



OKLAHOMA Department of Libraries

Agenda

ODL Board Meeting

December 12, 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 special board meeting held November 14, 2025 1
3. Consideration and possible acceptance of financial reports
 - a. SFY 25/SFY 26 Expenditure Report through October 31, 2025 5
 - b. SFY 26 Budget to Actual Report through October 31, 2025 6
 - c. SFY 26 Cost Variance Report through October 31, 2025 7
4. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects... 8
 - b. Consideration and possible acceptance of status reports for FFY 2025 LSTA Projects... 9
5. Public comment
 - 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.*
6. Director's Report
 - a. Agency Activity Report through October 31, 2025..... 10
7. State Aid for Public Libraries - Fiscal Year 2025
 - a. Overview of process used to determine State Aid eligibility..... 21
 - b. Consideration and possible approval of distribution formula for SFY 2025 State Aid Grants for Public Libraries – *State Aid formula supporting documents will be distributed to all during the meeting and included in the minutes* 32



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- 8. Consideration and possible action on appointment of Shawna Deeds to the joint ODL/OLA Continuing Education Board 34
- 9. Consideration and possible action on revised SFY 2027 ODL Budget Request 35
- 10. Consideration and possible action on Resolution of Appreciation for James Robison’s service on the Oklahoma Department of Libraries Board 37
- 11. 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.
- 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 ODL Board Meeting: Friday, March 27, 2026 at 10 AM



Minutes

ODL Board Meeting - *Special*

November 14, 2025 | 10:00 a.m.
Oklahoma State Capitol
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Senate Conference Room 230
Oklahoma City, OK 73105

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-20251114.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 10:08am and saw a quorum. Roll was called as follows: Chair Ronda Smith, present; Vice Chair Kristen Ferate, present; Steven Gray, present; Maren Lively, absent; Katherine Neal, absent; Teresa Sutter, present; Geetika Verma, present; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Tara McCleod, Nancy Hooper, Sadie Bruce, Marcia Hull, Holly LaBossiere, Courtney Rutledge, Adrienne Butler, Laura Sikes, Mica Andrews, Tim Houston, Cassie Spindle, Ida Fae Bointy

2. Consideration and possible action on minutes for the special board meeting held September 12, 2025

Chair Smith asked if anyone had questions about the minutes. Director Currie pointed out a typo on page 4 of the minutes. The word budget had been misspelled. There were no other questions.

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

3. State Aid for Fiscal Year 2024

- a. Overview of process used to determine State Aid eligibility



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Director Currie explained that state aid to libraries acted as the state's primary vehicle to help with library funding. The largest portion of funding for library services comes from either city sales tax, or for library systems, property taxes. State aid provides a way to help fill funding gaps through appropriations to ensure adequate library services are maintained.

Director Currie advised the board that ODL consultants review reports submitted annually by public libraries to determine eligibility for state aid. The ODL consultants then provide recommendations to administration on whether the eligibility criteria were met. After review, administration makes a final determination. In 2019, an appeals process was introduced that allows libraries to request the Board reconsider eligibility determinations.

Director Currie introduced Madalynn Martin, the board's legal counsel, and encouraged the members to ask questions and consider the rules when reviewing appeals.

Madalynn Martin clarified for the members policy for the Board within OAC 405:25-1-3, which is 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, utilizing maximum economy and effectiveness while disseminating all available funds.

- 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)

According to Director Currie, the Apache Public Library was determined not to qualify for state aid for SFY 2025 based on not fulfilling the requirement to submit the State Aid Annual Report by the August 15th deadline.

Director Currie introduced Ida Fay Bointy, the Apache Public Library director, and invited the board members to ask any questions that would help them make a determination.

State Data Coordinator Sadie Bruce explained she had worked with the Apache Public Library director to complete the annual report, and that most of it was finished on time. However, some data had not been entered and there were edit checks within the document that had not been cleared. These errors blocked the submission of the report



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before the deadline. Gray and Sutter asked if there was any grace period to submit the report after the deadline. Director Currie and Bruce clarified that there was no grace period.

Sutter confirmed that the director, Bointy, was the only library employee. Sutter asked about the library's funding and how the state aid would be used. Bointy explained that the library had a very small budget and received funding through the city. Bointy stated that the library predominantly used state aid to order books and new materials, as well as children's programming.

Gray motioned to approve the Apache Public Library appeal, and Sutter seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, yes; Lively, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

- 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)

According to Director Currie, the Addie Davis Memorial Library was determined not to qualify for state aid for SFY 2025 based on a lack of youth programming noted in their annual report. The State Aid Rules for Public Libraries require that all libraries offer programming for youth under 18 years of age to be eligible. The Addie Davis Memorial Library annual report listed zero hours of youth programming.

Paul Hierl, the current director of the Addie Davis Memorial Library provided a statement for the board that explained the lack of documented youth programming. The previous library director left in April 2025. Hierl did not assume the position until August 2025. Hierl was unable to find documentation or records of any kind that verified youth programming occurred during the reporting period. However, a robust youth program was established once he assumed the director position.

Bruce clarified for the board that the Addie Davis Memorial Library's previous director suffered serious health conditions prior to leaving her position. Additionally, due to unknown issues with the city, the previous librarian's computer had been impounded. These unusual events contributed to the lack of documentation that proved the library had offered children's programming throughout the year. Bruce further explained that



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she had firsthand knowledge of the library regularly providing youth programming in the past, and it would be unusual if that had changed. The problem was the lack of evidence proving it.

Library Consultant Courtney Rutledge corroborated Bruce's assertion that the Addie Davis Memorial Library had a strong history of youth programming. Rutledge attested to having personally viewed a group of children leaving the library after attending some children's programming during the prior reporting period.

Vice Chair Ferate motioned to approve the Addie Davis Memorial Library appeal, and Gray seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, yes; Lively, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed.

4. Adjournment

Vice Chair Ferate motioned to adjourn, and Vice Chair Ferate seconded. Votes were as follows: Chair Smith, yes; Vice Chair Ferate, yes; Gray, yes; Lively, absent; Neal, absent; Sutter, yes; Verma, yes. The motion passed. Meeting adjourned at 10:41pm.

