



**Agenda**

**ODL Board Meeting**

June 10, 2022 | 10:00 a.m.

South Conference Room

200 N.E. 18 Street

Oklahoma City, Oklahoma 73105

*This meeting will be available to **view** via Zoom. Instructions are at the end of this agenda.*

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

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consideration and possible action on minutes for the special board meeting held April 8, 2022..... 1
3. Consideration of and possible acceptance of financial reports
  - a. Expenditure Report through May 31, 2022..... 5
  - b. Budget to Actual Report through May 31, 2022..... 8
  - c. Cost Variance Report through May 31, 2022..... 9
4. Review of budget for carryover funds from SFY2021 ..... 10
5. Library Services and Technology Act
  - a. Consider acceptance of status report for FFY 2021 projects..... 11
  - b. Consider acceptance of status report for FFY 2022 projects..... 12
  - c. Discussion and possible action on the Five-Year Plan for FFY 2023-2027 ..... 13
  - d. Presentation on Certification Program (Public Library Academy), a program managed in coordination with the Oklahoma Library Association..... 58
  - e. Consider approval to extend Misty Crider’s appointment to serve an additional year on the Continuing Education Certification Board with a term to expire December 31, 2022 ..... 61
  - f. Consideration of and possible action on proposal for Oklahoma Book Festival to be funded partly with FFY21 and FFY22 LSTA allotments..... 62
6. American Rescue Plan Act projects and updates
  - a. Review of Distribution Plan..... 68
  - b. Summary of Funding Requests by Project ..... 69
  - c. Consideration of and possible action on proposal for the Professional Development Project using American Rescue Plan Act funds..... 70
7. Director’s Report
  - a. Agency Activity Report from March 1 through May 15, 2022 ..... 75
  - b. Legislative Report..... 82
  - c. Compensation and Classification Study

Oklahoma Department of Libraries, 200 Northeast 18 Street, Oklahoma City, Oklahoma 73105-3298

Telephone Number (405) 521-2502 FAX (405)-7804

[libraries.ok.gov](http://libraries.ok.gov) [digitalprairie.ok.gov](http://digitalprairie.ok.gov)

8. Proposed executive session pursuant to 25 O.S. 307(B)(1) to discuss the hiring or appointment of the Director and possible interview of a candidate
9. Vote to return to open session; possible Board action on matters discussed in executive session
10. Consideration and possible action on appointment of Natalie Currie to the position of Interim Director to serve from June 11, 2022 until a new Director begins employment with the agency
11. Consideration and possible action on the Nominating Committee’s recommendation for ODL Board Officers for 2022-2023
12. Consideration and possible action on modifying membership of the Selection Committee for the Director and State Librarian position
13. Consideration and possible action on Resolution of Appreciation for Cynthia Vogel’s service on the Oklahoma Department of Libraries’ Board ..... 86
14. Consideration and possible action on Resolution of Appreciation for Annabeth Robin’s service on the Oklahoma Department of Libraries’ Board ..... 87
15. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda
16. Adjournment

**Join Zoom Meeting**

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

Topic: ODL Board Meeting  
 Time: Jun 10, 2022 10:00 AM Central Time (US and Canada)  
 Meeting ID: 928 0414 5403

One tap mobile: +13462487799,,92804145403# US (Houston) or +16699006833,,92804145403# US (San Jose)

Dial by your location: +1 346 248 7799 US (Houston) or +1 669 900 6833 US (San Jose) or +1 253 215 8782 US (Tacoma)

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

**Next ODL Board Meeting:** Friday, September 23, Cushing Public Library, 215 N Steel Ave, Cushing

Minutes  
Oklahoma Department of Libraries  
ODL Board of Directors  
April 8, 2022  
10:00 a.m.  
South Conference Room and Via Zoom:  
<https://zoom.us/j/97488664550> Meeting ID: 974 8866 4550

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

Guests and staff members present: Connie Armstrong, Christine Chen, Natalie Currie, Jan Davis, Grace Fuqua, Leslie Gelders, Jennifer Green, Katherine Hale, Holly Hasenfrazz, Jackie Kropp, Tara McCleod, Tim Miller, Cindy Mooney, John Settle from the Office of Attorney General, Cathy Van Hoy, Alyssa Vaughn, Rachel Walker and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the April 8, 2022, special meeting was transmitted to the Oklahoma Secretary of State on April 5, 2022. Public notice of this meeting, together with the agenda, was posted April 6, 2022, at 11:46 a.m. on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 N.E. 18 Street, Oklahoma City.

**Consider approval of minutes from regular scheduled ODL Board Meeting held December 10, 2021** Chair Vogel asked for consideration of the minutes for the December 10, 2021, board meeting. Chair Vogel mentioned a correction on page 1, paragraph 2: add "Natalie Currie" as a staff member present. Chair Vogel moved to approve with the amendment, seconded by Robin. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

**Consider approval of minutes from special scheduled ODL Board Meeting held February 15, 2022** Chair Vogel asked for consideration of the minutes for the February 15, 2022, board meeting. Chair Vogel mentioned a correction on page 1, paragraph 2: add "Natalie Currie" as a staff member present. Chair Vogel moved to approve with the amendment, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

**Consider acceptance of SFY2022 Financial Reports**

Chair Vogel made a motion to accept the Expenditure Report through February 28, 2022, seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel made a motion to accept the Budget to Actual Report through February 28, 2022, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel made a motion to accept the Cost Containment Report through March 31, 2022, seconded by

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

### **Director's Report**

Kellogg shared an update on new staff in Administration. She introduced Sara Vance, Administrative Assistant, and Grace Fuqua, Accounting Technician. They both report to Tara McCleod, the Federal Programs Officer and Business Manager. We are pleased to have them join the ODL team.

Kellogg said the legislative session has been very active. A couple of bills related to State of Oklahoma employees, and supported by ODL, are still alive. There are several variations of bills related to the Open Meeting Act. House Joint Resolution 1047 will place a cap on valorem taxes which could affect certain property owners, schools, libraries, and Oklahomans over age 65. Other bills are defining obscenity, which could affect collections in school or public libraries. Kellogg stated the libraries more than likely already have policies and procedures in place to handle situations related to material challenges.

Kellogg said SB1549 is very important to ODL because it has the potential to impact the agency's Records Management operations. The bill was presented by the Office of Management and Enterprise Services (OMES). OMES told Deputy Currie they absolutely envision involvement by ODL throughout the process should SB1549 pass.

Kellogg reported the Archives and Records Commission is in the process of being recreated. HB3000 is the vehicle for this, and it would extend the sunset date five more years.

Currie shared an update on the Calibration project related to staff organization and job descriptions. The data gathering phase is complete. OMES Human Capital Management (HCM) has given ODL permission to create functional job descriptions that are more specific to the task of the job. HCM will consider these new job descriptions as part of the Classification and Compensation Study. Chair Vogel asked about the timeline. Currie said the agency budget request is due October 1st. The Classification and Compensation Study needs to happen before then, but OMES Classification and Compensation is currently involved in the Workday transition. Currie explained Workday is a unified online processing platform for all HR and payroll functions being implemented by the State of Oklahoma for all state agencies and employees.

Kellogg announced that Tara McCleod worked with QualityMetrics to complete and finalize the Five-Year Library Services and Technology Act (LSTA) Plan Evaluation. On April 11, Martha Kyrillidou of QualityMetrics and Kellogg will work with staff and then start a tour of twenty libraries in Oklahoma.

Kellogg said FFY20 Library Services and Technology Act (LSTA) projects are finalized. Vogel asked if it is typical to return unused federal funds to the Institute of Museum and Library Services (IMLS). Kellogg said no, usually not; but many projects were cancelled the past two years because of the pandemic. Kellogg also noted that ODL's federal American Rescue Plan Act (ARPA) project has almost \$85,000 unallocated. The agency has until the end of the year to spend the funds.

### **Consideration of and possible action on FFY2022 LSTA Project Proposals**

Kellogg explained as projects are completed, any unspent funds are often reallocated to open projects. Funds not used after all other projects are finalized are added to eMedia and/or Resource Sharing projects. Additional activities are also sometimes added if consistent with a specific description.

Chair Vogel made a motion to approve action on FFY2022 LSTA Project Proposals. Chair Vogel mentioned a

correction on page 22, Agenda item should be “#5” not “#4”. Chair Vogel moved to approve with the amendment, seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consideration of and possible action on proposed ARPA project for E-Media grant to City of Stillwater, administrator of the Oklahoma Virtual Library Consortium**

Kellogg stated there are approximately 90 libraries in Oklahoma that participate in the Virtual Library Consortium.

Chair Vogel made a motion to approve action on proposed ARPA project for E-Media grant to City of Stillwater, administrator of the Oklahoma Virtual Library Consortium, seconded by Smith. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consideration of and possible action on proposed ARPA Project for virtual training for library and museum staff, “Attracting and Retaining Oklahoma’s Workforce”**

Kellogg introduced Administrative Archivist Jan Davis as the Lead Officer on the project. Vogel asked who plans on attending this training. Davis said it will be in a webinar format in a two-part session designed for attendees who are museum or library managers primarily, but it will be open to anyone who works in the museum or library field. There are about 500 museums and 200 libraries across the state that face the same hiring issues. The Oklahoma State University (OSU) program speaker will talk about the current state of the workforce in Oklahoma in terms of who’s available to be hired.

Chair Vogel made a motion to approve action on proposed ARPA Project for virtual training for library and museum staff, “Attracting and Retaining Oklahoma’s Workforce”, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Appointment of a board nominating committee for ODL Board officers, 2022-2023**

Chair Vogel appointed board members Smith and Dace to serve on the nominating committee.

**Proposed executive session pursuant to 24 O.S.307(B)(1) to discuss the hiring or appointment of the Director and possible interview of a candidate**

Chair Vogel made a motion to move to executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing hiring or appointment of the Director and possible interview of a candidate, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed

**Vote to return to open session; possible Board action on matters discussed in executive session**

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

Vice-Chair Robin made a motion that the board authorize Chair Vogel to make an offer to the candidate selected by the hiring committee with a salary of \$128,000 per year and a \$5,000 signing bonus. ODL will pay reasonable expenses if a visit to Oklahoma is requested. The board will also request a response from candidate within 10 days, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Vice-Chair Robin made a motion that if the offer is not accepted, staff will reopen the recruitment process and the position will remain open until filled, seconded by Chair Vogel. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel stated that there was no additional business and made a motion to adjourn the meeting.

The next ODL Board meeting is scheduled for June 24, 2022, at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18<sup>th</sup> Street, Oklahoma City.

---

Melody A. Kellogg, Secretary

**Oklahoma Department of Libraries**  
**6 Digit Object of Expenditure Report**  
as of 05/31/2022

Account	Description	CURRENT	CURRENT	LAST FISCAL	VARIANCE	EXPLANATION
		MO	FISCAL YTD	YTD		
		JUL 1, 2021 -	JUL 1, 2021 -	JUL 1, 2020 -		
		May-22	MAY 31, 2022	MAY 31, 2021	DIFFERENCE	
<b>510000 PERSONAL SERVICES</b>						
511110	Sals-Regular Pay	129,827	1,419,462	1,324,779	94,683	New hires, previous GALT in 999
511119	Sals-Regular Pay COVID19	-		15,571	(15,571)	
511130	Sals-Non-Reg Pay	2,584	15,556	-	15,556	New 999 employees
511210	Longevity Pay-State Employees	6,882	53,993	56,496	(2,503)	
511310	Terminal Leave	460	19,149	14,354	4,796	Retirement payout
511420	Excess Benefit Allowance	1,670	14,945	14,277	668	
	Sub Class 511000	141,424	1,523,105	1,425,476	97,629	
512110	Insur. Prem-Hlth-Life-State Pln	30,667	339,533	310,554	28,979	
512310	Insur. Prem-Workers Comp.	-	2,457	3,544	(1,087)	
	Sub Class 512000	30,667	341,990	314,098	27,892	
513110	Employer Share-FICA	8,796	94,399	85,802	8,597	
513120	Employer Share-MQFE/FICA	1,989	21,441	20,067	1,374	
513230	Employer Share OPERS	17,605	208,108	203,898	4,210	
513280	Employer Match-AdFeeSt. Annuity	614	6,993	7,427	(434)	
513290	St.Match-Ad Fee-Def Contr	2,003	18,497	10,643	7,854	
513300	Reg.Savings-Def Contr Plan	2,965	27,033	15,279	11,754	Only option for new employees
	Sub Class 513000	33,971	376,470	343,116	33,354	
515010	Offices of Lawyers	1,817	19,988	18,171	1,817	
515060	Acctg,Tax,Books,Payroll Svc	2,695	23,357	9,366	13,991	New service: OMES PSS
515320	Graphic Design Services	-	1,250	-	1,250	
515380	Other Computer Related Svc	-	65,973	64,365	1,608	
515490	Advertising and Related Svcs	-	949	760	189	
515510	Photographic Services	1,800	1,800	-	1,800	
515540	Other Prof, Sc. & Tech.Svc	4,606	104,513	4,974	99,539	Includes ARPA spending
515560	Office Administrative Services	-	3,497	4,519	(1,022)	
515570	Employment Placement Services	-	97,943	149,067	(51,124)	Fewer Galt workers
515580	Business Support Services	3,210	35,856	25,680	10,176	Increased cost of OMES ABS
515650	Investigation-Security Svcs	357	2,033	725	1,308	
515660	Educational Services	6,120	30,311	18,045	12,266	ARPA; renewed activity post-COVID
515990	Other Svcs-exc.Public.Admin.	-	4,235	8,359	(4,123)	
	Sub Class 515000	20,605	391,705	304,030	87,675	
519130	Flexible Benefits-Adminis.	-	148	2,446	(2,298)	
	Sub Class 519000	-	148	2,446	(2,298)	
	<b>Major Class 510000</b>	<b>226,667</b>	<b>2,633,418</b>	<b>2,389,166</b>	<b>244,252</b>	
<b>520000 TRAVEL</b>						
521110	In-State Mileage-Motor Vehicle	-	1,591	-	1,591	
521120	In-State Meals-Subsistence Exp	-	1,017	-	1,017	
521140	In-State Miscellaneous Charges	-	91	-	91	
521230	Out-of-State Meals-Subsistence	-	121	-	121	
521240	Out-of-State Local Transp.	-	18	-	18	
521260	Out-of-State Lodging	-	343	-	343	
521310	Travel Reimb.-Non-State Empls.	519	740	-	740	
	Sub Class 521000	519	3,921	-	3,921	
522110	OutofSt Trans Cst Agcy Dir	-	409	-	409	
522113	InStPurPikePassCollFeesAgcyDir	-	40	11	28	
522131	In-State Pur Food Ldg Agcy Dir	526	2,245	-	2,245	
522141	In-State Misc Charges Agcy Dir	32	32	-	32	
522150	Registration - Agency Direct	12,294	17,100	25,629	(8,529)	
	Sub Class 522000	12,852	19,826	25,641	(5,815)	

Account	Description	JUL 1, 2021 -		JUL 1, 2020 -		EXPLANATION
		May-22	MAY 31, 2022	MAY 31, 2021	DIFFERENCE	
<b>Major Class 520000</b>		<b>13,371</b>	<b>23,747</b>	<b>25,641</b>	<b>(1,894)</b>	
<b>530000 ADMINISTRATIVE EXPENSE</b>						
531110	Freight Expenses	-	8,369	3,085	5,285	
531120	Postage	-	1,294	41	1,253	
531130	Telecommunication Services	164	1,866	1,793	72	
531150	Printing & Binding Contrs	707	11,829	23,175	(11,346)	Publication printed every other yr
531160	Advertising	777	4,928	342	4,586	
531170	Informational Service	12,158	1,103,527	991,526	112,001	ARPA spending included
531180	Bank Service Charges	-	60	-	60	
531190	Exhibitions,Shows,Spec.Events	-	625	100	525	
531230	ERP System Services	-	1,976	2,210	(234)	
531260	Membership in Organizations	169	17,549	17,012	537	
531310	Prem-Property or Liab.Insur.	-	20,209	20,396	(187)	
531350	Utility Charge-Other Utilities	160	1,395	-	1,395	
531360	Utility Charge Natural Gas	208	2,569	1,815	753	
531370	Utility Charge-Electricity	-	142	2,754	(2,612)	
Sub Class 531000		14,343	1,176,337	1,064,248	112,089	
532110	Rent of Office Space	-	49,395	90,558	(41,163)	Payments coded differently
532130	Rent of Other Building Space	8,233	41,163	-	41,163	(See above)
532140	Rent-Equipment And Machinery	-	2,023	2,229	(206)	
532141	Rent of Motor Vehicles	-	108	-	108	
532142	Lease of Motor Vehicles	-	8,195	7,809	386	
532160	Rent-Elec Data Processing Eq.	-	7,341	12,209	(4,868)	
532170	Rent-Data Processing Software	1,679	28,660	29,965	(1,305)	
532190	Other Rents	35	91	308	(217)	
Sub Class 532000		9,946	136,975	143,078	(6,102)	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	-	15,497	6,203	9,294	
533120	Mtce-Rep.-Equipment-Vendors	-	-	418	(418)	
533130	Mtce-Rep.-Tel.Equip-Vendor	752	10,024	-	10,024	Timing of payment
533140	Mtce-Rep.-DP Equip-Vendor	-	1,561	10,487	(8,926)	
533150	Mtc-Rep.-DP Software-Vendors	112	112	128	(15)	
533180	Housekpg/Janit./Sanit.Sup,Mat	-	-	2,571	(2,571)	
533220	Mtce-Rep.-non-MV Eq. In-house	32	32	-	32	
Sub Class 533000		896	27,226	19,807	7,420	
534260	Medical Supplies And Materials	-	-	670	(670)	
534290	Motor Fuels-Common	-	933	260	673	
534310	Motor Fuels-Special	-	84	71	13	
Sub Class 534000		-	1,017	1,001	16	
535180	Safety and Security Supplies	-	-	781	(781)	
536110	Meeting Refreshments	-	-	16	(16)	
536130	Office Supplies Non-Expendable	-	2,116	3,415	(1,299)	
536140	Office Supplies (Expendable)	1,108	12,709	4,200	8,509	
536150	Data Processing Supplies	-	39	-	39	
536190	Educational Supplies	52	64,612	62,055	2,558	
Sub Class 536000		1,160	79,477	69,686	9,791	
<b>Major Class 530000</b>		<b>26,345</b>	<b>1,421,032</b>	<b>1,298,600</b>	<b>122,432</b>	
<b>540000 PROP,FURN,EQUIP &amp; RELATED DEBT</b>						
541110	Office Furniture & Equipment	-	9,053	9,272	(219)	
541120	Data Processing Equipment	1,637	58,655	75,810	(17,155)	One time funds used in SFY21
541130	Data Processing Software	-	14,500	164	14,336	Foundant (ARPA)
541150	Equip-Furn-Residential Educ.	-	-	(93)	93	
Sub Class 541000		1,637	82,208	85,154	(2,945)	
542120	Library Resources-Textbooks	8,380	125,418	143,453	(18,035)	Reduced materials budget
Sub Class 542000		8,380	125,418	143,453	(18,035)	



