



Agenda
Meeting of the ODL Board
July 16, 2021 | 10:00 a.m.
South Conference Room
200 N.E. 18 Street
Oklahoma City, Oklahoma 73105

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. Welcome and introduction of ODL Board Members
3. Consider approval of minutes
 - a. April 30, 2021 regular meeting 1
 - b. June 2, 2021 special meeting 4
4. Consider acceptance of financial reports
 - a. Financial Report for SFY2021 6
 - b. LSTA Quarterly Grant Accrual Report 11
5. Director’s Report
 - a. Agency Activities 12
 - b. Legislative Report..... 18
 - c. Staffing update..... 22
6. Consider approval of Distribution Plan American Rescue Plan Funds allotted to Oklahoma Department of Libraries from the Institute of Museum and Library Services (confirm vote from June 2, 2021)
7. Consider approval of Library Services and Technology Act Project: Evaluation of FFY 2018-2022 Five-Year Plan and development of new Five-Year Plan for FFY 2023-2027 23
8. Consider approval of Resolution of Appreciation for Mary Shannon’s service on the Oklahoma Department of Libraries’ Board..... 24
9. Consider election of ODL Board Officers for 2021-2022
10. Consider proposed executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director

11. Action to return to open session
12. Consideration, discussion, and possible action on matters considered in executive session
13. 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
14. Adjournment

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

Next ODL Board Meeting: Friday, September 24, ODL South Conference Room

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
April 30, 2021
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, Vice Chair Annabeth Robin, Mary Shannon, Chair Cynthia Vogel and Melody Kellogg, Secretary.

Guests and staff members present: Angela Johnson, Bill Young, Cathy Van Hoy, Christine Chen, Cindy Mooney, DeAun Ivester, Holly Hasenfratz, Jan Davis, Joe Ashbaker from the Office of the Oklahoma Attorney General, Judy Tirey, Michael Cameron, Natalie Currie, Susan Woitte

In conformity with the Oklahoma Open Meeting Act, advance notice of the April 30, 2021 meeting was transmitted to the Oklahoma Secretary of State on December 14, 2020. Public notice of this meeting, together with the agenda, was posted April 23, 2021 at 2:37 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.

Consider approval of minutes from regularly scheduled ODL Board Meeting held September 11, 2020

Chair Vogel made motion to approve the September 11, 2020 minutes, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Gray, absent; Robin, yes; Robison, absent; Shannon, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Updated roll call: Board member Steve Gray joined the meeting.

Consider approval of minutes from regularly scheduled ODL Board Meeting held February 18, 2021

Chair Vogel made motion to approve the February 18, 2021 minutes, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, absent; Shannon, abstain; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider acceptance of Financial Report and Quarterly Cost Containment for the period ending March 31, 2021

Kellogg explained the “6-Digit Object of Expenditure” financial report shows the current month and the fiscal year-to-date spending. Each month, ODL receives one-twelfth of its appropriations in cash. The cost containment reports reflect how closely state agencies spend their budgeted amount throughout the year at the division level. The report includes expenditures greater than 10% or \$10,000. ODL has four divisions – Administration, Services to Libraries, Services to Government, and Statewide Electronic (Information Technology). Vogel confirmed that any variance less than that doesn’t get reported.

Kellogg said the transition to Agency Business Service (ABS), a unit of the Office of Management and Enterprise Services, has been rocky, but we anticipated it would be difficult. We’ve experience tremendous benefits by working with ABS. Kellogg introduced ABS’s Financial Manager, Angela Johnson, who supervises the team

assigned to our agency. What we've also discovered is that there is still a lot of work that must be done by agency staff. Kellogg said Angela is currently working on ODL's fiscal year 2022 budget.

Chair Vogel asked for a motion to accept the Financial Report for the period ending March 31, 2021. Dace moved to approve, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, absent; Shannon, yes; Chair Vogel, yes. The motion passed to accept the Financial Report for period ending March 31, 2021.

Director's Report

Kellogg presented a certificate and service commemorative pin recognizing Michael Cameron's 40 years of service. Cameron began working as a state employee at the University of Oklahoma Library. In 1985 he started working in U.S. Government Documents at ODL. Former supervisor of thirty years, Steve Beleu, called him an anchor, and his current manager, Susan Woitte, heartily agrees. Congratulations, Mike!

Kellogg shared a couple of personnel related announcements. Rachel Walker was hired effective May 17, 2021, as the new Collections Engagement Librarian. Openings for both the Director of Library Development and the Librarian Development Consultant positions close on Wednesday, May 5, 2021. Judy Tirey, Coordinator of the Library Services and Technology Act (LSTA), retires on June 30, 2021, and is another BIG loss to the agency. Tremendous turnover in key areas has occurred in a very short period. We are trying to manage a lot of transition and change and make sure we can continue to do everything we are required to do.

Kellogg said the emergency rules for State Aid Grants to Public Libraries were signed by the Governor on March 18, 2021 and published in the Oklahoma Register on April 15, 2021.

Kellogg thanked Jan Davis, Administrative Archivist who manages the State Archives, for a truly unique opportunity that allowed ODL to select needed furniture from the Department of Health surplus. The action saved ODL and the state of Oklahoma thousands of dollars. Special thanks go to contract employees Chris Smith and Johnny Colvin, along with Sharif Tucker, Administrative Technician in Archives and the Records Center, to help make it possible. Chair Vogel said ODL's fortunate to have been able to take advantage of this wonderful opportunity.

Susan Woitte shared a demonstration of one of the newest LSTA projects called the Niche Academy which is focused around tutorials. The tutorials are open to all Oklahomans on ODL's website. Libraries have worked to perfect tutorials for teaching and learning within the past few decades. Tools are provided to create a tutorial platform and help with creativity. Susan thanked ODL's Web Manager Fara Taylor for adding ODL to each tutorial along with a survey for feedback from users. Kellogg mentioned there is a waiting list for library staff training because professional development hours are required to qualify for State Aid.

Kellogg announced the Library Development Computer Lab is in the process of being remodeled and computer technology will be upgraded using federal funds.

