



Agenda

ODL Board Meeting - *Special*

October 13, 2026 | 10:00 a.m.

Capitol Hill Library

327 SW 27th St

Oklahoma City, OK 73109

All participating members of the Board will be in person at the above meeting location. The meeting is open to the general public. This meeting is being conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consideration and possible action on minutes for the regular board meeting held
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3. Discussion, consideration, and possible action on ODL Board Officers for 2026-2027
4. Consideration and possible acceptance of financial reports
 - a. SFY 26/SFY 27 Expenditure Report through July 31, 2026 8
 - b. SFY 27 Budget to Actual Report through July 31, 20269
 - c. SFY 27 Cost Variance Report through July 31, 2026.....10
5. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of status reports for FFY 2025 LSTA
projects11
 - b. Consideration and possible acceptance of status reports for FFY 2026 LSTA
projects12
6. Public comment on agenda items
 - a. *Public comment shall be limited to topics listed on the agenda and 3 minutes per
individual. Those wishing to make a public comment should sign in on the sheet
provided by ODL.*
7. Director's Report
 - a. Agency Activity Report through July 31, 2026.....13



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8. Presentation and discussion on State Aid to Public Libraries, including history, eligibility requirements, administration, and the Board's role
 - a. 65 OS 2-106 Duties and Powers of the ODL Board 24
 - b. OAC 405:25 State Aid Grants to Public Libraries 25
 - c. OAC 405:3 Administrative Rules of the Board 28
9. Discussion, consideration, and possible action on SFY 2028 ODL Budget Request31
10. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Director of the Oklahoma Department of Libraries
 - a. Vote to enter executive session
 - b. Vote to return to open session
 - c. Possible action on matters discussed in executive session
11. Discussion, consideration, and possible action on regular meeting dates of the ODL Board for calendar year 2027 35
12. Adjournment

ODL Board members are asked to notify Natalie Currie at (405) 522-3215 or natalie.currie@libraries.ok.gov if you will be unable to attend this meeting.

Next Regular ODL Board Meeting: Friday, December 11, 2026 at 10 AM at the El Reno Carnegie Library, 215 E. Wade Street, El Reno, OK



Minutes

ODL Board Meeting

June 12, 2026 | 10:00 a.m.
Western Plains Library System
Weatherford Public Library
219 E Franklin Ave
Weatherford, OK 73096

All participating members of the Board were in person at the above meeting location. The meeting was open to the general public and was conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20260612.pdf>

Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.

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

Chair Ronda Smith called the meeting to order at 10:01am and saw a quorum. Roll was called as follows: Chair Ronda Smith, present; Vice Chair Kristen Ferate, present; Samuel Alaback, present; Steven Gray, absent; Katherine Neal, absent; Teresa Sutter, present; Geetika Verma, absent; Natalie Currie, present.

Guests and staff present: Scott May from the Office of the Attorney General, Cassie Spindle, Tara McCleod, Kelly Parker, Brooklynn Bors, Mary Westman, Tim Miller, Connor Kirk, Jason Dibler, Nancy Hooper

Director Currie acknowledged the meeting complied with the Open Meeting Act. The agenda had been posted at the entrance to ODL 24 hours prior to the meeting. It was also posted on the ODL website and emailed as appropriate.

2. Welcome from Western Plains Library System Executive Director Tim Miller

Director Tim Miller welcomed the ODL Board to the Weatherford Public Library on behalf of the Western Plains Library System. Director Miller informed the board that Western Plains services 50,000 citizens in Custer, Dewey, Roger Mills, and Washita counties, covering approximately 4,000 square miles. Director Miller notified the Board that ODL has shown consistent engagement with Western Plains libraries, and the agency's collaborative efforts have created a stronger library ecosystem.



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3. Consideration and possible action on minutes for the regular board meeting held December 12, 2025

Chair Smith asked the board if anyone had questions or concerns regarding the submitted minutes from the last special board meeting. Sutter pointed out that Agenda Item 4b required a correction to the names of the board members listed.

Vice Chair Ferate motioned to accept the corrected minutes, and Chair Smith seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

4. Consideration and possible acceptance of financial reports
 - a. SFY 26 Budget to Actual Report through April 30, 2026

Director Currie advised the board that the agency is in the preliminary stages of a routine audit. There were no other items of significance to report.

Vice Chair Ferate motioned to accept the report, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

- b. SFY 26 Cost Variance Report through April 30, 2026

Chair Smith asked the members of the board if they had any questions or concerns about the report. No questions or comments.

Sutter motioned to accept the report, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

- c. SFY25/SFY 26 Expenditure Report through April 30, 2026

Chair Smith asked the members of the board if they had questions or concerns about the report. No questions or comments.



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

June 12, 2026 | 10:00 a.m.
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Vice Chair Ferate motioned to accept the report, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, absent. The motion passed.

5. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of final status reports for FFY 2024 LSTA Projects

Geetika Verma arrived 10:17am.

Director Currie stated that this would be the final FFY 2024 LSTA report presented to the board. At close-out, there was approximately \$78,000 in funds unspent. Director Currie reminded the board that approximately \$40,000 of those funds were not spend due to a tragic incident with a vendor who was unable to complete services prior to the September 30, 2025 deadline. Director Currie explained that the agency has adjusted the timing of award announcements. This change increases flexibility to reallocate unspent funds where they can be most impactful.

Vice Chair Ferate motioned to accept the FFY 2024 LSTA financial status report, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

- b. Consideration and possible acceptance of status reports for FFY 2025 LSTA Projects

Director Currie stated that the report currently shows \$183,000 in funds unallocated as of April 30, 2026. Those funds have since been allocated, and plans to spend down all the funds are proceeding well to meet the September 30, 2026 deadline.

Vice Chair Ferate motioned to accept the FFY 2025 LSTA financial report, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

6. Public Comments
 - a. No public comments



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7. Director's Report

- a. Agency Activity Report from November 1, 2025 through April 30, 2026

See attached report

8. Consideration and possible approval of FFY 2026 LSTA Projects

Director Currie advised that most projects listed were similar to those approved for the last several years.

Finance Director Tara McCleod informed that board that funds for FFY 26 total \$2,536,451, which is an almost \$10,000 increase over FFY 25. McCleod advised the board that the agency must complete its Five-Year Evaluation and Plan. The evaluation and creation of a new Five-Year Plan is a regularly scheduled requirement to continue receiving funding. McCleod also highlighted a new collection development project that was proposed.

Director Currie added that the collection development project created another funding vehicle for smaller libraries.

Vice Chair Ferate motioned to accept the FFY 2026 LSTA projects, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

9. Consideration and possible action on ODL internal policies

- a. Acceptable Use of Information Technology, State Resources and Artificial Intelligence Policy

Director Currie noted that all internal policies under consideration are part of the agency's continued efforts to ensure up to date guidelines that reflect current business practices. The proposed policy updates agency guidelines for computer usage, use of state equipment and supplies, and appropriate use of AI.

Vice Chair Ferate motioned to accept the policy, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.



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b. Employee Time, Attendance and Leave Policy

Director Currie advised that ODL worked closely with OMES statewide Human Resources to ensure the proposed policy followed best practices.

Sutter motioned to accept the policy, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

10. Consideration and possible action on ODL Organizational Chart Update

Director Currie stated that recent staff changes prompted an assessment of agency needs and market realities. Current market salary limitations meant a single hire could not be recruited for the prior structure at available salary levels. Director Currie advised that the proposed organization chart reflects current staffing levels and attempts to align responsibilities with current capacity.