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

ODL Board Chair

ODL Director, Secretary Ex Officio

Oklahoma Department of Libraries
 Object of Expenditure Report by 3-Digit Category
 as of October 31, 2025

Section / Category	OCT 31, 2025 FY 26	OCT 31, 2024 FY 25	DIFFERENCE	%	EXPLANATION
510 PERSONAL SERVICES					
511 Salary Expense	777,783	684,025	93,758	14%	More staff employed this October vs Oct '24
512 Insurance Premiums - Health, Life, etc.	142,122	147,992	(5,870)	-4%	
513 FICA and Retirement Contributions	203,657	149,976	53,682	36%	Increased staff expenses
515 Professional Services	93,848	112,638	(18,790)	-17%	Renovation expenses
519 Inter/Intra Agency Pmt - Pers Services	1,209	1,140	69	6%	
	1,218,620	1,095,771	122,849	11%	
520 TRAVEL EXPENSES					
521 Travel - Reimbursement	17,533	8,832	8,701	99%	Increase in in-state travel; FY25 travel reimbursements paid in FY26
522 Travel - Agency Direct	17,650	23,079	(5,429)	-24%	Out-of-state travel lower than previous year
	35,183	31,911	3,272	10%	
530 ADMINISTRATIVE EXPENSE					
531 Misc. Administrative Expenses	1,911,972	856,958	1,055,014	123%	Paid for LSTA-funded online resources in advance
532 Rent Expenses	295,244	121,300	173,944	143%	Timing of payment - FY25 Preservica paid in FY26
533 Maintenance & Repair Expense	3,869	22,713	(18,843)	-83%	Downsizing due to renovation & timing of payments
534 Specialized Supp. and Mainten. Exp.	108	1,198	(1,090)	-91%	Fuel charges for Fleet vehicles in FY25
535 Production, Safety Security Exp	-	-	-	100%	
536 General Operating Expenses	3,292	28,130	(24,837)	-88%	Timing of payments
	2,214,487	1,030,299	1,184,188	115%	
540 PROPERTY, FURNITURE, EQUIPMENT AND RELATED DEBT					
541 Office Furniture and Equipment	10,257	27,887	(17,630)	-63%	Timing of payments; a FY24 purchase paid in FY25
542 Library Equipment and Resources	-	29,176	(29,176)	-100%	Timing of payments
	10,257	57,063	(46,806)	-82%	
550 GENERAL ASSISTANCE, AWARDS, GRANTS, AND OTHER PROGRAM-DIRECTED PAYMENTS					
553 Refunds, Indemnities, Restitution	198	-	198	100%	Check deposited and then returned to original sender
554 Program Reimbursement	20,216	-	20,216	100%	Using different account code in FY26 - DHS project
555 Pmts to Local Gov't, Non-Profits	178,274	292,288	(114,014)	-39%	Timing of grant payments
	198,688	292,288	(93,600)	-32%	
Business Unit Total	3,677,234	2,507,332	1,169,902	47%	

Oklahoma Department of Libraries
 Budget to Actual Expenditures and Encumbrances
 as of 10/31/2025

Account/Description	Budget	Expenditures & Encumbrances	Variance
511 Salary Expense	2,512,676	692,080	1,820,596
512 Insurance Prem - Health, Life, etc.	636,646	122,672	513,974
513 FICA & Retirement Contributions	562,854	162,105	400,749
515 Professional Services	502,493	383,541	118,953
519 Inter/Intra Agency Pmt - Pers Services	3,425	3,425	-
521 Travel - Reimbursement	50,351	12,385	37,966
522 Travel - Agency Direct	81,330	10,839	70,491
531 Misc. Administrative Expenses	1,857,654	1,790,584	67,070
532 Rent Expenses	498,971	261,300	237,671
533 Maintenance & Repair Expense	54,925	5,150	49,775
534 Specialized Supp. & Mainten. Exp	1,075	1,000	75
535 Production, Safety, Security Exp	350	-	350
536 General Operating Expenses	150,420	20,225	130,195
541 Office Furniture & Equipment	42,000	37,024	4,976
542 Library Equipment & Resources	45,100	40,000	5,100
554 Program Reimbursement	365,548	365,548	-
555 Pmts to Local Gov't, Non-Profits	2,448,892	2,226,342	222,550
601 Authority Order Encumbrances	-	117,963	(117,963)
Grand Total	9,814,710	6,252,182	3,562,528

Class Fund / Description	Budget	Expenditures & Encumbrances	Variance
19112 Carryover	194,159	37,024	157,135
19421 Carryover	55,157	35,282	19,875
19511 Carryover	211,200	144,000	67,200
19601 Appropriations	5,728,358	2,936,054	2,792,304
20000 Revolving	434,393	319,713	114,680
40000 Federal LSTA	2,769,760	2,413,982	355,778
40500 Federal TANF	377,248	366,128	11,120
41000 Federal NHPRC	44,435	-	44,435
Grand Total	9,814,710	6,252,182	3,562,528

Oklahoma Department of Libraries
 Cost Variance Report
 for the period ending October 31, 2025

Division #	Division Name	FY26 Annual Budget	FY26 YTD Budget	FY26 YTD Expenses & Encumbrances	FY25 YTD Expenses & Encumbrances	SFY25 - SFY26 YTD Expense Variance Under / (Over)	SFY25 - SFY26 YTD Expense Variance % Under / (Over)	SFY26 YTD Budget to Expense Variance Under / (Over)	SFY26 YTD Budget to Expense Variance %	FY26 Budget to Expense Variance Explanation {Threshold: variance amounts over \$30,000 and variance percentages over 30%}
10	Administration	1,930,434	643,479	715,370	599,822	(115,548)	-19%	(71,891)	-11%	Actual expenditures total \$491,096, with encumbrances of \$224,274. The variance reflects increased expenses incurred as part of the Allen Wright Library renovation.
20	Service to Libraries	3,989,365	1,329,785	3,103,328	2,707,055	(396,273)	-15%	(1,773,543)	-133%	Actual expenditures total \$451,996, with encumbrances of \$2,651,332. The variance is largely due to significant encumbrances, which are common early in the fiscal year. Currently, all grant programs are budgeted under Services to Libraries, which contributes to the elevated encumbrance balance.
30	Government Information Services	1,618,650	539,554	561,128	548,055	(13,073)	-2%	(21,574)	-4%	Actual expenditures are \$361,495 and encumbrances are \$199,633. The variance reflects increased expenses incurred as part of the Allen Wright Library renovation.
88	ISD Data Processing	2,276,261	758,753	1,872,355	2,076,008	203,653	10%	(1,113,602)	-147%	Actual expenditures total \$1,711,260, with encumbrances of \$161,095. The large variance between the budget and current expenses reflects our strategy of paying two major vendors upfront rather than in arrears, which allows us to fully utilize available federal funds.

TOTALS	9,814,710	3,271,571	6,252,181	5,930,940	(321,241)	-5%	(2,980,610)	-91%
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FFY24 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 10/31/2025)	Encumbrance Balance
Annual Report	56,054.13	56,054.13	-
Citizenship and Immigration	155,138.61	155,138.61	-
Databases	899,863.25	899,863.25	-
E-Rate	8,653.23	8,653.23	-
E-Media	130,000.00	130,000.00	-
Grants2States Administration	63,316.40	63,316.40	-
Resource Sharing	580,854.39	503,408.45	77,445.94
Health Literacy	176,714.33	176,714.33	-
Institutions	44,913.29	44,913.29	-
Literacy Development	30,739.36	30,739.36	-
Professional Development	139,702.06	139,702.06	-
Read Across Oklahoma	16,910.81	16,910.81	-
Summer Reading	73,082.20	73,082.20	-
Technology Grants	117,442.02	117,442.02	-
Videoconferencing Maintenance	9,572.20	9,572.20	-
Website Development	26,981.72	26,981.72	-
Unallocated	-	-	-
Totals	2,529,938.00	2,452,492.06	77,445.94

The FFY24 award is \$2,529,938. Any money not spent by September 30, 2025, must be returned to IMLS. We can pay for services completed by that date until January 28, 2026. This year, we expect to return about \$40,000.

