

Oklahoma Department of Libraries

September 11, 2020

10:00 a.m.

Via Zoom: <https://zoom.us/j/92804145403>

Meeting ID: 928 0414 5403





STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

Agenda

ODL Board Meeting

September 11, 2020 | 10:00 a.m.

Virtual Meeting using Zoom

(Instructions to join Zoom meeting at end of agenda)

The Board may discuss, table, vote to approve or disapprove, change the sequence of any agenda item, or decide not to discuss any item on the agenda.

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
Chair Cynthia Vogel will appear remotely via Zoom
Vice Chair Annabeth Robin will appear remotely via Zoom
Board member Robert Dace will appear remotely via Zoom
Board member Lee Denney will appear remotely via Zoom
Board member Steve Gray will appear remotely via Zoom
Board member Jim Robison will appear remotely via Zoom
Board member Mary Shannon will appear remotely via Zoom
Director Melody Kellogg (Secretary, ex-officio member) will appear remotely via Zoo
2. Public comment on action items on the agenda
3. Consider approval of minutes from regularly scheduled ODL Board Meeting
held June 12, 2020.....1
4. Consider acceptance of Financial Reports
 - a. SFY2020 Cost Containment Report through March 31, 20205.....5
 - b. SFY2020 Cost Containment Report through June 30, 20206.....6
 - c. SFY2021 Budget to Actual Report through August 31, 20207.....7
 - d. FFY2019 and FFY2020 LSTA Expenditures and Reallocations Report
5. Director's Report
 - a. Presentation on 2020 Summer Reading Program
 - b. Agency Activity Report from June 1 through August 31, 2020.....19
 - c. Presentation on Public Library Academy
6. Presentation of draft Strategic Plan for SFY2021-2026.....26
7. Consider approval of SFY2022 Budget Request.....29
8. Discussion about meeting frequency and schedule

9. New Business. In accordance with Oklahoma Statutes, Title 25, § 311(A)(9), New Business is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of this agenda.

10. Adjournment

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

Next Regularly Scheduled ODL Board Meeting: Friday, December 11, 2020, Location TBD

Instructions to Join Zoom Meeting
Topic: ODL Board meeting
Time: September 11, 2020 10:00 AM Central Time

For security no one can join before the host - all will be in a waiting room and the host will let you in.

<https://zoom.us/j/92804145403>

Meeting ID: 928 0414 5403

If you have trouble connecting or do not have a microphone, call one of the numbers below and type in the Meeting ID when asked.

Dial

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 928 0414 5403

Best practices:

- Identify yourself with your first and last name
- Mute and unmute your microphone by pressing the space bar on your computer (it toggles on and off). Note the task bar with icons at the bottom of the Zoom screen: on the far left is a mute/unmute microphone icon and a start/stop video icon.
If you use more than one device to participate (phone and computer, for example), ensure that one is always muted.
- In the middle of the task bar is a cartoon bubble icon labeled Chat. Click this to comment via text or to view fellow participants' comments. If you text, be sure to press Enter when done to send it.

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
Special Meeting
June 12, 2020
10:00 a.m.
Via Zoom: <https://zoom.us/j/92804145403>
Meeting ID: 928 0414 5403

Chair Phil Moss called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Annabeth Robin, Mary Shannon, Vice Chair Cynthia Vogel and Melody Kellogg, Secretary. Absent: Jana Barker.

Guests and staff members present: Arlene Paschel, Bill Young, Cathy Van Hoy, Christine Chen, Cindy Mooney, Cynthia Vogel, Gail Oehler, James Robison, Jan Davis, Joe Ashbaker from the Office of the Oklahoma Attorney General, Judy Tirey, Leslie Gelders, Lori Campbell, Moni Kunnel, Natalie Currie, Steve Gray, Vicki Mohr, Wendy Gabrielson and Yvonne Ross.

In conformity with the Oklahoma Open Meeting Act, advance notice of the June 12, 2020 meeting was transmitted to the Oklahoma Secretary of State on December 13, 2019. Public notice of this meeting, together with the agenda, was posted June 8, 2020 on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

There were no public comments.

Consider approval of minutes from regularly scheduled ODL Board Meeting held March 13, 2020

Chair Moss asked for consideration of approval of minutes for the March 13, 2020 board meeting. Shannon moved to approve the minutes, seconded by Vogel. Votes were as follows: Dace, yes; Denney, abstain; Chair Moss, abstain; Robin, yes; Shannon, yes; Vogel, yes. Barker, absent. The motion passed and the minutes were approved.

Consider approval of minutes from Special ODL Board Meeting held May 28, 2020

Chair Moss moved to approve the minutes for the May 28, 2020 board meeting, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The motion passed and the minutes were approved.

Consider acceptance of FY2020 Budget to Actuals Report through May 31, 2020

Kellogg said ODL has contracted with former Business Manager Kristi Howes to serve as a consultant. Kellogg said Howes has been helpful with learning and training on the in-house accounting

system which provides crucial information related to the agency's match and maintenance of effort for the federal Grants to States program funds from IMLS. Howes helped Administration understand why overages occurred in certain areas. All expenditures are still within budget in terms of division and fund, federal projects, and board approval. Vogel noted the miscellaneous expenses are over budget and the general operation shows it is considerably under budget. Kellogg said invoices were budgeted in one account and paid from another. Plus, a lot of money is left over from canceled projects due to the pandemic. Vogel thanked Kellogg for the clarification.

Vogel asked if the Variance Report is still available. Kellogg said that report is completed quarterly and she'll be sure to provide it to the board members at the next meeting. Kellogg said the agency is currently working on preparing the Budget Work Program for SFY2021, due July 1.

Chair Moss asked for consideration on acceptance of the FY2020 Budget to Actuals Report through May 31, 2020. Dace moved to approve, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The motion passed and the FY2020 Budget to Actuals Report through May 31, 2020 was approved.

Director's Report

Kellogg thanked and expressed appreciation and gratitude to ODL Library Development Consultant Cathy Van Hoy for hosting and managing the secure Zoom board meeting.

Kellogg presented Lori Campbell a commemorative pin and certificate for her years of service with the State of Oklahoma.

Kellogg said ODL is still on track to implement the "Employee Self Service Time and Leave Module". There are two state agencies ahead of us.

She said the legislature had not acted on the proposed "Permanent Rules." If the Governor approves them by June 25, 2020, the rules will go into effective at that point. The "Emergency Rules" have been submitted. Jan Davis, administrator of the State Archives, is the rulemaking contact for ODL. Kellogg appreciates Jan's accurate work and overseeing the rule changes.

To date, applications have been received from 21 libraries and 34 Museums and Art Centers for "PPE" grants. Kellogg said ODL staff from multiple departments have worked on the CARES Act Grants. "Digital Inclusion" grants have been announced and those will be due June 19, 2020.

In April 2020 ODL received the "Statewide Unauthorized Commitment Audit Report." Previous ODL Administration already responded to the Audit. There is no further action required at this time.

ODL will begin working with Colleen Flory, Director of Statewide Performance from the Office of the State Chief Operating Officer, on the agency's strategic planning process.

Kellogg introduced LSTA Coordinator Judy Tirey and recognized all the hard work and training she completed over the past five months during the transition in the Business Office. Tirey explained the Grants to State Program and reviewed the "Year to Date Report on FFY 2019 as of June 1, 2020."

Tirey said at the end of the year there are usually unallocated funds. The extra monies are normally transferred to E-Media, Institutions and, this year, Census 2020 projects.

Kellogg said there's a couple of bills that might have a potential impact on public libraries. With the "Absentee Voting" proposal, legislators are concerned that the requirement for voters to provide a copy of their driver's license may not be affordable for part of the population. Libraries showed strong support for providing free copies of driver's licenses, should the bill pass.

