

FY 2023 Agency Program Summary

Agency Number & Name

430 Department of Libraries

Note: This spreadsheet tab is a duplicate of a tab in the Budget Request Workbook. Please ensure both copies match.

In the table below, please show how agency programs and support services correspond to agency divisions and / or departments as listed in PeopleSoft.

1. For each program or support service, list ALL the divisions that are considered to be a part of that program. In some cases, this list could include both divisions and departments.
2. Agencies may list multiple programs per division if appropriate to your PeopleSoft structure. In those cases, specify which departments are equivalent to which programs.
3. Please include ALL active divisions/departments, including those with pass-through funding.
4. You may add lines to the table as necessary.
5. Include a description or brief synopsis of the Division or Department as necessary for clarification.

Program Name	Division (2-digit) or Department (7-digit) Number	Division or Department Name	Description of Division or Department
1 Public Library Development	2000001	Office of Library Development	Promotes the development of public library services in Oklahoma and assists public libraries with staff training needs, technology implementation, E-Rate applications and library board development. Staff also manage the Public Library Academy, Summer Reading Program, and Institutions project. Staff facilitate the State Aid and federal grant disbursements.
2 Literacy Development	2000002	Office of Literacy Development	Supports public libraries and library- and community-based literacy programs by providing training, funding, resources, and technical assistance. Major initiatives include basic literacy, citizenship and immigration, TANF literacy, emergent literacy, and health literacy.
3 Library Resources	2000004	Office of Library Resources, including US Government documents	Operates the statewide interlibrary loan program and provides circulation, as well as general and legislative/legal reference services to state government employees and elected officials. The collections include fiction and non-fiction, legal materials, and the Oklahoma Room special collection.

4	Archives & Records Management	3000001	Archives & Records Management	Provides technical assistance to state government agencies for the management of their state records and provides centralized storage for their temporary and permanent records at the State Records Center and Annex. The program provides access to permanent records of state government at the State Archives and through engaging digital collections available to the public on the agency's website.
5	Oklahoma Publications Clearinghouse	3000003	Oklahoma Publications Clearinghouse	Promote and provide free access to state and U.S. federal publications. U.S. Documents collection is a selective depository in the Federal Depository Library Program (FDLP). The Oklahoma Publications Clearinghouse (OPC) manages the state publication depository system by collaborating with state agencies to collect and preserve publications produced by Oklahoma state government.
6	Information Technology	8800020	Information Technology	Using federal funding, ODL facilitates access to high quality online information resources for all Oklahomans. This program also facilitates the OCLC Firstsearch and Worldcat.org license for all Oklahoma public libraries, which enables collection discovery and resource sharing at the state and national level.
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	Support Services	Division (2-digit) or Department (7-digit) Number	Division or Department Name	Description of Division or Department
1	Accounting and Financing	1000001	Administration and PIO	Provides agency-wide financial services
2	Capital Asset Management	1000001 (property expenses in 3000001)	Administration and PIO	Coordinates repairs and maintenance of agency owned facility
3	General Administration & Legal	1000001	Administration and PIO	Provides agency-wide support
4	Human Resource Management	1000001	Administration and PIO	Provides agency-wide human resources services
5	Information Services	8800020	Administration and PIO	Provides agency-wide services