Kellogg said this year's *Read Across Oklahoma* event kicked off on Tuesday, April 13 with a free book giveaway at the Oklahoma City Zoo. The event usually features special activity stations and performances throughout the zoo. Due to continuing COVID-19 precautions, the *Read Across Oklahoma* activities and performances went virtual!

Kellogg announced Governor Stitt appointed Ryan Walters Secretary of Education and the Senate confirmed the appointment. ODL is part of the Education cabinet.

Consider approval of additional FFY 2021 LSTA projects

Kellogg requested approval to add an LSTA project, the required evaluation of the current 5-year LSTA Plan and the development of a new 5-Year LSTA Plan. Federal funds will pay for a consultant to work with ODL staff on the project, and Kellogg estimated the cost to be no more than \$40,000. Robin asked if these are two separate projects and will the same consultant develop the plan while they also evaluate the plan? Kellogg said the same Consultant will complete both parts. The evaluation and new plan must be approved by IMLS. Dace ask if ODL has already chosen a consultant or if the bid had already gone out. Kellogg said the bids have not been sent out yet. Dace asked who the consultant was last time. Kellogg said HH Wilson and Carson Block. Denney commented that she was a little hesitant to put a dollar amount on it until the bids are received. Robin agreed. Kellogg asked if we need to bring it back to the board after we select someone and then ask for approval at that time. Chair Vogel agreed but asked how soon ODL would need the information. Kellogg explained we still must get permission from the cabinet secretary since the amount is expected to be more than \$25,000. There is time to get the bid announcement out on May 28 and receive responses by the end of June.

Chair Vogel announced Kellogg hopes to schedule a special meeting in June to address plans regarding the American Rescue Plan Act. Chair Vogel said the ODL board will hold the evaluation and 5-year plan and development until the board receives a more concrete cost.

Kellogg announced that ODL was allotted \$2,867,357 in American Rescue Plan funding by the Institute of Museum and Library Services (IMLS). The funding is to be used by September 30, 2022 for the purposes of helping communities respond directly and immediately to the pandemic. Spending priorities are internet connectivity, rapid emergency relief to libraries, library services that meet the needs of communities and working with tribal libraries and museums that are best positioned to assist with pandemic response efforts.

Updated roll call: Board member James Robison joined the meeting.

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

Chair Vogel made a motion for Vogel and Robin to serve on the Board nominating committee for ODL Board officers, 2021-2022, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed.

Chair Vogel stated that there was no additional business and made a motion to adjourn the meeting, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed.

The next ODL Board meeting is scheduled for July 9, 2021 at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City.

Melody A. Kellogg, Secretary

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
Special Meeting: June 2, 2021
10:00 a.m.
Via Zoom: <https://zoom.us/j/96807599177>
Meeting ID: 968 0759 9177

Chair Cynthia Vogel called the meeting to order at 10:09 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Vice Chair Annabeth Robin, Chair Cynthia Vogel, and Melody Kellogg, Secretary. Board members absent: Steve Gray, James Robison, and Mary Shannon.

Guests and staff members present: Joe Ashbaker from the Office of Attorney General, Christine Chen, Natalie Currie, Jan Davis, Holly Hasenfratz, Jolene Poore, incoming board member Ronda Smith, Judy Tirey, Cathy Van Hoy, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the June 2, 2021 Meeting for Public notice of this meeting, together with the agenda, was posted May 31, 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 N.E. 18 Street, Oklahoma City.

There were no public comments.

Consider Approval of Distribution Plan for American Rescue Plan Funds allotted to Oklahoma Department of Libraries from the Institute of Museum and Library Services

Board Chair Cynthia Vogel recognized ODL Deputy Director Natalie Currie to discuss the Distribution Plan. Currie said these funds have spending priorities similar to the CARES Act funds, but there is more emphasis on digital inclusion assistance in support of education, health, and workforce development.

She provided additional information on the Online High School project. ODL will be working with the state's Workforce Development Board which plans to use \$275,000 of their federal funds to help purchase the online instruction platform and student "seats". Participants who successfully complete this Online High School will receive High School Diplomas, not GEDs. Cathy Van Hoy noted that ODL originally began working on this idea as part of the Oklahomans Virtually Everywhere initiative prior to the pandemic.

Currie said the state would go out on bid to secure the online high school platform. She said the agency believes all eight library systems and approximately 17 municipal libraries would be able to participate. Criteria for participation will include library capacity to run the program and the number of potential students in a library's service area. In addition to the \$275,000 in funding, Workforce Development will work with local workforce boards to help with intake and provide assistance to students who go through the program.

Annabeth Robin asked what ages could participate, and why ODL and not the Department of Education [SDE], was pursuing this. Currie said the project would target Oklahomans 25 and over since SDE is focused on younger groups and pursuit of the GED. Kellogg said this project would not compete with any SDE programs. She said most states have elected to begin eligibility at age 25 to make sure the person is

ready to engage in the learning process. Targeting this as the beginning age also prevents any overlap with SDE programs.

Vogel asked if the Online High School project was a four-year project. Currie said participants can complete the process in 18 months. She said the libraries will not be doing the educating but will provide the space and technology to connect participants to the platform and to connect to workforce development counseling and resources.

Currie said the Digital Navigator project is based on successful programs being conducted in other states. ODL's role would be to assemble a network of organizations and individuals to provide phone support to help Oklahomans with technical issues. This will probably involve establishment of a 1-800 number, an intake process, and then connecting individuals with specific support.

Currie said the additional statewide subscriptions would bring additional online resources in health, education, and workforce development to all of the state's libraries. The examples given, BrainFuse and Job & Career Accelerator, could be implemented quickly. BrainFuse, for example, has homework help and job coaching available and can connect users with experts quickly. The agency would need to go out on bid for these additional subscriptions.

The targeted formula grants for libraries, tribes, and museums would be weighted on certain criteria: poverty, the unemployment rate, educational attainment, etc. The population served and geographical areas will also be considered. ODL is providing a menu of ideas to help grantees meet the spending principles.

Vogel asked when the ARPA funds need to be spent. Currie said the funds must be spent by September 2022. The formula grant process was designed to get the funds out more quickly. Vogel asked why a lower priority was given to tribes and museums than for public libraries. Kellogg noted that the top three of the four priorities from IMLS focuses on libraries.