Kellogg said HB1799 will authorize the Secretary of State to provide publication of the state constitution, the statutes and the session laws in an electronic form. ODL publishes the Oklahoma State Agencies, Board and Commissions (ABC) book which is part of the contract that provides printed statutes and session laws. We are looking to see how this legislation may possibly impact ODL and the ABC publication.

Presentation by Literacy Resources Office regarding announcement of Year 24 Community Literacy Contracts

Literacy Coordinator Leslie Gelders said the Literacy Resource Office started 24 years ago when the Oklahoma Literacy Coalition, along with local libraries and community-based literacy organizations, asked the legislature to allocate dedicated funding for adult literacy in Oklahoma through the Oklahoma Department of Libraries. The first appropriation totaled \$300,000, with \$200,000 budgeted for grants to local programs.

Literacy groups worked with ODL to develop Quality Standards for Oklahoma Literacy Programs, which is used as criteria for three different levels of funding. Gelders said current funding of \$149,000 for FY2021 is preliminarily approved for Community Literacy funding.

Consider approval of ODL Telework Policy

Deputy Director Natalie Currie said in response to the COVID-19 pandemic, and in accordance with guidelines for state agencies, ODL adopted a temporary telework posture for as many staff as possible beginning March 16, 2020. The agency has learned that several positions can successfully transition to telework. Denney asked how ODL will determine which staff can continue to telework once the pandemic is over. Currie said the telework procedure and policy proposal outlines the requirements for employees to qualify. Denny asked if "special needs" employees are covered in the proposed policy. Currie said not at this time, but it could be added to the telework policy. Vogel asked how many ODL staff members are currently teleworking. Currie said it is a mix of teleworking and in-person office work. Supervisors have coordinated schedules to spread people throughout the building as much as possible to follow the COVID-19 Social Distancing Guidelines. Shannon and Vogel both said the policy was well written.

Chair Moss asked for consideration of approval of the ODL Telework Policy. Shannon moved to approve the policy as presented, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The ODL Telework Policy was approved.

Consider approval of Resolution of Appreciation for Phil Moss's service on the Oklahoma Department of Libraries Board

Kellogg presented Chair Phil Moss a "Resolution of Appreciation" for his time served on the ODL Board. Kellogg and board members shared their appreciation for a job well done. Moss said it has been an honor to serve.

Denny moved to approve the Resolution of Appreciation, seconded by Vogel. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, abstain; Robin, yes; Shannon, yes; Vice Chair Vogel, yes. Barker, absent. The Resolution of Appreciation for Phil Moss was approved.

There being no additional business, Chair Moss adjourned the meeting.

The next ODL Board meeting is scheduled for September 11, 2020 at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, OK 73105.

Melody A. Kellogg, Secretary

Agency #	Agency Name	Division #	Division Name	FY19 Q3 YTD Expenses	FY20 Annual Budget	FY20 Q3 YTD Budget	FY20 Q3 YTD Expenses	FY20 Budget to Expense Variance Under / (Over)	FY20 Budget to Expense Variance %	FY20 Budget to Expense Variance Explanation (Variance found in column I) (Threshold is variance amounts in column I) over \$10,000 and percentages in column (J) over 10%) (Please provide level of detail as described in instructions)	
2020-09-11 ODU Board Meeting	430	Dept of Libraries	1000001	Administration	\$ 447,190	\$ 619,514	\$ 464,636	\$ 410,244	\$ 54,391	12%	Encumbrances total \$53,582: Attorney General (\$21,805), PCARD (\$8,279), GALT (\$20,027), and OMES (\$3,470).
	430	Dept of Libraries	1000003	Public Information Office	\$ 226,284	\$ 314,791	\$ 229,973	\$ 225,874	\$ 4,099	2%	
	430	Dept of Libraries	2000001	Public Library Development	\$ 2,034,737	\$ 2,647,497	\$ 1,985,623	\$ 1,772,724	\$ 212,898	11%	For cash flow purposes, State Aid to libraries is paid throughout the year. Encumbered for State Aid: \$503,167.
	430	Dept of Libraries	2000002	Literacy	\$ 919,656	\$ 1,232,387	\$ 924,290	\$ 752,879	\$ 171,411	19%	For cash flow purposes, Literacy grants are paid throughout the year. Encumbered for Literacy grants: \$240,288.
	430	Dept of Libraries	2000004	Library Resources	\$ 569,082	\$ 862,502	\$ 646,877	\$ 534,496	\$ 112,381	17%	\$88k is encumbered for monthly expenditures to include Professional Services (\$7k), Misc. Admin Expen (\$8,952), and Library Equipment-Resource (\$41,588). Includes monthly subscriptions to online content. Pmts to Local Gov't Includes Census 2020 Grants to Public Libraries still to be paid.
	430	Dept of Libraries	3000001	Records Management	\$ 143,728	\$ 192,575	\$ 144,431	\$ 116,760	\$ 27,671	19%	Staffing and rent for Records Management facility paid monthly from Revolving Funds. Misc. Admin Expense and Maintenance & Repair Expenses less than average. Any variance will be retained and used in future months to cover RM expenses.
	430	Dept of Libraries	3000002	Archives	\$ 266,912	\$ 421,232	\$ 315,924	\$ 244,582	\$ 71,342	23%	Vacant position remains unfilled (\$45,954 annual cost). Pmt to Local Governments use Federal Funds and will be paid April-June.
	430	Dept of Libraries	3000003	OK Publications Clearinghouse	\$ 49,043	\$ 68,922	\$ 51,692	\$ 50,633	\$ 1,058	2%	
	430	Dept of Libraries	3000004	US Govt Doc	\$ 86,317	\$ 125,829	\$ 94,372	\$ 90,718	\$ 3,654	4%	
	430	Dept of Libraries	8800010	ISD DP Admin	\$ 98,348	\$ 232,639	\$ 174,479	\$ 86,373	\$ 88,106	50%	Planned (and critical) computer refresh order using carryover funds not yet placed due to limited staffing/capacity to prepare the order (\$84k). \$52k encumbered for monthly charges to OMES.
430	Dept of Libraries	8800020	ISD DP Statewide	\$ 842,488	\$ 1,063,500	\$ 797,625	\$ 680,951	\$ 116,674	15%	Statewide database subscription paid quarterly in arrears; two pmts remain for FY2020 (federal funds).	
430	Dept of Libraries	8800030	IT Govt Services	\$ 17,882	\$ 23,900	\$ 17,925	\$ 2,555	\$ 15,370	86%	\$600 in state appropriated funds; balance is revolving fund which will be applied to IT as needed.	
			TOTALS	\$ 5,701,667	\$ 7,805,288	\$ 5,847,846	\$ 4,968,789	\$ 879,056	15%		

