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Oklahoma Department of Libraries Annual Report 2021 Definitions

A. LIBRARY DATA

A1 Library Name

This is the legal name of the Library.

A2 County

This is the county where the Library is physically located.

A3 Type

Either PL for public or SY for system.

A4 Mailing Address

This is the address where the Library receives its mail.

A5 Zip Code of Mailing Address

This is the standard five-digit postal zip code where the Library receives its mail.

A6 Street Address

This is the complete physical street address for the Library. Note: Do not report a post office box or general delivery.

A7 City

This is the city or town where the Library is located.

A8 Zip Code of Street Address

This is the standard five-digit postal zip code for the street address of the Library.

A9 Phone Number

This is the telephone number of the Library including area code. Report telephone number without spacing or punctuation. From state aid rules User Services [405:25-1-3(2)] Libraries must have a telephone located in the library with a listed number.

A10 Fax Number

This is the telephone number of the Library's fax machine. Report without spacing or punctuation.

A11 Toll Free Number

If you have one, please enter. If not, enter N/A.

A12 Director or Branch Head Email Address

This is the email address for the Director or Branch Head.

A12a Name of Director or Branch Librarian

This is the Full Name of the Director, CEO, or Branch Manager.

A13 Library Website Address

Please give the full url with either "www" or "http://" If no website, please enter N/A.

A14 Legal Service Area Population

The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. For systems this is all county(s) population. For Branches, please indicate your own self-defined service area if you have done this.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population is based on the most recent official US Census population estimates.

A14a County(s) Population

From the latest US Census population estimates for the county or counties the library or system serves.

A15 County(s) Square Mileage Area

Derived from the latest US Census figures for the county or counties the library or system serves.

A16 Do You Serve All Customers in Your County Without Charging

Yes or No. The Library serves all population that resides in the county without charging.

A17 If NO, Describe

Please tell us who you charge, how much and the time frame which the use charge covers – one time, annually, 3 years, etc.

A18 Director Certifies this Information is Correct

Name of Director. Filling in this field certifies that the Library Director is certifying that all information is correct.

A18a Hired as Director When?

Please give the month (if possible) and year the director began their position as director. Ex: 10/2018 or Oct 2018.

A19/A19a Person Completing Report

Include the first and last name of the person responsible for filling out this report and their email address.

A20 City Manager or Mayor

Please indicate which when you give the name such as Donna Jones, City Manager or Dwayne Wayne, Mayor. Systems input N/A.

A20a City Manager or Mayor Mailing Address

Street address or PO Box with Zip Code for the official named in A20. Systems input N/A. Systems will report this information for their Board Chair.

A20b City Manager or Mayor Email Address

Email address for the official named in A20. Systems input N/A. Systems will report this information for their Board Chair.

A20c City Manager or Mayor Phone Number

Phone number with area code (10 digits) for the official named in A20. Systems input N/A. Systems will report this information for their Board Chair.

A21 Number of Branches

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public

A22 Number of Bookmobiles

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. Paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public

Note: Count the number of vehicles in use, not the number of stops the vehicle makes. Please report annual bookmobile hours in J13.

A23 Number of Other Outlets

A regularly rotated collection/donation of materials in non-staffed locations such as nursing homes, jails, offices, etc. In State Note field, please indicate where and how often the collection is rotated/refreshed.

A24 Square Footage of Library

Only space actually used by the library should be included. If the library shares space in a building with other agencies, only the area occupied by the library should be measured. If the library runs the literacy program include this space. For systems give the square footage of the outlet that houses administration. This is a critical figure for Category 2 Erate requests. Please measure if unsure.

A25 Do you have meeting rooms?

Yes or No

A25a Capacity of Room(s)

Please indicate the room capacity for each room divided by a semi colon such as 4; 12; 12; 50; 200 which translates to a small group study room for 4; 2 board meeting type rooms that seat 12; 1 large room of 50; and one auditorium type room of 200. For systems, please indicate how many/size the main library has; in State Note field indicate any branch(es) that do NOT have meeting rooms.

A26 Year Built

If you do not know the exact year the building was built, please provide an estimate. Systems input Main Library or Administrative Office.

A26a Year of Last Remodel

A remodel may including adding space or may just be retrofitting for better electrical, reconfiguring shelving, or any major undertaking that may disrupt library service. Systems input Main Library or Administrative Office.

A32 U.S. Congressional District

This is the US District you indicated last year as your district.

A32a Yes/No U.S. Congressional District

Yes correct or No not correct as reported last year.

A32b If No, Give District #

Please give us the correct US Congressional District number.

A33 Oklahoma House District

These are the House district(s) you indicated the library serves last year.

A33a Yes/No Oklahoma House District

Yes correct or No not correct as reported last year.

A33b If No, Give District #

If you have multiple districts, please separate with semicolons such as H12; H22; H34 – it is not necessary to give party affiliation.

A34 Oklahoma Senate District

These are the Senate district(s) you indicated the library serves last year.

A34a Yes/No Oklahoma Senate District

Yes correct or No not correct as reported last year.

A34b If No, Give District #

If you have multiple districts, please separate with semicolons such as S12; S22; S34 – it is not necessary to give party affiliation.

B. STATE AID

Don't forget you need to report how you spent your state aid in 2 places – on the State Aid section and on the Expenditures section. We ask for more specifics on the state aid page so we can report exactly how state aid was spent to the state legislature. If you received your 10% holdback before June 30, please report it as state aid expenditures if you spent it by June 30. If your received your 10% holdback after July 1, please report it next year.

This is only the amount of state aid you spent – not the total you may have spent. For example you spent \$2000 on summer reading programs but only used \$500 in state aid. Report the \$500 in B39 and report the whole \$2000 as part of Other in D23.

Federal Definition of Age Groups

- Children are birth – 11
- Young Adults/Teens are ages 12–17
- Adults are age 18 and up
- If there is not a Young Adult category for the item then the federal definition says count them as Adults

B State Aid Amount

Auto filled from grand total B52 / cannot manually input.

State Aid distributed by ODL as of June 30

This is prefilled and lock with data from ODL's financial claim records. This will include all state aid checks from FY2021 July 1 – June 30.

B1 Number of Reference Books

All ages

B2 Reference Book Cost

How much state aid was spent on reference books. Also report in section D4 and/or D5.

B3 Number of Childrens Books

Birth to 11 yrs

B4 Childrens Book Cost

How much state aid was spent on children's books. Also report in section D5.

B5 Number of Adult Books

Young Adult books should be counted as Adult books with the federal definition of Young Adult as ages 12–17.

B6 Adult Book Cost

How much state aid was spent on adult & teen books. Also report in section D4.

B7 Total Book Costs

(Sum of B2 + B4 + B6) auto calculated

B8 Number of Periodical Subscription

Hardcopy magazines, newspapers, annuals, yearbooks, etc.

B9 Periodical Subscriptions Cost

How much state aid was spent on periodicals. Also report in section D9.

B10 Number of A/V Materials

Books–on–tape or CD, music CDs and videos on tape or DVD.

B11 A/V Cost

How much state aid was spent on audios and/or videos. Also report in section D13 and/or D14.

B14 Number of Databases/Electronic Collections

A database is a collection of electronically stored data accessed with software. Typically the data is collected on a defined topic and can be issued on CD/DVD, diskette or via the Internet.

B15 Database Cost

How much state aid was spent on databases. Also report in section D16 and/or D17.

B16 Number of Microfilm Materials

Film containing microphotographs of a newspaper, catalog, or other document.

B17 Microfilm Cost

How much state aid was spent on microfilm. Also report in section D12.

