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Department: 2000004 - Library Resources

SFY2020

Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %
511 Salary Expense	343,997	315,673.80	0	315,673.80	28,323.37	91.77
512 Insur.Prem-Hlth-Life,etc	90,367	82,422.92	0	82,422.92	7,944.52	91.21
513 FICA-Retirement Contributi	84,994	77,256.54	0	77,256.54	7,737.49	90.9
515 Professional Services	26,996	20,019.46	4,213.40	24,232.86	2,763.32	89.76
521 Travel - Reimbursements	2,200	0	0	0	2,200.00	0
522 Travel - Agency Direct Pmt	7,950	459.01	0	459.01	7,490.99	5.77
531 Misc. Administrative Expen	109,589	75,004.72	4,000.34	79,005.06	30,583.94	72.09
535 Production,Safety,Security	0	29.99	0	29.99	(29.99)	
536 General Operating Expenses	4,400	2,378.47	149	2,527.47	1,872.53	57.44
541 Office Furniture & Equipme	1,200	0	0	0	1,200.00	0
542 Library Equipment-Resource	105,808	67,127.36	37,978.25	105,105.61	702.27	99.34
555 Pmts-Local Gov't,Non-Profi	85,000	3,100.00	0	3,100.00	81,900.18	3.65
601 AFP Encumbrances	0	0	25,533.15	25,533.15	(25,533.15)	
	862,502	643,472.27	71,874.14	715,346.41	147,155.47	82.94
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	680,147	562,290.59	67,122.15	629,412.74	50,734.26	92.54
19911 FY19 Carryover	36,001	15,734.01	2,665.99	18,400.00	17,600.88	51.11
20000 Revolving Fund	2,000	0	100	100	1,900.00	5
40000 Federal Library Funds	144,354	65,447.67	1,986.00	67,433.67	76,920.33	46.71
	862,502	643,472.27	71,874.14	715,346.41	147,155.47	82.94
Division Totals 20 - Services to Libraries	4,742,386	3,724,762.19	529,306.83	4,254,069.02	488,316.86	89.7

Department: 3000001 - Record Management

SFY2020

Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %
515 Professional Services	39,964	32,499.97	4,633.72	37,133.69	2,830.31	92.92
531 Misc. Administrative Expen	17,100	9,979.86	0	9,979.86	7,120.14	58.36
532 Rent Expense	98,791	90,557.83	8,232.53	98,790.36	0.64	100
533 Maintenance & Repair Expen	31,020	6,952.21	835.75	7,787.96	23,232.04	25.11
535 Production,Safety,Security	700	102.78	0	102.78	597.22	14.68
536 General Operating Expenses	5,000	121.05	0	121.05	4,878.95	2.42
601 AFP Encumbrances	0	0	10,631.92	10,631.92	(10,631.92)	
	192,575	140,213.70	24,333.92	164,547.62	28,027.38	85.45
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	0	964.19	0	964.19	(964.19)	
20000 Revolving Fund	192,575	139,249.51	24,333.92	163,583.43	28,991.57	84.95
	192,575	140,213.70	24,333.92	164,547.62	28,027.38	85.45

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Department: 3000002 - Archives

SFY2020

Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %
511 Salary Expense	235,022	189,637.18	0	189,637.18	45,384.70	80.69
512 Insur.Prem-Hlth-Life,etc	55,640	44,488.01	0	44,488.01	11,151.91	79.96
513 FICA-Retirement Contributi	56,782	45,223.00	0	45,223.00	11,559.30	79.64
515 Professional Services	11,815	5,461.93	81.69	5,543.62	6,271.66	46.92
521 Travel - Reimbursements	5,031	145	0	145	4,886.00	2.88
522 Travel - Agency Direct Pmt	11,250	4,263.20	0	4,263.20	6,986.80	37.9
531 Misc. Administrative Expen	3,400	4,319.83	0	4,319.83	(919.83)	127.05
536 General Operating Expenses	6,428	5,230.75	0	5,230.75	1,196.87	81.38
542 Library Equipment-Resource	0	49.37	0	49.37	(49.37)	
555 Pmts-Local Gov't,Non-Profi	35,864	4,234.87	0	4,234.87	31,629.13	11.81
601 AFP Encumbrances	0	0	25,494.68	25,494.68	(25,494.68)	
	421,232	303,053.14	25,576.37	328,629.51	92,602.49	78.02
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	297,658	232,763.84	3,936.08	236,699.92	60,958.08	79.52
19911 FY19 Carryover	3,200	1,048.20	701.8	1,750.00	1,450.00	54.69
20000 Revolving Fund	59,454	51,885.97	0	51,885.97	7,568.03	87.27
41000 Fed Grt Funds Special Proj	60,920	17,355.13	20,938.49	38,293.62	22,626.38	62.86
	421,232	303,053.14	25,576.37	328,629.51	92,602.49	78.02

Department: 3000003 - Oklahoma Public Clearing

SFY2020

Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %
511 Salary Expense	47,417	43,509.89	0	43,509.89	3,907.43	91.76
512 Insur.Prem-Hlth-Life,etc	7,225	6,712.98	0	6,712.98	511.98	92.91
513 FICA-Retirement Contributi	11,681	10,685.33	0	10,685.33	995.22	91.48
521 Travel - Reimbursements	500	281.6	0	281.6	218.40	56.32
522 Travel - Agency Direct Pmt	1,850	245.64	0	245.64	1,604.36	13.28
536 General Operating Expenses	249	197.5	0	197.5	51.67	79.26
601 AFP Encumbrances	0	0	1,456.96	1,456.96	(1,456.96)	
	68,922	61,632.94	1,456.96	63,089.90	5,832.10	91.54
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	67,322	61,632.94	656.96	62,289.90	5,032.10	92.53
19911 FY19 Carryover	1,600	0	800	800	800.00	50
	68,922	61,632.94	1,456.96	63,089.90	5,832.10	91.54

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Department: 3000004 - US Government Documents

SFY2020							
Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %	
511 Salary Expense	87,146	80,191.77	0	80,191.77	6,954.18	92.02	
512 Insur.Prem-Hlth-Life,etc	15,627	14,501.04	0	14,501.04	1,125.84	92.8	
513 FICA-Retirement Contributi	20,456	18,996.33	0	18,996.33	1,459.91	92.86	
515 Professional Services	0	87.82	0	87.82	(87.82)		
521 Travel - Reimbursements	500	1,152.50	0	1,152.50	(652.50)	230.5	
522 Travel - Agency Direct Pmt	1,850	348.74	0	348.74	1,501.26	18.85	
536 General Operating Expenses	250	221.04	0	221.04	28.89	88.44	
541 Office Furniture & Equipme	0	62.33	0	62.33	(62.33)		
601 AFP Encumbrances	0	0	1,149.85	1,149.85	(1,149.85)		
	125,829	115,561.57	1,149.85	116,711.42	9,117.58	92.75	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	124,229	114,158.92	1,000.00	115,158.92	9,070.08	92.7	
19911 FY19 Carryover	1,600	1,402.65	149.85	1,552.50	47.50	97.03	
	125,829	115,561.57	1,149.85	116,711.42	9,117.58	92.75	
Division Totals 30 - Government Info Svcs	808,558	620,461.35	52,517.10	672,978.45	135,579.55	83.23	

Department: 8800010 - ISD DP - Admin MIS

SFY2020							
Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %	
515 Professional Services	135,100	92,450.10	34,855.90	127,306.00	7,794.00	94.23	
531 Misc. Administrative Expen	5,734	5,056.17	0	5,056.17	677.83	88.18	
532 Rent Expense	4,000	3,083.64	832.89	3,916.53	83.47	97.91	
533 Maintenance & Repair Expen	2,950	543	0	543	2,407.00	18.41	
536 General Operating Expenses	500	766.78	0	766.78	(266.78)	153.36	
541 Office Furniture & Equipme	84,355	1,113.45	48,967.11	50,080.56	34,274.44	59.37	
601 AFP Encumbrances	0	0	6,049.08	6,049.08	(6,049.08)		
	232,639	103,013.14	90,704.98	193,718.12	38,920.88	83.27	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	138,184	103,013.14	31,737.87	134,751.01	3,432.99	97.52	
19911 FY19 Carryover	84,455	0	48,967.11	48,967.11	35,487.89	57.98	
20000 Revolving Fund	10,000	0	10,000.00	10,000.00	0.00	100	
	232,639	103,013.14	90,704.98	193,718.12	38,920.88	83.27	

Department: 8800020 - ISD DP - Statewide Electronic

SFY2020							
Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %	
515 Professional Services	6,750	0	0	0	6,750.00	0	
531 Misc. Administrative Expen	1,024,320	676,996.66	287,889.91	964,886.57	59,433.43	94.2	
532 Rent Expense	11,650	7,706.77	2,075.99	9,782.76	1,867.24	83.97	
533 Maintenance & Repair Expen	20,280	10,449.93	3,347.69	13,797.62	6,482.38	68.04	
536 General Operating Expenses	0	2,118.88	0	2,118.88	(2,118.88)		
541 Office Furniture & Equipme	500	2,335.00	25,913.50	28,248.50	(27,748.50)	5649.7	
601 AFP Encumbrances	0	0	25,387.07	25,387.07	(25,387.07)		
	1,063,500	699,607.24	344,614.16	1,044,221.40	19,278.60	98.19	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	68,371	56,396.93	10,192.59	66,589.52	1,781.48	97.39	
40000 Federal Library Funds	995,129	643,210.31	334,313.57	977,631.88	17,497.12	98.24	
	1,063,500	699,607.24	344,506.16	1,044,221.40	19,278.60	98.19	

UPDATED FINANCIAL REPORT

Department: 8800030 - IT Government Services							
SFY2020							
Account	Budget	Expenses	Encumbrances	Total Exp+ Enc+Pre-Enc	Annual Variance	Annual %	
531 Misc. Administrative Expen	20,000	1,694.68	18,105.32	19,800.00	200.00	99	
532 Rent Expense	2,950	1,331.31	369.95	1,701.26	1,248.74	57.67	
533 Maintenance & Repair Expen	950	381.58	169.88	551.46	398.54	58.05	
	23,900	3,407.57	18,645.15	22,052.72	1,847.28	92.27	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	600	216.36	12.98	229.34	370.66	38.22	
20000 Revolving Fund	23,300	3,191.21	18,632.17	21,823.38	1,476.62	93.66	
	23,900	3,407.57	18,645.15	22,052.72	1,847.28	92.27	
Division Totals	88 - IT Services	1,320,039	806,027.95	453,856.29	1,259,992.24	60,046.76	95.45
Bus Unit Totals	43000	7,805,288	5,943,214.08	1,063,068.66	7,006,282.74	799,005.14	89.76

OKLAHOMA DEPARTMENT OF LIBRARIES

**Operating Budget Comparison by Department and Account for SFY2020
as of March 31, 2020**

Dept:	1000001-Administration	SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
511 Salary Expense	333,277	243,772.27	0	243,772.27	89,504.96	73.14	
512 Insur.Prem-Hlth-Life,etc	57,145	39,591.83	0	39,591.83	17,552.77	69.28	
513 FICA-Retirement Contributi	78,647	54,649.00	0	54,649.00	23,997.53	69.49	
515 Professional Services	92,633	42,579.78	41,913.39	84,493.17	8,139.47	91.21	
519 Inter/Intra Agy Pmt-Pers S	3,300	1,724.29	1,575.71	3,300.00	-	100	
521 Travel - Reimbursements	4,300	1,978.27	0	1,978.27	2,321.73	46.01	
522 Travel - Agency Direct Pmt	14,900	3,706.75	0	3,706.75	11,193.25	24.88	
531 Misc. Administrative Expen	17,213	14,968.98	1,488.62	16,457.60	755.40	95.61	
532 Rent Expense	1,500	1,658.91	747.83	2,406.74	(906.74)	160.45	
533 Maintenance & Repair Expen	1,250	251.4	0	251.4	998.60	20.11	
535 Production,Safety,Security	500	178.59	0	178.59	321.41	35.72	
536 General Operating Expenses	11,850	5,184.39	259.35	5,443.74	6,406.26	45.94	
541 Office Furniture & Equipme	3,000	0	0	0	3,000.00	0	
601 AFP Encumbrances	0	0	8,491.19	8,491.19	(8,491.19)	~	
	619,514	410,244.46	54,476.09	464,720.55	154,793.45	75.01	
					Annual	Annual	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
19001 GRF-Duties	579,708	387,118.29	47,674.42	434,792.71	144,915.29	75	
19911 FY19 Carryover	27,306	19,693.20	1,200.00	20,893.20	6,412.80	76.52	
20000 Revolving Fund	12,500	3,432.97	5,601.67	9,034.64	3,465.36	72.28	
	619,514	410,244.46	54,476.09	464,720.55	154,793.45	75.01	
Dept:	1000003 - Public Information	SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
511 Salary Expense	204,615	152,249.16	0	152,249.16	52,365.69	74.41	
512 Insur.Prem-Hlth-Life,etc	46,402	35,038.32	0	35,038.32	11,363.64	75.51	
513 FICA-Retirement Contributi	49,606	36,816.50	0	36,816.50	12,789.86	74.22	
515 Professional Services	750	0	0	0	750.00	0	
521 Travel - Reimbursements	1,100	0	0	0	1,100.00	0	
522 Travel - Agency Direct Pmt	4,500	416	0	416	4,084.00	9.24	
531 Misc. Administrative Expen	3,875	333.45	0	333.45	3,541.38	8.61	
532 Rent Expense	750	800	0	800	(50.00)	106.67	
536 General Operating Expenses	3,193	220.11	158.4	378.51	2,814.49	11.85	
601 AFP Encumbrances	0	0	2,830.89	2,830.89	(2,830.89)	~	
	314,791	225,873.54	2,989.29	228,862.83	85,928.17	72.7	
					Annual	Annual	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
19001 GRF-Duties	309,098	225,493.54	1,769.29	227,262.83	81,835.17	73.52	
19911 FY19 Carryover	3,200	380	1,220.00	1,600.00	1,600.00	50	
20000 Revolving Fund	2,493	0	0	0	2,493.00	0	
	314,791	225,873.54	2,989.29	228,862.83	85,928.17	72.7	
Division Total	10	934,305	636,118.00	57,465.38	693,583.38	240,721.62	74.24

Dept: 2000001-Public Lib Development		SFY2020			Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%
511 Salary Expense	351,277	266,144.55	0	266,144.55	85,132.10	75.76
512 Insur.Prem-Hlth-Life,etc	63,555	48,100.98	0	48,100.98	15,454.50	75.68
513 FICA-Retirement Contributi	85,526	64,425.67	0	64,425.67	21,100.35	75.33
515 Professional Services	91,998	129,305.66	40,431.50	169,737.16	(77,739.13)	184.5
521 Travel - Reimbursements	21,162	2,807.20	0	2,807.20	18,354.80	13.27
522 Travel - Agency Direct Pmt	23,411	7,175.90	146.03	7,321.93	16,089.07	31.28
531 Misc. Administrative Expen	47,327	32,150.76	36,536.03	68,686.79	(21,359.79)	145.13
532 Rent Expense	13,250	8,934.70	4,513.30	13,448.00	(198.00)	101.49
533 Maintenance & Repair Expen	250	0	0	0	250.00	0
534 Specialized Sup & Mat.Expe	2,750	932.96	1,317.04	2,250.00	500.00	81.82
536 General Operating Expenses	84,612	4,156.30	22,681.35	26,837.65	57,774.35	31.72
542 Library Equipment-Resource	63,345	34,807.06	0	34,807.06	28,537.94	54.95
553 Refunds,Idemnities,Restitu	0	197.75	0	197.75	(197.75)	~
555 Pmts-Local Gov't,Non-Profi	1,799,034	1,173,584.86	0	1,173,584.86	625,448.96	65.23
601 AFP Encumbrances	0	0	503,166.54	503,166.54	(503,166.54)	~
	2,647,497	1,772,724.35	608,791.79	2,381,516.14	265,980.86	89.95
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	2,048,632	1,447,230.00	492,605.19	1,939,835.19	108,796.81	94.69
19911 FY19 Carryover	6,400	5,082.81	1,317.19	6,400.00	0	100
20000 Revolving Fund	50,383	8,734.51	17,754.73	26,489.24	23,893.76	52.58
40000 Federal Library Funds	542,082	311,677.03	97,114.68	408,791.71	133,290.29	75.41
	2,647,497	1,772,724.35	608,791.79	2,381,516.14	265,980.86	89.95
Dept: 2000002 - Literacy		SFY2020			Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%
511 Salary Expense	92,455	70,566.25	0	70,566.25	21,888.73	76.32
512 Insur.Prem-Hlth-Life,etc	23,445	17,642.76	0	17,642.76	5,802.00	75.25
513 FICA-Retirement Contributi	23,012	17,429.55	0	17,429.55	5,582.34	75.74
515 Professional Services	64,770	26,067.41	24,819.82	50,887.23	13,882.50	78.57
521 Travel - Reimbursements	15,656	15,835.08	0	15,835.08	(179.44)	101.15
522 Travel - Agency Direct Pmt	5,000	1,175.75	5,510.00	6,685.75	(1,685.75)	133.72
531 Misc. Administrative Expen	11,000	6,108.90	3,602.50	9,711.40	1,288.60	88.29
536 General Operating Expenses	83,875	14,853.97	0	14,853.97	69,021.03	17.71
541 Office Furniture & Equipme	0	727.67	0	727.67	(727.67)	~
542 Library Equipment-Resource	0	30,308.42	0	30,308.42	(30,308.42)	~
555 Pmts-Local Gov't,Non-Profi	913,175	552,163.41	1,200.00	553,363.41	359,811.59	60.6
601 AFP Encumbrances	0	0	240,287.75	240,287.75	(240,287.75)	~
	1,232,387	752,879.17	275,420.07	1,028,299.24	204,087.76	83.44
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %
19001 GRF-Duties	213,462	170,370.69	36,297.11	206,667.80	6,794.20	96.82
20000 Revolving Fund	83,362	32,862.96	17,118.37	49,981.33	33,380.67	59.96
40000 Federal Library Funds	475,815	385,674.67	75,939.36	461,614.03	14,200.97	97.02
40500 Federal Pass Through Funds	459,748	163,970.85	146,065.23	310,036.08	149,711.92	67.44
	1,232,387	752,879.17	275,420.07	1,028,299.24	204,087.76	83.44

