



Special Meeting of the ODL Board

Agenda

April 8, 2022 | 10:00 a.m.
 200 NE 18 St, Oklahoma City
 South Conference Room

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

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consider approval of minutes
 - a. December 10, 2021 regular meeting 1
 - b. February 15, 2022 special meeting..... 6
3. Consider acceptance of SFY2022 Financial Reports
 - a. Expenditure Report through February 28, 2022..... 7
 - b. Budget to Actual Report through February 28, 2022 9
 - c. Cost Containment Report through March 31, 2022 10
4. Director’s Report
 - a. Agency Activity Report 11
 - b. Legislative Update
 - c. Update on Compensation and Classification Study
 - d. Update on Five-Year LSTA Plan Evaluation
 - e. FFY20 Library Services and Technology Act (LSTA) projects (final)..... 19
 - f. FFY21 LSTA projects (interim) 20
 - g. American Rescue Plan Act projects..... 21
5. Consideration of and possible action on FFY2022 LSTA Project Proposals 22
6. Consideration of and possible action on proposed ARPA project for E-Media grant to City of Stillwater, administrator of the Oklahoma Virtual Library Consortium29
7. Consideration of and possible action on proposed ARPA project for virtual training for library and museum staff, “Attracting and Retaining Oklahoma’s Workforce 30
8. Appointment of a Board nominating committee for ODL Board officers, 2022-2023
9. 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
10. Vote to return to open session; possible Board action on matters discussed in executive session

11. New Business

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

12. Adjournment

- * This meeting may be viewed via Zoom at <https://zoom.us/j/97864708198> ODL Board meeting.
Meeting ID: 978 6470 8198. If you have trouble connecting or do not have a microphone, call one of the following numbers and type in the Meeting ID when asked: +1 346 248 7799 US (Houston), +1 669 900 6833 US (San Jose), +1 646 876 9923 US (New York), or +1 301 715 8592 US (Washington DC). One tap mobile: +13462487799,,97864708198# US (Houston) or +16699006833,,97864708198# US (San Jose). Join by SIP: 97864708198@zoomcrc.com. Join by H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East).

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
December 10, 2021
10:00 a.m.
South Conference Room and Via Zoom:
<https://zoom.us/j/92804145403> Meeting ID: 928 0414 5403

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: Rebecca Barker, Christine Chen, Jan Davis, Leslie Gelders, Holly Hasenfratz, Tara McCleod, Samuel Karns, Jackie Kropp, Cindy Mooney, Ashton Poarch from the Office of Attorney General, Cathy Van Hoy and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the September 24, 2021 meeting was transmitted to the Oklahoma Secretary of State on December 6, 2020. Public notice of this meeting, together with the agenda, was posted December 7, 2021 at 9:05 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 regularly scheduled ODL Board Meeting held September 24, 2021

Chair Vogel made a motion to approve the September 24, 2021 minutes, 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.

Consider acceptance of SFY2022 Expenditure Report through October 31, 2021

Kellogg said the current format is what the board requested. The one piece still missing will be prepared for the March 11, 2022 board meeting, which will reflect the year-to-date budget. ODL hopes to have two more people hired in administration to handle the day-to-day financial task. Chair Vogel said Information Technology Services has extended \$757,000 so far year-to-date and last year at this time it was only \$558,000. Currie said much of the difference is due to a payment timing caused by the EBSCO database. The last installment of the previous fiscal year was paid June 30 and this year it was paid July 1 so it's showing in a different fiscal year. There is an additional \$24,600 for the new on-line high school project that is funded with the ARPA Funds. There were also adjustments in how we coded expenditures for library materials. This year we've reclassified these codes into a more appropriate class. Currie offered to prepare for future board meetings an explanation on variances of a certain amount. Robison suggested any variance of 30% or more.

Chair Vogel made a motion to Consider acceptance of SFY2022 Expenditure Report through October 31, 2021, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Director's Report

Kellogg recognized long time employees. Melissa Askew who is a Librarian Consultant in the Library Development Department has served 15 years at ODL will not be able to join the meeting.

Chair Vogel and Kellogg honored Rebecca Barker for 20 years of service with the State of Oklahoma. She was presented with a commemorative pin and certificate. Rebecca works in ODL Literacy Department as an Administrative Programs Officer., Rebecca has helped coordinated the Oklahoma National Citizenship Ceremony. We thank you for your service!

Kellogg mentioned receiving *KUDO's* of almost daily on ODL staff members. It's a little humbling, but it's also amazing that people do appreciate and recognize the work of ODL employees. Kellogg pointed out a couple of recent standouts. Rebecca Barker was recently a guest on Oxford Adult ESL Conversations podcast sharing her expertise on Library Literacy. Pretty much at the same time, Jan Davis, ODL's State Archivist, was prompting the ODL's digital prairies resources and primary resources available to educators at the Edmond Sun and found herself on the front page. Kellogg received an email from an associate district judge in Love county. The team in Library Resources lead by Administrative Librarian Christine Chen was hailed as helping find and list all of the judges who've served in Love county.

Kellogg said this brings us to the most important part. These employees that I've mention today along with many others do really good work and do it without adequate compensation. Kellogg said ODL was granted permission by Secretary Walters to conduct the Classification and Compensation study for ODL staff. Kellogg said Currie will oversee and coordinate this project with the assistance of Human Capital Management Division of Oklahoma Management Enterprise Services. Currie said we want to capture the current task of all staff and to make sure to identify any gaps in ODL's services. Along with achieving some operational stability that's been lucky the past few years. The study will help gather information officially and rectify staff salary by moving closer to market rate.

Jan Davis announced the Oklahoma Museums Association will be offering a webinar series for mindful leadership during times of crisis called "*Leading in an Emergency - Skills for Strong Organizations*".

Presentation: overview of process used to determine State Aid eligibility including list of libraries fully meeting requirements for SFY2021

Jackie Kropp, Director of Library Development, presented the timeline for State Aid Grants to Public Libraries for SFY2021. Public libraries and library systems must comply with the rules and regulations for State Aid Grants. For SFY2021, Emergency Rules are in place for State Aid Grants. Last year the rules were waived equally for all public libraries due to the widespread impact of the pandemic. This year, many libraries were able to fulfill all State Aid requirements. Therefore, we are asking the board to vote on the recommendations to waive specific requirements for 41 libraries who failed to meet at least one of the four specific State Aid rules (hours of operation, maintenance of effort, board meetings, and youth programming) due to circumstances related to the pandemic.

Consider approval of recommendation to waive requirement for maintenance of effort as permitted by Emergency Rules 405:25-1-3 [Amended] for 33 libraries: Allen Public Library, Anadarko Community Library, Ardmore Public Library, Chelsea Public Library, Jay C. Byers Memorial Library in Cleveland, Coweta Public Library, James Lowe Log Cabin Library in Crescent, Cushing Public Library, Drumright Public Library, Duncan Public Library, El Reno Carnegie Library, Public Library of Enid and Garfield County, Fairview City Library, Frederick Public Library, Guymon Public Library and Arts Center, Hennessey Public Library, Hydro Public Library, Kingfisher Memorial Library, Lawton Public Library, Maysville Public Library, Beyond the Pages in Mooreland, Pawnee Public Library, Thomas-Wilhite Memorial Library in Perkins, Haynie Public Library in Prague, Gleason

Memorial Library in Ringling, Bartlett-Carnegie Public Library in Sapulpa, Tonkawa Public Library, Vinita Public Library, Wagoner City Public Library, Wewoka Public Library, Woodward Public Library, Wynnewood Public Library, and Yale Public Library Memorial Library in Ringling, Bartlett-Carnegie Public Library in Sapulpa, Tonkawa Public Library, Vinita Public Library, Wagoner City Public Library, Wewoka Public Library, Woodward Public Library, Wynnewood Public Library, and Yale Public Library

Chair Vogel asked what the main rule was the libraries broke. Kropp said Maintenance of Effort (MOE) 405:25(3)(D).

Chair Vogel made a motion to approve to waive requirement for MOE as permitted by Emergency Rules 405:25-1-3 [Amended] for 33 libraries, 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.

Consider approval of recommendation to waive requirement for hours of operation as permitted by Emergency Rules 405:25-1-3 [Amended] for 14 libraries: Ada Public Library, Ardmore Public Library, Blackwell Public Library, Coweta Public Library, James Lowe Log Cabin Library in Crescent, Drumright Public Library, El Reno Carnegie Library, Lawton Public Library, Pawnee Public Library, Piedmont Public Library, Haynie Public Library in Prague, Bartlett-Carnegie Public Library in Sapulpa, Vinita Public Library, and Wagoner City Public Library

Chair Vogel made a motion to approve recommendation to waive requirement for hours of operation as permitted by Emergency Rules 405:25-1-3 [Amended] for 14 libraries, 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.