Agency #	Agency Name	Division #	Division Name	FY19 Q4 YTD Expenses	FY20 Annual Budget	FY20 Q4 YTD Budget	FY20 Q4 YTD Expenses	FY20 YTD Budget to Expense Variance Under / (Over)	FY20 YTD Budget to Expense Variance %	FY20 Budget to Expense Variance Explanation (Threshold is variance amounts over \$10,000 and variance percentages over 10%) (Please provide level of detail as described in instructions)
2020-05-11 OD L Board Meeting	Libraries	10	Admin	\$ 886,115	\$ 934,305	\$ 934,305	\$ 864,975	\$ -69,330	7%	\$12k encumbered; approx \$27k staff turnover, \$18k canceled travel due to Covid; \$6k less spent from Revolving Fund; \$10k budgeted for audit not scheduled.
430	Libraries	20	Services to Libraries	\$ 4,336,506	\$ 4,742,386	\$ 4,742,386	\$ 4,149,467	\$ 592,919	13%	\$460k encumbered and claims are still being paid; \$150k unspent 405 TANF Funds due to fewer literacy sites than budgeted; \$82k in FFY19 400 funds rebudgeted in SFY21 and must be spent by 9/30; \$68k less spent from Revolving Fund.
430	Libraries	30	Services to Government	\$ 664,196	\$ 808,558	\$ 808,558	\$ 680,246	\$ 128,312	16%	Staff position not filled (1 FTE); \$23k in 410 federal project rebudgeted in SFY21, to be finished by 12/31; \$29k less spent from Revolving Fund than budgeted.
430	Libraries	88	Information Technology	\$ 1,238,155	\$ 1,320,039	\$ 1,320,039	\$ 1,007,469	\$ 312,570	24%	Nearly \$326,000 encumbered for final payments on annual subscriptions budgeted in 88 effectively reducing the variance to 4.47%. \$17k in FFY19 400 funds rebudgeted in SFY21; \$35k in SFY19 carryover.
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TOTALS	\$ 7,124,972	\$ 7,805,288	\$ 7,805,288	\$ 6,702,157	\$ 1,103,131	14%
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Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 1000001 Administration

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	257,893	42,982	52,090.14	0.00	0.00	52,090.14	205,803.27	-9,107.90	20.20	121.19
512 Insur.Prem-Hlth-Life,etc	62,382	10,397	8,762.35	0.00	0.00	8,762.35	53,619.85	1,634.67	14.05	84.28
513 FICA-Retirement Contributi	66,624	11,104	12,222.73	0.00	0.00	12,222.73	54,401.36	-1,118.75	18.35	110.08
515 Professional Services	168,089	28,015	3,634.20	79,275.20	0.00	82,909.40	85,179.24	-54,894.66	49.32	295.95
519 Inter/Intra Agy Pmt-Pers S	3,000	500	237.19	2,762.81	0.00	3,000.00	0.00	-2,500.00	100.00	600.00
521 Travel - Reimbursements	4,750	792	0.00	0.00	0.00	0.00	4,750.00	791.64	0.00	0.00
522 Travel - Agency Direct Pmt	9,150	1,525	0.00	0.00	0.00	0.00	9,150.00	1,524.96	0.00	0.00
531 Misc. Administrative Expen	15,350	2,558	3,000.00	1,500.00	0.00	4,500.00	10,850.00	-1,941.68	29.32	175.90
532 Rent Expense	750	125	0.00	336.00	0.00	336.00	414.00	-211.00	44.80	268.80
533 Maintenance & Repair Expen	1,400	233	0.00	0.00	0.00	0.00	1,400.00	233.32	0.00	0.00
535 Production,Safety,Security	500	83	0.00	0.00	0.00	0.00	500.00	83.32	0.00	0.00
536 General Operating Expenses	4,925	821	0.00	461.10	0.00	461.10	4,463.90	359.70	9.36	56.18
601 AFP Encumbrances	0	0	0.00	19,700.00	0.00	19,700.00	-19,700.00	-19,700.00	-	-
	594,813	99,135	79,946.61	104,035.11	0.00	183,981.72	410,831.62	-84,846.38	30.93	185.59
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	566,213	94,369	79,946.61	96,335.11	0.00	176,281.72	389,931.62	-81,913.00	31.13	186.80
20000 Revolving Fund	28,600	4,767	0.00	7,700.00	0.00	7,700.00	20,900.00	-2,933.38	26.92	161.54
	594,813	99,135	79,946.61	104,035.11	0.00	183,981.72	410,831.62	-84,846.38	30.93	185.59

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 1000003 Public Information

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	204,765	34,127	32,619.16	0.00	0.00	32,619.16	172,145.81	1,508.32	15.93	95.58
512 Insur.Prem-Hlth-Life,etc	47,349	7,892	7,891.56	0.00	0.00	7,891.56	39,457.80	0.00	16.67	100.00
513 FICA-Retirement Contributi	49,809	8,302	7,935.14	0.00	0.00	7,935.14	41,874.23	366.40	15.93	95.59
515 Professional Services	200	33	0.00	0.00	0.00	0.00	200.00	33.32	0.00	0.00
521 Travel - Reimbursements	1,150	192	0.00	0.00	0.00	0.00	1,150.00	191.62	0.00	0.00
522 Travel - Agency Direct Pmt	600	100	0.00	0.00	0.00	0.00	600.00	99.98	0.00	0.00
531 Misc. Administrative Expen	2,500	417	0.00	1,500.00	0.00	1,500.00	1,000.00	-1,083.36	60.00	360.02
532 Rent Expense	800	133	0.00	0.00	0.00	0.00	800.00	133.32	0.00	0.00
536 General Operating Expenses	2,893	482	0.00	225.40	0.00	225.40	2,667.60	256.76	7.79	46.75
601 AFP Encumbrances	0	0	0.00	2,500.00	0.00	2,500.00	-2,500.00	-2,500.00	-	-
	310,067	51,678	48,445.86	4,225.40	0.00	52,671.26	257,395.44	-993.64	16.99	101.92
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	309,074	51,512	48,445.86	4,225.40	0.00	52,671.26	256,402.44	-1,159.14	17.04	102.25
20000 Revolving Fund	993	166	0.00	0.00	0.00	0.00	993.00	165.50	0.00	0.00
	310,067	51,678	48,445.86	4,225.40	0.00	52,671.26	257,395.44	-993.64	16.99	101.92
Totals for Division 10	904,880	150,813	128,392.47	108,260.51	0.00	236,652.98	668,227.06	-85,840.02	26.15	156.92

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 2000001 Public Library Development

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	365,021	60,837	55,147.21	0.00	0.00	55,147.21	309,874.03	5,689.61	15.11	90.65
512 Insur.Prem-Hlth-Life,etc	65,293	10,882	10,221.45	0.00	0.00	10,221.45	55,071.51	660.71	15.65	93.93
513 FICA-Retirement Contributi	85,407	14,234	13,334.52	0.00	0.00	13,334.52	72,072.71	899.90	15.61	93.68
515 Professional Services	169,700	28,283	1,045.70	64,854.85	0.00	65,900.55	103,799.62	-37,617.21	38.83	233.00
521 Travel - Reimbursements	67,933	11,322	0.00	0.00	0.00	0.00	67,933.44	11,322.16	0.00	0.00
522 Travel - Agency Direct Pmt	15,130	2,522	450.00	150.00	0.00	600.00	14,530.00	1,921.60	3.97	23.79
531 Misc. Administrative Expen	44,428	7,405	499.00	350.00	0.00	849.00	43,578.70	6,555.56	1.91	11.47
532 Rent Expense	9,100	1,517	745.00	8,195.00	0.00	8,940.00	160.00	-7,423.34	98.24	589.45
533 Maintenance & Repair Expen	250	42	0.00	0.00	0.00	0.00	250.00	41.66	0.00	0.00
534 Specialized Sup & Mat.Expe	2,750	458	47.66	2,202.34	0.00	2,250.00	500.00	-1,791.68	81.82	490.92
536 General Operating Expenses	90,513	15,085	1,100.23	412.10	0.00	1,512.33	89,000.67	13,573.13	1.67	10.03
541 Office Furniture & Equipme	0	0	0.00	445.00	0.00	445.00	-445.00	-445.00	-	-
542 Library Equipment-Resource	39,200	6,533	0.00	0.00	0.00	0.00	39,200.00	6,533.32	0.00	0.00
555 Pmts-Local Gov't,Non-Profi	2,092,597	348,766	222,290.00	0.00	0.00	222,290.00	1,870,306.75	126,476.10	10.62	63.74
601 AFP Encumbrances	0	0	0.00	1,846,507.52	0.00	1,846,507.52	-1,846,507.52	-1,846,507.52	-	-
	3,047,322	507,887	304,880.77	1,923,116.81	0.00	2,227,997.58	819,324.91	-1,720,111.00	73.11	438.68
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	1,990,254	331,709	75,906.03	1,533,204.49	0.00	1,609,110.52	381,143.24	-1,277,401.80	80.85	485.10
20000 Revolving Fund	38,700	6,450	0.00	8,600.00	0.00	8,600.00	30,100.00	-2,150.02	22.22	133.33
40000 Federal Library Funds	1,018,369	169,728	228,974.74	381,312.32	0.00	610,287.06	408,081.67	-440,559.18	59.93	359.57
	3,047,322	507,887	304,880.77	1,923,116.81	0.00	2,227,997.58	819,324.91	-1,720,111.00	73.11	438.68

