



**ODL Board Meeting
Agenda**

April 30, 2021 | 10:00 a.m.

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

Meeting ID: 928 0414 5403

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

1. Call to Order, Roll Call, and Compliance with Open Meeting Act

Chair Cindy Vogel will appear remotely via Zoom
Vice Chair Annabeth Robin will appear remotely via Zoom
Board member Robert Dace will appear remotely via Zoom
Board member Lee Denney will appear remotely via Zoom
Board member Steve Gray will appear remotely via Zoom
Board member James Robison will appear remotely via Zoom
Board member Mary Shannon will appear remotely via Zoom
Director Melody Kellogg (ex-officio member) will appear remotely via Zoom

2. Consider approval of minutes

- a. September 11, 2020 regular meeting 1
- b. February 18, 2021 special meeting 4

3. Consider acceptance of financial reports

- a. Financial Report for the period ending March 31, 2021..... 8
- b. Quarterly Cost Containment through March 31, 2021..... 12

4. Director’s Report

- a. Agency Activity Report 13
- b. Emergency Rules for State Aid Grants
- c. Employee Service Awards
- d. Demonstration of Online Learning (Susan Woitte)

5. Consider approval of additional FFY 2021 LSTA projects

- a. Legal Information for Public Libraries 19
- b. Evaluation of FFY 2018-2022 Five-Year Plan and development of new Five-Year Plan for FFY 2023-2027 20

6. Review and discussion of American Rescue Plan Act funds allotted to Oklahoma Department of Libraries from the Institute of Museum and Library Services

Agenda, page 2
April 30, 2021
10:00 a.m.

7. Appointment of a Board nominating committee for ODL Board officers, 2021-2022

8. 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.

9. Adjournment

*This meeting may be viewed via Zoom at <https://zoom.us/j/92804145403> (2021 April ODL Board meeting). **Meeting ID:** 928 0414 5403. 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: +1 408 638 0968 US (San Jose) or +1 669 900 6833 US (San Jose) or +1 346 248 7799 US (Houston).

Tips for participating in virtual meetings:

- Identify yourself with your first and last name.
- Keep your microphone muted until time to speak.
- To mute and unmute your microphone, press the space bar on your computer (it toggles on and off).
- When in Zoom, note the task bar with icons. On the far left is a microphone icon to mute/unmute and a start/stop video icon. In the middle is a cartoon bubble icon labeled Chat. Click this to comment via text or to view fellow participants' comments.
- If you text, be sure to press Enter when done to send it.

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
September 11, 2020
10:00 a.m.
Via Zoom: <https://zoom.us/j/92804145403>
Meeting ID: 928 0414 5403

Chair Cynthia Vogel called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Steve Gray, Vice Chair Annabeth Robin, James Robison, Mary Shannon, Chair Cynthia Vogel, Secretary Melody Kellogg and Assistant Attorney General Joe Ashbaker.

Guests present: Suzette Chang (Guthrie Public Library)

Staff present: Adrienne Butler, Bill Young, Cathy Van Hoy, Christine Chen, Cindy Mooney, Connie Armstrong, Holly Hasenfratz, Judy Tirey, Natalie Currie, Passion Bradley, Vicki Mohr, Wendy Noerdlinger.

In conformity with the Oklahoma Open Meeting Act, advance notice of the September 11, 2020 meeting was transmitted to the Oklahoma Secretary of State on December 13, 2019. Public notice of this meeting, together with the agenda, was posted September 9, 2020 on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

There were no public comments.

Consider approval of minutes from regularly scheduled ODL Board Meeting held June 12, 2020

Kellogg mention a correction on page 1, paragraph 2; to remove "Arlene Paschel" who was not in attendance at the June 12 meeting. Chair Vogel asked for consideration of approval of minutes for the June 12, 2020 board meeting. Vice Chair Robin moved to approve the minutes with the amendment, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider acceptance of Financial Reports

Kellogg said ODL has carryover funds from SFY2019 that need to be re-budgeted because of events cancelled due to the COVID-19 pandemic. The FY2019 deadline is in October. Chair Vogel asked for a motion to accept the Financial Reports. Shannon moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed to accept the Financial Reports.

Director's Report

Kellogg shared a letter of appreciation from one of the eight grand prize winners in *Oklahoma's 2020 Summer Reading Contest* who received an e-book reader and set of books.

Youth Services Consultant Adrienne Butler reported on the 2020 Summer Reading Program, acknowledging that libraries closed due to the COVID-19 pandemic. Libraries had to change their plans quickly to offer summer programming while closed to in person gatherings. The statewide program uses \$49,000 in federal funds from the Institute of Museum and Library Services' Library Services and Technology Act (LSTA)/Grants to States Program. Funds are used to participate in the national Collaborative Summer Library Program, pay a workshop presenter, and purchase program materials, including paper sacks that are sponsored in part by Sonic Corp. The materials had already been ordered and mostly received by the middle of March.