Vogel asked for a motion to approve the Distribution Plan for American Rescue Plan Funds. Robert Dace moved and Robin seconded. The votes were: Vogel, yes; Robin, yes; Dace, yes; Denney, yes; Gray, absent; Robison, absent; Shannon, absent. The motion carried.

Vogel thanked all who made the time to attend this special meeting and adjourned the meeting. The next scheduled meeting of the ODL Board is July 9.

Melody A. Kellogg, Secretary



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6 Digit Object of Expenditure Report
 From : July 01,2020 To: June 30, 2021
 From Business Unit: 43000 To Business Unit: 43000

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	Current Month	Fiscal YTD
43000	510000		PERSONAL SERVICES		
		511000			
			511110 Sals-Regular Pay	288,887.31	1,613,666.24
			511119 Sals-Regular Pay COVID19	0.00	15,571.01
			511210 Longevity Pay-State Employees	250.00	56,745.97
			511310 Terminal Leave	0.00	14,353.56
			511420 Excess Benefit Allowance	1,216.81	15,493.79
			Sub Class 511000 Total	290,354.12	1,715,830.57
		512000			
			512110 Insur.Prem-Hlth-Life-State Pln	27,778.30	338,332.65
			512310 Insur.Prem-Workers Comp.	0.00	3,543.74
			Sub Class 512000 Total	27,778.30	341,876.39
		513000			
			513110 Employer Share-FICA	17,758.53	103,560.45
			513120 Employer Share-MQFE/FICA	4,153.19	24,219.72
			513230 Employer Share OPERS	42,215.11	246,113.42
			513280 Employer Match-AdFeeSt.Annuity	650.98	8,078.07
			513290 St.Match-Ad Fee-Def Contr	2,232.05	12,875.48
			513300 Ret.Savings-Def Contr Plan	3,266.77	18,545.51
			Sub Class 513000 Total	70,276.63	413,392.65
		515000			
			515010 Offices Of Lawyers	1,817.10	19,988.10
			515060 Acctg,Tax,Books,Payroll Svc	2,562.00	11,928.00
			515380 Other Computer Related Svc	5,606.58	69,971.84
			515490 Advertising And Related Svcs	0.00	760.08
			515540 Other Prof, Sc. & Tech.Svc	0.00	4,974.00
			515560 Office Administrative Services	0.00	4,518.87
			515570 Employment Placement Services	7,610.23	156,677.11
			515580 Business Support Services	3,210.00	28,890.00
			515650 Investigation-Security Svcs	0.00	724.71
			515660 Educational Services	1,600.00	19,644.55

Report Name: OCGL0060

Query Title: OCP_GLA060 and OCP_GLB060



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6 Digit Object of Expenditure Report
 From : July 01,2020 To: June 30, 2021
 From Business Unit: 43000 To Business Unit: 43000

<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		
		515990	Other Svcs-exc.Pub.Admin.	1,210.00	9,568.83
		Sub Class 515000 Total		23,615.91	327,646.09
		519000			
		519130	Flexible Benefits-Adminis.	524.86	2,970.43
		Sub Class 519000 Total		524.86	2,970.43
	Major Class 510000 Total			412,549.82	2,801,716.13
43000	520000		TRAVEL		
		522000			
		522113	InStPurPikePassCollFeesAgcyDir	0.00	11.40
		522131	In-State Pur Food Ldg Agcy Dir	231.53	231.53
		522150	Registration - Agency Direct	1,080.00	26,709.38
		Sub Class 522000 Total		1,311.53	26,952.31
	Major Class 520000 Total			1,311.53	26,952.31
43000	530000		ADMINISTRATIVE EXPENSE		
		531000			
		531110	Freight Expenses	0.00	3,084.51
		531120	Postage	0.00	40.95
		531130	Telecommunication Services	173.24	1,966.38
		531150	Printing & Binding Contrs	0.00	23,174.99
		531160	Advertising	0.00	342.00
		531170	Informational Service	26,569.09	1,018,094.61
		531190	Exhibitions,Shows,Spec.Events	0.00	100.00
		531230	ERP System Services	221.00	2,431.00
		531260	Membership in Organizations	169.00	17,181.08
		531310	Prem-Property or Liab.Insur.	0.00	20,395.72
		531360	Utility Charge Natural Gas	96.40	1,911.81

Report Name: OCGL0060

Query Title: OCP_GLA060 and OCP_GLB060



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6 Digit Object of Expenditure Report
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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	
43000	530000	ADMINISTRATIVE EXPENSE				
		531370	Utility Charge-Electictiy	189.57	2,943.67	
		Sub Class 531000 Total		<u>27,418.30</u>	<u>1,091,666.72</u>	
		532000				
		532110	Rent of Office Space	8,232.53	98,790.36	
		532140	Rent-Equipment And Machinery	674.28	2,902.98	
		532142	Lease of Motor Vehicles	745.00	8,554.00	
		532160	Rent-Elec Data Processing Eq.	889.45	13,098.73	
		532170	Rent-Data Processing Software	7,828.93	37,793.64	
		532190	Other Rents	28.00	336.00	
		Sub Class 532000 Total		<u>18,398.19</u>	<u>161,475.71</u>	
		533000				
		533110	Mtce-Rep.-Bldgs-grnds-Vendor	758.20	6,960.78	
		533120	Mtce-Rep.-Equipment-Vendors	0.00	418.00	
		533140	Mtce-Rep.-DP Equip-Vendor	141.13	10,628.25	
		533150	Mtce-Rep.-Dp Software-Vendors	0.00	127.68	
		533180	Housekpg/Janit./Sanit.Sup,Mat	0.00	2,571.20	
		Sub Class 533000 Total		<u>899.33</u>	<u>20,705.91</u>	
		534000				
		534260	Medical Supplies And Materials	0.00	670.48	
		534290	Motor Fuels-Common	42.29	301.82	
		534310	Motor Fuels-Special	0.00	70.84	
		Sub Class 534000 Total		<u>42.29</u>	<u>1,043.14</u>	
		535000				
		535180	Safety and Security Supplies	0.00	780.61	
		Sub Class 535000 Total		<u>0.00</u>	<u>780.61</u>	
		536000				
		536110	Meeting Refreshments	0.00	15.66	
		536130	Office Supplies Non-Expendable	1,735.98	5,151.22	
		536140	Office Supplies (Expendable)	1,794.01	5,993.83	