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 2000002 Literacy

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	92,455	15,409	14,592.50	0.00	0.00	14,592.50	77,862.50	816.60	15.78	94.70
512 Insur.Prem-Hlth-Life,etc	23,682	3,947	3,946.92	0.00	0.00	3,946.92	19,734.60	-0.04	16.67	100.00
513 FICA-Retirement Contributi	23,038	3,839	3,609.23	0.00	0.00	3,609.23	19,428.79	230.25	15.67	94.00
515 Professional Services	62,385	10,397	0.00	20,016.00	0.00	20,016.00	42,368.80	-9,618.56	32.08	192.51
521 Travel - Reimbursements	18,180	3,030	0.00	0.00	0.00	0.00	18,179.75	3,029.92	0.00	0.00
522 Travel - Agency Direct Pmt	5,000	833	-100.00	0.00	0.00	-100.00	5,100.00	933.32	-2.00	-12.00
531 Misc. Administrative Expen	9,850	1,642	1,200.00	0.00	0.00	1,200.00	8,650.00	441.64	12.18	73.10
536 General Operating Expenses	81,402	13,567	2,903.49	0.00	0.00	2,903.49	78,498.17	10,663.41	3.57	21.40
555 Pmts-Local Gov't,Non-Profi	859,280	143,213	21,292.35	0.00	0.00	21,292.35	837,987.41	121,920.89	2.48	14.87
601 AFP Encumbrances	0	0	0.00	677,948.05	0.00	677,948.05	-677,948.05	-677,948.05	-	-
	1,175,271	195,878	47,444.49	697,964.05	0.00	745,408.54	429,861.97	-549,530.62	63.42	380.55
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	194,236	32,373	6,596.13	150,000.00	0.00	156,596.13	37,640.28	-124,223.55	80.62	483.73
20000 Revolving Fund	83,037	13,839	0.00	10,000.00	0.00	10,000.00	73,037.00	3,839.46	12.04	72.26
40000 Federal Library Funds	450,767	75,128	19,556.01	133,898.40	0.00	153,454.41	297,312.69	-78,326.79	34.04	204.26
40500 Federal Pass Through Funds	447,230	74,538	21,292.35	404,065.65	0.00	425,358.00	21,872.00	-350,819.74	95.11	570.66
	1,175,271	195,878	47,444.49	697,964.05	0.00	745,408.54	429,861.97	-549,530.62	63.42	380.55

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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20200431100L Board Meeting

Department: 2000004 Library Resources

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	331,806	55,301	50,451.62	0.00	0.00	50,451.62	281,354.07	4,849.28	15.21	91.23
512 Insur.Prem-Hlth-Life,etc	95,045	15,841	14,849.74	0.00	0.00	14,849.74	80,195.09	991.06	15.62	93.74
513 FICA-Retirement Contributi	82,513	13,752	12,421.97	0.00	0.00	12,421.97	70,091.10	1,330.15	15.05	90.33
515 Professional Services	46,445	7,741	0.00	20,520.00	0.00	20,520.00	25,925.00	-12,779.18	44.18	265.09
521 Travel - Reimbursements	4,500	750	0.00	0.00	0.00	0.00	4,500.00	749.98	0.00	0.00
522 Travel - Agency Direct Pmt	2,750	458	0.00	0.00	0.00	0.00	2,750.00	458.32	0.00	0.00
531 Misc. Administrative Expen	102,200	17,033	3,587.00	0.00	8,000.00	11,587.00	90,613.00	5,446.30	11.34	68.03
536 General Operating Expenses	1,800	300	52.00	417.20	0.00	469.20	1,330.80	-169.20	26.07	156.40
542 Library Equipment-Resource	99,800	16,633	0.00	0.00	0.00	0.00	99,800.00	16,633.30	0.00	0.00
555 Pmts-Local Gov't,Non-Profi	0	0	3,100.00	0.00	0.00	3,100.00	-3,100.00	-3,100.00	-	-
601 AFP Encumbrances	0	0	0.00	64,948.00	0.00	64,948.00	-64,948.00	-64,948.00	-	-
	766,859	127,810	84,462.33	85,885.20	8,000.00	178,347.53	588,511.06	-50,537.99	23.26	139.54
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	655,833	109,305	71,799.93	85,885.20	8,000.00	165,685.13	490,148.17	-56,379.71	25.26	151.58
20000 Revolving Fund	2,000	333	0.00	0.00	0.00	0.00	2,000.00	333.32	0.00	0.00
40000 Federal Library Funds	109,025	18,171	12,662.40	0.00	0.00	12,662.40	96,362.89	5,508.40	11.61	69.69
	766,859	127,810	84,462.33	85,885.20	8,000.00	178,347.53	588,511.06	-50,537.99	23.26	139.54
Totals for Division 20	4,989,452	831,574	436,787.59	2,706,966.06	8,000.00	3,151,753.65	1,837,697.94	-2,320,179.61	63.17	379.01

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 3000001 Records Management

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
515 Professional Services	38,713	6,452	0.00	35,943.44	0.00	35,943.44	2,769.56	-29,491.32	92.85	557.08
531 Misc. Administrative Expen	14,850	2,475	0.00	0.00	0.00	0.00	14,850.00	2,474.98	0.00	0.00
532 Rent Expense	98,791	16,465	0.00	98,790.36	0.00	98,790.36	0.64	-82,325.20	100.00	600.00
533 Maintenance & Repair Expen	30,800	5,133	0.00	1,500.00	0.00	1,500.00	29,300.00	3,633.30	4.87	29.22
535 Production, Safety, Security	500	83	0.00	0.00	0.00	0.00	500.00	83.32	0.00	0.00
536 General Operating Expenses	4,000	667	0.00	0.00	0.00	0.00	4,000.00	666.66	0.00	0.00
601 AFP Encumbrances	0	0	0.00	15,000.00	0.00	15,000.00	-15,000.00	-15,000.00	-	-
	187,654	31,276	0.00	151,233.80	0.00	151,233.80	36,420.20	-119,958.26	80.59	483.55
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
20000 Revolving Fund	187,654	31,276	0.00	151,233.80	0.00	151,233.80	36,420.20	-119,958.26	80.59	483.55
	187,654	31,276	0.00	151,233.80	0.00	151,233.80	36,420.20	-119,958.26	80.59	483.55

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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20200831 OOL Board Meeting

