



Minutes

ODL Board Meeting

December 13, 2024 | 10:00 a.m.  
Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> St  
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-20241213.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 Jim Robison called the meeting to order at 10:03am and saw a quorum. Roll was called as follows: Chair Jim Robison, present; Vice Chair Ronda Smith, present; Kristen Ferate, absent; Steven Gray, present; Maren Lively, absent; Teresa Sutter, present; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Attorney General, Sadie Bruce, Holly LaBossiere, Marcia Hull, Nancy Hooper

Kristen Ferate joined the meeting at 10:04am.

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

2. Consideration and possible action on minutes for the special board meeting held November 15, 2024

Chair Robison asked the board if they had reviewed the minutes from the last special board meeting. The attending board members affirmed that they did.

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



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3. Consideration and possible acceptance of financial reports
  - a. SFY 24/SFY 25 Expenditure Report through October 31, 2024

Chair Robison asked if the board had any questions. No questions.

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

- b. SFY 24 Budget to Actual Report through October 31, 2024

Chair Robison verified that SFY 24 ended in June 2024. Director Currie confirmed that was correct but added that ODL has until November to reconcile financial obligations made throughout the year.

Chair Robison asked if ODL anticipated having encumbered funds remaining after November. Director Currie pointed out the carryover funds in the report that were earmarked for renovation costs and revolving funds that are used to pay the expenses of running the State Records Center.

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

- c. SFY 24 Cost Variance Report through October 31, 2024

Director Currie provided the board with a corrected version of the report that changed how the FY24 Budget to Expense Variance percentages were calculated. The switch corrected an artificial inflation of the percentages.

Director Currie pointed out an additional correction based on a \$4 discrepancy between this report and another one. The discrepancy was found and fixed.

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



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d. SFY 25 Budget to Actual Report through October 31, 2024

Director Currie indicated where the carryover funds and appropriations from the SFY 24 Budget to Actual report can be located on the SFY 25 Budget to Actual report.

Chair Robison asked the board if they had any questions. No questions.

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

e. SFY 25 Cost Variance Report through October 31, 2024

Director Currie provided the board with a corrected version of the report that changed how the FY25 Budget to Expense Variance percentages were calculated. The switch corrected an artificial inflation of the percentages.

Chair Robison asked the board if they had any questions. No questions.

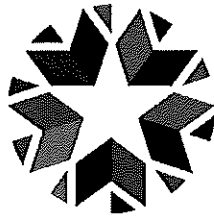
Gray motioned to accept the corrected report, and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Smith, yes; Ferate, yes; Gray, yes; Lively, absent; Sutter, yes. The motion passed.

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

a. Consideration and possible acceptance of the final status report for FFY 2023 LSTA Projects

Director Currie introduced the FFY 23 LSTA projects report and explained that these funds are subject to the federal fiscal year, which runs from October through September. The board approves LSTA projects each year, and ODL has three years to spend the allocated funds.

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



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b. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects

Director Currie highlighted funds in the report that were not yet allocated and explained that they could be redeployed in support of approved projects.

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

5. Public Comments

a. No public comments

6. Director's Report

a. Agency Activity Report from August 1, 2024 through October 31, 2024

See attached report

7. State Aid for Fiscal Year 2024

a. Overview of process used to determine State Aid eligibility

Director Currie emphasized the role of state aid as the primary vehicle that the ODL Board uses to directly support public library services throughout the state. Allocating state aid entails asking libraries to rise to a certain standard in order for their library to be eligible to receive funds. Eligibility is based on responses to an annual report.

Director Currie provided the board with SFY 25 State Aid Formula documents that included the basis for the formula and the comparison of state aid received by libraries over the last five years.

The state aid funding formula calculates the amount that goes to each eligible library. The formula is based on several variables, including minimum amounts for municipal libraries and square mileage of the service area for the library relative to the population of the city.

b. Consideration and possible approval of distribution formula for SFY 2024 State Aid Grants for Public Libraries—*State Aid formula supporting documents were distributed to all during the meeting and are included in the minutes.*



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Chair Robison asked if the state aid goes out immediately upon approval. Director Currie advised that once the formula is approved, certification forms are sent to the eligible libraries to confirm that all requirements for state aid are still being met. Once continuing eligibility is verified, the funds can be distributed.

Sutter motioned to accept the state aid distribution formula, and Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Smith, yes; Ferate, yes; Gray, yes; Lively, absent; Sutter, yes. The motion passed.

8. Consideration and possible action on appointment of Erika Needham to the joint ODL and Oklahoma Library Association Continuing Education Board

Director Currie reminded the board of the joint ODL and Oklahoma Library Association Continuing Education Board and reinforced that one of ODL's goals is to ensure that library staff across the state have access to the professional development necessary to provide excellent library services to their communities.

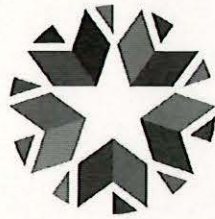
Director Currie then reviewed the process for appointing members to the joint ODL and Oklahoma Library Association Continuing Education Board. The board is made up of 3 individuals appointed by OLA, 3 individuals appointed by the ODL board, and 1 continuing education coordinator who is an ODL staff member. The Joint Education Board reviews and approves the curriculum used in the Public Library Academy.

Director Currie outlined Erika Needham's experience in continuing education and professional development and stated that she would be an excellent addition to the Joint Education Board.

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

9. 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



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#### 10. Adjournment

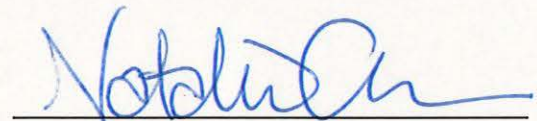
Chair Robison motioned to adjourn, and Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Smith, yes; Ferate, yes; Gray, yes; Lively, absent; Sutter, yes. The Meeting adjourned at 10:45am.

**Next ODL Board Meeting: Friday, March 14, 2025 at 10 AM**



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ODL Board Chair



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ODL Director, Secretary Ex Officio