

Oklahoma Senate Committee on Appropriations

2013-14 Performance Report

OKLAHOMA DEPARTMENT OF LIBRARIES

AGENCY MISSION STATEMENT:

The Oklahoma Department of Libraries serves the citizens of Oklahoma by providing excellent information services and preserving unique government information resources.

- *Adopted by the Oklahoma Department of Libraries Board on August 24, 2001.*

LEAD ADMINISTRATOR:

Susan C. McVey, Director

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GOVERNANCE:

The Director of the Oklahoma Department of Libraries is appointed by its Board. The Board consists of seven members appointed by the Governor, with the advice and consent of the Senate. The Director serves as an ex officio, non-voting member of the Board. One member must be appointed from each of the five Congressional Districts; two members are at-large members. The term of office for board members is six years. Members may continue to serve until successors have been confirmed by the Senate. Members having served a full six year term may not be reappointed. Members serving the balance of an unexpired term of another Board member may be reappointed to a full six year term.

The Board chair appoints two to three members to a Board Nominating Committee for Board officers (chair and vice-chair) annually in March or April.

Current Board members are:

Hannibal Johnson, Chair, District 1

Term expires: July 1, 2015

Harlene Wills, Member at Large

Term expires: July 1, 2013

Jon Douthitt, Vice-Chair, District 2

Term expires: July 1, 2015

Judy Haught, Member at Large

Term expires: July 1, 2016

Ann Ritchie, District 3

Term expired: July 1, 2017

Anne Morgan, District 4

Term expires: July 1, 2014

Don Evans, District 5

Term expires: July 1, 2018

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GOVERNANCE ACCOUNTABILITY:

Meetings of the Oklahoma Department of Libraries Board occurred on the following dates:

2011: March 8; April 1; June 10; September 13; December 2

2012: February 3; March 30; June 8; August 24; December 7

2013 scheduled meetings are: February 8; April 5; June 7; August 23; December 6

There is no Board attendance policy. Members of the Oklahoma Department of Libraries Board are committed to the agency's mission and library services across the state and attend board meetings regularly.

MODERNIZATION EFFORTS:

The Oklahoma Department of Libraries (ODL) has adapted some of its services to assist the Office of State Finance with the legislative mandate, *Oklahoma State Government Open Documents Initiative* [62 O.S., §34.11.3(C)]. ODL has in place software (CONTENTdm), which offers a solution to search electronic documents for specific terms. This partnership will result in a significant anticipated cost savings for the Office of State Finance.

The Oklahoma Department of Libraries has also invested in upgrading teleconferencing equipment so that staff and library personnel of other libraries may participate in meetings without incurring travel expenses.

During recent periods of budget shortfalls, ODL pursued federal and private sector grant opportunities for technology related initiatives. In addition to ARRA funds in the amount of \$2,333,250, the Oklahoma Department of Libraries has received \$876,480 from the Bill and Melinda Gates Foundation as matching funds for the Broadband Technology Opportunity Program (BTOP) grant for selected public libraries in Oklahoma. This effort will significantly upgrade Internet connectivity at 45 Oklahoma libraries, as well as increase hardware and software at these locations at little or no cost to the state budget.

The Oklahoma Department of Libraries has only filled selective vacancies during the past several years because of required budget reductions. Remaining employees are working harder and smarter by replacing manual processes with assistance from information technology assets.

CORE MISSION:

65 O.S. § 3-119, Public land survey corner records—filing, could more appropriately be considered as a service to an industry. Public land survey corners are required to be filed with the Oklahoma Department of Libraries within ninety (90) days after the survey is completed. It is not customary to have active public records in the Archives. The Archives division receives requests for corner records on a daily basis. Recently, a \$5 fee to land surveyors was enacted to file corner records with the Oklahoma Department of Libraries.

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The revenue from this fee is used to defray the salary expense of the employee dedicated to this program.

Although records management service is a core mission of the Oklahoma Department of Libraries, providing storage and records retrieval of temporary records is not. The agency provides storage space for temporary records of state government agencies at a cost of \$0.30 per cubic foot [legal size box] per month. Revenue from these fees is used to defray the cost of leasing a records storage facility and to fund employee salaries associated with this program.

Overall, the Oklahoma Department of Libraries uses state appropriated funds to perform core mission activities. Non-core missions are funded with the use of fee income.

PRIVATE ALTERNATIVES:

In addition to storage of state government records, State Records Center personnel provide other services associated with records storage, including records inventory, records retrieval, and records destruction. All of these services are included in the \$0.30 per cubic foot per month fee. These services are also performed in the private sector in Oklahoma, but at a much higher cost. Other states have invested in state-of-the-art records storage facilities to provide an economic means of records storage and public access.