B18 Number of Ebooks

E-books are digital documents, licensed or not, which can be seen like a printed book. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Check with Overdrive or your ebook vendor if unsure.

B19 Ebook Cost

How much state aid was spent on Ebooks. Also report in section D16 and/or D17.

B20 Number of Other Circulating Materials

This is items that you check out that don't fit the other collection categories. Include all circulating materials not reported above such as your "Library of Things" like tools, cake pans, instruments, etc.

B21 Other Circulating Materials Costs

How much state aid was spent on other circulating materials. Also report in section D19 and/or D20.

B22 Total Non-Book Costs

(Sum of B9 + B11 + B15 + B17 + B19 + B21) auto calc

B23 Computer/Hardware

Include printers, tablets, scanners, 3D, etc.

B24 Total Cost of Computer/Hardware

How much state aid was spent on computer/hardware. Also report in section D24.

B25 Computer Software

Licensed or purchased

B26 Total Cost of Computer Software

How much state aid was spent on computer software. Also report in section D25.

B27 Network Equipment

Examples are servers, routers, UPS, wireless access points, etc.

B28 Total Cost of Network Equipment

How much state aid was spent on network equipment. Also report in section D24.

B29 Automation Upgrade or Replace

This is (number of) but if money spent then assume it will be one.

B30 Total Cost of Automation

How much state aid was spent on automation. Also report in section D25.

B31 Automation and Equipment

Number of different fees such as annual ILS or copy machine license.

B32 Total Cost of Automation & Equipment

How much state aid was spent on automation/equipment fees. Also report in section D23 or D25.

B33 Internet Service Providers Cost

If you used state aid to pay for Internet, report it here. Also report in section D25.

B34 Total Technology Costs

(Sum of B24 + B26 + B28 + B30 + B32 + B33) auto calc

B35 Type of Equipment/Furniture

Copiers, die-cut machines, chairs, tables, shelving, etc.

B36 Cost of Equipment/Furniture

How much state aid was spent on equipment/furniture. Also report in section D24.

B37 Total Equipment/Furniture Costs

(Sum of ALL B36s) auto calc

B38 Number of Childrens Programs

Age under 12

B39 Total Children Program Cost

How much state aid was spent on children's programs. Also report in section D23.

B40 Number of Adult/Teen Programs

Age 12 and over

B41 Total Adult/Teen Program Cost

How much state aid was spent on adult/teen programs. Also report in section D23.

B42 Total Program Costs

(Sum of B39 + B41)

B43 Number of Workshops

Number of workshops, conferences, classes, etc. attended for which you used state aid funding.

B44 Costs of Workshops

How much state aid was spent on workshops, etc. Also report in section D23.

B45 Number of Additional Staff

May use state aid to pay for staffing.

B46 Additional Staff Hours

Number of total annual hours.

B47 Cost of Additional Staff

How much state aid was spent on staffing. Also report in section D1.

B48 Specify Other Expenses

Examples are Summer Reading presenters or prizes, utilities, building insurance, postage, office supplies, paper, printer ink, book covers, etc.

B50 Cost of Other Expenses

How much state aid was spent on other. Also report in section D23.

B51 Total Other Expenses

(Sum of ALL B50s) auto calc

B52 Total State Aid Expenses

(Sum of B7 + B22 + B34 + B37 + B42 + B44 + B47 + B51) auto calc

B53 Comments to Legislature on State Aid Value

Comments are critical to your legislator and your funding. ODL shares your comments to “tell–the–story” of state aid appropriations. ODL believes the legislature wants to know specifically how state aid and/or the statewide databases have helped your library.

C. INCOME

Money received for the regular, ongoing operation of the library, which includes personnel, library materials, supplies and utilities.

C1 City Funds

The amount budgeted to the library for FY2021 July 1 – June 30, by the community, district or region of the public library. Do NOT include the value of any contributed or in-kind services, any capital income, any supplemental or emergency funding allocated to the library by the city or town during FY2021, the value of any gifts, and donations, fines or fees. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries must receive operating income from local government sources, i.e., town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

C2 County Funds

Any money allocated to the library by the county board of commissioners for countywide library services. If you are a school/public library, the amount of funding from the school district should be entered here. Do NOT include the value of any contributed or in-kind services, any capital income, any supplemental or emergency funding allocated to the library by the county during FY2021, the value of any gifts, and donations, fines or fees. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries must receive operating income from local government sources, i.e., town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

C3 Total Local Funds

(Sum C1 + C2) auto calc

State Grants

C4 Description of Grant

Name of grant and from whom the grant was received.

C5 Amount of Funds Received

Report each grant separately by Adding a Group. Funds received from state agencies including ODL's Literacy Office, OK Arts & Humanities Council or OK Departments of Agriculture or Commerce, etc. This does NOT include LSTA grants administered by ODL.

C6 Total State Grants

(Sum of all C5s) auto calc

LSTA Grants

C7 Description of Grant

Name of grant and from what ODL department the grant was received.

C8 Amount of Funds Received

Report each grant separately by Adding a Group. List all IMLS LSTA (grants from ODL) funds.

C9 Total LSTA Grants

(Sum of all C8s) auto calc

C10 Local Funds

Auto fill from C3

C11 State Aid

Auto fill from B52

C12 State Grants

Auto fill from C6

C12a Total State Funds

Sum of C11 + C12 for IMLS reporting.

C13 LSTA Grants

Auto fill from C9

C14 Other Federal

ERATE funds – If your library received a reimbursement check because of the Erate and the money went into the library budget in addition to city funds already allocated, report it here. Other examples of federal funding are Federal Department of Education literacy grants or grants from the National Endowment for the Humanities. Only actual money received by the library should be reported. Therefore, do NOT report Job Corps, VISTA or similar programs if another agency pays their salaries.

C14a Total Federal Funds

Sum of C13 + C14 for IMLS reporting auto calc.

C15 Other City/County

Any supplemental or emergency funding allocated to the library by the city or county that is not a capital expense. If unsure the library will continue to receive this funding, report the funds here not in C1 or C2 as regular operating income.

C16 Other Collected

Report income such as gifts, donations, fines, fees, copying and fax receipts, etc., if funds received are for library use (not if these funds go into the city general fund.) Include Friends money given to the library to purchase something. Do NOT include Friends money if the Friends purchase “something” and give the purchased item(s) to the library. Report foundation and gift funds received for building projects and other major one-time expenses under Capital G5. If the foundation and gift funds are used as part of your operating budget for books, utilities, programs, etc., report funds here as Income and also under Expenditures.

C17 Carryover (Sum of E4)

This is income you were able to keep from last year's city/county funds. This number is auto-filled from your Unspent Funds Kept by Library (E4) from last year's annual report.

C17a Total Other Operating Funds

Sum of C15 + C16 + C17 for IMLS reporting.

C18 Total Income

(Sum of C10 to C17a) auto calc

D. EXPENDITURES**Federal Definition of Age Groups**

- Children are birth to age 11
- Young Adults/Teens are ages 12–17
- Adults are age 18 and up
- If there is not a Young Adult category for the item then the federal definition says count them as Adults

D1 Staff Salaries

This amount should be the salaries for all library staff including plant operation, security and maintenance staff if paid from the library budget. Include salaries before deductions, but exclude “employee benefits.” Do not include the salaries of Job Corps, VISTA or similar workers if their salaries are paid by another agency.

D2 Benefits & Taxes

Benefits paid and accruing to employees in addition to salaries regardless of whether the benefits or equivalent cash options are available to all employees. These benefits may include FICA, Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition and housing benefits.

