

# Rules And Regulations for State Aid Grants to Public Libraries

Adopted by ODL Board on April 1, 1999

## Eligibility Regulations

### A. Basic Requirements

1. The following Rules and Regulations for State Aid Grants to public libraries shall take effect July 1, 1999.
2. Libraries must meet the definition of a public library as given in the latest edition of the Oklahoma public library standards. (OLA/ODL *Levels of Library Development*, 4th ed., 1998, p. 2)
3. Libraries must be legally established and operating according to Oklahoma Statutes. Title 65, Article 4, Section 101; Title 11, Article 31, Sect. 101 and Article 10, Sect. 10A of the Oklahoma Constitution.

**Definitions:** The following words or terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

*Bibliographic Access* means the provision of author, title and subject indexes to the library materials and classification using either the Dewey or the Library of Congress classification systems.

*Free Library Service* means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.

*Library System* means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, Section 10A of the Oklahoma Constitution.

*Long Range Plan* means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.

*Statement of Purpose* means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.

### B. User Services

1. Libraries must provide free library service.
2. Libraries must have a telephone located in the library with a listed number.

Definitions  
User Services  
Administration and Finance  
Procedural Regulations  
Attachment #1  
Attachment #2  
State Aid Grants to Public Libraries

3. Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S. 1991 Sections 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:

(a) 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;

(b) 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 three hours on Saturday;

(c) 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 hours on Saturday;

(d) 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 hours on Saturday; and

(e) cities with 25,000 people or more will be open 60 hours a week. The schedule will include seven hours on Saturday.

4. All libraries and branches must provide Internet access to the public.

### **C. Administration and Finance**

1. Legally established libraries that are not part of a library system must submit an annual report for the preceding year to the Department of Libraries by August 15th and library systems must submit such reports by October 1st.

2. Libraries must have a board of trustees appointed by city and or county government officials which holds regularly scheduled meetings at least quarterly and libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries.

3. Libraries must receive operating income from local government sources, i.e., town, city or county.

4. 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, Sections 551-561, Sections 101-108 and Sections 201-206 may not reduce their millage levy.

5. Libraries must have paid employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor

Standards Act.

6. All personnel who work more than 20 hours a week must attend at least one continuing education program each year offered by the Oklahoma Department of Libraries, or approved by the Oklahoma Department of Libraries from institutions of higher education, vo-tech schools or library associations. 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.

7. Multi-county library systems must abide by the Oklahoma Department of Libraries' Rules and Regulations concerning systems.

8. Libraries must file a report of expenditures made with state aid grant funds each year by August 15th and library systems by October 1st.

9. Libraries must have a written statement of purpose.

10. Libraries must submit performance measures data as outlined in the rotation schedule given in the latest edition of the OLA/ODL Levels of Library Development.

11. Libraries must provide bibliographic access to their collections.

12. Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

13. Libraries in cities serving a population of 20,000 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. Exemptions will be made for such libraries, until the resignation of the current librarian of record as of July 1, 1998.

14. Libraries will evaluate and maintain their collections on a five year schedule ensuring that their collections include up-to-date and useful materials.

## **Procedural Regulations**

1. State aid funds cannot be used for construction, remodeling, land, vehicles, or items that will become a permanent part of the building, such as carpet or air conditioners.

2. If a city or county has less total income for the most recent fiscal year as compared to the immediate past fiscal year, exemption to Eligibility Regulation C4 may be made. If this condition exists, libraries must so notify the Oklahoma Department of Libraries by August 15th. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget. At such time as the city or county budget increases, the library budget must receive not less than the percentage increase as the total budget.

3. Rule C4 may be waived in those years when the budget is decreased according to Procedural Regulations Rule 2.

4. When libraries are found to be ineligible for State Aid, ODL will notify the Librarian and the City Manager, and shall state the reasons for ineligibility. The Librarian will then have a period of two weeks from receipt of notification in which to submit additional evidence of eligibility. Such appeals shall be reviewed by the ODL Administration and a final decision made.

5. The Oklahoma Department of Libraries will utilize the latest census information available each year from the State Data Center of the Department of Commerce to determine per capita payments for the distribution of state aid funds for public libraries.

---

Attachment 1

## Definition of a Public Library

From: *Levels of Library Development*, 4<sup>th</sup> edition

A public library is an agency created to serve people through various informational, cultural, educational or recreational roles. In spite of this variance, there are still several common distinguishing characteristics of a public library.

### 1. GOVERNANCE

A public library and its board are created by and are subject to existing statutes and ordinances. A public library board approves the policies by which the library operates. The board shall review all policies within a four year cycle and shall report all current policies to ODL in conformance with the performance measures rotation schedule in the latest edition of the OLA/ODL Levels of Library Development.

### 2. FUNDING

A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

### 3. STAFF

To fulfill its obligation to provide access and service, the public library has one or more permanent paid positions.

### 4. LIBRARY MATERIALS

A public library circulates to the community a collection of materials (e.g. books, periodicals, audiovisual materials) acquired as the result of a written selection policy and supported by a materials budget. Two prerequisites for the provision of library materials are: Bibliographic access using a commonly accepted cataloging and

classification schedule (i.e., Dewey or Library of Congress); and participation by the public library in interlibrary loan networks or consortia. Such participation recognizes the fact that no public library can provide maximum service to its citizens without the availability of additional resources and that every library has a responsibility to share their resources.

## 5. ACCESS

A public library is open to the public on a regular schedule in a building that is owned and/or maintained by a local government entity. The hours of operation are conveyed throughout the community to inform the people of the library's availability.

---

**ROTATION SCHEDULE FOR PERFORMANCE MEASURES DATA SURVEYS**

Attachment 2

<b>FISCAL YEAR</b>	<b>LIBRARIES SERVING OVER 25,000 &amp; SYSTEMS</b>	<b>LIBRARIES SERVING 5,000 – 25,000</b>	<b>LIBRARIES SERVING FEWER THAN 5,000 (A – L)</b>	<b>LIBRARIES SERVING FEWER THAN 5,000 (M – Z)</b>
<b>2013</b>	Age and Condition of Collection	Policies Review	Title Fill Rate Subject/Author Fill Rate	Library Visits per Capita
<b>2014</b>	Policies Review	Title Fill Rate Subject/Author Fill Rate	Library Visits per Capita	Age and Condition of Collection
<b>2015</b>	Title Fill Rate Subject/Author Fill Rate	Library Visits per Capita	Age and Condition of Collection	Policies Review
<b>2016</b>	Library Visits per Capita	Age and Condition of Collection	Policies Review	Title Fill Rate Subject/Author Fill Rate
<b>2017</b>	Age and Condition of Collection	Policies Review	Title Fill Rate Subject/Author Fill Rate	Library Visits per Capita
<b>2018</b>	Policies Review	Title Fill Rate Subject/Author Fill Rate	Library Visits per Capita	Age and Condition of Collection
<b>2019</b>	Title Fill Rate Subject/Author Fill Rate	Library Visits per Capita	Age and Condition of Collection	Policies Review