Consider approval of recommendation to waive requirement for local boards of trustees to meet quarterly as permitted by Emergency Rules 405:25-1-3 [Amended] for Stroud Public Library due to extenuating circumstances beyond their control

Chair Vogel made a motion to approve of recommendation to waive requirement for local boards of trustees to meet quarterly as permitted by Emergency Rules 405:25-1-3 [Amended] for Stroud Public Library due to extenuating circumstances beyond their control, 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.

Consider approval of recommendation to waive requirement for programming as permitted by Emergency Rules 405:25-1-3 [Amended] for six libraries: Antlers Public Library, Donald W. Reynolds Community Center and Library in Durant, Henryetta Public Library, Nora Sparks Warren Memorial Library in Pauls Valley, Thomas-Wilhite Memorial Library in Perkins, and Tonkawa Public Library

Chair Vogel made a motion to approve of recommendation to waive requirement for programming as permitted by Emergency Rules 405:25-1-3 [Amended] for six libraries, 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.

Consider approval of proposed formula for SFY2022 State Aid Grants for Public Libraries

Chair Vogel made a motion to approve proposed formula SFY2022 State Aid Grants for Public Libraries, 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.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:
Library Staff Training Opportunities**

Chair Vogel said this is an excellent project and glad to see the libraries involved in helping the Homeless.

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Library Staff Training Opportunities, 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.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:
Ready2Read@YourLibrary with Friends of Libraries in Oklahoma**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Ready2Read@YourLibrary with Friends of Libraries in Oklahoma, 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.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:
Grants for Library Document Stations**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Grants for Library Document Stations, 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.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:
Digital Resources Workshops for Educators**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Digital Resources Workshops for Educators, 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.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:
Images of Oklahoma**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Images of Oklahoma, 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.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:
Grants for Telehealth Hubs**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Grants for Telehealth Hubs, 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 changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 1. Administrative Rules of the Director, to update language to reflect current operations

Kellogg said the Governor's office has reached out the past two years asking agencies to review their administrative rules and report any that were determined to be unnecessary or outdated.

Chair Vogel made a motion to approve proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 1. Administrative Rules of

the Director, to update language to reflect current operations, 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.

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

Chair Vogel made a motion to approve proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 3. Administrative Rules of the Board, to update language to reflect current operations, 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.

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

Chair Vogel made a motion to approve proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 25. State Aid Grants to Public Libraries, to address emergency situations impacting eligibility, 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.

Consider approval of proposed 2022 Board meeting schedule

Chair Vogel made a motion to approve proposed 2022 Board meeting schedule, 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.

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

Chair Vogel adjourn meeting.

The next ODL Board meeting is scheduled for March 11, 2022 at 10:00 a.m. It will be held in the Hyatt Regency Tulsa Downtown, 100 E Second St, Tulsa, Oklahoma.

Melody A. Kellogg, Secretary

Minutes
Oklahoma Department of Libraries
Special Meeting of the ODL Board
Tuesday, February 15, 2022 | 11:00 a.m.
200 NE 18 Street | Oklahoma City, OK 73105
Join Zoom meeting: <https://zoom.us/j/92804145403>

Chair Vogel called the meeting to order at 11:00 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Vice Chair Annabeth Robin, James Robison, Ronda Smith, Chair Cynthia Vogel, and Melody Kellogg, Secretary. Board members absent: Steve Gray.

Guests and staff members present: Connie Armstrong, Adrienne Butler, Christine Chen, Jan Davis, Holly Hasenfratz, Samuel Karns, Tara McCleod, Jackie Kropp, Cindy Mooney, Ashton Poarch from the Office of Attorney General, Cathy Van Hoy and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the February 15, 2022 special meeting was transmitted to the Oklahoma Secretary of State on February 10, 2022. Public notice of this meeting, together with the agenda, was posted February 10 at 5:04 p.m. on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 N.E. 18 Street, Oklahoma City.

Consideration of and possible action on beginning the selection process to hire a Director of ODL, including posting the job announcement as recommended

Chair Vogel announced and accepted the resignation of the Oklahoma Department of Libraries Director Melody Kellogg who has graciously agreed to stay through the end of May 2022. Chair Vogel said she is hopeful the hiring committee will receive highly qualified candidates and be able to make a selection in a timely manner which will allow Kellogg to cross train with the new Director.

Vice Chair Robin asked how the hiring process works. Attorney General Poarch said the process has changed to follow the new Civil Service Rules effective January 1, 2022. The hiring committee will be required to use the state's new guidelines.

Chair Vogel said Vice Chair Robin and Denney agreed to join her as panelists on the hiring committee. The Committee will search for a fourth participant, who will not be a board member.

Chair Vogel asked for a motion to approve the director's job posting as amended per discussion during the meeting, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Denney made a motion to post the job opening as soon as possible, preferring a four-week window subject to legal counsel guidance, seconded by Chair Vogel. Votes were as follows: Dace, yes; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel adjourn meeting.

The next ODL Board meeting is scheduled for March 11, 2022 at 11:00 a.m. It will be held in the Hyatt Regency Tulsa Downtown, 100 E Second St, Tulsa, Oklahoma.

Melody A. Kellogg, Secretary

Oklahoma Department of Libraries
6 Digit Object of Expenditure Report
as of 02/28/2022

Account	Description	JUL 1, 2021 -		JUL 1, 2020 -	DIFFERENCE	EXPLANATION
		Feb-22	FEB 28, 2022	FEB 31, 2021		
510000 PERSONAL SERVICES						
511110	Sals-Regular Pay	126,195	1,029,073	976,398	52,675	New hires, previous GALT in 999
511119	Sals-Regular Pay COVID19	-	-	15,548	(15,548)	
511130	Sals-Non-Reg Pay	1,946	8,006	-	8,006	
511210	Longevity Pay-State Employees	1,688	36,661	37,992	(1,331)	
511310	Terminal Leave	-	17,540	108	17,432	Retirement payout
511420	Excess Benefit Allowance	1,466	10,325	10,915	(589)	
	Sub Class 511000	131,295	1,101,606	1,040,960	60,645	
512110	Insur. Prem-Hlth-Life-State Pln	31,632	246,768	228,251	18,517	New consultant and archivist
512310	Insur. Prem-Workers Comp.	-	2,457	3,544	(1,087)	
	Sub Class 512000	31,632	249,225	231,795	17,430	
513110	Employer Share-FICA	7,918	67,908	62,670	5,238	
513120	Employer Share-MQFE/FICA	1,852	15,519	14,657	863	
513230	Employer Share OPERS	17,134	155,069	149,703	5,366	
513280	Employer Match-AdFeeSt. Annuity	644	5,091	5,474	(383)	
513290	St.Match-Ad Fee-Def Contr	1,612	13,081	8,173	4,907	
513300	Reg.Savings-Fed Contr Plan	2,369	19,080	11,697	7,382	
	Sub Class 513000	31,528	275,748	252,374	23,374	
515010	Offices of Lawyers	1,817	14,537	12,720	1,817	
515060	Acctg,Tax,Books,Payroll Svc	2,898	11,424	5,376	6,048	New service: OMES PSS
515380	Other Computer Related Svc	-	45,850	47,769	(1,918)	
515540	Other Prof.Sc. & Tech.Svc	9,655	63,398	5,412	57,987	Includes ARPA spending
515560	Office Administrative Services	1,171	3,497	3,333	163	
515570	Employment Placement Services	29,105	79,247	129,378	(50,131)	Fewer Galt workers
515580	Business Support Services	3,210	23,016	16,050	6,966	Increased cost of OMES ABS
515650	Investigation-Security Svcs	-	1,676	686	990	
515660	Educational Services	4,991	16,991	15,645	1,346	
515990	Other Svcs-exc.Public.Admin.	-	4,235	6,259	(2,023)	
	Sub Class 515000	52,847	263,871	242,626	21,245	
519130	Flexible Benefits-Adminis.	-	148	1,651	(1,503)	
	Sub Class 519000	-	148	1,651	(1,503)	
	Major Class 510000	247,302	1,890,598	1,769,407	121,191	
520000 TRAVEL						
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.	-	89	-	89	
	Sub Class 521000	-	571	-	571	
522110	OutofSt Trans Cst Agcy Dir	-	409	-	409	
522113	InStPurPikePassCollFeesAgcyDir	16	35	11	24	
522150	Registration - Agency Direct	(2,272)	2,891	1,387	1,504	
	Sub Class 522000	(2,256)	3,335	1,398	1,937	
	Major Class 520000	(2,256)	3,906	1,398	2,508	
530000 ADMINISTRATIVE EXPENSE						
531110	Freight Expenses	-	8,369	3,085	5,285	
531120	Postage	-	1,294	41	1,253	
531130	Telecommunication Services	156	1,315	1,270	45	
531150	Printing & Binding Contrs	749	11,122	937	10,185	LSTA/ARPA/NHPRC projects
531160	Advertising	-	4,151	342	3,809	
531170	Informational Service	399	923,434	846,807	76,627	ARPA and timing of payments
531180	Bank Service Charges	-	60	-	60	
531190	Exhibitions,Shows,Spec.Events	-	450	-	450	