ODL Library Consultant Wendy Noerdlinger explained how the Public Library Academy has been affected by the pandemic. Noerdlinger said 18 classes were canceled for the spring semester. The continuing education grant has been extended allowing applicants to virtually attend the ARSL (Association for Rural and Small Libraries) Conference. Librarians across the state are extremely busy handling the fallouts from the pandemic. The first virtual class, Computer Electronic Resources, is scheduled as a pilot on September 21, 2020. The class was full within two hours of opening enrollment.

Presentation of Draft Strategic Plan for SFY2021-2026

Deputy Currie explained the *Agency Strategic Plan* efforts and 5-year Goals. Strategic Plans are due along with the SFY22 *Budget Request Program* on October 1. This year, agencies were provided a PowerPoint slide deck to fill in with program goals and key *Performance Measures*. The intent is that every agency's high-level, bite-sized strategic outlook is ordered the same and looks similar. Supervisors participated in updating ODL's Vision, Mission and Core Values.

Consider approval of SFY2022 Budget Request

Kellogg recommended a level budget for SFY2022 by requesting no increase and hoping for no decrease from our current appropriations of \$4,346,315. Carryover funds cannot be used for ongoing expenditures.

Chair Vogel asked for a motion to approve SFY2022 Budget Request. Denney moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed to approve the SFY2022 Budget Request as presented.

Discussion about meeting frequency and schedule

Chair Vogel asked board members to think about additional board meetings throughout the year to help ODL with the overlay of agenda items that require board approval. Kellogg said in recent years there have been five meetings annually. Robin said it would help the board members to connect to ODL staff and activities. Robin also said she thought it was predicated on when ODL needed the board to make decisions. Shannon agreed that a more frequent schedule based on the needs of the staff for preparation and board input and approval is appropriate. Denny said six meetings per year would be fine.

Chair Vogel asked Assistant Attorney General Joe Ashbaker to provide Kellogg information on remote meetings. Chair Vogel suggested Kellogg lay out the schedule for ODL in 2021 and present it at the December 11, 2020 meeting.

Cathy Van Hoy brought it to the attention of the board that the first five minutes of the meeting was not recorded. Attorney General Joe Ashbaker suggested the board vote again on the June 12, 2020 minutes. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

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

The next ODL Board meeting is scheduled for December 11, 2020 at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City, OK 73105.

Melody A. Kellogg, Secretary

Minutes
Oklahoma Department of Libraries
Special Meeting of the ODL Board
February 18, 2021 | 1:00 p.m.
Via Zoom: <https://zoom.us/j/9280414503>
Meeting ID: 928 0414 5403

Chair Cynthia Vogel called the meeting to order at 1:00 p.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Vice Chair Annabeth Robin, Jim Robison, Chair Cynthia Vogel, Secretary Melody Kellogg and Assistant Attorney General Joe Ashbaker. Absent: Steve Gray and Mary Shannon.

Guests present: Robin Cornwell and Stacy Delano (Stillwater Public Library), Yvonne Rose (Pawhuska Public Library) and Jenny Regier (Cherokee Public Library) .

Staff members present: Connie Armstrong, Melissa Askew, Christine Chen, Natalie Currie, Jan Davis, Holly Hasenfratz, Vicki Mohr, Cindy Mooney, Wendy Noerdlinger, Judy Tirey, Cathy Van Hoy and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the February 18, 2021 special meeting was transmitted to the Oklahoma Secretary of State on February 12, 2021. Public notice of this meeting, together with the agenda, was posted February 12, 2021 on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

Consideration and possible action on recommendations to waive certain eligibility requirements for current fiscal year State Aid Grants to Public Libraries due to the COVID-19 pandemic and declared emergencies

Kellogg announced that Vicki Mohr, Administrative Librarian for the Office of Library Development, will retire on February 26, 2021. We want to thank Vicki for all her hard work at ODL. Vicki is responsible for the timeline and overview of the review process for State Aid Grants to Public Libraries.

Kellogg said none of the state's public libraries would have qualified for State Aid this year due to pandemic-related closures. Kellogg recommended the following requirements be waived by the ODL Board as permitted by the emergency rules effective until September 14, 2021: Maintenance of Effort, hours of operation, and meetings of the library's governing body (Trustees, Board or Commission).