Dept: 2000004-Library Resources		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
511 Salary Expense	343,997	256,899.84	0	256,899.84	87,097.33	74.68	
512 Insur.Prem-Hlth-Life,etc	90,367	67,544.06	0	67,544.06	22,823.38	74.74	
513 FICA-Retirement Contributi	84,994	62,914.52	0	62,914.52	22,079.51	74.02	
515 Professional Services	26,996	15,367.81	7,089.80	22,457.61	4,538.57	83.19	
521 Travel - Reimbursements	2,200	0	0	0	2,200.00	0	
522 Travel - Agency Direct Pmt	7,950	734.01	0	734.01	7,215.99	9.23	
531 Misc. Administrative Expen	109,589	69,596.57	8,952.50	78,549.07	31,039.93	71.68	
536 General Operating Expenses	4,400	2,251.82	275.65	2,527.47	1,872.53	57.44	
541 Office Furniture & Equipme	1,200	0	0	0	1,200.00	0	
542 Library Equipment-Resource	105,808	56,087.12	41,588.39	97,675.51	8,132.37	92.31	
555 Pmts-Local Gov't,Non-Profi	85,000	3,100.00	0	3,100.00	81,900.18	3.65	
601 AFP Encumbrances	0	0	30,095.78	30,095.78	(30,095.78) ~		
	862,502	534,495.75	88,002.12	622,497.87	240,004.01	72.17	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	680,147	465,179.38	80,944.91	546,124.29	134,022.71	80.3	
19911 FY19 Carryover	36,001	15,734.01	2,665.99	18,400.00	17,600.88	51.11	
20000 Revolving Fund	2,000	0	100	100	1,900.00	5	
40000 Federal Library Funds	144,354	53,582.36	4,291.22	57,873.58	86,480.42	40.09	
	862,502	534,495.75	88,002.12	622,497.87	240,004.01	72.17	
Division Total	20 4,742,386	3,060,099.27	972,213.98	4,032,313.25	710,072.63	85.03	
Dept: 3000001-Record Management		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
515 Professional Services	39,964	26,028.57	11,105.12	37,133.69	2,830.31	92.92	
531 Misc. Administrative Expen	17,100	9,587.87	0	9,587.87	7,512.13	56.07	
532 Rent Expense	98,791	74,092.77	24,697.59	98,790.36	0.64	100	
533 Maintenance & Repair Expen	31,020	6,827.21	960.75	7,787.96	23,232.04	25.11	
535 Production,Safety,Security	700	102.78	0	102.78	597.22	14.68	
536 General Operating Expenses	5,000	121.05	0	121.05	4,878.95	2.42	
601 AFP Encumbrances	0	0	11,023.91	11,023.91	(11,023.91) ~		
	192,575	116,760.25	47,787.37	164,547.62	28,027.38	85.45	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	0	830.76	0	830.76	(830.76) ~		
20000 Revolving Fund	192,575	115,929.49	47,787.37	163,716.86	28,858.14	85.01	
	192,575	116,760.25	47,787.37	164,547.62	28,027.38	85.45	

Dept: 3000002-Archives		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
511 Salary Expense	235,022	153,618.96	0	153,618.96	81,402.92	65.36	
512 Insur.Prem-Hlth-Life,etc	55,640	36,538.83	0	36,538.83	19,101.09	65.67	
513 FICA-Retirement Contributi	56,782	36,616.42	0	36,616.42	20,165.88	64.49	
515 Professional Services	11,815	4,593.62	950	5,543.62	6,271.66	46.92	
521 Travel - Reimbursements	5,031	145	0	145	4,886.00	2.88	
522 Travel - Agency Direct Pmt	11,250	3,585.60	0	3,585.60	7,664.40	31.87	
531 Misc. Administrative Expen	3,400	4,034.64	0	4,034.64	(634.64)	118.67	
536 General Operating Expenses	6,428	4,149.68	0	4,149.68	2,277.94	64.56	
542 Library Equipment-Resource	0	49.37	0	49.37	(49.37)	~	
555 Pmts-Local Gov't,Non-Profi	35,864	1,250.00	0	1,250.00	34,614.00	3.49	
601 AFP Encumbrances	0	0	30,523.41	30,523.41	(30,523.41)	~	
	421,232	244,582.12	31,473.41	276,055.53	145,176.47	65.54	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	297,658	187,316.75	6,170.65	193,487.40	104,170.60	65	
19911 FY19 Carryover	3,200	955.6	794.4	1,750.00	1,450.00	54.69	
20000 Revolving Fund	59,454	42,524.51	0	42,524.51	16,929.49	71.53	
41000 Fed Grt Funds Special Proj	60,920	13,785.26	24,508.36	38,293.62	22,626.38	62.86	
	421,232	244,582.12	31,473.41	276,055.53	145,176.47	65.54	
Dept: 3000003-OK Publications Clearin		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
511 Salary Expense	47,417	35,674.59	0	35,674.59	11,742.73	75.24	
512 Insur.Prem-Hlth-Life,etc	7,225	5,472.78	0	5,472.78	1,752.18	75.75	
513 FICA-Retirement Contributi	11,681	8,761.11	0	8,761.11	2,919.44	75.01	
521 Travel - Reimbursements	500	281.6	0	281.6	218.40	56.32	
522 Travel - Agency Direct Pmt	1,850	245.64	0	245.64	1,604.36	13.28	
536 General Operating Expenses	249	197.5	0	197.5	51.67	79.26	
601 AFP Encumbrances	0	0	1,456.96	1,456.96	(1,456.96)	~	
	68,922	50,633.22	1,456.96	52,090.18	16,831.82	75.58	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	67,322	50,633.22	656.96	51,290.18	16,031.82	76.19	
19911 FY19 Carryover	1,600	0	800	800	800	50	
	68,922	50,633.22	1,456.96	52,090.18	16,831.82	75.58	

Dept: 3000004-US Govt Doc		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
511 Salary Expense	87,146	62,439.15	0	62,439.15	24,706.80	71.65	
512 Insur.Prem-Hlth-Life,etc	15,627	11,826.00	0	11,826.00	3,800.88	75.68	
513 FICA-Retirement Contributi	20,456	14,777.53	0	14,777.53	5,678.71	72.24	
515 Professional Services	0	87.82	0	87.82	(87.82)	~	
521 Travel - Reimbursements	500	1,152.50	0	1,152.50	(652.50)	230.5	
522 Travel - Agency Direct Pmt	1,850	348.74	0	348.74	1,501.26	18.85	
536 General Operating Expenses	250	23.59	0	23.59	226.34	9.44	
541 Office Furniture & Equipme	0	62.33	0	62.33	(62.33)	~	
601 AFP Encumbrances	0	0	1,149.85	1,149.85	(1,149.85)	~	
	125,829	90,717.66	1,149.85	91,867.51	33,961.49	73.01	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	124,229	89,315.01	1,000.00	90,315.01	33,913.99	72.7	
19911 FY19 Carryover	1,600	1,402.65	149.85	1,552.50	47.5	97.03	
	125,829	90,717.66	1,149.85	91,867.51	33,961.49	73.01	
Division Total	30	808,558	502,693.25	81,867.59	584,560.84	223,997.16	72.3

Dept: 8800010-ISD DP Amin		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
515 Professional Services	135,100	75,935.04	51,370.96	127,306.00	7,794.00	94.23	
531 Misc. Administrative Expen	5,734	5,056.17	0	5,056.17	677.83	88.18	
532 Rent Expense	4,000	3,083.64	832.89	3,916.53	83.47	97.91	
533 Maintenance & Repair Expen	2,950	418	0	418	2,532.00	14.17	
536 General Operating Expenses	500	766.78	0	766.78	(266.78)	153.36	
541 Office Furniture & Equipme	84,355	1,113.45	0	1,113.45	83,241.55	1.32	
601 AFP Encumbrances	0	0	6,174.08	6,174.08	(6,174.08)	~	
	232,639	86,373.08	58,377.93	144,751.01	87,887.99	62.22	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	138,184	86,373.08	48,377.93	134,751.01	3,432.99	97.52	
19911 FY19 Carryover	84,455	0	0	0	84,455.00	0	
20000 Revolving Fund	10,000	0	10,000.00	10,000.00	0	100	
	232,639	86,373.08	58,377.93	144,751.01	87,887.99	62.22	

Dept: 8800020- ISD DP Statewide		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
515 Professional Services	6,750	0	0	0	6,750.00	0	
531 Misc. Administrative Expen	1,024,320	661,986.80	302,899.77	964,886.57	59,433.43	94.2	
532 Rent Expense	11,650	5,374.22	4,408.54	9,782.76	1,867.24	83.97	
533 Maintenance & Repair Expen	20,280	10,071.65	3,541.29	13,612.94	6,667.06	67.12	
536 General Operating Expenses	0	2,118.88	0	2,118.88	(2,118.88)	~	
541 Office Furniture & Equipme	500	1,399.00	1044	2,443.00	(1,943.00)	488.6	
601 AFP Encumbrances	0	0	25,387.07	25,387.07	(25,387.07)	~	
	1,063,500	680,950.55	337,280.67	1,018,231.22	45,268.78	95.74	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual Variance	Annual %	
19001 GRF-Duties	68,371	46,602.42	19,802.42	66,404.84	1,966.16	97.12	
40000 Federal Library Funds	995,129	634,348.13	316,434.25	951,826.38	43,302.62	95.65	
	1,063,500	680,950.55	337,280.67	1,018,231.22	45,268.78	95.74	

Dept: 8800030-IT Govt Services		SFY2020				Annual	Annual
Account	Budget	Expenses	Encumbrance	Total Exp+Encum	Variance	%	
531 Misc. Administrative Expen	20,000	1,376.04	423.96	1,800.00	18,200.00	9	
532 Rent Expense	2,950	910.56	790.7	1,701.26	1,248.74	57.67	
533 Maintenance & Repair Expen	950	268.82	282.64	551.46	398.54	58.05	
	23,900	2,555.42	1,497.30	4,052.72	19,847.28	16.96	
Class Funding	Budget	Expenses	Encumbrance	Total Exp+Encum	Annual	Annual	
19001 GRF-Duties	600	216.36	12.98	229.34	370.66	38.22	
20000 Revolving Fund	23,300	2,339.06	1,484.32	3,823.38	19,476.62	16.41	
	23,900	2,555.42	1,497.30	4,052.72	19,847.28	16.96	
Division Total	88	1,320,039	769,879.05	397,155.90	1,167,034.95	153,004.05	88.41
Totals for Bus	43000	7,805,288	4,968,789.57	1,508,702.85	6,477,492.42	1,327,795.46	82.99

ODL Board Meeting
June 12, 2020

Report from the Director's Office

The Agency Activity Report (AAR) describes activities from March 1 to May 31 completed by ODL staff and entered by them. The standard meetings and activities were attended to by the Director and Deputy Director but may not be reflected on the AAR. During this extraordinarily busy period, the Director and Deputy Director have prioritized the following activities:

- FY2021 Budget and various budget cut scenarios
- Providing support and training while documenting ODL's purchasing processes and recordkeeping, essential for reporting to IMLS and other entities
- Implementing new workflow for PCard purchasing process that utilize Bank of America Works and enables telework and documentation compliance while reducing paper
- Implementing OMES approved digital signatures using Adobe Acrobat, enabling telework
- Transitioning agency staff to work from home or work safely in the building
- Drafting a Telework Policy, Procedure, Application and Agreement for staff to work from home after the declared emergency expires
- Transitioning the agency to deliver services by appointment
- Preparing the agency for various phases of reopening the building to walk-in visitors
- Drafting emergency rules and required accompanying documents to minimize the impact of the pandemic on public libraries' eligibility for State Aid
- Hosting regular all staff meetings (most weeks) to ensure communication and coordination among staff working in a different environment
- Ensuring the CARES Act Funding was used in a way that met the IMLS expectations
- Following the legislative session while maintaining social distance
- Coordinating with OMES to order computers to replace end of life units in use by staff and at public service points
- Preparing orientation packets in physical and digital formats for new ODL Board Members
- Preparing for special and regular meetings of the ODL Board

Agency Activity Report

March 1 – May 31, 2020

Events/Projects/Programs

2020 Census

OLR/Government Documents, PIO, LD, ADM

- Census Day announcement via e-mail blast and social media (04.01 Struby, Taylor, Young)
- Updates to *census.oklibraries.org* to reflect COVID-19 impact (04 Taylor, Woitte, Young)
- Census Awareness Days (May 1-3) via e-mail blast and social media, including templates and text for public libraries to share. (04.28-05.03 Struby, Taylor, Young)
- Ran social media campaigns “Census Awareness Days” and new Census PULSE survey about impact of COVID-19 on businesses in May.
- Computers in the library have signs and shortcuts to 2020 Census questionnaire. Responded to questions about how Census participation works.

ABC Book

PIO, OLR

- Packaged 200 plus proofs for the executive branch, judicial branch, and all state agencies, boards, and commissions to be sent out in June, 2020 (03.23 Armstrong)

ABC list (statutory required 74 O.S. 3917)

OLR (Chen, Mekins)

- Reading all enrolled legislation to compile the list which includes all agencies, boards, commissions, committees or other entities created or authorized by law, and all entities created by Governor’s Executive Order during legislative session, due on 30 days after legislative session sine die

Archives

ARM, ADM (Chambers, Davis, Hasenfratz, Tucker, Vaughn)

- Archives and Records Commission meeting (via Zoom); considered one new records disposition schedule, one records disposition authorization, and nine proposed records schedule amendments for ten agencies (04.16)
- Professional development completed by staff (see attached report). Sessions offered by the Society of American Archivists replaced in-person professional development out of state that was cancelled. Sessions offered by the National Association of Government Archivists and Records Administrators were offered at no cost in recognition of Records Management Month in April.

Audio-Visual Equipment

LD (Van Hoy)

- Zoom is now a part of our everyday life. Since March 18, Van Hoy has worked with Adrienne Butler, Rebecca Barker, Judy Tirey, PLDC, Archives, SOC, FOLIO, OBF, OLA Legislative, CARES, and ODL Board on setting up and securing 23 Zoom meetings as well as recordings. I have also hosted 11 Team meetings.

- Switched one of our 3 Zoom licenses from Bill Young to Melissa Askew so she could do remote website training.
- Researched adding Zoom licenses and storage through OneNet

Disability Awareness Workshops

PIO/LD/partnership with Developmental Disabilities Council of Oklahoma

- Weeks of preparation, promotion, and enrollment started off promising with workshops for librarians in Oklahoma City (03.02), Elk City (03.11), and Ardmore (03.12). Taylor was lead organizer and a presenter at the workshops. Reviews were excellent. Unfortunately, the pandemic led to cancellations of the scheduled workshops in Fairview, Claremore, and McAlester. (Noerdlinger, Struby, Taylor, Young)

E-Rate

LD

- Consultants assist 119 libraries file FCC Form 471 and 486 (funding commitment) and PIA requests, as well as OUSF affidavits. (Program Integrity Assurance)(Ongoing. Askew, Butler, Noerdlinger, Van Hoy)

Google Docs

LD

- Created a staff policy for google docs suite usage. Considerations included State Law, Open Records Act, and Records Retention Schedules. There were 2 revisions, multiple staff input, and a final version.

Images of Oklahoma LSTA funding

ARM, PIO

- Site visit to El Reno Carnegie Library to meet director Kiley Ingram and to see new space for archival collection (05.29 Davis)
- Contract, PO for Kitty Pittman for work on Images of Oklahoma (05.06 Davis)

Institutions

LD, JT

- 420 books were ordered and sent to 14 institution libraries
- Every month supplies are purchased, and the CE Coordinator co-hosts a book club at Mabel Bassett Correctional facility; book clubs are temporarily canceled do to Covid-19.
- 2 new juvenile libraries have been added, 10 books per month are now ordered for each juvenile center
- 4 POs for special book orders for Mabel Bassett (49 books listed on each PO) for a total of 196. Four more special orders are currently being placed for all 14 institutions for a total of 196 books.