Report Name: OCGL0060

Query Title: OCP_GLA060 and OCP_GLB060



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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
43000	530000		ADMINISTRATIVE EXPENSE		
		536190	Educational Supplies	599.92	62,654.78
		Sub Class 536000 Total		4,129.91	73,815.49
	Major Class 530000 Total			50,888.02	1,349,487.58
43000	540000		PROP,FURN,EQUIP & RELATED DEBT		
		541000			
		541110	Office Furniture & Equipment	0.00	9,272.03
		541120	Data Processing Equipment	0.00	75,809.91
		541130	Data Processing Software	0.00	164.39
		541150	Equip-Furn-Residential Educ.	0.00	-92.58
		Sub Class 541000 Total		0.00	85,153.75
		542000			
		542120	Library Resources-Textbooks	11,525.48	154,978.43
		Sub Class 542000 Total		11,525.48	154,978.43
		546000			
		546210	Bldgs,Struct.-Constr.-Renov.	0.00	755.20
		Sub Class 546000 Total		0.00	755.20
	Major Class 540000 Total			11,525.48	240,887.38
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
		553000			
		553190	Refunds-Overpayment Charges	0.00	3,520.00
		Sub Class 553000 Total		0.00	3,520.00
		554000			

Report Name: OCGL0060

Query Title: OCP_GLA060 and OCP_GLB060



State of Oklahoma

6 Digit Object of Expenditure Report
 From : July 01,2020 To: June 30, 2021
 From Business Unit: 43000 To Business Unit: 43000

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
43000	550000		GEN ASST, AWDS, PROG-DIRECTED		
			554230 Reimbursement & Repayment -Oth	0.00	1,500.00
		Sub Class 554000 Total		0.00	1,500.00
	555000				
			555110 Pmts-Local Gov't-Gen Govt	260,319.05	2,953,808.77
		Sub Class 555000 Total		260,319.05	2,953,808.77
	Major Class 550000 Total			260,319.05	2,955,828.77
Business Unit 43000 Total				736,593.90	7,374,872.17
Grand Total by Business Unit				736,593.90	7,374,872.17

LSTA Quarterly Grant Accrual Report

Quarter Ending June 30, 2021

<i>COLUMN A</i>	<i>COLUMN B</i>	<i>COLUMN C</i>	<i>COLUMN D (=B-C)</i>
Grant Award Numbers for all active LSTA grants	Total expenses	Total submitted for drawdown	Accrual amount
<i>ARPA State Grants</i> LS-250232-OLS-21	\$ -	\$ -	\$ -
<i>FFY21 State Grants</i> LS-249983-OLS-21	6,812.98	45,061.00	(38,248.02)
<i>CARES ACT State Grants</i> LS-246554-OLS-20	357,546.00	357,546.00	-
<i>FFY20 State Grants</i> LS-246187-OLS-20	1,588,777.33	1,518,718.00	70,059.33
Totals	\$ 1,953,136.31	\$ 1,921,325.00	\$31,811.31

Agency Activity Report

April 1, 2021 – June 30, 2021

Featured Activity

Digital Prairie Promotion

PIO collaborated with the State Archives team to create more public awareness of our Digital Collections. Our strategy includes creating downloadable flyers of the individual collections to share with libraries, educators, and our GovDelivery subscribers (19,000+ strong); as well as social media graphics and messages that libraries can post.

We started with the State Archives collection on the Tulsa Race Massacre in May. These promotional efforts, coupled with the 100th anniversary of the Tulsa Race Massacre on May 31 and June 1, led to the highest number of pageviews the collection has ever seen. Additionally, one of the telegrams in the collection was used in KOCO 5's chronicle, "The Grit of Greenwood: 100 Years After Tulsa's Race Massacre," which premiered on May 28, 2021.

The June promotion was our historical Oklahoma Postcard Collection. Subscriber interaction with the email links related to these two collections number 1,800+. The effort will eventually include short training videos on how to search these collections. Speaking of Digital Prairie, users have pulled up almost 1.6 million pageviews and documents during the last 12 months. (DP had more than 1,900 users in June.) Use of all our inhouse web resources has increased 34.6% year over year and is up to almost 2.2 million pageviews.

Administration Department

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

Human Resources

- Filled the following positions: Collection Engagement Librarian (Rachel Walker started May 17), Library Development Consultant (Sadie Bruce returned to ODL June 21), and Director of Library Development (Jackie Kropp scheduled to start July 12).
- Selected a candidate for Business Manager. Candidate declined the day before scheduled start date of July 6. Next round of applications being reviewed; may repost position.
- Posted positions for a Library Development Consultant, Archives and Records Management Specialist III, and Federal Programs Officer. Interviews to be held week of July 19.
- Coordinated with OMES HCM on differential payments for staff using carryover funds. Payments based on difference in pay from market value of position. Confirmed need for classification and compensation study that will inform budget request for SFY23.
- Continued monitoring COVID-19 pandemic situation and updated approach as necessary. Involved all staff in the decision-making process by hosting regular staff check-ins and soliciting feedback.

Financials

- Coordinated purchase and deployment of 11 new computers with updated software for the computer lab. Arranged for the lab to be repainted and recarpeted.
- Prepared for and participated in yearly LSTA site visit conducted virtually by IMLS.
- Coordinated with OMES ABS to announce RFP for LSTA 5-Year Evaluation and Plan.
- Continued preparing for SFY22 audit through Accounts Receivable organization and reconciliation project.
- Coordinated with OMES ABS on SFY22 Budget Work Program.

