

FY21 Budget Performance Review

Agency Name and Number

Lead Administrator: Melody A. Kellogg, Director

Lead Financial Officer: Vicki Sullivan, Deputy Director

Agency Mission

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

Division and Program Descriptions

Note: Please define any acronyms used in program descriptions.

Division or Program Number and Name

Division or Program Description

Administration

Administration includes the office of the director, fiscal services, personnel, and public information. These units provide administrative support for all divisions within the Oklahoma Department of Libraries (ODL). As the official library of the State of Oklahoma, ODL assists with and supervises the establishment and operation of libraries at all state institutions and agencies, except public schools and institutions of higher learning [65 O.S., § 3-105].

Services to Libraries

This program activity supports the development of public libraries in Oklahoma. The agency is authorized and directed to discharge the state's responsibility for library service, including service to state government, to public and special libraries and library services, cooperation with and rendering of services to local units of government in the establishment and operation of local libraries and library systems [65 O.S., § 3-105]. This program activity also provides a platform and process by which Oklahoma libraries may borrow materials from other libraries within the state, the nation, and the world.

Government Information Services

This program activity facilitates the delivery and preservation of government information to the citizens of Oklahoma. It is the intent of the Legislature that state agencies issue publications in an electronic format whenever possible and that the Publications Clearinghouse and the Oklahoma Department of Libraries disseminate links to or other means by which to access publications to the same recipients required by law to receive copies or who have traditionally received copies of publications not published in an electronic format. A directory of the links to the publications shall be prominently featured on the OK.GOV portal [65 O.S., § 3-113.1(B)]. A surveyor shall complete, sign and file with the Division [Archives and Records Division of the Oklahoma Department of Libraries] a written record of the establishment or restoration of a public land survey corner [65 O.S., § 3-119]. The State Librarian, as The State Archivist, is hereby designated the State Records Administrator, hereinafter called the Administrator. The Administrator shall establish and administer a records management program, which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of state records [67 O.S., § 204].

IT and Telecommunications

The agency completed consolidation in March, 2014. This activity reflects expenses paid to the Office of Management and Enterprise Services for IT and Telecommunication services, including desktop support and VOIP telephone and computer connectivity.

FY'20 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
1000001	Administration	579,708	-	12,500			\$592,208
1000003	Public Information Office	309,098	-	2,493			\$311,591
2000001	Office of Library Development	2,048,632	542,082	50,383			\$2,641,097
2000002	Literacy	213,462	935,563	83,362			\$1,232,387
2000004	Library Services	680,147	144,354	2,000			\$826,501
3000001	Records Management	-	-	192,575			\$192,575
3000002	Archives	297,658	60,920	59,454			\$418,032
3000003	Oklahoma Publications Clearing House	67,322	-	-			\$67,322
3000004	U S Government Information	124,229	-	-			\$124,229
8800010	Information Services	138,184	-	10,000			\$148,184
8800020	Statewide Databases	68,371	995,129	-			\$1,063,500
8800030	IT Governmental Services	600	-	23,300			\$23,900
Total		\$4,527,411	\$2,678,048	\$436,067	\$0	\$0	\$7,641,526

1. Please describe source of Local funding not included in other categories:

2. Please describe source(s) and % of total of "Other" funding if applicable for each department:

FY'19 Carryover by Funding Source

Carryover	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0					\$0

1. Please describe source of Local funding not included in other categories:

2. Please describe source(s) and % of total of "Other" funding if applicable:

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What changes did the agency make between FY'19 and FY'20?

1.) Are there any services no longer provided because of budget cuts?

No.

2.) What services are provided at a higher cost to the user?

None.

3.) What services are still provided but with a slower response rate?

The State Records Center, which stores inactive state agency records for 40 state agencies, provides access to the public and state agency personnel for fewer hours each week. Public operations are now open for a total of 4 hours per week, down from a once high of 45 hours per week. Response to specialized reference requests may be delayed because of less staff proficient in these areas. Staff visits to local libraries have been reduced, with more reliance on telephone contact instead of personal visits.

4.) Did the agency provide any pay raises that were not legislatively/statutorily required?

No.