IT Matters

OLR, ADM

*Dept Abbreviations: ADM-Administration, ARM-Archives & Records Management,
LD-Office of Library Development, LIT-Literacy Resources Office,
OLR-Library Resources, PIO-Public Information Office*

- OMES IT Security department approved the Cybrarian software and we already paid for in December 2019, we are waiting on the installation by OMES on public use computers - this had been delayed due to current pandemic; OMES will charge us around \$3000 to install the software due to network complexity. We are not going to continue the installation and trying to find out the possibility for refund.
- In preparation for new computers, PIO has been assisting with the Adobe Pro licensing for targeted employees (Taylor)
- Surface Pro Windows licenses will expire soon was able to be fixed remotely by OMES (Van Hoy)

Library Materials

OLR

- Continuing shift of U.S. Documents materials for Law and OPC areas which will make room for law materials currently stored at Records Center (61 shelves of materials shifted, 7 hours spent on shifting in March)
- Ongoing – process books ordered (in various formats) for Interlibrary Loan and patron use (*partial IMLS funding*)
- 120 items return from bindery in March; titles include collections in Main, Law and US Doc

My First Library/Read Across Oklahoma

LIT, PIO

- March and April books (3,800 books) were distributed prior to the school shut-down. (Potts)
- Read Across Oklahoma was cancelled due to COVID-19 (Gelders, Potts)

Niche

LD

- Researched 10 companies including Niche to use as an online learning platform to find the best company and to make sure that Niche is a sole source company. Niche demonstrations, tutorials, created a spreadsheet, also online training for Niche materials once approved, emails, OMES clarification, and Niche proposals. Approximately 108 hours spent working on Niche. (Noerdlinger, Bradley, Mohr, Tirey)

Oklahoma Book Awards

PIO/Oklahoma Center for the Book in partnership with Friends of the Oklahoma Center for the Book

- Prepared and mailed out 1,000 invitations for the 2020 Oklahoma Book Awards (03.05-11)
- Notified all Oklahoma Book Award Judges that the Judges Round Table was cancelled due to the pandemic. Provided instructions for judges to select Book Award medalists via submission of their top three choices in each category. (03.16 Armstrong)
- Prepared and mailed letters to all Oklahoma Book Award finalists and entrants to communicate cancellation of the May 2 Book Award Ceremony. (03.19-20 Armstrong)
- Tabulated judges' ballots and determined Oklahoma Book Award Winners in each category. (Armstrong)
- Composed blurbs for finalists, launched finalist announcement on website, provided press release, contacted finalists regarding their status. (03.23-04.20 Armstrong, Struby, Taylor, Young)

- Announced Book Award winners on website and social media (04.24 Armstrong, Struby, Taylor, Young)
- Videos, photos and messages from the winners were featured on Social Media (05.04-05.13 Armstrong, Taylor)
- Prepared Oklahoma Center for the Book Annual Report for the Library of Congress (05.20 Armstrong)

Oklahoma Book Festival

LD, PIO, JT - in partnership with *Friends of the Oklahoma Center for the Book, Institute of Library and Museum Services (LSTA funding)*

- Researched information related to recent Holocaust information from the PEW Research Center, and subsequently researched Oklahoma City Jewish Federation grant information; related to possible Holocaust panel for 2020 Book Festival. (03.25 Armstrong)
- Met with Factor 110 (05.28 Mohr, Armstrong)
- Attended sessions of BookExpo and Book Con (05.26 - 05.31 Mohr)
- Attended WordPlay (for information on how they successfully hosted a virtual book festival, the software and platforms utilized) (05.26 Mohr, Dixon, Armstrong)

Oklahoma Historical Records Advisory Board (OHRAB)

ARM, National Archives (National Historical Publications and Records Commission funding)

- Communication with Dan Stokes, Director of State Programs for the National Historical Publications and Records Commission, regarding a no cost extension for the current State Programs grant. The grant, which was scheduled to end June 30, 2020, will now end December 31, 2020. This will allow re-grant participants additional time to complete projects that they were not able to complete due to closures of their facilities this spring. (05.01, Davis)

Oklahomans Virtually Everywhere

ADM, LD, PIO

- Due to the pandemic, funding from the OK Legislature for a pilot project purchasing equipment and a statewide license for Career Online High School has been tabled.

Public Library Academy/Continuing Education

LD

- CEUs have been issued via digital certificates during the pandemic
- 18 classes were cancelled due to the Covid Pandemic
- The continuing education grant has been extended for the virtual conference, a new application is being sent out.

LD, OLR, PIO

- Second year participation with OK Arts Council as a proposal reviewer. In late February received thirteen proposals that were read, and scored. Lead reviewer on five proposals. Culmination was a group phone call sharing notes on proposals with other reviewers and OAC staff. (04.15 Butler)

*Dept Abbreviations: ADM-Administration, ARM-Archives & Records Management,
LD-Office of Library Development, LIT-Literacy Resources Office,
OLR-Library Resources, PIO-Public Information Office*

Summer Reading

LD, PIO, JT

- Participating Oklahoma public, school, and tribal libraries received summer reading materials from the Collaborative Summer Library Program. These materials included: reading logs, certificates, bookmarks, stickers, and posters. Sonic bags and coupons, and Hunger Free Oklahoma materials will arrive late April/early May.
- Youth Services Consultant hosted two summer reading planning video conference meetings with youth serving librarians. The meetings covered sharing alternate plans to implement summer reading if the library buildings remain closed. Other subjects of the meetings included ideas on current contracts with summer reading performers, reaching patrons with no internet connectivity or devices, those students who use schools and libraries as safe spaces from home, and the summer reading evaluation. All youth serving librarians have access to a Google document to add their suggestions and ideas. The ODL Youth Services Consultant updates this document with information from other resources as well.
- Youth Services Consultant created a Facebook group as an extension of the current Children & Young Adult Services listserv. The Facebook group is closed to only OK librarians who provide services to youth. It covers all services including summer reading, teen and children programs, highlights what other public libraries are doing, and more.
- Financial documents prepared for Summer Reading purchases

Tax Forms

OLR - Government Documents

- The Oklahoma Tax Commission is no longer printing/publishing forms nor instruction booklets. ODL copied approximately 42 forms for patrons.

Websites/Social Media

PIO, LD

- Website upgrades: Cleveland, Chandler, Stratford, Waurika, Miami, Beaver
- COVID-19 Resources: From mid-March into April, PIO was busy providing resources via our website, broadcast emails, and social media regarding the pandemic. New website pages produced included: Coronavirus Resources for Libraries, Temporary Access to Free Online Resources, Closings and Cancellations, Online Resources for State Employees, Virtual Library Programs, and Appointment-Only Access to ODL. Facebook groups for Oklahoma Libraries and Oklahoma Literacy Programs launched for sharing virtual programs and COVID-19 responses. (03.13-04.06 Struby, Taylor, Young)
- Two Oklahoma Historical Timelines launched. Timeline of Oklahoma History includes 19 entries. Oklahoma Governors' Timeline includes 28 entries, one for every Oklahoma governor. (04.06, Hasenfratz, Taylor, Vaughn)
- *Program Spotlights:*
 - *Top Posts on Facebook:*
 - *March: A short fun activity: "Take the title of a book and replace one word with toilet paper." The post reached 100,611 people, had 7,801 comments, and was shared 573 times!*

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- *April: Post on Digital Prairie’s Temporary Access to free e-books and resources from EBSCO on Distance Learning and COVID-19 reached 20,482 people and was shared 239 times.*
- *May: May 31st post on Tulsa Race Massacre with link to related Digital Prairie documents reached 14,320 people and was shared 238 times. More than 1,000 people clicked the link to visit the Digital Prairie collection on the massacre.*
- *Top Tweets:*
 - *March: Extension of OKC Zoo “Our Day at the Zoo” vouchers to June 1, 2020 had 3,174 impressions*
 - *April: “Where were you on April 19, 1995 at 9:02 a.m.” had 660 impressions*
 - *May: “Corey Fetters won the 2020 Oklahoma Book Award in the design category for his work on the book Protecting Our People: Chickasaw Law Enforcement in Indian Territory” had 1,674 impressions.*

Grants to others

CARES Act Grants (IMLS funding)

- Library development staff worked closely with administration to prepare survey, grant application, and process for evaluation. Mohr, Noerdlinger and VanHoy met with the director of the Humanities council to discuss their process for quickly preparing and distributing their grant applications for a quick disbursement of funds they had received so that we could share those suggestions for the ODL CARES grants.
- After several meetings the CARES team developed two grants: PPE and Digital Inclusion. A timeline was also created for the grants. Release dates, grant due dates, award announcement dates and goal date for check disbursement. The first PPE Grants are being reviewed on a first come first serve basis. (Ongoing. Kellogg, Young, Taylor, Noerdlinger, Bradley, Tirey, Dixon)

Census 2020: Everyone Counts

OLR-Gov Docs, ADM and Institute of Museum and Library Services (LSTA funding)

- Contacting all libraries with awards about extending/amending contracts to August 15th.

State Aid Grants

ADM, ARM, LD

- Prepared suggestions for emergency rules for State Aid for Maintenance of Effort and hours requirements
- Notification to Public Libraries of proposed emergency rules for State Aid (05.08 Young)
- Final FY2020 State Aid claim forms are and warrants are being processed

Continuing Education Grants

LD

- Grant applications were reviewed and all applicants were notified of award of grant.
- Conference was then cancelled due to Covid. This created extra LSTA funds. Conference was then rescheduled and awardees were notified that they could attend the virtual conference. A

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decision was made to extend the grant so that others can now attend the virtual conference. A new application is being made in survey monkey and an announcement will go out the week of June 1st.

Meetings – Internal

- ODL Supervisors (03.09, 04.13, and 05.11 Chen, Currie, Davis, Gelders, Hasenfratz, Kellogg, Kunnel, Mohr, Mooney, Noerdlinger, Paschel, Woitte, Young – attendance varied)
- OMES-IT Monthly Status Meetings (Currie, Kellogg)
- OLR info and circ TEAMS meeting (4/23 Amos, Black, Hankey, Johnson, Mekins, Paschel, Woitte)
- Disability Records in the State Archives with OHS Staff (03.02 Hasenfratz, Vaughn)
- Online Corner Filings, HubTack Progress Update (03.06 Davis, Vaughn)
- BARS training meetings (Tirey, Kunnel)
- Continuity of Operations Plan (COOP) drafting meetings (04.29, 05.06, 05.20 Davis, Gelders, Woitte)
- ODL Check-In Teams (03.25, 03.31, 04.07, 04.14, 04.21, 04.30, 05.07, 05.14, 05.29 all ODL staff – attendance varied)
- Niche meeting (03.30 Mohr, Noerdlinger, Bradley)
- One on One, Natalie (04.14 Mohr)
- ODL budget discussion (04.15 Mohr, Tirey, Kellogg)
- Library Development staff (04.15, 04.22, 04.29, 05.14 Mohr, Dixon, Bradley, VanHoy, Askew, Noerdlinger, Butler)
- SOC meeting (05.15 Hasenfratz, Smith, Van Hoy, Woitte, Mohr)
- SOC Social (05.27)
- Continuing Education Meeting (Weekly)

Meetings - External

- Blackwell Public Library Digitization Project with Stacey Diaz (03.05, 03.06 Davis, Hasenfratz, Vaughn)
- OLA Legislative Committee (03.06, 04.03, 05.01 Kellogg, Van Hoy, Mohr, Noerdlinger)
- Joint Information Center for state agency updates via Zoom during public health emergency; daily meetings transitioned to twice-a-week meetings (03.26-05.28 Young)
- Oklahoma Complete Count (05.15 Woitte)
- OLA Legislative Reception (03.03 Currie, Kellogg, Mohr, Noerdlinger, Van Hoy)
- State Library Data Coordinators virtual meeting (04.23 Van Hoy)
- Oklahoma Virtually Everywhere virtual meeting (03/06; 03/18 Van Hoy)
- Computer Lab Coordinator (3.16 Noerdlinger, Bradley)
- State Library Technology Consultant virtual meeting (03.24, 04.21, 05.05, 05.19 Van Hoy)
- Public Library Directors Council (04.03 Kellogg, Mohr, Van Hoy)
- Youth Services Consultant, YSCON COVID (04.03, 04.17, 04.24 Butler)
- Summer Reading with System youth coordinators COVID (04.08, 04.28 Butler)
- OLA Public Library Division COVID (04.08, 04.22, 04.29, 05.09 Butler, Currie, Kellogg, Mohr, Van Hoy – attendance varied)
- E-rate state coordinator's call (04.14, 05.12 Mohr)
- OK Arts Council Proposal Review (04.15 Butler)
- Listened to Archived Library Division meeting (04.17, 04.20 Mohr)

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- Rainbow Fleet Executive Board and Board (04.17, 04.22, 05.22, 05.27 Butler)
- Thrive/OMES Book Club (04.21, 05.19 Kellogg, Woitte)
- OLA Sequoyah Administration (05.18 Butler)
- OK School Readiness (05.20 Butler)
- FDLP Spring Depository (04.22 Woitte)
- Listened to Archived Summer Reading/OETA meeting (04.13 Mohr)
- Summer reading tagline meeting (04.16 Mohr)
- Friends of Libraries in Oklahoma (FOLIO) meeting (04.24 Mohr)
- Summer Reading meeting (04.30 Mohr)
- Listened to Archived Summer Reading/OETA meeting (04.13, 04.17, 04.20 Mohr)
- Summer reading tagline meeting (04.16 Mohr)
- Friends of Libraries in Oklahoma (FOLIO) meeting (04.24 Mohr)
- Summer Reading meeting (04.30 , 05.12 Mohr)
- CARES meeting (05.18 Mohr)
- LSTA meeting (05.22 Mohr, Tirey, Noerdlinger, Bradley)
- Virtual Book Expo and BookCon (05. 26-31 Mohr)
- 28th Book Festival meeting (05.28 Mohr)

Site Visits

- Mounds (03.04 Van Hoy)
- Henryetta and Okemah (03.11 Askew)
- Okmulgee (03.12 Askew)
- Wynnewood (03.13 Askew)
- Wetumka (04.20 Askew)

Presentations Given/Training Delivered

- Cleveland - Website Training over Zoom (04.10 Askew)
- Pawhuska & FOLIO – Zoom practice (04.23 Van Hoy)
- Miami - Website Training over Zoom (05.06 Askew)
- Ada - Website Training over Zoom (05.13 Askew)
- Miami - Website Training over Zoom (05.14 Askew)
- Southern Prairie - Website Training over Zoom (05.15 Askew)
- OK Literacy - Website Training over Zoom (05.19 Askew)
- Digital Media Training by Dr. June Abbas (OU) in partnership with Youth Services Consultant - (05.20 Butler)
- Southern Prairie – Website Training over Zoom (05.27 Askew)

Training Received

- AMIGOS Class: Identifying, Evaluating, and Lifting Barriers to Services in Your Library (03.10 Amos, Chen, Davis, Hasenfratz, Paschel, Vaughn, Woitte)
- Accessibility for Word, PDF and Tables Series (03.24, 04.21, 05.19 Askew)
- Looking to 2022: Federal Recordkeeping in an Era of Transition (03.26 Davis, Hasenfratz)
- Standards for Digital Archives (03.30 Hasenfratz)

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- Safety Training – WHO COVID19 (03.30 Askew, Van Hoy, Noerdlinger)
- IMLS and CDC: COVID19 and Materials - Recording (03.30 Askew)
- Cooperative Disaster Networks: The Key to Disaster Planning Success (03.31 Davis)
- AL: Copyright during Covid (04.03 Van Hoy)
- Webinar, Microsoft teams (04.15 Mohr)
- How to use Teams - OMES and Microsoft (04.17 Askew)
- YALSA Transforming Teen Services Orientation for e-training (04.21 Butler)
- BARS training by Kristi Howes (Currie, Kellogg, Kunnel, Tirey)
- AL: Reopening (04.24 Van Hoy)
- Loft Literacy Center Webinar on hosting virtual book festivals (Zoom meetings with Library of Congress Center for the Book and other state centers (04.29 and 05.27 Armstrong)
- Trauma-Informed Care: An Introduction for Libraries – excellent information on stress, self-care, transparent expectations (04.30 Van Hoy)
- CoOP Continuity of Operation Planning (from an IT perspective) (04.30 Van Hoy)
- PLA : Privacy in Times of Covid (05.08 Van Hoy)
- Amigos annual member conference (05.13 Amos, Campbell, Chen, Johnson, Teske, Paschel, Van Hoy)
- Eventbrite Webinar and Zoom meeting with Factor 110 to discuss marketing and possibility of virtual book festival (05.13 and 05.28 Armstrong)
- YALSA Train the Trainer virtual training (05.15, 05.22, 05.29 Butler)
- WordPlay webinar (05.26 Mohr)
- Security Education and Awareness Training (05.27 Askew)
- Defensive Driving (05.28, 05.29 Noerdlinger)