Robin asked if hours of operations are determined by libraries being physically opened or can they count virtual time and are the libraries doing the best they can under these conditions. Kellogg responded that curbside service and certain other operations have been considered, but the required hours of operation are based on community population requirements identified in the administrative rules. Kellogg said basically ODL has asked to set the operation hours aside for this year because of the very nature of how libraries have had to address their hours of operation. Robin asked who gets left out if the board approves waiving hours of operations. Mohr said absolutely both municipal and system libraries have utilized all available resources at their disposal, but libraries across the state still would not qualify for State Aid without the emergency rules.

Chair Vogel asked where the State Aid Grant money would go if the board does not approve these rules and the State Aid Grant funds were not given to libraries. Kellogg said ODL would either spend it in other ways which

would be difficult, or it would end up in carryover funds and eventually ODL would lose it because the funds were not given to the libraries as budgeted specifically for State Aid. Robison asked if the libraries know how they plan to spend the State Aid funds since they've not operated at full capacity due to the COVID pandemic. Mohr said the annual report provides the breakdown on how the library spent and distributed the money, which has been mostly used on new technology. Currie emphasized several libraries have indicated on past surveys that state aid comprises their entire materials budget.

Chair Vogel asked for a motion to consider approval of recommendations to waive requirements as permitted by Emergency Rules 405:25-1-3 (Amended); (2b) for hours of operation; (2c) for local boards of Trustees to meet quarterly; (2d) for maintenance of effort. Denney moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

Consideration of appeal from the Stillwater Public Library (a department of the City of Stillwater) which was determined not to qualify for State Aid based on OAC 405:25-1-3(3)(M)

Kellogg explained the appeal process that allows the City of Stillwater to respond to ODL's denial letter and to present their point of view about why they should be eligible for State Aid funding this year. Kellogg pointed out there will be no budget impact to the Department.

Chair Vogel recognized and welcomed Stillwater Public Library Director Stacy DeLano to state her case.

DeLano expressed appreciation to the staff and board members for the opportunity to explain why Stillwater is eligible for State Aid and to ask ODL to reverse their decision. DeLano said she has not yet attained a Master of Library and Information Science (MLIS), but asked board members to keep in mind during their decision process she will receive an MLIS degree within a year.

DeLano stated she and the Stillwater Public Library Board assert that her graduate degree in Law (a Juris Doctor or JD), fulfills the purpose and objectives intended as an alternate degree allowed under OAC 405:25-1-3(3)(M). ODL will not be lowering the standards of other libraries by accepting a JD as an appropriate alternate degree. She acknowledged that they firmly believe that an MLIS degree is important in performing the duties of the director of Stillwater Public Library and are committed to an even higher standard of professionalism.

Denney asked DeLano if she's always been a JD during her twenty-five years' experience. DeLano said she started as a reference librarian, which does not require a MLIS degree.

Proposed executive session pursuant to 25 O.S. 307 (B) (8) for the purpose of engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act

Chair Vogel asked for a motion to propose going into executive session pursuant to 25 O.S. 307 (B) (8) for the purpose of engaging in deliberations to Article II of the Administrative Procedures Act. Denney moved to enter into executive session, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

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

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

Chair Vogel asked for a motion on the appeal from the Stillwater Public Library which was determined not to qualify for State Aid based on OAC 405:25-1-3(3)(M). Denney moved to uphold the decision made by the ODL staff, seconded by Robison. Votes were as follows: Dace, opposed; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

Consideration and action on funding formula for State Aid Grants to Public Libraries

Kellogg said there are two scenarios submitted for distribution of the State Aid availability. In Scenario 1, Bartlesville, Stillwater and Wagoner do not qualify for FY2021 State Aid funding.

Chair Vogel asked for a motion on consideration and action on the funding formula for State Aid Grants to Public Libraries using Scenario 1. Robin moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

Consider adoption of proposed Emergency Rules for Title 405. Oklahoma Department of Libraries, Chapter 25. State Aid Grants to Public Libraries, to address emergency situations impacting eligibility

Kellogg said the proposed Emergency Rules for State Aid Grants are identical to the emergency rules adopted this year to minimize the consequences COVID-19 related closures had on Oklahoma's public libraries. Emergency Rules are being proposed until permanent rules can be put in place in 2022.

Chair Vogel asked for a motion to consider adopting new Emergency Rules for Title 405. Robin moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

Consider approval of 2021 Board Meeting Schedule - Revised

Chair Vogel asked for a motion to consider approval of the revised 2021 Board Meeting Schedule. Denney moved to approve, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

Consider approval of additional FFY 2020 LSTA project

Kellogg said Read Across Oklahoma is not a new project but will be funded for the first time with LSTA dollars if approved. The request is not to pay 100% for this year's event but to help with some particular expenses of \$4,000. The event has been held at the Oklahoma Zoo for more than 10 years and has a historical attendance of 1,500. Because of the cancelations due to the pandemic most of the activities will be held virtually. Funding is available due to cancelations related to other approved projects.