Director Currie informed the board that the proposed chart included a new executive level position, the Chief Operating and Grants Officer (COGO). Grants, data, and other operations departments will report to the COGO. Services to Libraries and Services to Government report to Deputy Director Cassie Spindle. The Marketing and Communications, including the Oklahoma Center for the Book, reports to Director Natalie Currie. The changes improved operational stability and maturity by aligning functions with leaders experienced in those areas.

Vice Chair Ferate motioned to accept the updated organizational chart, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

11. Discussion and possible action on the annual performance review process for the Director of the Oklahoma Department of Libraries, to include the possible creation of a Board subcommittee

Director Currie introduced the existing procedures for the performance review process and advised that the most recent update to the form occurred on June 14, 2024. Deputy Director Cassie Spindle advised that the form replicates the format that OMES is currently using for all state employees.



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The board determined no action needed to be taken at this time.

12. Consideration and possible action on Resolution of Appreciation for Steven Grays's service on the Oklahoma Department of Libraries Board

Director Currie noted that, in addition to the resolution, Governor J. Kevin Stitt gave a commendation for Steven Gray's service.

Vice Chair Ferate motioned to accept, and Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

13. Discussion, consideration, and possible action on an ODL Board Officer Nominating Committee for 2026-2027 ODL Board Officers

Director Currie recommended the formation of a subcommittee with three or fewer members to generate nominations.

Vice Chair Ferate moved to appoint Chair Ronda Smith, Vice Chair Kristen Ferate, and Teresa Sutter to the nomination subcommittee, and Chair Alaback seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

14. 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.

No new business

15. Adjournment

Vice Chair Ferate motioned to adjourn, and Chair Smith seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Alaback, yes; Gray, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed. The Meeting adjourned at 11:15am.



OKLAHOMA Department of Libraries

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Next ODL Board Meeting: Friday, September 18, 2026 at 10 AM

ODL Board Chair

ODL Director, Secretary Ex Officio

Oklahoma Department of Libraries
3 Digit Object of Expenditure Report
as of July 31, 2026
Includes SFY26 & SFY27 Expenditures

Account	Description	JUL 31, 2026	JUL 31, 2025	DIFFERENCE	EXPLANATION
510 PERSONAL SERVICES					
	511 Salary Expense	246,079	154,815	91,263	Changes in staffing
	512 Insurance Premiums - Health, Life, etc.	50,359	34,039	16,320	Changes in benefit elections
	513 FICA and Retirement Contributions	47,336	45,034	2,302	Changes in staffing
	515 Professional Services	44,206	19,117	25,089	Digitization projects in 2026
	519 Inter/Intra Agency Pmt - Pers Services	251	287	(36)	
		388,230	253,292	134,938	
520 TRAVEL					
	521 Travel - Reimbursement	3,695	7,274	(3,579)	Timing of payments
	522 Travel - Agency Direct	6,891	561	6,330	Timing of payments
		10,586	7,835	2,751	
530 ADMINISTRATIVE EXPENSE					
	531 Misc Administrative Expenses	548,585	1,322,815	(774,229)	Timing of payments
	532 Rent Expenses	143,547	46,359	97,189	
					Payment made from incorrect account code; correction requested.
	533 Maintenance and Repair Expenses	339	363	(24)	Timing of payments
	534 Specialized Supplies and Maint Exp	-	108	(108)	
	535 Production, Safety, Security Expenses	-	-	-	
	536 General Operating Expenses	10,881	904	9,977	Timing of need
		703,352	1,370,548	(667,196)	
540 PROP,FURN,EQUIP & RELATED DEBT					
	541 Office Furniture and Equipment	-	-	-	
	542 Library Equipment and Resources	23,508	-	23,508	Timing of payments
	546 Buildings & Other Structures - Constr & Rer	-	-	-	
		23,508	-	23,508	
550 GEN ASST, AWDS, PROG-DIRECTED					
	554 Program Reimbursement	15,255	-	15,255	Timing of payments
	555 Pmts to Local Gov't, Non-Profits	185,582	58,306	127,277	Timing of payments
		200,837	58,306	142,532	
	Business Unit Total	1,326,513	1,689,980	(363,466)	

Oklahoma Department of Libraries
 Budget to Actual Expenditures and Encumbrances
 as of 07/31/2026

Row Labels	Budget	Exp,Enc,Pre-Enc	Variance
511 SALARY EXPENSE	2,331,900	146,384	2,185,516
512 INS PREM - HEALTH, LIFE...	545,460	29,823	515,637
513 FICA & RETIREMENT	395,200	24,586	370,614
515 PROFESSIONAL SERVICES	743,485	51,559	691,926
519 EMP BENEFITS - ADMIN	3,500	3,500	-
521 TRAVEL - REIMB	67,125	1,452	65,673
522 TRAVEL - DIRECT PMTS	80,452	-	80,453
531 MISC ADMIN EXP	2,218,181	1,450,261	767,919
532 RENT EXPENSE	319,837	344,195	(24,358)
533 MAINT & REPAIR EXP	24,140	7,621	16,519
535 PROD, SAFETY, SEC EXP	350	-	350
536 GEN OPERATING EXP	120,212	31,446	88,766
542 LIBRARY EQUIP & RES	35,000	20,000	15,000
554 PROGRAM REIMB	51,000	-	51,000
555 PMTS - GEN GOVT	2,511,978	1,736,358	775,620
601 AUTH ORDER ENCUMB	-	987,253	(987,253)
Grand Total	9,447,820	4,834,438	4,613,382

Row Labels	Budget	Exp,Enc,Pre-Enc	Variance
19521	74,534	-	74,534
19611	634,387	-	634,387
19701	5,565,461	2,151,202	3,414,259
20000	364,371	312,620	51,751
40000	2,809,067	2,370,616	438,451
Grand Total	9,447,820	4,834,438	4,613,382

Oklahoma Department of Libraries
 Cost Variance Report
 for the period ending July 31, 2026

Division #	Division Name	FY27 Annual Budget	FY27 YTD Budget	FY27 YTD Expenses & Encumbrances	FY26 YTD Expenses & Encumbrances	SFY26 SFY27 YTD Expense Variance Under / (Over)	SFY26 - SFY27 YTD Expense Variance % Under / (Over)	SFY27 YTD Budget to Expense Variance Under / (Over)	SFY27 YTD Budget to Expense Variance %	FY27 Budget to Expense Variance Explanation {Threshold: variance amounts over \$30,000 and variance percentages over 30%}
10	Administration	1,692,906	141,076	250,940	164,620	(86,320)	-52%	(109,865)	-78%	Actual expenditures totaled \$92,121, with \$158,819 in encumbrances. The variance reflects encumbered expenditures scheduled for later in the fiscal year.
20	Service to Libraries	3,721,257	310,105	2,764,924	2,500,284	(264,640)	-11%	(2,454,819)	-792%	Actual expenditures totaled \$206,028, with \$2,558,896 in encumbrances. The variance is primarily due to large encumbrances typical at the beginning of the fiscal year, as all grant programs are currently budgeted under Services to Libraries.
30	Government Information Services	1,862,248	155,187	233,824	268,996	35,172	13%	(78,637)	-51%	Actual expenditures totaled \$55,684, with \$178,140 in encumbrances. The variance reflects encumbered expenditures scheduled for later in the fiscal year.
88	ISD Data Processing	2,171,409	180,951	1,584,750	1,784,591	199,841	11%	(1,403,799)	-776%	Actual expenses totaled \$679,529, with \$905,221 in encumbrances. The variance reflects upfront payments to two vendors, allowing for more efficient use of federal funds.