Account	Description	JUL 1, 2021 -		JUL 1, 2020 -		EXPLANATION
		May-22	MAY 31, 2022	MAY 31, 2021	DIFFERENCE	
546210	Bldgs,Struct.-Constr.-Renov.	-	2,650	755	1,895	
	Sub Class 546000	-	2,650	755	1,895	
	<b>Major Class 540000</b>	<b>10,018</b>	<b>210,277</b>	<b>229,362</b>	<b>(19,085)</b>	
<b>550000 GEN ASST, AWDS, PROG-DIRECTED</b>						
551110	Assistance Payments	-	-	(3,000)	3,000	
553190	Refunds-Overpayment Charges	-	7,053	3,520	3,533	
554230	Reimbursement & Repayment-Other	-	-	1,500	(1,500)	
555110	Pmts-Local Gov't-Gen Govt	419,877	4,287,930	2,693,490	1,594,440	<i>Includes ARPA spending</i>
	<b>Major Class 550000</b>	<b>419,877</b>	<b>4,294,983</b>	<b>2,695,510</b>	<b>1,599,473</b>	
	<b>Business Unit Total</b>	<b>696,277</b>	<b>8,583,457</b>	<b>6,638,278</b>	<b>2,253,869</b>	

**Oklahoma Department of Libraries**  
**Budget to Actual Expenditures and Encumbrances**  
**as of 05/31/2022**

Account	Description	SFY22	YTD	Annual Variance
		Annual Budget	Total Exp & Enc	
511	Salary Expense	\$ 1,737,663	\$ 1,511,103	\$ 226,560
512	Insur. Prem - Health - Life, etc.	468,408	342,922	125,486
513	FICA-Retirement Contributions	427,590	375,983	51,607
515	Professional Services	585,356	483,037	102,319
519	Inter/Intra Agy Pmt - Personnel	3,000	-	3,000
521	Travel - Reimbursements	45,460	3,831	41,629
522	Travel - Agency Direct Pmt	35,088	33,964	1,124
531	Misc. Administrative Expenses	1,769,064	1,298,404	470,660
532	Rent Expense	409,886	149,002	260,884
533	Maintenance & Repair Expenses	46,444	23,921	22,523
534	Specialized Sup & Mat. Expe	1,200	2,250	(1,050)
535	Production, Safety, Security	500	-	500
536	General Operating Expenses	188,550	86,614	101,936
541	Office Furniture & Equipment	96,735	27,016	69,719
542	Library Equipment - Resources	374,862	240,754	134,108
546	Buildings-Purchase., Constr, Re	11,100	2,650	8,450
555	Pmts - Local Govt, NonProfit	5,145,412	4,281,604	863,808
601	AFP Encumbrances	-	595,236	(595,236)
		<u>\$ 11,346,318</u>	<u>\$ 9,458,294</u>	<u>\$ 1,888,024</u>

Class Funding				
Account	Description	SFY22	YTD	Annual Variance
19111	FY2021 C/O Duties	\$ 233,077	\$ 87,921	\$ 145,156
19201	GRF - Duties	4,346,315	4,062,366	283,949
20000	Revolving Fund	350,068	278,087	71,981
40000	Federal Library Funds	2,774,760	2,225,530	549,230
40500	Federal Pass Through Funds	734,740	454,051	280,689
41000	Fed Grt Funds Special Project	40,000	35,563	4,437
41500	American Rescue Plan Act	2,867,357	2,314,776	552,581
		<u>\$ 11,346,317</u>	<u>\$ 9,458,294</u>	<u>\$ 1,888,023</u>

Oklahoma Department of Libraries  
**Cost Variance Report**  
For the period ending May 31, 2022

Division #	Division Name	FY22 Annual Budget	FY22 YTD Budget	FY22 YTD Expenses & Encumbrances	FY21 YTD Expenses	FY21 - FY22 YTD Expense Variance Under / (Over)	FY21 - FY22 YTD Expense Variance %	FY22 YTD Budget to Expense Variance Under / (Over)	FY22 YTD Budget to Expense Variance %	FY22 Budget to Expense Variance Explanation {Threshold is variance amounts over \$30,000 and variance percentages over 30% }
10	Administration	\$ 1,015,183	\$ 930,582	\$ 853,390	\$ 827,282	\$ 26,108	3%	\$ 77,192	8%	FT position budgeted but not filled
20	Service to Libraries	\$ 6,967,196	\$ 6,386,589	\$ 6,134,131	\$ 4,657,925	\$ 1,476,207	24%	\$ 252,458	4%	Payments to local govt, non profits not completed; \$93K recently budgeted from carryover
30	Government Info Services	\$ 1,255,795	\$ 1,151,142	\$ 1,124,392	\$ 699,355	\$ 425,037	38%	\$ 26,750	2%	
88	ISD Data Processing	\$ 2,108,144	\$ 1,932,464	\$ 1,346,380	\$ 1,206,342	\$ 140,038	10%	\$ 586,084	30%	\$275K pass-through funds not spent; \$300K ARPA project stalled

<b>TOTALS</b>	<b>\$ 11,346,318</b>	<b>\$ 10,400,777</b>	<b>\$ 9,458,294</b>	<b>\$ 7,390,904</b>	<b>\$ 2,067,390</b>	<b>22%</b>	<b>\$ 942,483</b>	<b>9%</b>	
---------------	----------------------	----------------------	---------------------	---------------------	---------------------	------------	-------------------	-----------	--

Oklahoma Department of Libraries  
**State Appropriated Funds**  
**Carryover from SFY21 (19111)**  
 Budgeted April 7, 2022

	Admin/PIO	Library Development	Library Resources	Archives & Records Management	Information Technology	Total
515570 Employment Placement Services	6,586.55					<b>6,586.55</b>
521110 In-State Travel Mileage	125.00	625.00				<b>750.00</b>
521120 In-State Travel Meals	147.50	737.60				<b>885.10</b>
521140 In-State Travel Misc Charges	24.00	75.00				<b>99.00</b>
522131 In-State Travel Food Lodging Agcy Dir	387.00	756.00				<b>1,143.00</b>
522120 Registration - Agcy Dir	180.00	1,230.00	700.00	3,200.00		<b>5,310.00</b>
531120 Postage			10,000.00			<b>10,000.00</b>
531150 Printing & Binding	349.00					<b>349.00</b>
531160 Advertising and Promotional	4,093.00				1,107.00	<b>5,200.00</b>
531170 Informational Service			11,718.00		44,640.77	<b>56,358.77</b>
531310 Property or Liability Ins	2,972.58					<b>2,972.58</b>
532170 Rent of DP software					472.00	<b>472.00</b>
536130 Office Supplies - Non-expendable				458.60		<b>458.60</b>
536140 Office Supplies - Expendable			1,000.00	1,551.94		<b>2,551.94</b>
541110 Office Furniture & Equipment	2,977.96	800.00	50,192.94	491.99		<b>54,462.89</b>
541120 DP Equipment					27,511.77	<b>27,511.77</b>
542120 Library resource/textbooks	895.00		46,819.00			<b>47,714.00</b>
546210 Bldg renovation		2,650.00	7,600.00			<b>10,250.00</b>
<b>Total by Department</b>	<b>18,737.59</b>	<b>6,873.60</b>	<b>128,029.94</b>	<b>5,702.53</b>	<b>73,731.54</b>	<b>233,075.20</b>

**FFY21 LSTA Projects  
Summary of Funding Requests by Project**

<b>Project Name</b>	<b>Budgeted Amount*</b>	<b>Amount Paid (as of 05/25/2022)</b>	<b>Encumbrance Balance</b>	<b>Totals</b>
<b>Annual Report</b>	\$ 7,064.30	\$ 6,815.00	\$ -	\$ 6,815.00
<b>Citizenship and Immigration</b>	\$ 133,057.60	\$ 114,849.15	\$ 18,753.99	\$ 133,603.14
<b>Computer Lab</b>	\$ 36,139.90	\$ 2,605.01	\$ 4,000.00	\$ 6,605.01
<b>Continuing Education</b>	\$ 38,360.90	\$ 29,223.33	\$ 10,748.07	\$ 39,971.40
<b>Databases</b>	\$ 520,068.00	\$ 260,334.00	\$ 130,017.00	\$ 390,351.00
<b>E-Rate</b>	\$ 24,250.60	\$ 24,250.60	\$ 482.60	\$ 24,733.20
<b>E-Media</b>	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
<b>Five Year Eval</b>	\$ 45,000.00	\$ 27,433.00	\$ 6,450.45	\$ 33,883.45
<b>Grants2States Administration</b>	\$ 61,139.60	\$ 36,735.29	\$ 1,137.10	\$ 37,872.39
<b>Resource Sharing (ILL)</b>	\$ 494,907.34	\$ 444,346.76	\$ 5,391.89	\$ 449,738.65
<b>Images of Oklahoma</b>	\$ 15,814.30	\$ 6,121.11	\$ -	\$ 6,121.11
<b>Health Literacy Institutions</b>	\$ 284,198.30	\$ 266,144.90	\$ 15,809.90	\$ 281,954.80
<b>Legal Information for Oklahomans</b>	\$ 40,668.00	\$ -	\$ 43,168.00	\$ 43,168.00
<b>Literacy Development</b>	\$ 5,700.00	\$ 1,600.00	\$ -	\$ 1,600.00
<b>Online Learning</b>	\$ 84,720.00	\$ 40,889.16	\$ 43,491.97	\$ 84,381.13
<b>Padcaster</b>	\$ 31,471.00	\$ 19,543.05	\$ -	\$ 19,543.05
<b>Public Librarians Academy (Certification)</b>	\$ 12,500.00	\$ 9,443.05	\$ -	\$ 9,443.05
<b>Read Across Oklahoma</b>	\$ 45,616.00	\$ 37,908.95	\$ 17,319.49	\$ 55,228.44
<b>Summer Reading</b>	\$ 27,250.00	\$ 28,027.00	\$ -	\$ 28,027.00
<b>Videoconferencing Maintenance</b>	\$ 55,155.00	\$ 6,324.73	\$ 53,353.35	\$ 59,678.08
<b>Website Development</b>	\$ 15,272.00	\$ 9,272.20	\$ -	\$ 9,272.20
<b>Unallocated</b>	\$ 12,146.50	\$ 3,199.52	\$ -	\$ 3,199.52
<b>Totals</b>	\$ 24,885.66	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 2,065,385.00	\$ 1,420,065.81	\$ 350,123.81	\$ 1,770,189.62

\*Final revised budget

FFY21 funds expire September 30, 2022.

**FFY22 LSTA Projects  
Summary of Funding Requests by Project**

<b>Project Name</b>	<b>Budgeted Amount*</b>	<b>Amount Paid (as of 05/23/22)</b>	<b>Encumbrance Balance</b>	<b>Totals</b>
<b>Annual Report</b>	\$ 7,065.00	\$ 6,750.00	\$ -	\$ 6,750.00
<b>Citizenship and Immigration</b>	\$ 126,385.00	\$ -	\$ 10,500.00	\$ 10,500.00
<b>Computer Lab</b>	\$ 26,632.00	\$ 241.85	\$ -	\$ 241.85
<b>Continuing Education</b>	\$ 44,150.00	\$ 142.50	\$ -	\$ 142.50
<b>Databases</b>	\$ 764,470.00*	\$ -	\$ -	\$ -
<b>E-Rate</b>	\$ 24,000.00	\$ -	\$ -	\$ -
<b>E-Media</b>	\$ 50,000.00	\$ -	\$ -	\$ -
<b>Grants2States Administration</b>	\$ 82,615.00	\$ 5,250.00	\$ -	\$ 5,250.00
<b>Resource Sharing (ILL)</b>	\$ 475,032.00	\$ -	\$ -	\$ -
<b>Health Literacy Institutions</b>	\$ 254,582.00	\$ -	\$ -	\$ -
<b>Institutions</b>	\$ 40,000.00	\$ -	\$ -	\$ -
<b>Legal Information for Oklahomans</b>	\$ 4,100.00	\$ -	\$ -	\$ -
<b>Literacy Development</b>	\$ 89,172.00	\$ 169.00	\$ 10,500.00	\$ 10,669.00
<b>Public Librarians Academy (Certification)</b>	\$ 65,979.00	\$ 2,106.00	\$ -	\$ 2,106.00
<b>Read Across Oklahoma Summer Reading</b>	\$ 9,575.00	\$ -	\$ -	\$ -
<b>Summer Reading</b>	\$ 49,400.00	\$ -	\$ -	\$ -
<b>Videoconferencing Maintenance</b>	\$ 15,277.00	\$ -	\$ -	\$ -
<b>Website Development</b>	\$ 11,850.00	\$ 3,000.00	\$ -	\$ 3,000.00
<b>Unallocated</b>	\$ 71,502.00	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 2,211,786.00	\$ 17,659.35	\$ 21,000.00	\$ 38,659.35

\*This amount will be changed based on start date of the online homework help/jobseeker database (paid with ARPA and LSTA funds).

FFY22 funds expire on September 30, 2023.

# OKLAHOMA'S LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS TO STATES FIVE-YEAR PLAN (2023-2027)



Submitted by: The Oklahoma Department of Libraries  
Melody Kellogg, Director  
Natalie Currie, Deputy Director  
Tara McCleod, Federal Programs Officer  
June 10, 2022



# TABLE OF CONTENTS

INTRODUCTION	1
VISION AND MISSION STATEMENT	1
NEEDS ASSESSMENT	1
GOALS OVERVIEW	6
GOALS	6
GOAL 1 - ENABLE ACCESS TO INFORMATION	7
GOAL 2 - STRENGTHEN LIBRARIES	11
GOAL 3 - HELP BUILD THRIVING COMMUNITIES	13
COORDINATION EFFORTS	16
EVALUATION PLAN	17
STAKEHOLDER INVOLVEMENT	18
COMMUNICATION AND PUBLIC AVAILABILITY	18
MONITORING	19
APPENDIX A - BRIEF PROJECT DESCRIPTIONS	20
APPENDIX B - CROSSWALK TABLES	24
APPENDIX C - EVALUATION METHODS	27
APPENDIX D - DETAILED DEMOGRAPHICS OKLAHOMA AND UNITED STATES	30
Preface on Data Used	30
Age Cohorts in Oklahoma over the last ten years	30
Oklahoma and United States Education levels	31
Oklahoma and United States Total population	32
Oklahoma and United States Foreign Born population	37
APPENDIX E - ASSURANCE DOCUMENTATION	43



# INTRODUCTION

The Library Services and Technology Act (LSTA) authorizes state program grants to certified state library administrative agencies (SLAAs). In order to be eligible for funding, SLAAs must submit a five-year plan for implementation that is consistent with the stated purposes of LSTA and with the priorities of the LSTA Grants to States program. Each year, SLAAs throughout the nation carry out more than 1,500 projects that are supported by this program. Funds are distributed to the states and territories and are monitored by the Institute of Museum and Library Services (IMLS).

The following document presents the Oklahoma Department of Libraries' (ODL) FFY 2023-2027 LSTA Plan for fulfilling the requirements of the LSTA Grants to States program. It summarizes the needs of the state's libraries as well as the library and information needs of Oklahomans. These needs have been identified through an examination of a variety of factors including demographic data, relevant societal indicators, and findings and insights from the recently completed evaluation of ODL's implementation of its 2018-2022 LSTA Five-Year Plan. The new 2023-2027 LSTA Five-Year Plan sets forth goals and identifies anticipated projects designed to address these needs.

However, the Plan before you is not limited to the scope of projects, activities, and initiatives that will be carried out using Federal LSTA funds. Rather, the plan provides some context that demonstrates how ODL will pursue its efforts to fulfill its overall mission using a myriad of funding streams ranging from State and federal revenues to non-governmental sources.

## VISION AND MISSION STATEMENT

### Oklahoma Department of Libraries Vision Statement

Oklahomans value and depend on library services and quality information to lead productive, healthy, and fulfilled lives.

### Oklahoma Department of Libraries Mission Statement

The Oklahoma Department of Libraries works to ensure every Oklahoman has access to innovative, quality library and information resources and possesses the literacy skills needed to be successful in the global economy, to participate in democracy, and to accomplish individual life goals.

## NEEDS ASSESSMENT

A variety of data sources were used to develop the needs assessment portion of this Plan. Sources of information include 2020 U.S. Census, 2021 America's Health Rankings, and the Oklahoma State government website (ok.gov).

## General Demographic Characteristics

While Oklahoma’s population is growing, it is doing so at a slower pace than the United States as a whole. The state’s population grew by 5.54% between the 2010 Census and the 2020 Census compared to a national growth rate of 7.35% for the same period. Oklahoma’s population is younger than the national average with a median age of 36.7 years compared to 38.31 years for the entire country. Oklahoma’s population is diverse, although in a somewhat unique way. According to the 2020 Census, the percentage of the population that characterized themselves as American Indian and Alaska Native was 9.40% or more than seven times the national average. The Black or African American population accounts for 7.80% of the total; a significant number but only a bit over half the U.S. average for all states. The Asian Alone category is a bit under half of the national average (2.40%). At 74.00%, the White Alone category is only slightly smaller than the U.S. average of 76.30. In short, Oklahoma’s racial mixture is distinctive.

The percentage of the population identifying themselves as Hispanic in 2020 was 11.10% in contrast to 18.50% nationally. The percentage of individuals who are foreign-born is 6.00%, less than half of the 13.50% national mark.

Economic indicators show that many Oklahomans are financially challenged. The median household income in Oklahoma was reported as \$53,840, more than \$10,000 below the national median income of \$64,994 and the Census Bureau reports that 14.30% of the state’s population is categorized as being in poverty compared to a national mark of 11.40%.

Basic Demographics	Oklahoma	United States
Population Estimate (July 1, 2021)	3,986,639	331,893,745
Percentage of Persons Under 5 Years of Age	6.50%	6.00%
Percentage of Persons Under 18 Years of Age	24.10%	22.30%
Percentage of Persons 65 Years of Age and Over	16.10%	16.50%
Median Age	36.7 Years	38.31 Years
White Alone Percentage	74.00%	76.30%
American Indian and Alaska Native Alone Percentage	9.40%	1.30%
Black or African-American Alone Percentage	7.80%	13.40%
Asian Alone Percentage	2.40%	5.90%
Percentage Identifying as Hispanic or Latino	11.10%	18.50%
Percentage Foreign-Born Persons	6.00%	13.50%
Language Other than English Spoken at Home - Percentage of Persons % Over 5 Years of Age	10.60%	21.50%

Basic Demographics	Oklahoma	United States
Percentage Veterans	6.99%	5.37%
Percentage of Persons 25+ High School Graduate or Higher (2016 - 2020)	88.60%	88.50%
Percentage of Persons 25+ Bachelor's Degree or Higher (2016 - 2020)	26.10%	32.90%
Percentage of Persons Under Age 65 with a Disability	11.60%	8.70%
Median Household Income (in 2020 dollars)	\$53,840	\$64,994
Percentage of Persons in Poverty	14.30%	11.40%
Percentage of Households with a Computer (2016 - 2020)	90.60%	91.90%
Percentage of Households with a Broadband Internet Subscription (2016 - 2020)	81.70%	85.20%

## Library Metrics

Oklahoma's public library landscape offers stark contrasts. Looking at statewide averages for the metrics collected and presented in the Public Libraries Survey (PLS) masks extremes. Oklahoma's public libraries are divided into "municipal" and "system" libraries. Each jurisdictional category brings with it very different funding models. Primary funding for system libraries comes from property taxes. Municipal libraries receive their funding through municipal jurisdictions that are funded through sales taxes. System libraries tend to be in urban areas while municipal libraries are predominantly located in smaller communities.

In fact, most of Oklahoma's public libraries are in small communities. Only five public library jurisdictions in the state have service populations that exceed 100,000 and almost seventy-five percent (74.79%) of the library jurisdictions serve fewer than 10,000. Forty-seven of Oklahoma's library jurisdictions (39.50%) are in communities with populations below 2,500. Collections of physical book volumes range from 1,688 to the more than 1,000,000 holdings of the Tulsa City/County System. The challenges associated with attempting to provide equitable access to library resources and services for all Oklahoma residents are obvious.