Chair Vogel asked for a motion to consider approval of additional FFY 2020 LSTA project. Dace moved to approve, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

Consider approval of proposals for FFY 2021 LSTA projects

ODL was notified that the FFY 2021 allotment from IMLS' Grants to States Program (LSTA) will be \$2,065,385. A summary of the Proposed Projects for FFY 2021 was included in the board packet and briefly reviewed by Kellogg. Continuing projects include Statewide Databases, Resource Sharing (Interlibrary Loan), Health Literacy Grants, Immigration and Citizenship Initiative, eMedia Grant, Literacy Development, Materials for Correctional Institutions, Summer Reading, Computer Lab, Online Learning Technology, Continuing Education for Public Librarians, Certification for Public Librarians (Public Library Academy), ODL Videoconferencing Maintenance, Images of Oklahoma, Read Across Oklahoma, Websites for Public Libraries and Annual Report Databases and Equipment. New projects for FFY 2021 include Category 2 E-rate, Padcaster Studio, and My Favorite Book.

Chair Vogel made a motion to approve FFY 2021 LSTA projects as proposed, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Robin, yes; Robison, yes; Chair Vogel, yes. Absent: Gray and Shannon. The motion passed.

There being no additional business, Chair Vogel announced adjournment.

Melody A. Kellogg, Secretary



State of Oklahoma

4/2/2021

6 Digit Object of Expenditure Report
 From : July 01,2020 To: March 31, 2021
 From Business Unit: 43000 To Business Unit: 43000

15:47:20 PM

Page 2

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
43000	510000		PERSONAL SERVICES		
		511000			
			511110 Sals-Regular Pay	118,194.24	1,094,592.53
			511119 Sals-Regular Pay COVID19	23.42	15,571.01
			511210 Longevity Pay-State Employees	4,753.97	42,745.97
			511310 Terminal Leave	13,064.81	13,172.73
			511420 Excess Benefit Allowance	1,198.31	12,112.86
			Sub Class 511000 Total	137,234.75	1,178,195.10
		512000			
			512110 Insur.Prem-Hlth-Life-State Pln	27,796.80	256,048.03
			512310 Insur.Prem-Workers Comp.	0.00	3,543.74
			Sub Class 512000 Total	27,796.80	259,591.77
		513000			
			513110 Employer Share-FICA	8,287.68	70,957.32
			513120 Employer Share-MQFE/FICA	1,938.26	16,594.81
			513230 Employer Share OPERS	17,831.90	167,534.58
			513280 Employer Match-AdFeeSt.Annuity	650.98	6,125.13
			513290 St.Match-Ad Fee-Def Contr	1,013.87	9,187.15
			513300 Ret.Savings-Def Contr Plan	1,450.87	13,148.30
			Sub Class 513000 Total	31,173.56	283,547.29
		515000			
			515010 Offices Of Lawyers	3,634.20	16,353.90
			515060 Acctg,Tax,Books,Payroll Svc	2,688.00	8,064.00
			515380 Other Computer Related Svc	5,383.60	53,152.10
			515540 Other Prof, Sc. & Tech.Svc	0.00	5,411.50
			515560 Office Administrative Services	0.00	3,333.28
			515570 Employment Placement Services	9,034.62	138,412.70
			515580 Business Support Services	3,210.00	19,260.00
			515650 Investigation-Security Svcs	0.00	686.04
			515660 Educational Services	1,200.00	16,844.55
			515990 Other Svcs-exc.Pub.Admin.	0.00	6,258.83



State of Oklahoma

4/2/2021

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15:47:20 PM

Page 3

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
43000	510000		PERSONAL SERVICES		
		Sub Class 515000 Total		25,150.42	267,776.90
	519000				
		519130	Flexible Benefits-Adminis.	532.17	2,183.14
		Sub Class 519000 Total		532.17	2,183.14
	Major Class 510000 Total			221,887.70	1,991,294.20
43000	520000		TRAVEL		
		522000			
			522113 InStPurPikePassCollFeesAgcyDir	0.00	11.40
			522150 Registration - Agency Direct	5,398.00	6,785.00
		Sub Class 522000 Total		5,398.00	6,796.40
	Major Class 520000 Total			5,398.00	6,796.40
43000	530000		ADMINISTRATIVE EXPENSE		
		531000			
			531110 Freight Expenses	0.00	3,084.51
			531120 Postage	0.00	40.95
			531130 Telecommunication Services	255.80	1,525.38
			531150 Printing & Binding Contrs	0.00	937.17
			531160 Advertising	0.00	342.00
			531170 Informational Service	134,505.19	981,311.82
			531230 ERP System Services	221.00	1,768.00
			531260 Membership in Organizations	0.00	16,912.08
			531310 Prem-Property or Liab.Insur.	0.00	17,784.43
			531360 Utility Charge Natural Gas	192.01	1,450.19
			531370 Utility Charge-Electricity	641.06	1,994.59
		Sub Class 531000 Total		135,815.06	1,027,151.12
		532000			



