



## Agenda

### ODL Board Meeting - *Special*

November 14, 2025 | 10:00 a.m.

Oklahoma State Capitol

2300 N Lincoln Blvd, Room 230

Oklahoma City, OK 73105

*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 September 12, 2025..... 1
3. State Aid for Fiscal Year 2025
  - a. Overview of process used to determine State Aid eligibility ..... 7
  - b. Consideration and possible action on appeal from the Apache Public Library which was determined not to qualify for State Aid for SFY 2025 based on OAC 405:25-1-3(3)(H)..... 16
  - c. Consideration and possible action on appeal from the Addie Davis Memorial Library which was determined not to qualify for State Aid for SFY 2025 based on OAC 405:25-1-3(2)(E) ..... 18
4. Adjournment

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

**Next ODL Board Meeting:** Friday, December 12, 2025 at 10 AM



**Minutes**

**ODL Board Meeting**

September 12, 2025 | 10:00 a.m.

Alva Public Library

504 7<sup>th</sup> Street

Alva, OK 73171

*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-20250912.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

Vice Chair Ronda Smith called the meeting to order at 10:06am and saw a quorum. Roll was called as follows: Vice Chair Ronda Smith, present; Kristen Ferate, present; Steven Gray, absent; Maren Lively, absent; Katherine Neal, present; Teresa Sutter, present; Geetika Verma, absent; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Cassie Spindle, Kaylee Reed, Michelle Hall, Nancy Hooper, Patty Harkin, Angela Courson, Marilyn Clyne

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

2. Consideration and possible action on minutes for the regular board meeting held June 13, 2025

Vice Chair Smith asked if the board had questions about the minutes. No questions.

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

3. Discussion, Consideration, and acceptance of ODL Board Officers for 2025-2026.



## **Minutes**

### **ODL Board Meeting**

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Vice Chair Smith invited Ferate and Sutter to disclose what was discussed during the ODL Board Officer Nominating Committee meeting. Sutter stated that the committee recommended Ronda Smith be nominated as Chair and Kristen Ferate be nominated as Vice Chair for 2025-2026.

Sutter motioned to accept Ronda Smith as incoming Chair and Kristen Ferate as incoming Vice Chair of the ODL Board, and Vice Chair Smith seconded. Votes were as follows: Vice Chair Smith, yes; Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

4. Consideration and possible acceptance of financial reports
  - a. SFY 25/SFY 26 Expenditure Report through July 31, 2025

Director Currie introduced the SFY 25/SFY 26 Expenditure Report.

Director Currie advised that consideration and acceptance of financial reports is a recurring agenda item at every meeting to ensure the board members are provided an opportunity to stay apprised of ODL's financial situation and signal their approval.

Director Currie noted a \$1.3 million expense under account code 531170, Informational Services, that was a significant increase over the same period of the prior year. The increase reflects the agency's new approach of paying the entire fiscal year upfront for statewide databases rather than quarterly in arrears.

Director Currie further advised of an error under account code 532110, Rent of Office Space, that was the result of incorrect coding from OMES. ODL's financial department is working with OMES to resolve the issue and provide the board with the correct information.

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

- b. SFY 26 Budget to Actual Report through July 31, 2025

Director Currie referred to board to an error on account 541, Office Furniture and Equipment. The document reflects that the budget of 42,000 was overspent by 37,000.



# OKLAHOMA Department of Libraries

## Minutes

### ODL Board Meeting

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However, Director Currie advised the board that this is another error due to incorrect coding from OMES, and ODL did not overspend on furniture.

Sutter made motion to accept SFY 26 Budget to Actual Report as presented, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

c. SFY 26 Cost Variance Report through July 31, 2025

Director Currie reminded the Board that the state runs on an encumbrance-based financial system, which means that funds must be encumbered through a purchase order before any work can move forward. As such, money must be held in preparation to pay for a planned expense.

Vice Chair Ferate made motion to accept the SFY 26 Cost Variance Report, and Chair Smith seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

5. Library Services and Technology Act (LSTA) projects and updates

a. Consideration and possible acceptance of status reports for FFY 2024 LSTA projects

Director Currie reminded the board that September 30, 2025 was the deadline to spend FFY 2024 LSTA funds. Director Currie reported that all funding had been allocated and would be spent prior to the deadline.

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

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

Director Currie pointed out 92,000 currently documented under the Unallocated row and advised the board that those funds have since been allocated to the rest of the projects and that apportioning would be reflected in the next meeting.

Director Currie stated that all funds would be expended by the September 30, 2026 deadline.



# OKLAHOMA Department of Libraries

## Minutes

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

6. Public Comments

- a. No public comments

7. Director's Report

- a. Agency Activity Report through July 31, 2025

See attached report

8. Discussion, consideration, and possible action on SFY 2027 ODL Budget Request

Director Currie introduced the SFY 27 budget request, including a contingency clause for federal funding gaps, outsourcing digitization projects, increasing state aid for public libraries, adding staff, and expanding institutional support for correctional facilities.

