LSTA Library Services and Technology Act

Five-Year Plan 2018–2022

Oklahoma Department of Libraries

OKLAHOMA DEPARTMENT OF LIBRARIES
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FIVE-YEAR PLAN FOR 2018-2022

SUBMITTED BY
The Oklahoma Department of Libraries
Susan McVey, Director
Judy Tirey, LSTA Coordinator

Oklahoma Department of Libraries
June, 2017
Oklahoma City, OK

This document is printed and issued by the Oklahoma Department of Libraries and paid for with funds from the Institute of Museum and Library Services through the Library Services and Technology Act. 30 copies have been printed at a cost of $144. Copies have been deposited in the Publication and Clearinghouse at the Department of Libraries. 9/2017

INTRODUCTION

The Oklahoma Department of Libraries (ODL) fulfills multiple roles in the continuously evolving world of information delivery and transformative learning. The Oklahoma Department of Libraries serves the information and records management needs of state government, assists with public library development, coordinates library and information technology projects for the state, and serves the general public through its digital resources.

ODL leadership recognizes that in today's world, change is constant and frequently disruptive. Planning strategically in today's environment of perpetual change must be done in a way that allows ODL to move forward, flexibly and nimbly navigating whatever new terrain it encounters, while also maintaining the continuity and stability that provide a solid platform for growth in the midst of the next wave of change.

The Oklahoma Department of Libraries LSTA Plan for 2018 – 2022 is closely aligned with the Institute of Museum and Library Services' (IMLS) "Measuring Success" focal areas and intents. The 2018 – 2022 LSTA Plan outlines specific projects and activities and suggests ways to measure progress toward the stated goals, the plan also seeks to preserve opportunities to create new solutions to challenges that may unfold in the coming years. Federal library funding has supported dramatic improvements in Oklahoma's library services over the past decades. ODL will continue to target these essential dollars to help public libraries and communities all work together toward a more dynamic future.

ODL VISION STATEMENT

The Oklahoma Department of Libraries is the keystone in information policy and library initiatives.

ODL MISSION STATEMENT

The mission of the Oklahoma Department of Libraries is to serve the people of Oklahoma by providing excellent information services and by preserving unique government information resources.

ODL LSTA VISION STATEMENT

The Oklahoma Department of Libraries will be the premier leader in providing Oklahomans the personal literacy and information skills and resources to be successful in the global economy, to participate in democracy, and to accomplish individual life goals.

ODL LSTA MISSION STATEMENT

The Oklahoma Department of Libraries develops and disseminates library and literacy services to Oklahoma individuals, organizations, and agencies. We encourage the accomplishment of educational, economic, and personal goals as we strive to provide and preserve knowledge. The Oklahoma Department of Libraries provides leadership through training, resource sharing and grant opportunities.

NEEDS ASSESSMENT

A variety of data sources were used to develop the needs assessment portion of the Plan. Sources of demographic information include 2010 *U.S. Census Bureau* data as well as data from the *2011 – 2015 American Community Survey* (ACS) conducted by the Census Bureau, Census Bureau *American Fact Finder*, *America's Health Rankings*, and the Oklahoma State government website (*ok.gov*). Population projections are also drawn from the Oklahoma Department of Commerce, *Oklahoma's Economic Snapshot* and the Census Bureau *2016 Annual Population Estimates*. Health facts were obtained from the *2014 State of the State's Health Report*. Comparative information regarding public libraries was gleaned from public library statistics collected annually by state library administrative agencies in each of the states and then gathered and aggregated by the U.S. Institute of Museum and Library Services (IMLS) using the *Public Library Survey* (PLS).

Other sources of information used in developing the needs assessment include focus group sessions with librarians and literacy organization members, personal interviews with members of the Oklahoma library community, a web survey of the library community, and input from ODL staff. Some of the information and data were gathered as part of the LSTA five-year evaluation process for 2013 - 2017 while other information and data elements were collected specifically for the 2018 - 2022 LSTA planning effort.

Oklahoma Statewide Goals

Statewide trends and priorities identify strategic priorities for ODL and libraries in the state. Governor Mary Fallin identified five goal areas for focus by state agencies: 1) Healthy Citizens and Strong Families; 2) Safe Citizens and Secure Communities; 3) Educated Citizens and Exemplary Schools; 4) Effective Services and Accountable Government; 5) Prosperous Citizens and Thriving Economy. ODL has allocated resources to the defined goals of healthy, educated citizens and effective services.

Healthy Citizens and Strong Families (wellness, prevention and access)

- To improve the physical and mental health, safety, and well-being of Oklahoma citizens

- To promote healthy nutrition and physical activity behaviors and improve health outcomes related to obesity and being overweight
- To help reduce the number of Oklahomans whose health is affected by chronic diseases
- To provide access to quality mental health information and awareness of mental health topics

Educated Citizens (opportunity and access)

- To ensure that children have the opportunity to develop the skills they need to learn throughout early childhood
- To provide opportunity and promote excellence in education from infancy to adulthood for citizens
- To enrich academic opportunities for students

Effective Services (E-Government and efficiency)

- To provide efficient online services to its citizens
- To efficiently leverage resources through shared services

Despite the Governor's guidance through these goals, ODL and other state agencies are finding it challenging to fulfill their statutory duties and to maintain important services due to years of budget crises in State Government. ODL for example, has seen its budget cut seven of the last eleven budget cycles.