Public Information Office

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

Oklahoma Book Award Video Interviews: As we faced the second year of awarding Oklahoma Book Awards via the U.S. Postal Service (thank you, Pandemic!), Director Kellogg brought up the idea of doing Zoom interviews with the 2021 medalists. Go to YouTube and search for the Oklahoma Department of Libraries to find our Channel to watch these interviews. If nothing else, check out novelist Rilla Askew's interview with 2020-2021 Arrell Gibson Lifetime Achievement Award Winner Hannibal Johnson. It's a fascinating conversation. We have one more author (who has been unavailable) to schedule and record, and then we'll promote them as a whole.

Speaking of Promotion, we're in Facebook Jail: Facebook unpublished the ODL page on June 11, and all efforts to find out why, through chats with Facebook "customer service," have been for naught. We're in line for a review by Facebook, but we have no idea when they will complete that. We can still see our page, which tells us we have not violated any community standards. We are already planning to create a new page and promote it through our GovDelivery lists. We have more than 3,000 followers on Facebook, and the platform has been an excellent way to share information on our services and resources. Our Facebook page had more than 7,500 engagements in May.

Resource Pages for Libraries and the Public: We recently assisted Oklahoma Community Cares Partners to promote Emergency Rental and Utility Assistance, including messages to public libraries, a Zoom training session for public library staff, and the creation of a resource page for libraries and eligible Oklahomans. (That page was accessed 375 times in June.) We are now working with OLA and the Oklahoma Health Care Authority to set up a resource page on Medicaid Expansion. Our Income Tax Assistance page is still receiving use (85 visitors in June) six months after its creation.

Communication: Since our last report to the Board, 49 GovDelivery bulletins were sent to various lists; more than 28,000 of our messages were opened by recipients; and we logged 575 new subscribers.

Department Abbreviations

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Office of Library Development

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

The Team welcomed Sadie Bruce back as State Continuing Education Coordinator and Library Consultant. After a redistribution of library assignments, she will work with 24 libraries, mainly in the western half of the state. All Library Development staff are contributing to Sadie's onboarding.

Digital Inclusion

- All but eight libraries have been funded for their applied E-rate services and are in review. Form 486s are being filed with a deadline of October 28 or later.
- LDO staff assisted with promotion and applications to the following opportunities:
 - <https://www.emergencyconnectivityfund.org/> Emergency Connectivity Fund Program helps schools and libraries keep students, staff, and patrons connected during the COVID-19 health emergency.
 - <https://www.fcc.gov/broadbandbenefit> The Emergency Broadband Benefit is an FCC program to help families and households struggling to afford internet service during the COVID-19 pandemic.

Website Development

- Upgraded the website (new framework and theme) for Durant library.
- Lost, could not recover, and rebuilt the El Reno Library website.
- Built the Tryon Library website.
- Helped 10 libraries publish info about the Federal Emergency Broadband Benefit on their websites.

Public Library Academy

- Planning underway for hybrid virtual and in-person Fall semester continuing education classes.

Summer Reading and Youth Services

- Provided opportunity for youth services librarians to learn best practices and increase skills through 12 training sessions offered May and June through collaboration with Tulsa-City County Library System and ALA Young Adult Library Services Association, funded by IMLS. Scheduled and prepped for 18 more training sessions scheduled for July, August, and September.
- Made Youth Services information and services more accessible on the ODL website through a redesign project in collaboration with PIO.
- Updated and distributed Summer Reading project survey to Oklahoma public library staff to better understand library needs and make decisions on resource allocation for most impact.

Annual Report

- Coordination between vendor and IMLS' new questions is done. The Annual Report opened for business July 1 for libraries to submit their data with deadlines of August 16 for non-system libraries and October 1 for system libraries. Training will be conducted with all new directors as well as all libraries on new IMLS programming questions for reporting in SFY22.

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Literacy Resources Office (LIT)

Leslie Gelders (Coordinator), Rebecca Barker

Health Literacy

- FFY21 Health Literacy funding was announced to Oklahoma libraries and literacy programs. Twenty-two individuals participated in a Zoom meeting to learn about the availability of grants. Staff responded to numerous requests for applications and questions from potential and current grantees.
- FFY20 grantees continued to share successes with ODL and each other via the closed Facebook site. Project outcomes will be available following review of final reports due August 16.

TANF

- SFY22 TANF contracts were approved for the continuation of basic literacy instruction to clients referred by local DHS caseworkers. Of the \$459,740 TANF budget, \$442,884 was budgeted for the local programs and the possibility of adding a new site.
- Sites reported resistance by some TANF students related to the DHS “back to class” mandate. ODL continued to work with DHS to address this issue.
- Monthly TANF book club meetings via Zoom encouraged students to share their thoughts about featured books. There was growing participation at each meeting as students realized they were free to share their thoughts and opinions without judgement from other participants.

Read Across Oklahoma (RAO)

- *Read Across Oklahoma 2022* will take place on April 5 and will feature Oklahoma author Dennis Mathew and his book, *Wild First Day of School*.

Citizenship and Immigration Project

- The availability of FFY21 funding was announced to public libraries. Seventeen individuals, including two from potential new sites participated in a Zoom meeting to learn about the grants. During the meeting, current grantees were thrilled to share that 22 of their students became new US citizens, and 19 students were in the process (scheduled for interviews, etc.) during the past two months. Complete project statistics for FFY20 will be available following review of final reports due August 13.

Library Resources (OLR)

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

- Welcomed Rachel Walker on May 17 as new Collection Engagement Librarian. All OLR team members are participating in onboarding.
- Continued large scale weeding project of circulating collection and coordinated donation of books to other libraries, veterans’ centers, and nonprofits.
- Completed review of enrolled legislation and delivered completed ABC (Agencies, Boards and Commissions) List revision to Governor’s office by due date, 30 days sine die.

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Government Information and Oklahoma Publications Clearinghouse

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

- Completed updates to Oklahoma Publications Clearinghouse Manual for State Publications Officers.
- Completed Legal Information for Oklahoma (LIO) Spring internship, resulting in survey data on legal reference training needs for public librarians which will be used to update the LIO website and cultivate training during the planned Fall internship.
- Collaborated with PIO to continue development of Niche Academy online learning platform.