As was indicated above, the magnitude of the disparity that exists among libraries is masked in most aggregate statewide library statistics. Oklahoma's public libraries as a whole rank in the middle range among the other states on many of the measures collected and reported on the PLS. For example, the Sooner State's public libraries ranked 30th on total operating revenue and 31st in library visits per capita in 2019. In fact, Oklahoma's average performance among all public libraries is quite good on measures such as collection expenditures per capita (11th) and circulation per capita (17th). What these averages do not adequately reveal is the fact that the relatively well-funded library systems serve predominantly urban areas (by definition with many people) while the municipal libraries are primarily located in smaller, rural communities. The existence of

subsistence levels of funding, staffing, and facilities in Oklahoma’s vast non-urban areas is counterbalanced by much higher levels of funding and staffing and far superior facilities in areas served by system libraries. One statistic that speaks to this inequity is the fact that only 26.89% of Oklahoma’s public library jurisdictions have a single librarian with a master’s degree in library science from an American Library Association accredited program. This compares to 45.53% on a national level. Even greater gaps are evident in the collections and other resources available in municipal libraries.

<b>Public Libraries Survey (2019) Metrics</b>	<b>Oklahoma Rank</b>	<b>Oklahoma</b>	<b>United States</b>
Total Library Operating Revenue per Capita	30	\$41.15	\$44.88
Collection Expenditures per Capita	11	\$5.68	\$4.51
Library Visits per Capita	31	4.09/capita	3.93/capita
Print Materials per Capita	34	1.91/capita	2.17/capita
Circulation per Capita	17	7.93/capita	6.86/capita
Programs Offered per 1,000 Population	35	16.44/ 1,000 pop.	18.65/ 1,000 pop.
Total Paid Full-Time Equivalent Staff per 25,000 Population	28	12.16/ 25,000 pop.	11.37/ 25,000 pop.
Percentage of Paid Full-Time Equivalent Staff with ALA-Accredited Master’s Degree		17.89%	23.64%
Percentage of Public Library Jurisdictions with ALA-Accredited Master’s Personnel		26.89%	45.53%

### **Some Other Relevant Measures**

Although Oklahoma’s basic prose literacy rate and percentage of persons aged 25+ who are high school graduates are both close to national averages, these averages again mask some stark realities. Performance of 4th and 8th graders on the National Assessment of Educational Progress (NAEP) is troubling. Only 29% of 4th graders and only 26% of 8th graders tested at the “proficient” level on these tests that are often referred to as “the Nation’s Report Card.”

Measures related to health and wellness are, if anything, even more concerning. To put it bluntly, Oklahoma is one of the unhealthiest states in the nation. Oklahoma ranks 46th among the states in the infant mortality rate. It ranks 48th in access to care. It ranks 47th in obesity and 49th in fruit and vegetable consumption. Perhaps most troubling of all is its 48th place ranking on avoided care due to cost. Far too many Oklahomans do not seek health care assistance because they can’t or believe they can’t afford it. Oklahoma’s health crisis is both real and often fatal.

Selected Social Indicators	Oklahoma	United States
4th Grade - Percentage at or Above National Assessment of Educational Progress (NAEP) Proficient Level	29%	34%
8th Grade - Percentage at or Above National Assessment of Educational Progress (NAEP) Proficient Level	26%	32%
Basic Prose Literacy Rate (Based on data from the National Center for Educational Statistics [NCES])	87.70%	88.00%
Food Insecurity Rank (America's Health Rankings)	41	
U.S. News and World Report Infant Mortality Rank Among States	46	
Access to Care Rank (America's Health Rankings)	48	
U.S. News and World Report Obesity Rank Among States	47	
Fruit and Vegetable Consumption (America's Health Rankings)	49	
Avoided Care Due to Cost (America's Health Rankings)	48	

**Summary of Needs**

- There are great disparities in the quality of library and information services available to Oklahomans depending on where they live and whether they are served by a municipal or system library.
- Many of Oklahoma's small libraries have inadequate collections of books and other library materials.
- Many Oklahoma libraries lack the financial resources and staff to participate in interlibrary loan and resource sharing without state/LSTA support.
- Many Oklahoma libraries lack the financial resources and the buying power needed to acquire quality licensed E-Content at an affordable cost on their own.
- Many Oklahoma library staff members come to their jobs with little or no formal training in library science and need ongoing professional education and job training.
- Many Oklahoma library staff members are unable to travel long distances to attend continuing education/training events.
- Many Oklahoma residents lack the literacy skills they need to succeed.

- Many Oklahoma residents face serious health challenges and have limited access to medical information and services.

## GOALS OVERVIEW

### GOAL 1 - ENABLE ACCESS TO INFORMATION

Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.

- Objective 1.1 - Improve Physical Library Collections
- Objective 1.2 - Provide Electronic Information Resources - Databases and Other E-Content
- Objective 1.3 - Create and Disseminate Digital Collections
- Objective 1.4 - Assessment of State Library, Archives and Records Management Storage Operations
- Objective 1.5 - Improve Access to Existing Physical Library Collections

### GOAL 2 - STRENGTHEN LIBRARIES

Oklahoma residents will be served by local libraries that employ knowledgeable, community-focused staff members who incorporate the best professional practices and up-to-date technologies to deliver relevant, high-quality library services.

- Objective 2.1 - Enhance Library Staff Knowledge & Skills (Professional Development)
- Objective 2.2 - Leverage Technology to Improve Services
- Objective 2.3 - Use Quality Data to Inform Decision-Making

### GOAL 3 - HELP BUILD THRIVING COMMUNITIES

Oklahoma residents will have opportunities to reach their full potential, by achieving their educational, occupational, and personal goals and by participating in and contributing to the vitality of their communities.

- Objective 3.1 - Facilitate the Development of Literacy Skills
- Objective 3.2 - Provide Lifelong Learning Opportunities
- Objective 3.3 - Facilitate the Improvement of Health, Wellness, and Life Skills
- Objective 3.4 - Promote Good Citizenship and Community Engagement

## GOALS

In compliance with the requirements of the 2010 Museum and Library Services Act as Amended, the following document presents the Oklahoma Department of Libraries' (ODL) FFY 2023-2027 plan for fulfilling the objectives of the LSTA Grants to States program. However, the Plan before you is not limited to the scope of projects, activities, and initiatives that will be carried out using Federal LSTA funds. Rather, the plan provides some context that

demonstrates how ODL will pursue its efforts to fulfill its overall mission using a myriad of funding streams ranging from State and federal revenues to non-governmental sources.

While the document does not attempt to be a comprehensive agency strategic plan, it recognizes that the overall ability of the agency to fulfill its LSTA obligations is impacted by the health of the Department of Libraries. The reader will find several instances where LSTA funds will be used to determine the best ways to improve the efficiency of ODL services. LSTA funds will not be used to supplant state funds, but they may be used to identify, and occasionally to implement best practices and enhanced standards.

This Plan summarizes the needs of Oklahoma's libraries as well as the library and information needs of Oklahoma residents. These needs have been identified through an examination of a variety of factors including demographic data, relevant societal indicators, and findings and insights from the recently completed evaluation of ODL's implementation of its 2018 - 2022 LSTA Five-Year Plan. The new 2023 - 2027 LSTA Five-Year Plan sets forth goals and identifies anticipated projects designed to address these needs.

***Oklahoma's Library Services and Technology Act Grants to States Five-Year Plan (2023 - 2027)*** presents three goals. They are:

- Goal 1: Enable Access to Information
- Goal 2: Strengthen Libraries
- Goal 3: Help Build Thriving Communities

The ***Five-Year State Plan Guidelines for State Library Administrative Agencies 2023 - 2027*** promulgated by IMLS indicates that state plan goals must be prioritized. Therefore, it should be noted that we have chosen to present Oklahoma's goals in inverse order. That is, Goal 3 is of the highest priority. The goals are presented in this fashion to illustrate the point that the goals are interdependent. Goal 1 ensures that information resources are available. Goal 2 strengthens the libraries that are essential to connecting people with information resources. Success in achieving Goal 3 depends on the degree to which Goals 1 and 2 are accomplished.

As the Needs Assessment section has identified, the Oklahoma library landscape is a challenging one and significant deficits exist both in library resources and the institutional capacity of libraries in many areas of the state. Consequently, even though Goal 3 is viewed as the highest priority, the largest percentage of LSTA funding will be devoted to Goal 1 with the next largest percentage of funding being devoted to Goal 2.

## **GOAL 1 - ENABLE ACCESS TO INFORMATION**

***Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.***

**Identified Needs Addressed by Goal 1:**

- There are great disparities in the quality of library and information services available to Oklahomans depending on where they live and whether they are served by a municipal or system library.
- Many of Oklahoma’s small libraries have inadequate collections of books and other library materials.
- Many Oklahoma libraries lack the financial resources and staff to participate in interlibrary loan and resource sharing without state/LSTA support.
- Many Oklahoma libraries lack the financial resources and the buying power needed to acquire quality licensed E-Content at an affordable cost on their own.

**Library Services and Technology Act Purposes addressed by Goal 1:**

2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
4. Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
6. Enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers;
9. Ensure the preservation of knowledge and library collections in all formats and enable libraries to serve their communities during disasters;
10. Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation;

**Grants to States Priorities addressed by Goal 1:**

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals’ needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, financial literacy, and other types of literacy.
2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6) for the purpose of improving the quality of and access to library and information services.



5. Target library and information services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.

The IMLS Measuring Success Focal Area that will be addressed by Goal 1 projects and activities is Information Access. Both Information Access Intents will be served.

- IMLS Measuring Success Information Access Intents
  - Improve users' ability to discover information resources
  - Improve users' ability to obtain and/or use information resources

NOTE: Other IMLS Measuring Success Focal Areas are indirectly impacted by Goal 1 projects and activities. They are: Lifelong Learning, Institutional Capacity, Economic & Employment Development, Human Resources

### **Focal Area - Information Access**

Intent - Improve users' ability to obtain and/or use information resources

### **Objective 1.1 - Improve Physical Library Collections**

Potential Projects:

Institutional Collection Development (Anticipate ongoing 2023 - 2027)

**Evaluation:** Anecdotal reports and statistics on use of materials.

Other Collection Development Grants (As possible 2023 - 2027)

**Evaluation:** Usage statistics and anecdotal reports from libraries.

State Aid to Public Libraries (Match Only - Anticipate ongoing 2023 - 2027)

**Evaluation:** Statistical analysis of local library output data.



### **Focal Area - Information Access**

Intent - Improve users' ability to obtain and/or use information resources

### **Objective 1.2 - Provide Electronic Information Resources - Databases and Other E-Content**

Although the primary focus of the following projects is INFORMATION ACCESS, they advance intents that are components of several other Measuring Success focal areas. These projects anticipate that some of the individuals served will experience personal improvements related to ECONOMIC & EMPLOYMENT DEVELOPMENT and HUMAN SERVICES. These projects are also likely to support the personal LIFELONG LEARNING objectives of many users.

Potential Projects:

Statewide Database Licensing (Anticipate ongoing 2023 - 2027)

**Evaluation:** Visits, page views, downloads and other analytics available from vendors. Anecdotal reports from libraries and individual users. Pop-up surveys.

E-Media Collection Grants (Anticipate ongoing 2023 - 2027)

**Evaluation:** Usage statistics by region/library. Anecdotal reports and web-based and pop-up surveys.



**Focal Area - Information Access**

Intent - Improve users' ability to obtain and/or use information resources

**Objective 1.3 - Create and Disseminate Digital Collections**

Potential Projects:

Other Historical and State Library Resources Digitization (As possible 2023 - 2027)

**Evaluation:** Number of items digitized and usage of items digitized and made accessible.



**Focal Area - Information Access**

Intent - Improve users' ability to obtain and/or use information resources

**Objective 1.4 - Assessment of State Library, Archives and Records Management Storage Operations**

Potential Projects:

ODL State Library Operations Assessment (2023 - 2024)

**Evaluation:** Completion of assessment and acceptance of recommendations.



**Focal Area - Information Access**

Intent - Improve users' ability to discover information resources

**Objective 1.5 - Improve Access to Existing Physical Library Collections**

Potential Projects:

Exploration and Potential Implementation of Improved Resource Sharing Model (2023 - 2024)

**Evaluation:** Identification of new more cost-effective mechanisms for interlibrary loan. Potential action on findings.

Interlibrary Loan & Resource Sharing Support (Anticipate ongoing 2023-2027)

**Evaluation:** Number of libraries participating in interlibrary loan. Number of items loaned and borrowed, cost per transaction, turn around time.



## **GOAL 2 - STRENGTHEN LIBRARIES**

*Oklahoma residents will be served by local libraries that employ knowledgeable, community-focused staff members who incorporate the best professional practices and up-to-date technologies to deliver relevant, high-quality library services.*

### **Identified Needs Addressed by Goal 2:**

- There are great disparities in the quality of library and information services available to Oklahomans depending on where they live and whether they are served by a municipal or system library.
- Many Oklahoma library staff members come to their jobs with little or no formal training in library science and need ongoing professional education and job training.
- Many Oklahoma library staff members are unable to travel long distances to attend continuing education/training events.

### **Library Services and Technology Act Purposes addressed by Goal 2:**

2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States.
6. Enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers.
7. Enable libraries to serve as anchor institutions to support community revitalization through enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, economic and business development, critical thinking skills, health information, digital literacy skills, financial literacy and other types of literacy skills, and new and emerging technology.
8. Enhance the skills of the current library workforce and recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services.

### **Grants to States Priorities addressed by Goal 2:**

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills.

2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services.
3. (A) Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and (B) Enhance efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services.
4. Develop public and private partnerships with other agencies, tribes, and community-based organizations.
7. Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.

The IMLS Measuring Success Focal Area that will be addressed by Goal 2 projects and activities is Institutional Capacity. All three Institutional Capacity Intents will be served.

- IMLS Measuring Success Institutional Capacity Intents
  - Improve the library workforce
  - Improve library’s physical and technological infrastructure
  - Improve library operations

**Focal Area - Institutional Capacity**

Intent - Improve the library workforce

**Objective 2.1 - Enhance Library Staff Knowledge & Skills (Professional Development)**

Potential Projects:

- Continuing Education for Public Librarians (Anticipate ongoing 2023 - 2027)  
**Evaluation:** Pre and post-participation surveys specific to topics covered. Annual web-survey of continuing education participants to determine application of concepts/methods.
- Certification for Public Librarians (Anticipate ongoing 2023 - 2027)  
**Evaluation:** Number of library staff members certified and recertified. Number of courses offered. Number of courses completed. Annual web-survey to assess usefulness of content.
- Computer Lab (Anticipate ongoing 2023 - 2027)  
**Evaluation:** Number of sessions offered. Number of topics covered. Number of participants. Geographic distribution and size-of library distribution of participants.



**Focal Area - Institutional Capacity**

Intent - Improve library's physical and technological infrastructure

## Objective 2.2 - Leverage Technology to Improve Services

Potential Projects:

Website Development (Anticipate ongoing 2023-2027)

**Evaluation:** Number of websites developed. Statistics on usage of websites developed. Anecdotal reports from participating libraries.

ODL Video Conference (Anticipate ongoing 2023 - 2027)

**Evaluation:** Number of libraries participating (actively using). Nature of usage of the system.

Other Technology Initiatives (As possible 2023 - 2027)



### Focal Area - Institutional Capacity

Intent - Improve library operations

## Objective 2.3 - Use Quality Data to Inform Decision-Making

Potential Projects:

Collection, Analysis, and Reporting of Library Statistics

(Formerly "Annual Report" - Anticipate ongoing 2023-2027)

**Evaluation:** Timely submission of accurate data. Availability and assessment usefulness of data collected and reported. Ongoing analysis of data-points both nationally and within the state.



## GOAL 3 - HELP BUILD THRIVING COMMUNITIES

*Oklahoma residents will have opportunities to reach their full potential, by achieving their educational, occupational, and personal goals and by participating in and contributing to the vitality of their communities.*

### Identified Needs Addressed by Goal 3:

- There are great disparities in the quality of library and information services available to Oklahomans depending on where they live and whether they are served by a municipal or system library.
- Many Oklahoma residents lack the literacy skills they need to succeed.
- Many Oklahoma residents face serious health challenges and have limited access to medical information and services.

### Library Services and Technology Act Purposes addressed by Goal 3:

1. Enhance coordination among Federal programs that relate to library, education, and information services.
3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry.
5. Promote literacy, education, and lifelong learning, including by building learning partnerships with school libraries in our Nation's schools, including tribal schools, and developing resources, capabilities, and programs in support of State, tribal, and local efforts to offer a well-rounded educational experience to all students.
6. Enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers.
7. Enable libraries to serve as anchor institutions to support community revitalization through enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, economic and business development, critical thinking skills, health information, digital literacy skills, financial literacy and other types of literacy skills, and new and emerging technology.
8. Enhance the skills of the current library workforce and recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services.
11. Promote library services that provide users with access to information through national, State, local, regional, and international collaborations and networks.
12. Encourage, support, and disseminate model programs of library and museum collaboration.

### **Grants to States Priorities addressed by Goal 3:**

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills.
2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services.
4. Develop public and private partnerships with other agencies, tribes, and community-based organizations.

5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.
7. Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.
8. Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the State library administrative agency's plan.

Several IMLS Measuring Success Focal Areas and several Measuring Success Intents will be addressed by Goal 3 projects and activities. They are: Lifelong Learning, Human Services, and Civic Engagement

- IMLS Measuring Success Lifelong Learning intents served
  - Improve the users' formal education
  - Improve the users' general knowledge and skills
- IMLS Measuring Success Human Services intent served
  - Improve users' ability to apply information that furthers their personal or family health and wellness
- IMLS Measuring Success Civic Engagement intent served
  - Improve users' ability to participate in their community

**Focal Area - Lifelong Learning**

Intent - Improve the users' formal education

**Objective 3.1 - Facilitate the Development of Literacy Skills**

Potential Projects:

Literacy Development (Anticipate ongoing 2023-2027)

**Evaluation:** Number of communities and partner agencies participating.  
 Number of program participants. Anecdotal and statistical reports on outcomes of training/learning

State Literacy Grants (Match Only)



**Focal Area - Lifelong Learning**

Intent - Improve the users' general knowledge and skills

**Objective 3.2 - Provide Lifelong Learning Opportunities**

Potential Projects:

Summer Reading Program (Anticipate ongoing 2023 - 2027)

**Evaluation:** Number of libraries participating and offering programs for a.) children, b.) tweens/teens, c.) adults, and d.) intergenerational participants. Number of participants in programs (by group). Number of unique participants.

Read Across Oklahoma (Anticipate ongoing 2023 - 2027)

**Evaluation:** Number of events. Number of participants.

Other Lifelong Learning initiatives (As possible 2023 - 2027)



### **Focal Area - Human Services**

Intent - Improve users' ability to apply information that furthers their personal or family health and wellness

### **Objective 3.3 - Facilitate the Improvement of Health, Wellness, and Life Skills**

Potential Projects:

Health Literacy (Anticipate ongoing 2023-2027)

**Evaluation:** Number of communities and community partners participating. Anecdotal reports and statistical reports when health outcomes or surrogate measures are available.



### **Focal Area - Civic Engagement**

Intent - Improve users' ability to participate in their community

### **Objective 3.4 - Promote Good Citizenship and Community Engagement**

Potential Projects:

Citizenship & Immigration (Anticipate ongoing 2023-2027)

**Evaluation:** Number of libraries/communities participating. Number of individuals enrolling in the program. Anecdotal and statistical reports of success (getting a job, becoming a citizen, etc.)