FFY25 LSTA Financial Report

Project Name	Budgeted Amount	Paid (as of 10/31/2025)	Encumbrance Balance
Annual Report	36,900.00	22,015.06	14,884.94
Civic Engagement	208,681.00	3,027.55	205,653.45
Grants2States Administration	53,517.00	14,978.33	38,538.67
Health Literacy	234,057.82	4,069.19	229,988.63
Professional Development	139,767.58	58,208.58	81,559.00
Read Across Oklahoma	20,100.00	-	20,100.00
Resource Sharing	1,540,991.25	1,149,989.31	391,001.94
Technology Grant and Digital Literacy	131,300.00	15,873.96	115,426.04
Website Development	5,901.48	3,547.00	2,354.48
Youth Services	63,651.58	7,841.32	55,810.26
Unallocated	92,372.29	-	92,372.29
Totals	2,527,240.00	1,279,550.30	1,247,689.70

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.

AGENCY ACTIVITY REPORT

Report Period August 1, 2025 – October 31, 2025

IMPORTANT UPDATES

Renovation Updates

Rees and Manhattan have completed design, permitting, and contract bidding with plans to begin construction in December 2025. All collections have been moved into secure storage with the help of a specialized vendor. A temporary location for the State Library and Archives has opened in the Will Rogers building in the State Capitol Complex at 2401 N. Lincoln Blvd, Room C12. All collections are available throughout the renovation, but some access must be scheduled in advance to allow for retrieval. Return to the Allen Wright Library building is planned for summer 2027.

Legislative Updates

Interest in funding a phase II reno project to increase efficiencies in physical record storage across state government.

In between sessions, the Legislature conducts interim studies to more deeply understand issues they may introduce legislation about. Major themes include early literacy, AI in education, and property tax reform. Fact sheets were created in collaboration with the Oklahoma Library Association on the importance of ad valorem funding for library service and how libraries support safe and successful AI adoption.

Conversation on a second-phase project to construct a records storage facility on the west side of the Allen Wright Library is ongoing with legislative and OMES leadership. Work is also underway to determine the exact need and projected cost for the project.

Governor Stitt appointed Dan Hamlin to replace Nellie Sanders as Secretary of Education in October.

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)

FFY24 Projects – LSTA funding

Spending for FFY24 projects concluded on September 30, 2025. Since one of our vendors was unable to complete a project on time, we will be returning funds to IMLS, with current estimates around \$40,000.

FFY25 Projects – LSTA funding

A Category Two E-Rate grant was awarded to one additional site, bringing the total amount funded to \$15,993.96.

The FFY25 Professional Development project is well underway. In addition to the previously reported Conference Grant, contracts for instructors for the fall Public Library Academy classes were issued, and the classes took place in September and October. A contract for two AI workshops was awarded, and those sessions were held in October. A contract with the Oklahoma Library

Association supported a keynote speaker for the OLA Gold Leadership Institute in November. Finally, a contract was awarded to Cordelia Anderson Consulting to present the Current Trends webinar in April 2026.

Applications for the FFY25 Citizenship Grant opened in August. Fourteen libraries and literacy organizations applied, requesting a total of \$170,859.73. Contracts are currently being awarded, with an anticipated total of \$140,749.73 to be distributed among 11 sites.

Applications for the FFY25 Health Literacy Grant also opened in August. We received submissions from 17 libraries, literacy organizations, and two systems, requesting approximately \$155,848.70. We anticipate awarding \$150,441.94 in total.

FFY2026-2027 State Board Programming Grants – NHPRC funding

The Oklahoma Historical Records Advisory Board has been recommended for State Board Programming Grant funding by panelists from the National Historic Publications and Records Commission Board. Final considerations will be made later this year, with the announcement of winners expected in November dependent on any delays due to the government shutdown.

AGENCY STATISTICS

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

Administration

A total of 117 libraries submitted an annual report this year. In support of this work, staff answered 103 annual report questions in August and six in September.

Public Information Office

10 GovDelivery bulletins were distributed in this three-month period from August through October. Across all bulletins, there was a total of 75,263 recipients. 94% was the delivery percentage, with an above-state-average click rate of 2.8% across the newsletters. Unique email opens hit 19,750.

Library Development Office

Four fall certification classes were offered five times at locations across the state to 29 attendees. Two sessions of the Fall Certification Workshop were offered at the Champion Public Library (SOLS) in Ardmore and the Western Plains Library System headquarters in Clinton. 32 librarians attended the two sessions for a total of 96 certification course completions. Three certification classes were offered at each two-day workshop, plus a presentation on AI in Public Libraries.

Niche Academy online certification classes were completed 214 times from August 1, 2025, to October 31, 2025.

The Oklahoma Department of Libraries (formerly titled Public Library Academy) and Ryan Dowd Niche Academies had 25,956 total views within this reporting period.

During this quarter, 38 individuals applied for their initial certifications, and 18 applied for renewals. EBSCO Database Sessions: 1,592,748 in August; 3,195,297 in September; and 2,932,229 in October.

This is the number of times a database was accessed during a session.

EBSCO Total Searches: 4,165,753 in August; 10,779,993 in September; and 9,461,146 in October. This is the search count recorded for each database during a search click.

Department Abbreviations

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

EBSCO Total Requests: 177,915 in August; 397,643 in September; and 355,425 in October. This count represents all user activity related to retrieving, viewing or linking out from a record.

EBSCO Total Login Count: 177,394 in August; 347,387 in September; and 330,276 in October. This is the count of successful user logins by login method, including geolocation. Each login represents one user authentication to access an EBSCO product.

Brainfuse Total Usage: 7,735 in August; 10,864 in September; and 8,679 in October. This total is the number of Brainfuse subscription users across all sites. It records usage across all content on Brainfuse, irrespective of content type. This count also includes the number of times the administrative portal was accessed.

State Library

State Library staff answered a total of 60 library reference questions from August through October. Many of these topics were related to state government and the legislature. ODL also added 146 new card holders during this time period.

Archives and Records Management

State Archives staff responded to 74 reference requests.

1,217 state agency publications were added to the Documents.OK.Gov collection on Digital Prairie.

Transfers to the State Archives include 333 kilobytes from the Bureau of Narcotics as well as 21 cubic feet from the Attorney General, Governor's Office, Pardon and Parole Board.

The Records Center received 159 cubic feet of records from Agriculture, Attorney General, Emergency Management, Employment Security Commission, and Secretary of State for storage.

11 cubic feet of records from the Corporation Commission were removed from the Records Center to be scanned by the agency.

2,384 new corner records were filed, 157 corner requests were received, and 3,160 copies of corner records were sent.

Records Management staff provided training and consultation to eight agencies and institutions: Cameron University, Department of Education, District Attorney's Council, Election Board, Emergency Management, Oklahoma Municipal Power Authority, OUHSC Food Services, and Tulsa Community College.

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 "Office Ergonomics and Safe Lifting."

Administration

Melissa Nucci completed the State of Oklahoma Benefit Partner Certification.

Cassie Spindle completed the State of Oklahoma ADA Training on August 21 and the 2026 Benefit Partner Open Enrollment Annual Training on September 18.