Staff Joining ODL

- N/A

Staff Leaving ODL

- Wendi Mekins, Legislative Librarian, her last working day was 05.29.20

Professional Development - Archives Division

Organization	Title	Attendees	Date Completed
NAGARA	All About Web Archiving	Alyssa, Holly, Jan	4/6/2020
Society of American Archivists	Appraisal for Arrangement & Description	Holly	4/24/2020
Society of American Archivists	Assessment and Certification of Digital Repositories	Alyssa	4/3/2020
Society of American Archivists	Change Management: How Do You Tackle It?	Holly	4/10/2020
Society of American Archivists	Copyright Issues for Digital Archives	Alyssa	5/28/2020
NAGARA	Digital Hoarding and Cleaning House	Alyssa, Jan	4/13/2020
Society of American Archivists	Digital Preservation of Audio and Video	Alyssa	4/22/2020
COSA SERI	Don't Let All That Work Go to Waste	Holly	4/14/2020
NAGARA	Electronic Signatures: A Game Changer	Holly, Jan	4/23/2020
Society of American Archivists	Encoding Standards Overview	Holly	4/17/2020
History Hub/NARA	Getting Started as a History Hub Partner	Holly	4/27/2020
NAGARA	If Ya Wanna Find It Later, Ya Better Use Some Metadata	Jan	4/20/2020
Society of American Archivists	Introduction to Email Preservation	Alyssa, Holly	4/20/2020, 5/20/2020
Society of American Archivists	Introduction to Processing Digital Records and Manuscripts	Alyssa	4/27/2020
Digital Public Library of America	Introduction to Wikimedia: Increased Discoverability and Use	Alyssa, Holly, Jan	4/30/2020, 4/22/2020
NAGARA	Making E-Records Training Fun For Real	Jan	4/6/2020
NAGARA	Managing and Accessing Archival Email	Jan	4/9/2020
IMLS/Smithsonian	Mitigating COVID-19 When Managing Paper-Based Circulating and Other Types of Collections	Holly	4/28/2020
AASLH	Planning for Reopening	Holly	5/6/2020
Society of American Archivists	Preservation Formats in the Context of PDF	Alyssa	4/15/2020
Society of American Archivists	Preserving Digital Archives	Alyssa	5/21/2020
COSA	Records Management Webinar	Holly	3/26/2020
NAGARA	Rethinking Records Management Training	Jan	4/3/2020
NAGARA	Role of the Records Manager in Administration Transitions	Holly	4/15/2020
NAGARA	Separation Anxiety: Managing the Records of Separating Employees	Holly, Jan	4/7/2020
NAGARA	Social Media: The Records Management Challenge	Jan	4/10/2020
Society of American Archivists	Standards for Digital Archives	Alyssa, Holly	4/9/2020, 3/30/2020
NAGARA	Steering a Better Course	Jan	4/14/2020
NAGARA	The Records Manager's Role in E-Discovery	Holly, Jan	4/8/2020
Society of American Archivists	User Experience Design and Digital Archives	Alyssa, Holly	4/13/2020
NAGARA	When the Going Gets Tough	Holly, Jan	4/17/2020



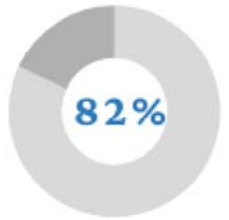
Libraries and the CARES Act

Forecasting Impact Across the Nation

In the CARES Act, libraries received \$50 million in emergency funding. Of that amount, \$15 million has been noticed for competitive grants. IMLS moved quickly to distribute \$30 million, which State Library Agencies are now using to expand digital network access, purchase internet accessible devices, and provide technical support. **The 55 states and territories shared how they are planning to put the \$30 million infusion into action:**

Connectivity —

82% of states and territories are increasing hotspots, devices with data plans, WiFi extenders and repeaters, and make equipment upgrades.



Digital Content —

35% of states and territories are increasing their collection of eBooks, audiobooks, and databases.



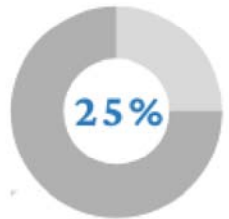
Unemployment Related —

29% of states and territories are investing in online unemployment resources, assistance with job searches, and training.



COVID Response Supplies —

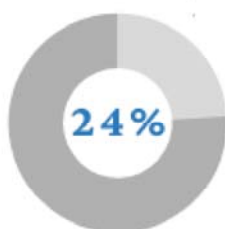
25% of states and territories are procuring disinfectant sprays and wipes, masks, gloves, sneeze guards for desks, and keyboard covers.



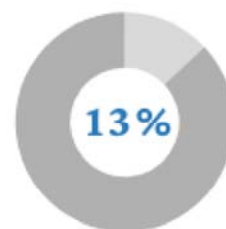
Subawards, Museums, and Tribes —



Subawards, e.g., grants to public libraries for digital inclusion.



Museum partners, e.g., virtual summer learning support.



Tribal partners, e.g., grants to tribal college libraries.



Unauthorized Commitments

Statewide Audit Report

Published by:
Office of Management and Enterprise Services
Audit and Administrative Investigations
Report Released April 2020



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This publication is issued by the Office of Management and Enterprise Services (OMES) as authorized by Title 62, Section 34. Copies of the report are not printed. An electronic copy is provided to agency's management and to individuals on the OMES audit report email distribution list. The report is not available through the OMES website. The report is subject to the Oklahoma Open Records Act Title 51, Section 24A. This work is licensed under a Creative Attribution-Noncommercial-NoDerivs 3.0 Unported License.

This audit was performed pursuant to 74 O.S. § 85.5.e.

AUDIT REPORT HIGHLIGHTS

Statewide Unauthorized Commitment Audit Report

Why This Audit Was Conducted

The objective of this audit was to determine whether Oklahoma state agencies have complied with the laws and regulations regarding the ratification of unauthorized commitments for the period of June 1, 2015, to Dec. 3, 2018.

The ratification of an unauthorized commitment is called a ratification request or agreement. A ratification is the act of approving an unauthorized commitment by an official who has the authority to do so. The ratification agreement is made to settle a dispute between the parties by ratifying a commitment made on behalf of the agency. This agreement represents a compromise between the parties for the complete and final settlement of any and all charges, claims, differences and causes of action.



This audit was performed in pursuant to the Office of Management and Enterprise Services Central Purchasing Administrative Rules, Oklahoma Administrative Code 260:115 and the Statewide Accounting Manual. To gain a better understanding of the Oklahoma state agency's procurement process, interviews were conducted with selected Oklahoma state agency buyers. These processes were documented and examined using data from the PeopleSoft Financials application to arrive at the testwork population.

The Oklahoma Administrative Code 260:115-5-17 (Revised Sept. 12, 2014) on the ratification of an unauthorized commitment states:

If a state agency makes an unauthorized commitment on behalf of the state to a supplier, the state may, if in the best interest of the state, ratify the commitment.

(1) State agency actions. The chief administrative officer of the state agency shall approve or disapprove a ratification request. (A) Chief administrative officer approves request. If the chief administrative officer approves the request, the state agency shall perform steps as follows: (i) The state agency shall negotiate a proposal for a ratification agreement with the supplier. (ii) The chief administrative officer shall document facts and circumstances of the unauthorized commitment. (iii) The chief administrative officer shall sign the proposed ratification agreement. (iv) The chief administrative officer shall provide a copy of the ratification



agreement and, upon request, the supporting documents to the State Purchasing Director. (B) Chief administrative officer disapproves request. If the chief administrative officer disapproves the request, the state agency shall retain documents from the supplier and the state agency. (2) State Purchasing Director actions. The State Purchasing Director shall retain a copy of the ratification agreement.

The Oklahoma Administrative Code 260:115-5-17 (Revised Jan. 2, 2020) on the ratification of an unauthorized commitment states:

If a state agency makes an unauthorized commitment on behalf of the state to a supplier, the state may, if in the best interest of the state, ratify the commitment.

(1) State agency actions. The chief administrative officer of the state agency shall approve or disapprove a ratification request.

(A) Chief administrative officer approves request. If the chief administrative officer approves the request, the state agency shall perform steps as follows:

(i) The state agency shall negotiate a proposal for a ratification agreement with the supplier.

(ii) The chief administrative officer shall document facts and circumstances of the unauthorized commitment.

(iii) The chief administrative officer shall sign the proposed ratification agreement.

(iv) The chief administrative officer shall provide a copy of the ratification agreement and, upon request, the supporting documents to the State Purchasing Director.

(B) Chief administrative officer disapproves request. If the chief administrative officer disapproves the request, the state agency shall retain documents from the supplier and the state agency.

(2) State Purchasing Director actions. The State Purchasing Director shall retain a copy of the ratification agreement.

The Statewide Accounting Manual (2015) **Chapter 40: Purchasing section 10.01 State Purchasing System** states:

40.10.01 State Purchasing System

Article X § 23 of the Oklahoma State Constitution and state statutes require that all state agencies operate an encumbrance system and prohibit any state agency or official from incurring any obligation in excess of the unencumbered cash balance on hand in their class fundings.



POINT OF EMPHASIS: Except as otherwise provided, state statutes require that whenever any agency enters into an agreement for the purchase of goods, wares, merchandise, contractual services, or construction projects for which labor and material must be furnished by vendors (utilities are considered a supply service), such agreement (purchases) shall be evidenced by written contracts or purchase orders encumbered by the agency within a reasonable time (determined by the Director of the Office of Management and Enterprise Services to be 30 days) against the proper agency class fundings and accounts (62 O.S. § 34.62.1). If the time frame is not met, additional justification is required.

The Statewide Accounting Manual (Feb. 6, 2019) **Chapter 6: Purchasing section 6.8 Encumbrances** states:

6.8 Encumbrances

Encumbering refers to the setting aside of budget dollars for a specific purpose. [Article X § 23](#) of the Oklahoma State Constitution and state statutes require that all state agencies operate an encumbrance system and prohibit any state agency or official from incurring any obligation in excess of the unencumbered cash balance on hand in their class fundings. Purchases exempt from the Oklahoma Central Purchasing Act are not exempt from encumbrance requirements.

In the State Accounting System an agency's budget dollars are reserved or set aside in three ways:

Completing a requisition in the system, which establishes a pre-encumbrance;

Completing a purchase order in the system. This should be completed immediately upon the execution of a contract but no later than 30 days from the execution of a contract.

Completing an authority order (if allowed) that covers the purchase.

Component units of the state not using the State Accounting System may evidence an encumbrance by any written instrument executed by an approving authority acknowledging that funds have been reserved to make payment in full against the contract.

OMES shall charge such encumbrances against the proper appropriation allotment class fundings as an outstanding order until it is liquidated by payment of a voucher or vouchers, or by cancellation.

6.8.1 Encumbrance Documentation

OMES will not authorize payment of vouchers (except payroll or other authorized direct payments) unless the voucher is supported by one of the following encumbrance documents:



Purchase order in the State Accounting System.

Authority order in the State Accounting System.

Pre-encumbrance in the State Accounting System.

Written documentation signed by an agency approving authority demonstrating that funds have been encumbered (Component Units).

Ratification agreement.

Obligations to another state agency do not require an encumbrance document since they do not constitute an obligation from the state to an outside party. However, encumbering such expenditures is highly encouraged and recommended in order to set aside funds for those obligations.

The Statewide Accounting Manual (Jan. 16, 2020) Chapter 6: Purchasing, section 6.8 Encumbrances states:

6.8 Encumbrances

Encumbering refers to the setting aside of budget dollars for a specific purpose. [Article X § 23](#) of the Oklahoma State Constitution and state statutes require that all state agencies operate an encumbrance system and prohibit any state agency or official from incurring any obligation in excess of the unencumbered cash balance on hand in their class fundings. Purchases exempt from the Oklahoma Central Purchasing Act are not exempt from encumbrance requirements.

In the State Accounting System an agency's budget dollars are reserved or set aside in three ways:

- Completing a requisition in the system, which establishes a pre-encumbrance.
- Completing a purchase order in the system.
- Completing an authority order (if allowed) that covers the purchase.

One of these methods of encumbering should take place prior to the purchase or the effective date of a contract, if a separate contract exists. If the encumbrance is not completed within 30 days after the effective date, the agency must submit a Ratification Agreement pursuant to the procedures set forth below.

Component units of the state not using the State Accounting System may evidence an encumbrance by any written instrument executed by an approving authority acknowledging that funds have been reserved to make payment in full against the contract.



OMES shall charge such encumbrances against the proper appropriation allotment class fundings as an outstanding order until it is liquidated by payment of a voucher or vouchers, or by cancellation.

6.8.1 Encumbrance Documentation

OMES will not authorize payment of vouchers (except payroll or other authorized direct payments) unless the voucher is supported by one of the following encumbrance documents:

- Purchase order in the State Accounting System.
- Authority order in the State Accounting System.
- Pre-encumbrance in the State Accounting System.
- Written documentation signed by an agency approving authority demonstrating that funds have been encumbered (Component Units).
- Ratification agreement.

Obligations to another state agency do not require an encumbrance document since they do not constitute an obligation from the state to an outside party. However, encumbering such expenditures is highly encouraged and recommended in order to set aside funds for those obligations.

6.8.8 TBD Encumbrances

At the beginning of the year, if budgets are not yet approved in the system, encumbrances may be set up under a TBD account. Changes may be required at the start of each fiscal year when TBD accounts are included as a part of the contract's distribution (funding) record. The TBD account must be changed to a valid account code and budget checked prior to vouchers being paid. The state agency may change the TBD account to a valid account code without submitting the change order request to OMES Central Purchasing. This applies to change orders on contracts processed by the state agency or OMES Central Purchasing. Change orders shall become a part of the contract and placed in the contract file.

Note: *OMES sends advisory notices to the respective agencies for their correction of the discrepancy as needed.*

Data Mining

To begin the data mining process and arrive at the testwork population, a total of \$9.5 billion, (\$9,503,087,732) in expenditures over a 3½ year period was extracted from the state accounting software. These expenditures were then joined with purchase orders from the audit period on common fields (purchase order number), resulting in a database totaling \$10 billion (\$10,041,002,217).



From this data, the following items were extracted, leading to the test population of \$1.6 billion, (\$1,675,912,767):

- Intergovernmental and interagency purchases.
- Authority orders.
- Statewide contract vendors.
- Postage accounts.
- Lease purchases.
- Rent for land and buildings.
- Nonapplicable employee related payments.
- All payments to local government subdivisions.
- Nonprofit entities beginning with 555.
- Nonapplicable travel reimbursements beginning with 521.
- Salary.
- Insurance Federal Insurance Contributions Act and benefits payments.
- All other nonapplicable account codes.

Of this amount (before extracting unauthorized commitments), 23,298 purchase orders totaling \$1,167,311,183 represented the population tested from Oklahoma state agencies.

Who Was Audited

Purchase orders were audited for the following 62 Oklahoma state agencies (OMES and ABS clients will be addressed in a separate internal review report):

- Oklahoma Department of Transportation.
- Department of Corrections.
- Oklahoma State Department of Health.
- Oklahoma Department of Veterans Affairs.
- Oklahoma Military Department.
- Oklahoma Tourism and Recreation Department.

- Oklahoma Department of Public Safety.
- Oklahoma Department of Wildlife Conservation.
- Oklahoma Center for the Advancement of Science and Technology.
- Oklahoma Tax Commission.
- Oklahoma Department of Mental Health and Substance Abuse Services.
- Oklahoma Department of Environmental Quality.
- Oklahoma Conservation Commission.
- Oklahoma Department of Rehabilitation Services.
- Oklahoma Department of Commerce.
- Oklahoma Employment Security Commission.
- Oklahoma State Bureau of Investigation.
- Oklahoma State Courts Network.
- Oklahoma Corporation Commission.
- J.D. McCarty Center.
- Oklahoma Insurance Department.
- Oklahoma School of Science and Mathematics.
- Oklahoma Department of Agriculture, Food and Forestry.
- Oklahoma Office of Juvenile Affairs.
- Oklahoma Department of Libraries.
- Oklahoma Educational Television Authority.
- Oklahoma Historical Society.
- Oklahoma Attorney General.
- Oklahoma CareerTech.
- Oklahoma State Department of Education.
- Oklahoma Bureau of Narcotics and Dangerous Drugs Control.
- Energy Resources Board.
- Commissioners of the Land Office.
- District Attorneys Council.
- Oklahoma Health Care Authority.
- Oklahoma Department of Emergency Management.
- Oklahoma Space Industry Development Authority.
- Oklahoma Water Resources Board.
- Oklahoma Public Employees Retirement System.
- Oklahoma Horse Racing Commission.
- Oklahoma Indigent Defense System.
- State Auditor and Inspector.
- Oklahoma Lottery Commission.
- Oklahoma Aeronautic Commission.
- Oklahoma State Board of Pharmacy.
- Native American Cultural and Educational Authority.
- Oklahoma Police Pension and Retirement System.
- Oklahoma Accountancy Board.
- Oklahoma Department of Labor.
- Oklahoma Medical Board.
- Teachers' Retirement System of Oklahoma.
- Oklahoma Arts Council.
- Oklahoma State Fire Marshal.
- Will Rogers Memorial.
- Oklahoma Council on Judicial Complaints.
- Firefighters Pension and Retirement System.
- District Courts.
- Oklahoma Law Enforcement Retirement System.