FY'21 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
1000001	Administration	\$579,708	\$0	\$12,500	\$0	\$592,208	0.00%
1000003	Public Information Office	\$309,098	\$0	\$2,493	\$0	\$311,591	0.00%
2000001	Office of Library Development	\$3,048,632	\$542,082	\$50,383	\$0	\$3,641,097	37.86%
2000002	Literacy	\$306,462	\$935,563	\$83,362	\$0	\$1,325,387	7.55%
2000004	Library Services	\$780,147	\$144,354	\$2,000	\$0	\$926,501	12.10%
3000001	Records Management	\$0	\$0	\$192,575	\$0	\$192,575	0.00%
3000002	Archives	\$297,658	\$60,920	\$59,454	\$0	\$418,032	0.00%
3000003	Oklahoma Publications Clearing House	\$67,322	\$0	\$0	\$0	\$67,322	0.00%
3000004	U S Government Information	\$124,229	\$0	\$0	\$0	\$124,229	0.00%
8800010	Information Services	\$138,184	\$0	\$10,000	\$0	\$148,184	0.00%
8800020	Statewide Databases	\$68,371	\$995,129	\$0	\$0	\$1,063,500	0.00%
8800030	IT Governmental Services	\$600	\$0	\$23,300	\$0	\$23,900	0.00%
Total		\$5,720,411	\$2,678,048	\$436,067	\$0	\$8,834,526	15.61%

1. Please describe source(s) and % of total of "Other" funding for each department:

FY'21 Top Five Operational Appropriation Funding Requests

Request by Priority	Request Description	Appropriation Request Amount (\$)
Request 1:	State Aid for Public Libraries Assistance for Library and Community-Based Literacy	\$930,000
Request 2:	Programs	\$93,000
Request 3:	Public Library Development Staffing	\$70,000
Request 4:	Library Materials	\$100,000
Request 5:		
Top Five Request Subtotal:		\$1,193,000
Total Increase above FY-20 Budget (including all requests)		\$ 1,193,000
Difference between Top Five requests and total requests:		\$0

Does the agency have any costs associated with the Pathfinder retirement system and federal employees?

No.

How would the agency be affected by receiving the same appropriation for FY '21 as was received in FY '20? (Flat/ 0% change)

A flat appropriation for FY 2021 would impact the ability of the Oklahoma Department of Libraries (ODL) to meet its Maintenance of Effort (MOE) requirement for the receipt of federal funds from the Institute of Museum and Library Services (IMLS). ODL's federal allotment would be reduced by the same percentage that the agency missed its MOE target, which is based on a three year rolling average of applicable state expenditures. The agency is already facing a loss of federal funds for FFY 2020 for failure to meet its MOE requirement. Further, the agency would continue to be understaffed. ODL is currently staffed at 42% of its legislative limit of 82.8 FTEs.

How would the agency handle a 2% appropriation reduction in FY '21?

In order to meet a 2% appropriation reduction for FY 2021, ODL would cut State Aid to Public Libraries and Grants to Library and Community-based Literacy Programs. 100% of these expenditures would count towards ODL's MOE requirement for the receipt of federal funds from IMLS. The agency is already facing a reduction in FFY 2020 federal funds. A further reduction to the agency's appropriation will have a deleterious effect on ODL's ability to meet future MOE requirements. Also, the agency will be unable to replace staff computers that are at end of life. Inadequate staffing will continue to be an issue when trying to meet the service needs of ODL's constituents.

Is the agency seeking any fee increases for FY '21?

	Fee Increase Request (\$)	Statutory change required? (Yes/No)
Increase 1	N/A	
Increase 2	N/A	
Increase 3	N/A	

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

Description of request in order of priority	Appropriated Amount (\$)	Submitted to LRCPC? (Yes/No)
Priority 1 The Oklahoma Department of Libraries needs a one-time technology request to replace agency computers to be considered. The	\$50,000	No
Priority 2 N/A		
Priority 3 N/A		

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 20 budgeted	FY 19	FY 18	FY 17	FY 16
45.31	Library Services and Technology Act	2000001, 2000002, 2000004, 8800020	2,157,380	2,295,804	2,013,746	2,189,646	\$2,215,320
89.003	National Historical Publications & Records Commission	3000002	60,920	23,580	67,606	\$16,903	\$12,314
93.558	Temporary Assistance to Needy Families	2000002	459,748	290,000	459,175	\$411,929	\$502,824

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Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?