Oklahoma Department of Libraries

Years of budget reductions and flat budgets have resulted in a 54% reduction in the staff at the Oklahoma Department of Libraries. In FY 2017 the Oklahoma Department of Libraries has 37 FTEs, a 54% reduction from 81.5 FTEs in FY 2001. While staffing levels are down throughout the agency, the Oklahoma Department of Libraries has made an effort to keep positions that support the priorities of the Library Services and Technology Act and to provide the services offered in previous years.

Population

The state of Oklahoma has experienced population growth since a downturn in 1990. The 2016 population estimates show that Oklahoma's population stands at 3,923,561 and is 29th nationwide. Forecasts suggest that the state's population will grow at an average annual rate of 0.73% over the next 65 years. It is estimated that Oklahoma's population will exceed 4 million by 2020.

Although Oklahoma's population is trending toward modest growth, 78% of Oklahoma's 207 public library sites are located in communities with a population of less than 25,000. A further indication of the rural nature of Oklahoma's population is that 64% of Oklahoma's 207 public library sites are located in communities with a population of less than 10,000. Independent libraries (those not affiliated with a single or multi-county system) are dependent on local sales tax revenues for funding. As units of local government, these libraries are competing with other municipal services for funding, including fire and police departments, public works, parks and recreation, and municipal courts. Revenue failure at the state level trickles down to these lower units of government.

Poverty

According to the *US Census Bureau*, 624,943 Oklahomans lived in poverty in 2015. This is one out of every six citizens, or 16.7% of the population. This figure slightly declined from 16.9% in 2013 and 2014. Oklahoma's poverty rate is above the national average of 14.4%. In 2015, the poverty level for a family of four was $24,257 and the poverty rate for children was 22.1%.

More than 39.8% of Oklahomans in poverty are minorities. Of those minorities in poverty, 30.1% are African Americans; 26.9% are Hispanics of all races; 22.2% are Native Americans and 23.3% are Native Hawaiians and Pacific Islanders.

A great number of Oklahoma's public library sites are located in poverty areas in Oklahoma. These libraries provide a lifeline to the communities they serve in the form of internet access, resource availability, and programming for their users. However, the decreases in library budgets prevent many libraries from providing significant amounts of materials in different formats or languages. The Oklahoma Department of Libraries, through LSTA funding from IMLS, is able to provide database services, specialized programming, E-Media grants, and some computer technology support to public libraries.

Employment

A true determinant of employment success is based on the attainment of a market-needed skill, ability or knowledge. However, Oklahoma has a significant shortage of skilled workers, which not only hinders businesses from meeting productivity potential, but also places wage pressures on Oklahoma firms in a competitive global market.

The statewide unemployment rate went from a high of 6.9% in 2010, to 4.4% in 2015, and 4.9% in 2016. However, unemployment rates varied across the state from 1.8% to 8%. The highest rates occurred in the southeastern part of the state, a largely rural area, and varied from 5.8% to 8%.

Oklahoma's median age was very close to the national median (36.3 years for Oklahoma vs. 36.9 nationally). However, unlike the national trend, Oklahoma's overall population is growing somewhat younger (36.2 years in 2015) while the national population is growing older (37.6 years).

Median and mean household incomes in Oklahoma are lower than in the United States as a whole, although a reasonable cost of living in the state compensates for some, but not all, of the differential. Oklahoma's median household income (based on the *2011 – 2015 American Community Survey*) was $46,879 compared to $53,889 nationally. Oklahoma's mean household income was $63,890 compared to $75,558 in the U.S. as a whole.

ODL strongly desires to continue innovative technology initiatives that will help citizens with their educational and employment needs.

Literacy in Oklahoma

The Oklahoma Department of Libraries has been a leader among state library agencies in promoting and supporting literacy activities. This emphasis, which will continue under the 2018 – 2022 LSTA Plan, is strongly grounded in facts and demonstrable needs.

Poverty is closely correlated with education. Someone with a high school diploma is four times more likely to be poorer than a college graduate. Those without a GED or high school diploma are almost seven times more likely to be poorer than college graduates. Approximately one quarter of Oklahomans in poverty and over the age of 25 did not graduate from high school.

The Oklahoma Educational Indicators Program, *Profiles 2016 State Report*, prepared by the Oklahoma Office of Educational Quality and Accountability relays the following characteristics for an average school district:

- 7,461 persons;
- population living below poverty level, 16.7%;
- unemployment rate, 6.3%;
- students eligible for free or reduced price lunch, 62.4%.

The 2015 educational attainment of the state's population over age 25 has persons with less than a high school diploma at 12.7% and persons with a high school diploma at 87.3%. It also includes levels of college degrees with those with a Bachelor's or higher degree at 24.6%. The percentage of kindergarten through 3rd grade students on the reading remediation program is 39.4%

School districts are extremely varied in their physical size. For example, Bethany Public School District in Oklahoma County is slightly more than one square mile and Boise City Public School District, in Cimarron County is over 1,000 square miles.

Statewide, the number of regular classroom teachers - 37,517 - increased by 82 full-time equivalents for the 2015-16 school year. Total expenditures from all funds equaled $5.84 billion, an $11 million decrease over the 2014-15 school year. This decrease has continued a trend that began with the 2008 recession. According to the June, 2017 issue of *Governing* magazine, Oklahoma's public education funding is 26.9% below 2008 levels, the most decrease of any state since the recession. Rural schools have been hit especially hard. The state provides the third-lowest per-pupil spending for its rural schools. On June 25, 2017 *The Oklahoman* newspaper reported that more than 100 of these rural school districts went to a four-day week during the 2016-2017 school year.