- Scenic Rivers Commission.
- Board of Licensed Alcohol and Drug Counsel.
- University Hospitals Authority.
- State Bond Advisor.

What Was Found

There were 995 unauthorized commitments discovered on behalf of the state totaling \$42 million that were not properly ratified. These findings and management responses are reported within the detailed audit finding section of this report.

Table 1: Outcome Summary

BUSINESS NAME	BUSINESS UNIT	PERCENTAGE (based on \$ amount)	PERCENT-AGE (based on # of transactions)
Oklahoma Attorney General	4900	70.40%	28.90%
Oklahoma Accountancy Board	2000	64.80%	24.10%
Oklahoma Lottery Commission	43500	37.20%	9.50%
Oklahoma Department of Emergency Management	30900	35.70%	9.00%
Will Rogers Memorial	88000	34.40%	41.70%
Teachers' Retirement System of Oklahoma	71500	29.90%	7.10%
Oklahoma Department of Veterans Affairs	65000	27.60%	7.90%
Oklahoma Medical Board	45000	26.30%	21.70%
District Attorneys Council	22000	20.50%	7.60%
Oklahoma Center for the Advancement of Science and Technology	62800	19.90%	3.30%
Oklahoma School of Science and Mathematics	62900	18.10%	15.00%
Oklahoma Law Enforcement Retirement System	41600	14.40%	5.60%
Oklahoma Indigent Defense System	4700	14.20%	11.90%
Oklahoma Arts Council	5500	13.10%	29.70%
Oklahoma Water Resources Board	83500	11.10%	9.30%
Oklahoma Educational Television Authority	26600	10.80%	5.20%
Oklahoma Department of Labor	40500	8.80%	4.20%
Oklahoma Police Pension and Retirement System	55700	7.00%	9.10%
Oklahoma Bureau of Narcotics and Dangerous Drugs Control	47700	6.90%	9.30%
Oklahoma Horse Racing Commission	35300	5.70%	20.90%
Oklahoma Space Industry Development Authority	34600	5.00%	6.80%
Oklahoma Tourism and Recreation Department	56600	5.00%	6.70%
Oklahoma Office of Juvenile Affairs	40000	4.30%	5.50%
Oklahoma Department of Rehabilitation Services	80500	4.30%	4.60%



BUSINESS NAME	BUSINESS UNIT	PERCENTAGE (based on \$ amount)	PERCENT-AGE (based on # of transac-tions)
Oklahoma Department of Mental Health and Substance Abuse Services	45200	4.20%	3.60%
Oklahoma Corporation Commission	18500	3.90%	4.20%
Oklahoma Health Care Authority	80700	3.50%	4.20%
Oklahoma Council on Judicial Complaints	67800	3.30%	10.50%
Oklahoma Department of Commerce	16000	2.90%	2.90%
Oklahoma Employment Security Commission	29000	2.20%	8.00%
Department of Corrections	13100	1.50%	3.20%
Oklahoma State Courts Network	67700	1.40%	4.80%
Oklahoma State Bureau of Investigation	30800	1.40%	2.30%
Oklahoma Department of Libraries	43000	1.30%	6.90%
Oklahoma State Board of Pharmacy	56000	1.10%	6.70%
Oklahoma Tax Commission	69500	0.80%	2.40%
Oklahoma Department of Environmental Quality	29200	0.80%	1.10%
Commissioners of the Land Office	41000	0.80%	0.80%
Oklahoma Insurance Department	38500	0.50%	4.30%
Oklahoma Department of Transportation	34500	0.50%	1.10%
Oklahoma State Fire Marshal	31000	0.40%	3.70%
Oklahoma CareerTech	80000	0.40%	3.30%
Oklahoma State Department of Health	34000	0.40%	1.50%
Oklahoma Department of Public Safety	58500	0.40%	1.00%
Oklahoma State Department of Education	26500	0.30%	10.60%
Oklahoma Conservation Commission	64500	0.30%	4.00%
Oklahoma Historical Society	35000	0.10%	0.80%
Oklahoma Department of Wildlife Conservation	32000	0.10%	0.50%
Oklahoma Military Department	2500	0.00%	2.60%
J.D. McCarty Center	67000	0.00%	1.50%
Oklahoma Department of Agriculture, Food and Forestry	4000	0.00%	0.50%

AUDIT METHODOLOGY

Unauthorized Commitment Audit Guide Flowchart

The examination to determine whether or not an unauthorized commitment has occurred is difficult. An Unauthorized Commitment Audit Guide Flowchart was created to assist the auditors to determine if an exception had occurred. A copy of the flowchart is provided as Appendix A.

Sole source versus ratification process

1. Not completing a sole source affidavit results in ratification exception even if purchase was a sole source.
2. If any of the services or products were received prior to the affidavit or purchase order, ratification exception was noted.
3. No approval/finalized completed affidavit prior to the vendors invoice would constitute that an unauthorized commitment has occurred and a ratification process should be implemented, unless the invoice was a quote that the vendor was indicating as an invoice. The document would have to be clear that it served as the quote and not an obligating invoice for payment.
4. If no completed sole source affidavit existed prior to the purchase order, an exception that the purchase was not properly performed ensues. Note this exception and test No. 3 in relation to determining if ratification process should have been used.

Pre-encumbrance

Pre-encumbrance does not clear an unauthorized commitment since the action typically should not be specific to a vendor unless used for a non-open market transaction and the vendor was identified during the pre-encumbrance process. Currently, there are no identification properties in place to classify the type of acquisition during the pre-encumbrance process.

General Audit Methodology

- Interviews conducted with selected State of Oklahoma agency buyers.
- Internal controls documented and evaluated over selected State of Oklahoma agency purchase orders.
- Overall compliance evaluated with the Statewide Accounting Manual and the Oklahoma Administrative Code (OAC) 260:115-5-17.
- Purchase orders were examined from the PeopleSoft financials application.

POLICY DISCUSSION

- I. The state should have a mechanism in place to provide agencies an efficient means to uninterrupted products and services during the months of July and August. The current methods used are disruptive to agency workflow and progress during the first quarter of the year. July and August should be adequately budgeted and entered into the accounting

software prior to fiscal year end. In addition, the current process has major effect on renewable contracts that start at beginning of the fiscal year. Meeting the compliance requirements and time restrictions for these renewable contracts is unreasonable.

- II. The requirement to complete sole source affidavits on renewable periods of sole source contracts is taxing to the system and unnecessary.
- III. The terms obligation and commitment should be defined in policy for clarification.
- IV. Processing an acquisition through the statewide accounting system using TBD does not encumber funds. Also, there is no tracking mechanism in place that documents when the acquisition was changed from TBD to a funded account code. An agency can print or create an electronic copy of the purchase order and send it to the vendor when the purchase order is in TBD status, giving the appearance that the purchase order is active. The purchase order is unfunded when in TBD account status.

DETAILED FINDINGS AND MANAGEMENT RESPONSES

All findings and management responses noted during the audit are reported below. Links to the findings and management responses for each agency is provided.

Finding 16-01

(Listed in order by the percentage based on dollar amount)

- [Oklahoma Attorney General](#)
- [Oklahoma Accountancy Board](#)
- [Oklahoma Lottery Commission](#)
- [Oklahoma Department of Emergency Management](#)
- [Will Rogers Memorial](#)
- [Teachers' Retirement System of Oklahoma](#)
- [Oklahoma Department of Veterans Affairs](#)
- [Oklahoma Medical Board](#)
- [District Attorneys Council](#)
- [Oklahoma Center for the Advancement of Science and Technology](#)
- [Oklahoma School of Science and Mathematics](#)
- [Oklahoma Law Enforcement Retirement System](#)
- [Oklahoma Indigent Defense System](#)
- [Oklahoma Arts Council](#)
- [Oklahoma Water Resources Board](#)
- [Oklahoma Educational Television Authority](#)
- [Oklahoma Department of Labor](#)
- [Oklahoma Police Pension and Retirement System](#)
- [Oklahoma Bureau of Narcotics and Dangerous Drugs Control](#)
- [Oklahoma Horse Racing Commission](#)
- [Oklahoma Space Industry Development Authority](#)
- [Oklahoma Tourism and Recreation Department](#)
- [Oklahoma Office of Juvenile Affairs](#)
- [Oklahoma Department of Rehabilitation Services](#)
- [Oklahoma Department of Mental Health and Substance Abuse Services](#)
- [Oklahoma Corporation Commission](#)
- [Oklahoma Health Care Authority](#)

- [Oklahoma Council on Judicial Complaints](#)
- [Oklahoma Department of Commerce](#)
- [Oklahoma Employment Security Commission](#)
- [Department of Corrections](#)
- [Oklahoma State Courts Network](#)
- [Oklahoma State Bureau of Investigation](#)
- [Oklahoma Department of Libraries](#)
- [Oklahoma State Board of Pharmacy](#)
- [Oklahoma Tax Commission](#)
- [Oklahoma Department of Environmental Quality](#)
- [Commissioners of the Land Office](#)
- [Oklahoma Insurance Department](#)
- [Oklahoma Department of Transportation](#)
- [Oklahoma State Fire Marshal](#)
- [Oklahoma CareerTech](#)
- [Oklahoma State Department of Health](#)
- [Oklahoma Department of Public Safety](#)
- [Oklahoma State Department of Education](#)
- [Oklahoma Conservation Commission](#)
- [Oklahoma Historical Society](#)
- [Oklahoma Department of Wildlife Conservation](#)
- [Oklahoma Military Department](#)
- [J.D. McCarty Center](#)
- [Oklahoma Department of Agriculture, Food and Forestry](#)

FINDING 16-01

(Listed in order by the percentage based on dollar amount)

The following purchase orders did not meet the qualifications below on the ratification of an unauthorized commitment as stated in Oklahoma Administrative Code (OAC) 260:115-5-17:

If a state agency makes an unauthorized commitment on behalf of the state to a supplier, the state may, if in the best interest of the state, ratify the commitment. (1) State agency actions. The chief administrative officer of the state agency shall approve or disapprove a ratification request. (A) Chief administrative officer approves request. If the chief administrative officer approves the request, the state agency shall perform steps as follows: (i) The state agency shall negotiate a proposal for a ratification agreement with the supplier. (ii) The chief administrative officer shall document facts and circumstances of the unauthorized commitment. (iii) The chief administrative officer shall sign the proposed ratification agreement. (iv) The chief administrative officer shall provide a copy of the ratification agreement and, upon request, the supporting documents to the State Purchasing Director. (B) Chief administrative officer disapproves request. If the chief administrative officer disapproves the request, the state agency shall retain documents from the supplier and the state agency. (2) State Purchasing Director actions. The State Purchasing Director shall retain a copy of the ratification agreement.

During our examination, we noted obligations to the following agencies that occurred prior to the completion of the procurement process that created an unauthorized commitment to the agency. In addition, we noted purchases that were not properly encumbered by the agency creating an unauthorized commitment.



	PO ID	PO DATE	MERCHANDISE AMOUNT SUM	INVOICE DATE	DAYS BETWEEN PO AND INVOICE DATE	SUPPLIER NAME	MANAGEMENT'S RESPONSE
14	3089011613	10/10/2016	\$450.00	9/5/2016	35	POW-ERDMS INC	Non-concur - Invoice served as quote for this renewal. PO was for \$450. OMES approved E-Pro REQ on 10/7/16. PO issued on 10/10/16 for service that began on 10/21/16 and was paid by Accounting on 10/26/16.
15	3089011667	12/6/2016	\$193.15	11/1/2016	35	COLOSSUS INCORPORATED	Non-concur - Invoice served as quote for this renewal. Quote/invoice received on 11/12/16, PO issued on 12/6/16 for service that began on 1/1/17, paid on 1/10/17.
16	3089011722	2/22/2017	\$3,190.00	9/23/2016	152	MICRO SYSTEMATION	Non-concur - Amount on PO was \$3,190.00. Invoice probably served as quote for this training. PO was issued on 2/22/17 for training held on 2/27/17, paid for on 3/20/17.
17	3089012032	10/23/2017	\$2,935.00	9/20/2017	33	BOB DAVIS CONSTRUCTION	Non-concur - Amount of this purchase was \$2,935.00. This service was originally assigned to be paid for by P-Card. The internal purchase request was issued and approved by Laboratory Division Director on 6/20/17. This purchase was assigned to a P-Card on 7/18/17. Work was done after that and invoiced on 9/20/17. I don't see an explanation in the file, but most likely the vendor didn't accept P-Card, so a PO was issued for payment.
		Total	\$150,990.39				

Oklahoma Department of Libraries

After reviewing 130 purchase orders for ODL, it was noted that the following nine purchase orders discovered did not conform to conditions of OAC 260:115-5-17 that requires the ratification process to be performed.

	PO ID	PO DATE	MERCHANDISE AMOUNT SUM	INVOICE DATE	DAYS BETWEEN PO AND INVOICE DATE	SUPPLIER NAME
1	4309002307	10/9/2015	\$6,875.00	9/29/2015	10	OKLAHOMA PUBLISHING COMPANY
2	4309002316	12/1/2015	\$8,000.00	9/1/2015	91	OVERDRIVE INC



	PO ID	PO DATE	MERCHANDISE AMOUNT SUM	INVOICE DATE	DAYS BETWEEN PO AND INVOICE DATE	SUPPLIER NAME
3	4309002436	9/15/2016	\$ 8,000.00	9/1/2016	14	OVERDRIVE INC
4	4309002501	5/15/2017	\$10,038.75	4/19/2017	26	LANCER HOSPITALITY
5	4309002562	8/7/2017	\$6,747.59	6/15/2017	53	OKLAHOMA MUSEUMS ASSOCIATION
6	4309002591	9/14/2017	\$8,000.00	9/1/2017	13	OVERDRIVE INC
7	4309002556	7/24/2017	\$334.46	6/12/2017	42	CENGAGE LEARNING INC
8	4309002620	12/4/2017	\$100.00	11/1/2017	33	OKLAHOMA OBSERVER
9	4309002792	11/1/2018	\$4,292.50	5/11/2018	174	OKLAHOMA CITY BOATHOUSE FOUNDATION
		Total	\$52,388.30			

Management Response

Date: July 2, 2019

Respondent: Deputy Director

Response: Concur – The following purchase orders were identified as needing the ratification process to be performed:

PO ID	PO DATE	MERCHANDISE AMOUNT SUM	CLAIM DATE	CLAIM	INVOICE DATE	INVOICE ID	SUPPLIER	SUPPLIER NAME
4309002307	10/9/2015	\$6,875.00	10/27/2015	00037449	9/29/2015	SW20150928 (BP 2187154)	0000075293	OKLAHOMA PUBLISHING COMPANY
4309002316	12/1/2015	\$8,000.00	12/17/2015	00037711	9/1/2015	H-0030135	0000341529	OVERDRIVE INC
4309002436	9/15/2016	\$8,000.00	9/20/2016	00039477	9/1/2016	H0036960	0000341529	OVERDRIVE INC
4309002501	5/15/2017	\$10,038.75	5/16/2017	00040675	4/19/2017	OKC003514/417	0000432523	LANCER HOSPITALITY
4309002562	8/7/2017	\$6,747.59	8/11/2017	00041256	6/15/2017	OK MUSEUMS 6-15-17	0000073337	OKLAHOMA MUSEUMS ASSOCIATION
4309002591	9/14/2017	\$8,000.00	10/9/2017	00041562	9/1/2017	H0044378	0000341529	OVERDRIVE INC
4309002556	7/24/2017	\$334.46	7/26/2017	00041170	6/12/2017	60711794	0000071689	CENGAGE LEARNING INC
4309002620	12/4/2017	\$100.00	12/5/2017	00041775	11/1/2017	828918	0000268467	OKLAHOMA OBSERVER
4309002792	11/1/2018	\$4,292.50	11/1/2018	00043414	5/11/2018	20169652	0000252098	OKLAHOMA CITY BOATHOUSE FOUNDATION

Corrective Action Plan

Contact Person: Business Manager

Anticipated Completion Date: Immediately

Corrective Action Planned: The Oklahoma Department of Libraries will complete a ratification agreement when necessary in accordance with OAC 260:115-5-17 for future purchases.