State of Oklahoma

4/2/2021

6 Digit Object of Expenditure Report
From : July 01,2020 To: March 31, 2021
From Business Unit: 43000 To Business Unit: 43000

15:47:20 PM

Page 4

Table with columns: Business Unit, Major Class, Sub Class, Account, Current Month, Fiscal YTD. Rows include categories like ADMINISTRATIVE EXPENSE, 533000, 534000, 535000, and 536000 with various sub-accounts and their respective values.



State of Oklahoma

4/2/2021

6 Digit Object of Expenditure Report
 From : July 01,2020 To: March 31, 2021
 From Business Unit: 43000 To Business Unit: 43000

15:47:20 PM

Page 5

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
	Major Class 530000 Total			151,764.37	1,215,534.20
43000	540000		PROP,FURN,EQUIP & RELATED DEBT		
		541000			
			541110 Office Furniture & Equipment	0.00	9,272.03
			541120 Data Processing Equipment	0.00	74,835.58
			541130 Data Processing Software	0.00	41.84
			541150 Equip-Furn-Residential Educ.	0.00	-92.58
		Sub Class 541000 Total		0.00	84,056.87
		542000			
			542120 Library Resources-Textbooks	6,647.59	133,249.08
		Sub Class 542000 Total		6,647.59	133,249.08
	Major Class 540000 Total			6,647.59	217,305.95
43000	550000		GEN ASST, AWDS, PROG-DIRECTED		
		551000			
			551110 Assistance Payments	0.00	-3,000.00
		Sub Class 551000 Total		0.00	-3,000.00
		555000			
			555110 Pmts-Local Gov't-Gen Govt	1,002,600.54	2,190,515.87
		Sub Class 555000 Total		1,002,600.54	2,190,515.87
	Major Class 550000 Total			1,002,600.54	2,187,515.87
Business Unit 43000 Total				1,388,298.20	5,618,446.62
Grand Total by Business Unit				1,388,298.20	5,618,446.62

**Oklahoma Department of Libraries
Cost Containment Report
FY2021 - Quarter 3**

Division #	Division Name	FY20 Q3 YTD Expenses	FY21 Annual Budget	FY21 Q3 YTD Budget	FY21 Q3 YTD Expenses	FY21 YTD Budget to Expense Variance Under / (Over)	FY21 YTD Budget to Expense Variance %	FY21 Budget to Expense Variance Explanation {Threshold is variance amounts over \$10,000 and variance percentages over 10%} {Please provide level of detail as described in instructions}
10	Administration	\$ 636,118	\$ 951,085	\$ 713,312	\$ 641,240	\$ 72,072	10%	Employee accidentally paid from incorrect division; includes funds from prior year carryover used to offset payroll; budgeted for potential audit that won't occur until FY22; travel cancelled due to pandemic.
20	Service to Libraries	\$ 3,060,099	\$ 5,121,214	\$ 3,840,905	\$ 3,124,082	\$ 716,823	19%	Multiple vacancies held open longer than anticipated; employee accidentally paid from incorrect division; also includes prior year carryover used to offset payroll costs; Galt employees voluntarily vacated; travel cancelled due to pandemic; need for additional supplies falls later in the fiscal year.
30	Government Info Services	\$ 502,693	\$ 794,845	\$ 596,131	\$ 502,168	\$ 93,963	16%	Includes \$38K from prior year carryover funds used to offset payroll costs; Galt invoices for March not paid until after quarter ended; travel cancelled due to pandemic; repairs to annex heaters pending and includes balance for unexpected repairs throughout the year; grant planned for 4th quarter.
88	ISD Data Processing	\$ 770,162	\$ 1,242,431	\$ 931,822	\$ 793,124	\$ 138,698	15%	Invoices for March IT shared services not paid until after quarter ended; contract for SW Database paid quarterly in arrears; not paid by end of march; equipment not purchased as of end of March.