TOTALS	9,447,820	787,318	4,834,438	4,718,491	(115,947)	-2%	(4,047,120)	-514%
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FFY25 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 07/31/2026)	Encumbrance Balance
Annual Report	27,677.02	27,677.02	-
Civic Engagement	195,022.71	194,022.71	1,000.00
Grants2States Administration	29,678.40	29,678.40	-
Health Literacy	162,938.96	159,885.53	3,053.43
Professional Development	112,951.26	109,801.26	3,150.00
Read Across Oklahoma	24,769.50	24,769.50	-
Resource Sharing	1,591,262.21	1,352,145.85	239,116.36
Technology Grant and Digital Literacy	264,368.57	171,641.07	92,727.50
Website Development	3,884.27	3,884.27	-
Youth Services	79,886.09	77,390.92	2,495.17
Unallocated	34,801.01	-	34,801.01
Totals	2,527,240.00	2,150,896.53	376,343.47

The FFY25 award totals **\$2,527,240**, with all funds required to be expended by **September 30, 2026**.

Several projects have been consolidated into broader initiatives with shared outcomes. The former standalone projects are now incorporated as activities within these larger initiatives:

- **Civic Engagement** now includes the Citizenship and Immigration project, along with new activities such as America250.
- **Resource Sharing** encompasses Statewide Online Resources (EBSCO and Brainfuse), Interlibrary Loan (ILL), Materials Acquisitions for Institutions, the E-Media Grant, and Digitization.
- **Technology and Digital Literacy** combines the Category Two E-Rate and Technology Grants project.

FFY26 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 07/31/2026)	Encumbrance Balance
Annual Report	31,798.83	18,821.43	12,977.40
Civic Engagement	138,727.00	708.87	138,018.13
Collection Development	56,600.00	-	56,600.00
Five-Year Evaluation & Plan	45,000.00	-	45,000.00
Grants2States Administration	23,722.74	7,368.04	16,354.70
Health Literacy	172,685.67	945.03	171,740.64
Professional Development	157,428.88	22,978.94	134,449.94
Read Across Oklahoma	26,500.00	-	26,500.00
Resource Sharing	1,594,498.56	982,221.20	612,277.36
Technology Grant and Digital Literacy	128,150.00	-	128,150.00
Website Development	4,535.32	871.32	3,664.00
Youth Services	149,938.72	2,347.34	147,591.38
Unallocated	6,865.28	-	6,865.28
Totals	2,536,451.00	1,036,262.17	1,500,188.83

The FFY26 award totals **\$2,536,451**, with all funds required to be expended by **September 30, 2027**.

AGENCY ACTIVITY REPORT

Report Period May 1 – July 31, 2026

GRANTS AND CONTRACTS AWARDED

Available through the Libraries Services and Technology Act (LSTA), National History Publications and Records Commission (NHPRC), and the Oklahoma Historical Records Advisory Board (OHRAB)

FFY25 Projects – LSTA funding

The Professional Development project awarded general continuing education reimbursement grants to four library staff members from two library systems and one municipal library. A total of \$3,832.94 was awarded.

The Civic Engagement project wrapped up the launch of the America250 Programming Grant, awarding \$38,277.64 to 16 municipal libraries and three library systems. The project also supported the “Moments That Made Us” initiative, which provided libraries with a printed version of History Colorado’s “Moments That Made Us” exhibit for display. Seventeen municipal libraries and two library systems participated in this opportunity.

The Youth Services project awarded funds through the Early Literacy and School Readiness Grant to 11 system library branches and 11 municipal libraries. A total of \$33,000 was awarded, with \$31,500 paid to date.

The Technology and Digital Literacy project awarded technology grants totaling \$184,653.41 to 12 municipal libraries and two library systems. Additionally, four library systems received Category Two E-Rate grants, with \$12,721.20 distributed this summer. A total of \$32,715.16 has been awarded through the Category Two E-Rate Grant during the current federal fiscal year.

FFY26 Projects – LSTA funding

The Professional Development project awarded travel reimbursement grants to support ten library staff members from five municipal libraries and one library system visiting Montgomery, AL for the 2026 Association of Rural and Small Libraries Annual Conference in September.

The Technology and Digital Literacy project has begun awarding Category Two E-Rate grants. To date, funding totaling \$1,269.53 has been awarded to three libraries.

AGENCY STATISTICS

These statistics highlight the scope and impact of ODL’s statewide services and programming.

Public Information Office

FY26 saw strong growth across ODL’s digital platforms. Digital Prairie reached 1,635,233 views, an 83.5% increase over FY2025. Digital Prairie also recorded more than 5.3 million events, representing interactions visitors made with the website, an increase of 131.5% over the previous year. The ODL website reached 374,850 views, up 27% from FY2025.

11 GovDelivery bulletins were distributed during this period. Across all bulletins, there was a total of 63,983 recipients. 97.2% was the delivery percentage, with twice-the-state-average click rate of 4.5% across all newsletters (a sharp increase from 2.8%). Unique email opens reached 18,694.

Library Development Office

EBSCO Database Sessions: 1,098,594 in May; 1,099,192 in June; and 1,076,790 in July. Totals count all times a database was accessed in a session.

EBSCO Total Searches: 2,781,286 in May; 2,871,025 in June; and 2,736,469 in July. Totals include the search count recorded for each database during a search click.

EBSCO Total Requests: 118,343 in May; 219,597 in June; and 154,053 in July. This count represents all user activity related to retrieving, viewing or linking out from a record.

EBSCO Total Login Count: 113,640 in May; 108,487 in June; and 104,735 in July. This is the count of successful user logins by login methods including geolocation. Each login represents a user authentication into an EBSCO product.

Brainfuse Total Usage: 4,104 in May; 4,051 in June; and 3,956 in July. This total includes Brainfuse subscription users across all sites, recording usage across all Brainfuse content including the administrative portal.

Rachel Walker provided various instances of E-Rate assistance to 49 libraries.

The ODL and Ryan Dowd Niche Academies had 13,359 total views during this period. Niche Academy online certification classes were completed 160 times from May 1 to July 31.

17 individuals applied for initial certifications, and 17 applied for renewals from May 1 to July 31.

The quarterly Library Pulse Webinar “Outcome Based Program Planning” on May 7, was presented to five librarians.

A pilot general CE grant was launched in May and closed on July 15. Four certified librarians were awarded grants to attend CE opportunities of their choice. The grant funded two applicants to attend the 2026 ALA Annual Conference in Chicago. Two other applicants used the grant to attend virtual trainings on unusual storytimes, readers’ advisory, library of things, community partnerships, and services for individuals with disabilities.

State Library

State Library issued 190 new library cards, answered 77 phone calls, and responded to 40 reference questions. In addition, 887 items were borrowed by patrons during the reporting period.

Archives and Records Management

State Archives staff responded to 116 reference requests.

During FY26, 3,550 state agency publications were added to the Documents.OK.Gov collection on Digital Prairie.

Transfers to the State Archives include 0.25 GB of electronic records from the Secretary of State.

2,533 new corner records were filed, 128 corner requests were received, and 2,682 copies of corner records were sent.

The Records Center received 137 cubic feet of records from the Attorney General, Disability, Auditor and Inspector, and State Senate for storage.

Records Management staff provided training and consultation to the Banking Department, the Department of Emergency Management, Griffin Memorial Hospital, Healthcare Authority, Housing Finance, OMES, and the Governor’s Office.

12 pallets (over 600 cubic feet) from ODL were picked up by Meadows for destruction.

91 notices of intent to destroy were received and analyzed, with consultation provided as needed, from 26 agencies, boards, commissions, and universities: Agriculture, Auditor and Inspector,

Department Abbreviations

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

Career Tech, Commerce, Connors, Corporation Commission, Corrections, Dentistry, Funeral Board, Health, Indigent Defense, Juvenile Affairs, Libraries, Medical Licensure, Mental Health, Northwestern State University, OCCC, OSU, OU, Police Pension, Rose State, Southwestern State University, Tax, Tulsa Community College, Water Resources Board, and Workers Compensation Commission.