Vice Chair Ferate made motion to accept SFY 2027 ODL Budget Request, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

9. Consideration and possible action to enter into Executive Session 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

Vice Chair Ferate made motion to enter executive session, and Neal seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

- b. Vote to return to open session

Vice Chair Ferate made motion to return to open session, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.



**Minutes**

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c. Action on matters discussed in executive session

No action was taken.

10. Consideration and possible action on the Calendar Year 2026 schedule of regular meetings of the ODL Board

Chair Smith asked if the board had any questions or comments about the proposed schedule. There were none.

Sutter made motion to accept the 2026 calendar year schedule, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

11. Consideration and possible action on Resolution of Appreciation for James Robison's service on the Oklahoma Department of Libraries Board

Director Currie introduced the Resolution of Appreciation for James Robison and explained the intent to express gratitude for his contributions to the ODL Board.

The Board agreed to adopt the resolution at the next meeting in order to investigate the possibility of adding the governor's signature.

Chair Smith made motion to table the resolution until the next meeting, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The motion passed.

12. 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

13. Adjournment



**Minutes**

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Sutter motioned to adjourn, and Chair Smith seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, absent; Neal, yes; Lively, absent; Sutter, yes; Verma, absent. The meeting adjourned at 11:47am.

**Next regular ODL Board Meeting:** Friday, December 12, 2025 at 10 AM

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ODL Board Chair

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ODL Director, Secretary Ex Officio



ODL Board Meeting - *Special*  
November 14, 2025

**Agenda Item 3a**

State Aid Grants to Public Libraries for State Fiscal Year 2025

**Summary**

Public libraries and library systems must comply with the rules and regulations for State Aid Grants to Public Libraries, adopted by the ODL Board on April 1, 1999, and amended in 2017, 2019, and 2022. Developed in partnership with Oklahoma public librarians, these rules define the minimum standards for adequate public library service, with the goal that all public libraries meet the standards and remain eligible for State Aid each year.

The Oklahoma Department of Libraries (ODL) uses annual reports submitted each fall by all public libraries and systems to determine eligibility for State Aid, as outlined in OAC 405:25-1-3. Libraries found ineligible are notified and given two weeks to submit additional evidence of eligibility. ODL Administration reviews the additional information and makes a final determination. If the information is insufficient, the library is formally notified of its ineligibility. Communities may appeal this determination to the ODL Board within seven days. The Board shall affirm the Administration's determination unless it finds it contrary to applicable rules, as set forth in OAC 405:25-1-5.

Since 2019, the ODL Board has served as an appeals board for State Aid Grants, governed by OAC 405:3-1-14. The appeals process has made it difficult to prepare state aid formula figures in advance, as was previously standard practice. The formula is based on population and square mileage data for each eligible library and may vary depending on which libraries ultimately qualify for State Aid.

To account for appeals and the potential for multiple qualifying scenarios, the ODL Board will consider agenda items 3b and 3c at this special meeting. After the meeting, ODL staff will compute the distribution of State Aid for all qualifying libraries. The formula and accompanying spreadsheet will be presented at the December 12 meeting for final Board approval.

The proposed State Aid formula for Oklahoma public libraries in SFY2025 will include the following components. The highlighted figures will be completed after appeals are resolved and presented to the Board at the December 12 meeting:

- Square mileage amount of \$XX for public library systems and municipal libraries; in counties with more than one municipal library providing service to the county, the





amount will be divided proportionately among the libraries in the county based on population

- Per capita amount of \$XX for individuals living in the city limits of communities providing municipal library service
- Per capita amount of \$XX for residents of counties in public library systems or in a single county
- Per capita amount of \$XX for individuals living outside the city limits of communities providing municipal library service to all residents of the county to be divided proportionately among the libraries in the county based on population
- Minimum grants of \$XX to each municipal library

### **Budget Impact**

\$1,539,277 in SFY 2026 Appropriations

### **Recommendations**

After review of the annual report data, State Aid Rules, advice from the consultants and past precedent, the Executive Director makes the following recommendations to the Board:

- Agenda Item 3b: The Apache Public Library is ineligible for SFY25 State Aid for failing to submit the required expenditure report by the August 15 deadline, as stipulated in OAC 405:25-1-3(3)(H). The Board is asked to affirm the administration's determination unless it finds it inconsistent with applicable rules.
- Agenda Item 3c: The Addie Davis Memorial Library (Mountain View) is ineligible for SFY25 State Aid for failing to provide programming as required under OAC 405:25-1-3(2)(E). The Board is asked to affirm the administration's determination unless it finds the determination inconsistent with applicable rules.