Other Community Building initiatives (As possible 2023 - 2027)



## **COORDINATION EFFORTS**

The Plan's narrative organizes all projects for which LSTA funding is anticipated under the IMLS Measuring Success Focal Areas and Intents. Additional crosswalk tables displaying these relationships in a graphic format can be found in APPENDIX B.

In addition, the following anticipated Projects will be coordinated with the other governmental entities listed below:



**Information Access/Lifelong Learning**

Institutions Project – Department of Corrections

Statewide Databases Project – Oklahoma State Regents for Higher Education

**Focal Area: Lifelong Learning**

Institutions Project – Oklahoma Department of Corrections

Statewide Databases Project – Oklahoma State Regents for Higher Education

Read Across Oklahoma – Local School Districts and Oklahoma State Department of Education

**Focal Area: Information Access**

Institutions Project – Department of Corrections

Statewide Databases Project – Oklahoma State Regents for Higher Education

**Focal Area: Human Resources**

Health Literacy – Oklahoma Department of Human Services and County Health Departments

**Focal Area: Civic Engagement**

Literacy organizations that work with adults seeking citizenship.

## EVALUATION PLAN

Because many of the projects envisioned under the 2023 – 2027 LSTA Plan are continuations of existing projects, the processes for the collection of some of the information and data necessary to measure success are already in place. However, additional efforts have been made to identify more effective ways to capture additional outcomes and to align ongoing project and activity assessment with the Institute of Museum and Library Services Measuring Success focal areas and intents. By structuring the Plan around the focal areas and intents, ODL has created a framework that will serve it well both throughout the implementation of the Plan and at the time of the next five-year evaluation. Basic information regarding the evaluation strategy is included under each objective and additional details regarding the approach to evaluating each goal project is included in APPENDIX C.

ODL intends to review its progress toward meeting its stated goals and objectives on an annual basis with key ODL staff, with the Oklahoma Department of Libraries Board and, from time to time as appropriate, with the stakeholders of specific projects and activities. If substantive changes to the Plan are necessary due to staffing capacity issues or other unforeseen circumstances, ODL will communicate with IMLS to determine whether an amendment to the Plan is needed. If the Plan is altered, evaluation methods and metrics will also be adjusted accordingly.

ODL intends to implement a holistic approach to evaluating implementation of its new Plan, relying not only on raw output data, but making a greater effort to incorporate feedback from sub-grantees and, to the extent possible, from end-users through pre and post-participation surveys.

# STAKEHOLDER INVOLVEMENT

The ***Oklahoma Library Services and Technology Act (LSTA) Grants to States Five-Year Plan (2023-2027)*** is based on considerable input from the library community, from the independent evaluators who recently conducted Oklahoma’s LSTA evaluation for 2018 - 2022, and from other stakeholders. This includes both direct input gathered through personal interviews, focus groups, surveys, group meetings, and extensive contact between the facilitators of the Plan and the ODL Director/State Librarian, the Deputy Director, and the LSTA Coordinator as well as less direct feedback gleaned from an in-depth review of past State Program Reports (SPR) and relevant 2019 Public Libraries Survey (PLS) data.

Through a competitive bidding process, QualityMetrics LLC of Silver Spring Maryland (QM) was selected to assist ODL with both the 2018 - 2022 LSTA five-year evaluation and to facilitate the development of the 2023 - 2027 five-year LSTA plan. Because they were engaged to conduct both the evaluation and facilitation of the plan, QualityMetrics was able to efficiently integrate both retrospective and prospective elements into the evaluation process.

QualityMetrics conducted a site visit to Oklahoma for the Oklahoma Library Association(OLA) Conference held in Tulsa between March 9 - 11, 2022. Information regarding the evaluation was presented and feedback was solicited on the 2023 - 2027 LSTA Plan. Additional site visits were made to nearby libraries after the conference. An additional week-long site visit occurred between April 10-15, 2022. Both the ODL Director and QualityMetrics staff traveled to more than 20 library locations of varying size and diverse geographic and demographic make up. Observations and in person feedback regarding future needs informs the plan activities as well.

In short, ***Oklahoma’s Library Services and Technology Act (LSTA) Grants to States Five-Year Plan (2023-2027)*** is based on an unusually high level of stakeholder input secured through a variety of quality sources over the course of several months.

# COMMUNICATION AND PUBLIC AVAILABILITY

The Oklahoma Department of Libraries will make the 2023 – 2027 LSTA Plan available to all ODL staff and will review specific portions of the Plan in detail with the individuals with responsibilities related to carrying out the projects and activities described in the document. The new Plan will be presented to the Oklahoma Department of Libraries’ Board and will also be shared with the Governor’s Office, along with other appropriate agencies within state government. The Plan will be shared with the larger public by alerting the libraries in Oklahoma of the availability of the document on the ODL website. It is anticipated that it will subsequently also be publicly available on the IMLS website. The members of the ODL Board will receive periodic updates on LSTA funded projects and activities at their regularly scheduled meetings.

# MONITORING

The implementation of Oklahoma's ***Library Services and Technology Act (LSTA) Grants to States Five-Year Plan (2023-2027)*** will be monitored on a continuous basis. Appropriate ODL staff will be assigned to track the execution of all aspects of the Plan. Specific staff will be tasked with preparing and generating relevant reports as required as well as to inform decision making. An important component of this tracking will be the monitoring of sub-grant projects funded with LSTA dollars. Sub-grantees will be required to submit semi-annual status reports and final reports on the status and results of each project. This will be supplemented with a combination of on-site monitoring visits, phone calls, emails, and other virtual contact.

All projects, including sub-grant projects as well as those directly administered by ODL, will be monitored on a regular basis as ongoing activities are conducted, documented, and measured. Information and data collected as part of this process will be used to inform ODL's reporting to IMLS in the annual SPR.

Monitoring will comply with the requirements and procedures outlined in 2 CFR 200.327-332

- 2 CFR 200.327 - Financial Reporting
- 2 CFR 200.328 - Monitoring and Reporting Program Performance
- 2 CFR 200.329 - Reporting on Real Property
- 2 CFR 200.330 - Subrecipient and Contractor Determination
- 2 CFR 200.331 - Requirements for Pass-Through Entities
- 2 CFR 200.332 - Fixed Amount Subawards

# APPENDIX A - BRIEF PROJECT DESCRIPTIONS

## Objective 1.1

### **Institutional Collection Development**

Provides professionally selected books to libraries in Oklahoma Department of Corrections facilities. Beneficiaries will be adult and juvenile offenders. Desired outcomes include improving reading skills, increasing knowledge, creating empathy, and reducing recidivism.

## Objective 1.2

### **Statewide Databases**

Provides high-quality licensed databases for all Oklahoma residents. Beneficiaries include residents of all ages including school children, teens, adults, and seniors. Databases will be available through all types of libraries including public libraries, tribal libraries, public and private school libraries, academic libraries, and special libraries as well as to individuals through geo-location technology. Desired outcomes include increasing knowledge and finding answers that impact the educational, occupational/career, economic, health, social, and personal well-being of individuals and families.

### **E-Media Collection Grants**

Subsidizes the licensing of e-content for more than 90 libraries participating in the Oklahoma Virtual Library Consortium. Most of the participating libraries are municipal libraries with very limited financial resources. A few tribal libraries and two library systems are also members. Membership is limited to libraries serving populations of less than 100,000. Beneficiaries are primarily residents of communities living in communities that would be unable to support access to e-resources without assistance. Desired outcomes include increased access to a wide array of recreational and educational content.

## Objective 1.3

### **Interlibrary Loan and Resource Sharing Support**

This project provides tools and support for the sharing of physical library resources between libraries through interlibrary loan (ILL). Tools may include those used to create quality bibliographic records for inclusion in a shared database, tools that enable locating specific items, and tools to facilitate requests and loans. Training in using the tools and carrying out the process is provided by qualified ODL staff. Beneficiaries are the users of participating libraries throughout the state, including offenders residing in state correctional institutions. Desired outcomes are access to a broader range of resources than would otherwise be available locally and knowledge and enjoyment gained by individuals using the materials received through the ILL process. Policies such as charging for replacement costs and shipping fees of interlibrary loan items in correctional institutions may need to be re-examined.

## **Objective 2.1**

### **Continuing Education for Public Librarians**

Most Oklahoma library directors and library staff, especially those in rural locations, do not have a Master's of Library Science degree, nor do they have the opportunity to connect with other librarians. This project is providing funding for library directors and library staff to attend a state, regional, or national conference or workshop to learn crucial skills, new program ideas, and expand their horizons by networking with others in a similar situation or entirely different circumstances. Other continuing education opportunities, virtual or in person, such as formal continuing education credentialing may be supported as funds permit.

### **Certification for Public Librarians**

The certification for Public Librarians develops skills and improves attitudes among Oklahoma public library staff for the purpose of improving library services to Oklahoma residents. Most public library employees in Oklahoma, especially directors of municipal libraries in small towns, do not have a Master's level education in Library and Information Science, although they are expected to perform the duties of a traditional public librarian. The Certification program, with the active participation and support from the Oklahoma Library Association (OLA), organizes the Institute of Public Librarianship and offers a curriculum designed to develop a base level of library skills. The Certification program encourages continuing education through a renewal process, allowing those who have obtained certification to remain certified as long as they have completed 40 continuing education hours over three years. The renewal process goal is to encourage public library staff to continue learning and to provide innovative library service to the public.

### **Computer Lab**

The Computer Lab project provides computer training on software, online information, and hardware at the Oklahoma Department of Libraries (ODL). Participants from all types of libraries, government agencies, and organizations are welcome including public, institutional, academic, medical and tribal librarians, literacy staff and volunteers throughout the state, staff of other types of libraries, library board members, and volunteers. Non-library/literacy personnel are allowed to take the courses if space permits. The ODL computer lab is equipped with up to date workstations, laptops, overhead projector or related projection equipment, video conferencing equipment, and related equipment.

## **Objective 2.2**

### **Website Development**

ODL provides website templates, hosting services, and software training, for library and literacy organization managers, to facilitate and encourage libraries to maintain functional, attractive websites. ODL purchases educational materials and supports 508 compliance, accessibility, and website usability through this project.

### **ODL Video Conference**

This project supports maintenance for video conferencing technology and allows online learning and communication to happen with adequate support.

### **Objective 2.3**

#### **Collection, Analysis, and Reporting of Library Statistics**

This project supports the compilation of the annual Public Library Statistics to IMLS; it provides foundational information about library operations and capacity and helps libraries understand their environment so they can strive for improvements.

### **Objective 3.1**

#### **Literacy Development**

Support for formal education resources and services is available through this program, helping people gain their GEDs, apply for credentials, increase their workforce development, and gain related knowledge and skills.

### **Objective 3.2**

#### **Summer Reading Program**

Summer Reading Program is designed to foster the love of literature, establish lifelong learning habits, and introduce youth to healthy eating, physical and mental wellness, and exercise as a fun activity. The Oklahoma Department of Libraries is a member of the Collaborative Summer Library Program (CSLP). Membership in this national organization has benefited Oklahoma public librarians by providing higher quality materials at a lower cost than if undertaken by local libraries.

#### **Read Across Oklahoma**

Read Across Oklahoma is the state's premiere literacy event for preschool and early grade children and is held annually. It includes free book giveaways at the Oklahoma City Zoo and Botanical Garden and a variety of edu-tainment stations are positioned throughout the zoo engaging participants throughout the day. Notable authors engage with the public and the children, leaving an everlasting impact for reading and learning.

#### **Other Lifelong Learning Initiatives**

Projects fostering lifelong learning such as the Oklahoma Book Festival were supported in the past; similar high impact projects may be supported in future years.

### **Objective 3.3**

#### **Health Literacy**

A well-established and needed program in Oklahoma, a state that ranks low nationally on health indicators, this program is visible in the majority of the libraries in the state and promotes

meaningful partnership with community organizations, truly making libraries in Oklahoma anchor institutions for their communities.

### **Objective 3.4**

#### **Citizenship and Immigration**

Another well established and highly regarded program in Oklahoma that helps people with citizenship and immigration by providing resources and the support individuals and families need (Appendix D includes a table that shows a comparison of the Oklahoma foreign born with the US foreign born residents; such knowledge at the local level is very helpful and important for library services to make a meaningful contribution to the lives of their residents and improve their quality of life).

# APPENDIX B - CROSSWALK TABLES

## OKLAHOMA Goal 1 - Enable Access to Information Measuring Success Focal Areas and Intents

	1.1 Physical Library Collections	1.2 Statewide Databases and Other E-Content	1.3 Digital Collections	1.4 State Library, Archives and Records	1.5 Resource Sharing (Physical Collections)
<b>Lifelong Learning</b>					
Improve users' formal education					
Improve users' general knowledge and skills					
<b>Information Access</b>	YES	YES	YES	YES	YES
Improve users' ability to discover information resources					YES
Improve users' ability to obtain and/or use information resources	YES	YES	YES	YES	
<b>Institutional Capacity</b>					
Improve the library workforce					
Improve the library's physical and technological infrastructure					
Improve library operations					
<b>Economic &amp; Employment Development</b>					
Improve users' ability to use resources and apply information for employment support					
Improve users' ability to use and apply business resources					
<b>Human Resources</b>					
Improve users' ability to apply information that furthers their personal, family or household finances					
Improve users' ability to apply information that furthers their personal or family health & wellness					
Improve users' ability to apply information that furthers their parenting and family skills					
<b>Civic Engagement</b>					
Improve users' ability to participate in their community					
Improve users' ability to participate in community conversations around topics of concern					



## OKLAHOMA Goal 2 - Strengthen Libraries Measuring Success Focal Areas and Intents

	2.1 Professional Development	2.2 Technology Support	2.3 Quality Data for Decision-Making						
<b>Lifelong Learning</b>									
Improve users' formal education									
Improve users' general knowledge and skills									
<b>Information Access</b>									
Improve users' ability to discover information resources									
Improve users' ability to obtain and/or use information resources									
<b>Institutional Capacity</b>	YES	YES	YES						
Improve the library workforce	YES								
Improve the library's physical and technological infrastructure		YES							
Improve library operations			YES						
<b>Economic &amp; Employment Development</b>									
Improve users' ability to use resources and apply information for employment support									
Improve users' ability to use and apply business resources									
<b>Human Resources</b>									
Improve users' ability to apply information that furthers their personal, family or household finances									
Improve users' ability to apply information that furthers their personal or family health & wellness									
Improve users' ability to apply information that furthers their parenting and family skills									
<b>Civic Engagement</b>									
Improve users' ability to participate in their community									
Improve users' ability to participate in community conversations around topics of concern									

# OKLAHOMA Goal 3 - Help Build Thriving Communities

## Measuring Success Focal Areas and Intents

	3.1 Literacy	3.2 Lifelong Learning Programs	3.3 Health, Wellness, and Life Skills	3.4 Citizenship and Community Engagement
<b>Lifelong Learning</b>	YES	YES		
Improve users' formal education	YES			
Improve users' general knowledge and skills		YES		
<b>Information Access</b>				
Improve users' ability to discover information resources				
Improve users' ability to obtain and/or use information resources				
<b>Institutional Capacity</b>				
Improve the library workforce				
Improve the library's physical and technological infrastructure				
Improve library operations				
<b>Economic &amp; Employment Development</b>				
Improve users' ability to use resources and apply information for employment support				
Improve users' ability to use and apply business resources				
<b>Human Resources</b>			YES	
Improve users' ability to apply information that furthers their personal, family or household finances				
Improve users' ability to apply information that furthers their personal or family health & wellness			YES	
Improve users' ability to apply information that furthers their parenting and family skills				
<b>Civic Engagement</b>				YES
Improve users' ability to participate in their community				YES
Improve users' ability to participate in community conversations around topics of concern				

## APPENDIX C - EVALUATION METHODS

Goal 1: Enable Access to Information	Question(s) to be Answered	Method of Assessment	Data/Information to be Collected
<p><b>Focal Areas and Intents:</b></p> <p><b>Information Access</b> Improve users' ability to discover information resources</p> <p>Improve users' ability to obtain and/or use information resources</p>	<p>Were small and rural libraries with limited budgets provided useful books?</p> <p>Were the collections utilized and had an impact on the residents of the communities?</p> <p>Were the electronic resources utilized and what was their impact?</p> <p>Is there a systematic and strategic approach to digitization of archival resources?</p>	<p>Use of library materials (especially recently provided collection materials)</p> <p>Anecdotal information from community residents on the impact of the print and electronic collections on their quality of life</p> <p>Electronic use and cost per use</p> <p>Digitization activities, usage, and impact</p> <p>Were plans and assessment for improved effectiveness and efficiency realized?</p>	<p>Usage statistics for recent books especially or specialized collections such as book club collections, etc.</p> <p>Nature and magnitude of impact of collections on community residents</p> <p>Usage and cost</p> <p>Number of archival resources digitized and usage statistics of these resources</p> <p>Recommendations accepted for special assessment studies</p>
<p><b>Equity, Diversity, Inclusion:</b></p>	<p>Were viewpoints and perspectives representative of the whole community included in the collections?</p> <p>What efforts were made to ensure that underrepresented groups were aware of the collections?</p>	<p>National or local news regarding challenges regarding collection development and dissemination</p> <p>Collection development policy shared, revised, updated as needed</p>	<p>Indication that wholistic community perspectives were or were not included</p> <p>Evidence of success of outreach efforts and representation of wholistic community viewpoints</p>

<b>Goal 2: Strengthen Libraries</b>	<b>Question(s) to be Answered</b>	<b>Method of Assessment</b>	<b>Data/Information to be Collected</b>
<p><b>Focal Areas and Intents:</b></p> <p><b>Institutional Capacity</b>            Improve the library workforce</p> <p>Improve library's physical and technological infrastructure</p> <p>Improve library operations</p>	<p>Was new knowledge and/or skill gained? If so, what?</p> <p>Were libraries improved (physical and/or technological needs met)?</p> <p>Were library directors and other staff more confident and able to apply what they learned? What evidence of action is there?</p>	<p>Pre and post-participation questionnaires - either online or onsite</p> <p>Pre and post-improvement photos, testimonials, anecdotes</p> <p>Evidence of impact beyond perceptions such as willingness to collaborate, join larger systems, share within a larger area?</p>	<p>Number of participants in attendance (in-person, virtually, and archived versions)</p> <p>Nature and magnitude of impact of program on individual participants</p> <p>Evidence of broader and more impactful collaborations, consortia, and coops</p>
<p><b>Equity, Diversity, Inclusion:</b></p>	<p>Were viewpoints and perspectives of underrepresented groups included in the programs?</p> <p>What efforts were made to ensure that underrepresented groups were aware of the program and would feel welcomed?</p>	<p>Pre-program questionnaire to presenter(s) or to presenting organization</p> <p>Policies and procedures reviews and revised as needed</p>	<p>Indication that alternative perspectives were or were not included</p> <p>Evidence of success of professional development efforts</p>