TOTALS	\$ 4,969,072	\$ 8,109,575	\$ 6,082,170	\$ 5,060,614	\$ 1,021,556	17%
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Agency Activity Report

December 1, 2020 – March 31, 2021

Administration Department [1000001]

Marti Anderson, Bill Chambers, Natalie Currie, Melody Kellogg, Cindy Mooney, Chris Smith, Judy Tirey

- Presented FY 22 Budget proposal to the Senate subcommittee on appropriations
- Presented FY 22 Budget proposal to House subcommittee on appropriations
- Continued monitoring COVID-19 pandemic situation and updated approach as necessary
- Began planning process of expending \$2.8 million in ARPA funds by
 - o Meeting with IMLS/COSLA to discuss spending principles
 - o Engaging staff to discuss lessons learned from CARES Act distribution and preliminary ideas for ARPA funds
 - o Meeting with and pursuing partnerships with Oklahoma Works, OneNet, Digital Inclusion Alliance, Oklahoma Humanities, Oklahoma Arts Council, Oklahoma Historical Society
 - o Soliciting input during Public Library Directors Council meeting in March
- Met with IMLS to discuss upcoming 5-year LSTA plan evaluation and submission of next 5 year plan
- Attended 2021 IMLS Grants to states virtual conference
- Engaged Library Resources staff in updating Collection Management policy to be presented at June board meeting
- Drove hiring process for Collection Engagement Librarian
- Hiring process for Library Development Director in progress
- Hiring process for Library Development Consultant in progress
- Preparing for SFY 22 audit through Accounts Receivable organization project
- Administered 1st and 2nd quarterly safety training
- Surplus – get detailed numbers from Cindy
 - o Furniture, books
- Realized savings by renewing contracts for and/or replacing the Pitney Bowes postage machine and Standley copiers
- Completed and submitted financial and performance reports to IMLS for FFY19 (final), FFY20 (interim) and CARES (interim)
- Completed and submitted financial reports to OMES, the Governor’s office, and legislature
- Continued to build out the Smartsheet financial tracking tool

Public Information Office (PIO) [1000003]

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

Highlights from this period

We coordinated with public libraries and set up **web pages for Income Tax Free-File and Disaster Assistance** to help the IRS and FEMA. Neither federal agency is setting up in-person assistance due to the pandemic. Public libraries are helping residents take advantage of these services.

Winners were selected from 25 finalists in the **2021 Oklahoma Book Award competition** during our virtual Judges Roundtable. Medalists will be announced online April 24. Tulsa author and Black Wall Street historian Hannibal Johnson will be honored for Lifetime Achievement.

We designed the **2021 Summer Reading Bag** and steered its production. We assisted **Read Across Oklahoma** with flyer, press release, and a web page that connects to virtual activities. We assisted with announcements and awards/registrations for **Virtual Conference grants, Spring Public Library Academy courses, and headset/webcam grants**.

We wrote and designed **information flyers for Legislative Season** to help libraries communicate with lawmakers. We assisted ODL's virtual training committee by adding **Tech Tips and Training Tutorials** to our ODL and Digital Prairie websites. We assisted ODL's OU intern and his advisory committee by putting his survey online, with the ultimate goal of developing trainings and resources to assist with **Legal Reference** in the state.

The agency's **Digital Prairie** site, which combines access to information and reference databases with ODL's digital collections, **has a new record** for page views: 145,180 in March. The site has already passed one million page views for FY21 with three months left. Last year's total for all of FY2020 was 870,000.

Communication

61 Email Messages were sent to our GovDelivery lists from December 1 through March 31 promoting agency projects and programs, and sharing information from other library-related and state sources. More than 210,000 messages landed in in-boxes, with an engagement rate of 20.2%. Subscribers to ODL's email lists increased by 1,116 to 18,624. Total subscriptions to all lists increased 2,799 to 35,655. (Note: During the days of exclusively-print communication, ODL never printed more than 4,500 copies of our monthly newsletter.)

Social Media: February's #ArchivesHashtagParty **Twitter** post (for a National Archives initiative) featuring a historical photo of Langston University students reached almost 40,000 screens. A record for our Twitter account! The top **Facebook** post was inspired by the Bernie in Mittens Meme. We added the Bernie image to some historical photos to promote our Images of Oklahoma collection. The post reached almost 10,000 people and was shared by Lt. Gov. Matt Pinnell along with a "Well done, ODL, well done!"

Library Development Office (LDO) [2000001]

Melissa Askew, Adrienne Butler, Doris Dixon, Cathy Van Hoy

- Helped libraries apply for \$1,035,481 in Federal Erate funding for internet service and \$93,628 for network equipment that supports broadband.
- Retirement of Director of Library Development Vicki Mohr on February 26
- Resignation of Consultant and CE Coordinator Wendy Noerdlinger on March 25

American Rescue Plan Act

- Began planning process for expending funds
- Pursuing partnership with Digital Inclusion Alliance on community wifi project

Department Abbreviations

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

- Revisited pilot project for Oklahomans Virtually Everywhere to possibly provide statewide license to Career Online High School