PROFESSIONAL DEVELOPMENT

Professional development opportunities include conference, festival, training, and meeting attendance as well as engagement with related organizations and programs.

Agency-wide

ODL staff have completed the quarterly safety training titled “Emergency Preparedness”
ODL staff have completed “Accessible PDFs” as part of the ADA Title II Rule compliance training.

Administration

Cassie Spindle attended the annual meeting of the Western Council of State Libraries in Salt Lake City, UT June 1-3. Outcomes included furthering relationships and collaborations with state libraries west of the Mississippi River.

Cassie Spindle attended the 2026 Annual Conference for the National Association of Government Archives and Records Administrators in Philadelphia, PA July 20-24. Sessions focused on modernized information governance and digital preservation practices, with special emphasis on celebrating America’s 250th Anniversary and records of our history.

Library Development & Statewide Programs

The Southeast Oklahoma Library System added the Mary Kimberly branch in Kiowa in early spring. This brings the total count of public libraries in Oklahoma to 226 with 118 municipals and 108 branches.

Adrienne met with a representative with Oklahoma Access for Justice in May to discuss increasing awareness of their resources for public libraries.

Adrienne, Courtney, and Laura visited Library Director Tim Miller at Western Plains Library System in June. The visit included a tour of the headquarters, their new mobile library, and the Clinton Library branch.

Adrienne, Brooklynn, Courtney, Laura, Megan and Rachel attended the 150th ALA Conference in Chicago. Information and connections gathered from the conference sessions are currently being integrated into future projects.

Rachel Walker attended or completed these professional development trainings and webinars including: a State E-Rate Coordinators Discussion Group training on SAM.gov; a SHLB webinar titled “Defending the USF after SCOTUS;” a SHLB webinar titled “Making Sense of the New E-Rate Bidding Portal;” and a SHLB webinar titled “The Future of E-Rate.”

Brooklynn attended the “Building the Case for Libraries: Turning Outward & The New Civic Path” and “LWV and Library Collaborations to Empower Voters and Protect Democracy” webinars, which covered topics focused on civic engagement and identifying strategies to support library programming.

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In June, Trisha attended the PLA “Turn Your Library into a Dyslexic Positive Hub and Help Kids Learn to Read” webinar. This webinar covered setting up places in the library that are friendly to customers of all abilities—including Dyslexia, Neurodiversity, etc.—as well as rethinking the “traditional” ways of teaching children to read.

Brooklynn represented ODL through participation in the Oklahoma State Obesity Plan’s All Ages and Adult/Older Adult stakeholder subcommittees. Meetings focused on exploring opportunities for collaboration and resource sharing among state agencies and organizations in Oklahoma.

Brooklynn attended in Oklahoma Literacy Coalition quarterly board meeting, identifying areas of support and collaboration among libraries and community-based adult literacy organizations.

Katherine Witzig attended the Oklahoma Library Association's Leadership Retreat on July 14 and 15. The event was held in Edmond at the University of Central Oklahoma's Chambers Library.

PIO

Fara completed Full-Stack Web Developer training through LinkedIn Learning, strengthening skills in front-end and back-end web development. She continued expanding knowledge of Microsoft 365 automation tools, including Power Automate, Forms, SharePoint, and Power Apps, with a focus on improving and automating internal agency processes.

State Archives

Alyssa Vaughn and Elizabeth Doring attended the 2026 STEER Unconference, a virtual electronic records discussion organized by the State Electronic Records Institute (SERI), a program of the Council of State Archivists (CoSA).

Alyssa Vaughn and Elizabeth Doring completed Preservica’s Preserve365 Academy for electronic records.

Patricia Nunes, Alyssa Vaughn, Elizabeth Doring, and Sam Johnson attended “The Essentials: Teaching and Presenting in the Profession,” offered by Amigos Library Services.

Alyssa Vaughn and Elizabeth Doring attended “Intro to Command Lines Tools for Digital Preservation” from the Digital Preservation Outreach & Education Network (DPOEN).

Patricia Nunes attended the 2026 annual conference of the National Association of Government Archives and Records Administrators (NAGARA) in Philadelphia.

Patricia Nunes, Alyssa Vaughn, and Elizabeth Doring attended the 2026 annual conference of the Society of American Archivists (SAA).

ADMINISTRATION

Kelly Adams, Sadie Bruce, Natalie Currie, Nancy Hooper, Melody Kellogg, Tara McCleod, Melissa Nucci, Kelly Parker, Chris Smith, Cassie Spindle, Sharif Tucker, April Walker

Human Resources

Kristi Hendricks resigned from her position as Reference and Research Librarian on July 25.

Melecia Caruthers retired on May 31 after 42 years of state service.

Rachel Walker and Melissa Nucci celebrated their 5-year anniversary of service to the State of Oklahoma in May.

Cameron Thornton and Jason Gilmore have joined the Archives and Records Management Division as Government Records Officers.

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April Walker joined the finance team as an Accountant II on July 27.
The agency has completed the 2026 PMP Year-End cycle in Workday.
SOC organized an Employee Appreciation Bowling Night for staff on May 6.

State Data Coordinator

Sadie Bruce launched the annual report on July 1. The report is due on August 17 for municipal libraries and on October 1 for systems.
In conjunction with the annual report, Sadie held two trainings on July 1. The first was a training on the sections of the annual report. The second was a training with Counting Opinions on the annual report software.
In July, Sadie answered 66 questions relating to the annual report.
Sadie analyzed the electronic resource survey in support of the upcoming RFP.
In her work with LSTA, she created a report for the Technology Grant.

PUBLIC INFORMATION OFFICE

Cailie Golden, Michelle Hall, Kaylee Reed, Fara Taylor

General

In May, PIO provided communications and event support for several major agency events, including the Oklahoma Book Awards and My Favorite Book activities, while also supporting related promotional and public information needs.
In June, PIO developed a promotional campaign for the upcoming back-to-school season and began developing a workforce development promotional plan to highlight ODL resources such as Grow with Google and Brainfuse. In June and July, PIO also conducted research and began developing an educational campaign explaining how ad valorem taxes support Oklahoma's public libraries and the services they provide to their communities.
In July, PIO supported the annual performance management process and developed an Open Records Request policy to establish a more consistent process for handling requests received by the agency. Throughout this period, PIO has continued its regular communications, media, website, promotional, and event support for divisions and programs across ODL.

GovDelivery

PIO sent the second Archives and Records Management (ARM) newsletter in June, continuing the new bimonthly newsletter that began in April. The issue included the FY26 records destruction reporting reminder, records management training opportunities, staff updates, the Publications Clearinghouse digitization project, an unusual State Archives discovery (a dip pen between the pages of a book), International Archives Week, and records management guidance for state agencies.
11 bulletins were distributed to various subscriber groups. Three went out to general audiences, and three connected library staff with resources and more. Two press releases spread awareness about Oklahoma Center for the Book events. All remaining bulletins provided information on board and commission meetings.

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Monthly bulletins shared library services with the public and gathered resources for library staff across the state. The three main newsletters provided information on Summer Reading highlights, workforce development resources, and more. They also shared deeply moving stories about libraries changing lives, including a feature on the State Capitol Model's designer and another about library-founded community gardens.

The mid-month bulletins promoted grants such as Library Pulse webinars, Annual Report trainings, and much more. They also shared events and resources with Oklahoma libraries: monthly collections of online trainings, vital grant timeline news, and additional opportunities.