Goal 3: Thriving Communities	Question(s) to be Answered	Method of Assessment	Data/Information to be Collected
<p><b>Focal Areas and Intents:</b></p> <p><b>Lifelong Learning</b> Improve the users' formal education</p> <p>Improve the users' general knowledge and skills</p> <p><b>Human Services</b> Improve users' ability to apply information that furthers their personal or family health and wellness</p> <p><b>Civic Engagement</b> Improve users' ability to participate in their community</p>	<p>Were literacy skills improved?</p> <p>Were health and medical related knowledge, skills, and attitudes improved? Do Oklahomans lead a healthier lifestyle?</p> <p>Are library services and programs equitable in small and large libraries, municipal and system libraries? How can they be improved?</p>	<p>Pre and post-participation questionnaires - either online or onsite at literacy events, programs, and classes</p> <p>Pre and post-participation questionnaires - either online or onsite at health literacy events, programs, and classes</p> <p>Evidence of impact beyond perceptions such as greater collaboration, more effective use of resources sharing</p>	<p>Number of participants in attendance (in-person, virtually, and archived versions)</p> <p>Nature and magnitude of impact of program on individual participants</p> <p>Evidence of broader and more impactful collaborations, consortia, and coops</p>
<p><b>Equity, Diversity, Inclusion:</b></p>	<p>Were viewpoints and perspectives of underrepresented groups included in the programs?</p> <p>What efforts were made to ensure that underrepresented groups were aware of the program and would feel welcomed?</p>	<p>Pre-program questionnaire to presenter(s) or to presenting organization</p> <p>Policies and procedures reviews and revised as needed</p>	<p>Indication that alternative perspectives were or were not included</p> <p>Evidence of success of lifelong and health literacy programs and efforts</p>

# APPENDIX D - DETAILED DEMOGRAPHICS

## OKLAHOMA AND UNITED STATES

### Preface on Data Used

*Most of the data used in this report is from the U.S. Census; other sources are cited where used. The census data used for the overview section includes data from the decennial census, both the 2020 redistricting data and the 2010 decennial data. Any data cited from 2020, both in the overview and what makes up the majority of the data in the rest of this report, is from the 2020 5-year (2016-2020) American Community Survey (ACS), which includes a greater number of topics than that found in decennial census data. 2015 comparisons for this data are from the 2011-2015 ACS. The highly rural nature of many Oklahoma counties means that the 5-year ACS estimates had to be used, rather than the 1-year estimates (which are [only available for areas with populations over 65,000](#)).*

### Age Cohorts in Oklahoma over the last ten years

AGE	% Total 2010	% Total 2015	% Total 2020
Under 5 years	7	6.9	6.6
5 to 9 years	6.9	6.9	6.7
10 to 14 years	6.8	6.8	6.9
15 to 19 years	7.3	6.7	6.7
20 to 24 years	7.4	7.4	7
25 to 29 years	6.9	6.9	7.1
30 to 34 years	6.2	6.8	6.7
35 to 39 years	6.3	6.1	6.6
40 to 44 years	6.4	6.1	5.9
45 to 49 years	7.2	6.1	5.8
50 to 54 years	7	6.8	5.9
55 to 59 years	6.2	6.5	6.4
60 to 64 years	5.2	5.7	6
65 to 69 years	4.1	4.6	5.1
70 to 74 years	3.2	3.5	4
75 to 79 years	2.6	2.6	2.8
80 to 84 years	1.9	1.9	1.9
85 years and over	1.6	1.7	1.8

## Oklahoma and United States Education levels

Population 25 years and over	Oklahoma		United States	
<i>TOTAL POPULATION</i>	2,611,680	%	222,836,834	%
Less than 9th grade	101,338	3.9%	10,923,030	4.9%
9th to 12th grade, no diploma	197,694	7.6%	14,639,650	6.6%
High school graduate (includes equivalency)	812,618	31.1%	59,421,419	26.7%
Some college, no degree	602,288	23.1%	45,242,162	20.3%
Associate's degree	214,840	8.2%	19,254,254	8.6%
Bachelor's degree	448,366	17.2%	45,034,610	20.2%
Graduate or professional degree	234,536	9.0%	28,321,709	12.7%
High school graduate or higher	2,312,648	88.6%	197,274,154	88.5%
Bachelor's degree or higher	682,902	26.1%	73,356,319	32.9%

## Oklahoma and United States Total population

Label (Grouping)	Oklahoma Total	United States Total
Total Population	3,949,342	326,569,308
<b>SEX AND AGE</b>		
Male	49.5%	49.2%
Female	50.5%	50.8%
Under 5 years	6.6%	6.0%
5 to 17 years	17.7%	16.4%
18 to 24 years	9.7%	9.3%
25 to 44 years	26.3%	26.6%
45 to 54 years	11.7%	12.7%
55 to 64 years	12.5%	12.9%
65 to 74 years	9.1%	9.4%
75 to 84 years	4.8%	4.7%
85 years and over	1.8%	2.0%
Median age (years)	36.7	38.2
<b>RACE AND HISPANIC OR LATINO ORIGIN</b>		
One race	91.3%	94.8%
White	71.1%	70.4%
Black or African American	7.3%	12.6%
American Indian and Alaska Native	7.7%	0.8%
Asian	2.2%	5.6%
Native Hawaiian and Other Pacific Islander	0.2%	0.2%
Some other race	2.8%	5.1%
Two or more races	8.7%	5.2%
Hispanic or Latino origin (of any race)	10.9%	18.2%
White alone, not Hispanic or Latino	64.9%	60.1%
<b>HOUSEHOLD TYPE</b>		
In married-couple family	58.5%	58.6%
In other households	38.8%	38.9%
Average household size	2.57	2.6
Average family size	3.18	3.21



Label (Grouping)	Oklahoma Total	United States Total
<b>MARITAL STATUS</b>		
Population 15 years and over	3,151,554	265,832,167
Never married	29.3%	33.5%
Now married, except separated	49.0%	48.1%
Divorced or separated	15.1%	12.7%
Widowed	6.6%	5.7%
<b>SCHOOL ENROLLMENT</b>		
Population 3 years and over enrolled in school	992,436	80,497,960
Nursery school, preschool	6.4%	6.1%
Elementary school (grades K-8)	48.8%	45.4%
High school (grades 9-12)	20.8%	21.0%
College or graduate school	24.0%	27.6%
<b>EDUCATIONAL ATTAINMENT</b>		
Population 25 years and over	2,611,680	222,836,834
Less than high school graduate	11.4%	11.5%
High school graduate (includes equivalency)	31.1%	26.7%
Some college or associate's degree	31.3%	28.9%
Bachelor's degree	17.2%	20.2%
Graduate or professional degree	9.0%	12.7%
<b>LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH</b>		
Population 5 years and over	3,690,339	306,919,116
English only	89.4%	78.5%
Language other than English	10.6%	21.5%
Speak English less than "very well"	3.9%	8.2%
<b>EMPLOYMENT STATUS</b>		
Population 16 years and over	3,097,358	261,649,873
In labor force	61.1%	63.4%
Civilian labor force	60.5%	63.0%
Employed	57.4%	59.6%
Unemployed	3.1%	3.4%
Percent of civilian labor force	5.1%	5.4%
Armed Forces	0.6%	0.4%
Not in labor force	38.9%	36.6%

Label (Grouping)	Oklahoma Total	United States Total
Civilian employed population 16 years and over	1,779,157	155,888,980
<b>CLASS OF WORKER</b>		
Private wage and salary workers	76.3%	79.9%
Government workers	17.0%	13.9%
Self-employed workers in own not incorporated business	6.5%	5.9%
Unpaid family workers	0.2%	0.2%
<b>OCCUPATION</b>		
Management, business, science, and arts occupations	35.6%	39.5%
Service occupations	17.3%	17.4%
Sales and office occupations	21.9%	21.3%
Natural resources, construction, and maintenance occupations	11.0%	8.7%
Production, transportation, and material moving occupations	14.3%	13.1%
<b>INDUSTRY</b>		
Agriculture, forestry, fishing and hunting, and mining	4.3%	1.7%
Construction	7.1%	6.7%
Manufacturing	9.6%	10.0%
Wholesale trade	2.6%	2.5%
Retail trade	11.5%	11.0%
Transportation and warehousing, and utilities	5.5%	5.5%
Information	1.6%	2.0%
Finance and insurance, and real estate and rental and leasing	5.5%	6.6%
Professional, scientific, and management, and administrative and waste management services	8.7%	11.7%
Educational services, and health care and social assistance	22.6%	23.3%
Arts, entertainment, and recreation, and accommodation and food services	9.6%	9.4%
Other services (except public administration)	5.3%	4.8%
Public administration	6.2%	4.7%

Label (Grouping)	Oklahoma Total	United States Total
<b>EARNINGS IN THE PAST 12 MONTHS (IN 2019 INFLATION-ADJUSTED DOLLARS) FOR FULL-TIME, YEAR-ROUND WORKERS</b>		
Population 16 years and over with earnings	1,327,227	112,255,754
\$1 to \$9,999 or loss	2.0%	1.6%
\$10,000 to \$14,999	3.6%	2.7%
\$15,000 to \$24,999	13.6%	10.6%
\$25,000 to \$34,999	17.9%	15.2%
\$35,000 to \$49,999	22.0%	19.4%
\$50,000 to \$74,999	21.1%	22.4%
\$75,000 or more	19.7%	28.1%
<b>Median earnings (dollars) for full-time, year-round workers:</b>		
Male	49,185	54,323
Female	36,821	44,220
<b>INCOME IN THE PAST 12 MONTHS (IN 2019 INFLATION-ADJUSTED DOLLARS)</b>		
Households	1,493,569	122,354,219
With earnings	76.0%	77.7%
Mean earnings (dollars)	75,085	93,265
With Social Security income	32.4%	31.4%
Mean Social Security income (dollars)	19,533	20,126
With Supplemental Security Income	5.4%	5.2%
Mean Supplemental Security Income (dollars)	10,172	10,115
With cash public assistance income	2.8%	2.4%
Mean cash public assistance income (dollars)	2,168	3,271
With retirement income	20.5%	21.1%
Mean retirement income (dollars)	23,963	28,376
With Food Stamp/SNAP benefits	12.6%	11.4%
Median Household income (dollars)	53,840	64,994
Average number of workers per household	1.17%	1.24%
<b>POVERTY STATUS IN THE PAST 12 MONTHS</b>		
Population for whom poverty status is determined	3,833,712	318,564,128
Below 100 percent of the poverty level	15.3%	12.8%
100 to 199 percent of the poverty level	20.6%	16.9%

Label (Grouping)	Oklahoma Total	United States Total
At or above 200 percent of the poverty level	64.1%	70.2%
<b>POVERTY RATES FOR FAMILIES FOR WHOM POVERTY STATUS IS DETERMINED</b>		
All families	11.2%	9.1%
With related children of the householder under 18 years	17.6%	14.3%
With related children of the householder under 5 years only	18.0%	13.5%
Married-couple family	5.8%	4.6%
With related children of the householder under 18 years	8.3%	6.2%
With related children of the householder under 5 years only	6.5%	4.8%
Female householder, no spouse present, family	31.0%	25.1%
With related children of the householder under 18 years	40.1%	34.4%
With related children of the householder under 5 years only	47.8%	38.8%
Occupied housing units	1,493,569	122,354,219
<b>HOUSING TENURE</b>		
Owner-occupied housing units	66.1%	64.4%
Renter-occupied housing units	33.9%	35.6%
Average household size of owner-occupied unit	2.62%	2.69%
Average household size of renter-occupied unit	2.47%	2.45%
<b>ROOMS</b>		
1 room	1.4%	2.1%
2 or 3 rooms	8.6%	11.1%
4 or 5 rooms	38.0%	34.1%
6 or 7 rooms	34.7%	30.8%
8 or more rooms	17.3%	22.0%
Median number of rooms	5.6%	5.7%
1.01 or more occupants per room	2.7%	3.3%
<b>VEHICLES AVAILABLE</b>		
None	5.4%	8.5%
1 or more	94.6%	91.5%
<b>SELECTED CHARACTERISTICS</b>		

Label (Grouping)	Oklahoma Total	United States Total
No telephone service available	1.7%	1.6%
Limited English Speaking Households	2.0%	4.3%
Owner-occupied housing units	986,555	78,801,376
<b>SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS</b>		
Less than 30 percent	83.8%	78.1%
30 percent or more	16.2%	21.9%
Renter-occupied housing units	507,014	43,552,843
<b>GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS</b>		
Less than 30 percent	60.7%	54.3%
30 percent or more	39.3%	45.7%

## Oklahoma and United States Foreign Born population

Label (Grouping)	OK Foreign-Born	US Foreign-Born
Foreign-born population	237,812	44,125,628
<b>CITIZENSHIP AND PERIOD OF ENTRY</b>		
Naturalized citizen	37.5%	50.9%
Entered 2010 or later	3.1%	3.1%
Entered 2000 to 2009	9.0%	11.0%
Entered before 2000	25.4%	36.8%
Not a citizen	62.5%	49.1%
<b>SEX AND AGE</b>		
Male	51.7%	48.6%
Female	48.3%	51.4%
Under 5 years	0.7%	0.7%
5 to 17 years	5.4%	5.0%
18 to 24 years	10.1%	6.4%
25 to 44 years	43.9%	37.2%
45 to 54 years	17.6%	19.5%
55 to 64 years	12.4%	15.0%
65 to 74 years	6.4%	9.4%

75 to 84 years	2.8%	4.8%
85 years and over	0.7%	2.0%
Median age (years)	40.5	45.3
<b>RACE AND HISPANIC OR LATINO ORIGIN</b>		
One race	94.1%	93.9%
White	44.2%	41.3%
Black or African American	5.2%	9.3%
American Indian and Alaska Native	0.9%	0.4%
Asian	24.5%	27.3%
Native Hawaiian and Other Pacific Islander	1.3%	0.3%
Some other race	18.1%	15.3%
Two or more races	5.9%	6.1%
Hispanic or Latino origin (of any race)	54.5%	44.1%
White alone, not Hispanic or Latino	12.7%	17.7%
<b>HOUSEHOLD TYPE</b>		
In married-couple family	64.2%	63.7%
In other households	33.2%	34.8%
Average household size	3.38	3.24
Average family size	3.94	3.73
<b>MARITAL STATUS</b>		
Population 15 years and over	227,568	42,349,127
Never married	24.0%	23.4%
Now married, except separated	61.6%	60.2%
Divorced or separated	10.6%	11.1%
Widowed	3.8%	5.3%
<b>SCHOOL ENROLLMENT</b>		
Population 3 years and over enrolled in school	35,627	5,524,059
Nursery school, preschool	1.1%	1.9%
Elementary school (grades K-8)	21.4%	23.5%
High school (grades 9-12)	18.8%	19.2%
College or graduate school	58.7%	55.5%
<b>EDUCATIONAL ATTAINMENT</b>		
Population 25 years and over	199,196	38,791,060
Less than high school graduate	35.9%	26.7%

High school graduate (includes equivalency)	24.7%	22.1%
Some college or associate's degree	16.6%	19.0%
Bachelor's degree	12.3%	18.2%
Graduate or professional degree	10.4%	14.1%
<b>LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH</b>		
Population 5 years and over	236,041	43,817,200
English only	15.4%	16.7%
Language other than English	84.6%	83.3%
Speak English less than "very well"	49.1%	46.7%
<b>EMPLOYMENT STATUS</b>		
Population 16 years and over	226,218	42,135,115
In labor force	68.7%	66.5%
Civilian labor force	68.4%	66.3%
Employed	65.9%	63.2%
Unemployed	2.5%	3.1%
Percent of civilian labor force	3.6%	4.6%
Armed Forces	0.4%	0.2%
Not in labor force	31.3%	33.5%
Civilian employed population 16 years and over	149,031	26,649,739
<b>CLASS OF WORKER</b>		
Private wage and salary workers	81.9%	83.0%
Government workers	10.2%	9.0%
Self-employed workers in own not incorporated business	7.7%	7.7%
Unpaid family workers	0.2%	0.2%
<b>OCCUPATION</b>		
Management, business, science, and arts occupations	24.3%	34.3%
Service occupations	24.1%	22.5%
Sales and office occupations	12.2%	15.3%
Natural resources, construction, and maintenance occupations	20.0%	12.4%
Production, transportation, and material moving occupations	19.4%	15.5%
<b>INDUSTRY</b>		
Agriculture, forestry, fishing and hunting, and mining	4.4%	2.3%

Construction	15.3%	9.4%
Manufacturing	14.6%	11.0%
Wholesale trade	1.6%	2.6%
Retail trade	8.9%	8.9%
Transportation and warehousing, and utilities	3.4%	5.9%
Information	0.9%	1.6%
Finance and insurance, and real estate and rental and leasing	2.5%	5.5%
Professional, scientific, and management, and administrative and waste management services	9.1%	13.6%
Educational services, and health care and social assistance	15.7%	19.9%
Arts, entertainment, and recreation, and accommodation and food services	13.5%	10.7%
Other services (except public administration)	7.0%	6.0%
Public administration	3.0%	2.5%
<b>EARNINGS IN THE PAST 12 MONTHS (IN 2019 INFLATION-ADJUSTED DOLLARS) FOR FULL-TIME, YEAR-ROUND WORKERS</b>		
Population 16 years and over with earnings	109,616	19,592,170
\$1 to \$9,999 or less	2.2%	1.7%
\$10,000 to \$14,999	5.0%	3.4%
\$15,000 to \$24,999	19.4%	14.6%
\$25,000 to \$34,999	22.6%	17.9%
\$35,000 to \$49,999	22.3%	18.3%
\$50,000 to \$74,999	14.8%	17.7%
\$75,000 or more	13.6%	26.3%
<b>Median earnings (dollars) for full-time, year-round workers:</b>		
Male	37,298	46,817
Female	30,297	40,122
<b>INCOME IN THE PAST 12 MONTHS (IN 2019 INFLATION-ADJUSTED DOLLARS)</b>		
Households	97,421	18,422,408
With earnings	89.4%	85.9%
Mean earnings (dollars)	67,335	94,714
With Social Security income	15.0%	21.5%
Mean Social Security income (dollars)	16,792	17,365



With Supplemental Security Income	2.4%	5.1%
Mean Supplemental Security Income (dollars)	9,798	9,233
With cash public assistance income	1.6%	2.9%
Mean cash public assistance income (dollars)	1,900	3,599
With retirement income	8.8%	10.7%
Mean retirement income (dollars)	24,814	25,487
With Food Stamp/SNAP benefits	11.4%	13.8%
Median Household income (dollars)	48,102	62,776
Average number of workers per household	1.54%	1.52%
<b>POVERTY STATUS IN THE PAST 12 MONTHS</b>		
Population for whom poverty status is determined	231,771	43,557,688
Below 100 percent of the poverty level	17.7%	14.5%
100 to 199 percent of the poverty level	26.7%	20.6%
At or above 200 percent of the poverty level	55.6%	64.9%
<b>POVERTY RATES FOR FAMILIES FOR WHOM POVERTY STATUS IS DETERMINED</b>		
All families	17.0%	13.0%
With related children of the householder under 18 years	21.4%	17.5%
With related children of the householder under 5 years only	12.4%	13.6%
Married-couple family	13.1%	9.4%
With related children of the householder under 18 years	15.7%	11.7%
With related children of the householder under 5 years only	8.5%	8.8%
Female householder, no spouse present, family	35.3%	27.3%
With related children of the householder under 18 years	45.3%	37.7%
With related children of the householder under 5 years only	45.8%	35.8%
Occupied housing units	97,421	18,422,408
<b>HOUSING TENURE</b>		
Owner-occupied housing units	56.6%	53.6%
Renter-occupied housing units	43.4%	46.4%
Average household size of owner-occupied unit	3.57%	3.40%

Average household size of renter-occupied unit	3.12%	3.06%
<b>ROOMS</b>		
1 room	2.2%	3.6%
2 or 3 rooms	13.3%	16.8%
4 or 5 rooms	44.6%	40.2%
6 or 7 rooms	28.5%	25.0%
8 or more rooms	11.4%	14.3%
Median number of rooms	5.1%	5.0%
1.01 or more occupants per room	8.8%	10.7%
<b>VEHICLES AVAILABLE</b>		
None	4.5%	11.9%
1 or more	95.5%	88.1%
<b>SELECTED CHARACTERISTICS</b>		
No telephone service available	2.2%	1.9%
Limited English Speaking Households	27.0%	24.2%
Owner-occupied housing units	55,140	9,869,765
<b>SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS</b>		
Less than 30 percent	78.3%	70.0%
30 percent or more	21.7%	30.0%
Renter-occupied housing units	42,281	8,552,643
<b>GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS</b>		
Less than 30 percent	58.2%	50.4%
30 percent or more	41.8%	49.6%

# APPENDIX E - ASSURANCE DOCUMENTATION

Public Library Academy  
report



2022

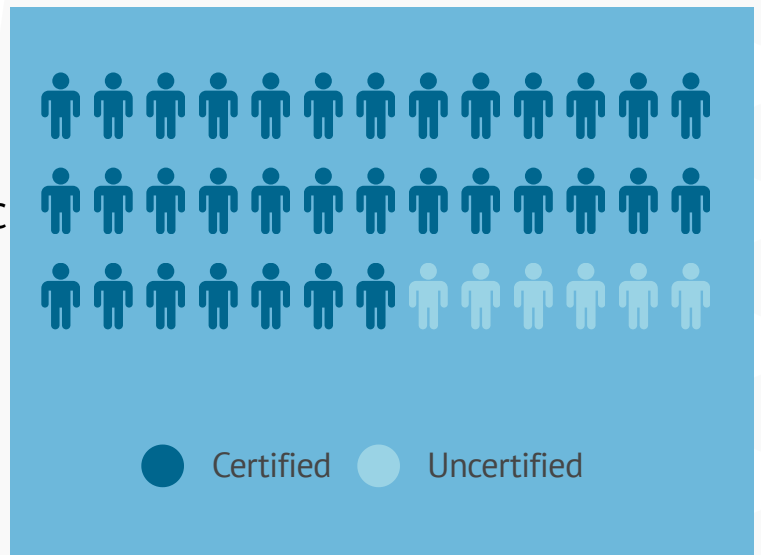
# Public Library Academy

The Academy was able to hold two complete semesters, offering multiple sessions of each class, albeit online. Roughly 32 - 40 students actively pursued Academy completion.