Department: 3000002 Archives

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	213,804	35,634	35,642.22	0.00	0.00	35,642.22	178,162.25	-8.18	16.67	100.02
512 Insur.Prem-Hlth-Life,etc	49,677	8,280	7,949.18	0.00	0.00	7,949.18	41,728.03	330.34	16.00	96.01
513 FICA-Retirement Contributi	51,738	8,623	8,520.86	0.00	0.00	8,520.86	43,217.24	102.04	16.47	98.82
515 Professional Services	10,125	1,688	0.00	1,125.00	0.00	1,125.00	9,000.00	562.50	11.11	66.67
521 Travel - Reimbursements	8,100	1,350	0.00	0.00	0.00	0.00	8,100.00	1,349.98	0.00	0.00
522 Travel - Agency Direct Pmt	6,100	1,017	0.00	0.00	0.00	0.00	6,100.00	1,016.62	0.00	0.00
531 Misc. Administrative Expen	5,450	908	2,750.00	0.00	0.00	2,750.00	2,700.00	-1,841.70	50.46	302.76
536 General Operating Expenses	3,100	517	1,953.81	247.75	0.00	2,201.56	898.44	-1,684.92	71.02	426.13
555 Pmts-Local Gov't,Non-Profi	26,273	4,379	4,000.00	0.00	0.00	4,000.00	22,272.50	378.74	15.23	91.35
601 AFP Encumbrances	0	0	0.00	31,818.69	0.00	31,818.69	-31,818.69	-31,818.69	-	-
	374,367	62,394	60,816.07	33,191.44	0.00	94,007.51	280,359.77	-31,613.27	25.11	150.67
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	265,322	44,220	44,704.36	3,872.75	0.00	48,577.11	216,744.69	-4,356.97	18.31	109.85
20000 Revolving Fund	59,023	9,837	9,361.71	0.00	0.00	9,361.71	49,661.27	475.35	15.86	95.17
41000 Fed Grt Funds Special Proj	50,023	8,337	6,750.00	29,318.69	0.00	36,068.69	13,953.81	-27,731.65	72.10	432.63
	374,367	62,394	60,816.07	33,191.44	0.00	94,007.51	280,359.77	-31,613.27	25.11	150.67

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 3000003 Oklahoma Publications Clearing

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	47,638	7,940	7,835.30	0.00	0.00	7,835.30	39,802.54	104.32	16.45	98.69
512 Insur.Prem-Hlth-Life,etc	7,441	1,240	1,240.20	0.00	0.00	1,240.20	6,201.00	0.00	16.67	100.00
513 FICA-Retirement Contributi	11,742	1,957	1,926.52	0.00	0.00	1,926.52	9,815.41	30.46	16.41	98.44
521 Travel - Reimbursements	200	33	0.00	0.00	0.00	0.00	200.00	33.32	0.00	0.00
522 Travel - Agency Direct Pmt	550	92	0.00	0.00	0.00	0.00	550.00	91.66	0.00	0.00
536 General Operating Expenses	300	50	0.00	0.00	0.00	0.00	300.00	50.00	0.00	0.00
601 AFP Encumbrances	0	0	0.00	1,000.00	0.00	1,000.00	-1,000.00	-1,000.00	-	-
	67,871	11,312	11,002.02	1,000.00	0.00	12,002.02	55,868.95	-690.24	17.68	106.10
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	67,871	11,312	11,002.02	1,000.00	0.00	12,002.02	55,868.95	-690.24	17.68	106.10
	67,871	11,312	11,002.02	1,000.00	0.00	12,002.02	55,868.95	-690.24	17.68	106.10

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 3000004 US Government Documents

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	87,966	14,661	14,202.62	0.00	0.00	14,202.62	73,763.11	458.32	16.15	96.87
512 Insur.Prem-Hlth-Life,etc	16,050	2,675	2,675.04	0.00	0.00	2,675.04	13,375.20	0.00	16.67	100.00
513 FICA-Retirement Contributi	20,991	3,498	3,361.72	0.00	0.00	3,361.72	17,629.23	136.74	16.02	96.09
521 Travel - Reimbursements	200	33	0.00	0.00	0.00	0.00	200.00	33.32	0.00	0.00
522 Travel - Agency Direct Pmt	550	92	0.00	0.00	0.00	0.00	550.00	91.66	0.00	0.00
536 General Operating Expenses	300	50	0.00	0.00	0.00	0.00	300.00	50.00	0.00	0.00
601 AFP Encumbrances	0	0	0.00	1,000.00	0.00	1,000.00	-1,000.00	-1,000.00	~	~
	126,057	21,009	20,239.38	1,000.00	0.00	21,239.38	104,817.54	-229.96	16.85	101.09
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	126,057	21,009	20,239.38	1,000.00	0.00	21,239.38	104,817.54	-229.96	16.85	101.09
	126,057	21,009	20,239.38	1,000.00	0.00	21,239.38	104,817.54	-229.96	16.85	101.09
Totals for Division 30	755,949	125,991	92,057.47	186,425.24	0.00	278,482.71	477,466.46	-152,491.73	36.84	221.03

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 8800010 ISD DP - Admin MIS

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
515 Professional Services	80,524	13,421	5,655.95	62,215.45	0.00	67,871.40	12,652.60	-54,450.74	84.29	505.72
531 Misc. Administrative Expen	4,784	797	221.00	2,431.00	0.00	2,652.00	2,132.00	-1,854.68	55.43	332.61
532 Rent Expense	11,145	1,857	445.00	1,650.00	1,584.00	3,679.00	7,466.00	-1,821.52	33.01	198.06
533 Maintenance & Repair Expen	975	162	0.00	0.00	0.00	0.00	975.00	162.48	0.00	0.00
536 General Operating Expenses	3,975	663	0.00	0.00	0.00	0.00	3,975.00	662.50	0.00	0.00
541 Office Furniture & Equipme	3,000	500	0.00	0.00	0.00	0.00	3,000.00	500.00	0.00	0.00
601 AFP Encumbrances	0	0	0.00	12,800.00	0.00	12,800.00	-12,800.00	-12,800.00	-	-
810 Req Only	0	0	0.00	0.00	66,445.00	66,445.00	-66,445.00	-66,445.00	-	-
	104,403	17,400	6,321.95	79,096.45	68,029.00	153,447.40	-49,044.40	-136,046.96	146.98	881.86
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	92,189	15,365	6,321.95	78,588.46	68,029.00	152,939.41	-60,750.41	-137,574.63	165.90	995.39
20000 Revolving Fund	10,000	1,667	0.00	0.00	0.00	0.00	10,000.00	1,666.66	0.00	0.00
40000 Federal Library Funds	2,214	369	0.00	507.99	0.00	507.99	1,706.01	-138.99	22.94	137.67
	104,403	17,400	6,321.95	79,096.45	68,029.00	153,447.40	-49,044.40	-136,046.96	146.98	881.86

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 8800020 ISD DP - Statewide Electronic

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
515 Professional Services	20,795	3,466	0.00	0.00	0.00	0.00	20,794.80	3,465.78	0.00	0.00
531 Misc. Administrative Expen	1,006,545	167,757	0.00	469,579.10	0.00	469,579.10	536,965.53	-301,821.72	46.65	279.92
532 Rent Expense	17,900	2,983	250.00	0.00	0.00	250.00	17,650.00	2,733.32	1.40	8.38
533 Maintenance & Repair Expen	13,161	2,193	418.00	0.00	0.00	418.00	12,742.58	1,775.42	3.18	19.06
541 Office Furniture & Equipme	35,258	5,876	0.00	0.00	0.00	0.00	35,258.00	5,876.30	0.00	0.00
601 AFP Encumbrances	0	0	0.00	24,300.00	0.00	24,300.00	-24,300.00	-24,300.00	-	-
810 Req Only	0	0	0.00	753.36	0.00	753.36	-753.36	-753.36	-	-
	1,093,658	182,276	668.00	494,632.46	0.00	495,300.46	598,357.55	-313,024.26	45.29	271.73
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	78,666	13,111	418.00	50,910.05	0.00	51,328.05	27,337.75	-38,217.15	65.25	391.49
40000 Federal Library Funds	1,012,992	168,832	250.00	443,722.41	0.00	443,972.41	569,019.80	-275,140.43	43.83	262.97
40500 Federal Pass Through Funds	2,000	333	0.00	0.00	0.00	0.00	2,000.00	333.32	0.00	0.00
	1,093,658	182,276	668.00	494,632.46	0.00	495,300.46	598,357.55	-313,024.26	45.29	271.73