D3 Total Wages and Benefits

(Sum of D1 + D2) auto calc

D4 Adult Books

Young Adult books should be counted as Adult books with the federal definition of Young Adult as ages 12–17. E-books are reported as electronic materials D16 below.

D5 Juvenile Books

Physical books purchased for ages birth to 11. E-books are reported as electronic materials D17 below.

D6 Total Books

(Sum of D4 + D5) auto calc

D7 Adult Serials

Subscription costs paid by the library for hardcopy periodicals, magazines, newspapers, annuals, yearbooks, etc. Adult age 12 and above.

D8 Juvenile Serials

Subscription costs paid by the library for hardcopy periodicals and magazines. Juvenile age 0-11.

D9 Total Serials

(Sum of D7 + D8) auto calc

D10 Total Print Materials

(Sum of D6 + D9) auto calc for IMLS reporting.

D12 Total Microfilm

Film containing microphotographs of a newspaper, catalog, or other document.

D13 Adult Audio-Visual

Books-on-tape or CD, music CDs and videos on tape or DVD. For federal definition purposes anything for ages 12 and over is considered adult. Do not include downloadable electronic audio/video – this is reported under D16 adult electronic materials.

D14 Juvenile Audio-Visual

Books-on-tape or CD, music CDs and videos on tape or DVD. For federal definition purposes anything under age 12 is considered juvenile. Do not include downloadable electronic audio/video – this is reported under D17 Juvenile electronic materials.

D15 Total Audio-Visual

(Sum of D13 + D14) auto calc

D16 Adult Electronic Materials

Electronic books, music, video, magazines, and databases are reported here. Examples are Overdrive, Ancestry.com, Freegal, and Flipster just to name a few. The data can be accessed by computer, Internet, or e-book reader. Include equipment expenditures that are inseparably bundled into the price of the product.

D17 Juvenile Electronic Materials

Electronic books, music, video, magazines, and databases are reported here. The federal definition of "juvenile" is under 12 years of age. If the product includes all ages report as adult. Examples are TumbleBooks, Sesame Street, and Disney just to name a few. The data can be accessed by computer, Internet, or e-book reader. Include equipment expenditures that are inseparably bundled into the price of the product.

D18 Total Electronic Materials
(Sum of D16 + D17) auto calc

D19 (Adult) – D20 (Juvenile) Other Circulating Materials
This is items that you check out that don't fit the other collection categories. Include all expenditures for circulating materials not reported above. These may include multimedia kits, games, toys, tools, fishing poles, cameras, wifi hotspots, etc.

D21 Total Other Materials
(Sum of D19 + D20) auto calc

D21a Total Other Materials
(Sum of D12 + D15 + D21) auto calc IMLS report.

D22 Total Collection
(Sum of D10 + D18 + D21a) auto calc

D23 Other
Examples of other expenses are office supplies, summer reading presenters, trinkets for SRP, Legos, makerspace materials, post office boxes, utilities, building insurance, travel, postage, paper, printer ink, book covers, etc. – anything you bought that wasn't salary, something that checks out or provides information via Internet, furniture, equipment, or electronic access.

D24 Furniture/Equipment
Include expenditures for all furniture and equipment purchased if they are NOT capital expenditures. As a rule of thumb, if the furniture/equipment are purchased with a special, one-time appropriation, it is a capital expenditure and should be reported as Capital Income/Expenditures. If the furniture/equipment are purchased using the library's regular operating funds, it is an operating expense and should be reported here. E-book readers, computers, tablets, copiers, etc. are included here.

D25 Electronic Access
Include expenditures for services provided by bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC, internet service providers (ex: OneNet), telecommunication costs used only for internet access or electronic document delivery. Include computer hardware/software (automation system) used to support library operations, whether purchased or leased, ONLY if this is an operating expenditure. If your computer hardware/software is a one-time capital income/expenditure, report it as Capital Income/Expenditures.

D26 Total Misc
(Sum of D23 to D25) auto calc

D27 Total Expenditures
(Sum of D3 + D22 + D26) auto calc

E. MAINTENANCE OF EFFORT

E1 +Total Income
Auto-filled from calculated amount C18

E2 -Total Expenses

Auto-filled from calculated amount D27

E3 Unspent Funds

Auto-filled from calculated Total Income C18 minus Total Expenditures D27

E4 Unspent Funds Kept by Library

Non–City/County funds such as state aid, foundation grants, bequests. etc. received in FY2021 that was not spent in FY2021 and the library will “carryover” that money and spend it in coming years.

E5 Unspent City/County Funds Returned to City/County

Budgeted income received in FY2021 that was not spent in FY2021 and the library must return to the city/county. This amount will be deducted from C3 Total Local Funds to determine your Maintenance of Effort E6.

E6 Maintenance of Effort (MOE)

The amount of income that must be matched or exceeded by the city/county (local funds) next year in FY2021 July 1, 2021 – June 30, 2021. This figure is calculated by subtracting city funds that the library returned to the city (E5) from C3 Total Local Funds. If the amount is lower, the library will need to write an appeal letter explaining why. From state aid rule Administration and Finance [405:25–1–3(3)] Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151–161 and Sections 551–561, Sections 4–101–107.1 and Sections 4–201–206 may not reduce their millage levy.

E6a MOE Note

Please give a preliminary explanation for why the MOE is lower and contact your Consultant.

G. CAPITAL INCOME**G1 Bonds/Appropriations**

Income received from a city or county bond issue approved by the electorate or an appropriation of city/system library funds for a specific capital improvement. Annual city appropriations for normal library operation and services should not be included. Please report any ad valorem funds used for construction or remodeling here if project was completed by June 30.

G2 Federal

Funds received from Federal sources. This money was then spent as a Capital Expenditure. If spent on general operating costs, report under Income–Other Federal C14 Income and Expenditures.

G3 State Grants

List any construction funds received through state funds. One example is the state REAP Rural Economic Action Plan program.

G4 Other Grants

Grants from local or national companies and foundations for building projects and other major one–time expenses. If the funds are used as part of your operating budget for books, utilities,

G4 (continued) programs, etc., report foundation funds under Income—Other Collected C16 and section D Expenditures.

G5 Donations

Gifts and donations, such as Friends funds or bequests from estates for building projects and other major one-time expenses. If the funds are used as part of your operating budget for books, utilities, programs, etc., report gifts under Income—Other Collected C16 and section D Expenditures.

G6 Other Income

If funding does not seem to fit in any of the above categories, please include here and provide an explanation in the State Note field.

G6a Total Other Capital Income

(Sum of G4 + G5 + G6) auto calc for IMLS report.

G7 Total Capital Income

(Sum of G1 + G2 + G3 + G6a)

H. CAPITAL EXPENDITURES

H1 Buildings New

Include funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, furnishings and shelving for new or expanded buildings and initial book stock. Please report ad valorem funds used for construction/remodeling here if project was completed by June 30.

H2 Buildings Remodeled

Report funds for remodeling buildings, including attached fixtures such as carpet, lighting, painting and air conditioning, and new furnishings and shelving not reported as an operating expense.

H3 Motor Vehicles

Report funds used for purchase of cars, trucks, vans, and bookmobiles.

H4 Major Computers and/or Equipment

E-book readers, computers, tablets, copiers, etc. If funding was a major replacement for a new building or addition, please report here.

H6 Other Capital Expenditures

If expenditure does not seem to fit in any of the above categories, please include here and provide an explanation in the State Note field.