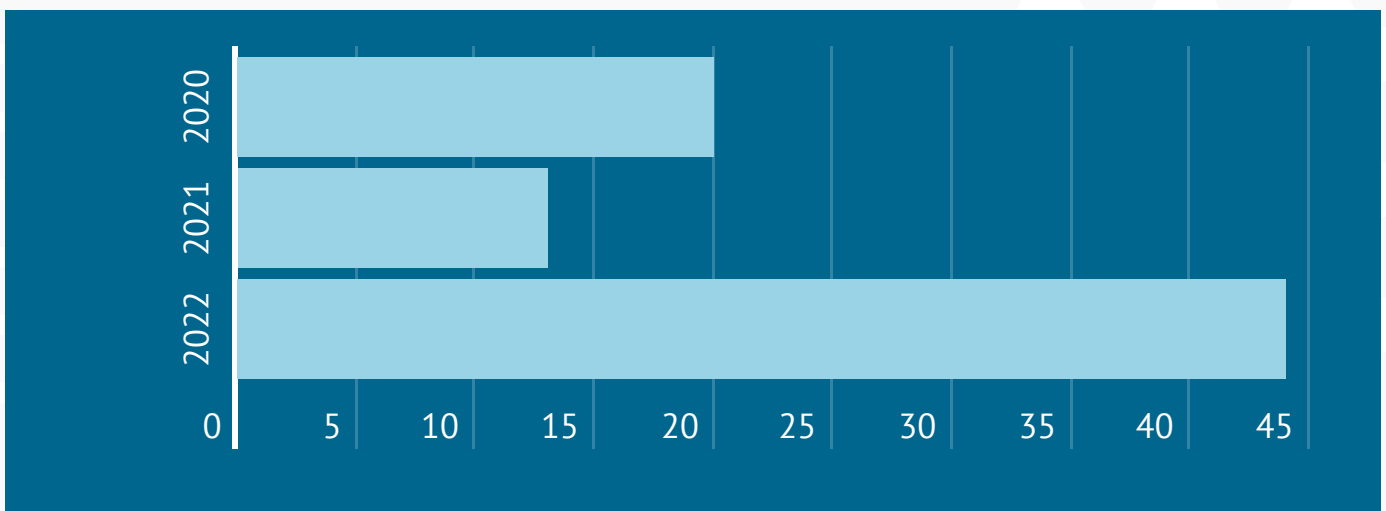
## Certified after Academy Completion

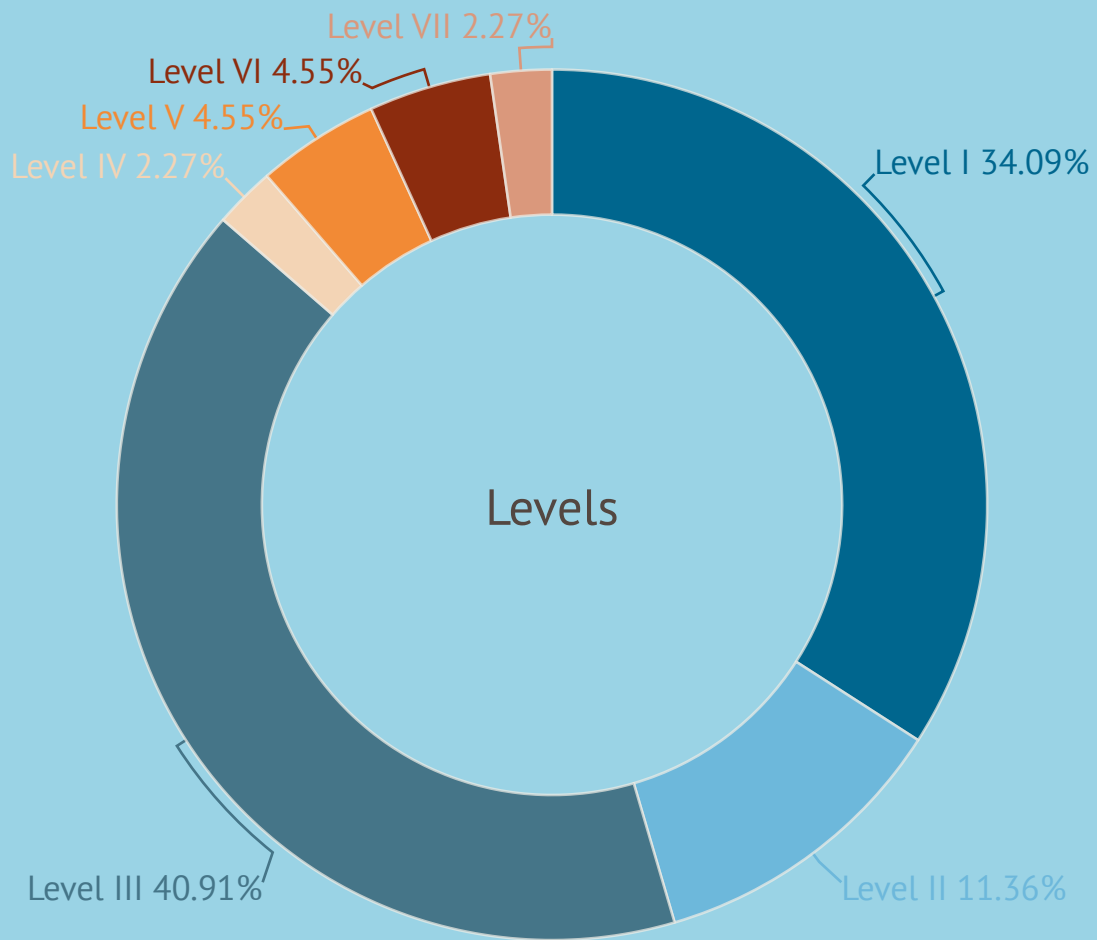


27 newly certified Public Library Academy graduates



## New Certificates Issued (All Levels)





## Certification

Certification picked up significantly with the return of the full Academy offerings. There are currently 726 actively certified library staff.



ODL Board Meeting  
June 10, 2022

**Agenda Item**

Consideration of and possible action on extending Misty Crider’s appointment to serve an additional year on the Continuing Education Certification Board with a term to expire December 31, 2022

**Summary**

Due to Covid, the board (most recently referred to as the Public Library Academy advisory board) has been relatively inactive for the past two years. Crider’s original term was scheduled to expire December 31, 2021. Her experience and knowledge have proven useful to the new CE Coordinator, Sadie Bruce. The Continuing Education Certification Board asked if Crider could extend her service long enough to finish the academy restructure. With this extension she will help finalize a new manual and launch restructured classes. Her extended term would expire December 31, 2022.

**Budget Impact**

No impact

**Supporting documentation**

Misty began working for Western Plains Library System in April of 2006 as the Administrative Assistant. She has many years of customer service experience and five years of prison leisure and law library experience. Shortly after being hired, she took over e-rate duties in 2007. In 2008, she completed the Public Librarianship Certification through the Oklahoma Department of Libraries. During her first few years at WPLS she substituted in any vacant positions until they were filled, learning the everyday functions of the many levels of the WPLS organization. Eventually, she took on additional duties assisting the Director and Human Resources Manager. In 2013, Misty was promoted to Executive Assistant; in 2015, she was promoted to Human Resources Officer while maintaining the E-rate Coordinator position. In 2021, she earned her Certified Professional certification from the Society of Human Resource Management. She is the current President of Western Oklahoma Human Resources.



ODL Board Meeting  
June 10, 2022

**Agenda Item**

Consideration of and possible action on proposal for Oklahoma Book Festival to be funded partly with FFY21 and FFY22 LSTA allotments

**Summary**

ODL staff requests approval to begin planning for another book festival to be held in the fall of 2023 in partnership with the Friends of the Oklahoma Center for the Book. Adding the book festival to the list of approved projects for FFY21 and FFY22 will provide funding needed for planning efforts. Staff intends to apply for a \$100,000 grant from the National Endowment for the Arts (NEA) to host the Oklahoma Book Festival. The NEA grant provides funds for projects that “focus on local and/or national activities designed to promote and develop practitioners of, and audiences for, the literary arts.” Literary festivals are specifically mentioned as a potential project covered by this grant. The grant application is due in July with earliest notification of grant award or rejection in April 2023. Expenditures for this grant may start in June 2023. Pursuant to O.S. 65 § 3-107; O.S. 65 § 42; and O.S. 65 § 57, ODL has the authority to apply for the NEA grant. Moreover, the grant is below the threshold required to receive cabinet secretary approval.

The Friends of the Oklahoma Center for the Book (FOCB) has pledged \$100,000 to this project.

**Background**

The Oklahoma Book Festival was first held on October 20, 2018, at the OKC Boathouse District. Fifty-eight authors, poets and illustrators were on hand to meet with over 2,500 attendees. In 2019, the festival continued with 110 authors, poets and illustrators and over 3,000 attendees. The Oklahoma Book Festival was cancelled in 2020 and 2021 due to the COVID-19 pandemic.

**Budget Impact**

Revenues from NEA grant:	\$	100,000	FFY21 estimated cost:	<u>\$ 10,000.00</u>
Funds raised by FOCB	\$	100,000	FFY21 balance (unallocated):	14,885.66
Est. Project Expenditures:		<u>200,000</u>		
Balance (Unallocated):	\$	0	FFY22 estimated cost:	<u>\$ 10,000.00</u>
			FFY22 balance (unallocated):	61,502.00

**Supporting documents attached**

National Endowment of the Arts Grants for Arts Projects Information



# GRANTS FOR ARTS PROJECTS:

## Literary Arts

The NEA seeks to sustain and nurture a multiplicity of American literary endeavors, including, but not limited to:

- Ensuring that literary presses and magazines, community-based activities, and national literary organizations complement the trade publishing sector in the shaping of contemporary literature.
- Supporting organizations that promote diversity, equity, inclusion, and accessibility in the literary arts and cultivate writers at all stages of their careers, including emerging writers.
- Supporting efforts to provide America's readers with direct access to contemporary writers.
- Supporting innovation and the use of new technology.

In addition to offering grant opportunities for organizations, the NEA offers a separate fellowships program to published creative writers and translators in the areas of prose and poetry.

We welcome applications for a variety of arts projects that address the [review criteria](#) of Artistic Excellence and Artistic Merit. Specific project types and deadlines are outlined below.

The NEA is committed to diversity, equity, inclusion, and accessibility, and fostering mutual respect for the diverse beliefs and values of all individuals and groups.

Projects may focus on reaching a particular constituency; however, they may not be exclusionary under [national civil rights laws and policies](#) prohibiting discrimination. This extends to hiring practices and audience engagement.

Applicants may request cost share/matching grants ranging from \$10,000 to \$100,000.

If your project is developed and managed by local government, see the [Local Arts Agencies description](#) to help you in your discipline selection.

# Deadlines

The NEA supports two general project types under Grants for Arts Projects/Literary Arts:

- February Grants for Arts Projects Deadline: Literary publishing projects
- July Grants for Arts Projects Deadline: Audience and professional development projects

Apply under the project type and associated deadline that most closely corresponds to the primary focus of your proposed project. Generally, an organization is limited to one application per year in the Grants for Arts Projects category.

For Literary Arts projects with a distinct media arts component: Your organization may be eligible to submit a second application under the July deadline for [Media Arts](#).

## **February Grants for Arts Projects Deadline: Literary Publishing Projects**

These projects focus on print and/or digital literary magazines and independent and university presses that publish poetry, fiction, drama, and/or creative nonfiction by contemporary writers and translators.

Projects may include but are not limited to:

- Publication and distribution of books. (Note that proposed book titles should already be selected and must be described in the application. Exceptions are made for titles that will be selected through a contest.)
- Publication and distribution of magazine issues.
- Payments to writers.
- Marketing and promotion efforts to increase book sales or magazine circulation and expand readership.
- Efforts to advance diversity, equity, inclusion, and accessibility in the literary publishing field.
- Digitization of publishers' backlists and other endeavors to make work available in new and emerging markets.
- Technologies and/or experiments that strive to deepen audiences' engagement with literature and/or provide writers with new platforms and tools to create work.

- Collaboration within and/or across fields to advance literary publishing in the digital age, reach new audiences, and encourage dialogue.

*NOTE: Literary publishing projects must focus primarily on contemporary literature and/or writers.*

## **Deadlines:**

<b>Part 1 - Submit to Grants.gov</b>	<b>February 10, 2022 at 11:59 p.m., Eastern Time</b>
<i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i>	
<b>Part 2 - Submit to Applicant Portal</b>	<b>February 15-22, 2022 at 11:59 p.m., Eastern Time</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2022</b>
<b>Earliest Start Date for Proposed Project</b>	<b>January 1, 2023</b>

## **July Grants for Arts Projects Deadline: Audience and Professional Development Projects**

These projects focus on local and/or national activities designed to promote and develop practitioners of, and audiences for, the literary arts. (Projects that are primarily focused on publishing and/or distributing books or journals should be submitted at the other Grants for Arts Projects deadline.)

Projects may include but are not limited to:

- Residencies, readings, author tours, writing workshops, conferences, and literary festivals.
- Podcasts, radio, video, and/or media endeavors that promote the literary arts.

- Innovative uses of technology, media, or new models to provide readers with access to writers and the literary arts.
- Efforts to maintain or augment America's literary infrastructure and provide services, advice, and technical support to writers, translators, and literary organizations.
- Efforts to advance diversity, equity, inclusion, and accessibility in the literary arts.
- Collaboration within and/or across fields to reach new audiences and encourage dialogue.

**Deadlines:**

<b>Part 1 - Submit to Grants.gov</b>	<b>July 7, 2022 at 11:59 p.m., Eastern Time</b>
<i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i>	
<b>Part 2 - Submit to Applicant Portal</b>	<b>July 12-19, 2022 at 11:59 p.m., Eastern Time</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2023</b>
<b>Earliest Start Date for Proposed Project</b>	<b>June 1, 2023</b>

**For information on how to apply, see “How to Apply” on the left.**

**Accessibility**

Federal regulations require that all NEA-funded projects be accessible to people with disabilities. Funded activities must be held in a physically accessible venue and program access and effective communication must be provided for participants and audience members with disabilities. If your project is recommended for funding, you will be asked

to provide [detailed information](#) describing how you will make your project physically and programmatically accessible to people with disabilities.

## **National Historic Preservation Act and/or the National Environmental Policy Act Review**

Recommended projects may be subject to the [National Historic Preservation Act](#) (NHPA) and/or the [National Environmental Policy Act](#) (NEPA) compliance review.

Some of the common project types that garner a review are:

- A project involving or occurring near or at a historic place, such as a property that is 50 years old or older, or a place listed in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor installations, including sculptures, statuary, banners, mixed media, painting or murals, as well as small structures such as benches, bus shelters, and produce stands.
- An outdoor arts festival.
- Permanent wayfinding signs and other similar artistic directional installations.
- Maintenance or rehabilitation of landscapes and gardens.
- In-kind replacement or repairs at a facility that is older than 50 years of age.
- Design services and planning for projects that may affect historic properties.

See more information about NHPA/NEPA review under [Award Administration](#)

## Oklahoma Department of Libraries

# American Rescue Plan Funds Distribution Plan

Amount	Description	Spending Priority
\$ 24,600	Online High School - pilot project in partnership with Oklahoma Workforce Development Board and OneNet (OklahomaWorks funding \$275,000)	1, 3
168,566.65	Additional statewide database subscriptions - <b>Based on a June 15 start date</b> (estimated \$25,933.33 cost per month)	1, 3
1,449,685.10	Grants targeted to legally established public libraries	1, 3
120,330	Materials grants to libraries at correctional institutions, Veterans' centers and juvenile centers	3
25,000	Website Migration & PDF Remediation (19,568)	1
27,018	Administrative support on contract - 18-20 hours week	Administration
9,250	Grants Management Software	Administration
65,000	Partnership with FOLIO for Ready2Read @ Your Library	3
335,399	Grants targeted to tribal libraries and museums	3
92,685	Grants targeted to literacy programs	3
40,000	Leading in an Emergency (contract with OMA)	1,3
9,318	Online learning opportunities for ODL and library staff (Ryan Dowd & Deque – prorated for 9 months)	3
100,000	Telehealth/workforce development pods for libraries pilot	1, 3
150,000	Library Document Stations for libraries & literacy organizations	1, 3
40,000	Workshops for educators and school library media specialists highlighting online resources provided by ODL and the Oklahoma Historical Society	1, 3
35,000	Expansion of the Images of Oklahoma project to digitize educational content	1, 3
40,000	E-MEDIA Grant for OKVL	1, 3
5,750	Workforce Development Workshop (with OSU)	1, 3
<b>\$ 2,737,601.75</b>	<b>Total as of 05/13/2022</b>	
<b>\$ 2,867,357.00</b>	<b>Total allotment of ARPA funds to ODL</b>	
<b>\$129,755.25</b>	<b>Unallocated as of 05/13/22</b>	

**FFY21 ARPA Projects  
Summary of Funding Requests by Project**

<b>Project Name</b>	<b>Budgeted Amount</b>	<b>Amount Paid (as of 05/23/22)</b>	<b>Encumbrance Balance</b>	<b>Totals</b>
<b>ARPA Administration</b>	\$ 36,268.00	\$ 22,012.71	\$ 8,008.03	\$ 30,020.74
<b>Excel Online High School</b>	\$ 24,600.00	\$ 24,600.00	\$ -	\$ 24,600.00
<b>Continuing Education</b>	\$ 40,000.00	\$ -	\$ -	\$ -
<b>E-MEDIA</b>	\$ 40,000.00	\$ -	\$ -	\$ -
<b>Images of Oklahoma</b>	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 35,000.00
<b>Leading in an Emergency</b>	\$ 40,000.00	\$ 19,674.00	\$ 17,256.00	\$ 36,930.00
<b>Library Document Stations</b>	\$ 150,000.00	\$ -	\$ -	\$ -
<b>Materials to Institutions</b>	\$ 120,330.00	\$ 44,129.82	\$ 51,730.79	\$ 95,860.61
<b>Online Learning</b>	\$ 9,318.00	\$ 9,318.00	\$ -	\$ 9,318.00
<b>Online Homework Help and Job Seeker Assistance Database</b>	\$ 168,566.65	\$ -	\$ -	\$ -
<b>Ready2Read Early Literacy Initiative</b>	\$ 65,000.00	\$ 413.30	\$ 33,150.00	\$ 33,563.30
<b>Targeted Grants</b>	\$ 1,877,769.10	\$ 1,877,769.10	\$ -	\$ 1,877,769.10
<b>Telehealth Hubs</b>	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00
<b>Web Migration</b>	\$ 25,000.00	\$ 19,264.30	\$ 303.70	\$ 19,568.00
<b>Workforce Development Workshop</b>	\$ 5,750.00	\$ -	\$ -	\$ -
<b>Unallocated</b>	\$ 129,755.25	\$ -	\$ -	\$ -
	\$ 2,867,357.00	\$ 2,017,181.23	\$ 245,448.52	\$ 2,262,629.75

FFY21 ARPA funds expire on December 30, 2022. We received a 90-day extension.