Department Abbreviations

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LRO-Literacy Resources Office, OLR-Library Resources, PIO-Public Information Office

Natalie Currie attended the 2026 Chief Officers of State Library Administrative Agencies (COSLA) Fall Conference in Wilmington, DE October 19-21. She was elected by her peers to serve on the COSLA Board of Directors as Secretary. This in person meeting is critical for continued connection and collaboration with all 50 state librarians.

Library Development & Statewide Programs

Adrienne, Courtney, Laura and Natalie attended the Public Library Directors Council (PLDC) retreat in August. Attending librarians participated in being assessed with Working Genius. Two representatives from Pioneer Library System facilitated a three-and-a-half-hour session on “The Six Types of Working Genius.” Participants discussed future retreats and mentorship for new directors.

Courtney presented the “Policy in Practice” workshop with support from Paige Harkins, Laura Sikes, and Adrienne Butler. This three-day workshop concentrated on all aspects of library policies—from policy development and state requirements to retention policies. Participants brought their library policies for group discussions. Speakers included Michael Hull (SEPLS), Tim Miller (WPLS), Sadie Bruce, David Hankey, and Patricia Nunes (ODL). Leslie Durham (Elgin), Theri Ray (Enid), Cari Boatright Rérat (Pryor) hosted a panel session. The workshop was well-received, with requests for future workshops delving into specific policies and the legalities of policies.

Courtney presented information on ODL’s statewide initiatives and grants during the Public Library Division of Oklahoma Library Association meeting.

Trisha Hutcherson participated in several professional development opportunities, including the Collaborative Summer Library Program Annual Meeting, Ryan Dowd’s Teen Training series, the National Summer Learning Association’s Summer Starts in September webinar, and the Oklahoma Partnership for School Readiness Early Childhood Research Symposium (attended with Brooklynn Bors.)

In August, Paige Harkins attended the 2025 Annual Continuing Education Forum in Providence, RI—an opportunity for state library continuing education coordinators to network and pursue professional development.

In September, the professional development officer and library consultant manager attended the 2025 Association of Rural and Small Libraries Annual Conference in Albuquerque, NM. Eight certified librarians were awarded grants to attend this conference as well.

Katherine Witzig joined two virtual webinar sessions through Niche Academy: “Meetings that Matter: Seven Steps to Running an Effective Meeting” and “Creating Learner-Centered Tutorials.”

Katherine attended the Community Health Improvement Process (CHIP) kickoff event on August 7. This event provided an opportunity to brainstorm collaborative opportunities with community health stakeholders across fields and sectors.

Katherine attended the Oklahoma Complete Health OKC Fair and tabled for ODL on September 27. Katherine shared information about ODL’s Health Literacy programming and other services with community members and emphasized reaching out to their local libraries. Over the course of the event, there were 75 unique, significant interactions and 86 flyers shared.

Adrienne Butler attended the Oklahoma Municipal League Conference September 10-11, 2025. The conference presented partnership opportunities for libraries and other city departments.

Department Abbreviations

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State Library

From October 25-26, Heather Kitchen virtually attended the 2025 Fall Federal Depository Library Program Conference.

State Archives

Patricia Nunes attended America250 panel, sponsored by the Council of State Archivists and State Historical Records Advisory Board on August 5.

Alyssa Vaughn and Elizabeth Doring attended the Society of American Archivists Annual Conference remotely on August 25-27.

Patricia Nunes and Melanie Brooks attended the Archives and Records Management Association Oklahoma Chapter monthly meeting on September 18.

From September 25-27, Patricia Nunes represented the Oklahoma Department of Libraries and State Archives at the Council of State Archivists annual meeting, Salt Lake City, UT.

Elizabeth Doring attended a digital preservation webinar from the Society of American Archivists on September 29.

Elizabeth Doring attended part one of the Preservica webinar, “AI in Archiving and Digital Preservation,” on October 23.

On October 27, Elizabeth attended a webinar titled “Becoming a Certified Archivist” from the Academy of Certified Archivists.

ADMINISTRATION

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

Human Resources

The Public Information Office has welcomed Michelle Hall as an Events and Engagement Officer. Finance welcomed temporary employee Kelly Adams into the permanent part-time position of Grants Specialist.

As the Interim State Library Manager, Heather Kitchen was appointed to a Detail to Special Duty assignment from September 8, 2025, through March 16, 2026.

Melanie Brooks resigned from her position as Government Records Management Manager on October 31.

The agency has started the 2026 Performance Management Process (PMP) cycle in Workday. The agency successfully launched and completed 2025 Open Enrollment for Benefits.

Finance

The FY27 budget request was submitted to OMES, the Governor and legislature on October 1. The final requested amount for increasing minimum payments was \$178,005. The request for \$126,050 to add two additional positions was also removed. This revision will be on the agenda for ODL Board approval December 12.

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State Data Coordinator

Sadie Bruce answered 13 data questions in assistance of the budget and other requests. Sadie presented at the Policy in Practice workshop in Oklahoma City.

PUBLIC INFORMATION OFFICE

Cailie Golden, Michelle Hall, Kaylee Reed, Fara Taylor

General PIO

In August, ODL hired Michelle Hall as the Events and Engagement Officer and the new Director of the Oklahoma Center for the Book. She quickly jumped in to represent ODL at the National Book Festival in D.C. and connected with other Center for the Book affiliates.

GovDelivery

10 bulletins were distributed to various subscriber groups. Three went out to general audiences, and three connected library staff with resources and more. The 2026 Oklahoma Book Awards Call for Entries was also sent out, welcoming Oklahoma-related submissions. All remaining bulletins provided information on board and commission meetings.

Monthly bulletins shared library services with the public and gathered resources for library staff across the state. The three main newsletters not only provided information on literacy events like My Favorite Book and STEAM opportunities for library customers, but they also shared deeply moving stories about libraries changing lives. These special features included a story about Pioneer Library System's partnership with Legacy Parenting Center and the immersive experience in the works at Muskogee Public Library featuring a Library of Congress digital collection.

The mid-month bulletins promoted grants such as an American Library Association Accessibility Grant, national surveys, and technology competitions. They also shared resources with Oklahoma libraries: monthly collections of online trainings and new communities of practice groups.

Graphic Design

Cailie Golden designed four new PowerPoint presentation templates that reflected ODL branding, boosted visual interest, and supported staff. Ahead of Voter Registration Day, Cailie refreshed the promotional materials. Signage was created for the agency's temporary location at Will Rogers. Posters for decision-makers were also created. These included a one-pager detailing the importance of Ad Valorem taxes to library services, a flyer showcasing ethical, experienced usage of AI at libraries, and a flyer sharing impact stories from libraries about IMLS funding. Other flyers were created for library staff: an introduction to Statewide Programs, a save-the-date for Policy in Practice trainings, and a half-sheet promoting the Public Library Directors Council.

Another project, the Invasive Animals booklet collaboration with the Oklahoma Department of Wildlife's Office of Forestry Services came to a close. Cailie also designed media graphics and web headers to advertise Oklahoma Book Awards and My Favorite Book. Special design requests like the Eventbrite Library Pulse header were also completed.