H7 Total Capital Expenditures

(Sum of H1 to H6) auto calc

I. COLLECTION

- Federal Definition of Age Groups
- Children – birth to age 11
- Young Adults/Teens are ages 12–17
- Adults are age 18 and up
- If there is not a Young Adult category for the item then the federal definition says count them as Adults

Systemwide will no longer be reported separately. Please report all figures as systemwide.

From state aid rule User Services [405:25–1–3(2)] A public library shall have a collection of materials (e.g., books, periodicals, audio–visual materials, etc.) that is circulated to the community and Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up–to–date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

Books

I1 Adult Physical Units

Age 12 and up. Report the total of all cataloged printed books plus the number of volumes of bound magazines. If necessary estimate the number of titles held by multiplying the total number of units by 0.9.

I2 Juvenile Physical Units

Age 0–11. Report the total of all cataloged printed books plus the number of volumes of bound magazines. If necessary estimate the number of titles held by multiplying the total number of units by 0.9.

I3 Total Bound Physical Units

(Sum I1 + I2) auto calc

I7 Adult Added Print Books

Age 12 and up. Please give an estimate as to the number of units added. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections.

I8 Juvenile Added Print Books

Age 0–11. Please give an estimate as to the number of units added. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections.

I9 Total Bound Added

(Sum of I7 + I8) auto calc

I10 Adult Discarded Books

Age 12 and up. Please give an estimate as to the number of units discarded. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections.

I11 Juvenile Discarded Books

Age 0–11. Please give an estimate as to the number of units discarded. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections.

I12 Total Bound Discarded

(Sum of I10 + I11) auto calc

I21 (units) – I22 (added) E–Books

E–books are digital documents, licensed or not, which can be seen like a printed book. Include e–books held locally and remote e–books for which permanent or temporary access rights have been acquired. E–books packed as a unit – multiple titles on a single e–book reader – and checked out as a unit are counted as one unit. Check with Overdrive or your ebook vendor if unsure.

I27 (you/coop purchased) – I28 (ODL auto input) Databases

A database is a collection of electronically stored data accessed with software. Typically the data is collected on a defined topic and is available via the Internet. Report the number of databases, locally mounted or remote, full–text or not, for which temporary or permanent access rights have been acquired. Report the number of database licenses – subscription or one–time purchase. Each database is counted individually even if access to several databases is supported through the same vendor interface. EX: EBSCO is the vendor interface and provides numerous databases such as Medline, Business Source Elite, MasterFile Premier, etc. and each database should be counted individually. Only count databases paid for by the library or through a consortia agreement; do not include the statewide databases (EBSCO/Britannica) we have calculated them in I28 State Databases.

I29 Name of Licensed Databases

If you purchase multiple databases, please just provide the link or url to your database list on your website. A database is a collection of electronically stored data accessed with software. Typically the data is collected on a defined topic is available via the Internet. Report the name(s) of databases, locally mounted or remote, full–text or not, for which temporary or permanent access rights have been acquired. Each database is counted individually even if access to several databases is supported through the same vendor interface. EX: EBSCO is the vendor interface and provides numerous databases such as Medline, Business Source Elite, MasterFile Premier, etc. and each database should be named individually. Only name databases paid for by the library or through a consortia agreement; do not include the statewide databases.

I30 Sum DB/Electronic Collections

(Sum of I27 + I28) auto calc

I35 Audio Physical Units

Number of Adult and Juvenile audio recordings – Books–on–tape or CD, music CDs.

I39 Downloadable Audio Units

These are downloadable electronic files on which sounds (only) are stored and that can be played back electronically. Report the number of titles. Report only items the library has selected as part of the collection/catalog including Overdrive consortia audios.

I40 Video Physical Units

Number of Adult and Juvenile videos on tape or DVD.

I44 Downloadable Video Units

These are downloadable electronic files on which moving pictures (video) are recorded. Electronic playback reproduces pictures using a television receiver, computer monitor or video-enabled mobile device. Report the number of titles. Report only items the library has selected as part of the collection/catalog including Overdrive consortia videos.

I45 Library of Things-Other Physical Circulating Items

Report a single figure that includes materials that are in a fixed, physical format (no books, audio, video, serials) available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

I46 Total Physical Items in Collection (auto calc) (Sum of I3+I35+I40+I45)

All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (I3) Audio – physical units (I35), Video – physical units (I40) and Other Circulating Physical Items (I45)

J. OUTLET DATA**J1 – J2 PLSCKEY and PLSC_SEQ**

This is the identification code assigned by IMLS. Outlets are assigned the same PLSCKEY as the administrative entity to which they belong, with a three-digit suffix added to distinguish each outlet.

J3 LIBID

This is the state-assigned identification code for the outlet.

J4 Outlet Name

This is the official name of the outlet (main library, branch library or bookmobile).

J5 Street Address

This is the complete street address or physical location of the outlet.

Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates.

J6 City

This is the city or town in which the outlet is located.

J7 Zip

This is the five-digit postal zip code for the street address of the outlet.

J8 County

County where the branch is physically located.

J9 Phone

This is the telephone number of the branch Library including area code. Report telephone number without spacing or punctuation.

J10 Outlet Type Code

Supplied by the State Library. Do not change unless adding a new outlet. An outlet is a unit of an administrative entity that provides direct public library service – what we call a branch or bookmobile.

- **BM–Books–by–Mail Only.** A direct mail order service which provides books and other library materials. Books–by–mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books–by–mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.
- **BR–Branch Library.** A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public.
- **BS–Bookmobile(s).** A bookmobile is a traveling branch library. It consists of at least all of the following: 1. A truck or van that carries an organized collection of library materials; 2. A paid staff; and 3. Regularly scheduled hours (bookmobile stops) for being open to the public. Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.
- **CE–Central Library.** This is one type of single outlet library (SO) or the library which is the operational center of a multiple–outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library and report all others as branches. Where there are several co–equal outlets and no principal collection, report all such outlets as branches, not central libraries.

J11 Square Footage

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off–limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. This is a critical figure for Category 2 Erate requests. Please measure if unsure. Bookmobiles are coded –3 for no square footage.

J12 Number of Bookmobiles in Outlet Record

The number of bookmobiles in the bookmobile outlet record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type:

J12 (continued) BS–Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (stops) for being open to the public.

Count vehicles in use, not the number of stops the vehicle makes.

J13 Public Service Hours Per Year

This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books–by–Mail Only)

Note: Include the actual hours open for public service for centrals, branches, and bookmobiles, and Books–by–Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books–by–mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

J14 Number of Weeks a Library is Open

This is the number of weeks during the year that an outlet was open to the public.

Note: Include the number of weeks open for public service for Centrals, Branches, Bookmobiles, and Books–by–Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books–by–mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level—round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

J15 Number of Weeks Branch was Closed Due to COVID–19

This is the number of weeks during the year that due to the Coronavirus (COVID–19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open.

NOTE: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero.

An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or; “curbside” services outside the building.

J16 Number of Weeks Branch Had Limited Occupancy Due to COVID–19

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in–person services at the library building in response to the Coronavirus (COVID–19) pandemic.

NOTE: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero.

J16 (continued) Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

K. SCHEDULE OF HOURS

Please report all figures as systemwide.

From state aid rules User Services [405:25-1-3(2)]

- Cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week.
- Cities and towns with at least 2,000 but less than 5,000 people will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended.
- Cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours.
- Cities with at least 10,000, but less than 25,000 people, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours.
- Cities with 25,000 people or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

K1 Hours Open per Week

This should be the minimum number of hours per week the library is open during the year. For systems this is the total of all branch hours. For example, if your library is open 52 hours when school is in session (open 4 hours on Sunday) but only open 48 hours in the summer, report 48 hours.