43000 Department of Libraries

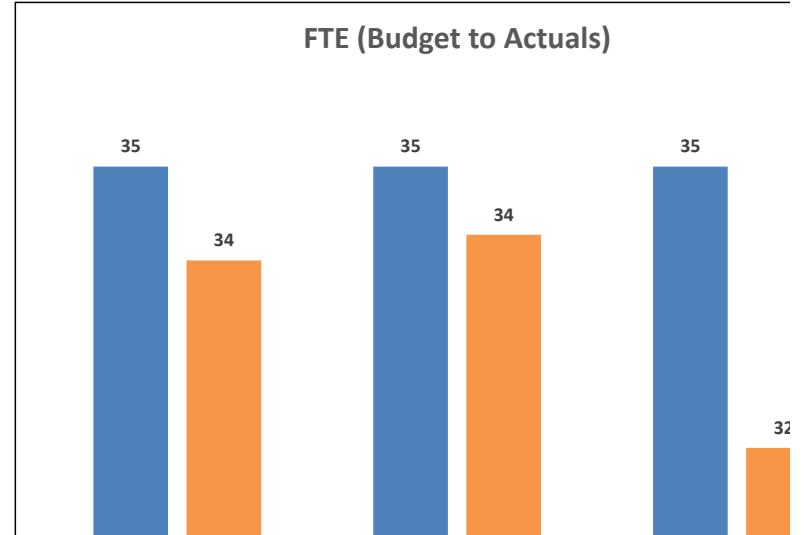
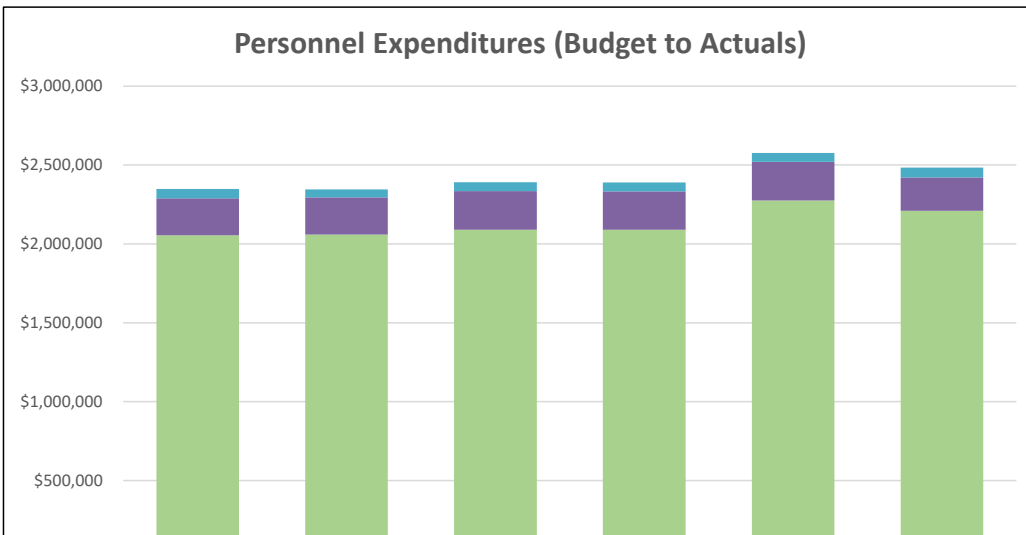
Section I: Personnel & Professional Services Expenditures

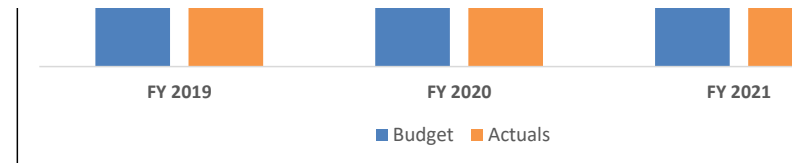
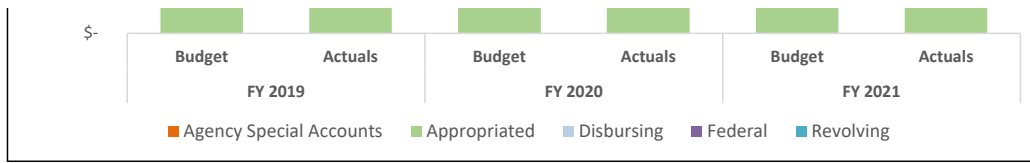
Personnel Expenditures (511-513) Budget to Actual Comparison											
Expenditures	FY 2019				FY 2020				FY 2021		
	Budget	Actuals	Variance	Variance %	Budget	Actuals	Variance	Variance %	Budget	Actuals	Variance
Agency Special Accounts	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
Appropriated	\$ 2,055,474	\$ 2,059,462	\$ (3,988)	0%	\$ 2,089,808	\$ 2,089,982	\$ (174)	0%	\$ 2,275,571	\$ 2,209,531	\$ 66,040
Disbursing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
Federal	\$ 233,239	\$ 236,535	\$ (3,296)	-1%	\$ 244,345	\$ 243,743	\$ 602	0%	\$ 244,950	\$ 212,572	\$ 32,378
Revolving	\$ 59,913	\$ 48,985	\$ 10,928	18%	\$ 56,235	\$ 56,337	\$ (102)	0%	\$ 56,473	\$ 62,064	\$ (5,591)
Total	\$ 2,348,625	\$ 2,344,981	\$ 3,644	0.16%	\$ 2,390,388	\$ 2,390,062	\$ 326	0.01%	\$ 2,576,994	\$ 2,484,167	\$ 92,827

FTE Trend Review											
FTE Statistics	FY 2019				FY 2020				FY 2021		
	Budget	Actuals	Variance	Variance %	Budget	Actuals	Variance	Variance %	Budget	Actuals	Variance
Agency FTE	35	34	1	3.14%	35	34	1	2.29%	35	32	3
Cost per FTE	\$ 67,104	\$ 69,173			\$ 68,297	\$ 69,885			\$ 73,628	\$ 78,365	
Turnover Rate	10%				12%				9%		

Budgeted FTE data is sourced from agency position budgets submitted as part of the Budget Work Program. FTE actuals are yearly averages from HCM data.