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Updates to Websites

The OKPLS Website Transition Project is now complete, with all 59 public library websites (and one literacy site) successfully moved to Google Sites. Libraries report that the new sites are cleaner, modern, and easier to update, resulting in more timely and user-friendly information for patrons. Many also garnered positive feedback from community members and local leadership about the improved design and navigation.

On the main ODL website, Fara updated content across several sections and redesigned key pages, including Digital Resources. ODL also launched new pages for the My Favorite Book contest and the Oklahoma Book Awards.

Social Media

Across August–October, our messaging supported back-to-school engagement, library awareness, and seasonal literacy initiatives. We promoted Summer Reading wrap-up activities, Library Card Sign-Up Month, and the launch of the My Favorite Book contest, along with ongoing workforce and career resources available through libraries. We recognized National Literacy Month, Friends of Libraries Week, and Health Literacy Month, and promoted the Medicare Prepared sessions.

In October, we also featured American Archives Month content, including a new Digital Archives puzzle and printable poster, launched the Oklahoma Book Awards call for entries, and closed the month with a Halloween-themed postcard feature.

Oklahoma Center for the Book

In late August, Michelle Hall took on the role of Oklahoma Center for the Book Director just in time to attend the National Book Festival, held September 6 in Washington, D.C. and featuring more than 90 authors, poets and illustrators. The director represented Oklahoma as a part of the Roadmap to Reading activity, distributed books donated by a generous Oklahoma publisher, and shared information about Oklahoma’s literary landscape with many of the estimated 40,000+ attendees.

September 15 marked the launch of the My Favorite Book Contest, one of three major events managed by the Oklahoma Center for the Book. The contest encourages students to write a personal letter to the author of their favorite book or series, and it is open to students in grades 4-12. The contest encourages students to consider how the power of literature can shape the way we think, feel, and see the world around us. The contest continues through December 12 and will culminate with a ceremony in the spring of 2026 celebrating the winning letters.

On October 15, the Center launched a call for entries for the 37th Annual Oklahoma Book Awards. Entries will be accepted through January 7. Oklahoma authors have submitted 21 books so far across the genres of Poetry, Children’s and Young Adult, Non-Fiction, and Fiction. This year’s judges have started the review process.

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LIBRARY DEVELOPMENT & STATEWIDE PROGRAMS

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

Library Development Senior Manager Field Visits

Field visits by the Library Development Senior Manager focus on newly hired library directors and library board development. These visits ensure awareness of state aid requirements, annual reports, and the opportunities offered by ODL while fostering relationships with local and state associations as well as with the city and library board. These visits are conducted shortly after a new library director is hired.

- A New Director Orientation visit took place at Addie Davis Memorial Library in Mountain View.

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 annual site visits for the following municipal libraries: Alva Public Library, Bartlesville Public Library, Blackwell Public Library, Bristow Montfort and Allie B. Jones Memorial Library (Bristow), Cache Community Library, Chandler Public Library, Crescent Community Library, Cushing Public Library, Fairview City Library, Norman Smith Memorial Library (Hinton), Lawton Public Library, Lindsay Community Library, Madill City-County Library, Maysville Public Library, Julia Crowder McClellan Memorial Library (Mounds), Newkirk Public Library, Nowata City-County Library, Okeene Public Library, Okemah Public Library, Nora Sparks Warren Memorial Library (Pauls Valley), Thomas-Wilhite Memorial Library (Perkins), Piedmont Public Library, Seminole Public Library, Stillwater Public Library, Chandler-Watts Memorial Library (Stratford), Talala Public Library, Wetumka Public Library, Wewoka Public Library, Woodward Public Library, and Yale Public Library.

E-Rate

Rachel provided assistance with 139 E-Rate forms, questions, issues, and information requests.

Correctional Facility Libraries

Rachel provided assistance with 5 correctional facility library questions and information requests.

Youth Services

Trisha Hutcherson visited the Addie Davis Public Library in Mountain View to support their new director in Youth Services, once to familiarize him with ODL Youth Services and again to be a guest presenter for the library's Fall Festival. Trisha did a short program with kids who attended. The goal of this activity was to increase the library's visibility and to encourage youth and community members to keep returning to the library.

Additional activities include attending the OPSR Partnership Board meeting in September as well as facilitating Youth Services Community of Practice meetings in August and September. Trisha also planned and held the first of five Youth Services Workshops in Clinton to skill-build and facilitate working relationships between nearby libraries.

Trisha also collaborated with Fara Taylor on updating the Summer Presenters and Performers webpage on the site to make it more user-friendly for libraries.

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Workforce Development

Megan Conrady led the Workforce Development Communities of Practice meetings to strengthen partnerships among library directors and promote libraries as essential workforce development partners in their communities. These meetings were held on August 19 and September 16. Moving forward, they will be held every other month. Megan attended the Workforce Commission Listening Session to represent library initiatives and network with partner organizations, identifying opportunities for collaboration in workforce development and digital access.

On October 3, Megan co-presented with Brooklynn Bors at the Oklahoma Workforce Agency Conference on a panel to highlight the vital role of libraries in supporting Oklahoma’s workforce and showcase the impact of the Oklahoma Human Services Digital Opportunities program. Megan attended the Governor’s Council meeting for Workforce and Economic Development in October to stay informed on statewide workforce priorities and strengthen alignment between library initiatives and Oklahoma’s economic and workforce development goals.

Health Literacy

Katherine Witzig attended a ribbon-cutting ceremony that marked the grand opening of Yale Public Library’s StoryWalk on August 2. The development of this story trail in Yale was funded in part by ODL’s FFY24 Health Literacy initiative, and Katherine's attendance provided an opportunity to witness significant community support behind the project—with 65 attendees estimated. Katherine began hosting Health Literacy Community of Practice meetings. The inaugural meeting was on September 23, and the second meeting took place on October 28.

In partnership with the Oklahoma Insurance Department, Katherine facilitated three hybrid Medicare Prepared sessions on September 30, October 8, and October 16. Six libraries hosted in-person attendees, and there was a total of 10 participants across the three events. During the question-and-answer period, seven questions sparked significant discussion. Katherine gained valuable feedback from the host sites and the presenter for future iterations of the program. The FFY24 Health Literacy grant and Story Trail book opportunity concluded with final reports submitted. Reviews and follow-ups are ongoing.

Funding levels for FFY25 Health Literacy grant awards were determined. Site contracting is ongoing.

Citizenship

FFY24 Citizenship grant's final reports were submitted and reviewed. Funding levels for FFY25 Citizenship and Civic Engagements grant awards were determined. Contracting with sites is ongoing.

Community Literacy

Brooklynn and Katherine facilitated a virtual training with Dr. Vashalice Kaaba titled “Stories with Integrity: Crafting Ethical Narratives.” Attendees learned valuable lessons as well as tips and tricks for developing ethical, meaningful narratives to share with stakeholders.

Brooklynn and Katherine put together an in-person training day for Community Literacy grantees. Adam Soltani from the Oklahoma Center for Nonprofits presented “Measuring What Matters: A

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Practical Guide to Smarter Program Evaluation.” Linda Hofschire from LJH Consulting virtually presented "Telling Your Story Through Data Visualization." Both presentations were well-received by attendees who found them beneficial to their ongoing work.