K2 Hours after 5pm – M–F

This should be the maximum number of hours per week the library or main central system library is open after 5:00 p.m. Monday – Friday.

K3 Hours SAT, SUN

This should be the maximum number of hours per week the library or main central system library is open Saturday and Sunday. For example, if your library is open 52 hours when school is in session (open 8 hours on Saturday and 4 hours on Sunday for 12 hrs) but is only open 48 hours in the summer with no Sunday hours, report 12 hours Sat/Sun not 8 Sat summer only.

K4 Days Closed for Holidays

Total number of official days closed.

K5 Weeks Open per Year

This is the number of weeks open to the public. This will normally be 52 unless you are closed for construction, natural disaster, CV19, etc.

K6 Total Number of Hours Open Annually

This is automatically calculated Hours per Week x Weeks Open Per Year.

Click [Here](#) to complete Regular and Summer Daily Hours
You must click on the [Here](#) to bring up this separate schedule window
Use the TAB key through all fields to auto calculate

L. REFERENCE/CIRCULATION/ILL

*Systemwide will no longer be reported separately. Please report all figures as systemwide.

L1 Is Library Service Free?

The library offers free library service if residents of the community can obtain library cards and use the library services without charge. Overdue fines, copying fees, etc. can be charged. To receive percentage of city and county population and square mileage state aid funds, free library service must be offered countywide. From state aid rules User Services [405:25–1–3(2)] Libraries must provide free library service

L2 Total Reference Transactions Week / Systemwide

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer–assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non–printed material; (b) machine–readable databases (including computer–assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. When a staff member uses information gained from previous use of information sources or knowledge (ex: that you just checked out the only copy of the book they want) to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, “Where is the director? Where is the rest room? Where are the new books? Can you help me make a photocopy?”

L2b Annual Reference Transactions

Please provide the total number of reference transactions for the fiscal year July 1–June 30.

L2c Regarding the number of annual reference transactions you entered, is this a count or estimate?

Regarding the number of Annual Reference Transactions you entered in L2b, is this an annual count or an annual estimate based on a typical week or weeks? Choose one.

L3 Annual Reference Transactions per Capita
(Sum of L2B / A14) auto calc

L4 Adult Circulation PHYSICAL

The total adult circulation of all library materials of all types, including renewals. This used to include electronic materials circulation. But this is NOW just PHYSICAL materials circulation since we have a separate circulation for electronic circulation L8. Adult and teen materials are items for those over the age of 12. Note: Count all materials in all physical formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Systemwide From state aid rule User Services [405:25-1-3(2)] A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

L5 Juvenile Circulation PHYSICAL

The total juvenile circulation of all library materials of all types, including renewals. This used to include electronic materials circulation. But this is NOW just PHYSICAL materials circulation since we have a separate circulation for electronic circulation L8. Children's materials are items for those under the age of 12. Note: Count all materials in all physical formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Systemwide From state aid rule User Services [405:25-1-3(2)] A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

L5a Total Physical Circulation

(Sum L4 + L5) auto calc

L6 Total (Physical and Electronic) Circulation (Sum of L5a + L8)

The total annual circulation of all library materials of all types, including renewals. This includes your electronic materials circulation. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

L6a Total (Physical & Electronic) Juvenile Circulation – (sum of L5 +L8a)

The total annual circulation of all juvenile (under age 12) library materials of all types, including renewals. This includes your juvenile electronic materials circulation.

L7 Annual Physical+Electronic Circulation per Capita

(Sum of L6 / A14)

L8 Circulation of Electronic Materials

The total annual circulation of all electronic materials – Adult and Juvenile. Examples are e-books and downloadable electronic video and audio files. Please report juvenile electronic circulation below in L8a. Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

L8a Circulation of Children's Electronic Materials

The total annual circulation of all juvenile electronic materials. Examples are e-books and downloadable electronic video and audio files. This is needed to accurately report to the feds your physical L5 and electronic L8a circulation for a total circulation of juvenile materials (under age 12.)

L9 Successful Retrieval of Electronic Information

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. This is normally NOT number of searches or hits. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

L10 Total Electronic Content Use (Sum L8 + L9)

Total ecirc of ematerials + use of electronic information (Sum L8 + L9) auto calc.

L11 Total Collection Use

Total physical and electronic circulation plus retrieval of electronic information (Sum L6 + L9) auto calc.

L12 Circulation of Other Physical Items

Circulation of all other physical items (no books, audio, video, serials) available for use outside the library including renewals. These are materials in a fixed, physical format that can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

L13 Annual Library Visits

This is the total number of persons entering the library for whatever purpose during the year. If you do not have a door counter, add up the number of persons who came into the library during one week and multiply this number by 52 (number of weeks in the year.) Then add the number of people who attended all programs during the year. Please take into account the number of reported annual internet users too but don't overinflate for an estimated grand total. Systems report Systemwide From state aid rule Administration and Finance [405:25-1-3(3)] Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

L13a Regarding the number of Library Visits entered, is this a count or estimate?

Regarding the number of annual library visits you entered, is this an: annual count or an annual estimate based on a typical week or weeks. Choose One

L13b Door Counter

Yes or No – Does the library have a door counter.

INTERLIBRARY LOAN**L14 Loans TO Other Libraries**

The number of volumes (books, materials, etc.) loaned and unique periodical or paper information faxed or mailed to other libraries. Only count the loan once; renewals of the same loan are not counted. From the state aid rule User Services [405:25-1-3(2)] The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to

L14 (continued) borrow materials not held in the library upon request for customers. Moved to L16 – Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

L15 Borrowed FROM Other Libraries

The number of volumes (books, materials, etc.) received from other libraries and the number of unique periodical or paper information faxed or mailed to your library for your library's customers. Only count the borrowing once; renewals are not counted. From the state aid rule User Services [405:25–1–3(2)] The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

L16 Promotion of Interlibrary Loan

Yes or No – From the state aid rule User Services [405:25–1–3(2)] Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

M. BORROWERS

M1 Adult Registered Borrowers

Ages 12 and over who have a library card and/or access to check out the collection. Do not include guest cards for internet use.

M2 Juvenile Registered Borrowers

Ages 11 and under who have a library card and/or access to check out the collection.

M3 Total Registered Borrowers

(Sum M1 + M2) auto calc

M4 Number of Family Cards

One card for every member of the family rather than one card per person. If you do not have family cards, put zero here. If you do have family cards, please give me your best guess as to how many adults and how many children on average are members of this card in the State Note Field. Ex: Typically a family card would be 2 adults and 2 children ON AVERAGE – of course, you may know your major family cards are one adult and 4 children (2–6 kids would average 4.) Call if unsure.

M5 Re-Register?

Borrower information should be updated at least once every 3 years. Answer YES or NO.

M6 If No, please explain how records are kept current.

N. PROGRAMS

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific

social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or offsite, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Do not count library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one homework help.

Live virtual programming/attendance falls under this program definition. However to better define the difference between in-person and live virtual, we have created new fields for live virtual programs and live virtual program attendance (count of unique or peak live views.)

Federal Definition of Age Groups

- Children are birth – 11
- Young Adults/Teens are ages 12–17
- Adults are age 18 and up
- If there is not a Young Adult category for the item then the federal definition says count them as Adults

We are no longer asking for Summer Reading Program data since we collect it separately during the actual Summer the programs were held. For IMLS federal purposes we need to report data from July 1 – June 30 and many Summer Reading activities happen in July and August. Please report ALL programs and attendance from July 1 – June 30 on the annual report.