An area of concern for ODL has been the impact of closing Oklahoma school libraries or the staffing of them with untrained library aides. The *State Department of Education accreditation standards* state: "For the fiscal years ending June 30, 2015 and June 30, 2016, accreditation shall not be withdrawn from or denied nor shall a penalty be assessed against a school or school district for failing to meet the media standards and media program expenditure standards as set forth in the accreditation standards adopted by the board." [70 O.S. 3-104.4]

To date, there are only 1,248 certified Oklahoma school librarians to assist students and teachers to become effective users of ideas and information. Many schools use school aides to keep a library open, but the school library's funding has dropped dramatically also. Students that have serious research needs must go to their local public library, nearest academic library, or some online source.

Health Information

Oklahoma, ranked the 46th healthiest state in the America's Health Rankings report, has many challenges as partners continue to focus on key health improvements plans**.** Oklahoma has the 4th highest rate of death from all causes in the nation, 23% above the national rate. Perhaps most disturbing is that while Oklahoma's mortality rate dropped 5% over the past 20 years, the U.S. mortality rate dropped 20%. Specific health issues include:

- 12th highest rate of death due to cancer,
- 3rd highest rate of death due to heart disease, and,
- the 4th highest rate of death due to stroke.

Other areas of concern include behavioral risk factors, including the lowest rate of fruit consumption in the nation, 44th lowest rate of vegetable consumption in the nation, the 44th least physically active state in the nation, and the 6th highest rate of obesity in the nation.

To address these issues, ODL wishes to expand services for learning and access to health information and educational resources; to provide training and professional development for library and literacy staff; and to develop public and private partnerships

with other agencies and community-based organizations. An Institute of Museum and Library Services study, *Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries*, showed that over a 12-month period, an estimated 28 million people used library computers and received assistance from librarians for health and wellness issues, including learning about medical conditions, finding health care providers, and assessing health insurance options. An American Library Association study, *Libraries Connect Communities*, reflects that seventy percent of rural libraries are the only providers of free internet in their communities.

OKLAHOMA PUBLIC LIBRARIES

Public library service data for 2014 (the most recent year for which comparable figures are available nationally) show that Oklahoma's public library funding per capita ranked 34th among the states at less than $30 per capita ($29.21). Modest funding for libraries also has its impact on staffing levels. Oklahoma public libraries ranked 35th among the states in 2014 on the number of full-time equivalent (FTEs) staff per 10,000 population with 3.78 FTEs per 10,000 people.

In addition to tight library budgets and small staffs, other factors such as the size and rural nature of the state and the low population density that exists in many areas create difficulties for local libraries to provide necessary services for their communities.

Summary of Needs

- Many Oklahoma libraries lack the financial resources and the buying power needed to acquire quality licensed E-Content at an affordable cost.
- Many Oklahoma libraries lack the technological infrastructure they need to support 21st century library services
- Many Oklahoma libraries lack the financial resources and staff to participate in interlibrary loan and resource sharing without state/LSTA support.
- Many Oklahoma library staff members come to their jobs with little or no formal training in library science and need ongoing professional education and job training.
- Many Oklahoma library staff members are unable to travel long distances to attend continuing education/training events.
- Many Oklahoma residents lack the literacy skills (early literacy, basic adult literacy, health literacy, digital literacy, workforce literacy) they need to succeed.

- Many Oklahoma residents are living below, at, or near the poverty line and lack both the educational resources and the skills they need to succeed.

- Many Oklahomans are unable to access community library and information services because they live in incarcerated settings. (A larger percentage of Oklahoma's people are incarcerated than their fellow Americans in other states.)

PLAN STRUCTURE

The Plan that follows is structured to align directly with IMLS Measuring Success focal areas. The three goals that are included in the plan address INFORMATION ACCESS, INSTITUTIONAL CAPACITY, and LIFELONG LEARNING. The LIFELONG LEARNING goal is constructed broadly to encompass HUMAN RESOURCES and CIVIC ENGAGEMENT focal area components.

To further achieve alignment with Measuring Success, the "intents" under these three focal areas have been adopted as the Plan's primary objectives. For example, the INSTITUTIONAL CAPACITY focal area "improve the library workforce" intent is reflected in the plan as "To improve the library workforce."

APPENDIX A (LSTA Purposes and Priorities) provides a guide to the LSTA program purposes overall, as well as to the LSTA Grants to States priorities.

APPENDIX B (Oklahoma Department of Libraries Measuring Success Crosswalk) provides a visual summary of how the Projects and Activities included in the Plan align with the Measuring Success focal areas and intents, as well as the LSTA Purposes and Priorities.

GOALS AND PROJECTS

PRIORITIZATION OF GOALS

Establishing an order of importance for Plan goals is challenging because the goals are closely intertwined, and, to some extent, are dependent on each other. While the outcomes associated with Goal 3 (LIFELONG LEARNING), including ECONOMIC /EMPLOYMENT DEVELOPMENT AND CIVIC ENGAGEMENT components, are ultimately the most important, many of the outcomes will not be achieved unless attention is paid to activities associated with Goal 1 (INFORMATION ACCESS) and Goal 2 (INSTITUTIONAL CAPACITY).