**Library Services and Technology Act
Grants to States Program**

**Year to Date Report on FFY 2019
as of June 1, 2020**

LSTA										Federal
Category	OBSUB	Fund	Project Name	Allotment	Xfer	Encum	YTD	MTD	BAL	Projects
8	331205	40019	ODL VID MAINT	5,440.00	3,561.65	108.00	7,687.65	936.00	1,206.00	190101
2	551404	40019	IMM & CIT GR	105,000.00	(24,737.21)	-	78,822.79	-	1,440.00	190477
2	311519	40019	SW DATABASE PRINT	1,100.00	1,066.22	1,154.00	1,012.22	1,012.22	-	191101
8	311700	40019	SW DATABASES	508,810.26	-	252,405.00	252,405.00	126,202.50	4,000.26	191101
2	421212	40019	INT LOAN MATL	-	685.00	21.96	603.76	-	59.28	191103
8	311712	40019	INT LOAN SUBSCR	420,967.00	-	7,926.18	300,879.46	-	112,161.36	191103
2	215501	40019	ANNUAL RPT TRV	250.00	(250.00)	-	-	-	-	191107
8	151140	40019	ANNUAL RPT PS	6,750.00	-	6,750.00	-	-	-	191107
2	151119	40019	LSTA PS	-	742.50	-	-	-	742.50	191111
2	210008	40019	LSTA ADM TRV	250.00	(250.00)	-	-	-	-	191111
8	411210	40019	LSTA IT EQUIP	-	25,805.50	-	-	-	25,805.50	191111
2	552402	40019	E-MEDIA GR	25,000.00	75,000.00	50,000.00	-	-	50,000.00	191134
2	150503	40019	IMAG OF OK PS	4,500.00	(304.63)	3,600.00	-	-	595.37	191501
2	210014	40019	IMAG OF OK TRV	1,000.00	304.63	-	1,304.63	-	-	191501
2	213114	40019	IMAG OF OK TRV2	1,000.00	-	-	216.56	-	783.44	191501
2	311505	40019	IMAG OF OK PRNT	500.00	793.00	-	1,293.00	1,293.00	-	191501
2	361914	40019	IMAG OF OK MATL	500.00	-	-	227.77	-	272.23	191501
8	411209	40019	IMAG OF OK IT	500.00	-	-	-	-	500.00	191501
2	151120	40019	ONLINE LEARN PS	-	3,000.00	-	-	-	3,000.00	192001
8	311717	40019	ONLINE LEARN SU	-	4,500.00	-	-	-	4,500.00	192001
2	151110	40019	CERT PL PS	23,800.00	(6,685.00)	675.40	11,642.20	1,252.20	4,797.40	192101
2	211501	40019	CERT PL TRV	2,500.00	(2,500.00)	-	-	-	-	192101
2	361306	40019	CERT PL SUPP	200.00	-	-	-	-	200.00	192101
2	151118	40019	CONT EDUC PS	-	-	-	-	-	-	192102
2	551401	40019	CONT ED GR	15,450.00	3,150.00	-	-	-	18,600.00	192102
2	151501	40019	EDGE PS	17,000.00	(12,770.03)	-	4,229.97	-	-	192111
2	213101	40019	EDGE TRV	600.00	(600.00)	-	-	-	-	192111
8	311714	40019	EDGE SUBSCR	50,000.00	(50,000.00)	-	-	-	-	192111
2	151106	40019	SUMM READ PS	7,500.00	-	-	7,500.00	-	-	193101

LSTA										Federal
Category	OBSUB	Fund	Project Name	Allotment	Xfer	Encum	YTD	MTD	BAL	Projects
2	210010	40019	SUMM READ TRV	250.00	-	-	-	-	250.00	193101
2	312630	40019	SUMM READ MBRSH	500.00	(7.00)	-	493.00	-	-	193101
2	361930	40019	SUMM READ MATL	65,621.00	(16,881.70)	48,739.30	-	-	-	193101
2	151116	40019	LIT DEV PS	5,100.00	-	-	-	-	5,100.00	193201
2	211506	40019	LIT DEV TRV	3,500.00	-	-	2,396.83	-	1,103.17	193201
2	361920	40019	LIT DEV MATL	2,560.00	-	1,200.00	381.44	-	978.56	193201
2	551120	40019	LIT DEV GR	25,500.00	3,759.16	-	14,470.32	9,970.32	14,788.84	193201
2	151112	40019	WEB DEV PS	2,500.00	(1,000.00)	-	-	-	1,500.00	193211
2	361912	40019	WEB DEV MATL	500.00	-	-	-	-	500.00	193211
2	551108	40019	WEB DEV GR	2,000.00	-	-	-	-	2,000.00	193211
8	311716	40019	WEB DEV SUBSCR	3,650.00	-	-	3,228.37	-	421.63	193211
2	151117	40019	HEALTH LIT PS	23,370.00	-	5,648.96	9,285.20	4,147.76	8,435.84	193212
2	211508	40019	HEALTH LIT TRV	5,500.00	-	-	2,223.42	-	3,276.58	193212
2	361905	40019	HEALTH LIT MATL	3,000.00	2,000.00	-	4,853.90	4,853.90	146.10	193212
2	551121	40019	HEALTH LIT GR	185,458.00	(10,199.16)	-	167,200.00	400.00	8,058.84	193212
2	421203	40019	INST LIBR MATL	29,880.00	10,000.00	18,331.33	923.92	-	20,624.75	193401
2	213105	40019	CENSUS 2020 TRV	-	1,194.70	-	620.10	-	574.60	193402
2	311518	40019	CENSUS 2020 PRI	-	3,000.00	-	-	-	3,000.00	193402
2	551405	40019	CENSUS 2020	-	46,305.30	8,327.70	27,288.00	26,813.00	10,689.60	193402
2	156618	40019	OK BOOK FEST PS	-	49,860.10	-	49,860.10	-	-	195118
2	210018	40019	OK BOOK FEST TR	10,000.00	(10,000.00)	-	-	-	-	195118
2	311217	40019	OK BOOK FEST MA	-	261.46	-	261.46	-	-	195118
2	311617	40019	OK BOOK FEST AD	-	36,798.54	23,072.00	6,769.81	-	6,956.73	195118
2	999999	40019	UNALLOCATED	50,305.00	(43,464.26)	-	-	-	6,840.74	191000
TOTALS				\$ 1,617,811.26	\$ 92,138.77	\$ 427,959.83	\$ 958,080.88	\$ 176,880.90	\$ 323,909.32	

Agenda Item Cover Letter
ODL Board Meeting
June 12, 2020

Agenda Item #7

Presentation by Literacy Resources Office regarding announcement of Year 24 Community Literacy Contracts

Summary

ODL will announce state funding available to library and community-based adult literacy programs for the provision of basic reading, writing, math, life skills, and/or English as a second language instruction. Contracts of up to \$9,500 each will be awards for established programs, and contracts of up to \$2,500 each will be available for new programs, funding permitting.

Statutory Authority

O.S. 65 § 3-107.1 Contracts for Literacy Services

“The Oklahoma Department of Libraries may enter into contracts for literacy services with library-based programs or community literacy councils, including but not limited to nonprofit corporations holding a valid exemption from taxation issued pursuant to Section 501(a) of the Internal Revenue Code, 26 U.S.C., Section 501(a), and listed as an exempt organization in Section 501(c)(3) of the Internal Revenue Code, 26 U.S.C., Section 501(c)(3).”

Background

In 1996 Oklahoma’s literacy community worked in collaboration with ODL to request state appropriations to support and expand adult literacy efforts. Part of the funding request was dedicated to literacy grants for local programs. On May 27, 1997, the bill was signed by the Governor and ODL began receiving annual appropriations for literacy support. The first appropriation totaled \$300,000, with \$200,000 budgeted for grants to local programs. A later grassroots effort resulted in an additional \$50,000 directed to literacy grants for a total of \$350,000, with \$250,000 for grants.

Literacy programs worked with ODL to develop Quality Standards for Oklahoma Literacy Programs (QS) that were to be used as criteria for three different levels of funding. These QS have been updated regularly, however the three funding levels have been reduced to two levels due in part to the ongoing reductions of available funding.

For FY2021, \$149,000 has been preliminarily approved for Community Literacy funding. Contracts will be for \$9,600 each, a reduction of \$500 each from FY2020. Startup contracts of \$2,500 each will be available, funding permitting.

Budget Impact

Estimated budget:	\$	149,000
Project Expenditures:		<u>149,000</u>
Balance (Unallocated):	\$	0

Supporting documents attached

Community Literacy Funding Application

The Oklahoma Department of Libraries
 ODL 24 Community Literacy Funding Application
 Deadline July 10, 2020

Application Deadline	Email proposals to Rebecca Barker at rebecca.barker@libraries.ok.gov by midnight July 10, 2020.		
Applicant Eligibility	<p>Eligible organizations include Oklahoma public libraries, library systems, or non-profit library or community-based literacy organizations that provide adult literacy instruction. Previously funded programs must have satisfied all requirements from the 2019-2020 contract year.</p> <p>New programs (Start-Ups) or programs that have not achieved Quality Standards Levels One and Two (see page 3) should contact Rebecca Barker. Start-Up contracts may be available if funding permits.</p>		
Contract Awards	<p>Eligible organizations may apply for up to \$9,600.</p> <p>Newly organized programs may apply for Start-Up funds of up to \$2,500 if funding permits.</p> <p>Approved proposals will be funded by contractual agreement for the period of August 1, 2020, through June 30, 2021. In the event of reductions in state funding, awards will be reduced accordingly.</p>		
Purpose	Funds must be used to reduce adult illiteracy in Oklahoma through one-to-one or small group instruction in adult literacy programs that deliver free direct instructional service in reading, writing, English language, and/or math at no charge to adult learners over the age of 16.		
Program Elements	Proposals should include plans for either the development or the expansion of library or community based volunteer literacy programs. Under this competitive program, applicants must: 1) document the need for such services and the target population to be served; 2) demonstrate the program’s ability to deliver adult literacy services through the use of trained tutors/instructors; 3) show evidence of adopted and accomplished elements of the <i>Quality Standards for Oklahoma Literacy Programs</i> (Start-Ups will be expected to adopt and meet Quality Standards Level One by the end of the contract period); 4) conduct required assessments and learner tracking; and 5) provide measurable outcomes to Oklahoma Department of Libraries.		
Allowable Activities	Funds may be used for such activities as: providing training for volunteer tutors, learners, and program leaders; acquiring materials to support literacy activities; purchasing equipment for learner and volunteer tracking; promoting the local literacy effort; recruiting volunteers and learners; implementing the <i>Quality Standards for Oklahoma Literacy Programs</i> ; providing quality staff; and providing resources and accommodations to adults with learning disabilities.		
Contacts	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Rebecca Barker 405-522-3205 rebecca.barker@libraries.ok.gov</td> <td style="width: 50%; border: none;">Leslie Gelders 405-522-3242 leslie.gelders@libraries.ok.gov</td> </tr> </table>	Rebecca Barker 405-522-3205 rebecca.barker@libraries.ok.gov	Leslie Gelders 405-522-3242 leslie.gelders@libraries.ok.gov
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Preparing the Proposal

General Instructions—Proposals will be evaluated using a point system.

1. Submit the Data Page along with a Project Narrative of no more than five (5) typed pages (see page 7), Budget Explanation and required attachments (see page 3).
2. All correspondence will be directed to the person identified in the application. It is the applicant's responsibility to notify the ODL of changes in contact person, address, or phone number.
3. If collaborative projects are proposed, the partner organization(s) must be identified, and letters of support must be included.
4. The ODL will require contract recipients to assess and track learner progress. Statistical information must be submitted as required.
5. **Assessment Tool**—Programs receiving funds must regularly assess and reassess learners using the Comprehensive Adult Student Assessment System (CASAS) tool.
6. **Learner and Volunteer Tracking**—All programs are required to use the ODL approved tracking system. Contact the Literacy Resource Office for information or assistance.
7. These state funds must be tracked independently of other funds using a spreadsheet which will be provided by ODL.
8. Programs should keep a file copy of the proposal, contract, claim forms, receipts, time sheets, and all related correspondence.
9. Programs receiving funds are required to submit interim and final reports using the approved tracking tool.
10. Programs must comply with the *Quality Standards for Oklahoma Literacy Programs* and submit the checklist provided by ODL as part of the final report.
11. Programs receiving funds are subject to regulations under the Open Meetings Act and the Open Records Act.

Funding is dependent on compliance with the following requirements:

- A. Use of ODL required assessment tool
- B. Use of a tracking system approved by ODL
- C. Evidence of learner progress
- D. *Quality Standards for Oklahoma Literacy Programs* in place (Levels One and Two Quality Standards must be in place at the time the proposal is submitted. See page 3.)
- E. Timely submission of complete, accurate reports

Deduction Points

- Up to five (5) points may be deducted for
 - ✓ incorrect order, omissions, or substitutions
 - ✓ failure to follow general instructions
- Up to ten (10) points may be deducted for
 - ✓ failure to meet requirements of previous Community Literacy funding contract, including timely submission of reports

Attachments Required

The following documentation must be included with the proposal.

- Copy of current 501(c)(3) document
- Assurances page (page 10)
- Job descriptions and resumes of all individuals to be paid with these funds
- Letters of support for collaborative projects
- List of board members with contact information
- Copy of the minutes from the most recent board meeting

Quality Standards for Oklahoma Literacy Programs

Level One

1. An active board of directors or governing body
2. An adopted non-discriminatory hiring practice policy if the organization has paid staff
3. Current 501(c)(3) non-profit status
4. Adherence to the Open Meetings Act and the Open Records Act
5. Written by-laws
6. A written mission statement
7. A written short-range plan
8. A written budget approved by the board
9. An outside review of community literacy funds within the contract period
10. A determination of curriculum to be used
11. A plan to recruit volunteers and learners
12. A plan to train tutors
13. An assessment plan using the Comprehensive Adult Student Assessment System (CASAS)
14. Tracking statistics of learners, tutors, and instructors for reporting to ODL
15. Communication to local media on a regular basis

Level Two

1. New board member orientation
2. Written board committee and officer job descriptions
3. Continuing education for administrator and board members
4. Annual review of programs/services by board

5. Development of fundraising plan to fund the budget
6. Written job descriptions and an annual review process for staff
7. A determination of the program's capacity (what services will be offered and how many people can be served) in the form of board minutes/and or policy document
8. Written policies/procedures for staff
9. Networking with organizations for resources, referrals, and collaborations
10. Public relations/awareness plan
11. Variety of instructional materials geared to learning strengths of adult learners
12. Orientation packet or presentation for new tutors and volunteers
13. At least one (1) continuing education opportunity for tutors and volunteers
14. Formal recognition process for volunteers
15. A learner orientation procedure
16. Learner representation in program activities

Funding Restrictions

The applicant is responsible for indirect or overhead costs. Community literacy funds may not be used for items such as building rental, janitorial service, depreciation of equipment, insurance, rent, utilities, toys or child care. Learner health needs including eyeglasses, hearing aids, and examinations are not allowable expenses. Food is not an allowable expense.

Notification of Funding Awards

Proposals will be evaluated on a point system.

Recommendations for awards will be made to Oklahoma Department of Libraries Director Melody Kellogg and applicants notified by email no later than Friday, July 19, 2020.

Receiving Payment

Programs that received ODL 23 Community Literacy Contracts in 2019-2020 must satisfy all requirements of the final report for that contract period before being awarded an ODL 24 contract.

Recipients of ODL 24 will be sent a contract and claim form to be signed and returned to ODL. Claim form signatures must be notarized.

Payment will be processed in accordance with availability of state funds to ODL and only after receipt of the signed contract and signed and notarized claim form. An initial payment will be made for ninety percent of the contract award. The balance of the contract amount minus any reduction due to revenue failure will be paid near the end of the fiscal year. If no revenue failure occurs, the full balance will be paid. If FY21 appropriations to ODL are reduced, individual contract amounts will be adjusted in accordance with the agency reduction.

ODL must approve budget changes of more than \$100. Send written requests to rebecca.barker@libraries.ok.gov. Include a copy of original budget, complete explanation of need for amendment, and specific outline of proposed intent for revised expenditure of funds.

Reporting

The interim financial report and current tracking data is required by January 31, 2021.

Final project reports, including the financial report, updated tracking data, and the Quality Standards Checklist are required by July 9, 2021.

Future contracts from the Oklahoma Department of Libraries are contingent upon the applicant's ability to successfully satisfy the goals and objectives identified in the proposal, the applicant's compliance with funding requirements, and the timely submission of complete and accurate reports.

ODL 24 Community Literacy Funding Application
Data Page

Applicant Organization and Address

Program Contact

Phone

Email

Funding Amount Requested

Federal Employer Identification Number (FEIN)

List name and business address, including room #, of all State Legislators representing the program's service area. (attach separate page if needed)

The complete proposal includes the Data Page (page 6), Project Narrative (page 7), Budget Explanation (page 8) and Attachments (page 3).

Send complete proposal with attachments to rebecca.barker@libraries.ok.gov

Project Narrative

The Project Narrative should be no more than five (5) typed pages in the following order.

Needs Statement

10 Points

Define the program's service area (county, city, community, etc.). Provide literacy statistics including percentage and number of adults considered functionally illiterate. Include rate of unemployment, number of non-native speakers, dropout rate, poverty level, and other pertinent information in the service area. Cite data, no attachments are necessary.