This spreadsheet explains how to find the statistics needed to report attendance and views of virtual programming.

<https://docs.google.com/spreadsheets/d/1anwLWUsgduw1LSiNiH553leNDzDnrfiVwdkE8x0a4Y/edit#gid=742595251>

N3 Total Children's Programs July 1 – June 30

Report the number of in-person programs for ALL children's programs July 1, 2020 – June 30, 2021. Each time an event is held counts as a program. If you have a Summer program and it is held every Tues and Thurs for 4 weeks that would be 8 programs. From the state aid rule User Services [405:25–1–3(2)] All libraries shall at a minimum offer programming for youth under 18 years of age. Please do NOT count take and make or other kits here. Due to COVID–19 we realize many Summer Reading Programs were not held. You will be explaining this on your Summer Reading Program evaluation from ODL's Youth Consultant, Adrienne Butler.

N3a Live Virtual Children's Programs July 1–June 30

If the program is intended for children up to age 11, count it as a children's virtual program.

N3b Calculation for IMLS N3 + N3a

N4 Total Children's Program Attendance July 1-June 30

Report the total attendance for all in-person children's programs July 1, 2020 – June 30, 2021. Include adults who attend programs intended primarily for children. Children are considered under age 12.

N4a Live Virtual Children's Program Attendance July 1 – June 30

This is a count of unique or peak live views . If the program is intended for children count everyone who views as children program attendance.

N4b Calculation for IMLS N4 + N4a

N5 (programs) – **N6** (attendance) Adult Programs

Report the number of programs and total attendance for all Adult programs in FY2021 July 1, 2020 – June 30, 2021. Adults are considered age 18 and up. Please count all patrons that attend the adult programs regardless of age. If you have an All Ages program please include in only one place, children or adult, depending on the main intent of the program. EX: Family Fun Night would be Adult and Halloween Party would be Children. Leave a Note in the State Note field to Explain if possible.

N5a Live Virtual Adult Programs

If the program is intended for adults, count it as an adult virtual program.

N6a Live Virtual Adult Program Attendance

This is a count of unique or peak live views. If the program is intended for adults, count everyone who views as adult program attendance.

N9 Total Teen Programs

Count programs specifically designed for teens 12–17 from July 1, 2020 – June 30, 2021.

N9a Live Virtual Teen Programs

If the program is intended for teens, count it as a teen virtual program.

N9b Calculation for IMLS N9 + N9a

N10 Total Teen Program Attendance

Please count all patrons that attend the young adult programs regardless of age from July 1, 2020 – June 30, 2021.

N10a Live Virtual Total Teen Program Attendance

This is a count of unique or peak live views. If the program is intended for teens, count everyone who views as teen program attendance.

N10b Calculation for IMLS N10 + N10a

N11 Total # of Programs

(Sum of N3, N3a, N5, N5a, N9, N9a) auto calc

N12 Total Program Attendance

(Sum of N4, N4a + N6, N6a + N10, N10a) auto calc

N13 Program Attendance per Capita

(Sum of N12 Total Program Attendance / A14 Legal Service Area Population) auto calc

N13a Participate in the Summer Food Service Nutrition Program

If you want to tell us more than Yes, please explain in the state note field. If you answered No and want to know more, contact Adrienne Butler or check out the Summer Food Service Program <http://sde.ok.gov/sde/summerfood>

N14 Total Recordings of Children Program Content

A recording of program content is a video or audio recording of content that meets the definition of a program except that it is not streamed live.

N14a Total Recordings of Teen Program Content

A recording of program content is a video or audio recording of content that meets the definition of a program except that it is not streamed live.

N14b Total Recordings of Adult Program Content

A recording of program content is a video or audio recording of content that meets the definition of a program except that it is not streamed live.

N15 Total Views of Children Recorded Program Content

Count total views of recorded program content for the reporting period July 1 – June 30. NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N15a Total Views of Teen Recorded Program Content

Count total views of recorded program content for the reporting period July 1 – June 30. NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N15b Total Views of Adult Recorded Program Content

Count total views of recorded program content for the reporting period July 1 – June 30. NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N16 Total On–Demand Views of Children Live Virtual Programs

For live–streamed events made available for later viewing, count total on–demand views for the reporting period July 1–June 30. Do not include views of the live broadcast (these will be reported under program attendance N4a.) NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N16a Total On–Demand Views of Teen Live Virtual Programs

For live–streamed events made available for later viewing, count total on–demand views for the reporting period July 1–June 30. Do not include views of the live broadcast (these will be reported under program attendance N4a.) NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N16b Total On–Demand Views of Adult Live Virtual Programs

For live–streamed events made available for later viewing, count total on–demand views for the reporting period July 1–June 30. Do not include views of the live broadcast (these will be reported under program attendance N4a.) NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

O. CE/INTERNET USE

O1 Number of Staff Who Attended CE

Report the number of staff (systemwide) that attended at least one Continuing Education event. If a staff member went to 3 different CE events, this staff person is only counted once. Physical attendance is implied.

O2 Number of Board Who Attended CE

Report the number of board that attended at least one Continuing Education event. If a board member went to 2 different CE events, this board member is only counted once. Physical attendance is implied.

O3 Number of Different CE Events Attended

Report total number of DIFFERENT Continuing Education events attended by either staff or board (systemwide.) EX: If 5 staff and/or board went to the same CE event (e.g. OLA conference,) it counts as 1 CE activity.

O5 Does your library have internet access

Yes or No From the state aid rule User Services [405:25–1–3(2)] All libraries and branches must provide Internet access to the public.

O6 Number of Internet Users Annually

Report how many people access the Internet using library computers. Do not include staff use.

O6a Uses of Public Internet Computers Reporting Method

Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (O6) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

O7 Number of Public Internet Stations

Report number of public computers with Internet Access. From the state aid rule User Services [405:25–1–3(2)] All libraries and branches must provide Internet access to the public.

O8 Number of Staff Internet Stations

Report number of staff computers with Internet Access.

O10 Total Internet Computers

(Sum O7 + O8) auto calc

O11 Internet have WIFI?

Yes or No. This is Internet access through a wireless connection. Wireless is not a connection speed.

O12 Annual Wireless Sessions

Report the number of wireless sessions provided by the library's wireless service annually. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply

O12 (continued) the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

O12a Reporting Method for Wireless Sessions

Regarding the number of Wireless Sessions (dO12) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

O13 Type of Connection

Please select from the drop down list your connection speed/type. If you have two Internet connections, please select your public access connection speed. Systems input Main Library or Administrative Office. If select Other, fill out O14.

O14 Other (internet connection)

Input the specific speed or type of Internet connection if not input in O13.

O15 Does your library use an internet filter? Yes or No.

O16 Name of Filter

Examples are Cybersitter, Bess, CleanFeed, DansGuardian, SafeSquid, SurfControl, Websense, SonicWALL, ZoneAlarm, N2H2, Open DNS.

O17 Name of Internet Service Provider

Report your Internet provider; systems report main library.

O21 Does your library have a Website

Yes or No. If you have a website, please report the address in A13

O21a Annual Website Visits

Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website “visit” or “session” occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should NOT be reported here.

O22 Update When

Select from the drop down list – Daily, Weekly, Monthly, Quarterly.

O23 Which Software

Select from the drop down list – Dreamweaver, Drupal, WordPress; Other – if Other please explain in State Note field.

O24 Hosted Where

On what computer/company/organization is your web site “housed” (Hosting is the business of housing, serving, and maintaining files for a web site).