ODL Board Meeting  
June 10, 2022

**Agenda Item**

Consideration of and possible action on proposal for the **Professional Development Project** using American Rescue Plan Act funds

**Summary**

This ARPA Project provides opportunities for staff at public, tribal, and institutional libraries, literacy councils, and museums to receive support for professional development through the purchase of selected publications and scholarships to attend training through on-demand webinars or in-person conferences. While we anticipate using webinars and conferences not planned by ODL directly, we may use the project funds to create workshops if a need is identified.

The project will be offered in two rounds with all funds expended by November 30, 2022. No funds will be provided directly to organizations, but rather to publishers or conference providers. All staff who attend a webinar, conference or workshop will be required to submit an evaluation.

**Background**

The American Rescue Plan Act funds from the Institute of Museum of Library Services seeks to assist libraries and traditionally eligible library entities, such as literacy councils and museums, in pandemic response efforts. This project meets the spending priorities of the ARPA funds by providing opportunities to receiving training and materials that assist in pandemic response or support the workforce development, education and health needs of their communities.

**Budget Impact**

FFY21 ARPA Funds Unallocated as of May 13:	\$	129,755.25
Estimated Budget for Proposed Project:		<u>110,000.00</u>
Balance (Unallocated):	\$	19,755.25

**Supporting documents attached**

- ARPA Professional Development Potential Timeline
- ARPA Professional Development Potential Webinars/Conferences
- ARPA Professional Development Potential Publications



**ARPA Professional Development Project  
Potential Timeline**

**Round 1. Public and Tribal Libraries:**

Offer opportunity to select up to \$250 in publications and webinars/conferences from approved list.

Director submits the entire selection at one time, including full registration information for webinar participants. Webinar participants must be staff.

Time limited: 2 weeks or until funds are expended.

**Institution Librarians/Educators**

Offer opportunity to select up to \$250 in publications and webinars/conferences from approved list.

**Museums:**

Offer opportunity to receive one scholarship per institution for registration to OMA conference. This can include staff, board members, or volunteers.

Director submits the selection, including full registration information for the participant.

Time limited: 2 weeks or until 60 scholarships are made. (Early registration ends August 5.)

**Literacy:**

Offer opportunity for scholarships (registration and travel) for literacy volunteers or adult learners to attend the statewide literacy conference and/or to provide cost of a featured conference speaker. Registration/travel would be paid directly to the conference providers. Conference provider would manage travel reimbursements.

Time limited: 2 weeks or until 15 scholarships are made.

**Round 2. Museums (Depends upon availability of funds.)**

Offer opportunity to select up to \$250 in publications and webinars/conferences from approved list.

Time limited: 2 weeks or until funds available are expended.

**Oklahoma Archivists Association (End of October conference in Tulsa)**

Offer opportunity to receive registration scholarships on first come/first serve basis

Time limited: 2 weeks or until 30 scholarships are made.

**ARPA Professional Development Project Proposal  
Webinar and Conference Options**

<b>Provider</b>	<b>Webinar/Conference Title</b>	<b>Cost</b>	<b>Link</b>
ALA	Conflict Becomes Collaboration: Managing Professional Relationships	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=199">https://elearning.ala.org/local/catalog/view/product.php?productid=199</a>
ALA	Creating a Library Community Through Fun and Engaging Programming	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=200">https://elearning.ala.org/local/catalog/view/product.php?productid=200</a>
ALA	How to Be an Inclusive Leader: Your Role in Creating Cultures of Belonging Where Everyone Can Thrive	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=273">https://elearning.ala.org/local/catalog/view/product.php?productid=273</a>
ALA	Innovative Library Programming! Advocate and Market Your Library!	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=212">https://elearning.ala.org/local/catalog/view/product.php?productid=212</a>
ALA	Providing Immigration Help With Community Partnerships	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=358">https://elearning.ala.org/local/catalog/view/product.php?productid=358</a>
ALA	Rebuilding Teen Social Capital Through Programming	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/faceted_search.php?format=On-Demand%20Learning&amp;page=1&amp;pagesize=30&amp;pagingcount=65">https://elearning.ala.org/local/catalog/view/faceted_search.php?format=On-Demand%20Learning&amp;page=1&amp;pagesize=30&amp;pagingcount=65</a>
ALA	School and Public Library = Indispensable Partnerships	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=215">https://elearning.ala.org/local/catalog/view/product.php?productid=215</a>
ALA	Short Takes for Trustees	\$150.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=272">https://elearning.ala.org/local/catalog/view/product.php?productid=272</a>
ALA	Teaching Students Research and Writing In the Pandemic: How Utah Librarians and Teachers Use Scrible	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=216">https://elearning.ala.org/local/catalog/view/product.php?productid=216</a>
ALA	The Boldness of Collaboration: A Librarian's Guide to Connections, Creativity, and Community	\$80.00	<a href="https://elearning.ala.org/local/catalog/view/product.php?productid=217">https://elearning.ala.org/local/catalog/view/product.php?productid=217</a>
SAA	Digital Preservation of Audio and Video: Fundamentals	\$110.00	<a href="https://www.pathlms.com/saa/events/873/video_presentations/63741">https://www.pathlms.com/saa/events/873/video_presentations/63741</a>
SAA	Basics of Managing Digital Records	\$90.00	<a href="https://www.pathlms.com/saa/events/873/video_presentations/80746">https://www.pathlms.com/saa/events/873/video_presentations/80746</a>
SAA	Copyright Issues for Digital Archives	\$250.00	<a href="https://www.pathlms.com/saa/events/873/event_sections/12054">https://www.pathlms.com/saa/events/873/event_sections/12054</a>
SAA	Designing and Presenting Effective Online Learning	\$110.00	<a href="https://www.pathlms.com/saa/events/873">https://www.pathlms.com/saa/events/873</a>
SAA	Digital Records: The Next Step	\$90.00	<a href="https://www.pathlms.com/saa/events/873/video_presentations/80747">https://www.pathlms.com/saa/events/873/video_presentations/80747</a>
SAA	Encoding Standards Overview	\$90.00	<a href="https://www.pathlms.com/saa/events/873/video_presentations/112978">https://www.pathlms.com/saa/events/873/video_presentations/112978</a>
NEDCC	Building an Easy Digital Preservation Workflow with Small Tools	\$70.00	<a href="https://www.nedcc.org/preservation-training/training-currentlist">https://www.nedcc.org/preservation-training/training-currentlist</a>
NEDCC	Salvaging Damaged Books, Paper, and AV Collections	\$70.00	<a href="https://www.nedcc.org/preservation-training/training-currentlist">https://www.nedcc.org/preservation-training/training-currentlist</a>
NEDCC	Surveying, Selecting, and Testing Digital Preservation Software	\$70.00	<a href="https://www.nedcc.org/preservation-training/training-currentlist">https://www.nedcc.org/preservation-training/training-currentlist</a>
AASLH	How to Manage a Digitization Project	\$40.00	<a href="https://learn.aaslh.org/products/recorded-webinar-how-to-manage-a-digitization-project">https://learn.aaslh.org/products/recorded-webinar-how-to-manage-a-digitization-project</a>
AASLH	Creating Digital Content for Museums and Historic Sites	\$45.00	<a href="https://learn.aaslh.org/products/recorded-webinar-creating-digital-content-for-museums-and-historic-sites">https://learn.aaslh.org/products/recorded-webinar-creating-digital-content-for-museums-and-historic-sites</a>
OLA TSRT	Fall Workshop--Title TBD	\$48 per person	

**POSSIBLE Conferences**

<b>Provider</b>	<b>Webinar/Conference Title</b>	<b>Cost</b>	
OMA	Annual Conference-Registration Only (by August 5)	\$250.00	\$250 x 60 = \$15,000
OKSTE	Annual Conference-Registration Only (public library folks)	\$250.00	\$250 x 30 = \$7,500
Literacy	Statewide Literacy Conference-Reg and Travel	\$250.00	\$250 x 15 = \$,3750

**ARPA Professional Development Project Proposal  
Webinar and Conference Options**

OAA Oklahoma Archivists	Annual Meeting in October	\$25.00	\$25 x 30 = \$750

**ARPA Professional Development Project  
Potential Publications**

<b>Publisher</b>	<b>Title</b>	<b>Cost</b>	<b>Link</b>	<b>ISBN</b>	<b>Retailer</b>
ALA	Interim Leadership in Libraries	\$70.00	<a href="https://www.alastore.ala.org/content/interim-leadership-libraries-building-relationships-making-decisions-and-moving">https://www.alastore.ala.org/content/interim-leadership-libraries-building-relationships-making-decisions-and-moving</a>	978-0-8389-3915-4	
ALA	Libraries that Build Business	\$65.00	<a href="https://www.alastore.ala.org/lbb">https://www.alastore.ala.org/lbb</a>	978-0-8389-3840-9	
ALA	Libraries and Sustainability	\$50.00	<a href="https://www.alastore.ala.org/laspap">https://www.alastore.ala.org/laspap</a>	978-0-8389-3794-5	
ALA	The Disaster Planning Handbook	\$55.00	<a href="https://www.alastore.ala.org/dphandbook">https://www.alastore.ala.org/dphandbook</a>	978-0-8389-3799-0	
ALA	Fostering Wellness in the Workplace	\$50.00	<a href="https://www.alastore.ala.org/wellness">https://www.alastore.ala.org/wellness</a>	978-0-8389-3791-4	
ALA	Launching Large-Scale Library Initiatives: Innovation and Collaboration	\$55.00	<a href="https://www.alastore.ala.org/largescalinitiatives">https://www.alastore.ala.org/largescalinitiatives</a>	978-0-8389-4987-0	
ALA	Library Next: Seven Action Steps for Reinvention	\$55.00	<a href="https://www.alastore.ala.org/librarynext">https://www.alastore.ala.org/librarynext</a>	978-0-8389-4839-2	
ALA	Pivoting During the Pandemic: Ideas for Serving Your Community Anytime, Anywhere	\$30.00	<a href="https://www.alastore.ala.org/content/247-library-ideas-serving-your-community-anytime-anywhere">https://www.alastore.ala.org/content/247-library-ideas-serving-your-community-anytime-anywhere</a>	978-0-8389-4974-0	
ALA	Library Marketing and Communications: Strategies to Increase Relevance and Results	\$55.00	<a href="https://www.alastore.ala.org/content/library-marketing-and-communications-strategies-increase-relevance-and-results">https://www.alastore.ala.org/content/library-marketing-and-communications-strategies-increase-relevance-and-results</a>	978-0-8389-4799-9	
ALA	Creating Fundable Grant Proposals	\$65.00	<a href="https://www.alastore.ala.org/content/creating-fundable-grant-proposals-profiles-innovative-partnerships">https://www.alastore.ala.org/content/creating-fundable-grant-proposals-profiles-innovative-partnerships</a>	978-0-8389-4760-9	
ALA	Proving Your Library's Value: Persuasive, Organized, and Memorable Messaging	\$25.00	<a href="https://www.alastore.ala.org/content/proving-your-library%E2%80%99s-value-persuasive-organized-and-memorable-messaging">https://www.alastore.ala.org/content/proving-your-library%E2%80%99s-value-persuasive-organized-and-memorable-messaging</a>	978-0-8389-4741-8	GROUP Sales
ALA	Inspired Thinking: Big Ideas to Enrich Yourself and Your Community	\$55.00	<a href="https://www.alastore.ala.org/content/inspired-thinking-big-ideas-enrich-yourself-and-your-community">https://www.alastore.ala.org/content/inspired-thinking-big-ideas-enrich-yourself-and-your-community</a>	978-0-8389-4671-8	
ALA	Leadership Planners Bundle (Volumes 1-4)	\$70.00	<a href="https://www.alastore.ala.org/search/store/subject/administration-management?filter_all=1&amp;page=4">https://www.alastore.ala.org/search/store/subject/administration-management?filter_all=1&amp;page=4</a>		
ALA	Library Funding Bundle (2 books)	\$100.00	<a href="https://www.alastore.ala.org/content/library-funding-bundle">https://www.alastore.ala.org/content/library-funding-bundle</a>		
AASLH	Change is Required: Preparing for the Post-Pandemic Museum	\$40.00	<a href="https://rowman.com/ISBN/9781538161654/Change-Is-Required-Preparing-for-the-Post-Pandemic-Museum">https://rowman.com/ISBN/9781538161654/Change-Is-Required-Preparing-for-the-Post-Pandemic-Museum</a>	978-1-5381-6166-1	Rowman & Littlefield
AASLH	Museums and Millennials: Engaging the Coveted Patron Generation	\$40.00	<a href="https://rowman.com/ISBN/9781538118573/Museums-and-Millennials-Engaging-the-Coveted-Patron-Generation">https://rowman.com/ISBN/9781538118573/Museums-and-Millennials-Engaging-the-Coveted-Patron-Generation</a>	978-1-5381-1858-0	Rowman & Littlefield
AASLH	Beyond the Bake Sale: Fundraising for Local History Organizations	\$45.00	<a href="https://rowman.com/ISBN/9781538148778/Beyond-the-Bake-Sale-Fundraising-for-Local-History-Organizations">https://rowman.com/ISBN/9781538148778/Beyond-the-Bake-Sale-Fundraising-for-Local-History-Organizations</a>	978-1-5381-4878-5	Rowman & Littlefield

# Agency Activity Report

March 1, 2022 – May 15, 2022

## Grants and Contracts Awarded

### **FFY21 Projects – LSTA funding**

- Payments for the spring Public Library Academy presenters and moderators were completed in May.
- Contracts and claim forms were created for a continuing education opportunity associated with the Health Literacy project.

### **FFY22 Projects – LSTA funding**

- Contracts and claim forms were sent out for a continuing education opportunity associated with the Citizenship and Immigration and Literacy Development projects.

### **State Aid**

- State Aid payments are complete. All eligible municipal libraries and systems were paid by mid-May.

### **American Rescue Plan Act (ARPA)**

- On April 20, ODL requested a three-month extension to spend the ARPA funds received from IMLS. The request was approved, and we now have until December 30, 2022 to spend the ARPA funds. The extension postpones reporting of the ARPA funds until March 30, 2023.
- Materials were ordered for the Ready2Read project, which is an early literacy project in partnership with FOLIO.
- All funds for the ARPA Targeted Grants have been sent. Interim reports were due March 30; most grantees are well on their way to expending all funds. The Interim Reports were turned in through Foundant, ODL's grant management software, and it has been nice to have all reports and supporting documents in one place.

### **ARPA funding through U.S. Treasury**

- ODL submitted a revised application for the Capital Projects Funds on March 29, 2022. The revised application had a lower funding request (\$40M instead of \$239M) and focused more on municipal libraries. After much discussion, the system libraries in Oklahoma felt it best to move forward with their requests separately; however, the systems have requested that any awarded funds for system projects flow through ODL. If funded, the Library Renovation and Expansion Grants will award funding based on four criteria: per capita operating budget, investment of matching funds, feasibility of the project to be completed in time, and all or some of the library's service area must be located within a Qualified Census Tract. If a system's individual request is not granted, they are welcome to apply for this competitive grant.

## Administration

Kelly Adams, Natalie Currie, Grace Fuqua, Melody Kellogg, Tara McCleod, Cindy Mooney, Chris Smith

### Human Resources

- Grace Fuqua started as Accounting Technician III on April 4, 2022.
- Posted several positions in May: Librarian IV, Library Technician III, and Mail Room and Records Management Technician.
- Reposted announcements to hire the ODL Director and State Librarian with the following organizations: American Library Association, Oklahoma Library Association, Mountain Plains Library Association, Library Journal, OMES Jobs, Amigos, the Chief Officers of State Library Agencies' listserv, and ODL's social media accounts.

### Financials

- Selection of supplier to provide statewide access to remote homework help and job seeker assistance is pending legal review by Central Purchasing.
- Bids for statewide databases received and sent to the evaluation team that includes representatives from public and academic libraries; current contract and options to renew expires September 2022.
- Continued responding to requests by the Office of State Auditor and Inspector for documents related to the audit which is covering expenditures in 2018, 2019, and the first half of 2020.
- Continuing setup for SFY23 with OMES ABS.
- Completed a budget revision for SFY21 Carryover funds.

### Legislative Liaison

- See Legislative Report for 2022.

### Library Services and Technology Act (LSTA)

- Co-presented a session at the Oklahoma Library Association Annual Conference. Working with Martha Kyrrilidou of QualityMetrics, information about Oklahoma's LSTA Five-Year Evaluation was shared and ideas solicited for the Five-Year Plan.
- Completed the Quarterly Accrual Report due to IMLS by the fifth of the month after each quarter ends (April 5, 2022).
- Received notice from IMLS that our State Program Report for FFY20 was accepted as submitted in December 2021. Hooray!
- Submitted the Five-Year Evaluation to IMLS by the March 30 deadline. It was accepted by IMLS on April 21, 2022. Yahoo!

## Public Information Office

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

### Oklahoma Center for the Book

- After two years of virtual celebrations, the **2022 Oklahoma Book Award** program returned to a festive in-person awards dinner on April 30 at the Embassy Suites Medical Center in Oklahoma City. Thirty-four finalists, out of 115 entries in the competition, were on hand to sign books, talk to

#### **Department Abbreviations**

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

readers, and visit with fellow authors, poets, illustrators, and book designers. Special honorees of the evening were Jim Stovall, recipient of the Arrell Gibson Award for Lifetime Achievement, and Sanora Babb, recipient of the posthumous Ralph Ellison Award.