About the Program

15 Points

Briefly describe the program operation. Provide date established, mission, how the program is governed, information on facilities, capacity, resources, staff, services offered, number of tutors and other volunteers, number of learners served during past fiscal year, training offered, instructional method(s), program short-term goals, and how the program is unique from other local literacy/educational programs in the area.

Plan of Operation

30 Points

In detail, describe proposed projects and activities. Explain the "who, what, where, when, why, and how" of each activity or project to be funded. The "why" should provide detailed information on how the proposed services will meet the needs of the population described in the Needs Statement. Explain what work will be done, who will do it, how it will be done, when and where activities will take place and why the activities are necessary. All activities and projects addressed in the budget explanation must be explained in detail in the Plan of Operation.

Quality of Key Personnel

10 points

Provide the names, responsibilities, literacy and other experience, and qualifications of all key personnel involved in related activities and projects. Attach job descriptions and resumes for each staff position to be funded all or in part. Include the board adopted statement of nondiscriminatory employment practices.

Evaluation Plan

25 Points

Describe how the program will determine the success of the proposed projects and activities outlined in the Plan of Operation. Provide a minimum of 4 specific desirable and measurable outcomes. These desired outcomes are to be used to document the success in the final report.

Some examples of measurable outcomes:

- 25 percent of learners will show gains when reassessed
- 70 percent of the learners will accomplish the goals they set for themselves (getting a new job, entering college, reading to their child)
- Six new tutors will be trained and matched with learners

Budget Explanation

Itemized Budget

10 Points

All items listed in the Budget Explanation must be described and justified in the Plan of Operation. The contract period is 11 months, August 1, 2020-June 30, 2021. Clearly itemize all requests.

Personnel

Describe hourly pay rates for all staff paid, in part or in whole, by this contract. Provide the number of hours paid per month with these funds for up to 11 months/48 weeks. July salary may not be paid with this contract. Attach copies of job descriptions and resumes of all individuals to be paid under this contract.

Employment Taxes

A maximum of 7.65 percent of gross salary will be allowed as the employer's share of taxes for salaried positions. Literacy programs are responsible for tax reporting responsibilities for all contract and salaried staff. Note: Any benefits provided for staff must be paid from other sources.

Travel

Transportation costs for learners, tutors, and staff attending literacy conferences are allowable expenses. Travel funds may also be used to reimburse trainers and/or presenters traveling from outside the program area. Travel funds may not be used to pay local tutors, trainers, staff, or learners traveling within the program area. It is suggested that mileage be reimbursed at the state rate. For current reimbursement rates, call Rebecca Barker at 405-522-3205 or 800-522-8116, option 4.

Equipment/Materials

Community Literacy funds may be used to purchase software, computer hardware or upgrades, and technical support. Justification for all equipment purchases must be described in the Plan of Operation. Ownership of all equipment reverts to the Oklahoma Department of Libraries if a review of the project is unacceptable or if the program ceases to provide literacy services for which the equipment was purchased. Include itemized costs of learner and tutoring materials, assessments, and training materials in this section.

Other

All expenditures categorized as "other" must be itemized in this section including items such as postage, printing, telephone service, internet, speakers, presenters, awareness and recognition materials.

Assurances

As program director/coordinator, I assure that our program agrees to use the Comprehensive Adult Student Assessment System (CASAS), alone or in conjunction with other literacy assessment tools. All learners will be given an initial assessment using CASAS. All learners will be reassessed, at a minimum, annually or after 60 hours of instruction, whichever comes first. The initial and follow-up assessment scores, learner and tutor hours, computer lab hours, small group hours, one-to-one hours, and volunteer hours will be compiled and submitted as required. I assure that complete and accurate statistical information, including test scores and hours, will be submitted on a timely basis, as required, to the Oklahoma Department of Libraries. In the event of national disasters such as COVID-19, ODL will provide guidance on amending procedures.

Program Director/Coordinator Signature

Date

Email

Telephone

As fiscal officer/treasurer, I assure that the budget presented in this proposal is a projection of anticipated expenditures for FY 21. If, at any time during the contract period, it becomes apparent that the funds awarded will not be expended in accordance with the proposal or if the need for an amendment to the existing budget arises, I understand it is the responsibility of the contract recipient to immediately notify the Literacy Resource Office of the Oklahoma Department of Libraries. I also understand distributions will be made as state funds are available and must be spent by June 30, 2021. Any funds not spend must be returned to ODL.

Program Fiscal Officer/Treasurer Signature

Date

Mailing address

Email

Telephone

As Board President, I assure that the governing body of the organization has reviewed this proposal and understands the goals, objectives, and obligations described in its contents. I assure that the organization is in compliance with Levels One and Two Quality Standards in place at the time the proposal is submitted. I understand that the program may be asked at any time during this contract period to provide proof of such compliance.

Board President/Governing Authority Signature

Date

Mailing address

Email

Telephone

Agenda Item Cover Letter

ODL Board Meeting

June 12, 2020

Agenda Item #8

Consider approval of ODL Telework Policy

Summary

Many ODL staff are in a temporary telework posture due to the pandemic. A policy detailing ODL's approach to telework is necessary.

Background

In response to the COVID-19 pandemic and in accordance with guidelines for state agencies, ODL quickly adopted a temporary telework posture for as many staff as possible beginning March 16. We have continued this posture to allow for easier social distancing of staff who must be physically present in the building for their work.

While the public health crisis forced ODL staff to adapt, we have learned that several positions can be successfully transitioned to telework. Creating an ODL Board approved policy for telework allows us to continue to offer this benefit to staff in a way that ensures the quality work expected from ODL continues.

Budget Impact

We anticipate being able to implement this policy with current resources.

Supporting documents attached

ODL Telework Policy

DRAFT- ODL Telework Procedure

DRAFT- ODL Telework Application

DRAFT- ODL Telework Agreement

Telework Policy

Effective Date of Policy: July 1, 2020
Board Approved:
Approval Date:
Policy(ies) Being Replaced: N/A
Date Policy Last Revised: 6/3/2020

The Oklahoma Department of Libraries (ODL) considers telework to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telework allows an employee to work outside of the traditional on-site work environment for all or part of the regular workweek. Telework may be appropriate for some employees and some positions; however, telework is not an entitlement, is not an agency-wide benefit and may be discontinued at any time at the sole discretion of the ODL Director, or designee. Telework may be used as a recruitment and/or retention tool by supervisors when deemed appropriate for a position.

Performance reporting metrics established by the telework employee's supervisor shall be used for each employee in the telework program. The ODL Director, or designee, and the supervisor shall approve the performance reporting metrics to be utilized for employees in the telework program. A telework arrangement is not designed to be a replacement for appropriate dependent care, and the focus of the work hours in the telework location must be on job performance and meeting agency requirements.

Although telework may be suggested by an employee, the decision of whether telework is appropriate or is required for a particular position shall be determined by the ODL Director, or designee, and the supervisor(s) responsible for the position. The decision will be made after considering factors set forth in the ODL Telework Procedures as well as additional guidance from GTARB pursuant to its duties under Title 62 of the Oklahoma statutes. No employee shall begin a telework arrangement until the employee and ODL have executed the ODL Telework Agreement and the telework location has been approved and prepared in accordance with ODL Telework Procedures.

Subject to the approval of an employee's supervisor, an employee may work from home due to extenuating circumstances without executing the ODL Telework Agreement. Such work from home arrangements are not intended to be routine.

Telework employees shall comply with the state Information Security Policies, Procedures and Guidelines and applicable data security laws, rules and regulations to ensure the protection of information accessible from any telework location. Adequate protection shall be determined at the discretion of the employee's supervisor and ODL Director, or designee. Employees shall adhere to all ODL policies and procedures governing employee conduct and any applicable laws, rules and regulations.

Procedures for Telework Policy

The following procedures are designed to assist and instruct supervisors and are to be followed when implementing the Oklahoma Department of Libraries (ODL) Telework Policy:

Minimum Requirements for Eligibility

- An employee participating in a telework arrangement must demonstrate a “meets standards” in accordance with the state’s Performance Management Program (PMP). In coordination with direct supervisors, ODL Human Resources shall conduct an audit of all employees participating in a telework arrangement to ensure that each employee has a current PMP in place and meets the requirement set forth above.
- An employee may not have been in a leave without pay status in the previous 12 months; however, an employee who has exhausted leave due to an FMLA qualifying event or workers’ compensation claim may still be considered for a telework arrangement. These events will be reviewed on a case-by-case basis in collaboration with the employee’s direct supervisor and ODL Human Resources.
- The position must be determined to be suitable for telework.
- The employee will work with their immediate supervisor to complete the process as described below.

Process

1. An employee may request or a supervisor may recommend telework as a work arrangement by completing the ODL Telework Application.
 - 1.1. The employee will complete Section 1.
 - 1.2. Using the Section 2 of the ODL Telework Application, the supervisor shall evaluate the suitability of such an arrangement. This includes considering factors such as the business needs of the agency and work habits of the employee with respect to traits customarily recognized as appropriate for successful teleworkers, job responsibilities, workspace consideration, work schedules and equipment needs to determine if the position is appropriate for a telework arrangement.
2. Once the ODL Telework Application is completed and signed by the employee and supervisor(s) it will be submitted to the ODL Director for review and approval.

3. After receiving an approval signature from the ODL Director on the ODL Telework Application, the employee and their supervisor will review, complete, and sign the ODL Telework Agreement.
 - 3.1. Productivity performance measures and performance reporting metrics for each telework position will be established by the supervisor to which the employee is assigned. Alignment of performance measures for each telework position to the reporting unit's performance measures, as well as performance targets, will be required for approval.
 - 3.2. The ODL Director, or designee, will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (for example, hardware and software) for each telework arrangement on a case-by-case basis. OMES IS will serve as a resource in this matter. The ODL Director reserves the right to change their determination as to appropriate equipment at any time.
 - 3.3. An appropriate work environment shall be established at the primary telework location. Telework employees are required to complete a Primary Telework Location Safety Checklist (Appendix C) of the ODL Telework Agreement attesting the primary telework locations meets the minimum requirements set forth on the checklist. The work environment of the primary telework location shall include the computer, any state-owned equipment and/or any items included on the Telework Location Safety Checklist.
 - 3.4. Telework employees will work with their immediate supervisor to determine a set schedule that meets business needs. Telework employees are subject to the leave guidelines in the ODL Employee Handbook. The supervisor will establish a method of regularly communicating work progress and engagement with the employee.
 - 3.5. Telework is NOT designed to be a replacement for appropriate dependent care. The focus of the work hours in the telework location must be on-job performance and meeting agency requirements. Prior to entering into a telework agreement, the supervisor must discuss expectations of telework with the employee and encourage employee discussion with family members of these expectations.
 - 3.6. The ODL Telework Agreement will not be effective until all signatures have been obtained. All other signatures shall be obtained prior to submission of the ODL Telework Agreement to the Director.

Additional Provisions

- Any telework arrangement may be discontinued at any time by the agency in its sole discretion. The agency shall make every effort to provide 30 days' notice of such a change; however, there may be instances when less notice or no notice is possible.

- Telework employees shall immediately notify their immediate supervisor or ODL Human Resources of any work-related injury or illness incurred while in telework status. ODL will follow workers compensation guidelines and processes as established by OMES Risk Management. Telework employees must anticipate the need for office supplies in advance and request supplies in order to be provided with appropriate supplies (pens, paper, etc.).
- Telework employees should ensure their own safety at all times. Telework employees will not be granted administrative leave during inclement weather unless otherwise approved by telework employee's supervisor on a case-by-case basis.
- When the telework arrangement is discontinued, all ODL property shall be returned to the agency within three (3) business days. The employee shall be liable for the replacement or repair cost, as applicable, of state-owned equipment that is lost, damaged or unreturned after termination of the telework agreement.
- ODL is not responsible for and does not provide advice related to tax or legal issues arising from an employee's use of a telework location under this telework arrangement. Employees should seek tax or legal advice from their tax or legal advisor if they have any questions related to the telework arrangement.

ODL Telework Application

Section 1: APPLICANT INFORMATION					
Last Name	First Name			Employee ID	
Position Title					
Office	Supervisor				
Work Phone #	Email				
Section 1a: PRIMARY TELEWORK LOCATION					
Proposed Primary Telework Location Address:					
Miles from work to proposed Primary Telework Location:			Telephone # to forward work phone to:		
Indicate any equipment you are able to personally provide and/or any equipment the state will need to issue:					
ITEM	State Issued	Personal	ITEM	State Issued	Personal
Computer/Laptop	<input type="radio"/>	<input type="radio"/>	Modem/Internet Access	<input type="radio"/>	<input type="radio"/>
Printer	<input type="radio"/>	<input type="radio"/>	Additional Phone Line	<input type="radio"/>	<input type="radio"/>
Scanner	<input type="radio"/>	<input type="radio"/>	Copy Machine	<input type="radio"/>	<input type="radio"/>
Other (please describe)					
Section 1b: DESCRIPTION OF WORK PERFORMED					
Section 1c: DISCLAIMER AND SIGNATURE					
I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in my release from the Telework Program.					
Signature				Date	

Section 2: SUPERVISOR		
Employee's Most Recent PMP Score	Additional PMP Comments	
How often will the employee's metrics be evaluated?		
In the box below, list the metrics on which the teleworking employee will be evaluated. Please provide a sample of any reports/documents the employee may be responsible for creating.		
Section 2a: DESCRIPTION OF METRICS TO BE USED TO MONITOR WORK DELIVERABLES		
<div style="text-align: center; font-size: 48px; opacity: 0.2; transform: rotate(-30deg); pointer-events: none;"> DRAFT </div>		
Can the employee's current job duties be adapted to telework?	<input type="radio"/> Yes	<input type="radio"/> No
Will the telework arrangement benefit the needs of the department and the agency?	<input type="radio"/> Yes	<input type="radio"/> No
Will telework be a temporary arrangement?	<input type="radio"/> Yes	<input type="radio"/> No
How often will the employee telework?		
Supervisor Comments:		

Section 2b: Does the position have access to information systems that house any of the following data? Answer **Yes** or **No** for each item:

	Yes/No	Data Category	Regulatory Environments	Telework Status
1.		Names, dates of birth, or Social Security numbers not related to medical information or specific data categories below.	Personally Identifiable Information (PII) - The Privacy Act of 1974.	If Yes – Only granted with safeguards and strict controls on access to PII, saving and printing locally of PII must be prohibited. Regular evaluation should occur on the telework position.
2.		Names, dates of birth, Social Security numbers and related medical information.	Health Insurance Portability and Accountability Act (HIPAA) for Personal Health Information (PHI).	If Yes – Only granted with safeguards and strict controls on access to PHI, saving and printing locally of PHI must be prohibited. Regular evaluation should occur on the telework position.
3.		Names, dates of birth, Social Security numbers and related tax payer information.	Internal Revenue Service – Federal Taxpayer Information (FTI) IRS-1075 – Safeguards for Protecting Federal Tax Returns and Return Information.	If Yes – Only granted with safeguards and strict controls on access to FTI, saving and printing locally of FTI must be prohibited. Regular evaluation should occur on the telework position.
4.		Names, dates of birth, Social Security numbers and related children or adult education records.	Family Educational Rights and Privacy Act (FERPA).	If Yes – Only granted with safeguards and strict controls on access to FERPA data, saving and printing locally FERPA data must be prohibited. Regular evaluation should occur on the telework position.
5.		Names, dates of birth, Social Security numbers and related criminal justice records.	Criminal Justice Information Systems (CJIS) Security Policy.	If Yes – telework is not suitable.

6.		Names, dates of birth, and Social Security numbers with related Social Security Administration data received from the federal Social Security Administration.	Social Security Administration (SSA) Electronic Information Exchange Security Requirements and Procedures for State and Local Agencies also related to the Federal Information Security Management Act (FISMA).	If Yes – Only granted with safeguards and strict controls on access to SSA and FISMA data, saving and printing locally of SSA and FISMA data must be prohibited. Regular evaluation should occur on the telework position.
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EMPLOYEE SIGNATURE	
Signature	Date
SUPERVISOR SIGNATURE	
Signature	Date
DIRECTOR SIGNATURE	
Signature	Date

Telework Agreement

This Oklahoma Department of Libraries (ODL) Telework Agreement ("Agreement") is effective as of _____ (the "Effective Date"), and is entered into between ODL and _____ ("Employee"). This Agreement may be amended from time to time and shall remain in effect until the termination of this Agreement by ODL in its sole discretion or until the Employee is no longer employed by ODL.

WHEREAS, ODL believes that the position of [____], (the "Telework Position") is appropriate for a telework arrangement and that the duties of the position may be substantially or wholly performed at an alternative work location.