Account	Description	JUL 1, 2021 -		JUL 1, 2020 -		EXPLANATION
		Feb-22	FEB 28, 2022	FEB 31, 2021	DIFFERENCE	
531230	ERP System Services	-	1,391	1,547	(156)	
531260	Membership in Organizations	100	10,130	16,912	(6,782)	
531310	Prem-Property or Liab.Insur.	-	17,236	17,784	(548)	
531350	Utility Charge-Other Utilities	190	920	-	920	
531360	Utility Charge Natural Gas	403	1,219	1,258	(39)	
531370	Utility Charge-Electricity	-	142	1,354	(1,211)	
	Sub Class 531000	1,997	981,233	891,336	89,897	
532110	Rent of Office Space	-	49,395	65,860	(16,465)	Building sold; lapse in rent pmts
532140	Rent-Equipment And Machinery	-	1,349	2,229	(880)	
532141	Rent of Motor Vehicles	-	108	-	108	
532142	Lease of Motor Vehicles	745	6,705	4,829	1,876	
532160	Rent-Elec Data Processing Eq.	318	6,330	8,152	(1,821)	
532170	Rent-Data Processing Software	691	14,112	17,260	(3,148)	
532190	Other Rents	-	56	224	(168)	
	Sub Class 532000	1,754	78,055	98,554	(20,498)	
533110	Mtc-Rep.-Bldgs-grnds-Vendor	4,940	14,689	6,078	8,612	
533120	Mtce-Rep.-Equipment-Vendors	-	-	418	(418)	
533130	Mtce-Rep.-Tel.Equip-Vendor	-	9,272	-	9,272	
533140	Mtce-Rep.-DP Equip-Vendor	13	1,456	10,299	(8,843)	
	Sub Class 533000	4,953	25,417	16,795	8,623	
534260	Medical Supplies And Materials	-	-	670	(670)	
534290	Motor Fuels-Common	101	752	164	588	
534310	Motor Fuels-Special	-	67	54	13	
	Sub Class 534000	101	819	889	(70)	
536110	Meeting Refreshments	-	-	16	(16)	
536130	Office Supplies Non-Expendable	(513)	1,888	1,540	348	
536140	Office Supplies (Expendable)	1,453	11,216	2,560	8,656	
536150	Data Processing Supplies	-	39	-	39	
536190	Educational Supplies	66	58,301	52,080	6,221	
	Sub Class 536000	1,005	71,444	56,197	15,247	
	Major Class 530000	9,810	1,156,968	1,063,770	93,198	
540000 PROP,FURN,EQUIP & RELATED DEBT						
541110	Office Furniture & Equipment	-	-	9,272	(9,272)	
541120	Data Processing Equipment	898	57,018	74,836	(17,818)	One time funds used in SFY21
541130	Data Processing Software	-	14,500	42	14,458	Foundant (ARPA)
541150	Equip-Furn-Residential Educ.	-	-	(93)	93	
	Sub Class 541000	898	71,518	84,057	(12,539)	
542120	Library Resources-Textbooks	21	116,604	126,601	(9,997)	
	Sub Class 542000	21	116,604	126,601	(9,997)	
546210	Bldgs,Struct.-Constr.-Renov.	-	2,650	-	2,650	
	Sub Class 546000	-	2,650	-	2,650	
	Major Class 540000	919	190,772	210,658	(19,886)	
550000 GEN ASST, AWDS, PROG-DIRECTED						
551110	Assistance Payments	-	-	(3,000)	3,000	
553190	Refunds-Overpayment Charges	-	6,900	-	6,900	
555110	Pmts-Local Gov't-Gen Govt	301,877	3,234,873	1,187,915	2,046,958	Includes ARPA spending
	Sub Class 555000	301,877	3,241,773	1,184,915	2,056,858	
	Major Class 550000	301,877	3,241,773	1,184,915	2,056,858	
	Business Unit Total	557,652	6,484,017	4,230,148	2,253,869	

Oklahoma Department of Libraries
Budget to Actual Expenditures and Encumbrances
as of 02/28/2022

Account	Description	Annual Budget	Total Exp & Enc	Annual Variance
511	Salary Expense	\$ 1,736,908	\$ 1,089,603	\$ 647,305
512	Insur. Prem - Health - Life, etc.	\$ 468,408	\$ 250,157	218,251
513	FICA-Retirement Contributions	\$ 427,590	\$ 276,433	151,157
515	Professional Services	\$ 623,255	\$ 392,676	230,579
519	Inter/Intra Agy Pmt - Personnel	\$ 3,000	\$ -	3,000
521	Travel - Reimbursements	\$ 43,725	\$ 482	43,243
522	Travel - Agency Direct Pmt	\$ 28,635	\$ 5,461	23,174
531	Misc. Administrative Expenses	\$ 1,914,665	\$ 1,151,592	763,073
532	Rent Expense	\$ 409,414	\$ 135,759	273,655
533	Maintenance & Repair Expenses	\$ 37,071	\$ 22,895	14,176
534	Specialized Sup & Mat. Expe	\$ 1,200	\$ 2,250	(1,050)
535	Production, Safety, Security	\$ 500	\$ -	500
536	General Operating Expenses	\$ 170,539	\$ 67,978	102,561
541	Office Furniture & Equipment	\$ 50,867	\$ 27,016	23,851
542	Library Equipment - Resources	\$ 269,818	\$ 201,604	68,214
546	Buildings-Purchase., Constr, Re	\$ 850	\$ 2,650	(1,800)
555	Pmts - Local Govt, NonProfit	\$ 4,917,422	\$ 3,233,547	1,683,875
601	AFP Encumbrances	-	\$ 1,463,076	(1,463,076)
		<u>\$ 11,103,867</u>	<u>\$ 8,323,181</u>	<u>\$ 2,780,686</u>
Class Funding				
19201	GRF - Duties	4,346,315	3,500,784	845,531
20000	Revolving Fund	350,068	232,547	117,521
40000	Federal Library Funds	2,765,387	1,997,161	768,226
40500	Federal Pass Through Funds	734,740	452,331	282,409
41000	Fed Grt Funds Special Project	40,000	35,563	4,437
41500	American Rescue Plan Act	2,867,357	2,104,795	762,562
		<u>\$ 11,103,867</u>	<u>\$ 8,323,181</u>	<u>\$ 2,780,686</u>

Oklahoma Department of Libraries
Cost Containment Report
as of March 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 \$10,000 and variance percentages over 30% }
10	Administration	\$ 1,056,785	\$ 704,523	\$ 650,034	\$ 648,509	\$ 1,525	0%	\$ 54,489	8%	
20	Service to Libraries	\$ 6,411,016	\$ 4,274,006	\$ 5,537,622	\$ 4,121,142	\$ 1,416,480	26%	\$ (1,263,616)	-30%	\$1.3M is encumbered for State Aid and ARPA grants.
30	Government Info Services	\$ 1,409,663	\$ 939,773	\$ 949,759	\$ 564,725	\$ 385,035	41%	\$ (9,986)	-1%	\$378K Budget YTD is ARPA funding.
88	ISD Data Processing	\$ 2,226,403	\$ 1,484,268	\$ 1,185,766	\$ 1,234,574	\$ (48,809)	-4%	\$ 298,502	20%	

TOTALS	\$ 11,103,867	\$ 7,402,570	\$ 8,323,181	\$ 6,568,949	\$ 1,754,232	21%	\$ (920,611)	-12%
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Agency Activity Report

November 16, 2021 – February 28, 2022

Grants and Contracts Awarded

ARPA Targeted Grants – IMLS funding

- ODL has paid out over \$1.8M in grant funds to 101 public libraries, 14 literacy organizations, and 48 tribal libraries, museums, and tribal cultural centers.