ODL28 Community Literacy grant activities concluded on June 30, with final reports submitted in July.

Digital Literacy

Megan visited Champion Public Library and Broken Bow Public Libraries to consult with the digital navigators, strengthen connections, and support outreach for digital inclusion services. This resulted in increased awareness of available resources.

Megan facilitated virtual meetings with Oklahoma digital navigators to provide guidance and maintain program consistency through collaboration across participating libraries.

Megan and Brooklynn have coordinated with CDW and Google through a series of detailed implementation meetings to ensure all logistical and technical steps are completed for the Chromebook lending program, laying the groundwork for smooth statewide deployment.

STATE LIBRARY

Doug Amos, Lori Campbell, Roger Elmore, and Heather Kitchen

Upon moving into the Will Rogers’ temporary location, State Library staff began shelving and shelf-reading collections to prepare them for inventory. The collection at Will Rogers will include the Oklahoma Collection, periodicals, Cartwright Law and Legislative reference, and Focus collection materials; the Annex will continue housing the Federal Government Documents collection.

Inventory will allow ODL to ensure that cataloging records match the items on the shelves. As of October 31, staff completed inventory on the Focus materials and Oklahoma Collection biographies. They are in the process of reviewing Oklahoma Collection fiction materials.

In the first week of October, Iron Mountain finished moving State Library collections to the Records Center Annex and the temporary location at Will Rogers.

The 2025 Biennial Survey of Federal Depository Libraries opened on September 22, 2025, with all submissions to be sent to the Government Publishing Office by November 14. This survey completed every two years assesses the size and conditions in each participating depository.

The government shutdown had a minor impact on resources available to customers seeking federal government information. Government websites were not updated normally as scheduled making newer data unavailable, nor did Government Publishing Office staff provide service at that time.

ARCHIVES AND RECORDS MANAGEMENT

Melanie Brooks, Amanda Chrestensen, Elizabeth Doring, Sam Johnson, Patricia Nunes, Alyssa Vaughn

While the Archival collection was being sent to the Iron Mountain Kansas City facility and to the State Records Center, State Archives staff moved into the Will Rogers building in August.

Records Management staff moved into the State Records Center in August, helping to prep for the reception of the Oklahoma Publications Clearinghouse collection and pallets of supplies from the Allen Wright building.

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State Archives staff received training on IM Connect, the software used by Iron Mountain to circulate boxes to and from Iron Mountain storage.

State Archives staff are working with Preservica's Accelerated Success team to import Archive-It crawls into Preservica and configure future crawls directly within the platform. The goal is to manage all web crawling and preservation processes through Preservica.

The Archives and Records Commission met on October 23 at the State Capitol.

State Records Management: Training

On October 6, Patricia Nunes and Melanie Brooks presented a session at the Oklahoma Association of Collegiate Registrars and Admissions Officers 2026 Mega Conference, at OKANA Resort and Indoor Waterpark in Oklahoma City.

On October 30, Patricia Nunes presented a session titled "Records Management Policies and Procedures" at the ODL 2025 Policy in Practice Workshop at the Oklahoma History Center.

State Archives – Outreach

At the 2025 Oklahoma Home Community Education Genealogy Group Annual Meeting on October 4, Patricia Nunes presented a brief update on the renovation and the State Archives collection at the OSU-OKC Extension. ODL Digital Resources flyers were distributed to all attendees.

Alyssa Vaughn, Elizabeth Doring, and Christopher Moore (intern) attended the Oklahoma Archivists Association Archives Bazaar at the Science Museum Oklahoma on October 25. State Archives staff shared bookmarks and promoted State Archives resources.

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ODL Board Meeting
December 12, 2025

Agenda Items 7a and 7b

Overview of process used to determine State Aid eligibility; Consideration and possible approval of distribution formula for State Fiscal Year 2025 State Aid Grants to Public Libraries

Summary

Public libraries and library systems must comply with the rules for State Aid Grants to Public Libraries, established by the Oklahoma Department of Libraries (ODL) Board on April 1, 1999, and updated in 2017, 2019, and 2022. These rules, developed with input from Oklahoma's public librarians, set the minimum standards for library services. The intent is for all public libraries to meet these standards and qualify for State Aid each year.

ODL staff review annual reports submitted by public libraries and library systems each fall to determine eligibility for State Aid. The specific requirements are outlined in OAC 405:25-1-3. Libraries that do not initially meet the requirements are notified and given two weeks to provide additional information demonstrating eligibility. ODL Administration then reviews the supplemental information and makes a final determination. If the submission is still insufficient, the library is deemed ineligible. Communities may appeal this decision to the ODL Board within seven days. The Board will only overturn a decision if it finds the original ruling was incorrect under the established rules. Notification and appeal procedures are detailed in OAC 405:25-1-5.

Since 2019, the ODL Board has heard appeals for State Aid Grants, as described in OAC 405:3-1-14. This process has made it more challenging to calculate State Aid amounts in advance. To allow adequate time for finalizing calculations, the Board holds a special meeting in November to review and hear appeals. Once all appeals are resolved, ODL staff calculate the State Aid formula and present it to the Board for approval in December.

The Board met on November 14, 2025, to review two appeals regarding State Aid eligibility.

- **Apache Public Library** had been deemed ineligible by ODL Administration because it did not submit the required report by the August 15 deadline, as outlined in OAC 405:25-1-3(3)(H).
- **Addie Davis Memorial Library (Mountain View)** had been deemed ineligible because it did not provide programming for youth as required under OAC 405:25-1-3(2)(E).

After review, the Board voted to reverse both determinations, making both libraries eligible to receive State Aid.



This year, 110 municipal libraries and 8 library systems are eligible for State Aid. The proposed State Aid formula for Oklahoma public libraries in SFY2025 includes:

- A minimum grant of \$1,320 for each municipal library.
- A payment of \$6.31 per square mile for public library systems and municipal libraries. In counties with more than one municipal library, this amount will be shared among the libraries based on the population of each library's service area.
- A payment of \$0.2439046 per person for people living in cities with municipal libraries.
- A payment of \$0.2439046 per person for people living in counties served by public library systems or single-county systems.
- A payment of \$0.2439046 per person for those living outside city limits in counties with municipal libraries. This amount will be divided among the libraries based on the population in each area.