Graphic Design

Cailie Golden is developing a modular toolkit for ODL tabling events. Cailie designed three signs, one per newsletter, that outlined main content and encouraged visitors to subscribe. Additionally, she created an Oklahoma Center for the Book sign geared towards educators (as well as a more comprehensive alternative). Other signs drafted include an EBSCO flyer and a Brainfuse flyer, both ODL branded. Finally, a Share Your Story flyer was designed to spark interest in sharing impact stories with ODL.

Cailie created National Book Festival materials, from sticker designs and signage to stamps and bookmarks. This reporting period also saw the beginning of the second review cycle for the ODL Style Guide. Design and outlining have begun. She designed acknowledgement signage for libraries hosting a Moments that Made Us exhibit. Pictures for new employees were taken and photoshopped into a library background.

Updates to Websites

Fara Taylor updated and maintained the ODL website throughout the quarter, including developing and updating America250 webpages and resources, the Digital Prairie America250 Collection, Summer Reading, grant opportunities, Oklahoma Center for the Book programs, statewide services, and library resources. She continued making accessibility improvements across the website and reviewing content, navigation, links, and program information to keep information current and easy to find.

Social Media

Fara managed ODL's social media presence and developed content promoting Summer Reading, Oklahoma Book Awards, the Oklahoma Center for the Book's 40th anniversary, America250, grants, Digital Prairie, and statewide resources. She started a weekly Weekend Roundup series for Summer Reading, highlighting programs and activities happening at public libraries across Oklahoma and encouraging people to see what their local libraries have to offer.

Oklahoma Center for the Book

May through July 2026 were busy months for the Oklahoma Center for the Book (OCFB).

On May 13, the ODL and the Center welcomed students, family members, and state legislators to the Oklahoma State Capitol to participate in the My Favorite Book Ceremony. Over 400 students from across the state submitted essays for consideration as part of this program, and the ceremony recognized the top three winners in each division, in grades 4-12. Students had the opportunity to share their essays written to an author of a book, short story, series or novel that

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had an impact on them. They also received certificates from legislators and cash prizes. Thanks to generous donations from the Friends of the Oklahoma Center for the Book, first-place winners each gifted their favorite library \$1,000.

May 16 was an exciting day as we celebrated the 37th Annual Oklahoma Book Awards. The event welcomed Oklahoma authors selected as finalists in five categories, recognized winners of these categories, and presented several individuals with special awards, including the Lynn McIntosh Award for Excellence.

June saw Director Michelle Hall traveling to Muskogee Public Library for the roll out of an immersive experience called “Memories in the Current.” This project is part of the Library of Congress (LOC) LOCAL Initiative, which is a grant-funded pilot to connect Americans to LOC digital collections. During this trip, the director also delivered a surplus cart catalog from the LOC. The LOC sent 56 card catalogs to all states and territories meant to serve as information kiosks to remind library patrons that the LOC is a library for all. Oklahoma’s kiosk will be traveling to over 20 libraries statewide before it returns to be permanently housed in the Allen Wright building.

Finally, ODL and Center personnel traveled to libraries around the state to support Read Across Oklahoma (RAOK) and summer reading programs. Bart Taylor’s book *Will Rogers and His Great Presidential Pals* was selected as the RAOK book for 2026. As part of this early literacy program, Bart partnered with the local libraries and ODL to visit libraries across the state sharing his book and doing rope tricks made famous by Will Rogers. ODL and OCFB personnel joined Bart on several of these visits and witnessed efforts across Oklahoma to encourage reading by all ages.

LIBRARY DEVELOPMENT & STATEWIDE PROGRAMS

Brooklyn Bors, Adrienne Butler, Megan Conrady, David Hankey, Paige Harkins, Trisha Hutcherson, Courtney Rutledge, Rachel Walker, Katherine Witzig, Laura Sikes

Library Development Consultant Team Lead Field Visits

Courtney Rutledge completed a New Director Orientation at the Kennedy Library of Konawa.

Consultant Field Visits

The Library Development Consultant’s field visits are to support public library development statewide by providing comprehensive consulting on operations, customer service, collection management, facilities, data collection and analysis, and strategic planning.

- *Laura Sikes completed site visits for the following municipal libraries: Ardmore, Beaver, Buffalo, Coweta, Hooker, Laverne, Ringling, Shattuck, Wagoner, & Waynoka.*

Library Development

On June 22, Courtney and Rachel Walker met with the Wichita and Affiliated Tribes tribal library director at the Chickasha Public Library to show her their indigenous book collection, to answer questions she had about starting her tribal library, and to discuss resources and next steps.

On July 6, Rachel Walker emailed adult and juvenile correctional facility library staff a list of professional development resources (compiled and distributed annually).

The FFY25 America250 grant closed, 20 libraries received the grant.

The FFY25 Moments that Made US grant opened and closed; 20 libraries received the Moments that Made US exhibit.

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Youth Services

On May 4, Trisha facilitated the workshop portion of ODL's first Early Literacy and School Readiness Grant. 16 library staff attended the all-day event at Stillwater Public Library. Guest speakers Jen Strauss and Brandi Elwood from Oklahoma State Department of Health shared information and ideas on early childhood brain development, early literacy practices, and building early literacy programs for children and caregivers in public libraries.

Following the workshop, grantees designed or expanded their early literacy programs. Participants reported excitement to implement the ideas and skills they developed.

Early Literacy and School Readiness Initiative

Staff have begun a strategic initiative to position ODL and public libraries as active partners in statewide early literacy and school readiness efforts by participating in the conversations where priorities, strategies, and investments are being shaped. Our goal is not to create a separate library initiative, but to connect libraries to the broader statewide direction and use their trusted community presence and existing services to amplify, reinforce, and extend that work to families across Oklahoma.

In June, Cassie and Trisha attended the first meeting of the Early Literacy Network, a group being facilitated by the Oklahoma Partnership for School Readiness. The objective of this group is to bring all the organizations who are working in early literacy together to combine efforts, implement common language across the ecosystem to align data sets and outcomes, and as a result, to have a bigger impact on children and families in the state.

In July, Trisha and Brooklynn met with a representative from the Oklahoma Partnership for School Readiness to further brainstorm ideas for ways in which our two organizations can collaborate. Trisha also met with Sunbeam Family Services for the same purpose and learned about Sunbeam's Early Birds program.

Brooklynn attended the Oklahoma Partnership for School Readiness quarterly board meeting, to connect with organizations with similar missions and identify areas for collaboration.

In May, Trisha hosted the Outreach Committee of CSLP for its quarterly meeting. The committee's current priority is planning a professional development activity for later this year.

Trisha also attended monthly meetings of the Youth Services Consultants group. These meetings bring together Youth Services consultants across the nation each month to ask questions, exchange ideas, share promising practices, and collaboratively problem-solve.

On July 8, Trisha visited the Apache Public Library to discuss youth programming, summer reading program development and adding activities for teens.

Workforce Development

Megan continued joining COSLA Rural Services virtual meetings, connecting with peers from across the country and gathering resources for rural library services and workforce development.

Megan met with Lara Morris to discuss incorporating work from the Governor's Council Healthcare committee into an upcoming Workforce Development Community of Practice meeting. Lara is scheduled to join the September meeting to share information and explore how libraries can support workforce efforts connected to healthcare.

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Megan facilitated the May Workforce Development Community of Practice meeting, which featured the CEO of the Greater Enid Chamber of Commerce as a special guest speaker. The discussion highlighted the importance of partnerships among libraries, chamber of commerce, employers, schools, and other community organizations in supporting local workforce and economic development efforts.

Megan and Brooklynn continued attending meetings of the Governor's Council for Workforce and Economic Development to stay informed about statewide workforce priorities and partnership opportunities. Participation in these meetings helps maintain connections between Oklahoma libraries and the state's broader workforce development efforts.