Turnover is calculated as the total number of separations during the fiscal year divided by the FY beginning headcount. The calculation includes only regular, full-time and part-time employees who receive benefits. Variance threshold is +/-10% for expenditures and FTE.





1. Please explain personnel expenditure variances and FTE variances displayed in red (threshold is +/- 10% for expenditures & FTE):

Fiscal Year	Expenditure Variance	FTE Variance	Explanation
FY 2019	0.16%	3.14%	
FY 2020	0.01%	2.29%	
FY 2021	3.60%	9.43%	

Note: Budgeted FTE data is sourced from agency position budgets submitted as part of the Budget Work Program. FTE actuals are yearly averages from HCM data.

2. In the personnel variance analysis above, have you identified savings that resulted in available cash? If yes, please explain:

Available Cash from Savings(\$)	Explanation
No	Budgets not fully spent in SFY20 and SFY21 largely due to pandemic. Costs are increasing, and carryover funds are needed to support areas where budget shortfalls are expected in SFY23 - every vacancy is evaluated for the best use of FTE and funding. Replacing two FTE vacancies in Administration with 999.

*Do not include cash amounts restricted by statute or federal partners for specific designated purposes.

3. If savings have been identified that resulted in available cash, please explain how cash was redeployed or will be deployed in the future:

Available Cash from Savings(\$)	Explanation
	All available cash is needed to balance current fiscal year budget and absorb price increases.

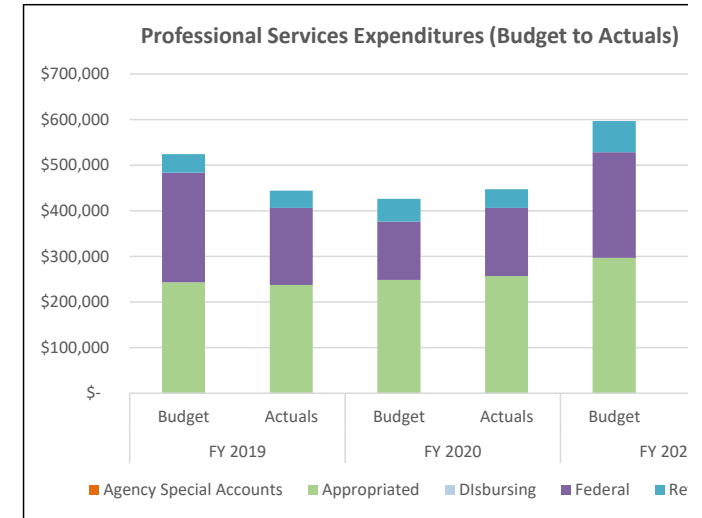
* You may add rows to this table as needed.

Professional Services Expenditures (515) Budget to Actual Comparison											
Expenditures	FY 2019				FY 2020				FY 2021		
	Budget	Actuals	Variance	Variance %	Budget	Actuals	Variance	Variance %	Budget	Actuals	Variance
Agency Special Accounts	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
Appropriated	\$ 243,066	\$ 237,502	\$ 5,564	2%	\$ 248,679	\$ 256,948	\$ (8,269)	-3%	\$ 296,669	\$ 246,092	\$ 50,577
Disbursing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -

Federal	\$ 240,619	\$ 169,089	\$ 71,530	30%	\$ 127,934	\$ 149,248	\$ (21,315)	-17%	\$ 231,593	\$ 73,856	\$ 157,737
Revolving	\$ 40,422	\$ 37,632	\$ 2,790	7%	\$ 49,964	\$ 41,386	\$ 8,578	17%	\$ 68,713	\$ 36,424	\$ 32,289
Total	\$ 524,107	\$ 444,222	\$ 79,885	15.24%	\$ 426,577	\$ 447,582	\$ (21,005)	-4.92%	\$ 596,975	\$ 356,372	\$ 240,603

1. Please explain professional services expenditure variances displayed in red (threshold is +/-10%):

Fiscal Year	Expenditure Variance	Explanation
FY 2019	15.24%	Largest variance is in federal funds which were rebudgeted in FY 2020.
FY 2020	-4.92%	
FY 2021	40.30%	Variances due to pandemic-related cancellations and strategic decision to transition contract workers to 999. Federal funds rebudgeted; available to spend through September 30. Budget for revolving funds included potential audit and software development; neither occurred.



2. In the professional services variance analysis above, have you identified savings that resulted in available cash? If yes, please explain:

Available Cash from Savings(\$)	Explanation
No	

*Do not include cash amounts restricted by statute or federal partners for specific designated purposes.

3. If savings have been identified that resulted in available cash, please explain how cash was redeployed or will be deployed in the future:

Available Cash from Savings(\$)	Explanation

* You may add rows to this table as needed.