Archives and Records Center

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

State Archives

Digital Projects

- Archives staff recently partnered with staff in the Office of Library Resources to digitize several rare items from the Oklahoma Collection. One of these items was a City of Oklahoma City Charter from 1924. The archivist for the City of Oklahoma City was excited to see an attestation from the city clerk at the end of the charter, which her copy does not contain. She will link to Digital Prairie on her website so others can find this version of the city charter.

Professional Development

- Holly Hasenfratz and Alyssa Vaughn have completed the Association of Records Managers and Administrators (ARMA) Essentials of RIM certificate program.

Outreach

- With the assistance of the Public Information Office, Archives staff have participated in two more Archives Hashtag Parties on Twitter. The events, sponsored by the National Archives and Records Administration, generate considerable social media interaction for ODL. The theme for May was bugs and the theme for June was wheels.

Interns

- Holly Hasenfratz is supervising one undergraduate history major from the University of Oklahoma for an internship this summer. Their projects include indexing court files from Indian Territory and creating descriptive metadata for a postcard collection.
- Langston University has hired an undergraduate student, Allie Baker, who will work in Archives this summer to digitize Langston yearbooks, course catalogs, and other publications, which will be included on the ODL Images of Oklahoma website in the future.

State Records Center

During this fiscal year, 15 agencies transferred 696 cubic feet of records to the State Records Center. In addition, 10 agencies approved the destruction of 1,344 cubic feet of records stored at the State Records Center. The State Records Center currently stores 37,505 cubic feet of records for 41 state agencies, providing agencies with cost-effective storage space for inactive records.

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Annex

Greystone Construction has completed interior and exterior repair work to the Annex. The project is funded by a Capitol Improvement Grant. Staff recently discovered damage to the concrete floor and have asked the architect to provide recommendations for repair or treatment.

ARPA

- Continued planning process for expending funds and finalized project leadership assignments.
- Determined insufficient capacity to proceed with Digital Navigators project and will redistribute budgeted funds to greatest need.
- Finalizing selection of Grants Management Software based on several demonstrations provided to staff.

Grants and Contracts Awarded**CARES Act Grants – LSTA funding**

- Cathy Van Hoy will take lead responsibilities in finalizing the project due to Judy Tirey's retirement. Every applicant has been contacted and funding issues due to no extension from IMLS of the hot spot wireless plans past September 30, 2021 will be addressed.

Continuing Education Grants – LSTA funding

- All post-conference surveys from literacy staff and public librarians are submitted by the 96 participants. A detailed impact statement will be reported next quarter. From scanning the surveys, everyone learned something new and plans to implement what they learned.

Web Development Grants – LSTA funding

- 33 libraries received \$41,293.94 for a total of 333 web cameras and 798 headsets with microphones. Financial reports are being collected.

State Aid to Public Libraries – Appropriated funding

- Collaborated with libraries and ABS to distribute remainder of state aid dollars to the field.

Staff Organizing Committee (SOC)

Holly Hasenfratz, Susan Woitte, Cathy Van Hoy, Johnny Colvin, Chris Smith

The annual SOCSCAR event was held on April 27. SOC provided a catered lunch from Neptune's Subs, and awarded three gift cards to staff who had the most correct guesses on their Socscar ballots. SOC is in the beginning phase of planning our final event this summer, an ice cream social scheduled for August. A new group of ODL staff will replace the current SOC group for a two-year term starting in September. We have really enjoyed working together to try and bring some happiness and light into our colleagues' lives during a difficult year with the pandemic.

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Legislative Session Report
July 16, 2021

Public Libraries

Senate Bill 0265 - Sen. Kevin Matthews, D-Tulsa and Rep. Monroe Nichols, D-Tulsa
Provides sales tax exemption on sales to city-county libraries. **Effective Date:** November 1, 2021
Status: Governor Signed

Broadband

House Bill 2928 - Rep. Charles McCall, R-Atoka and Sen. James Leewright, R-Bristow
Requires all broadband service providers servicing the state to provide the Oklahoma Department of Commerce and the Rural Broadband Expansion Council coverage maps for the purpose of establishing where broadband infrastructure exists. (Amended by House, Emergency Measure) **Effective Date:** April 27, 2021 **Emergency:** Yes **Status:** Governor Signed

Senate Bill 0802 - Sen. James Leewright, R-Bristow and Rep. Logan Phillips, R-Mounds
Adds a tribal member to the Oklahoma Rural Broadband Expansion Council. (Emergency Measure)
Effective Date: April 27, 2021 **Emergency:** Yes **Status:** Governor Signed

House Bill 1124 - Rep. Logan Phillips, R-Mounds and Sen. James Leewright, R-Bristow
Creates the State Broadband Deployment Grant Program to direct competitive grants to applicants seeking to expand broadband internet services and directs the Corporation Commission to create the Rural Broadband Expansion Council to promulgate rules and procedures for the program. (Amended by House, Amended by Senate) **Effective Date:** November 1, 2021 **Status:** Governor Signed

House Bill 2090 - Rep. Charles McCall, R-Atoka and Sen. James Leewright, R-Bristow
Relates to the Rural Broadband Expansion Council by adding in members and modifying qualifications as well as modifying definitions and terms used by council. (Amended by House, Emergency Measure)
Status: Governor **Vetoed**

State Employees

House Bill 1146 - Rep. Mike Osburn, R-Edmond and Sen. Greg Treat, R-Oklahoma City
Civil Service and Human Capital Modernization Act. Requires the Human Capital Management Division of the Office of Management and Enterprise Services to administer all state employee positions (except those employed by the Governor, Lt. Governor, Speaker of the House, or President Pro Tempore of the Senate, as well as elected officials, political appointees, and up to 5 percent of an agency's executive management) beginning January 1, 2022. HCM will establish and maintain a dispute resolution system for state agencies and employees, promulgate rules necessary to perform duties required by the act,

contract with administrative law judges to hear complaints for termination, suspension without pay and involuntary demotion, submit quarterly reports on workload statistics to the Legislature, and create and administer a confidential whistleblower program. Sunsets the existing Oklahoma Merit Protection Commission on December 31, 2022. **Effective Date:** January 1, 2022 **Status:** Governor Signed