WHEREFORE, ODL and the Employee agree as follows:

- 1. Telework Location.** When working at the telework location, the Employee agrees to follow all agency and divisional policies and procedures applicable to the Employee's position except such policies and procedures that apply to agency or division employees by virtue of being physically located at a state government building. The Primary Telework Location designated at Appendix A ("Primary Telework Location") must meet minimum physical safety requirements as set forth in Appendix C. The work schedule of the Employee is additionally set forth at Appendix A. Notwithstanding any provision herein, this Agreement does not provide an entitlement to the Employee that the Telework Position shall remain approved to be performed at the Primary Telework Location and in no way conveys nor is intended to convey upon the Employee a contract of employment. Failure by the Employee to comply with the terms of this Agreement may result in disciplinary action, up to and including termination of employment.
- 2. Work Assignments and Evaluation.** The duties of the Telework Position and a description of how work output shall be supervised, monitored and measured are set forth at Appendix B, and the Employee agrees to complete all assigned work according to procedures, guidelines and standards prescribed by ODL and the supervisor(s) of the Employee. Evaluation of the Employee's job performance will be based on established standards. Although temporary cessation or termination of this Agreement is within the sole discretion of the ODL Director, if the Employee is placed on a performance improvement plan, the Employee will return to the Allen Wright Library as their primary work location, as and when designated by the Employee's supervisor.
- 3. Pay, Attendance and Leave.** All pay, leave and travel entitlements will be based on the Employee's official duty station, which is the Primary Telework Location, and the Employee's time and attendance will be recorded as if performing official duties there. The Employee agrees to follow ODL policies and procedures for requesting and obtaining approval of leave. Telework employees should ensure their own safety at all times.

Telework employees will not be granted administrative leave during inclement weather unless otherwise approved by telework employee's supervisor, which will be approved on a case-by-case basis.

- 4. Overtime, Comp Time, and Work Week adjustments.** The Employee agrees not to work overtime unless such overtime is ordered or approved in advance. Unapproved overtime is unacceptable. Employees may coordinate the accrual and use of comp time with their supervisor in advances, according to the ODL Employee Handbook. Employees should coordinate work week adjustments in advance with their supervisor.
- 5. Equipment.** As applicable, the work-related equipment to be provided by ODL and by the Employee is identified at Appendix A. Although the state-owned equipment will be serviced and maintained by ODL in coordination with OMES ISD, the Employee agrees to use such state- owned equipment solely to perform duties of the Telework Position and shall protect the state-owned equipment against damage, theft and unauthorized use. The Employee agrees to immediately notify the supervisor or other appropriate manager if the Employee's ability to perform the Telework Position duties is hampered in any way due to damage, theft, compromise or suspected compromise, or loss of any employee-owned equipment or state-owned equipment. In addition, the Employee agrees to immediately report any damage, theft, compromise or suspected compromise to state information technology systems or equipment to the OMES IS Service Desk at 405-521-2444.

The Employee agrees to be responsible to service and maintain any employee-owned equipment and the Employee shall not be eligible for reimbursement of such costs except to the extent specifically agreed in writing by the ODL Director, or designee. Moreover, the Employee agrees to protect any employee-owned equipment against damage, theft and unauthorized use. Any work-related information stored on employee-owned equipment shall be subject to disclosure pursuant to the Open Records Act and the Employee agrees to fully cooperate with any open records request of such information.

Every effort will be made by the Employee to avoid downloading agency documents to their personal devices and encrypted flash drives are available for checkout. After termination of this Agreement, all state data shall be deleted from any employee- owned equipment and all state-owned property shall be returned or be made available for return by the Employee to ODL within three (3) business days. The Employee agrees to be liable for the replacement or repair cost, as applicable, of state-owned equipment that is lost, damaged or unreturned after termination of this Agreement.

- 6. Costs.** ODL will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the telework location. However, the Employee does not give up any right to receive reimbursement for job-related expenses specifically authorized in writing by the Director.

- 7. Liability.** ODL shall not be liable for damages to the telework location or other property at the telework location that is not state-owned equipment and shall not be liable for personal injury damages, whether to the Employee or any other person, except to the extent ODL is found liable for a workers' compensation claim of the Employee under applicable law.
- 8. Travel.** The Employee shall not be entitled to reimbursement of any nature if requested to report to a state work location other than a telework location or chooses to travel between telework locations. However, the Employee shall remain eligible for pre-approved reimbursement for travel to other locations in accordance with the State Travel Reimbursement Act.
- 9. Verification of Primary Telework Location Safety.** The Employee shall inspect the Primary Telework Location and assess the physical safety thereof in accordance with the safety checklist set forth in Appendix C. The Employee acknowledges and agrees the Primary Telework Location meets the physical safety requirements set forth in Appendix C, and the Employee has had an opportunity to express any issues or concerns related to such Primary Telework Location. The Employee agrees to maintain the workspace to be utilized at the Primary Telework Location free of safety and fire hazards, but in no case shall the Primary Telework Location fail to meet the physical safety requirements set forth in Appendix C.
- 10. Data Security.** The Employee agrees to appropriately safeguard all state data and agrees to comply with the state Information Security Policies, Procedures and Guidelines ("State Security Policy") and applicable data security laws, rules and regulations as well as additional requirements set forth in Appendix D, attached hereto and incorporated herein. The Employee further agrees to fully cooperate with any security audit of the telework location. If the Employee is unsure whether certain information is confidential or otherwise protected from disclosure, the Employee agrees to consult with the appropriate supervisor to make the determination. The Employee agrees to destroy any such information that is required to be printed, in accordance with applicable state policies and procedures.
- 11. Family Responsibilities.** The Employee agrees that performance of work duties at the telework location shall not be used as a replacement for or supplement to dependent or elder care.

(Signature Page Follows)

Signature Page to ODL Telework Agreement Department of Libraries/

The undersigned Employee has read, understands and has been provided an opportunity to obtain clarification of the terms of this Agreement, including Appendices A-E attached hereto and incorporated by reference.

Employee:

[NAME, TITLE]

Date

Supervisor:

[NAME, TITLE]

Date

Agency Director:

[NAME, TITLE]

Date

Appendix A to ODL Telework Agreement Department of Libraries/

General Work Schedule: For a typical work week, indicate in the spaces below the number of hours to be worked as Telework (T) vs. the number of hours to be worked in Office (O).

For any "O" hours, indicate location where office hours will be worked, example: "Hoteling Station in 3115 N. Lincoln Blvd., Oklahoma City, OK 73105."

Modified from GTARB TEMPLATE
 Agencies may modify to meet the agency's specific needs

	Number of Hours	Location O = Office / T = Telework; If "O", list where
<i>Example: Monday</i>	4	T
	4	O = 1 st floor, 200 NE 18 Street, Oklahoma City, OK 73105
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Daily Lunch		

State-Owned Equipment (including telecommunication services):

Employee-Owned Equipment (including telecommunication services):

Modified from GTARB TEMPLATE
Agencies may modify to meet the agency's specific needs

Appendix B to ODL Telework Agreement Department of Libraries/

Insert Telework Position Duties

Building from the information provided on the ODL Telework Application, provide a description of how work and productivity shall be supervised, monitored and measured. Specify how these measures align with office and agency performance goals.

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Appendix C to ODL Telework Agreement

Department of Libraries/

Primary Telework Location Safety Checklist

1. The space is safe and hazard free.	<input type="radio"/> Yes	<input type="radio"/> No
2. The space is adequately ventilated.	<input type="radio"/> Yes	<input type="radio"/> No
3. The space is reasonably quiet, free of distractions and there is sufficient light for reading.	<input type="radio"/> Yes	<input type="radio"/> No
4. All the stairs with four or more steps are equipped with handrails.	<input type="radio"/> Yes	<input type="radio"/> No
5. All circuit breakers and/or fuses in the electrical panel are labeled as to intended service.	<input type="radio"/> Yes	<input type="radio"/> No
6. Circuit breakers clearly indicate if they are in open or closed positions.	<input type="radio"/> Yes	<input type="radio"/> No
7. All electrical equipment is free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling).	<input type="radio"/> Yes	<input type="radio"/> No
8. Electrical outlets are three-pronged (grounded).	<input type="radio"/> Yes	<input type="radio"/> No
9. Computer equipment is connected to a surge protector.	<input type="radio"/> Yes	<input type="radio"/> No
10. Aisles, doorways and corners are free of obstructions to permit movement.	<input type="radio"/> Yes	<input type="radio"/> No
11. File cabinets and storage closets are arranged so drawers and doors do not open into walkways.	<input type="radio"/> Yes	<input type="radio"/> No
12. Space is free from excess furniture.	<input type="radio"/> Yes	<input type="radio"/> No
13. Phone lines, electrical cords and extension wires are secured under a desk or alongside baseboard.	<input type="radio"/> Yes	<input type="radio"/> No
14. Floor surfaces are clean, dry, level and free of worn or frayed seams.	<input type="radio"/> Yes	<input type="radio"/> No
15. Carpets are well secured to the floor, and free of frayed or worn seams.	<input type="radio"/> Yes	<input type="radio"/> No

Modified from GTARB TEMPLATE
Agencies may modify to meet the agency's specific needs

16. A fire extinguisher is in the workspace or easily accessible.	<input type="radio"/> Yes	<input type="radio"/> No
17. A working smoke detector is detectable from the workspace.	<input type="radio"/> Yes	<input type="radio"/> No
16. Chair casters are secure and/or the rungs of the chair are sturdy.	<input type="radio"/> Yes	<input type="radio"/> No

I acknowledge I inspected the Primary Telework Location and the physical safety thereof is in accordance with this appendix. I agree to maintain the workspace to be utilized at the Primary Telework Location free of safety and fire hazards, but in no case shall the Primary Telework Location fail to meet the physical safety requirement set forth in this appendix.

Employee Signature

Date

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Appendix D to ODL Telework Agreement Department of Libraries/

Internet Bandwidth Requirement For Primary Telework Location

The Primary Telework Location shall have internet download speed of at least 2 Mbps from upstream and downstream. To check this, telework employees can use the speed test site at <https://www.speedtest.net/>.

I acknowledge I performed a broadband speed test and the download speed at the primary location meets minimum specifications set forth herein. I further agree to maintain the required download speed at the primary telework location for the duration of my telework status.

Employee Signature

Date

Appendix E to ODL Telework Agreement Department of Libraries/

Telework Information Security Requirements

To maintain the required level of information security in connection with Telework Position duties performed at the designated telework location, adherence to the following information security requirements is necessary:

Supervisor/Manager Information Security Responsibilities

- Thoroughly review this Telework Agreement to ensure its terms are in compliance with agency information security policies and federal regulatory requirements which govern the information systems or data use.
- Ensure Employee receives agency information systems security training.
- Work with Employee to ensure that Employee fully understands and has the technical expertise to comply with agency requirements.
- Ensure the state-owned equipment and connectivity is adequate for telework success.
- Work with Employee to develop secure processes for potentially sensitive documents and other materials.
- Track removal and return of potentially sensitive materials, such as personnel records.
- Enforce personal privacy requirements for records.

Employee Information Security Responsibilities

- The Employee shall not attempt to bypass security measures or modify security configuration settings.
- Participate in agency information systems security training.
- Achieve sufficient technical proficiency to implement the required measures.
- Provide a high level of security to any personal or private information accessed at the telework location or transported to and from the telework location.
- Remain sensitive to individual rights to personal privacy.
- Comply with agency policies and with any additional requirements set forth in this Telework Agreement.
- If the Employee has access to sensitive data that is protected by regulation (e.g., HIPAA, FERPA) or contract (e.g., credit card data), the Employee must comply with any additional requirements dictated by the governing regulations or associated contracts.
- Upon request, the Employee must make any system used at the telework location available for examination.

Technical Requirements

Security Update Requirements

- All systems used for performance of the Telework Position at the telework location must be kept up-to-date with the most current security patches for the operating system as well as any applications such as anti-virus software, Microsoft Office, Internet Explorer, Firefox, etc.
 - Any state-provided computer must be connected securely to a system that allows internet access for the management and information systems updates. This includes leaving the system online at specific times for patches, remote management and access to system information by [Agency] Information Services.
- Only agency-approved operating systems and applications currently supported are allowed. Software that is no longer supported with security updates is prohibited (e.g., Windows 98, Windows 2000 and Windows XP) for use at the telework location.

End Point Protection Requirements

- All systems used at the telework location shall have end point protection installed and properly configured. The Employee shall not interfere, disable or otherwise interfere with the operation of the end point protection software.
- The end point protection shall be securely connected to an internet connection and receive daily, weekly and monthly updates.
- All systems including desktops and laptops and other mobile devices must have data at rest encryption technologies deployed to protect information from disclosure.

Network Security Requirements

- All systems used at the telework location shall be protected with a firewall.
- The firewall may be either hardware- or software-based.
- The firewall must be configured to block all unsolicited inbound connections.
- Only the following network connectivity methods may be utilized at the telework location:
 - Connection to a wired network utilizing a state-provided VPN connection.
 - Connection to an agency-approved wireless network utilizing VPN technology.
 - Home or public wireless networks may not be utilized at the telework location. The use of home wireless networks solely for accessing web-based e-mail and public websites may be allowed if authorized by the agency and information security management. The use of mobile devices with approved mobile device management services may use home and open wireless networks.

Authentication/Authorization Requirements

- All systems used at the telework location shall require users to log in before using the system.
- Administrative rights should be restricted to agency information technology staff. The Employee should not be given administrative authority for any state-owned computer used at the telework location.
- Passwords for all accounts on the system must meet the minimum complexity requirements defined by the State Security Policy.

- Passwords must be between 8 and 30 characters long.
- Passwords must not be the Employee's USERID, name or a word found in a dictionary. Passwords must not be easily guessable.
- Passwords must not be written down or recorded as an electronic document.

Data Protection Requirements

- Sensitive data includes but is not limited to: Social Security numbers, government issued ID numbers (e.g., driver's license number), financial account numbers (e.g., bank accounts, credit card accounts), data protected under HIPAA (e.g., patient information), data protected under FERPA (e.g., student grades), and data entrusted to any state entity by governmental entities (e.g., Veterans Administration, CMS, SSA, etc.) or other parties on the condition that the data be adequately protected.
- The Employee must not store sensitive information on any system unless authorized to do so by his/her manager.
 - This includes any personal computing device (such as personal computer, smart phone or electronic planner), removable media or cloud sharing services not approved for use.
- Sensitive information should not be stored on any system unless absolutely necessary and only the absolute minimum necessary information required to perform the job should be stored.
- State network file storage solutions should be utilized whenever possible.
- The connection to the state network via a VPN connection should be used for internet interactions, email, and data storage to receive the appropriate level of security protection.
- Sensitive data should be kept on secure and encrypted media that is approved and authorized for use at the telework location.
 - If the telework location is such that sensitive data is regularly received and/or processed, the computer system used for such processing must have whole disk encryption applied.
- The Employee must never allow unauthorized individuals to access sensitive data or use the state-owned equipment issued for performance of the Telework Position.
 - This includes any non-state personnel and family members of the Employee.
- The Employee must not store sensitive data on non-state-owned systems or removable media (CDs, USB hard drives, flash drives, etc.).
- Sensitive data must be deleted, in accordance with the State Security Policy, from the system when the Employee is required to do so by his/her manager or agency or division director.
- Any system or removable media used to store sensitive data must be disposed of in a manner that is in accordance with the State Security Policy.

Physical Protection Requirements

- All computing devices or physical files must be secured to the best of the Employee's ability at all times.
- The Employee is expected to take all reasonable measures in providing for the physical security of state-owned equipment. Laptops and mobile devices must not be left

unattended without providing for additional layers of physical security such as but not limited to:

- When possible, take the device when leaving a remote work area.
- When possible, lock the device in a desk, cabinet, or safe when traveling.

* This section is not meant to supersede any current state agency policy that governs mobile device use.

Security Incident Reporting Requirements

- If a system, or any part thereof, used for performance of the Telework Position is damaged, lost, stolen, compromised or suspected of being compromised, the Employee shall immediately report the incident to the appropriate supervisor or manager and the [Agency] Service Desk at 405-521-2444.

Additional Security Provisions:

[Insert any necessary additional agency-specific provisions]

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Oklahoma
Department of **Libraries**

Board of Directors
Resolution of Appreciation

Phil Moss

Whereas, you have contributed time and outstanding leadership to the improvement of library and information services for Oklahomans as a member of the Board of the Oklahoma Department of Libraries from 2014 to 2020; and

Whereas, you actively supported the freedoms guaranteed by the U.S. Constitution by endorsing the principles of intellectual freedom, and

Whereas, you supported continuing education for public librarians and library trustees, resulting in the improvement of library services in Oklahoma; and

Whereas, you endorsed and supported the development and improvement of online information services for the citizens of the state; and

Whereas, your recognition of the value of libraries and support for ODL staff and agency projects are much appreciated; and

Whereas, your dedicated membership on the Board from 2014 to 2020 helped fulfill the policy of the Board to promote “maximum library service to all citizens and agencies of the Great State of Oklahoma;” therefore

Be It Resolved, that the Board members and staff of the Oklahoma Department of Libraries express their appreciation, with gratitude and respect.

Adopted by the Oklahoma Department of Libraries Board **June 12, 2020**

Cynthia Vogel, Vice-Chair
Oklahoma Department of Libraries Board

Melody A. Kellogg, Director
Oklahoma Department of Libraries

Board Members

Robert Dace Edmond
Lee Denney Cushing
Phil Moss Norman

Annabeth Robin Bartlesville
Mary Shannon McAlester