The three goals presented in the plan are prioritized based on an estimation of the number of individuals who will be directly or indirectly impacted by the projects and activities. The Oklahoma Department of Libraries believes that Goal 1 is likely to affect

the largest number of individuals, while Goals 2 and 3 are likely to affect fewer citizens. The priorities as presented do not reflect the relative value of individual interactions. An activity, carried out as part of a project under a Goal 3 (LIFELONG LEARNING), might have a tremendous impact on the person touched by the activity, while a single database search conducted in fulfillment of Goal 1 may have less of a direct effect. However, taken as a whole, Goal 1 projects and activities will provide Oklahoma residents with a greater benefit than Goal 2 projects and activities and Goal 2 projects and activities will result in greater *STATEWIDE* benefits than Goal 3 projects and activities.

GOALS AND OBJECTIVES

The ***Oklahoma Department of Libraries Library Services and Technology Act (LSTA) Five-Year Plan for 2018 – 2022*** includes three goals that are directly aligned with IMLS Measuring Success focal areas. They are:

1. **INFORMATION ACCESS**
   All Oklahoma residents will have convenient access to quality information resources in a format that they can use to achieve their educational, occupational, and personal/recreational goals.

2. **INSTITUTIONAL CAPACITY**
   All Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

3. **LIFELONG LEARNING**
   All Oklahoma residents have an opportunity to reach their full potential, by achieving their educational, occupational, and physical health goals and by participating in and contributing to the vitality of their communities.

GOAL 1: INFORMATION ACCESS

All Oklahoma residents will have convenient access to quality information resources in a format that they can use to achieve their educational, occupational, and personal/recreational goals.

Goal 1 addresses three of the challenges identified in the Needs Assessment section of the plan. These include:

- Many Oklahoma public and school libraries lack the financial resources and the buying power needed to acquire quality licensed E-Content at an affordable cost.
- Many Oklahoma libraries lack the financial resources and staff to participate in interlibrary loan and resource sharing without state/LSTA support.

- Many Oklahoma residents are living below, at, or near the poverty line and lack both the educational resources and the skills they need to succeed.

Goal 1 is congruent with:

- LSTA Purpose 3 (facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry),
- LSTA Purpose 4 (encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public),
- LSTA Purpose 7 (ensure the preservation of knowledge and library collections in all formats), and,
- LSTA Purpose 9 (promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks).

Goal 1 is also congruent with:

- LSTA Priority 1 (expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills),
- LSTA Priority 2 (establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services), and,
- LSTA Priority 6 (target library and information services to persons having difficulty using a library).

Goal 1 Objective 1 (1.1)
To improve library users' ability to discover information resources
(IMLS Measuring Success Information Access Intent 1)

PROJECT: E-Resources

Summary: ODL's E-Resources project will facilitate access to a wide variety of digital/electronic resources through the licensing of online databases and information utilities and provide support for efforts to digitize valuable historical and contemporary documents of importance and interest to the public.

Audience: All residents of the State of Oklahoma

Process: ODL staff will work with members of the library community to identify and acquire/license high-quality E-Resources that are relevant to Oklahomans of all ages and that ensure a basic level of equity to information.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

Oklahoma Digital Prairie
E-Media Grants (Oklahoma Virtual Library Consortium [OKVL] Support)
Images of Oklahoma
Other Digitization of Resources
Other

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 1 Objective 1.

- **Oklahoma Digital Prairie initiative**
  - Number of libraries participating
  - Number of searches (vendor data)
  - Awareness of resources (periodic survey of librarians)
  - Satisfaction with selection of resources (periodic survey of librarians)
- **E-Media Grants**
  - Number of libraries participating in the Oklahoma Virtual Library [OKVL])
  - Satisfaction (periodic surveys of end-users and librarians)
- **Images of Oklahoma**
  - Number of libraries and museums participating
  - Participant Assessments - Pre- and post-participation surveys to determine:
    - number of items digitized
    - methods of distribution/dissemination
    - assessment of training and resources provided to participating libraries and museums
- **Other Digitization of Resources**
  - Activity Assessments
    - number of items digitized
    - methods of distribution/dissemination
    - assessment of training and resources provided

Goal 1 Objective 2 (1.2)
To improve library users' ability to obtain and/or use Information resources (IMLS Measuring Success Information Access Intent 2)

PROJECT: Resource Sharing

Summary: The Resource Sharing/Interlibrary Loan (ILL) project will provide Oklahoma citizens equitable and convenient access to materials

in a variety of formats through support for resource sharing activities, including the provision of finding tools and access to software and electronic services that enable libraries to share. Books, DVDs and digital items will be available to all citizens through their local libraries. Books are also available for offenders through libraries operated by the Oklahoma Department of Corrections. Resources obtained through this project will increase access to information for education, health, recreation; facilitate job search and career development; and will enable access to government documents and programs.

Audience: All residents of the State of Oklahoma with an emphasis on at-risk communities with under-served individuals, and individuals incarcerated in Oklahoma Department of Corrections' institutions.

Process: ODL staff will contract for resource sharing services and tools on behalf of Oklahoma libraries and will train and assist local library staff in the use of these services and tools. ODL staff will also facilitate interlibrary loan transactions and will coordinate the collection of resource sharing statistics.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

ILLIAD Support
OCLC WorldCat Support
Institutional Services
Other

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 1 Objective 2.