Budget Impact

\$1,539,277 in SFY 2026 Appropriations

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

Historic State Aid Amounts FY19-FY24

Agenda Item 7b: State Aid formula



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 7-12-99¹; 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]

Table 3. HISTORIC_VALUES

City/Town Name	State Aid Paid in SFY25 for SFY24	State Aid Paid in SFY24 for SFY23	State Aid Paid in SFY23 for SFY22	State Aid Paid in SFY22 for SFY21	State Aid Paid in SFY21 for SFY20	State Aid Paid in SFY20 for SFY19
Carmen Town	2,603	2,610	2,541	2,544	2,558	2,566
Cherokee City	6,450	6,479	5,890	5,926	6,028	6,092
Beaver Town	13,687	13,727	12,775	12,794	12,879	12,899
Elk City	7,753	7,923	8,013	8,043	8,260	8,332
Sayre City	3,464	3,482	3,285	3,303	3,323	3,335
Geary City	-	2,756	2,751	2,779	2,986	3,001
Okeene Town	3,295	2,892	2,854	2,893	2,843	2,842
Watonga City	6,156	5,148	5,182	5,266	5,132	5,128
Durant City	17,649	17,988	17,395	17,928	18,462	18,416
Anadarko City	5,458	5,797	6,615	6,999	7,206	7,294
Apache Town	2,431	2,445	2,453	2,501	2,520	2,531
Carnegie Town	2,431	2,445	2,682	2,740	2,764	2,776
Hinton Town	4,988	4,807	3,943	4,053	4,099	4,123
Hydro Town	2,431	2,445	2,453	2,501	2,520	2,531
El Reno City	12,086	12,159	11,215	10,719	11,100	10,992
Mustang City	14,555	14,580	13,274	12,326	12,539	12,311
Piedmont City	5,403	5,421	4,974	4,591	4,668	4,495
Yukon City	16,499	16,616	15,536	15,078	15,694	15,564
Ardmore City	17,042	17,554	16,991	17,265	18,031	18,228
Boise City	13,161	13,181	12,923	12,150	12,188	12,197
Cache	-	-	-	-	-	-
Elgin City	2,671	2,705	2,653	2,602	2,637	2,654
Lawton City	34,168	35,800	34,240	34,876	36,593	37,350
Walters City	-	-	8,786	8,885	9,149	-
Vinita City	8,363	8,404	8,287	8,341	8,605	8,668
Bristow City	3,158	3,394	3,294	3,321	3,347	3,372
Drumright City	2,852	2,915	2,836	2,856	2,930	2,947
Kellyville Town	2,852	-	2,836	2,856	2,930	2,947
Mannford Town	2,852	2,915	2,836	2,856	2,930	2,947
Mounds Town	2,852	2,915	2,836	2,856	2,930	2,947
Sapulpa City	12,957	14,848	12,585	12,595	13,147	13,318
Shattuck Town	9,685	9,713	9,691	9,728	9,785	9,798
Enid City	21,807	22,463	21,731	21,922	22,834	23,258
Lindsay City	3,024	3,048	2,939	-	3,084	3,099
Maysville Town	2,132	2,143	2,122	2,243	2,188	2,194
Pauls Valley City	5,047	5,157	4,976	6,284	5,424	5,481
Stratford Town	2,213	2,225	2,121	2,494	2,280	2,285
Wynnewood City	2,456	2,472	2,694	3,022	2,706	2,716
Chickasha City	12,824	12,982	18,575	18,943	19,663	19,717
Tuttle City	6,412	6,663	-	-	-	-
Rush Springs Town	2,777	2,805	2,943	2,955	3,009	3,010
Medford City	8,414	8,458	8,426	8,486	8,536	8,564
Mangum City	6,019	6,057	6,050	6,119	6,178	6,193
Buffalo Town	4,445	4,448	4,641	4,655	8,170	4,673
Laverne Town	4,989	4,992	4,778	4,793	-	4,803
Holdenville City	8,077	8,494	8,118	8,153	7,124	7,165
Wetumka City	-	-	-	-	2,537	2,536
Ringling Town	3,059	3,070	3,069	3,212	3,225	3,236
Waurika City	5,015	5,038	5,075	5,072	5,122	5,133
Blackwell City	2,712	2,883	2,963	3,140	3,376	3,301
Kaw City	-	-	-	-	-	2,116
Newkirk City	2,090	2,106	2,089	2,097	2,273	2,116
Ponca City	10,854	11,155	10,707	10,728	10,880	10,729
Tonkawa City	2,090	2,106	2,089	2,097	2,273	2,116
Hennessey Town	3,624	3,645	3,689	3,760	3,804	3,811
Kingfisher City	6,695	6,745	6,642	6,724	6,822	6,833
Hobart City	7,433	7,466	7,504	7,595	7,663	7,697
Mountain View Town	2,662	2,669	2,656	2,654	2,660	2,666
Chandler City	4,710	4,889	4,914	5,011	5,129	6,198
Meecker Town	2,652	2,551	2,629	2,664	2,707	3,753
Prague City	4,105	4,151	4,072	4,146	4,236	5,297
Stroud City	4,710	4,766	5,324	5,147	5,255	-
Tryon Town	2,531	2,551	2,508	2,541	2,580	2,851
Crescent City	2,916	2,941	3,356	3,310	-	2,945
Guthrie City	15,696	15,966	15,075	14,707	16,855	15,266
Fairview City	8,546	8,585	8,560	8,607	8,689	8,717
Madill City	6,577	6,687	6,482	6,918	7,149	7,116
Langley Town	2,343	2,366	2,334	2,438	2,481	2,962
Locust Grove Town	2,343	2,366	2,437	2,067	2,092	-
Chouteau Town	2,752	2,785	2,849	-	-	-
Pryor Creek City	9,101	8,298	7,851	10,155	10,605	11,042
Salina Town	-	2,366	2,334	2,039	2,058	2,298