Section II: Carryover and Cash

1. Please complete the following two tables, then answer the questions below.

	FY 2017 (Actuals)	FY 2018 (Actuals)	FY 2019 (Actuals)	FY 2020 (Actuals)	FY 2021 (Actuals)	FY 2022 (Planned)
Total appropriated carryover amount expended (\$)	\$99,525	\$36,286	\$163,762	\$237,333	\$257,093	\$0

* Include appropriated carryover located in disbursing funds.

Projected Appropriated Carryover Amount(s) for FY 2023 (\$)	Describe how projected carryover will be used in FY 2023
\$ -	Carryover from FY 2021 needed for FY 2022 expenditures; requesting additional operating funds in FY 2023

43000 Department of Libraries
Year End Cash Balances

Fund Type	2019	2020	2021
Appropriated	\$ 294,867	\$ 415,682	\$ 289,581
Disbursing	\$ -	\$ -	\$ -
Federal	\$ 138,635	\$ 298,137	\$ 35,577
Revolving	\$ 395,362	\$ 334,026	\$ 218,626
Total Cash	\$ 828,864	\$ 1,047,845	\$ 543,785

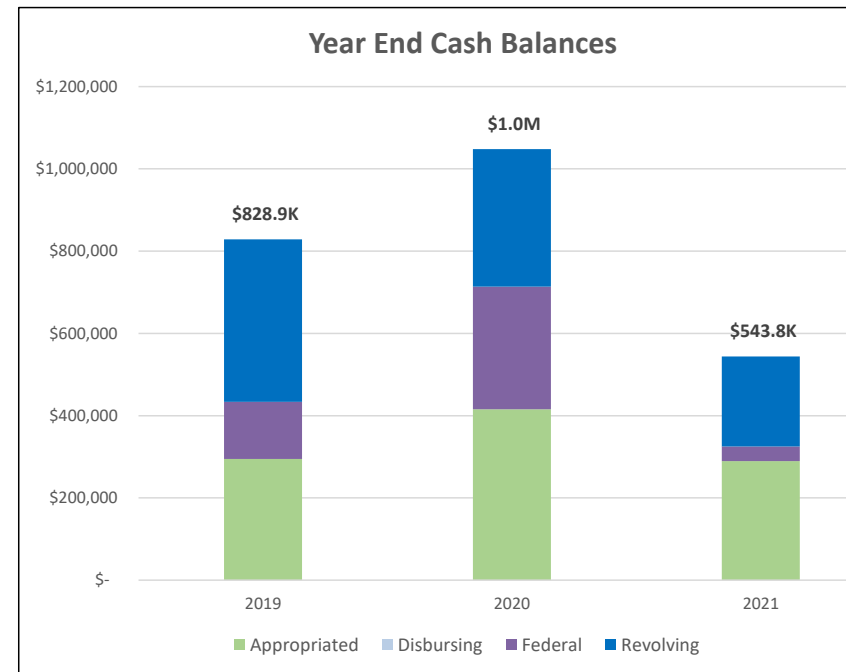
*Includes balances of 1x-5x class funds; 7x-9x are excluded.

2. Based on projected carryover, current cash balances, and cash balance trends, please list any available cash in the table below:

Class Fund #	Available Cash amount (\$)

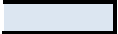
*Do not include cash amounts restricted by statute or federal partners for specific designated purposes.

3. Describe the agency's plan to deploy any available cash next fiscal year and in upcoming years:



FY 2023	
FY 2024	
FY 2025	

**Do not include cash amounts restricted by statute or federal partners for specific designated purposes.*



Variance %

0%

3%

0%

13%

-10%

3.60%



Variance %

9.43%

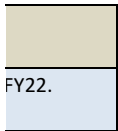


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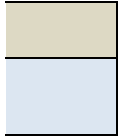
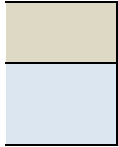
2





Variance %
0%
17%
0%

68%
47%
40.30%





FY 2023 Operating Funding Request #1

Agency Number & Name: **430 Department of Libraries** Agency priority (number): **1**

Brief Description of this Funding Change: **Materials for State Library**
(this is the "name" that will be used on the Summary to list this particular funding request)

Justification for the Funding Change:

1. Please describe the funding change and what you intend to accomplish:
Partial restoration of library materials budget to serve state employees, the legislature, and all libraries participating in the Interlibrary Loan program.

2. What are the short-term or long-term savings and/or cost effectiveness associated with this funding change?
Libraries are one of the most efficient means of purchasing and sharing materials and information.

3. If the agency will use a KPM to track the success of the funding request, describe the goals and KPMs in the table below.

