



Oklahoma State Aid Checklist – User Services

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| <input type="checkbox"/> 1. Offer free library service
Provide free library services to your community. | <input type="checkbox"/> 4. Provide internet access
All libraries and branches must provide internet access to the public. The library shall have a written internet use policy. |
| <input type="checkbox"/> 2. Be open the minimum hours per week, set by population & convey hours throughout the community
See guidelines below. Population is calculated by the Oklahoma Department of Libraries based on census data. | <input type="checkbox"/> 5. Provide youth programming
All libraries shall at a minimum offer programming for youth under 18 years of age. |
| <input type="checkbox"/> 3. Have a listed telephone number
Libraries must have a telephone located in the library with a listed number. | <input type="checkbox"/> 6. Have a collection of materials
a) Provide bibliographic access, (b) participate and promote interlibrary loan, (c) do an age & condition study every 4 years as a performance measure on the annual report |
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Minimum Library Hour Requirements by Population

- Under 2,000 – 15 hours a week. At least two hours after 5 p.m. each week
- 2,000–5,000 – 30 hours a week. At least two hours after 5 p.m. each week and weekend hours are recommended
- 5,000–10,000 – 35 hours a week. At least four hours after 5 p.m. each week and three weekend hours
- 10,000–25,000 – 50 hours a week. At least eight hours after 5 p.m. each week and four weekend hours
- Over 25,000 – 60 hours a week. At least five weekend hours

Youth Programming

Not sure what type of program to do or what qualifies? Contact

Trisha Hutcherson, Youth Services Consultant, 405-522-3315, trisha.hutcherson@libraries.ok.gov

Interlibrary Loan

Not sure how to participate? Contact

David Hankey, Interlibrary Loan Technician, 405-522-3473, david.hankey@libraries.ok.gov



Oklahoma State Aid Checklist – Administration & Finance

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1. Meet the definition of a public library
Libraries must meet the definition of a public library as defined in [65 O.S. §1-104](#).
2. Receive operating income from local government
Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.
3. Be legally established and operating according to Oklahoma Statutes
Libraries must be legally established and operating according to Oklahoma Statutes, [Title 65, Article 4, § 101](#) and [Title 11, Article 31](#); and [Article 10, § 10A](#) of the Oklahoma Constitution.
4. Must have paid permanent employees
Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.
5. Long Range Plan (population > 10,000)
Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.
6. City must maintain its Maintenance of Effort (MOE)
Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. (see next page)
7. Have a board of trustees
The board must: (a) have regularly scheduled meetings, at least quarterly, (b) file a list of members, meetings, and terms of office, (c) approve policies and review them every 4 years
8. Have a written statement of purpose and required policies
Required policies are:
- (i) Circulation policy which shall include interlibrary loan;
 - (ii) Library materials selection policy; and
 - (iii) Internet use policy.
9. Continuing Education for staff
All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.
10. MLIS (population > 25,000)
Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library Association or an alternate degree. (see next page)

11. Annual library visits

Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

13. Performance measures

Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

12. Collections

Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

14. State aid report

Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year.

Annual Report

The annual report opens in early July and covers the preceding state fiscal year (July 1st – June 30th). The report is due by August 15th for libraries that are not part of systems. Library systems must submit the report by October 1st. Failure to submit the report by the deadline will result in a denial of state aid for that year.

Performance Measures

Performance Measures are reported on the annual report each year. They are typically sent out in early spring along with instructions on how to complete them. Examples of performance measures are conducting an age and condition survey of your collection or reviewing and updating your required policies.

Questions about the annual report or performance measures? Contact

Sadie Bruce, State Data Coordinator, 405-522-3322, sadie.bruce@libraries.ok.gov

Maintenance of Effort

To remain eligible for state aid, local governments must continue to financially support libraries at the same amount each year. This is one of the most important requirements. Exemptions can be made if a city or county has less total income for the most recent fiscal year as compared to the previous year. The library's budget cannot be reduced more than other city agencies or in a greater amount than the reduction in income.

If an exemption is needed, the Oklahoma Department of Libraries will supply forms for the city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.

Questions about Maintenance of Effort? Contact

Library Development team, library.development@libraries.ok.gov

Master's Degree in Library and Information Science (MLIS)

In libraries serving populations greater than 25,000, a minimum of five years of prior supervisory library experience with one of the following alternate comparable master's degrees: business, education, school library media, or public administration will be accepted. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

Questions about education requirements or Public Librarianship Certification? Contact

Paige Harkins, Continuing Education Coordinator, 405-522-3321, paige.harkins@libraries.ok.gov