- The first award ceremony for **My Favorite Book** was held on May 11 in the State Capitol Rotunda. This project was born following the demise of the national Letters About Literature program. ODL and its partners wanted to continue this opportunity for Oklahoma's young people. In the competition, a student writes a letter to the author (living or dead) of a book that impacted the student's life. Almost 600 letters were entered into the contest. Nine winners, representing three grade levels, were selected as the winners. The first-place winner in each grade category selected their school library or public library to receive a \$1,000 grant. Seven of the nine winning students, along with their families, were on hand to read their letters and receive their prizes.
- Visit [libraries.ok.gov/ocb/ocb-events](https://libraries.ok.gov/ocb/ocb-events) to see all the winners of these two events. Read the winning letters in the My Favorite Book competition, view our shout out to some great sponsors, and access photos from both events.

### Online Media

- We are rounding third base on the **migration of the ODL website** to the new platform, Adobe Experience Manager (AEM). The ODL admins and office managers are currently previewing the website. We are testing the forms and the appointments scheduler and will soon be launching. The new platform will not only meet web accessibility requirements, it will also be more secure. As you may know, our site was down most of March due to an attack on the OMES server that housed agency WordPress sites. When our website came back online, almost 90,000 pages were viewed on libraries.ok.gov in April, up from more than 26,000 in February. (Absence really does make the heart grow fonder.)
- **ODL's digital collections are also seeing record visits:** More than 460,000 pages were pulled up on Digital Prairie from February to April.
- Our **Social Media** accounts also recorded excellent stats as we promoted a variety of agency projects and library-related content. Our Facebook reach was more than 100,000. Twitter impressions numbered more than 40,000.
- PIO sent 51 **GovDelivery email messages** to a variety of contact lists from February through May promoting agency programs, grant and CE opportunities, library events, and more. The messages landed in inboxes more than 256,000 times, with an open rate of 24% (above the median 22% for state government messages). Subscribers to our lists increased by 522 during the period to 21,676.

### Other Projects

- **Legal Information for Oklahomans:** PIO assisted Library Development and the Oklahoma Access to Justice Foundation with the production of legal information binders and web pages for public libraries and the general public.
- **Read Across Oklahoma:** Design of promotional materials and web pages, video captioning, and social media and GovDelivery messaging, are all part of PIO's contributions to the Literacy Office's annual early literacy event.
- **ARPA Proposal:** PIO provided input, page layout, and graphics for ODL's proposal to use ARPA dollars for grants to fund public library construction and renovation projects.

### Department Abbreviations

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

- **What's New on Our Shelves?** For the past several months, PIO has assisted Library Resources with promoting new titles (both physical books and electronic/audio books, as well as DVDs) to our state government customers. After our monthly GovDelivery message goes out to state government, we love seeing all the new requests for library cards come in!

## Office of Library Development

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

### Annual Report

- Submitted Public Library Survey to IMLS.
- Met with Annual Report Focus Group – Tim Miller, Larry White, Mary Moroney, Amy Ryker, Sara Schuman (ODL – Jackie Kropp and Sam Karns) and explained what questions were required for state aid eligibility review and what were requested by IMLS. Deleted obsolete questions based on input.

### ARPA

- EXCEL Adult High School – first graduate May 2 from Elk City, Daniel Click. Attended his Elk City city commission graduation ceremony. Joshua Jenkins from Lawton graduated May 11.
- Ryan Dowd's Homelessness training has 61 learners engaged in the training.

### Continuing Education

- Continuing the Public Library Restructure work, there were several content meetings held. The spring semester of the Public Library Academy finished in mid-May and new certification applications are arriving. For the 2021-22 year, ODL has certified 27 'graduates' of the Public Library Academy.

### E-Rate

- Determined eligibility of Category 2 Internal Connections based on successful filing of Form 471. Waves started in May and all but one eligible library has been funded by USAC. Contracts and claims to go out in June.
- All libraries have filed 471s; consultants helped dozens of them.

### Summer Reading and Youth Services

- May was busy getting the final summer reading materials shipped. ODL purchased fundamental summer reading material (logs, certificates, posters, and stickers) for 162 participating public, school, and tribal libraries. ODL also purchased summer reading bags from TuSack. ODL continues partnership with the OKC Zoo.

### Telehealth

- Finalized the selection of and met with all telehealth sites.
- Created a telehealth policy for the libraries.
- Created a content page and outline for a telehealth info/marketing booklet.

#### **Department Abbreviations**

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



**Website Development**

- Launched Deque University, online and self-paced accessibility training for content contributors. April 1.
- Pryor Library's website has been migrated to new platform.

**Office of Literacy Development**

Leslie Gelders (Manager), Rebecca Barker, Katie Bell

**Health Literacy**

- A presentation was given to the OK Dept. of Health's State Obesity Stakeholders Committee to share ways public libraries are promoting health and wellness. The 61 attendees represented a wide range of organizations that are working to identify goals and action steps to help reduce Oklahoma's high rate of obesity and related health issues.
- Staff attended the grand openings of four new Oklahoma Storywalks (Shawnee, Cherokee, Pauls Valley, and Yukon). These new library resources provide opportunities that encourage exercise, family reading, etc. The launches were attended by local media, state legislators, and community partners. The stories will be changed periodically to encourage regular community participation.
- A cooking program by restaurant owner Chef Wahpepah demonstrated indigenous dishes using healthy and readily available ingredients. This project was hosted by Pioneer Library System, McCloud Public Library, ODL, local funders, and the Kickapoo Nation. A video was filmed by PLS and it will be made available to all health literacy sites and interested individuals.
- Staff member agreed to serve on the Advisory Committee of the Networks of National Libraries of Medicine.

**TANF**

- Monthly TANF book club meetings via Zoom continued to encouraged students to share their thoughts about featured books. Each month, one of the programs selected the book and led the discussion.

**Read Across Oklahoma (RAO)**

- *Read Across Oklahoma* 2022 took place on April 12 with more than 2,500 first grade students attending in person and an estimated 1,870 pre-school students participating virtually. More than 5,500 books were given to children to encourage reading and help build home libraries. The event featured author reading times, music and singing, dancers, coloring stations, games, and more.

**Citizenship and Immigration Project**

- The new request for proposals was updated and will be available mid-June.
- ODL sites reported two new citizens during this time period.

**Other**

- Staff member assumed responsibility for representing ODL on the advisory committee for the Oklahoma Imagination Library Program. This legislated program through the State Dept of Education is charged with distributing a new book each month to Oklahoma children ages birth to age 5.

**Department Abbreviations**

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

- Community Literacy Grants were announced, and a Zoom meeting was offered to help potential applicants understand how they will apply using Foundant.

## Library Resources and Government Information

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

### **ABC list** (statutory required, 74 O.S. 3917)

- Staff members are working on reading legislation and compiling a list within 30 days after sine die. As of 5/23, 332 bills (2,232 pages) were read by staff members.

### **Collection**

- Several staff members are spending most of their time ordering materials (print & digital) for the remaining two months of FY22.
- Continued weeding project of circulating collection in different areas. 7066 items were withdrawn from the catalog between February 2022 and April 2022.
- Continued working with Archive staff to pack withdrawn items and send them to the Internet Archive.
- Staff shifted 111 shelves of materials between February 2022 and May 2022 in the US Docs area.

### **Renovation**

- We are in the process of purchasing and installing a new circulation/information desk and other furniture to present a fresh look for our patrons.

### **Staff update and teamwork**

- Cynthia Black retired at the end of April with 17 ½ years of service at ODL. We are in the process of filling two vacancies.
- Everyone has been pitching in to share the duties left by Susan and Cynthia.

### **Customer Service/Reference**

- Staff continued to prepare the instructions and forms of Federal and State income returns for our walk-in patrons to take and mailed 11 forms and instructions to the patron who cannot get to the library.

## Archives and Records Management

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

### **State Archives**

#### **Projects**

- Archives staff continue to appraise, digitize, edit, describe, and upload archival resources to Digital Prairie. Recent unique uploads include: 14 Corporation Commission annual reports, 16 territorial

#### **Department Abbreviations**

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

reports, 38 issues of Labor Market, 47 images from Old Greer, and 7 yearbooks from Images of Oklahoma partners.

- Staff moved 1.9 TB of digital files from network drives to OU's OURRstore for preservation and to lower OMES storage fees.
- Updated Archives and Records Commission forms into fillable Adobe PDF forms.
- Transferred 16 cubic feet of non-government records to the Oklahoma Historical Society.
- Shared 288 issues of prisoner newsletters with JSTOR Reveal Digital to be made freely available online to a wider audience through the American Prison Newspapers project
- Completed supervising one OU undergraduate intern who was working on digital projects and territorial bill transcription for inclusion on Digital Prairie.
- Archives staff collaborated with Library Resources staff to box and send an additional 30 pallets (720 boxes) of withdrawn books to the Internet Archive for possible digitization. The books will be included in the ODL Collection on the Internet Archive website, available to access for free by users worldwide.

### **Outreach**

- “What To Do When Disaster Strikes,” Davis and Hasenfratz, (OLA Conference 3/10, 28 participants)
- Family History Festival, Hasenfratz (Stillwater History Museum at the Sheerar 3/12, 30 participants stopped by booth to pick up bookmarks and learn about Digital Prairie)
- National Association of Government Archives and Government Records Administrators committee work: Annual Conference Committee, Bylaws Revision Committee, 2022 Awards Committee (Green)
- With the assistance of PIO, archives staff have participated in three more Archives Hashtag Parties on Twitter, generating considerable social media interaction for ODL. The themes were: Trailblazers (March), On My Street (April), and Trees (May).
- Attended Society of Southwest Archivists Annual Meeting in Houston, Texas. Received professional development to support ACA Certification maintenance and attend RIM and digital records management sessions. Completed duties as Scholarships Committee Chair. (Hasenfratz)

### **State Records Center and Annex**

- Recent transfers to the State Records Center include 168 cubic feet from the following agencies: Attorney General, Juvenile Affairs, and Secretary of State.
- During the same period, staff pulled 54 cubic feet of records from OMES Finance Division for destruction.
- Archives staff continue annual physical inventory of State Records Center.
- Department of Transportation removed 34 oversized flat files from the Annex (3/16).

## **Staff Organizing Committee (SOC)**

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

- Twelve staff members participated in the annual SOCSARs contest (3/30)
- SOC surveyed all staff members to assess past events and gain a better understanding of what staff members desire from SOC (5/23)

### **Department Abbreviations**

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



Legislative Session Report  
as of June 3, 2022

*Organized by category then by date of last action*

## Department of Libraries

**Senate Bill 1382** - Sen. Kay Floyd, D-Oklahoma City and Rep. Chad Caldwell, R-Enid  
Recreates the Archives and Records Commission until July 1, 2025. **Effective Date:** May 22, 2022  
**Status:** Governor Signed

**Senate Bill 1040** – Sen. Roger Thompson, R-Okemah, Sen. Chuck Hall, R-Perry, Rep. Kevin Wallace, R-Wellston, and Rep. Kyle Hilbert, R-Depew  
Makes general appropriations to agencies, including an increase of \$190,000 to ODL for total appropriations in SFY23 of \$4,536,315. **Status:** Passed without Governor signature

**Senate Bill 1549** – Sen. Roger Thompson, R-Okemah and Rep. Logan Phillips, R-Mounts  
Requires all government entities to contract with a third-party evaluator to perform a thorough evaluation and report of the individual agency’s document lifecycle needs and costs, inclusive of digital forms, workflow and eProcesses, storage, retrieval, destruction and digital auditing and report the findings to legislative leadership along with any improvements on efficiency and productivity. **Status:** Failed deadline 04/14/22

**House Bill 3000** – Rep. Tom Gann, R-Inola  
Recreates the Archives and Records Commission until July 1, 2025. **Status:** Failed deadline 03/24/22

**House Bill 3696** – Rep. Kevin McDugle, R-Tulsa  
Prohibits public bodies from restricting normal business hours without permission from the Legislature of the governor. **Status:** Failed deadline 03/03/22

**Senate Bill 539** – Sen. Nathan Dahm, R-Broken Arrow  
Addresses rulemaking and requires publication of certain information on agency websites. **Status:** Failed deadline 03/03/22

**Senate Bill 928** – Sen. Nathan Dahm, R-Broken Arrow  
Permits the Legislature repeal administrative rules adopted by a state agency, board or commission. **Status:** Failed deadline 03/03/22

## Libraries

**House Bill 3702** - Sen. Todd Russ, R-Cordell and Sen. Darrell Weaver, R-Moore  
Requires providers supplying a school district, charter school, virtual charter school, state agency, public library, or university with online databases for use by K-12 students to prohibit and prevent a user of the

resource from sending, receiving, viewing, or downloading materials that are child pornography or obscene materials as well as filter or block access to child pornography or obscene materials. Providers who fail to comply with the provisions of this measure shall be subject to withheld payments and breach of contract. It requires libraries to submit to the President Pro Tempore of the Senate and Speaker of the House an aggregate written report on any issues related to provider compliance with technology protection measures. It clarifies that employees of school districts, charter schools, virtual charter schools, state agencies, public libraries, and universities shall not be exempt from prosecution for willful violations of state law prohibiting indecent exposure to obscene material or child pornography.

**Effective Date:** November 1, 2022 **Status:** Governor Signed

**House Bill 3092** – Rep. Kyle Hilbert, R-Depew and Sen. James Leewright, R-Bristow

Directs school library media programs to be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, nonprint materials, multimedia resources, equipment, and supplies. **Effective Date:** November 1, 2022

**Status:** Governor Signed

**Senate Bill 1075** – Sen. Chuck Hall, R-Perry, Sen. Roger Thompson, R-Okemah, Rep. Kevin Wallace, R-Wellston, and Rep. Kyle Hilbert, R-Depew

Removes the state sales tax from the purchase of a motor vehicle. **Status:** Governor Vetoed; Veto override passed the Senate, failed the House

**House Bill 4014** – Rep. Sherrie Conley, R-Newcastle and Sen. Michael Bergstrom, R-Adair

Allows parents and guardians to request certain information about their child from public libraries.

**Status:** Failed deadline 04/28/22 **Additional authors:** Rep. Denise Crosswhite Hader, R-Yukon; Rep. Wendi Stearman R-Collinsville; Rep. Randy Randleman, R-Eufaula; Rep. Kevin McDugle, R-Tulsa

**Senate Bill 9** – Sen. Robert Standridge, R-Norman

Original language modified definition of obscene material. Later changed to create the Oklahoma Antiterrorism Act. **Status:** Failed deadline 04/28/22

**Senate Bill 1142** – Sen. Robert Standridge, R-Norman and Rep. Justin Humphrey, R-Lane

Prohibits public schools (including their libraries) from maintaining or promoting books with the primary subject the study of sex, sexual activity, or sexual lifestyles that a reasonable parent or legal guardian would want to know of or approve of prior to their child being exposed to it. Permits the parent or legal guardian of a student who believes a public school is maintaining prohibited books to submit a written request to the school district superintendent or charter school administrator to remove the books from the public school. Requires such books be removed within 30 days of receiving the request. **Status:**

Failed deadline 03/24/22 **Additional Authors:** Sen. Mark Allen, R-Spiro; Sen. Micheal Bergstrom, R-Adair; Sen. David Bullard, R-Durant; Sen. Warren Hamilton, R-McCurtain; Sen. Shane Jett, R-Shawnee; Sen. Jake Merrick, Sen. Joe Newhouse, R-Tulsa; Sen. Roland Pederson, R-Burlington; and Sen. Marty Quinn, R-Claremore

**House Bill 4013** – Rep. Sherrie Conley, R-Newcastle

Adds any book, article, magazine, publication, or written matter of any kind, or any drawing, etching, painting that includes representation, performance, depiction or description of sexual conduct as obscene material. **Status:** Failed deadline 03/24/22

**HB3477, HB4242, HB4243, HB4244** – Shell bills filed to create a version of the Oklahoma Public Libraries Act or Code; **none were heard**

**HB3197, HB3200, HB4317, HB4378, SB1654** – Additional bills affecting school libraries that were filed but **not heard**

## Tulsa City-County Library System

**Senate Bill 1160** – Request bill. Sen. Dave Rader, R-Tulsa and Sen. Kevin Matthews, D-Tulsa and Rep. Monroe Nichols, D-Tulsa

Requires city-county library commissions to meet no fewer than six times annually; clarifies language related to the commission chair. **Status: Failed deadline 03/03/22**

## Broadband

**House Bill 3363** - Rep. Charles McCall, R-Atoka and Sen. Greg Treat, R-Oklahoma City  
Creates the Oklahoma Broadband Office to distribute all funding available for broadband expansion and deliver high-speed internet to 95 percent of Oklahomans in five years. **Effective Date:** May 2022  
**Status:** Governor Signed

## Open Meeting Act

**House Bill 3415** - Rep. Daniel Pae, R-Lawton and Sen. Brent Howard, R-Altus  
Changes the conditions by which members of public bodies may meet electronically. **Effective Date:** November 1, 2022 **Status: CCR Read (House) on 05/18/22**

**Senate Bill 1032** – Sen. Greg Treat, R-Oklahoma City and Rep. Charles McCall, R-Atoka  
Requires live stream of certain meetings and addresses virtual meetings. **Status: Failed deadline 04/28/22**

**Senate Bill 1547** – Sen. Brent Howard, R-Altus and Rep. Charles McCall, R-Atoka  
Requires all public bodies that maintain a website and have high-speed internet connections to stream live on the website and post the meeting on the website after the meeting. **Status: Failed deadline 04/14/22**

**Senate Bill 1698** – Sen. Darrell Weaver, R-Moore and Rep. Anthony Moore, R-Clinton  
Requires disclosure of confidential information presented or discussed in an executive session of a public body to subject the violator to criminal sanctions. **Status: Failed deadline 03/24/22**

## State Employees

**House Bill 3420** - Rep. Mike Osburn, R-Edmond and Sen. Adam Pugh, R-Edmond  
Additional significant changes to the Civil Service and Human Capital Modernization Act. **Effective Date:** May 22, 2022 **Status:** Governor Signed

**House Bill 3422** - Rep. Mike Osburn, R-Edmond and Sen. Roger Thompson, R-Okemah  
Requires a study to be funded to examine the overall compensation for all positions covered by the Office of Management and Enterprise Services under the Civil Service and Human Capital Management Act. Includes an analysis of the overall state workforce and recommendations for any increase or decrease in specific areas of the workforce. To be completed by December 31, 2022 and performed every four years thereafter. **Effective Date:** July 1, 2022 **Status:** Governor Signed

**House Bill 3671** - Rep. Max Wolfley, R-Oklahoma City and Sen. John Michael Montgomery, R-Lawton  
Provides three percent annual salary increase for full-time officers and employees of the state whose gross annual salary as of June 30, 2022 was \$80,000 or less. **Status:** Failed deadline 04/28/22



## Board of Directors *Resolution of Appreciation*

### **Cynthia Vogel**

**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 2016 to 2022; 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 2016 to 2022 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 10, 2022**

---

Annabeth Robin, Vice-Chair  
Oklahoma Department of Libraries Board

---

Melody A. Kellogg, Director  
Oklahoma Department of Libraries

---

#### Board Members

---

Robert Dace Edmond  
Lee Denney Cushing

Steven Grey Norman  
Annabeth Robin Jenks  
James Robison Tulsa

Ronda Smith Henryetta  
Cynthia Vogel Tulsa





**Board of Directors**  
*Resolution of Appreciation*

**Annabeth Robin**

**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 2015 to 2022; 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 2015 to 2022 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 10, 2022**

---

Cynthia Vogel, Chair  
Oklahoma Department of Libraries Board

---

Melody A. Kellogg, Director  
Oklahoma Department of Libraries

---

Board Members

---

Robert Dace Edmond  
Lee Denney Cushing

Steven Grey Norman  
Annabeth Robin Jenks  
James Robison Tulsa

Ronda Smith Henryetta  
Cynthia Vogel Tulsa