Department of Libraries
Business Unit - 43000
FY 2021 Operating Budget Comparison by Department and Account
as of August 31, 2020

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Department: 8800030 IT Governmental Services

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
531 Misc. Administrative Expen	20,000	3,333	0.00	2,100.00	0.00	2,100.00	17,900.00	1,233.32	10.50	63.00
532 Rent Expense	2,950	492	0.00	943.10	0.00	943.10	2,006.90	-451.44	31.97	191.82
533 Maintenance & Repair Expen	950	158	0.00	570.00	0.00	570.00	380.00	-411.68	60.00	360.03
810 Req Only	0	0	0.00	0.00	2,100.00	2,100.00	-2,100.00	-2,100.00	-	-
	23,900	3,983	0.00	3,613.10	2,100.00	5,713.10	18,186.90	-1,729.80	23.90	143.43
Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre- Encumbrance	Total Exp, Enc, Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19101 GRF - Duties	600	100	0.00	150.00	150.00	300.00	300.00	-200.00	50.00	300.00
20000 Revolving Fund	23,300	3,883	0.00	3,463.10	1,950.00	5,413.10	17,886.90	-1,529.80	23.23	139.39
	23,900	3,983	0.00	3,613.10	2,100.00	5,713.10	18,186.90	-1,729.80	23.90	143.43
Totals for Division 88	1,221,961	203,660	6,989.95	577,342.01	70,129.00	654,460.96	567,500.05	-450,801.02	53.56	321.35
Totals for Bus Unit 43000	7,872,242	1,312,038	664,227.48	3,578,993.82	78,129.00	4,321,350.30	3,550,891.51	-3,009,312.38	54.89	329.36

Agency Activity Report

June 1, 2020 - August 31, 2020

Administration - 1000001

Melody Kellogg, Natalie Currie, Cindy Mooney, Marti Anderson, Johnny Colvin, Chris Smith; LSTA Coordinator Judy Tirey

Big Rocks for the period

- Budget Work Program (SFY 2021) submitted July 2
- Generally Accepted Accounting Principles (GAAP) forms A, H, L, P submitted to OMES July 27
- Replaced 48 staff and service point computers at end of life
- BARS data training, input, fiscal year transition (Closed FY2020, Open FY2021)
- Transitioning from a full-time in-house Business Manager to OMES Agency Shared Services to provide support and expertise in purchasing, budgeting, and financial reporting for the agency
- Transitioning from in-house payroll processing to OMES Payroll Shared Services
- Developed and conducted a workshop for ODL Leadership Team with the Statewide Director of Performance to update agency vision, mission, and core values on August 10
- Facilitate partnership between Grow with Google and Oklahoma Library Association for digital literacy project
- Planned next steps to renew ODL partnership with Access to Justice Foundation and Oklahoma Library Association in restarting the Legal Information for Oklahoma outreach program on July 13

Covid-19 Impacts

- Monitoring changing CDC, federal, state and local guidelines for addressing the pandemic and protecting staff, implementing recommended practices as necessary. Completed installation of sneeze guards at 1st floor and 3rd floor public service points.
- Continuing bi-weekly all staff check-ins through Microsoft Teams to keep staff informed
- Continuing to operate under Telework policy clause for extenuating circumstances
- Continuing appointment only service model for building access

Public Information Office - 1000003

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

Big Rocks from the period

- Entries are being accepted for the **32nd Annual Oklahoma Book Awards** program! We are hopeful we will be able to present the awards in person again in 2021.
- Information for the next **Agencies, Boards, and Commissions (ABCs)** publication has been updated and is now in pre-press production.
- **SFY2020 was Big for Online Growth:** As we gathered the final webstats for State Fiscal Year 2020, there are a few significant increases we highlight here. Views of ODL's digital collections on Digital Prairie more than doubled in FY2020 from those of FY2019. Views increased from 346,148 to 869,928 (a 151% increase). Our entire online presence increased by 506,492 page/document views from FY2019 to FY2020 (1,111,934 to 1,618,426; a 46% increase).
- **Promotional Support**
 - **CARES Act/IMLS Grants:** Email blasts of grant opportunities and announcements of grant recipients, social media announcements, blog posts, press release templates for grantees to publicize their grant awards, individual notifications to Oklahoma's Congressional Delegation.
 - **Discover Explora! Promotion:** Website content, email blasts, social media posts, and presentation at OLA meeting to promote awareness of, and provide guidance in using, EBSCO's Explora reference resources for K-12 students, teachers, and parents. Explora and all EBSCO Databases are free to all Oklahomans thanks to ODL's statewide contract.
 - **Women's Suffrage Collection:** Website content, email blast, social media posts supporting a new Digital Prairie collection of State Archives documents highlighting Oklahoma's role in the Women's Suffrage movement. A new look for the Digital Prairie homepage debuted along with the new collection. (We also promoted a new **Territorial Documents** collection in June!)
 - **57 Email Messages** were sent to our various GovDelivery mailing lists during the past three months. Beyond general news roundups, the messages promoted Citizenship and Health Literacy grant opportunities from ODL, summer reading news, and virtual webinars and other CE opportunities for libraries. Almost 124,000 emails were delivered to individual inboxes during this period, with more than 21% of them opened by recipients. Almost 6,000 links were "clicked" in these messages so recipients could get more information. **On the Social Media Side:** Facebook posts reached 95,211 people during the past three months. (Hottest post was for the OKC Zoo/public libraries summer promotion, Read for Adventure; it reached 10,348 people.)

Covid-19 Impacts

- The Pandemic has led to more reliance on **digital and virtual communication**, and we have seen it at ODL as well. For example, our GovDelivery email Topic lists have added more than 5,000 additional subscriptions during the past three months. While this was a statistical plus, the Pandemic also takes, of course. One of the hardest losses involved the **cancellation of the 2020 Oklahoma Book Festival**. But we must keep our priorities straight, and festival organizers noted the cancellation was "in the best interest of Oklahoma book lovers." We want these book people to be healthy when we emerge next year to present a 2021 Oklahoma Book Festival!

Office of Library Development - 2000001

Vicki Mohr (Administrator), Melissa Askew, Adrienne Butler, Doris Dixon, Wendy Gabrielson, Cathy Van Hoy, Passion Bradley; LSTA Coordinator Judy Tirey

Big Rocks

- **CARES Act Grant: PPE and Digital Inclusion** – The CARES Act grants included grant development, announcement, application creation and review, awards, claims payments, reporting mechanism and reporting submissions. Grants were available to Public Libraries, Tribal Libraries, Museums, and Literacy Programs. **Statistics for PPE and Digital Inclusion on page 8.** Project is approximately 500 hours staff time so far with more expected in the coming months. **PPE impact:** Grant recipients purchased face guards, masks, hand sanitizer, thermometers, safety signs, sneeze guards, and other PPE items. **Digital Inclusion Impact:** Grant recipients purchased tablets, hotspots, computers, iPads, Chromebooks, and Wi-Fi boosters for community access to the internet. Numerous complimentary letters, emails, and post cards have been received.
- **Computer Lab** - The computer lab has long been out of date for offering high speed training to State Library staff, Oklahoma library staff, literacy, and even state employees. On order are two screens, a white board, new computers, new chairs, headphones, updated software, and storage.
- **Niche Academy** - 5 months of teamwork: vendor application, OMES software installation request, PeopleSoft request, professional development on Niche Academy, sole source justification through research and documentation, and usage agreement contracts. The monumental task of navigating the state processes for acquiring software lasted for 5 months, ending August 31 with contracts signed and Niche Academy acquired for the State Library. The Niche Team is ready to get busy learning the software and providing excellent continuing education for Oklahoma.
- **State Aid/Annual Report** – Consultants and administrator of Library Development worked from June through August 15 assisting municipal libraries to file their annual reports and review of them has begun.
- **Websites for Public Libraries** - New website for Meeker.