City/Town Name	State Aid Paid in SFY25 for SFY24	State Aid Paid in SFY24 for SFY23	State Aid Paid in SFY23 for SFY22	State Aid Paid in SFY22 for SFY21	State Aid Paid in SFY21 for SFY20	State Aid Paid in SFY20 for SFY19
Perry City	7,500	7,577	7,547	7,561	7,677	7,719
Nowata City	6,326	-	6,385	6,599	6,722	6,763
Okemah City	7,235	7,294	7,250	7,485	7,639	7,681
Henryetta City	4,435	4,565	4,450	4,520	4,676	4,780
Okmulgee City	8,999	9,264	8,931	9,509	9,918	10,127
Barnsdall City	4,128	4,168	4,202	4,295	4,360	4,428
Fairfax Town	4,362	4,405	4,472	4,593	4,693	4,769
Hominy City	10,445	10,576	10,048	10,110	10,304	10,459
Pawhuska City	9,744	9,864	10,048	10,181	10,409	10,318
Miami City	10,358	10,704	10,429	10,825	11,323	11,484
Cleveland City	5,161	5,219	5,269	5,210	5,314	8,063
Pawnee City	3,674	3,710	3,674	3,937	4,001	-
Cushing City	3,183	3,384	3,902	7,975	3,387	3,442
Perkins City	2,267	2,287	2,263	3,549	2,275	2,284
Stillwater City	18,517	19,008	17,432	-	19,752	19,862
Yale City	2,267	2,287	2,263	2,288	2,275	2,284
Ada City	12,748	13,079	12,700	12,988	13,496	13,616
Allen Town	2,286	2,305	2,263	2,271	2,297	2,303
Antlers City	12,225	12,310	12,449	12,473	12,634	12,667
Catoosa City	6,221	6,809	6,504	6,369	6,471	6,107
Chelsea Town	3,410	3,456	3,352	3,321	4,034	3,625
Claremore City	17,303	15,182	14,331	14,148	15,884	14,948
Inola Town	3,410	3,456	3,352	3,321	4,034	3,625
Talala Town	-	3,456	3,352	3,321	-	3,625
Konawa City	2,080	2,092	2,099	2,061	2,087	2,098
Seminole City	6,054	6,173	6,031	6,201	6,492	6,598
Wewoka City	3,185	3,216	3,186	3,341	3,400	3,425
Duncan City	13,613	13,955	13,488	13,681	14,273	14,432
Marlow City	2,837	2,859	2,848	2,910	2,951	2,961
Guymon City	14,100	15,924	14,079	13,898	13,952	-
Hooker City	3,028	3,061	3,168	3,250	3,265	8,778
Texhoma Town	2,743	-	2,738	2,755	3,060	8,778
Frederick City	6,154	6,184	6,213	6,246	6,283	6,299
Grandfield City	2,605	2,613	2,592	2,606	2,619	2,622
Coweta City	14,194	14,366	12,748	12,501	12,997	7,774
Wagoner City	11,128	11,266	11,749	11,506	11,966	16,284
Bartlesville City	-	-	-	-	-	-
Dewey City	15,721	16,648	15,979	15,994	16,797	17,014
Alva City	9,083	9,111	8,730	8,794	8,881	8,939
Waynoka City	2,379	2,382	2,720	2,688	2,681	2,686
Mooreland Town	2,276	2,284	2,263	2,265	2,274	2,280
Woodward City	11,473	11,683	11,531	11,654	11,941	12,069
Eastern OK	8,408	83,473	84,417	88,467	88,358	92,205
Eastern OK	16,479					
Eastern OK	14,827					
Eastern OK	8,683					
Eastern OK	21,378					
Eastern OK	14,078					
Metropolitan	201,759	200,195	198,514	203,492	203,135	214,622
Pioneer	76,863	114,015	112,782	111,257	111,079	116,712
Pioneer	15,082					
Pioneer	22,969					
Southeastern	8,343	86,354	87,464	89,940	89,864	92,626
Southeastern	4,545					
Southeastern	6,525					
Southeastern	6,880					
Southeastern	22,126					
Southeastern	19,157					
Southeastern	18,842					
Southern OK	9,698	44,944	45,226	45,972	45,928	47,425
Southern OK	17,042					
Southern OK	6,550					
Southern OK	5,754					
Southern OK	5,982					
Southern Prairie	3,974	15,036	15,080	15,256	15,244	15,733
Southern Prairie	11,082					
Tulsa City County	170,153	168,786	167,149	166,268	165,975	175,566
Western Plains	13,134	37,378	37,669	38,355	38,333	39,193
Western Plains	7,353					
Western Plains	8,004					
Western Plains	8,947					
Totals	1,489,278	1,492,985	1,489,278	1,489,276	1,519,860	1,548,592



ODL Board Meeting
December 12, 2025

Agenda Item 8

Consideration and action on appointment of Shawna Deeds to the joint ODL/OLA Continuing Education Board

Summary

65 OS 2-106(d) states the ODL Board shall “Formulate standards for public and special libraries in consultation with the Director and his staff, and with the Oklahoma Library Association;”. Since at least 1992, ODL and OLA have each nominated library professionals to serve on the Joint Continuing Education Board. In its current form, Board members serve three-year terms and provide guidance on curriculum for ODL’s certification program, Public Library Academy.

ODL staff recommend Shawna Deeds to fill the open ODL seat on the CE Board. Shawna is the Library Director at the Mabel C. Fry Public Library in Yukon. Her recent transition into the library director role, combined with her longstanding certified status, gives her a unique and valuable perspective on both staff- and management-level experiences with the program.

Background

Shawna Deeds is the Library Director of the Mabel C. Fry Public Library (MCFPL) in Yukon, OK. Beginning her employment at the MCFPL in April 2015, Shawna served as the Adult Programmer and the Assistant Librarian/Director. She also worked as a part-time circulation clerk at the Woodward Public Library from 2007-2011.

Shawna has a Bachelor of Mass Communication-Public Relations degree from the University of Central Oklahoma (2014) and a Master of Library and Information Studies degree from the University of Oklahoma (2021).

Shawna is a member of the American Library Association and the Oklahoma Library Association. Shawna was the Marketing and Communications Committee Chair for the Oklahoma Library Association for FY22-23 and has served on various other committees and round tables. She has also presented at multiple OLA sponsored workshops and conferences.

Budget Impact

None

No supporting documents



ODL Board Meeting
December 12, 2025

Agenda Item 9

Consideration and possible action on Revised State Fiscal Year 2027 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 ODL Board approved the agency's SFY 2027 budget request at their regular meeting on September 12, 2025.

Further analysis was conducted after the Board meeting, resulting in two changes to the request as approved by the Board. ODL respectfully requests the Board approve this revised budget request, reflecting what was submitted.

Summary of changes:

- **Request 3:** The amount needed to fund an increase to State Aid minimum payments from \$1,300 to \$4,000 was revised from *No more than \$300,000* to \$178,005.
 - o **Rationale:** This was a planned adjustment. The calculation for the exact number could not be completed before the September meeting.
- **Request 4:** The request for \$188,982 to add two positions was removed.
 - o **Rationale:** As of 12/8/2025, there will be seven currently budgeted open positions. The agency needs to focus on recruitment and onboarding these positions before adding additional. There is also limited physical space for FTE growth during the renovation.

Budget Impact

SFY 2027 budget request reduced by \$310,977.



Summary of Revised SFY 27 Budget Request AS SUBMITTED		
Goals: 2, 3, 4	Request 1: Contingent on a reduction or loss of federal funds, state appropriations to supplement statewide services (\$1,939,190) and grants to public libraries (\$588,050)	\$2,527,240
Goals: 1, 2	Request 2: Outsource digitization and processing of State Archives and increase compliance toward federal ADA mandate for digital collections	\$500,000
Goals: 3, 4	Request 3: Invest in quality library service by increasing State Aid to Public Libraries by raising minimum payments from \$1,300 to \$4,000	\$178,005
Goals: 1, 2	Request 4: Implement the results of the Classification, Compensation, and Organizational Study: Implement Pay for Performance.	\$126,050
Goals: 4	Request 5: Invest in the State Correctional Institutions Library Program to reduce recidivism.	\$50,000
Total Revised SFY 2027 Appropriations Budget Request		\$3,381,295



OKLAHOMA
Department of
Libraries

Board of Directors Resolution of Appreciation

James Robison

Whereas, you have contributed time and outstanding leadership to the improvement of library and information services for Oklahomans as a member of the Board of the Oklahoma Department of Libraries from 2020 to 2025; and

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

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

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

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

Whereas, your dedicated membership on the Board from 2020 to 2025 helped fulfill the policy of the Board to promote “maximum library service to all citizens and agencies of the Great State of Oklahoma;” therefore

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

Adopted by the Oklahoma Department of Libraries Board **December 12, 2025.**

Ronda Smith, Chair 2025-2026
Oklahoma Department of Libraries Board

Natalie Currie, Director
Oklahoma Department of Libraries

Board Members

Geetika Verma, Edmond
Ronda Smith, Henryetta

Kristen Ferate, Edmond
Maren Lively, Tulsa
Katherine Neal, Norman

Steven Gray, Norman
Teresa Sutter, Alva