FFY 2021 Projects – LSTA funding

- Contracts for the OLA Conference Grant (Continuing Education project) were created and sent out to 24 awardees in late January.
- Contracts for the spring Public Library Academy presenters and moderators were created and sent out in late February. Classes begin March 1.
- Contract amendments were made for at least two E-Rate projects due to supply chain issues.
- Padcaster grants (Southern Prairie Library System, Watonga, Enid) out and contracts and claim forms done. Sent kick-off info and held a Zoom meeting in January.

State Aid

- State Aid payments are still in progress.

Administration

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

Human Resources

- Announcement posted for a full-time Administrative Assistant II and an Accounting Technician III in January. Received 19 applicants for the Administrative Assistant II position and zero for the accounting position. Five applicants were interviewed in mid-February. Sara Vance will start as the Administrative Assistant II on March 7, 2022.
- Reposted the Accounting Technician III position. It closes on March 2, 2022.
- With PIO assistance, announcement posted for 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.
- Launched Calibration Project in January 2022 to understand and capture current tasks and duties assigned to each position, identify gaps, and make adjustments to achieve operational stability.
- Received Cabinet Secretary approval to proceed with classification and compensation study on November 24, 2021. The study will be conducted by OMES after the data gathering phase of the Calibration Project is complete.
- Marti Anderson's last day with the agency was November 30, 2021.

Financials

- Coordinating with Oklahoma State Regents of Higher Education and Oklahoma Council of Academic Libraries to announce RFP for statewide databases; current contract and options to renew expires September 2022.
- Continued preparing for SFY 2022 audit through Accounts Receivable organization and reconciliation project. Sent all documentation requested by the Office of State Auditor and Inspector.

Legislative Liaison

- Participated in ALA's Virtual Fly-In with OLA President Cherity Pennington, OLA Advocacy Committee Chair Amanda Kordeliski, and OLA Advocacy Committee Co-Chair Lisa Wells. Met with Congressman Cole to share how federal funds - LSTA and Innovative Approaches to Literacy (IAL) - are spent for the benefit of Oklahomans.
- Tracked 63 bills related to libraries, records, open meetings, and state government. Watched relevant legislative committees to the extent possible.
- HB3000 and SB1384 – both of which extend the sunset for the Archives and Records Commission – passed their respective committees.

Library Services and Technology Act (LSTA)

- Completed the State Program Report and Final Financial Report for FFY 2020 and CARES Act funds in late December. This activity closes out the grants. We returned \$13,661.23 to IMLS due to issues with a supplier for the Institutions project. This issue has been remedied for the FFY 2021 project.
- Completed Interim Financial Reports for FFY 2021 and ARPA Act funds.
- The Five-Year Evaluation of LSTA Plan (2017-22) continues. ODL continues to share information and answer questions from QualityMetrics, the evaluators. The evaluators have met with members of the ODL Board and the field virtually over the last month. We anticipate a rough draft by Monday, March 7. The evaluation is due to IMLS by March 30.

American Rescue Plan Act (ARPA)

- ARPA funding ODL received through the Institute of Museum and Library Services
 - o A handful of organizations have not received their grant funds. We are waiting for them to complete and return required paperwork.
 - o The RFP for online tutoring and job seeker assistance ends March 2, 2022. Evaluations will be completed as soon as possible. An April/May start date is anticipated. This project is included in the FFY 2022 LSTA Projects with plans to continue the database with LSTA funds.
 - o Other projects are on hold pending Cabinet Secretary approval of expenditures and a budget revision with the state.

Department Abbreviations

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

- ARPA funding through U.S. Treasury
 - o ODL submitted a proposal through the state's ARPA portal on December 30, 2021. We have not heard anything about our proposal from the state. By working with OLA representatives for public libraries, we are revising our request based on feedback. We are still working with our partners to determine the best method for submitting the proposal revision.
- ARPA funding through the State of Oklahoma
 - o ODL currently has not identified a need to solicit funding since entities can seek funding on their own by submitting an idea or project at <https://oklahoma.gov/arpa.html>. ODL will provide any support needed.

Public Information Office

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

- The current **Oklahoma State Agencies, Boards, and Commissions** publication (known as the ABC) was promoted to the legislators, statewide elected officials, and their staffs when the legislature returned to the capitol. Where once we distributed print copies, this year's trip to the capitol was all about connecting people to the digital-only version. (You can find a link on our website's home page.) Legislative staff have always referred to the ABC as their state government phone book. While some lamented the loss of a print version, others were happy to learn they could text search the digital version.
- While at the capitol, ODL staff also promoted other agency services and invited our elected officials and their staffs to apply for an ODL Borrower's Card. PIO has joined with the Library Resources staff to help recruit more use of the library by our state government customers. We have worked with that office to create a **New Titles Page** on our website and send monthly email blasts to our card holders about "What's New on the Shelves".
- Finalists have been selected for the **2022 Oklahoma Book Awards**, which will be held Saturday, April 30. (We'll have invitations to share at the ODL Board meeting.) Finalists will be announced by mid-March. We are cautiously optimistic that we will be able to have an in-person dinner and ceremony for the first time since 2019. The Oklahoma Center for the Book reports that there were 115 entries in this year's competition. In the second year of a pandemic, and hearing about the increasing cost of publishing, we expected to count ourselves lucky if we broke 100 entries. We count ourselves lucky.
- The Center received 598 entries in the student reading/letter-writing competition **My Favorite Book**. The entries represent students grades 4-12 from public, private, charter, and home school settings. Bravo to the Friends of the Oklahoma Center for the Book and the Kirkpatrick Family Fund for helping the Center at ODL continue a reading/writing contest for Oklahoma students after the Library of Congress ended their national Letters About Literature program.

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- PIO assisted our Government Information and Library Development offices to launch a **Legal Information for Oklahoma** pilot project, a partnership effort with Access to Justice Oklahoma and legal and library interns. Binders with information on basic legal issues and related resources have been prepared for patrons and staff at six public libraries to evaluate use of said binders for future expansion. We also created a webpage to assist with the project.
- PIO has established partnerships with DDCO, Library for the Blind, and AbleTech and is contracting with New View and Oklahoma instruction librarians to create **Niche tutorials** for and about using technology for people with disabilities.
- **Web, GovDelivery, and Social Media Stats:** Our online informational and promotional efforts continued healthy growth. Almost 400,000 visits were made to pages featuring ODL's digital collections on Digital Prairie in November, December, and January. During the same period, more than 146,000 pages were pulled up by visitors to ODL's main website; ODL Facebook posts were seen almost 17,000 times; and our Twitter account recorded almost 39,000 impressions. From November 16 through February 28, 48 GovDelivery email blasts were sent to our subscribers, arriving at inboxes 195,000+ times. The number of subscribers to our GovDelivery email lists increased by more than 1,000 to 21,316 since the last Board report.

Office of Library Development

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

Annual Report

- Created information packets for Annual Report Focus Group. Tim Miller, Larry White, Mary Moroney, Amy Ryker, Sara Schieman and ODL staff will meet in March.
- Bibliostat annual report questions mapped to IMLS fields for submission in Public Library Survey.
- Data sheets created for FOLIO, staff statistics for libraries 9,000 – 20,000 population, general Oklahoma public libraries by-the-numbers, and American Library Directory.
- Attended the annual State Data Coordinators Conference virtually 4 hours a day for 3 days.

ARPA

- EXCEL Adult High School – branded EXCEL websites created for each of 5 pilot libraries. Training completed. 12 students are enrolled. TCCL added as a 6th pilot location at the end of February.
- LDO will manage the rollout of the statewide online homework help and job seeker assistance database.

Continuing Education

- A three-part video tutorial on genealogy is being created for Niche Academy.
- The Public Library Academy board led a review of the program, including a 2-day workshop with instructional design experts. The courses are being redesigned to allow for asynchronous learning and to follow adult online learning best practices.
- Ryan Dowd's Homelessness Training was launched via Niche Academy. Currently, 47 people are enrolled.
- Continuing Education Grants for the OLA Conference were awarded to 24 attendees, including three to new directors to attend the New Director's 101 workshop.

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E-Rate

- Consultants are busy helping libraries fill out their 470 and 471 forms.
- Everyone in LDO attended at least one e-rate training from USAC.