Health Literacy

Katherine Witzig, in support of FFY25 Health Literacy grantees, visited the following sites during the report period: Southern Oklahoma Library System, Parker Memorial and Johnston County branches (May 1); Stillwater Public Library (May 14); Southern Oklahoma Library System, Champion branch (May 27); Pioneer Library System, Newcastle branch (June 12); Tuttle Public Library (June 16); Elgin Community Library (June 17); and Pioneer Library System, Blanchard and South OKC branches (June 18 and July 8). Visits to these sites included observation of grant-funded programs, tours of the library and community spaces, opportunities to exchange information about relevant resources and programming, and building connection with library workers through conversation and structured support.

The Health Literacy Community of Practice met on May 26. The group did not meet in June or July; all ODL communities of practice paused during these months to respect the busy schedules of librarians offering Summer Reading activities to their communities.

Grantees for FFY25 attended the final check-in meeting of the grant period on June 25.

Applications for the FFY26 Health Literacy Grant opened with 31 libraries applying. Applications are currently under review.

Citizenship

Katherine, in support of FFY25 Citizenship & Civic Engagement grantees, visited the following sites during the report period: Ardmore Public Library (May 7); Community Literacy Centers (June 22); and OIC of Oklahoma County (July 23). Visits to these sites included observation of grant-funded programs, tours of the organizations' spaces, opportunities to exchange information about relevant resources and programming, and building connection with library workers through conversation and structured support.

Additionally, Katherine attended the Spring Festival at the Lawton Public Library on May 29. This event, hosted by the Friends of the Lawton Public Library and the Lawton Adult Literacy Center (LALC), celebrates the learning of individuals who participated in LALC's Citizenship and/or English language-learning instruction as well as LALC's impact on its community.

FFY25 grant recipients attended the final check-in meeting of the grant period on June 11.

Applications for the FFY26 Citizenship and Civic Engagement Grant opened with 11 libraries applying. Applications are currently under review.

Kaylee and Brooklynn met with the chair for the League of Women Voters 2026 Voter Guide to discuss connecting libraries with 2026 Voter Guides. Following the meeting, PIO created and shared a form for libraries to request these guides.

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Digital Literacy

Megan conducted site visits with Digital Navigators in Idabel, Ardmore, and Weatherford to continue building relationships and discuss project successes and challenges.

Megan and Brooklynn continued attending Oklahoma Broadband Office board meetings to support ongoing efforts aimed at expanding access to technology and digital resources for Oklahoma libraries and their communities.

The FFY25 LSTA Technology Grant opportunity opened on May 1 and closed on May 29. The grant provides eligible libraries with an opportunity to request funding for technology and equipment that support improved library service and community needs.

In support of the Oklahoma Broadband Office's initiative to distribute Community Access Portals and devices across the state, opportunities with public libraries and attended the Community Access Portal ribbon cutting kickoff event at the Kingfisher Public Library on July 30.

Brooklynn and Courtney attended an event for the library hotspot program on May 1 at the Fairview Public Library where AARP Oklahoma presented a \$5,000 check to Oklahoma State University to expand high-speed internet access in the community with digital hotspots.

STATE LIBRARY

Lori Campbell, Roger Elmore, Kristi Hendricks, and Heather Kitchen

Starting in May, ODL has partnered with OMES to include a section in their Level Up Newsletter to promote library materials and services available to state employees. In addition, OMES trainings now include information about obtaining a library card. Since the beginning of this partnership, staff have seen an increase in new library card applications.

State Library staff completed the weeding of the Law collection and the Oklahoma fiction and nonfiction collections May 28. Staff are now identifying items to weed from both collections.

At the end of May, with the assistance of OMES, staff installed a new KIC scanner which allows for higher definition scans and an increased scanning area.

On June 12, Kristi delivered the completed ABC list to the governor's office while digital copies were sent to House and Senate leadership by Heather. The ABC List is a statutorily mandated list which tracks changes or additions to Oklahoma agencies, boards, and commissions and must be completed 30 days after sine die or the end of the legislative session. To prepare this list, staff read through 551 house and senate bills and resolutions and 22 executive orders.

ARCHIVES AND RECORDS MANAGEMENT

Amanda Chrestensen, Elizabeth Doring, Jason Gilmore, Sam Johnson, Patricia Nunes, Cameron Thornton, Alyssa Vaughn

Digitization and Records Management Updates

Two deliveries of State Archives records stored by Iron Mountain in Kansas City were received, totaling 224 boxes and serving 33 researchers.

The Oklahoma Publications Clearinghouse prepared thousands of Oklahoma state publications for digitization by a vendor. When the project is complete, 3,973 additional publications will be

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available online, preserving valuable state information, expanding public access, and saving approximately 100 cubic feet of storage space.

State Archives – Outreach

State Archives staff represented the Oklahoma Department of Libraries (ODL) at the Oklahoma Historical Society's Oklahoma History Symposium, where they hosted an informational booth to promote agency collections and services.

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Oklahoma Statutes Citationized

Title 65. Public Libraries

Chapter A - Oklahoma Library Code

Article Article 2 - Department of Libraries Board

Section 2-106 - Duties and Powers

Cite as: O.S. §, __ __

The Oklahoma Department of Libraries Board shall be the supervisory and policymaking body of the Department and shall:

- (a) Appoint the Director, who shall possess the qualifications specified by Section 65-3-103 of this title, and shall hold office at the pleasure of the Board;
- (b) Formulate the general policies of the Oklahoma Department of Libraries, in consultation with the Director;
- (c) Review and approve the budget requests for the Department;
- (d) Formulate standards for public and special libraries in consultation with the Director and his staff, and with the Oklahoma Library Association;
- (e) Utilize such standards as guidelines in accreditation of public libraries and library systems;
- (f) Utilize such standards and accreditation as guidelines in approval of apportionment of state funds of federal funds such as may be administered by a state agency to public libraries, library systems and special libraries and their use of such funds;
- (g) Serve as an appeal board in the execution of the Library Services Construction Act, 20 U.S.C. § 351(1991), including any amendments thereto, and any similar federal legislative acts requiring such services;
- (h) Approve the formation of library systems and designate areas for library districts;
- (i) Maintain liaison with the Oklahoma Library Association;
- (j) Assist in communicating the goals, plans, budgets and work of the Department to executive, judicial and legislative officials, and to the public;
- (k) Provide for the certification of public librarians;
- (l) Establish a formula for the equitable apportionment of monies from the Oklahoma Local Library Support Revolving Fund; and
- (m) Promulgate such rules as may be necessary to carry out the intent and purposes of this act.

Historical Data

Laws 1967, SB 30, c. 45, § 2-106, emerg. eff. April 6, 1967; Amended by Laws 1992, SB 748, c. 322, § 3, emerg. eff. July 1, 1992; Amended by Laws 1992, HB 2500, c. 373, § 14, emerg. eff. July 1, 1992.

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES**Authority**65 O.S., § 2-106(m)**Source**Codified 12-27-91**405:25-1-1. Purpose**

This Chapter sets forth the required standards for eligibility of public libraries to receive state appropriated funds for library development in Oklahoma.

405:25-1-2. Definitions

The following words or terms, when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Bibliographic access" means the provision of author, title, and subject indexes to the library materials, classification and location.

"Free library service" means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.

"Library system" means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, § 10 A of the Oklahoma Constitution.

"Long range plan" means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.

"ODL" means the Oklahoma Department of Libraries as defined in 65 O.S. § 3-101.

"Statement of purpose" means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

405:25-1-3. Eligibility for State aid grants to public libraries

Eligibility for state aid grants to public libraries is governed by the requirements listed below. Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.

(1) Basic requirements.

(A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.

(B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

(2) User service requirements.