Website Development

- Upgraded the websites (new framework and theme) for Sayre, Hobart and Okeene libraries
- Held a two-day WordPress class
- Helped 14 libraries publish a free tax help page on their websites

Public Library Academy

- Hosted Services for Youth Virtual Class on March 2 and 4 with 37 in attendance and 61 on waitlist
- Hosted Interpersonal Skills Virtual Class on March 23 and 25 with 31 in attendance and 70 on waitlist
- Prepared to host Computers and Electronic Resources Virtual Class April 6 and 8 with 30 registered and 41 on waitlist
- Added new virtual class to meet CE demand on Current Trends and Legislation to be hosted May 4 and 6 with 30 registered and 39 on waitlist

Summer Reading and Youth Services

- Began distribution of Summer Reading supplies from Collaborative Summer Library Program (CSLP) to public libraries
- Hosted statewide Zoom meeting with youth services staff in March to discuss and share Summer Reading activities and ideas
- Coordinated and communicated Hunger Free Oklahoma partnership with public libraries which distributes snacks or lunch to youth in need during Summer Reading.

State Aid and Granting

- Submitted 100 claims and paid out \$1,039,161 in State Aid funding to public libraries
- Submitted 12 claims and paid out \$12,338 in web camera grants to public libraries
- Registered 64 public library staff for 3 conferences and one online course

Evaluation and Reporting

- Coordinated and submitted State Library Administrative Agency report to IMLS
- Edited, corrected, and submitted Public Library Survey to IMLS

Literacy Resources Office (LRO) [2000002]

Leslie Gelders (Coordinator), Rebecca Barker

Training

- The LRO offered virtual training in Writing with 18 attendees from local programs
- Training in The Future of English Language Teaching had 13 participants
- Six individuals, including Rebecca Barker from the LRO, attended the virtual TESOL conference (Teaching English to Speakers of Other Languages) thanks to LSTA funds. Rebecca co-presented one of the conference sessions.

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- Zoom meetings were held for StoryWalk and Gardening health literacy project staff to share tips, challenges, and ideas.

TANF

- A virtual TANF book club was created to allow students from 4 programs to read a short book each month and discuss the stories with each other via Zoom.

Read Across Oklahoma (RAO)

- Corporate and community sponsors continued planning for this April 13 virtual event. Books, crayons, decorated visors, and more were packed by students at NW Classen HS and were delivered to pre-school classes by staff from Target.
- ODL's PIO office created a RAO webpage with resources for teachers, parents, and families. The webpage links to a video of special performances and guest readers.
- More than 3,300 new books were packed for distribution to children in conjunction with RAO.

Citizenship and Immigration Project

- Jesus Ramirez from USCIS gave two virtual presentations to participants of ODL's Citizenship and Immigration sites.

Health Literacy – LSTA funding

- Awarded a grant to Mustang Public Library

Library Resources [2000004]

Christine Chen (Administrator), Doug Amos, Cynthia Black, Mike Cameron, Lori Campbell, Melecia Caruthers, David Hankey, Sam Johnson, Arlene Paschel, Laura Teske, Susan Woitte

Report...

- Collection Engagement Librarian job announcement posted internal and external in March; finished four phone interviews on March 29 and three in-person interviews on April 7.
- Niche Academy tutorials on ODL website for public; tutorials viewed in January = 268, February = 1,016 and March = 1,022.
- Weeding project continues; first 1000 withdrawn books transferred to Lawton Veteran Center on April 7, 2021. Approximately 3,200 books withdrawn from the collection.
- Updated PMPs (Performance Appraisals); initial PMPs done in March.
- Shifting project in US Docs area - December through March 19.5 hours spent shifting 188 shelves of publications.
- Staff started annual process to update the ABC (Agencies, Boards, and Commissions) list by reading enrolled legislation. (Statutory requirement.)

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Government Information [3000003] and Oklahoma Publications Clearinghouse (OPC) [3000004]

Mike Cameron, Sam Johnson, and Susan Woitte (Supervisor)

- Tax form distribution; deadlines extended to June 15
- Trained OU Intern working on “Legal Information for Oklahomans” project; created and deployed survey; 64 responses as of March 31 (ultimately received over 200)
- Updated plans for OPC: state agency publications officers training and downsize tangible publication distribution

Archives [3000002] and Records Center [3000001]

Jan Davis (Administrator), Madelyn Chambers, Johnny Colvin, Holly Hasenfratz, Sharif Tucker, Alyssa Vaughn

State Archives

Digital Projects

- Multi-year project to upload 291 issues (1945-1970) of the Department of Wildlife Conservation's monthly magazine to Digital Prairie completed in January
- Completed full review of the metadata in the Archives.OK.Gov collection on Digital Prairie in preparation of adding the collection to the Digital Public Library of America

Professional Development

- Completed half of the Association of Records Managers and Administrators (ARMA) Essentials of RIM certificate program (Hasenfratz, Vaughn)

Outreach

- Each month the National Archives and Records Administration hosts an Archives Hashtag Party on Twitter where institutions across the country share items from their collections on a particular theme. Archives staff participated in the hashtag parties in January, February, and March and saw a marked increase in engagement with ODL's Twitter account each time.