- **ILLIAD Support**
  - Number of libraries participating
  - Number of interlibrary loan requests
  - Number of interlibrary loan requests filled
- **OCLC WorldCat Support**
  - Number of libraries participating
- **Institutional Services**
  - Number of participating institutions
  - Number of items provided

GOAL 2: INSTITUTIONAL CAPACITY

All Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

Goal 2 addresses three of the challenges identified in the Needs Assessment section of the plan. These include:

- Many Oklahoma libraries lack the technological infrastructure they need to support 21st century library services
- Many Oklahoma library staff members come to their jobs with little or no formal training in library science and need ongoing professional education and job training.
- Many Oklahoma library staff members are unable to travel long distances to attend continuing education/training events.

Goal 2 is congruent with:

- LSTA Purpose 2 (promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States) and,
- LSTA Purpose 6 (enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services).

Goal 2 is also congruent with:

- LSTA Priority 3 (provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services).

Goal 2 Objective 1 (2.1)
To improve the library workforce
(IMLS Measuring Success Institutional Capacity Intent 1)

PROJECT: Staff Development

Summary: The Staff Development project is designed to improve the quality of library services delivered to Oklahoma residents by developing and enhancing the knowledge and skills of Oklahoma library staff. This will be accomplished through the provision of training and continuing education events, support for technological tools that enable remote/virtual access to staff development offerings, and the administration of a formal staff certification program. Some support may also be provided to subsidize the attendance of ODL and local library staff to state, regional, and national conferences.

Audience: Staff of Oklahoma libraries (primarily public library staff, but with some training open to school, academic, and special library staff as well).

Process: ODL staff will support staff development by providing training and continuing education events, offering hands-on opportunities for technology training, supporting technologies that enable virtual/remote participation in staff development offerings, and the development, coordination and administration of a program of library staff certification.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

Continuing Education for Public Librarians
Certification for Public Librarians
Computer Lab
Videoconference Training
Support for State, Regional, and National Conference Participation
Other

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 2 Objective 1.

- **Continuing Education for Public Librarians**
  - Number of sessions offered
  - Number of participants
  - Pre- and post-participation surveys to assess gains in knowledge and/or skills
  - Post-participation surveys to assess implementation and outcomes
  - Periodic surveys to assess training needs
- **Certification for Public Librarians**
  - Number of library staff certified for first time
  - Number of library staff re-certified
  - Post-certification survey to assess impacts of certification from the personal and library perspective
- **Computer Lab**
  - Number of sessions offered
  - Number of participants
  - Pre- and post-participation surveys to assess gains in knowledge and/or skills
  - Post-participation surveys to assess implementation and outcomes
  - Periodic surveys to assess training needs

- **Videoconference Training**
  - Number of library staff members trained to use video conferencing equipment
  - Pre- and post-participation survey to assess gains in knowledge and/or skills
  - Follow-up contacts to assess training adequacy and need for refresher session(s)
- **Support for State, Regional, and National Conference Participation**
  - Number of conference attendance requests received
  - Number of grants given
  - Completion of participant "sharing" requirement

Goal 2 Objectives 2 (2.2)
To improve library's physical/technological infrastructure
(IMLS Measuring Success Institutional Capacity Intent 2)

PROJECT: Technology Connectivity and Enhancement

Summary: The Technology Support project is designed to help libraries evaluate and improve the public access technologies they offer their users and to assist libraries in evaluating and upgrading the network infrastructure they use to deliver computer/technology services. The project will do more than identify shortcomings in that funds will also be provided to remediate some of the problems and issues that are identified. The project is also designed to encourage and enable libraries to work more closely with their local governmental officials in a joint effort to enhance technologies that support digital literacy, workforce development, E-Government, health literacy, and economic development.

Audience: The end-users of Oklahoma libraries are the ultimate beneficiaries of this project; however, ODL staff, local library staff, and local officials will all be engaged in components of the project.

Process: ODL staff will support library participation in the EDGE Assessment process and the Department of Libraries will offer subgrants to libraries to address technological infrastructure issues.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

EDGE Assessment
Small Library Technology Grants
Network Assessment and Remediation
Other Technology Support and Grants

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 2 Objective 2.

- **EDGE Assessment**
  - Number of libraries completing assessment
  - Post-participation follow-up one and two years later to determine number and nature of actions taken as a result of assessment
- **Small Library Technology Grants**
  - Number of grants awarded
  - Tracking of outcomes based on grant's specified evaluation metrics
- **Network Assessment and Remediation**
  - Number of grants awarded
  - Tracking of outputs and outcomes dependent on type/nature of assessment remediation completed

Goal 2 Objective 3 (2.3)
To improve library operations
(IMLS Measuring Success Institutional Capacity Intent 3)

PROJECT: Library Operational Efficiency

Summary: The Library Operational Efficiency project is designed to help libraries increase their efficiency by providing statistical tools and technical assistance to libraries that enhance their efforts to reach the residents of the communities they serve more efficiently and effectively. Included under the project is the collection, analysis, and dissemination of comparative statistics from Oklahoma libraries that can be used as benchmarks and technical assistance in helping libraries develop better web and social media presences.

Audience: The end-users of Oklahoma libraries are the ultimate beneficiaries of this project. However, ODL staff and local library staff will both be involved in collecting and organizing information and data and in maintaining these tools.

Process: ODL staff will provide guidance and support for the collection of data required to complete the Public Library Survey (PLS) and to support reporting on other state-level library initiatives. ODL staff will compile and analyze the data from the libraries and will compile and present the data in formats that are useful to libraries. ODL staff will also work with libraries to improve their services and outreach to the public through their websites and social media platforms. Assistance may take the form of continuing

education, primary development of websites and web templates, and the provision of apps that enhance public access to information resources.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

Website Development
Social Media Presence Enhancement
Annual Report Data Collection and Reporting
Other

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 2 Objective 3.