(A) Libraries must provide free library service.

(B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;

(ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;

(iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;

(iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and

(v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

(C) Libraries must have a telephone located in the library with a listed number.

(D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.

(E) All libraries shall at a minimum offer programming for youth under 18 years of age.

(F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

(i) Libraries shall provide bibliographic access to its collection for customers.

(ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

(iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) Administration and finance requirements.

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151-161 and Sections 551-561, Sections 4-101-107.1 and Sections 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

(i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.

(ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.

(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.

(F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.

(G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.

(H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(I) Libraries must have a written statement of purpose.

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

(K) Libraries must provide bibliographic access to their collections.

(L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library

school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

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

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

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99 ¹; Amended at 34 Ok Reg 1756, eff 9-11-17; Amended at 39 Ok Reg 1901, eff 9-11-22]

EDITOR'S NOTE: ¹ An Editor's Notice was published in the 9/15/99 issue of The Oklahoma Register [16 Ok Reg 3601], which identified a technical error that occurred when subparagraph (2)(B)(ii) of this Section 405:25-1-3 was published in the 7/1/99 issue of the Register [16 Ok Reg 3052]. The language that read "3 hours a week" in that subparagraph should have read "30 hours a week." A similar Editor's Note was also published at OAC 405:25-1-3 in the Oklahoma Administrative Code until the Section was amended again on 9-11-17.

405:25-1-4. Use of state aid funds

State aid funds cannot be used for construction, remodeling, land, vehicles, or items that will become a permanent part of the building, such as carpet or air conditioners.

405:25-1-5. Ineligibility notification

(a) When libraries are found to be ineligible for State Aid, ODL will notify the librarian and the City Manager, and shall state the reasons for ineligibility. The librarian will then have a period of two weeks from receipt of notification in which to submit additional evidence of eligibility. Such appeals shall be reviewed by the ODL administration and a final decision made.

(b) The Oklahoma Department of Libraries Board shall serve as an appeal board in the agency's execution of the State Aid Grants to Public Libraries. After the Oklahoma Department of Libraries administration denies a community's eligibility for state aid, a community may appeal the ineligibility for state aid by agency administration to the Oklahoma Department of Libraries Board at a special board meeting. The community must file the appeal to the Oklahoma Department of Libraries Board within seven days of receipt of the denial by the agency administration. The Board shall affirm the administration's determination unless it finds such determination is contrary to applicable rules.

[Source: Amended at 36 Ok Reg 980, eff 7-25-19]

405:25-1-6. State aid formula

The Oklahoma Department of Libraries will utilize the latest population estimates from the United States Census Bureau to determine per capita payments for the distribution of state aid funds for public libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

CHAPTER 3. ADMINISTRATIVE RULES OF THE BOARD

[Authority: 65 O.S., § 2-106(m); 75 O.S., §§ 302, 305, and 307]

[Source: Codified 12-27-91]

405:3-1-1. Purpose

The rules of this chapter are promulgated to provide administrative information for the Oklahoma Department of Libraries including its policy and operation.

405:3-1-2. Authority

The Oklahoma Department of Libraries Board receives its rule making authority through 65 O.S., §2-106(m) and as required by the provisions of the Administrative Procedures Act, 75 O.S., §250 et. seq.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-3. Library service

(a) *It shall be the policy of the State of Oklahoma to promote, support, and implement the development and maintenance of adequate public and special library facilities and services throughout the state in whatever forms and by whatever means may be most beneficial and feasible. Adequate library services are deemed to be necessary to the cultural, educational and economic development of the State of Oklahoma and to the health, safety and welfare of its people and to be the responsibility of government at all levels. (65 O.S. 1981, §1-102).*

(b) *It is the purpose of the Oklahoma Library Code to accomplish the policy (a) of this section by providing for:*

(1) *Creation of the Oklahoma Department of Libraries to discharge the responsibility and exercise the authority of the State of Oklahoma for adequate library facilities and services in and for state government and throughout the state.*

(2) *Establishment, development and operation of libraries and library systems throughout the state with the goal of providing adequate library services to all the people of the state.*

(3) *Financial support for libraries with guidelines for maximum economy and effectiveness in use of all funds.*

(4) *Cooperation with other state agencies, federal agencies and private organizations in effecting the purposes of the Code. (65 O.S. 1981, §1-103).*

405:3-1-4. Organization

The Oklahoma Department of Libraries is governed by a statutorily defined Board, 65 O.S. 2-101, et. seq. The powers and duties of the Board are set forth in 65 O.S., §2-106; rule making authority for the Board is specifically granted in 65 O.S., §2-106(m).

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-5. Meetings of the Board

By law, the Board meets every three months or upon special call [65 O.S., § 2-105]. Generally, the meetings are held at the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298, but may be held elsewhere.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-6. Open meetings

The Board conducts its business in accordance with: the Open Meetings Act, 25 O.S. Supp. 1989, §301 et. seq.; the Open Records Act, 51 O.S. Supp. 1989, §24A.1 et. seq.; and the Oklahoma Administrative Procedures Act, 75 O.S. Supp. 1989, §250 et. seq.

405:3-1-7. Director; records

The Oklahoma Department of Libraries is managed by a Director appointed by the Board and qualified pursuant to 65 O.S., §3-103. The Director is the State Librarian and the State Archivist, 65 O.S., §3-103. The Director is Secretary of the Board (an ex officio non voting member) and has custody of all files and records of the Board, 65 O.S., §2-104. The powers and duties of the Director are set forth in 65 O.S., §3-104.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99]

405:3-1-8. Office location; hours; information availability

(a) The Oklahoma Department of Libraries is located in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298 in the State Capitol area; the Jan Eric Cartwright Memorial Law Library is located in the Capitol and the State Records Center is located at 426 East Hill Street, Oklahoma City, Oklahoma. Telephone numbers are 405/521-2502 and 1-800/522-8116.

(b) All requests for information or petitions should be addressed to the Director.

(c) The Department is open to the public 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99; Amended at 39 Ok Reg 1900, eff 9-11-22]

405:3-1-9. Functions

The Department is empowered by statute to perform a wide range of functions. These are listed in 65 O.S. 1981, §3-105.

405:3-1-10. Structure of the Department

To carry out these functions, the Department is divided into four divisions: Administration, Services to Libraries, Services to Government, and Information Services. The Department acts as the Administrative Agency for the Archives and Records Commission and the Oklahoma Historical Records Advisory Board.

[Source: Amended at 16 Ok Reg 3039, eff 7-12-99; Amended at 39 Ok Reg 1900, eff 9-11-22]

405:3-1-11. Fees

The Board adopted the fee schedule as Chapter 35 of this title for charging the public and state government entities for services including photocopy, microfilm, microfiche publications and lost book replacement.

405:3-1-12. Requests for promulgation, amendment, or repeal of a rule

(a) Requests for promulgation, amendment, or repeal of a rule shall be made in writing to the Director of the Department. Requests shall give the text of a proposed new rule or amendment, and cite such rules as are requested to be repealed or amended, and shall explain the reasons and justification for the request.

(b) Requests outlined in (a) of this Section shall be placed on the agenda for Board consideration and disposition at a meeting scheduled for an early date, and the interested party shall be given reasonable notice of the date, time, and place of such meeting, and informed promptly in writing of the Board's decision in the matter.

(c) Any resulting action to adopt a new rule or amendment or to repeal an existing rule shall be taken at an early date at an open hearing conducted in accordance with the notice and other requirements of the Administrative Procedures Act.

405:3-1-13. Petition for declaratory ruling

(a) Persons requesting the Board to make a declaratory ruling as to the applicability or interpretation of any rule or order pursuant to the Administrative Rules of the Board shall address their written request to the Director of the Department.