Summer Reading and Youth Services

- Working with Hunger Free OK and their SNAP project. Hunger Free OK is planning SNAP trainings (forms and personal documentation) this spring for all public libraries.
- Awarded Sequoyah Great Book Grant. Three libraries will be receiving a full set of Sequoyah books.

Telehealth

- Staff continues to work with vendors and make connections with potential telehealth pod locations.

Website Development

- Cushing and Woodward libraries migrated to the new WordPress platform.
- New Niche Academy tutorials are embedded on six public library websites.

Literacy Resources Office (LRO)

Leslie Gelders (Manager), Rebecca Barker, Katie Bell

Health Literacy

- Participation in State Obesity Stakeholders meetings resulted in the inclusion of public libraries in three goals that identify strategies to improve Oklahoma's obesity ranking.
- A nationally recognized indigenous female chef has been scheduled to present two healthy cooking demonstrations at the Kickapoo Tribe in April. The project is possible thanks to Pioneer Library System and ODL's health literacy project. Staff also contacted the Network of National Libraries of Medicine and the First Americans Museum to collaborate on the project. Chef Crystal Wahpepah was featured on the television show Chopped, opened a restaurant in California that features Native American dishes, and was a guest chef at the Tribal Public Health Conference. The demonstrations will be open to the public and will be videoed for additional viewing options.

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

- *Read Across Oklahoma* 2022 will take place on April 12. More than 2,500 first grade students are expected to attend, and more than 1,870 pre-school students will participate virtually. Filming for the virtual piece will take place the first week of March.

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Citizenship and Immigration Project

- Staff attended a citizenship celebration where State Representative Jacob Rosecrants recognized 8 new US citizens who passed the test with the help of the ODL grant site in OKC.
- A mid-year Citizenship and Immigration grantee Zoom meeting allowed grant sites to share ideas and successes.

Staffing Update

- Katie Bell was hired as a part time administrative assistant who will help with TANF and Read Across Oklahoma.

Library Resources

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

Weeding Project

- Continued large scale weeding project of circulating collection. All pulled items on the shelves are cleared, patrons can now browse the stacks. 10,543 items were withdrawn from the catalog between November 2021 and January 2022.
- Internet Archive picked up 20 pallets of boxes in December. We are working on the next 20 pallets.

Outreach

- Staff distributed ABC bookmarks and other resources at the Capitol. Several library card applications were received from legislative assistants after the Capitol visit. One person commented, "I am so excited to have my account reactivated and start using the library again."

EBSCO Lunch & Learn Series

- Six sessions of EBSCO Lunch & Learn were hosted in February with an average of 15 attendees per session.

Government Information

Susan Woitte (Manager), Mike Cameron, Sam Johnson

- An FDLP webinar was hosted on January 13 with former ODL employee Steve Beleu assisting.
- Susan Woitte resigned her position at the end of January 2022.
- The Oklahoma Publications Clearinghouse depository program is transitioning to an all-digital model in response to trends and feedback from the field. This will create savings in both supplies budgets and by freeing up staff time for more impactful work. Staff created two videos and a new Niche Academy tutorial for libraries and state agency publications officers to promote and explain the changes.
- Staff shifted 115 shelves of materials between November 2021 and January 2022 in US Docs area.

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Archives and Records Management

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

State Archives

- Projects
 - o Archives staff continue to appraise, digitize, edit, create metadata, and upload archival resources to Digital Prairie. Recent unique uploads include: 36 issues of *Eye Opener*, a newsletter produced by inmates of the State Penitentiary, 22 issues of *The Lantern* newsletter from the State Industrial Schools for Girls, and 88 Territorial Proclamations.
 - o Staff overhauled the division's webpages to be more intuitive and inclusive on the new agency website.
 - o Staff worked with PIO to identify and delete 70 GB of duplicate files from network drives to lower OMES storage fees.
 - o Archives staff collaborated with Library Resources staff to box and send 20 pallets (480 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. (Nov 2021-Jan 2022)
 - o Archives staff are supervising the work of one undergraduate intern from the History Department at the University of Oklahoma this Spring. Her projects include transcription of Territorial Bills, processing archival records, creating finding aids, and digital projects for inclusion on Digital Prairie.
 - o Archives staff participated in the Winter Forum offered by the National Association of Government Archivists and Records Administrators (NAGARA) for day-long records training on issues related to information governance.
- Outreach
 - o Site visits to the following included borrowing items for digitization and inclusion on Digital Prairie: Belvidere Mansion in Claremore, Claremore Museum of History, El Reno Public Library, and Anadarko Public Library.
 - o Archives staff provided a professional development session on Oklahoma Digital Prairie resources to Blanchard Public Schools teachers.
 - o With the assistance of PIO, archives staff have participated in two more Archives Hashtag Parties on Twitter, generating considerable social media interaction for ODL. The themes were: GIFs (December) and BFFs (February).

State Records Center and Annex

- Recent transfers to the State Records Center include 275 cubic feet from the following agencies: Board of Engineers and Land Surveyors, Board of Nursing, State Senate, House of Representatives, Office of Juvenile Affairs, Attorney General, OMES Finance Division, and the Department of Agriculture, Food and Forestry.
- During the same period, Archives staff pulled 138 cubic feet of records from OMES Finance Division and the Securities Commission for destruction.
- Staff are continuing with the annual inventory of the Records Center.

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Staff Organizing Committee (SOC)

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

Events

- Thanksgiving luncheon (11/17)
- Annual Holiday Auction and luncheon (12/8)
 - o SOC raised a total of \$1,565 from the silent and live auctions
- Valentine's Day candy jar giveaway (2/14)

Department Abbreviations

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

Project Name	Budgeted Amount*	Amount Paid (as of 12/30/2021)	Encumbrance Balance	Totals
Annual Report	\$ 6,814.30	\$ 6,814.30		\$ 6,814.30
Citizenship and Immigration	\$ 100,810.14	\$ 100,598.00		\$ 100,598.00
Computer Lab	\$ 64,205.41	\$ 58,226.41		\$ 58,226.41
Continuing Education	\$ 24,007.90	\$ 25,008.22		\$ 25,008.22
Databases	\$ 512,382.00	\$ 512,382.00		\$ 512,382.00
E-Media	\$ 255,000.00	\$ 255,000.00		\$ 255,000.00
LSTA Administration	\$ 75,123.81	\$ 75,027.77		\$ 75,027.77
Resource Sharing (ILL)	\$ 463,989.78	\$ 461,104.52		\$ 461,104.52
Images of Oklahoma	\$ 35,625.06	\$ 40,175.03		\$ 40,175.03
Institutions	\$ 60,900.51	\$ 61,349.90		\$ 74,267.90
Health Literacy	\$ 227,317.81	\$ 223,295.26		\$ 223,295.26
Literacy Development	\$ 66,400.17	\$ 65,539.04		\$ 65,539.04
Online Learning	\$ 27,929.10	\$ 28,242.62		\$ 28,242.62
Public Librarians Academy (Certification)	\$ 7,586.00	\$ 7,536.36		\$ 7,536.36
Read Across Oklahoma	\$ 3,176.31	\$ 3,176.31		\$ 3,176.31
Summer Reading	\$ 43,624.71	\$ 47,893.76		\$ 47,893.76
Videoconferencing Maintenance	\$ 48,248.09	\$ 48,248.09		\$ 48,248.09
Website Development	\$ 7,645.18	\$ 7,645.18		\$ 7,645.18
Totals	\$2,040,924.00	\$ 2,027,262.77		\$ 2,027,262.77

*Final revised budget

We returned \$13,661.23 to IMLS.