Senate Bill 63 - Sen. John Michael Montgomery, R-Lawton and Rep. Avery Frix, R-Muskogee Amends the State Government Reduction-in-Force and Severance Benefits Act. Removes the requirement that an affected employee who is reemployed by the agency who separated the employee because of a reduction-in-force within one year of separation must repay all severance benefits on a proportional basis. **Effective Date:** November 1, 2021 **Status:** Governor Signed

Senate Bill 282 - Sen. Frank Simpson, R-Springer and Rep. Tommy Hardin, R-Madill Addresses annual leave accrued and expired during emergency declaration. Increases maximum accumulation limits temporarily to allow usage. Annual leave that expired, or rolled off the books, during the emergency declaration [March 15, 2020 through May 4, 2021] due to exceeding the maximum accumulation limits shall be reinstated. Annual leave that is reinstated in accordance with this bill and annual leave that accrued during the emergency declaration will not be subject to the maximum accumulation limits until June 30, 2022. Reinstatement applies only to state employees employed on May 7, 2021. **Effective Date:** November 1, 2021 **Status:** Governor Signed

Senate Bill 333 - Sen. Frank Simpson, R-Springer and Rep. Tammy Townley, R-Ardmore Addresses compensatory time accrued and expired during the emergency declaration. Only applies to non-exempt employees. Pursuant to Oklahoma Merit Rule 260:25-7-12(e), agencies can extend the earning of compensatory time to exempt employees. Compensatory time accrued during the emergency declaration [March 15, 2020 through May 4, 2021] is not subject to the maximum accumulation limits. Note: FLSA regulations cap the compensatory time accumulation to 480 hours for non-exempt employees working in a public safety activity, an emergency response activity or a seasonal activity. All other non-exempt employees are capped at 240 hours. Compensatory time accrued during the emergency declaration [March 15, 2020 through May 4, 2021] can be used past the 180 days before being required to be paid out to the employee. Compensatory time that expired during the emergency declaration [March 15, 2020 through May 4, 2021] shall be reinstated. This part of the bill is inapplicable as compensatory time that is not paid within 180 days must be paid to the non-exempt employee. Reinstatement applies only to state employees employed on May 7, 2021. **Effective Date:** November 1, 2021 **Status:** Governor Signed

Senate Bill 650 - Sen. Kimberly David, R-Porter and Rep. Jon Echols, R-Oklahoma City Changes the flexible benefit allowance a state employee receives. For Plan Year 2022, the amount of a participant's benefit allowance shall be increased by 2% from the amount provided in the previous year. For Plan Year 2023, the amount of the participants benefit allowance shall be increased by 2% from the amount provided the previous year or the greater of the amount of benefit which the participant would have qualified for as of Plan Year 2023, or an amount equal to the monthly premium of the Health-Choice High Option plan, the average monthly premiums of the dental plans, the monthly premium of the disability plan and the monthly premium of the basic life insurance plan offered to state employees plus additional amounts indicated for participants who elect to include one or more dependents. **Effective Date:** July 1, 2021 **Status:** Governor Signed

House Bill 1876 - by Rep. Tammy West, R-Bethany and Sen. Brenda Stanley, R-Midwest City Amends the Oklahoma Open Records Act by exempting the following current and former public employee information from public inspection or disclosure of: Home addresses, Home telephone numbers, Social Security numbers, Private email addresses, Private mobile phone numbers. Does not exempt public records created using a private email address or private mobile phone. **Effective Date:** May 3, 2021 **Status:** Governor Signed

State Government

Senate Bill 428 - Sen. Roger Thompson, R-Okemah and Rep. Kyle Hilbert, R-Depew Requires the Director of the Office of Management and Enterprise Services (OMES) to initiate a request for proposal for the rationalization and determination of which state applications and databases can be immediately transferred to a cloud-based data storage platform. Applications and databases must be limited to customer relationship management tools, case management tools, workflow tools and supplemental financial systems. OMES is authorized to enter a contract for such services. **Effective Date:** November 1, 2021 **Status:** Governor Signed

House Bill 2088 - Rep. Charles McCall, R-Atoka and Sen. Roger Thompson, R-Okemah Would create the State Government Transparency in Billing Act requiring the legislative and judicial branches of state government to be exempt from all fees and costs for services rendered by any appropriated state agencies. **Status:** Governor **Vetoed**

Administrative Rules

Constitutional Ethics Rule Changes. The legislature adjourned Sine Die, on May 27, 2021. The Ethics Rules promulgated by the Commission and delivered to the legislature in February became immediately effective. **2021-02: adopted December 31, 2020** impacts Lobbyist Rule 5 and in no way alters lobbying via written communications (text, email, flyers, letters, etc.) made during the normal course of business and permitted in existing Rules. This Rule change:

- adds a new category of gift to lobbyist Rule 5 for books and similar informational materials, regardless of format;
- applies to lobbyists, legislative liaisons, and lobbyist principals;
- does not count against the \$500 overall aggregate limit of gifts; and
- require this category of gift be reported, in the same manner as other gifts are reported (date of gift, name and title of recipient, description of gift and value of gift), for individual items with a value in excess of \$100.

Senate Interim Studies

IS 2021-07 Sen. Paul Rosino, R-Oklahoma City
Study to ensure state use is working as designed.

IS-2021-46 Sen. Carrie Hicks, D-Oklahoma City
What is preventing Oklahomans from returning to the workforce after the pandemic

IS-2021-48 Sen. George Young, D-Oklahoma City

Study on equality issues relating to racial discrimination and bias, state agencies and employees, communities, organizations and businesses of this state

IS-2021-51 Sen. J.A. Dossett, D-Tulsa

Teaching certification scholarship program: directing priority status for ESL teacher candidates

IS-2021-59 Sen. Adam Pugh, R-Edmond

Education post COVID's effects on learning outcomes and possible solutions

IS-2021-69 Sen. Jessica Garvin, R-Duncan

Study on graduation rates, attendance rates, school achievement, and student success, comparing between public, charter, online, and private schools