(b) The request for declaratory ruling shall be placed upon the Board's agenda for consideration and action by the Board at a meeting scheduled to be held at an early date, and the interested party shall be given

reasonable notice of the date, time, and place of such meeting, and shall be informed promptly in writing of the Board's ruling in the matter.

405:3-1-14. Appeals on agency decisions on eligibility for state aid

Communities which have been notified by the agency administration that are ineligible for state aid to public libraries may contact the Oklahoma Department of Libraries Board to hear an appeal. The community has seven days from receipt of notification by the agency administration to file an appeal with the Oklahoma Department of Libraries Board.

[Source: Added at 36 Ok Reg 976, eff 7-25-19]



ODL Board Meeting
October 13, 2026

Agenda Item 9

Consider and approve State Fiscal Year 2028 Budget Request

Summary

Each year, the Oklahoma Department of Libraries Board reviews and approves the agency budget request for the next state fiscal year ([Oklahoma Statutes Title 65, Section 2-106](#)). This request is due to the Governor's Office, the House of Representatives, and the Senate by October 1.

The State Fiscal Year 2028 request is focused on increasing the agency's ability to meet core responsibilities assigned by the Legislature and the agency's strategic goals. The SFY 2023 – 2028 Strategic Goals are:

1. **Invest in a Sustainable Future:** ODL will provide access to permanent records of state government at the State Archives, support state government agencies in the management of their state records, provide free access to state and U.S. federal publications, develop public libraries, and strengthen literacy.
2. **Enable Access to Information:** Oklahoma residents will have convenient access to relevant, high-quality information resources in formats that they can use to achieve their educational, occupational, and personal/recreational goals.
3. **Strengthen libraries:** Oklahoma residents will be served by local libraries that employ knowledgeable, community focused staff members who incorporate the best professional practices and up-to-date technologies to deliver relevant, high-quality library services.
4. **Help Build Thriving Communities:** Oklahoma residents will have opportunities to reach their full potential, by achieving their educational, occupational, and personal goals and by participating in and contributing to the vitality of their communities



Summary of SFY 28 Continuing Requests		
Goals: 1,2	Request 1: Reinstate continuing appropriations for digital asset management and inventory systems	\$267,515
Goal: 1	Request 2: Incremental increase toward market rate for all ODL employees	\$497,242
Goals: 3, 4	Request 3: Invest in State Aid to Public Libraries by raising minimum payments from \$1,936 to \$4,000	\$174,818
Goal: 1	Request 4: Fund increased State Records Center operating costs for replacement space	\$235,917
Total SFY 2028 Appropriations Budget Request		\$1,175,492

Request 1: Reinstate continuing appropriations for the digital asset management and inventory systems (\$267,515)

This request seeks to restore continuing appropriations for the ongoing costs of the State Archives' digital asset management system and the State Records Center's inventory management system. Funding for these systems was initially appropriated as one-time funding in SFY25 and transitioned to continuing funding in SFY26 to support their ongoing operation. During the last budget process, the funding was incorrectly identified as one-time and removed from ODL's continuing appropriations. Restoring the appropriation will provide the ongoing funding necessary to maintain both systems and the digital preservation, access, and records management capabilities they support.

The requested amount reflects projected increased costs for both the digital asset management system (for a new total of \$201,679) and the inventory management system (for a new total of \$59,655.61). The need for increased archival storage capacity continues to grow as planned digitization projects are completed. To meet projected needs, we request 20 TB of storage be added (totaling \$6,180).

Request 2: Incremental increase toward market rate for all ODL employees (\$497,242)

Competitive compensation remains one of ODL's most significant workforce challenges. The agency does not currently have sufficient resources to provide compensation competitive with market rates for the expertise needed to carry out its broad portfolio of responsibilities. Employee turnover remains high at around 14%, creating a significant operational impact for a small agency in which each position represents substantial capacity and institutional knowledge.



ODL has strategically used available resources to improve compensation for targeted positions where possible, but existing resources are insufficient to address compensation disparities agency-wide. The requested amount represents a meaningful incremental step toward market-competitive compensation while recognizing that closing the full market gap will require a sustained approach over time. This level of investment would provide an immediate, agency-wide improvement in ODL's competitive position and strengthen its ability to recruit and retain the talent necessary to deliver its services effectively.

For the most accurate data, some validity work remains. Specifically, conducting studies to ensure positions are in the most accurate job profile and pay band. As data validation work continues, these numbers will adjust. Large differences are not expected.

Market Rate Comparison Benchmark Range	Current Number of Positions per Benchmark Range	Number of Positions per Benchmark Range After Increase
Below 50%	7	0
50 – 59.9%	17	6
60 – 69.9%	10	11
70 – 79.9%	4	10
80 - 89.9%	0	7
90 - 99.9 %	0	4
100%+	0	0

Request 3: Invest in State Aid to Public Libraries by raising minimum payments from \$1,936 to \$4,000 (\$174,818)

The agency's main vehicle to grow public library capacity is the State Aid to Public Libraries program, which is currently budgeted at \$1,539,277. In response to this request last session, the legislature invested \$44,500, raising State Aid from \$1,494,777. Since this investment, the smallest independent libraries receive a minimum State Aid award of \$1,936. The complex distribution formula is calculated based on the number of libraries in each county, the city and county population, and the county mileage.

The agency recommends increasing the minimum State Aid award to \$4,000 to directly and immediately make transformative changes to the capacities of small, rural libraries. Based on reports from libraries on how they use State Aid, we expect the increase to be used for core services such as improving collections and replacing failing technology.



Request 4: Fund increased State Records Center operating costs for replacement space (\$235,917)

The State Records Center must relocate from its current leased facility by June 30, 2028. ODL's current facility provides records storage at a substantially lower annual cost than is expected to be available in the current commercial market. ODL is working with OMES Real Estate and Leasing Services to identify a replacement facility that will maintain uninterrupted operations and meet specialized requirements for state records storage, security, processing, and access. Current annual operating costs are approximately \$141,930; the estimated annual cost of a replacement facility, including lease, utilities, and associated operating expenses, is approximately \$358,992.

The Records Center is currently supported through a combination of storage fees charged to state agencies and ODL resources. The required move creates a policy choice for how this function should be funded:

Funding Model	Agency Storage Rate	Estimated Annual Fee Revenue	Recurring Appropriation Needed
Full cost recovery from agencies	\$0.88	\$361,017.89	\$0
Maintain current shared funding model	\$0.30	\$123,074.28	\$235,917.31
Full direct appropriation	\$0	\$0	\$358,991.59

ODL recommends maintaining the current storage rate charged to agencies and requesting recurring appropriations for the balance. This preserves the existing shared funding model while avoiding a significant increase in costs passed on to state agencies because ODL is required to leave its current below-market facility.



ODL Board Meeting
October 13, 2026

Agenda Item 11

Consider and approve regular meeting dates of the ODL Board for calendar year 2027

65 O.S. § 2-105. Oklahoma Department of Libraries Board Meetings

The Board shall meet at least once every three-month period. Additional meetings may be held upon call of the chairman, vice-chairman, in the absence of the chairman, or the secretary.

Date	Location
Friday, March 19 10:00 a.m.	Ponca City Public Library 151 East Grand Avenue Ponca City, OK 74602
Friday, June 18 10:00 a.m.	Southeast Oklahoma Library System – McAlester Public Library 401 North Second Street McAlester, OK 74501
Friday, September 17 10:00 a.m.	Oklahoma Department of Libraries 200 NE 18 Street Oklahoma City, OK 73105
Friday, December 10 10:00 a.m.	Oklahoma Department of Libraries 200 NE 18 Street Oklahoma City, OK 73105