- **Website Development**
  - Number of websites redesigned/launched
  - Pre-implementation and post-implementation traffic
- **Social Media Presence Enhancement**
  - Number of libraries assisted
  - Measures of activities (views, likes, follows, etc.)
- **Annual Report Data Collection and Reporting**
  - Number of libraries from which statistics were collected
  - Timeliness of submission of data to IMLS
  - Timeliness of release of compiled data back to libraries
  - Number of uses of data (website page views)
  - Number of requests for derivative products/reports based on data collected

GOAL 3: LIFELONG LEARNING

All Oklahoma residents have an opportunity to reach their full potential, by achieving their educational, occupational, and physical health goals and by participating in and contributing to the vitality of their communities.

Although Goal 3 is third in priority among the goals, its importance cannot be overstated. Outcomes related to LIFELONG LEARNING are the ultimate purpose of the Plan. The INFORMATION ACCESS (Goal 1) and INSTITUTIONAL CAPACITY (Goal 2) goals are means to enable individuals to reach their personal lifelong goals.

Goal 3 addresses two of the challenges identified in the Needs Assessment section of the plan. These include:

- Many Oklahoma residents lack the literacy skills (early literacy, basic adult literacy, health literacy, digital literacy, workforce literacy) they need to succeed.

- Many Oklahoma residents are living below, at, or near the poverty line and lack both the educational resources and the skills they need to succeed.

Goal 3 is congruent with:

- LSTA Purpose 5 (promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to family health and wellness, 21st century skills, digital literacy skills, and civic engagement).

Goal 3 is also congruent with:

- LSTA Priority 1 (expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills),
- LSTA Priority 5 (target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills), and,
- LSTA Priority 6 (target library and information services to persons having difficulty using a library and to underserved urban and rural communities).

Goal 3 Objective 1 (3.1)
To improve users' formal education
(IMLS Measuring Success Lifelong Learning Intent 1)

PROJECT: Educational Learning Initiatives

Summary: The Educational Support Services project is designed to promote reading and student learning, encourage collaboration between schools and public libraries, and enhance the public library's reputation as an educational institution. The Summer Reading program and year-round Science, Technology, Engineering, and Math (STEM) and Science, Technology, Engineering, Arts, and Math (STEAM) program support are designed to engage learners of all ages and to improve opportunities for students to succeed.

Audience: While lifelong learners of all ages are potentially the audience for the Educational Support Services project, children are the primary target audience.

Process: ODL will support Summer Reading Program through participation in the Collaborative Summer Library Program (CSLP) and providing resource materials, and professional/technical support for libraries. The ODL Youth Services Consultant will also work with libraries

to design and develop hands-on STEM and STEAM programs that engage learners in grades Kindergarten - 12.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:
Summer Reading Program
STEM/STEAM Activities
Other Learning Initiatives

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 3 Objective 1.

- **Summer Reading Program**
  - Number of libraries participating
  - Number of pre-school participants
  - Number of school-aged participants
  - Number of teen participants
  - Number of adult participants
  - Attendance at programs/events
  - Survey of librarians participating
- **STEM/STEAM Activities**
  - Number of grants awarded
  - Number of programs
  - Number of participants by age/grade

Goal 3 Objective 2 (3.2)
To improve users' general knowledge and skills
(IMLS Measuring Success Lifelong Learning Intent 2)

PROJECT: Literacy

Summary: The Literacy project is designed to promote adult literacy and to help local literacy organizations achieve their goals by facilitating staff development for literacy agency personnel, creating communications networks through which literacy providers can interact with each other and with libraries, and providing technological tools that enable the tracking of the progress of literacy program participants.

Audience: Adults who desire to improve their literacy skills are the ultimate targeted audience; however, ODL works through local literacy organizations to accomplish this end.

Process: ODL staff supports literacy by convening literacy providers, working with them to coordinate staff development and services, and

providing libraries, other non-profit entities and the general public with a unified access point for literacy services.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

Literacy Directors Summit
Literacy Tracking/Management Software Support
Literacy Resource Office
Other Literacy Development Initiatives

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 3 Objective 2.

- **Literacy Directors Summit**
  - Number of attendees
  - Number of local literacy organizations represented
  - Pre- and post-participation survey to assess gains in knowledge/skills

Goal 3 Objective 3 (3.3)
To improve users' ability to apply information that furthers their personal or family health and wellness (IMLS Measuring Success Human Resources Intent 2)

PROJECT: Health Literacy

Summary: The Health Literacy project is designed to address significant public health concerns in Oklahoma through the support of public libraries and community-based literacy programs that provide health literacy education, information, programming, and resources from sites throughout the state. The program represents a partnership between ODL, library and literacy programs, and their community partners.

Audience: Adults and families at risk due to a lack of understanding and/or information about healthy diets and lifestyle choices. Specifically targeted audiences are adult learners, non-English speakers, and other at-risk populations.

Process: ODL staff supports libraries and community-based literacy organizations by providing resources, continuing education, and ongoing technical assistance to grantees working on health literacy issues. Grantees are required to: focus their efforts on one or more of their county's most urgent health needs (as identified in the *Oklahoma State of*

the State of Health Report); partner with community organizations; and provide information and resources at basic literacy levels.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

Health Literacy
Other Health Literacy Initiatives

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 3 Objective 3.