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

Project Name	Budgeted Amount*	Amount Paid (as of 03/01/22)	Encumbrance Balance	Totals
Annual Report	\$ 7,064.30	\$ 6,815.00	\$ -	\$ 6,815.00
Citizenship and Immigration	\$ 133,057.60	\$ 106,887.32	\$ 26,715.82	\$ 133,603.14
Computer Lab	\$ 36,139.90	\$ 2,536.01	\$ 4,000.00	\$ 6,536.01
Continuing Education	\$ 38,360.90	\$ 12,941.79	\$ 26,934.61	\$ 39,876.40
Databases	\$ 520,068.00	\$ 130,317.00	\$ 260,034.00	\$ 390,351.00
E-Rate	\$ 24,250.60	\$ 24,250.60	\$ 482.60	\$ 24,733.20
E-Media	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 45,000.00
Five Year Eval	\$ 45,000.00	\$ 260.00	\$ 32,500.00	\$ 32,760.00
Grants2States Administration	\$ 61,139.60	\$ 28,687.63	\$ 32,587.31	\$ 61,274.94
Resource Sharing (ILL)	\$ 494,907.34	\$ 421,755.27	\$ 11,302.55	\$ 433,057.82
Images of Oklahoma	\$ 15,814.30	\$ 585.00	\$ 2,940.00	\$ 3,525.00
Health Literacy Institutions	\$ 284,198.30	\$ 257,212.92	\$ 22,241.88	\$ 279,454.80
Legal Information for Oklahomans	\$ 40,668.00	\$ -	\$ 43,168.00	\$ 43,168.00
Literacy Development	\$ 5,700.00	\$ 1,600.00	\$ -	\$ 1,600.00
My Favorite Book	\$ 84,720.00	\$ 27,599.46	\$ 55,581.67	\$ 83,181.13
Online Learning	\$ 5,000.00	\$ 4,500.00	\$ -	\$ 4,500.00
Padcaster	\$ 31,471.00	\$ 19,493.05	\$ -	\$ 19,493.05
Public Librarians Academy (Certification)	\$ 12,500.00	\$ 9,443.05	\$ -	\$ 9,443.05
Read Across Oklahoma	\$ 45,616.00	\$ 19,912.91	\$ 35,202.73	\$ 55,115.64
Summer Reading	\$ 27,250.00	\$ 14,025.00	\$ -	\$ 14,025.00
Videoconferencing Maintenance	\$ 55,155.00	\$ 6,171.73	\$ 18,734.75	\$ 24,906.48
Website Development	\$ 15,272.00	\$ 9,272.20	\$ -	\$ 9,272.20
Unallocated	\$ 12,146.50	\$ 3,199.52	\$ -	\$ 2,801.52
Totals	\$ 24,885.66	\$ -	\$ -	\$ -
Totals	\$ 2,065,385.00	\$ 1,107,465.46	\$ 617,425.92	\$ 1,724,493.38

*Final revised budget

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

Project Name	Budgeted Amount	Amount Paid (as of 03/01/22)	Encumbrance Balance	Totals
ARPA Administration	\$ 44,250.00	\$ 16,454.12	\$ 15,973.61	\$ 32,427.73
Excel Online High School	\$ 24,600.00	\$ 24,600.00	\$ -	\$ 24,600.00
Continuing Education	\$ 37,000.00	\$ -	\$ -	\$ -
Images of Oklahoma	\$ 38,000.00	\$ -	\$ -	\$ -
Leading in an Emergency	\$ 40,000.00	\$ 11,515.00	\$ 25,415.00	\$ 36,930.00
Library Document Stations	\$ 95,000.00	\$ -	\$ -	\$ -
Materials to Institutions	\$ 100,000.00	\$ 44,129.82	\$ 51,730.79	\$ 95,860.61
Online Learning	\$ 15,768.00	\$ 6,318.00	\$ -	\$ 6,318.00
Online Homework Help and Job Seeker Assistance Database	\$ 380,000.00	\$ -	\$ -	\$ -
Ready2Read Early Literacy Initiative	\$ 55,000.00	\$ 413.30	\$ -	\$ 413.30
Targeted Grants	\$ 1,877,769.10	\$ 1,831,797.10	\$ 59,286.90	\$ 1,891,084.00
Telehealth Hubs	\$ 50,000.00	\$ -	\$ -	\$ -
Web Migration	\$ 25,000.00	\$ 14,498.00	\$ 5,070.00	\$ 19,568.00
Unallocated	\$ 84,969.90	\$ -	\$ -	\$ -
	\$ 2,867,357.00	\$ 1,949,725.34	\$ 157,476.30	\$ 2,107,201.64



Special Meeting of the ODL Board
April 8, 2022

Agenda Item #4

Consideration of and possible action on FFY2022 LSTA Project Proposals

Summary

ODL staff members submitted 17 projects for consideration with estimated costs for each. A summary of the projects requested is attached. All are recommended for approval. Projects are administered by Lead Officers with guidance and oversight from Federal Programs Officer Tara McCleod and under the supervision and approval of the Deputy Director and Director within the parameters set by the board.

It's important to note that we only learned the amount we would be receiving from IMLS on March 17, 2022. We anticipate adding additional funds to projects as appropriate.

Background

Federal funds from the Institute of Museum and Library Services' Grants to States Program, commonly referred to as LSTA funds, are available to spend in two fiscal years. Activities funded with FFY2022 funds must be completed by September 30, 2023, and expenses must be paid by January 30, 2024.

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 the eMedia, Databases and/or Resource Sharing projects. Additional activities are also sometimes added if they are consistent with a specific project description. New projects are presented to the ODL Board for approval.

Budget Impact

Revenues from IMLS:	\$	2,211,786
Est. Project Expenditures:		<u>2,140,284</u>
Balance (Unallocated):	\$	71,502

Supporting documents attached

Summary of Funding Requests by Project
FFY22 LSTA Allotment by State

INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LIBRARY SERVICES AND TECHNOLOGY ACT
STATE ALLOTMENT TABLE
FY 2022 IMLS Appropriations (Public Law 117-103)

Total Distributed to States: \$168,803,000

State	Federal Funds from IMLS (66%) (1), (2)	State Matching Funds (34%)	Federal & State Funds
ALABAMA	\$2,715,590.00	\$1,398,940.30	\$4,114,530.30
ALASKA	\$1,108,522.00	\$571,056.79	\$1,679,578.79
ARIZONA	\$3,512,300.00	\$1,809,366.67	\$5,321,666.67
ARKANSAS	\$1,961,752.00	\$1,010,599.52	\$2,972,351.52
CALIFORNIA	\$15,642,110.00	\$8,058,056.67	\$23,700,166.67
COLORADO	\$2,996,276.00	\$1,543,536.12	\$4,539,812.12
CONNECTICUT	\$2,089,045.00	\$1,076,174.70	\$3,165,219.70
DELAWARE	\$1,204,611.00	\$620,557.18	\$1,825,168.18
FLORIDA	\$8,900,550.00	\$4,585,131.82	\$13,485,681.82
GEORGIA	\$4,845,780.00	\$2,496,310.91	\$7,342,090.91
HAWAII	\$1,378,888.00	\$710,336.24	\$2,089,224.24
IDAHO	\$1,522,646.00	\$784,393.39	\$2,307,039.39
ILLINOIS	\$5,632,518.00	\$2,901,600.18	\$8,534,118.18
INDIANA	\$3,375,231.00	\$1,738,755.36	\$5,113,986.36
IOWA	\$2,028,735.00	\$1,045,105.91	\$3,073,840.91
KANSAS	\$1,934,170.00	\$996,390.61	\$2,930,560.61
KENTUCKY	\$2,521,417.00	\$1,298,911.79	\$3,820,328.79
LOUISIANA	\$2,578,316.00	\$1,328,223.39	\$3,906,539.39
MAINE	\$1,344,090.00	\$692,410.00	\$2,036,500.00
MARYLAND	\$3,147,403.00	\$1,621,389.42	\$4,768,792.42
MASSACHUSETTS	\$3,466,762.00	\$1,785,907.70	\$5,252,669.70
MICHIGAN	\$4,608,111.00	\$2,373,875.36	\$6,981,986.36
MINNESOTA	\$2,971,100.00	\$1,530,566.67	\$4,501,666.67
MISSISSIPPI	\$1,907,865.00	\$982,839.55	\$2,890,704.55
MISSOURI	\$3,139,047.00	\$1,617,084.82	\$4,756,131.82
MONTANA	\$1,239,920.00	\$638,746.67	\$1,878,666.67
NEBRASKA	\$1,568,488.00	\$808,008.97	\$2,376,496.97
NEVADA	\$1,996,617.00	\$1,028,560.27	\$3,025,177.27
NEW HAMPSHIRE	\$1,349,771.00	\$695,336.58	\$2,045,107.58
NEW JERSEY	\$4,312,855.00	\$2,221,773.79	\$6,534,628.79
NEW MEXICO	\$1,626,921.00	\$838,110.82	\$2,465,031.82
NEW YORK	\$8,399,826.00	\$4,327,183.09	\$12,727,009.09
NORTH CAROLINA	\$4,743,713.00	\$2,443,730.94	\$7,187,443.94
NORTH DAKOTA	\$1,125,639.00	\$579,874.64	\$1,705,513.64
OHIO	\$5,253,097.00	\$2,706,140.88	\$7,959,237.88
OKLAHOMA	\$2,211,786.00	\$1,139,404.91	\$3,351,190.91
OREGON	\$2,420,826.00	\$1,247,092.18	\$3,667,918.18
PENNSYLVANIA	\$5,703,751.00	\$2,938,295.97	\$8,642,046.97
RHODE ISLAND	\$1,244,847.00	\$641,284.82	\$1,886,131.82
SOUTH CAROLINA	\$2,750,851.00	\$1,417,105.06	\$4,167,956.06
SOUTH DAKOTA	\$1,165,929.00	\$600,630.09	\$1,766,559.09
TENNESSEE	\$3,422,164.00	\$1,762,932.97	\$5,185,096.97