Goal of Funding Request	Key Progress Measure (KPM) Name	KPM Description
To increase the quantity of print and digital materials available for circulation from the State Library	Increased circulation/cardholder	Number of items circulated per cardholder will increase. The goal is for both the numerator and the denominator to increase with the numerator increasing at a greater rate than the denominator.

4. If the agency will not measure funding outcomes with KPMs, describe how and when the agency will evaluate progress or success.

5. If the purpose of this funding change is to address a mandate, please specify whether it is a court ordered, state, or federal mandate, and include the appropriate legal reference and description.

- a. Type of mandate:
- b. Legal reference:
- c. Description of mandate:

6. Please provide a description of the potential clients served including the number to be served through this funding change.
Every state employee and public library is eligible for a card at the State Library. Most of the collection's use currently is for Interlibrary Loan. The collection and purchasing guidelines are being evaluated to ensure the information needs of state agencies are also met.

7. Do any other state, federal or local agencies administer a similar or cooperating program? If so, which agencies?
No. ODL is the official library for the State of Oklahoma. ODL supports the state's interlibrary loan program which includes resource sharing with all public and academic libraries.

8. Explain funding sources, including state, federal, or revolving (what federal program is providing the funding; are fee increases involved; etc.).

Funding Source (State, Federal, Revolving)	Estimated Annual Amount (whole numbers)	Description of Funding Source
State	75,000	State appropriations

FY 2023 Operating Funding Request #2

Agency Number & Name: **430 Department of Libraries** Agency priority (number): **2**

Brief Description of this Funding Change: **Professional Development**
(this is the "name" that will be used on the Summary to list this particular funding request)

Justification for the Funding Change:

1. Please describe the funding change and what you intend to accomplish:
Provide professional development for all agency staff to create opportunities to innovate, to establish and share best practices, and to stay up to date on trends affecting services.

2. What are the short-term or long-term savings and/or cost effectiveness associated with this funding change?
A knowledgeable and innovative workforce operates more efficiently and effectively. Investing in employees generally results in greater employee satisfaction and lower turnover.

3. If the agency will use a KPM to track the success of the funding request, describe the goals and KPMs in the table below.

Goal of Funding Request	Key Progress Measure (KPM) Name	KPM Description

4. If the agency will not measure funding outcomes with KPMs, describe how and when the agency will evaluate progress or success.
Success will be monitored on an annual basis. Staff who participate in professional development will be required to submit a post-conference narrative to their supervisor and include a plan for utilizing the knowledge they gained to the betterment of their customers.

5. If the purpose of this funding change is to address a mandate, please specify whether it is a court ordered, state, or federal mandate, and include the appropriate legal reference and description.

- a. Type of mandate:
- b. Legal reference:
- c. Description of mandate:

6. Please provide a description of the potential clients served including the number to be served through this funding change.
The potential clients served are the staff of Oklahoma public libraries, literacy programs, archives, and museums, and their trustees/board members served by ODL (approximately 3,000). Ultimately, all citizens of Oklahoma benefit from an agency that is staffed by educated, informed, and innovative employees. Internal customers - the legislature, administration, OMES - are also served by working with well-trained employees.

7. Do any other state, federal or local agencies administer a similar or cooperating program? If so, which agencies?
Yes, for their own agencies.

8. Explain funding sources, including state, federal, or revolving (what federal program is providing the funding; are fee increases involved; etc.).

Funding Source (State, Federal, Revolving)	Estimated Annual Amount (whole numbers)	Description of Funding Source
State	\$30,000	State appropriations

9. For this funding request, provide the following expenditure and funding information. Include the actual and budgeted information for existing programs you are wishing to expand through this request.

<u>Funding by Fund, Division, & Department.</u> Statewide Program	<i>Baseline</i>	<i>New Funding / Changes to FY-2022 Budget</i>	<i>Additional Funding Needs for Strategic Planning years.</i>
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FY 2023 Operating Funding Request #3

Agency Number & Name

430 Department of Libraries

Agency priority (number):

3

Brief Description of this Funding Change:

Contract Services (OMES)

(this is the "name" that will be used on the Summary to list this particular funding request)

Justification for the Funding Change:

1. Please describe the funding change and what you intend to accomplish:

accounts payable, financial reporting, budgeting, and procurement and with OMES-PSS (Payroll Shared Services). The cost to contract for these services has increased.

2. What are the short-term or long-term savings and/or cost effectiveness associated with this funding change?

Contracting with ABS and PSS is allowing the agency to hire fewer people for administrative work.

3. If the agency will use a KPM to track the success of the funding request, describe the goals and KPMs in the table below.

Goal of Funding Request	Key Progress Measure (KPM) Name	KPM Description

4. If the agency will not measure funding outcomes with KPMs, describe how and when the agency will evaluate progress or success.

Satisfaction of staff at both agencies, vendor satisfaction, deadlines met. Another benefit is the checks and balances from an external source.