The Oklahoma Department of Libraries does not have any direct mandates tied to the federal funds it receives. However, funds must be spent according to the purposes outlined by the funding agency. Funding received from the Institute of Museum and Library Services (IMLS) requires maintenance of effort expenditures directly related to state funding. As State funding is reduced for qualifying state programs, federal funding from the IMLS is proportionately reduced. This maintenance of effort requirement is based on a three-year rolling average of state expenditures for applicable programs.

2.) Are any of those funds inadequate to pay for the federal mandate?

Not applicable. Federal funds received by the Oklahoma Department of Libraries are the result of awards allocated to state library agencies based on a formula developed by the granting agency or after a successful grant application has been submitted.

3.) What would the consequences be of ending all of the federal funded programs for your agency?

The following services would be discontinued: 1) Summer Reading Program for Children and Young Adults; 2) Access to online resources for homework help from elementary through college level; 3) Interlibrary Loan services for Oklahoma Libraries; 4) Certification Classes for Public Librarians; 5) Computer Lab training in current technologies for public and institutional librarians and staff; 6) Continuing education grants for certified public librarians; 7) Literacy education and tutor development; 8) Technology assessment and remediation grants for public libraries; 9) Oklahoma Book Festival.

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

Program and sub-grant awards to libraries and other educational and cultural institutions will be reduced.

5.) Has the agency requested any additional federal earmarks or increases?

No.

FY'20 Budgeted FTE

Division #	Division Name	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
10	Administration	4	6	3	1	7	2
20	Service to Libraries	4	17	0	2	14	0
30	Government Information Services	2	9	0	4	5	0
88	IT and Telecommunications	0	0	0	0	0	0
Total		10	32	3	7	26	2

FTE History

Division #	Division Name	2020 Budgeted	2019	2018	2016	2011
10	Administration	9.0	9.0	9.0	10.2	15.7
20	Services to Libraries	17.0	16.5	16.7	17.1	21.6
30	Government Information Services	9.0	8.1	7.3	12.1	13.9
88	IT and Telecommunications	0.0	0.0	0.0	0.0	0.0
Total		35.0	33.6	33.0	39.4	51.2

Performance Measure Review

	FY 19	FY 18	FY 17	FY 16	FY 15
Public Library Development					
# of library staff certified by completing Public Library Academy	557	550	510	983	963
# of children and youths enrolled in Statewide Summer Reading Program	124,509	111,407	124,893	96,815	88,546
E-Rate funding received by Oklahoma public libraries through filing E-Rate applications	\$3,293,645	\$3,402,272	\$4,545,569	\$4,220,430	\$4,392,698
Literacy Program					
# of hours of instruction offered to adults with low literacy skills receiving DHS subsidies.	11,622	18,933	23,626	26,193	26,193
# of literacy providers receiving continuing education training provided by ODL	998	1,038	600	954	885
# of adult students served by local literacy program	2,349	3,169	3,198	3,202	3,132
# of participants in health literacy programs in partnership with public libraries and adult	20,122	14,500			
Library Resources					
# of Interlibrary Loan Requests processed by ODL from libraries that loan their materials to	124,556	130,096	128,553	127,108	79,023
# of searches for library materials through ODL's online catalog	138,572	105,768	104,514	91,893	101,730
Archives					
# of Downloads of Records Scheduling Information and Forms	19,569	9,818	9,625	10,052	9,851
Oklahoma Publications Clearinghouse					
# of page and item views in ODL's full text online virtual library, Digital Prairie	346,148	354,484	298,048	248,652	241,192
Statewide Electronic					
# of searches of content in vendor licensed databases	198,364,726	157,073,072	147,906,914	144,948,776	143,499,288

Revolving Funds (200 Series Funds)

Please provide fund number, fund name, description, and revenue source	FY'17-19 Avg. Revenues	FY'17-19 Avg. Expenditures	June '19 Balance
Fund number: Fund name			
200; Revolving Funds; Income from fees and private grants; 452075 Interagency, 474105 Copies, 479101 Repair/replacement of Lost Books, 458101 Refunds of previously disbursed funds, 456101 Private Grants, and 428199 Corner Record Filing Fees.	\$231,713	\$270,972	\$395,362