P. SALARIES AND BENEFITS

P1 Beginning Librarian's Annual Salary

Enter the current ANNUAL starting salary for a reference librarian, branch manager, assistant director or if a one-person library, what the beginning salary would be for your position.

P2 Director's or Branch Librarian's Current Annual Salary

Director's / Branch Manager's annual salary.

P3 Hourly Wage

If salaried, please indicate based on a 40hr work week (FTE) the hourly salary.

P4 Director's or Branch Librarian's Hours Per Week

Enter the number of hours for which the director is paid. If the director is paid an annual salary and not hourly, please report 40 hours for fulltime.

P5 Director's Salary FLSA

Auto calc to verify minimum wage is paid for hours worked. (P2/52)/P4

P6 – P13 Benefits

Please select either YES or NO IF the director and the staff have the option – they do not have to actually have them. For a one-person library, enter NO for all staff. If you answered Yes, please input in the State Note field the minimum number of hours per week the employee works to receive benefits.

Q. EQUIPMENT

Q1 Scanner

Yes or No. A device that scans documents and converts them into digital data usually a pdf or picture (jpg) format.

Q2 Microfilm/Fiche Reader/Printer

Yes or No

Q3 How Many WiFi Netbooks, Laptops, Tablets Available for In-House Public Checkout?

In State Note field indicate type of device and number of – such as 4 laptops, 1 iPad, etc.

Q3a How Many WiFi Netbooks, Laptops, Tablets Available for Home Public Checkout?

In State Note field indicate type of device and number of – such as 4 laptops, 1 iPad, etc.

Q3b How Many WiFi Hotspots Available for Home Checkout

A device that serves as a link between nearby Wi-Fi devices and a cellular internet data network.

Q4 Public Computers

This is the number of ALL computers with or without Internet access. You may include self-check stations here but do NOT include them as internet computers (O7).

Q5 AWE Computers

In the state note field please indicate what type(s) of AWE computer(s) you have – Early Literacy Station: Ages 2–8, AfterSchool Edge: Ages 6–12, LiteracyGO Tablet: Ages 2–5.

Q7 Automation System / Yes or No

Q8 Which Automation System

Select from list. If your ILS is not listed, please specify the brand name of your automation in Q9.

Q9 Specify Other

If your ILS is not listed, please specify the brand name of your automation.

Q11 Number of OPACS only

OPAC stands for Online Public Access Catalog. OPACs are dumb terminals or thin clients that can ONLY be used with your automation system – no other computing can be done from this computer.

R. POLICIES/CATALOG

R1 Library's Hours Conveyed to Community

Various methods to publicize the library's hours include signs, newspaper articles, public service announcements on radio or television, appearances before community groups or events, and listing in the telephone directory.

R2 Friends of Library Group

Yes or No. If your library does have a Friends group or wants to start a Friends group, association with the statewide FOLIO (Friends Of the Library In Oklahoma) is very helpful.

Contact ODL for more information on FOLIO or check out their web site

<http://www.okfriends.net/>

R3 Friends Contact Name and Phone/Email

Contact information for your Friends group.

R4 If No, Has Library Ever Had Friends / Yes or No

R5 Local Literacy Program

Yes or No. Please indicate if your library is working with a local literacy group. Contact ODL for more information on Literacy programs <https://libraries.ok.gov/literacy/>

R6 Literacy Contact Name and Phone/Email

Contact information for your Literacy group.

R7 Written Statement of Purpose

Yes or No. Often referred to as a mission statement. This is a state aid requirement.

Administration and Finance [405:25-1-3(3)] Libraries must have a written statement of purpose.

R8 Year Last Reviewed

Your statement needs to be reviewed every 4 years according to state aid rules. Administration and Finance [405:25-1-3(3)] The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries.

R9 Board Approved Polices

Yes or No. This is a state aid rule. Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates.

R10 Written Materials Selection Policy

Another term for this is collection development policy. The policy should also include a procedure for customer comments on materials. This is a state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries. Required policies are: (iii) Library Materials selection policy

R10a Circulation/ILL Policy

Yes/No From state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries. Required policies are:

(ii) Circulation policy which shall include interlibrary loan

The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through posting signs in library and on its website and making customers aware of the service.

R10b Internet Use Policy

Yes/No From state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries. Required policies are: (iv) Internet use policy

R11 Year the 3 Required Policies Were Last Reviewed

From state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries.

Required policies are:

(ii) Circulation policy which shall include interlibrary loan

(iii) Library Materials selection policy

(iv) Internet use policy

R12 Minimum Wage Paid at Least \$7.25 an hr

Yes or No From state aid rule Administration and Finance [405:25-1-3(3)] Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standard Act.

R13 Fair Labor Act Observed

Yes or No. In addition to minimum wage, the Fair Labor Standards Act includes such key provisions as child labor regulations, record keeping and overtime. From state aid rule Administration and Finance [405:25-1-3(3)] Town, city, county or system must pay said

R13 (continued) employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standard Act.

R14 Collection Evaluated and Maintained

Yes or No. This is a state aid rule Administration and Finance [405:25-1-3(3)] Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

R15 Automated Selection/Processing

A company that assists the library with online ordering, collection development, standing orders, MARC records and/or shelf ready materials (spine labels, book jackets, etc.) If Yes, please enter the name(s) of your vendor(s).

R16 Is Catalog Available on the Internet / Yes or No.

R17 Is Collection Fully Cataloged

Yes or No. For automated catalogs, public access terminals with author, title and subject records are required, with MARC records recommended. Consider your collection fully cataloged if purchased items are cataloged – do not worry about a few weeks worth of backlog. From state aid rule Administration and Finance [405:25-1-3(3)] Libraries must provide bibliographic access to their collections.

R18 If No, Describe Extent / Tell us what is not cataloged.

S. PLANNING

S1 Does Library have a Long Range Plan

Yes or No The State Aid Rules Administration and Finance [405:25-1-3(3)] require all systems and libraries serving communities 10,000 population and over to have a written long range plan updated every three years. The written plan and updates must be submitted to ODL.

S2 If Yes, Year Ending

The State Aid Rules Administration and Finance [405:25-1-3(3)] require all systems and libraries serving communities 10,000 population and over to have a written long range plan updated every three years. The written plan and updates must be submitted to ODL.

S3 Year Ending

The State Aid Rules Administration and Finance [405:25-1-3(3)] require all systems and libraries serving communities 10,000 population and over to have a written long range plan updated every three years. The written plan and updates must be submitted to ODL.

S3a Latest Plan on File at ODL for 10,000 population Plus

Prefilled and Locked by ODL. If this is not correct, please contact your Consultant.

S9 BEN

This is your federal Erate Billed Entity Number. If you have more than one BEN, please enter the main BEN.

S10 FCC#

Please give us your 10 digit FCC# ex: 0011701333 (applied for at www.fcc.gov) for Erate

S11 EIN/TIN#

Please give us your Employee Identification Number or Tax Identification Number (number can be gotten from your city ex: 73- 6005411.)

T. BOARD MEETINGS

T1 – T12 January to December / Check the months the board meets.

State aid rule Administration and Finance [405:25-1-3(3)] Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries.

T13 Board Meeting Time / Am or PM

T14 Week / Which week in the month 1st-5th

T15 Day / Which day of the week Sun-Sat

T16 Frequency / Bimonthly, Monthly, Quarterly

T17 Number of Board Members / Please input filled positions only.