Covid-19 Impacts

- 18 classes of the Public Library Academy were canceled, and one virtual class is scheduled as a pilot. The continuing education grant has been extended allowing applicants to virtually attend ARSL (Association for Small and Rural Libraries). Virtual learning options continue to be added.
- Funding from the OK Legislature for the Oklahomans Virtually Everywhere pilot project has been tabled.
- Book club at Mabel Bassett Correctional facility temporarily canceled. Books still being ordered.
- Due to IMLS requesting states add 31 Covid-19 questions to the annual report, the annual report could not be deployed in June. It was not live and available to libraries until July 9.
- 11 LSTA Computer lab courses were canceled.
- Oklahoma Virtual Library Consortium, Oklahoma's Overdrive will allow for shared resources to schools outside the library's school district using Overdrive's Sora at no additional cost to the public libraries within the consortium.
- Oklahoma Book Festival canceled.

Literacy Resources Office - 2000002

Leslie Gelders (Coordinator), Rebecca Barker, Arlene Nelson

Big Rocks during the period

- FY-20 Community Literacy Contract reports reviewed and approved
- FY-21 Community Literacy Contract proposals reviewed and approved for funding
- FY-20 Citizenship and Immigration Contract reports reviewed and approved
- FY-21 Citizenship and Immigration proposals reviewed and approved for funding
- FY-20 Health Literacy Contract reports reviewed and approved
- FY-21 Health Literacy Contract proposals reviewed—in process of approval for funding
- FY-21 TANF Contracts approved for funding—June and July claims reviewed and paid
- Multiple Zoom meetings provided information and guidance to literacy programs and libraries in the areas of health literacy, citizenship, and TANF

Covid-19 Impacts

- Annual literacy director's retreat canceled
- *Training Tuesdays* canceled
- Quantities of the booklet, *12 Steps to Help Stop the Spread of COVID-19*, were made available to health literacy sites, TANF programs, and literacy programs
- Local literacy and TANF programs reporting decreased numbers of adult learners and referrals

Library Resources (OLR) - 2000004

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

Big Rocks during the period

- Interlibrary Loan services suspended since March, resumed for in-state libraries in June
- By Appointment Only implemented to protect staff and visitors by following the CDC guidelines
- Ordered a wide variety of materials Oklahomans can access through interlibrary loan (\$40,000 LSTA)
- Weeding main collection to improve visibility and access (outdated, damaged, and juvenile books)

Covid-19 Impacts

- Interlibrary Loan services suspended, which impacted all Oklahoma libraries and our patrons
- Staff started teleworking due to health concerns, which impacted the coverage of service points and other activities; staff needed to take quite a bit materials home to work
- Kept track of daily appointments made via web or phone call on OLR and agency spreadsheets; total of 220 appointments made between June and August
- Sneeze guards installed to protect staff
- Fewer patron visits and less circulation

Government Information - 3000003

Christine Chen (Administrator), Susan Woitte (Supervisor), Mike Cameron

Big Rocks during the period

- Improved patron access to online-only tax forms by offering free copies; 6 copies in June-August for a total of 125 forms copied in 2020
- Researcher visited 7 times to research updates for the "Genealogical Resources in U.S. Federal Depository Libraries" website
- Multiple drafts of an ODL Continuity of Operations Plan (COOP) in progress so our staff will be more prepared in emergencies
- Loaned 31 documents to librarian at OU Law for digitization project giving the public access to Indian resources not previously available online for free

Covid-19 Impacts

- Shipment of documents from the U.S. Government Publishing Offices to ODL stopped in March and resumed in July

Oklahoma Publications Clearinghouse - 3000004

Christine Chen (Administrator), Susan Woitte (Supervisor), Sam Johnson

Big Rocks during the period

- Added 150 new Oklahoma publications to Digital Prairie collections for Oklahomans to access.

Covid-19 Impacts

- Shipments to Oklahoma depository libraries were suspended in April and May but resumed in June.

Archives [300001]

Big Rocks for the period

- During FY2020, the number of items in the Archives.OK.gov collection on our agency's website, Digital Prairie, increased by 50 percent, growing from 1,141 items to 1,710. The Images of Oklahoma Collection, which began the year with 1,105 items, now includes 1,579 items, reflecting a 43 percent increase for the year. <https://digitalprairieok.net/>
- A new collection, "Territorial Records," was launched on Digital Prairie in June with 30 items produced by Oklahoma Territory agencies and governors. This project supports a shared goal of our agency, the Oklahoma Historical Society, and the Oklahoma State University Library to build greater online access to Oklahoma records from this time period. <https://digitalprairie.ok.gov/digital/collection/territorial>
- In recognition of the 100th Anniversary of Women's Suffrage, items from Governor Robertson's collection have been added to Digital Prairie to highlight the women's suffrage movement in Oklahoma. <https://digitalprairie.ok.gov/digital/collection/suffrage>
- The State Archives had one undergraduate student complete a digital internship this summer. His projects consisted of creating metadata for U.S. Northern District Court cases, creating content for the timeline on Digital Prairie, and creating a bibliography and paper about the 1918 Influenza epidemic using state government records.
- We will have two undergraduate students participating in digital internships this fall.
- The Annex building needs structural repairs to the roof, some of the walls, and the front door. In August 2020, a contract was awarded to Greystone Construction to complete the repairs. This project is funded by a Capitol Improvement Grant.

Covid-19 Impacts

- We have seen the most direct impact of COVID-19 in the amount of Corner Records being filed in the State Archives from professional land surveyors. In FY2019, there were 8,509 records filed. In FY2020, there were 6,540 filings.
- During the pandemic crisis, our staff has successfully navigated teleworking and providing digital internships to replace in-person learning opportunities for our partnership with the History Department at the University of Oklahoma.

Records Center [300002]

Big Rocks for the period

- During FY2020, 2,476 cubic feet of records from 11 state agencies were transferred to the State Records Center and 2,837 cubic feet of records for 15 agencies were destroyed.
- A complete physical inventory of boxes stored at the State Records Center was completed this year. We are working to resolve discrepancies we identified during this process.

Covid-19 Impacts

- Covid-19 did not affect the operation of the Records Center for this period.

Grants and Contracts Awarded

CARES Act Grants – CARES Act funding through IMLS

- \$60,000 in PPE (Personal Protective Equipment) Grants disbursed to 64 Grant Recipients – (24) Public Libraries, (6) Tribal Libraries, (34) Museums
- \$290,000 in DI (Digital Inclusion) Grants disbursed to 50 Grant Recipients – (36) Public Libraries, (3) Tribal Libraries, (9) Literacy Programs, (2) Museums

Census 2020: Everyone Counts – LSTA funding

- \$4,300 in Census grants were returned by 2 public libraries due to Covid-related cancellations
- 14 libraries turned in final reports and budgets for Census grants

Citizenship and Immigration Project – LSTA funding

- \$85,000 awarded to 6 programs

Community Literacy Grants – State Appropriations

- \$140,119 in contracts approved for 15 Community Literacy programs

Continuing Education Grants – LSTA funding

- \$225 in CE grant was awarded to one individual to attend the Oklahoma Library Association Conference

Health Literacy – LSTA funding

- Health literacy contracts are in process. To date, eight contracts have been awarded.