TEXAS	\$11,749,721.00	\$6,052,886.58	\$17,802,607.58
UTAH	\$2,059,165.00	\$1,060,781.97	\$3,119,946.97
VERMONT	\$1,074,697.00	\$553,631.79	\$1,628,328.79
VIRGINIA	\$4,066,564.00	\$2,094,896.61	\$6,161,460.61
WASHINGTON	\$3,719,707.00	\$1,916,212.70	\$5,635,919.70
WEST VIRGINIA	\$1,505,646.00	\$775,635.82	\$2,281,281.82
WISCONSIN	\$3,041,221.00	\$1,566,689.61	\$4,607,910.61
WYOMING	\$1,049,894.00	\$540,854.48	\$1,590,748.48
DISTRICT OF COLUMBIA	\$1,092,101.00	\$562,597.48	\$1,654,698.48
PUERTO RICO	\$1,751,966.00	\$902,527.94	\$2,654,493.94
AMERICAN SAMOA (3)	\$78,618.00	\$0.00	\$78,618.00
NORTHERN MARIANAS (3)	\$77,726.00	\$0.00	\$77,726.00
GUAM (3)	\$117,616.00	\$0.00	\$117,616.00
VIRGIN ISLANDS (3)	\$92,639.00	\$0.00	\$92,639.00
MARSHALL ISLANDS	\$89,927.00	\$46,326.03	\$136,253.03
MICRONESIA	\$97,831.00	\$50,397.79	\$148,228.79
PALAU	\$68,125.00	\$35,094.70	\$103,219.70
Total	\$168,803,000.00	\$86,770,267.18	\$255,573,267.18

(1) The IMLS Federal funds (allotments) are calculated using the current base provisions set into law (20 U.S.C. § 9101 et seq., see in particular §§ 9123-9133) and population figures from the Bureau of the Census (BOC) as of March 2022. For FY2022, the base amount for states, DC, and PR was \$833,845, and for all others the base was \$60,000.

Population data is pulled from the BOC. Data used in the state allotment table are calculated based on the most recent Census data available at the time of the grant award notification. Therefore, the population data used in the FY2022 table is what was available on the BOC website <https://www2.census.gov/programs-surveys/decennial/2020/data/apportionment/apportionment-2020-table02.xlsx> as of March 2022.

Population data for American Samoa, Northern Marianas, Guam, Virgin Islands, is from 2020 Census counts: <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/release/2020-island-areas-data-products.html>. Population data for Marshall Islands, Federated States of Micronesia, and Palau is from the Census International Data Base: https://www.census.gov/data-tools/demo/idb/#/table?COUNTRY_YR_ANIM=2022. This table reflects what was available as of March 2022.

(2) The agency is required to reduce the FY2022 allotment of any State that did not meet their FY2019 Maintenance of Effort (MOE) requirement and did not apply for, or receive, a waiver of the requirement. Those funds deducted from states not meeting the MOE requirement have been distributed across the remaining states in accordance with (1).

(3) Waived pursuant to 48 U.S.C. § 1469a(d).

Oklahoma Department of Libraries
 Summary of Proposed Projects
 for FFY2022 Library Services & Technology Act Funds

Goals in the 2018-2022 LSTA 5 Year Plan

Goal #1: Information Access—All Oklahoma residents will have convenient access to quality information resources in a format that they can use to achieve their educational, occupational, and personal/recreational goals.

Project Title and Summary	Duration	FFY22 Request	Spent in FFY20
<p>Statewide Databases Lead Officer: Arlene Paschal, Jackie Kropp</p> <p>Statewide license for 2,000+ online magazines, newspapers, e-reference, and encyclopedias. Geolocation links eliminate the need for Oklahomans to use a library card to access the resources. Cost includes content and exhibit rental at an Oklahoma Society for Technology in Education conference.</p> <p>An additional database will feature online homework help and career assistance. This database will be partially funded with American Rescue Plan Act funds (5 months), which expire on September 30, 2022 and 9 months of LSTA FFY22 funds to maintain service until July 1, 2023.</p>	Continuing	\$ 764,470	\$ 512,382
<p>Resource Sharing (Interlibrary Loan) Lead Officer: Christine Chen</p> <p>The Interlibrary Loan (ILL) project provides Oklahomans with equitable and convenient access to materials in a variety of formats. Direct access to cataloging and interlibrary loan through OCLC is provided to approximately 28 public libraries. Funding pays for the license for an electronic platform for Oklahoma libraries to lend and borrow from each other, one full-time staff person, and library materials.</p>	Continuing	475,032	461,105
<p>eMedia Lead Officer: Tara McCleod</p> <p>Funding supports a grant to purchase eMedia for smaller public and tribal libraries participating in the Oklahoma Virtual Library Consortium. (The grant is managed by the Stillwater Public Library.)</p>	Continuing	50,000	255,000
<p>Institutions Grant Lead Officer: Samuel Karns</p> <p>The Institutions Grant provides professionally selected books to recreational libraries in 23 Department of Corrections Institutional facilities and 13 Juvenile Centers.</p>	Continuing	\$40,000	\$61,340

Goal #2: Institutional Capacity—All Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

Project Title and Summary	Duration	FFY22 Request	Spent in FFY20
<p>Annual Report Databases and Equipment Lead Officer: Cathy Van Hoy</p> <p>Annual software license for collection of data on public library usage for Institute of Museum and Library Services and determination of library eligibility for state aid. Includes travel to the annual IMLS conference for State Data Coordinator if possible.</p>	Continuing	\$7,065	\$6,814
<p>Continuing Education for Public Librarians Lead Officer: Sadie Bruce</p> <p>This project provides grants for PLA-certified library staff earning less than a specified amount to attend a regional or state association conference to learn more about their profession, library management, library services, trends, new technology, programming, literacy, and other specific training. Funding also pays for the partial salary of one employee to oversee this project.</p>	Continuing	44,150	25,008
<p>Computer Lab Lead Officer: Samuel Karns</p> <p>Established several years ago using LSTA funds, the computer lab meets the need for training on software, mobile apps, online information, and hardware. Plans for this year include a new class involving Python coding using the TI-84 Plus CE: Python Edition calculators. Funding pays for instructors, supplies, training materials, curriculum, software, and hardware.</p>	Continuing	26,632	58,226
<p>E-RATE (Category 2) Lead Officer: Cathy Van Hoy</p> <p>Project assists E-Rate eligible libraries in Oklahoma in applying for Category 2: Internal Connection E-RATE funding. If the library's application is funded by the federal E-Rate program, ODL will provide funding for the non-discounted portion. The goal of this project is to continue to improve or maintain the technology in public libraries to provide the necessary broadband access for workforce development, education and government services.</p>	Continuing	\$24,000	\$0

Goal #2: Institutional Capacity (continued)

Project Title and Summary	Duration	FFY22 Request	Spent in FFY20
<p>Legal Information for Oklahomans Lead Officer: Jackie Kropp</p> <p>Established in 2021, this project created a website with current resources that are freely available to Oklahomans and public library staff for consulting and research. Resources include civil legal topics in multiple areas of law and court rules and legal procedures. The project includes training tutorials for library staff about working with patrons regarding their legal needs.</p>	Continuing	4,100	0
<p>Certification for Public Librarians – Public Library Academy Lead Officer: Sadie Bruce</p> <p>Funds the instructors, materials, and online platform for the Public Library Academy – a project of ODL and OLA. Classes taught by qualified library professionals are offered to library staff seeking first-time or renewed certification. Live classes are provided virtually and in-person; recorded classes are available through Niche Academy. Funding also pays for the partial salary of one employee to coordinate and run the project.</p>	Continuing	65,979	7,536
<p>Summer Reading Resources Lead Officer: Adrienne Butler</p> <p>Funds pay for materials fundamental to conducting a summer reading program with a set theme and applicable programming ideas. This project includes a pilot program to test the feasibility of statewide online reading/activity log software.</p>	Continuing	49,400	47,894
<p>Video Conference Maintenance, Technical Training, and Webcam subgrants Lead Officer: Cathy Van Hoy</p> <p>ODL uses videoconferencing to train library and literacy staff and to host meetings with library and literacy organizations. The project budget includes maintenance for equipment, H323 and web-based application fees, webcams for LSTA lead officers, and technical training for the lead officer.</p>	Continuing	\$15,277	\$48,248
<p>Websites for Public Libraries Lead Officer: Melissa Askew</p> <p>ODL offers websites and hosting to 59 library and literacy organizations to promote their services, events, and resources. ODL staff and contractors provide training on WordPress, Photoshop Elements, Accessibility and other technology related topics. Staff turnover and changing technology requires ongoing training and support.</p>	Continuing	11,850	7,645

Goal #3: Lifelong Learning—All Oklahoma residents have an opportunity to reach their full potential, by achieving their educational and physical health goals and by participating in and contributing to the vitality of their communities.