- **Health Literacy**
  - Number of participating organizations
  - Number of library/non-profit partnerships
  - Number of participants
  - Number of programs/activities
  - Pre- and post-participation surveys of participants to track outcomes

Goal 3 Objective 4 (3.4)
To improve users' ability to participate in their community
(IMLS Measuring Success Civic Engagement Intent 1)

PROJECT: Civic Engagement

Summary: The Civic Engagement project is designed to enhance the quality of life in Oklahoma communities by fostering authentic engagement between and among residents of the state's communities. The project works with local libraries to provide citizenship classes, conversation circles, tutoring, and a variety of other services aimed at enabling individuals to increase their participation in community life.

Audience: All Oklahoma residents are included as the potential audience for this project; however, the project specifically targets non-English-speaking immigrant populations and veterans.

Process: ODL staff supports libraries through subgrants that support civic engagement activities at the local level.

Timeline: This project will be ongoing throughout the entire period during which LSTA Federal Fiscal Year (FFY) 2018 – 2022 funds are expended.

POTENTIAL ACTIVITIES:

Immigration and Citizenship

Veterans' Outreach Initiatives
Other Civic Engagement Initiatives

Outputs and Outcomes: A variety of methods will be used to measure progress toward Goal 3 Objective 4.

- **Immigration and Citizenship**
  - Number of participating organizations
  - Number of participants
  - Number of citizenship classes/sessions
  - Number of language/literacy classes sessions
  - Number of participants applying for citizenship
  - Number of new Americans
- **Veterans Outreach Activities**
  - Number of participating organizations
  - Number of participants
  - Number of contacts with veterans
  - Number of referrals to helping agencies
  - Number of classes/sessions

CROSSWALK WITH MEASURING SUCCESS FOCAL AREAS AND INTENTS

See APPENDIX B (Oklahoma Department of Libraries Measuring Success Crosswalk) for a crosswalk with the IMLS Measuring Success focal areas and intents.

EVALUATION PLAN

Because some of the projects envisioned under the 2018 – 2022 LSTA Plan are continuations of existing projects, many of the metrics necessary to measure success are already in place. However, additional efforts will be made to identify ways to capture additional outcomes and to align project and activity assessment with the Institute of Museum and Library Services Measuring Success focal areas and intents.

As you will see in Appendix B, the Plan reflects the beginnings of these efforts in that Measuring Success intents are being applied as objectives throughout the plan. A review of all of the current metrics that are employed will be conducted and these measures will be adopted, modified, or abandoned based on the review. New measures that reflect the Measuring Success focal areas and intents will be developed as needed.

STAKEHOLDER INVOLVEMENT

Primary stakeholder involvement in the *Library Services and Technology Act Five-**Year** Plan for 2018 – 2022* was achieved by conducting the LSTA 2013 – 2017 five-year evaluation using methodologies that included both retrospective and prospective components. Four focus groups, personal interviews and a web-based survey examined the Oklahoma Department of Libraries' past performance in implementing the LSTA Grants to States program as well as exploring future needs.

The web-based survey conducted October 19 – November 18, 2016 as part of the LSTA five-year evaluation offered prospective insights and explored topics related to past performance.

Interviews were conducted with key state library agency staff engaged in LSTA activities including the ODL Director, LSTA Coordinator, and other ODL staff with project management responsibilities. Numerous telephone and email contacts were used to clarify information and to refine the Plan.

COMMUNICATION AND PUBLIC AVAILABILITY

The Oklahoma Department of Libraries will share a summary of the 2018 – 2022 LSTA Plan with all ODL staff and will review specific portions of the Plan in detail with the individuals with responsibilities related to carrying out the projects and activities described in the document.

The new Plan will be presented to the Oklahoma Department of Libraries' Board of Directors and will also be shared with the Governor's Office, and with other appropriate agencies within state government. The Plan will be shared with the larger public by alerting the libraries in Oklahoma of the availability of the document on the ODL website where it will also be available to the general public. It is anticipated that it will also be publicly available on the IMLS website.

The members of the ODL Board of Directors will receive periodic updates on LSTA-funded activities at their regularly scheduled meetings.

MONITORING

Oklahoma's implementation of its *Library Services and Technology Act Five-Year **LSTA** Plan for 2018 – 2022* will be monitored on a continuous basis to ensure compliance with all applicable performance and reporting requirements including, but not limited to requirements for completion of State Program Reports and a five-year evaluation.

Procedures are outlined in 2 CFR 200.327-332

- 2 CFR 200.327 – Financial Reporting
- 2 CFR 200.328 – Monitoring and Reporting Program Performance
- 2 CFR 200.329 – Reporting on Real Property
- 2 CFR 200.330 – Subrecipient and Contractor Determination
- 2 CFR 200.331 – Requirements for Pass-Through Entities
- 2 CFR 200.332 – Fixed Amount Subawards

ASSURANCES (See Appendices)

The following assurances are attached in the Appendices section:

- Program Assurances for 2018 Grant Award (Includes Compliance with Internet Safety; Trafficking in Persons; Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; and Lobbying Requirements)

- Assurances of Non-Construction Programs

- State Legal Officer's Certification of Authorized Certifying Official

- Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and or School Public School Libraries

APPENDIX A - LSTA PURPOSES AND PRIORITIES[1]

Overall Purposes of LSTA (20 U.S.C. § 9121)

1. enhance coordination among federal programs that relate to library and information services;
2. promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
3. facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
4. encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
5. promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;
6. enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;
7. ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
8. enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and
9. promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks.