State Aid Grants to Public Libraries – State Appropriations

- \$44,221 in 10% payments disbursed to 62 libraries

Agency Strategic Planning Overview

SFY 2021 – 2026 Strategic Plans are due along with the SFY 22 Budget Request Program on October 1st. This year, in addition to the agency program goals and Key Performance Measures that are submitted via the Agency Information Workbook, ODL will submit a PowerPoint slide deck that provides a high level, bite sized strategic outlook for the agency.

As a part of the strategic planning effort, we collaborated with staff to update ODL's Vision, Mission, and Core Values.

New Vision: Oklahomans value and depend on library services and quality information to lead productive, healthy, and fulfilled lives.

New Mission: ODL works to ensure every Oklahoman has access to innovative, quality library and information resources and possesses the literacy skills needed to be successful in the global economy, to participate in democracy, and to accomplish individual life goals.

New Core Values & Behaviors: We are impactful, engaged, accountable, creative, and courageous. We are devoted to quality. We are committed to our customers, colleagues, and partners. We are flexible and evolve as our customers' needs change.

5-year Agency Goals- DRAFT	
1	Assess agency programs and implement findings to utilize limited funds for the greatest impact in accomplishing our mission, meeting statutory requirements, and addressing the needs of Oklahomans
2	Public Library Development: Leverage the work of intermediary organizations to improve services to customers through training and programming
3	Literacy Development: Partner with related organizations to encourage cooperative training and programs to improve services to Oklahoma
4	Library Resources: Facilitate information and resource sharing among Oklahoma Libraries
5	Archives: Facilitate access to state government information for state government users and the public
6	Oklahoma Publications Clearinghouse: Facilitate the use of state government information for state agencies and the public
7	Statewide Electronic: Facilitate access to high quality resource databases for use of library customers and state employees

How Libraries Can Save the 2020 Election

They are among our last trusted institutions. Expanding early voting at local branches may be our best hope for a trusted outcome.

By Eric Klinenberg

Dr. Klinenberg is a sociologist at New York University.

Sept. 3, 2020, 5:00 a.m. ET

As states rush to adapt their election systems amid the coronavirus pandemic, officials estimate that 80 million Americans plan to vote by mail this fall, twice as many as in 2016. Because of Postmaster General Louis DeJoy's decision to remove or cripple key components of America's mail system just weeks before Election Day and President Trump's open efforts to discredit mail-in voting, millions are worried their ballots won't be counted in time, or even counted at all.

Last week, congressional Democrats and several governors from both parties called for Mr. DeJoy to reinstall the high-speed sorting machines and mailboxes that he removed in an inexplicable hurry. He flatly refused. The House passed a \$25 billion bill to revive the Postal Service before the election. The Republican-controlled Senate refused to consider it. New York's attorney general, Letitia James, called the Postal Service system overhaul "nothing more than a voter suppression tactic." But a speedy judicial resolution is unlikely.

Fortunately, there is a largely overlooked part of the civic infrastructure that is ready and able to help Americans exercise the franchise, even under these troubling circumstances: libraries.

Libraries already serve as polling places on Election Day throughout the country and, crucially, they provide secure, monitored ballot boxes where absentee voters can drop off their ballots before Nov. 3 and know that it will count. Secure boxes for absentee ballots are already available at some libraries in states like California, Colorado, Florida, Illinois, Utah and Washington. Other states should follow suit.

There are more than 9,000 public libraries across the United States — in cities, suburbs, rural areas and small towns. In surveys, libraries rank among the most trusted institutions in America. They assist with the census and offer voter registration services. They are open to everyone. They are nonpartisan. They are free.

Even in today's fractured digital age, libraries rank among the most popular and well-visited places in our cultural landscape. According to a 2019 Gallup poll, on average, U.S. adults go to the library nearly once a month, making library visits "the most common cultural activity Americans engage in, by far." So why not lean on their relative stability and popularity amid this crisis?

For those curious about how the process of early voting at a library works, the mechanics are remarkably simple. As explained by the U.S. Electoral Assistance Commission, an independent, bipartisan body that certifies the nation's voting systems, voters may deliver their ballots to a drop box — a secure, locked structure operated by election officials — "from the time they receive them in the mail up to the time polls close on Election Day."

The commission presciently notes that early use of ballot boxes are especially beneficial when voters experience "lack of trust in the postal process, fear that their ballot could be tampered with, or concern that their signature will be exposed" and if they are worried "about meeting the postmark deadline and ensuring that their ballot is returned in time to be counted."

In the past few weeks, local leaders in a number of states have moved to expand the supply of ballot boxes at libraries. In Milwaukee, concerns about delays in the postal system and the coronavirus pandemic led officials to install 15 new steel ballot drop-off boxes at branches around the city.

Officials in King County, Wash., just installed a similar network of secure ballot boxes at libraries. County workers carefully selected branch locations so that more than 90 percent of residents live within three miles of a drop box. The goal, the election board wrote in a fact sheet, is “to remove barriers to voting and to support every eligible King County resident to exercise their right to participate in decisions about their community.”

Perhaps in a less polarized time, expanding early voting at libraries would be uncontroversial. Unfortunately, officials in some states and counties have shown little interest in easing hurdles to voting.

In Ohio, an important swing state where residents in Democratic-leaning counties are deeply concerned about long lines and dangerous conditions for in-person voters, library leaders in Cuyahoga County called for the state to install a network of drop-off boxes similar to those in Washington and Wisconsin. Frank LaRose, Ohio’s secretary of state, a Republican whose office oversees election processes, denied the request. Mr. LaRose will allow only one ballot box per county — and only at a board of elections office. The Ohio Democratic Party filed a lawsuit last week to force the state to install more boxes. It’s unclear, however, whether the courts will make a ruling in time to force any potential changes.

Under the status quo, the United States is barreling toward a historic democratic crisis. The legitimacy of our entire electoral system, and with it our federal government, is at stake. Making ballot boxes widely available at libraries and at accessible outdoor places is a safe and inexpensive way for government at all levels to promote our core civic duty. It should be a universal goal among state leaders.

It’s already clear that neither the president nor Congress nor the Postal Service will do what’s necessary to ensure the integrity of the 2020 election. The library, still among the most revered institutions in our fragile democratic experiment, may well be our best hope.

Eric Klinenberg (@ericklinenberg), a professor in the social sciences at New York University, is the author of “Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life.”

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**Staff Recommendation
to Oklahoma Department of Libraries Board**

Based on meetings with the Secretary of Budget Mike Mazzei, monthly reports from the State Treasurer's Office, and the results of budget requests in recent years, staff recommends requesting a level budget for SFY 2022 – no increase or decrease from our current appropriations (\$4,346,315).

	SFY 2020 Request	SFY 2021 Request
State Aid Funding – restore lost funding (to 2010 levels)	\$ 930,000	\$ 929,565
Literacy Funding – restore lost funding (to 2010 levels)	93,300	93,300
Staffing – reinstate one of four Librarian III positions	70,000	70,000
Library Materials – restore partial funding	100,000	100,000
Total Request (increase)	\$ 1,193,300	\$ 1,192,865
Prior FY Appropriation	4,483,010	4,527,411
Total Approp. Requested	\$ 5,675,875	\$ 5,720,276
Appropriations Received	SFY 2020 Appropriations	SFY 2021 Appropriations
	\$ 4,527,411*	\$ 4,346,315

*\$44,401 added for state employee pay raises