Interns

- Holly Hasenfratz is supervising one undergraduate history major from the University of Oklahoma for an internship through May. The internship has been a hybrid model consisting of digital and in-person projects. Their projects include indexing court files from Indian Territory and processing, digitizing, and uploading to Digital Prairie a collection of state government reports from the 1940s.

State Records Center

Recent transfers by state agencies include: Education, Funeral Directors, House of Representatives, Juvenile Affairs, Secretary of State, and the Nursing Board

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Annex

Greystone Construction are within a few days of completing interior and exterior repair work to the Annex. The project is funded by a Capitol Improvement Grant.

Emergency Rules

Approved by Governor Stitt March 18, 2021

Notification to affected parties sent March 29, 2021 (via govdelivery email to all public library directors)

Rules published in Oklahoma Register April 15, 2021

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Agenda Item Cover Letter

ODL Board Meeting
April 30, 2021

Agenda Item #5

Consider approval of additional FFY 2021 LSTA project, “Legal Information for Public Libraries”

Summary

In contrast to the criminal justice system, many Americans navigating civil legal issues never receive legal assistance from an expert. The civil legal system is complex and difficult to navigate without the help of a licensed attorney. People representing themselves in court face many barriers to just outcomes including filing fees, procedural rules, and confusion about the law. These barriers are especially difficult to overcome for individuals with lower literacy skills and income.

In 2015 the Oklahoma Department of Libraries began a joint project to collect online civil justice resources for public library staff to assist Oklahomans from a webpage. The partners dispersed and the agency did not have enough people to keep the website updated. In 2020 the Oklahoma Access to Justice Foundation offered a new partnership to gather resources and deliver training. [The objective of this new partnership is to ensure that Oklahoma public library staff have the skills and knowledge needed to successfully provide legal reference assistance in areas of civil law, including having easy access to a collection of high-quality resources.](#)

Susan Woitte - Librarian and Supervisor of U.S. Government Information and the Oklahoma Publications Clearinghouse - will serve as Lead Officer. One intern from the University of Oklahoma has been selected for the spring and another for the fall semester to help with the project. Other public library representatives are serving as advisors on the project.

Deliverables: 1) Up-to-date website with resources freely available to Oklahomans and Public library staff for research and consultation. Resources will include civil legal topics in multiple sources of law as well as court rules and legal procedure. 2) Training to familiarize library staff with the following: Where civil laws and procedures are created; How to find resources about the laws and procedures; Best practices for working with patrons regarding their legal needs. 3) Print materials - posters to promote the new webpage and skills of public library staff and/or print guide to supplement training program.

Budget Impact

FFY 21 LSTA Funds Unallocated as of Feb 18, 2021:	\$ 70,166.80
Estimated Budget for Proposed Project:	<u>5,700.00</u>
Balance (Unallocated):	\$ 64,466.80

Supporting documents attached

None



Agenda Item Cover Letter

ODL Board Meeting
April 30, 2021

Agenda Item #5

Consider approval of Library Services and Technology Act Projects: Evaluation of FFY 2018-2022 Five-Year Plan and development of new Five-Year Plan for FFY 2023-2027

Summary

The Institute of Museum and Library Services (IMLS) provides funds to states through the Grants to States program to help develop library services to “promote literacy and education, enhance and expand the services and resources provided by all types of libraries, enhance the skills of the current and future library workforce and leadership, develop public-private partnerships with other agencies and community-based organizations, and target library services to individuals with diverse geographic, cultural and socio-economic backgrounds, individuals with disabilities, and individuals from underserved communities.”

To receive funds, the State Library must submit the following to the IMLS Director:

- An independent evaluation of activities funded by IMLS, due March 30, 2022
- A State Plan which details goals, assurances, and procedures for a five-year period, due June 30, 2022

ODL will select independent consultants to perform the evaluation and to guide staff in developing a new plan.

Budget Impact

In FFY 16, the cost for consultants to complete the work required for the Five-Year Evaluation was \$20,000 plus \$761.14 in travel reimbursement. The cost for the consultants to complete the work required for the Five-Year Plan was \$9,000. We anticipate the cost to be fully covered by funds not allocated to or needed for other approved projects (FFY 20 and FFY 21). The actual cost will be known once the consultants are selected through the bid process.

Supporting documents attached

None