U. STAFF

U1 Total Filled Library Positions (systemwide)

Total number of people that are paid from the library budget. Please do not include vacant positions. Ex: I have 1 director (40 hrs), 3 librarians (1 @ 40 hrs and 2 @ 29 hrs) and 2 circulation staff (20 hrs each), 2 shelvers (15 hrs each) and 1 vacant (15 hr) shelving position. I have a total of 8 positions (1 + 3 + 2 + 2).

U2 Library Vacancies (positions)

Total number of unfilled positions for people paid from the library budget. Ex In U1 above I have 1 vacancy. If this vacant position is not budgeted which means you can't fill the position, do not count.

U3 Total FTEs

(Sum U6 + U7 + U8) auto calc

U6 Librarian FTEs

Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. In my opinion, if your circulation staff also answers reference questions and provides reader's advisory or assists with children's programming, I would count them as librarians. Report figures as of the last day of the fiscal year June 30, 2021. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs – round to 2 decimals please. (Ex: 1 director without an MLS (40 hrs), 3 librarians (1 @ 40 hrs and 2 @ 29 hrs) and 2 exclusively circulation staff (20 hrs each), 2 shelvers (15 hrs each) and 1 vacant (15 hr) shelving position. Librarian FTEs would be $40+40+29+29 = 138$ hrs divided by 40 = 3.45 FTE.

U7 MLS FTEs

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. Report figures as of the last day of the fiscal year June 30, 2021. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example: a salaried director has an MLS works 100 hrs a week which in the statistical world counts as only one 40hr FTE divided by 40 = 1 FTE.

U8 Other FTEs

All Other Paid Staff – This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, IT, fiscal, shelvers, and maintenance staff. Report figures as of the last day of the fiscal year June 30, 2021. Include all positions funded in the library's budget whether those positions are filled or not. Ex: 1 director (40 hrs), 3 librarians (1 @ 40 hrs / 2 @ 29 hrs) and 2 exclusively circulation staff (20 hrs each), 2 shelvers (15 hrs each) and 1 vacant (15 hr) shelving position. Other would be 20+20+15+15+15 = 85 hrs divided by 40 = 2.13 FTE.

U9 Total MLS and Librarians

(Sum of U6+U7) auto calc. IMLS field – the feds want to know how many staff have a library Master's degree and the grand total of all MLS and Librarians. This field was added to make it easier to report this figure to IMLS.

Board Roster

For the Board Chair we require the address, zip code and phone number as well as the Position and Term Ends. Last Name; First Name; Address; City; Zip Code; Home Phone; Business Phone; Email Address; Position; Term Ends – Position and Term Ends are state aid requirements. Board members should have defined terms of service. From the state aid rule Administration and Finance [405:25–1–3(3)] Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries.

Staff Roster

Library Name: Systems and Lawton/Duncan please input branch location before each staff name.

Last Name: First Name:

Title: – Unique to your organization – Circulation Clerk, Library Assistant 2, Youth Programmer, etc. Director or CEO title is required for state aid identification purposes.

Type: select one: MLS, Librarian, Other

Following are the definitions from the Public Library Survey (federal statistics):

MLS: Master's degree in Library Information Studies/ Science from an ALA accredited program. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of

MLS continued - five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

Librarian: Persons who do paid work that requires training and skill in library work distinct from mechanical or purely clerical aspect. In plain English, if you are the library director or a reference/children's librarian without an MLIS, consider these positions Librarian. If your Circ clerk also does children's storytime or answers reference questions, this is a Librarian.

Other: This includes all other paid staff including clerical, plant operations, security and maintenance. In plain English, if the staff's main responsibility is checkout, shelving, or exclusively computer technician, cleaning, etc., consider these positions Other.

Certification: – Yes or No – Certified by ODL's public librarian certification program.

Level: I–VII

Year: – Year first certified

Education: Indicate level of Education for each employee using the dropdown menu: Director or CEO title is required for state aid identification purposes.

- Some College
- College Graduate
- High School graduate or GED
- Masters in Library (from an ALA accredited program)
- Not a High School Grad or GED (such as a student worker)
- Other Masters

Attended Continuing Education? – Yes or No. From the state aid rule Administration and Finance [405:25–1–3(3)] All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in–house training. Personnel are exempt if they have been employed at the library less than one year.

Hired this FY – Yes or No – If the employee did not attend CE but was hired this year, you get a “pass” on the state aid rule for attending CE.

Hours per Week – Report Hours Worked per Week (on a regular basis). If not a year–round employee, pro–rate the hours on an annual basis. For example: someone working 20 hours a week during the summer months is equivalent to an employee working 5 hours a week year–round. (20 hrs wk for 12 weeks = 240 hours. Divide 240 by the number of weeks in a year (52) and get 4.6 – round up to 5 hours.)

FTE – Full Time Equivalent (which is considered 40 hrs) number of hours worked a week divided by 40. An FTE is the hours worked by one employee on a full–time basis. The concept is used to convert the hours worked by several part–time employees into the hours worked by full–time employees.

SURVEY

2021 Wireless Quality and Reliability

From Internet 2's toolkit *Toward Gigabit Libraries*: Some communities have many options for free access to the Internet, while others, especially rural communities, may have very few if any. Some communities are fortunate to have a number of WiFi options, but sometimes the quality of those options are not as good or reliable as Public Library WiFi. If your offerings are better than other options, it's an excellent opportunity to promote your services.

If there are other places in your community that have free WiFi, how does your library WiFi compare in quality?

Our library WiFi seems:

- to be the only option around
- slower or less reliable than other options in the community
- as fast and stable as other options in the community
- faster and more stable than other options in the community
- the fastest and most stable in the community
- I don't know

How would you describe the reliability of your library's WiFi?

- Not reliable: There are daily outages or periods of slowness
- Sometimes reliable: There are occasional outages or periods of slowness (less than once a week)
- Mostly reliable: Outages are rare and the connection is only sometimes slow
- Dependable: It would be a surprise to have a slowdown
- Very dependable: I cannot recall ever having an outage or slow period

COVID-19 National Questions

1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?

Services to the public can include activities such as

- answering calls, emails, or texts with answers to information requests from the public;
- hosting virtual programming or recorded content;
- offering "curbside," delivery (mail or drop-off), or drive-thru circulation of physical materials;
- managing IT services to ensure external Wi-Fi access; and
- providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).

5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?

Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card.

6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?

Refer to the definition of Reference Transactions section L2. Include references service provided via email, chat, and text.

7 Did the library provide service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.

11 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?

Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.

12 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?

Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.

13 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?

Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.

14 If your library was not able to meet all the User Service Requirements (405:25-1-3(2)) or all the Administration and Finance Requirements (405:25-1-3(3)), please explain

State Aid Emergency Rules <https://libraries.ok.gov/Title-405/Chapter-25-Emergency-Rules-Draft.pdf> Some examples of User Services are hours open (2B) and youth programming (2E.) Examples of Administration & Finance are quarterly board meetings (3B) and operating income/maintenance of effort (3D.) These are not all requirements. Please check the State Aid Emergency Rules for all of the requirements.

15 What day did your library physically close to the public?

Please report the date as numbers ex: 03/18. An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

- 16 What day did you open back to the public physically with limited occupancy?
Please report the date as numbers ex: 06/01. The public in limited numbers, either by appointment or door count, could enter the building.
- 17 What were your hours the day you opened physically back up to the public?
Report just like regular hours Sun – Sat ex: M,T,W,TH 9:00 am – 4:00 pm/ F,S,S Closed
- 18 As of July 1, 2021 are you back to regular hours physically open to the public?
Regular hours are defined as the hours you had previous to March 2020. If any hours have changed such as closing at 5pm rather than 6pm, no Saturdays, etc., please report No.