LSTA-specified Grants to States Priorities (20 U.S.C. § 9141)

1) expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;

2) establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;

3) (a) provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and OMB Control No.: 3137-0029, Expiration Date: 7/31/2018 IMLS-CLR-D-0032 information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;

[1] https://www.imls.gov/grants/grants-state/purposes-and-priorities-lsta

4) develop public and private partnerships with other agencies and community-based organizations;

5) target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

6) target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to a family of the size involved;

7) develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and

8) carry out other activities consistent with the purposes set forth in 20 U.S.C. § 912

APPENDIX B
Oklahoma Department of Libraries Crosswalk

Measuring Success Focal Area	GOAL 1: INFORMATION ACCESS		GOAL 2: INSTITUTIONAL CAPACITY			GOAL 3: LIFELONG LEARNING			
Goals	All Oklahoma residents will have convenient access to quality information resources in a format that they can use to achieve their educational, occupational, and personal/recreational goals.		All Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.			All Oklahoma residents have an opportunity to reach their full potential, by achieving their educational, occupational, and physical health goals and by participating in and contributing to the vitality of their communities.			
Measuring Success Intents/Objectives	To improve users' ability to discover information resources	To improve users' ability to obtain and/or use information resources	To improve the library workforce	To improve the library's physical and technological infrastructure	To improve library operations	To improve users's formal education	To improve users's general knowledge and skills	To improve users' ability to apply information that furthers their personal family health and wellness	To improve users' ability to participate in their community
PROJECTS	E-RESOURCES	RESOURCE SHARING	STAFF DEVELOPMENT	TECHNOLOGY CONNECTIVITY AND ENHANCEMENT	LIBRARY OPERATIONAL EFFICIENCY	EDUCATIONAL LEARNING INITIATIVES	LITERACY	HEALTH LITERACY	CIVIC ENGAGEMENT
Activities	Oklahoma Digital Prairie	ILLIAD Support	Continuing Education for Public Librarians	EDGE Assessment	Website Development	Summer Reading Program	Literacy Summit	Health Literacy	Immigration and Citizenship
Activities	E-Media Grants	OCLC WorldCat Support	Certification for Public Librarians	Small Library Technology Grants	Social Media Presence Enhancement	STEM/STEAM Activities	Literacy Tracking/Management	Other Health Literacy Initiatives	Veterans' Outreach Initiatives
Activities	Images of Oklahoma	Institutional Services	Computer Lab	Network Assessment and Remediation	Annual Report Data Collection and Reporting	Other Learning Initiatives	Literacy Resource Office		Other Civic Engagement Initiatives
Activities	Other Digitization of Resources		Videoconference Training	Other Technology Support Grants	Other		Other Literacy Development Initiatives		
Activities			Support for State, Regional, and National Conference Participation						
LSTA Purposes	• LSTA Purpose 3 (facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry, • LSTA Purpose 4 (encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public), • LSTA Purpose 7 (ensure the preservation of knowledge and library collections in all formats), and, • LSTA Purpose 9 (promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks).		• LSTA Purpose 2 (promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States) and, • LSTA Purpose 6 (enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services).			• LSTA Purpose 5 (promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to family health and wellness, 21st century skills, digital literacy skills, and civic engagement).			
LSTA Priorities	• LSTA Priority 1 (expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills), • LSTA Priority 2 (establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services), and, • LSTA Priority 6 (target library and information services to persons having difficulty using a library).		• LSTA Priority 3 (provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services).			• LSTA Priority 1 (expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills), • LSTA Priority 5 (target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills), and, • LSTA Priority 6 (target library and information services to persons having difficulty using a library and to underserved urban and rural communities).			

INSTITUTE of Museum and Library SERVICES

State: OKLAHOMA

STATE LEGAL OFFICER'S CERTIFICATION OF AUTHORIZED CERTIFYING OFFICIAL

I hereby certify that in

Oklahoma

Name of State

Oklahoma Department of Libraries

Name of State Agency

is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that

Susan C. McVey

Name of Authorized Certifying Official

Director of the Oklahoma Department of Libraries

Title of Authorized Certifying Official

is the officer authorized to submit the State Plan, sign all assurances, certifications, and reports and to whom the grant award is made for the named State Agency; that the State Treasurer or

Title of Officer other than State Treasurer

has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

Mike Hunter

Signature of Attorney General or Other State Legal Officer

Mike Hunter

Print Name and Title

6/29/17

Date

OMB No. 3137-0071; Expiration Date: 7/31/2018

INSTITUTE of Museum and Library SERVICES

INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES, PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only **one** of the following boxes*)

A. ☐ CIPA Compliant *(The applicant library has complied with the requirements of 20 U.S.C. § 9134(f) et seq.)*

OR

B. ☑ The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Susan C. McVey

Signature of Authorized Representative

Susan C. McVey

Printed Name of Authorized Representative

Director

Title of Authorized Representative

6/29/17

Date

Oklahoma Department of Libraries

Name of Applicant Library/Program

OMB No. 3137-0071; Expiration Date: 7/31/2018

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Susan C. McCley	Director
APPLICANT ORGANIZATION	DATE SUBMITTED
Oklahoma Department of Libraries	June 29, 2017

Oklahoma Department of Libraries