5. If the purpose of this funding change is to address a mandate, please specify whether it is a court ordered, state, or federal mandate, and include the appropriate legal reference and description.

a. Type of mandate:

b. Legal reference:

c. Description of mandate:

6. Please provide a description of the potential clients served including the number to be served through this funding change.

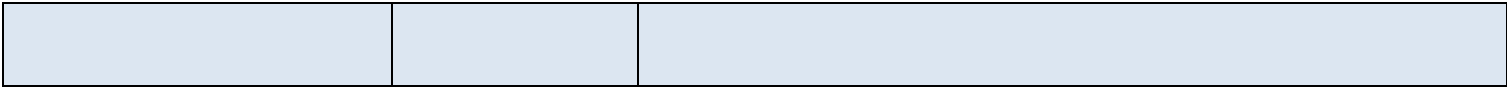
Vendors, agency personnel, and agency clients. Approximately 3,200.

7. Do any other state, federal or local agencies administer a similar or cooperating program? If so, which agencies?

No.

8. Explain funding sources, including state, federal, or revolving (what federal program is providing the funding; are fee increases involved; etc.).

Funding Source (State, Federal, Revolving)	Estimated Annual Amount (whole numbers)	Description of Funding Source
State	25,000	State appropriations



FY 2023 Operating Funding Request #4

Agency Number & Name

430 Department of Libraries

Agency priority (number):

4

Brief Description of this Funding Change:

Computer Leasing Compliance

(this is the "name" that will be used on the Summary to list this particular funding request)

Justification for the Funding Change:

1. Please describe the funding change and what you intend to accomplish:

ODL has historically purchased its computers. Over the past two years, the agency used carryover and federal funds to replace most of its aged computer inventory. Several staff were using computers purchased in 2008! Purchasing computers requires submitting an exception to leasing for approval by OMES. The agency recognizes the importance of up-to-date technology for many reasons, including security. Additional funding is needed to begin the three-year leasing cycle.

2. What are the short-term or long-term savings and/or cost effectiveness associated with this funding change?

The agency's current model of securing technology is not sustainable. Some staff are still working on old computers and report waiting over 20 minutes for their unit to prompt them to login. Newer technology is more secure, faster, and more efficient.

3. If the agency will use a KPM to track the success of the funding request, describe the goals and KPMs in the table below.

<i>Goal of Funding Request</i>	<i>Key Progress Measure (KPM) Name</i>	<i>KPM Description</i>

4. If the agency will not measure funding outcomes with KPMs, describe how and when the agency will evaluate progress or success.

Success will be measured by the percentage of computers in use that are four years or newer.

5. If the purpose of this funding change is to address a mandate, please specify whether it is a court ordered, state, or federal mandate, and include the appropriate legal reference and description.

a. Type of mandate:

Okla. Statute, Administrative Rules

b. Legal reference:

74 O.S. 85.5.a

c. Description of mandate:

The State CIO shall have sole and exclusive authority and responsibility for all IT acquisitions used or consumed by state agencies...

6. Please provide a description of the potential clients served including the number to be served through this funding change.

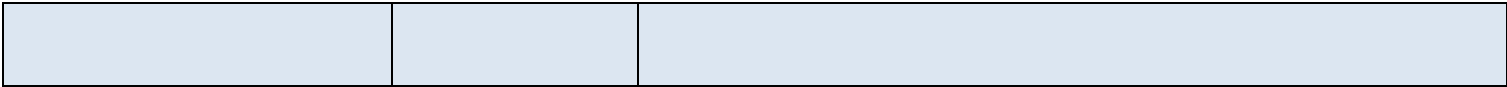
All agency customers benefit from a more efficient workforce, that which is supported by secure, up-to-date technology. Researchers and state employees utilize "public" access computers.

7. Do any other state, federal or local agencies administer a similar or cooperating program? If so, which agencies?

Yes, for their own agencies.

8. Explain funding sources, including state, federal, or revolving (what federal program is providing the funding; are fee increases involved; etc.).

Funding Source (State, Federal, Revolving)	Estimated Annual Amount (whole numbers)	Description of Funding Source
State	60,000	State appropriations



FY 2023 Operating Funding Request #5

Agency Number & Name

430 Department of Libraries

Agency priority (number):

5

Brief Description of this Funding Change:

Retirement Payouts

(this is the "name" that will be used on the Summary to list this particular funding request)

Justification for the Funding Change:

1. Please describe the funding change and what you intend to accomplish:

One-time funding needed to pay annual and sick leave payouts for anticipated retirements. Several staff have announced their intention to retire in FY 2023. Current budget is not sufficient to absorb the high amounts typically charged at retirement without reducing services and/or grants to agency customers.