Project Title and Summary	Duration	FFY22 Request	Spent in FFY20
<p>Health Literacy Lead Officer: Leslie Gelders</p> <p>Funding supports ODL’s successful health literacy initiative with grants for health and wellness projects offered in libraries and literacy programs throughout the state. Applicants will use grant funds to address some of Oklahoma’s greatest health challenges including obesity, physical inactivity, diabetes, and unhealthy eating habits.</p>	Continuing	\$254,582	\$223,295
<p>Immigration and Citizenship Initiative Lead Officers: Rebecca Barker, Leslie Gelders</p> <p>This project will support and expand ODL’s Immigration and Citizenship Initiative with grants to communities to provide services for customers seeking to become U.S. citizens. Includes partial salaries for staff working on this program.</p>	Continuing	126,385	100,598
<p>Literacy Development Lead Officer: Leslie Gelders</p> <p>Project provides training and professional development for literacy organizations, partial salary for ODL staff coordinating the project, materials for tutors and students, assessment units to help demonstrate learner progress, and publication of stories by adult learners.</p>	Continuing	89,172	65,539
<p>Read Across Oklahoma Lead Officer: Leslie Gelders</p> <p>This project is an annual literacy initiative that promotes family reading and early literacy. This project features an Oklahoma author, who shares their book at an in-person event at the Oklahoma City Zoo. The event is filmed and shared on the ODL website for all Oklahomans to enjoy.</p>	Continuing	9,575	3,176

FFY2022 Summary

Breakdown by LSTA Goals:

Goal #1 – Information Access	\$	1,329,502
Goal #2 – Institutional Capacity		248,452
Goal #3 – Lifelong Learning		479,715
LSTA Administration		82,615
Unallocated		71,502
Total		\$2,211,786



Special Meeting of ODL Board
April 8, 2022

Agenda Item #6

ARPA Project Proposal: e-Media
Lead Officer: Tara McCleod

Summary

Grant to Stillwater Public Library to purchase e-materials for the Oklahoma Virtual Library Consortium, which provides access to e-materials for 95 libraries in Oklahoma. The Stillwater Public Library acts as the administrator of the Oklahoma Virtual Library.

Background

This funding complements funding approved for the existing LSTA e-Media project. This project supports the ARPA funding goals to support digital inclusion efforts by assisting libraries with offering digital content to their communities.

Budget Impact

FFY21 ARPA Funds Unallocated as of March 30:	\$	179,073.90
Estimated Budget for Proposed Project:		<u>40,000.00</u>
Balance (Unallocated):	\$	139,073.90

Supporting documents attached

None

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
130,000	Additional statewide database subscriptions (Examples: Brainfuse, Job & Career Accelerator)	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
20,016	Administrative support on contract - \$20/hour for 30 hours/week	Administration
9,250	Grants Management Software	Administration
57,000	Partnership with FOLIO for 100 Books Before Kindergarten	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
200,000	Library Document Stations for 15 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
\$ 2,688,283.10	Total as of 03/30/22	
\$ 2,867,357.00	Total allotment of ARPA funds to ODL	
179,073.90	Unallocated as of 03/30/22	



Special Meeting of the ODL Board
April 8, 2022

Agenda Item #7

ARPA Project Proposal: Attracting and Retaining Oklahoma’s Workforce
Lead Officer: Jan Davis

Summary

Virtual training opportunity, “Attracting and Retaining Oklahoma’s Workforce,” provided by the Center for Executive and Professional Development at Oklahoma State University’s Spears School of Business. The training will be offered twice and limited to 200 attendees each time (400 total). This training opportunity will be marketed to libraries and museums.

Background

This project supports the ARPA funding goals related to workforce development by providing libraries and museums with training to address workforce issues in their communities.

Budget Impact

FFY21 ARPA Funds Unallocated as of Dec. 1:	\$	179,073.90
Estimated Budget for Proposed Project:		<u>6,500.00</u>
Balance (Unallocated):	\$	172,573.90

Supporting documents attached

Attracting and Retaining Oklahoma’s Workforce Proposal



CENTER FOR
**EXECUTIVE AND
PROFESSIONAL DEVELOPMENT**
Spears School of Business

MARCH 30, 2022

OKLAHOMA DEPARTMENT OF LIBRARIES

PROPOSED BY

Center for Executive and Professional Development |
Spears School of Business | Oklahoma State University

CONTACT INFORMATION

Kelle DeBord
Program Manager
405.744.5208
kelle.debord@okstate.edu

PROPOSAL INFORMATION

SESSION TOPIC AND INSTRUCTOR

Attracting and Retaining Oklahoma's Workforce

Abbey Davis, MBA, PHR, SHRM-CP, Assistant Professor of Professional Practice for Business Administration in the Spears School of Business at Oklahoma State University

PROGRAM DATES

TBA

PROGRAM LENGTH/FORMAT

1,5 hours in length per each virtual program

PROGRAM FEE

2 virtual programs @ 1.5 hours in length sessions @ \$2,500 per session with registration being handled through CEPD an additional \$500 - \$750 depending on amount of registrations.

Grand Total

\$5,000 total for (2) 1.5 hours of sessions plus an additional \$500-\$750 with registrations handled through CEPD

**Pricing good through August 1, 2022

SESSION ATTENDANCE

Sessions are priced for up to 200 people.



SESSION OUTLINE(S)

ATTRACTING AND RETAINING OKLAHOMA'S WORKFORCE

You've heard the terms: The Great Resignation, The Great Reshuffle, The Great Regret, The Great Reset...the list seems to expand almost weekly, but one thing is certain, the workforce landscape in our state and in our nation is changing. Across the U.S. we continue to see headlines about labor shortages and the challenges that employers face when attracting and retaining the employees they need to run their organization. What can you do to build the workforce you need? In this virtual workshop we'll talk about the current state of our workforce in Oklahoma and discuss creative strategies that you can deploy to help with these issues at your workplace.



SESSION INSTRUCTOR



Abbey Davis, MBA, is currently Assistant Professor of Professional Practice and Eastin Fellow in the Spears School of Business at Oklahoma State University. Before joining OSU, Ms. Davis worked as a full time corporate HR professional specializing in the areas of talent development, organizational development, performance management and compensation. She has supported

internal business clients with these specializations in both energy and manufacturing industries. Ms. Davis received her bachelor's degree in human resources and MBA from OSU. In 2016, Ms. Davis was recognized as an Outstanding Young Alumni for the Spears School of Business. Outside of the Eastin Center and teaching, Ms. Davis also stays connected with students through the Spears mentoring program and serving on the OSU MBA Advisory Board.



ADDITIONAL INFORMATION

Times, dates, and format of sessions is to be determined to meet Oklahoma Department of Librarie's needs and participant schedules.

Sessions included in this proposal are subject to further content customization. Oklahoma Department of Librarie's will have the ability to work directly with the OSU faculty to discuss content. This is typically discussed through conference calls.

This program contains intellectual property of the instructor and Oklahoma State University. If approval of this proposal is granted, you agree that copies or distribution of any presentation materials viewed during this program is prohibited without permission from the instructor and the OSU Spears School of Business.

OSU CEPD representative and faculty can be available through the planning and implementation process to discuss customization through conference calls, as needed.

A billing and invoice plan may be negotiated and structured to align with the needs of Oklahoma Department of Libraries.