### **Supporting documents attached**

65 OS 2-106 Duties and Powers of the ODL Board

OAC 405:25 State Aid Grants to Public Libraries

OAC 405:3 Administrative Rules of the Board



## 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. §, \_\_ \_\_

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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**

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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 <sup>1</sup>; Amended at 34 Ok Reg 1756, eff 9-11-17; Amended at 39 Ok Reg 1901, eff 9-11-22]

**EDITOR'S NOTE:** <sup>1</sup> 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 - *Special*  
November 14, 2025

**Agenda Item 3b**

Consideration and possible action on the appeal of Apache Public Library, which was determined ineligible for SFY 2025 State Aid for failing to submit the required report of expenditures made with state aid grant funds by August 15, as specified in OAC 405:25-1-3 (3)(H).

**Summary/Background**

Oklahoma Administrative Code for State Aid states “[l]ibraries 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 15<sup>th</sup> and library systems must submit such reports by October 1<sup>st</sup>.”

The Annual Report for State Fiscal Year 2025 was not submitted by Apache Public Library. A notification letter advising the library that it had not met State Aid requirements and was entitled to appeal was sent on October 29, 2025. An appeal letter from Apache Public Library Director Ida Fae Bointy was received on November 4, 2025, explaining the reasons the Annual Report was not submitted by the deadline.

**Request**

The ODL Director requests that the Board affirm the administration’s determination unless it finds the determination inconsistent with applicable rules.

**Budget Impact**

There is no impact on the ODL budget. The State Aid funds will be redistributed among qualifying libraries until fully allocated.

**Supporting documents attached**

Apache Public Library Appeal Letter



# *The Town of Apache*

580-588-3505 • Box 390 • 102 East Evans • Apache, OK 73006

November 3, 2025

Natalie Currie

Executive Director, State Librarian and Archivist

Oklahoma Department of Libraries

200 NE 18<sup>th</sup> St.

Oklahoma City, OK 73105

Dear Ms. Currie,

Our Apache Public Library has received notification that State Aid has been denied due to not filing the appropriate Annual Report. Please consider this a Letter of Appeal on behalf of our library.

I accept full responsibility for this oversight. This was my first year submitting the Annual Report without any ODL assistance. I am the only staff member at this library and I chose to complete the Report after hours so there would be no interruptions. Unfortunately, that also meant there would be no ODL support if I had any questions. Ms. Bruce provided as much assistance as she could. I had problems working past the edit checks. By that time, it was very late in the evening. I believed I had submitted the Annual Report but I knew there would be some incomplete information. I did not understand how it would appear that no report was submitted at all. Again, this was my oversight with filing for the first time.

Our library depends on the state funding to provide services for the whole community. We provide storytimes for children, hangout space for teens, continuing education for adults and social engagement for elders.

I humbly ask the ODL Board of Directors to please reconsider our library's eligibility at this time. If there is anything more I can do or provide, please let me know.

Respectfully,

Ida Fae Bointy, Librarian



ODL Board Meeting - *Special*  
November 14, 2025

**Agenda Item 3c**

Consideration and possible action on the appeal of Addie Davis Memorial Library, which was determined ineligible for SFY 2025 State Aid for failing to provide programming as required under OAC 405:25-1-3(2)(E).

**Summary/Background**

Oklahoma Administrative Code for State Aid states “[a]ll libraries shall at a minimum offer programming for youth under 18 years of age.”

The Annual Report submitted by Addie Davis Memorial Library for State Fiscal Year 2025 indicated that no programming was provided. A notification letter advising the library that it had not met State Aid requirements and was entitled to appeal was sent on October 29, 2025. An appeal letter from Addie Davis Memorial Library Director Paul Hierl was received on October 31, 2025. The letter explains that the library experienced a change in leadership and has very few records available. However, the library has already hosted one program this year, which will support its ability to meet the programming requirement for State Fiscal Year 2026.

**Request**

The ODL Director requests that the Board affirm the administration’s determination unless it finds the determination inconsistent with applicable rules.

**Budget Impact**

There is no impact on the ODL budget. The State Aid funds will be redistributed among qualifying libraries until fully allocated.

**Supporting documents attached**

Addie Davis Memorial Library Appeal Letter

**From:** [Paul Hierl](#)  
**To:** [ODL Grants](#)  
**Subject:** [EXTERNAL] Grant Appeal  
**Date:** Friday, October 31, 2025 2:16:38 PM

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To: Department of Libraries Board of Directors Members,

This is a Letter of Appeal in regards to the ineligible status of the Addie Davis Library in Mountain View, Oklahoma. The facts of the case are as follows. The last Librarian left in early April, 2025. I started work on August 11, 2025. The library was closed from April until I started on August 11. I have had no contact with the last librarian since I started. There are very few records that I can find. I can find no records of any kind of any recent programs. To rectify this situation, I had a Halloween - Fall Festival Program on October 29. There were 35 children and 15 adults who were present. Trisha Hutcherson from ODL was there as a storyteller. I will be very proactive with summer reading programs in 2026.

Sincerely, Paul Hierl, Director, Addie Davis

Library, Mountain View, Oklahoma