2. What are the short-term or long-term savings and/or cost effectiveness associated with this funding change?

3. If the agency will use a KPM to track the success of the funding request, describe the goals and KPMs in the table below.

Goal of Funding Request	Key Progress Measure (KPM) Name	KPM Description

4. If the agency will not measure funding outcomes with KPMs, describe how and when the agency will evaluate progress or success.

The goal is for these large payouts to have minimal impact on the agency's normal operations. Over the past few years, these payments have been covered with carryover funds and staff vacancies. Most of the recent carryover amounts were due to pandemic-related cancellations.

5. If the purpose of this funding change is to address a mandate, please specify whether it is a court ordered, state, or federal mandate, and include the appropriate legal reference and description.

- a. Type of mandate: Okla. Statute
- b. Legal reference: 74 O.S. Section 913
- c. Description of mandate: Unused sick leave

6. Please provide a description of the potential clients served including the number to be served through this funding change.

The retiring employees and OPERS are the direct beneficiaries of this funding; however, if not funded, other services will have to be reduced to cover these costs.

7. Do any other state, federal or local agencies administer a similar or cooperating program? If so, which agencies?

Yes, for their own agency.

8. Explain funding sources, including state, federal, or revolving (what federal program is providing the funding; are fee increases involved; etc.).

Funding Source (State, Federal, Revolving)	Estimated Annual Amount (whole numbers)	Description of Funding Source
State	40,000	One-time appropriation from State

FY 2023 Operating and Supplemental Request Summary

Agency Number & Name

430 Department of Libraries

Summary of FY-2023 Operating Requests and FY-2022 Supplemental Requests

One-time requests can be spread over several years if necessary. One time requests are operating requests that meet a specific short-term need.

Match the Priority number to the relevant Operating or Supplemental Detail tab

List supplemental and operating requests **in priority order**. List Supplemental requests **FIRST**. This should match the "Brief Description" in the detail tab.

Type of request (Operating, Supplemental, One-time)	Priority	Description of Funding Request	Personnel (FTE) Additions (#)	Supplemental requests FY-2022 Supplemental Request (Amount \$)	Operating and One-time requests - By Funding Sources			Specify funding needed for the year in which the request is being made your current year budget). If the need is ongoing, enter the amount need year (additional to the agency's current budget).			
					State Appropriated Funds (\$)	State Revolving Funds (\$)	Federal Funds (\$)	FY-2023 Request (Amount \$)	FY-2024 Request (Amount \$)	FY-2025 Request (Amount \$)	FY-2026 Request (Amount \$)
Operating	1	Materials for State Library			75,000			\$ 75,000	75,000	75,000	75,000
Operating	2	Professional Development			30,000			\$ 30,000	30,000	30,000	30,000
Operating	3	Contract Services (OMES)			25,000			\$ 25,000	30,000	35,000	40,000
Operating	4	Computer Leasing Compliance			20,000			\$ 20,000	40,000	60,000	60,000
One-time	5	Retirement Payouts			40,000			\$ 40,000	40,000	20,000	20,000
	6							\$ -			
	7							\$ -			
	8							\$ -			
	9							\$ -			
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	18							\$ -			
	19							\$ -			
	20							\$ -			

FY23 Budget Performance Review
Oklahoma Department of Libraries - 43000

Lead Administrator: Melody Kellogg, Director

Lead Financial Officer: Natalie Currie, Deputy Director

Agency Mission

The Oklahoma Department of Libraries works to ensure every Oklahoman has access to innovative, quality library and information resources and possesses the literacy skills needed to be successful in the global economy, to participate in democracy, and to accomplish individual life goals.

Division and Program Descriptions

Note: Please define any acronyms used in program descriptions.

1000001 Administration and Public Information Office

Administration provides the following support services: Leadership and oversight of divisions; accounting, accounts receivable, procurement (with the support of OMEs Agency Business Services); budgeting and strategic planning; human resources; risk management; capital asset and inventory management; mail room services; maintains collaborative relationships with local, state, and national library organizations; and government and legislative relations. The Public Information Office provides communications, public relations, marketing, graphic design, and website design and maintenance.

2000001 Public Library Development

The Office of Public Library Development promotes the development of public library services in Oklahoma and assists public libraries with staff training needs, technology implementation, E-Rate applications and library board development. Staff also manage the Public Library Academy, Summer Reading program, and State Aid and federal grant disbursements.

2000002 Literacy Development

The Office of Literacy Development supports public libraries and library and community-based literacy programs by providing training, funding, resources, and technical assistance. Major initiatives include basic literacy, citizenship and immigration, TANF literacy, emergent literacy, and health literacy.