House Interim Studies

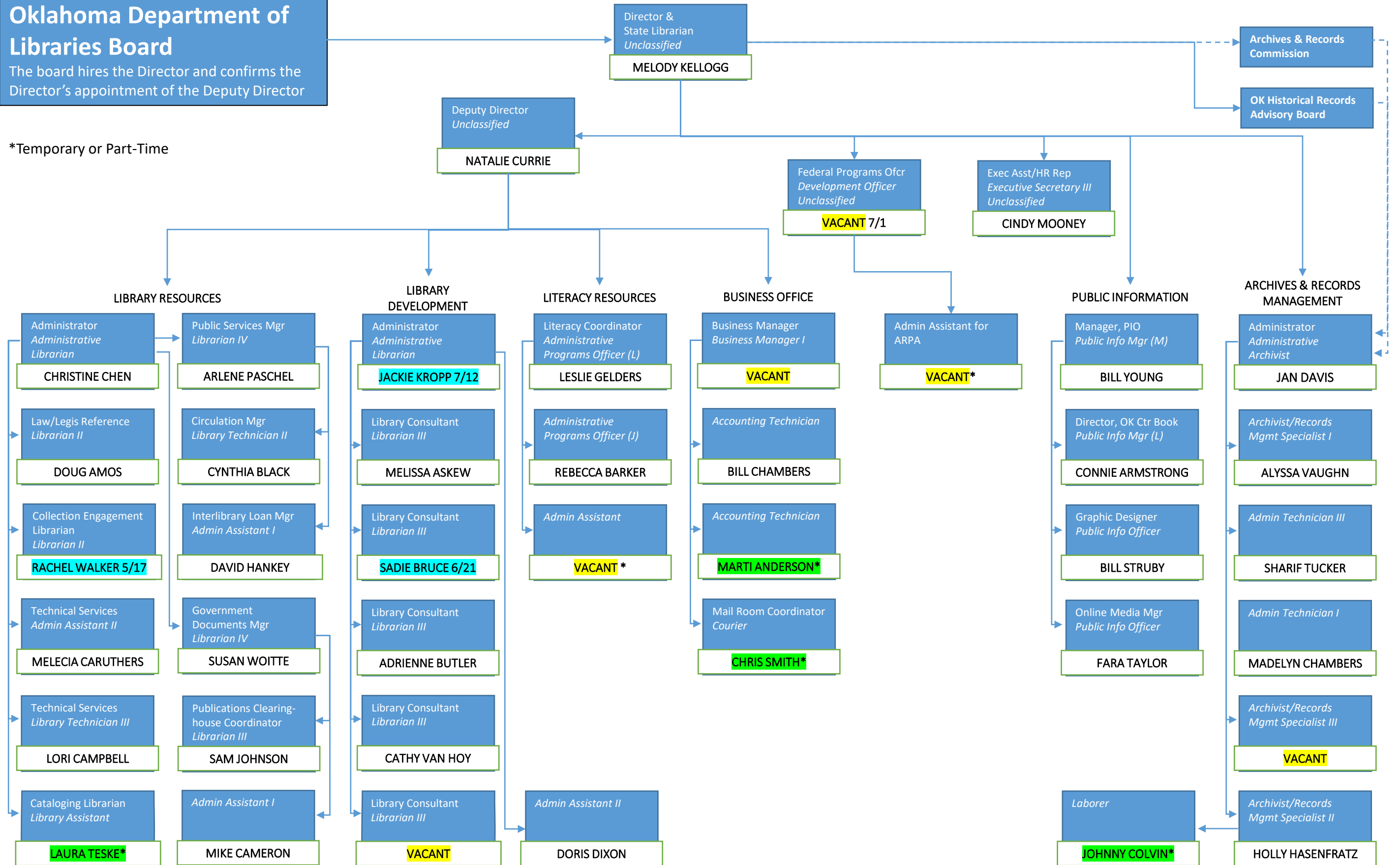
IS 21-032 (proposed) Rep. Logan Phillips, R-Mounds and Rep. Toni Hasenbeck, R-Elgin

School library connectivity issues. Study the lack of connectivity in school libraries and how to repair the issues.

Oklahoma Department of Libraries Board

The board hires the Director and confirms the Director's appointment of the Deputy Director

*Temporary or Part-Time





Agenda Item Cover Letter

ODL Board Meeting
July 16, 2021

Agenda Item

Consider approval of Library Services and Technology Act Project: 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

At the ODL Board’s April 30 meeting, staff were asked to proceed with the selection process and return with actual costs for the project. A Request for Proposals was announced on May 28, 2021. Four proposals meeting the RFP requirements were received by the June 23 deadline. Director Melody Kellogg, Deputy Director Natalie Currie, Public Information Manager Bill Young, and Library Consultant and State Data Coordinator Cathy Van Hoy reviewed the proposals on Friday, July 2, and scored them according to the following criteria: proposal format, timeline, summary of the proposal requests and activities, experience evaluating 5-Year LSTA Plans, experience developing/writing 5-Year LSTA Plans, and references. This review team identified the highest scoring bidder and will work with OMES to notify the bidder upon project approval by the Board. The cost to complete the evaluation and plan is \$30,000 plus travel. It is recommended that \$32,500 be budgeted for this purpose.

Budget Impact

FFY 21 LSTA Funds Unallocated as of Apr 30, 2021:	\$ 64,466.80
Estimated Budget for Proposed Project:	<u>32,500.00</u>
Balance (Unallocated):	\$ 31,966.80

Supporting documents attached

None

Oklahoma
Department of **Libraries**

Board of Directors
Resolution of Appreciation

Mary Shannon

Whereas, you have contributed time and outstanding leadership to the improvement of library and information services for Oklahomans as a member of the Board of the Oklahoma Department of Libraries from 2015 to 2021; and

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

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

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

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

Whereas, your dedicated membership on the Board from 2015 to 2021 helped fulfill the policy of the Board to promote “maximum library service to all citizens and agencies of the Great State of Oklahoma;” therefore

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

Adopted by the Oklahoma Department of Libraries Board **July 16, 2021**

Cynthia Vogel, Chair
Oklahoma Department of Libraries Board

Melody A. Kellogg, Director
Oklahoma Department of Libraries

Board Members

Robert Dace Edmond
Lee Denney Cushing
Steve Gray Norman

Annabeth Robin Bartlesville
Jim Robison Tulsa
Ronda Smith Henryetta