2000004 Library Resources and 3000004 US Government Documents

The Office of Library Resources operates the statewide interlibrary loan program and provides circulation, as well as general and legislative/legal reference services to state government employees and elected officials. The collections include fiction and non-fiction, legal materials, state and federal government publications and the Oklahoma Room special collection.

3000001 Archives and Records Management

Archives and Records Management provides technical assistance to state government agencies for the management of their state records and provides centralized storage for their temporary and permanent state records at the State Records Center and Annex. The program provides access to permanent records of state government at the State Archives and through engaging digital collections available to the public on the agency's website.

3000003 Government Information

The Oklahoma Publications Clearinghouse (OPC) manages the state publication depository system by collaborating with state agencies to collect and preserve publications produced by Oklahoma state government. OPC makes these collections available to state government and the public through Documents.ok.gov, Forms.ok.gov, and in traditional print.

8800020 Statewide Online Resources

Through IMLS funding, ODL facilitates statewide access to high quality online information resources for all Oklahomans. This program also facilitates the OCLC FirstSearch and Worldcat.org license for all Oklahoma public libraries, which enables collection discovery and resource sharing at the state and national level.

FY'22 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
1000001	Administration and Public Information Office	\$931,428	\$125,357				\$1,056,785
2000001	Library Development	\$1,997,541	\$2,190,049				\$4,187,590
2000002	Literacy Resources	\$175,397	\$1,166,829	\$75,137			\$1,417,363
2000004	Library Resources	\$537,187	\$268,376				\$805,563
3000001	Archives and Records Management	\$333,130	\$604,000	\$251,781			\$1,188,911
3000003	Government Information	\$198,581	\$19,171				\$217,752
8800020	Information Technology	\$173,051	\$2,030,202	\$23,150			\$2,226,403
Total		\$4,346,315	\$6,403,984	\$350,068	\$0	\$0	\$11,100,367

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'21 Carryover by Funding Source

Class Fund #	Carryover Class Fund Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
19201	General Revenue Fund	\$257,093					\$257,093
							\$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:

What changes did the agency make between FY'21 and FY'22?

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

No, we have not cut any services.

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

No services have increased their cost.

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

All services are still offered at a normal response rate.

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

No.

FY23 Budget Performance Review
Oklahoma Department of Libraries - 43000

Lead Administrator: Melody Kellogg, Director

Lead Financial Officer: Natalie Currie, Deputy Director

FY'23 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
1000001	Administration and Public Information Office	\$963,308	\$125,357	\$0	\$0	\$1,088,665	3.02%
2000001	Library Development	\$1,997,541	\$2,190,049	\$0	\$0	\$4,187,590	0.00%
2000002	Literacy Resources	\$175,397	\$1,166,829	\$75,137	\$0	\$1,417,363	0.00%
2000004	Library Resources	\$642,187	\$268,376	\$0	\$0	\$910,563	13.03%
3000001	Archives and Records Management	\$352,130	\$604,000	\$251,781	\$0	\$1,207,911	1.60%
3000003	Government Information	\$199,581	\$19,171	\$0	\$0	\$218,752	0.46%
8800020	Information Technology	\$206,171	\$2,030,202	\$23,150	\$0	\$2,259,523	1.49%
Total		\$4,536,315	\$6,403,984	\$350,068	\$0	\$11,290,367	1.71%

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

FY'23 Top Five Operational Appropriation Funding Requests

Request by Priority	Request Description	Appropriation Request Amount (\$)
Request 1:	Materials for State Library	\$75,000
Request 2:	Professional Development	\$30,000
Request 3:	Contract Services (OMES)	\$25,000
Request 4:	Computer Leasing Compliance	\$20,000
Request 5:	Retirement Payouts	\$40,000
Top Five Request Subtotal:		\$190,000
Total Increase above FY-22 Budget (including all requests)		\$ 190,000
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 '23 as was received in FY '22? (Flat/ 0% change)

Services will be provided at approximately same level. Inability to replace staff reduced by budget cuts in the last few years.

How would the agency handle a 2% appropriation reduction in FY '23?

A reduction in operating budgets will lead to reduced services to citizens of the state. All legislative pass throughs will be reduced by 2%.

Is the agency seeking any fee increases for FY '23?

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

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: Renovation of Allen Wright Memorial Library	\$15,000,000	Submitted by DCAM
Priority 2:		
Priority 3:		

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 22 budgeted	FY 21	FY 20	FY 19	FY 18
45.310	LSTA - Library Services & Technology Act	1000001	45,000	-	-	-	-
45.310	American Rescue Plan Act (through LSTA)	1000001	80,357	-	-	-	-
45.310	LSTA - Library Services & Technology Act	2000001	730,049	845,805	542,082	678,895	930,693
45.310	American Rescue Plan Act (through LSTA)	2000001	1,460,000	-	-	-	-
45.310	LSTA - Library Services & Technology Act	2000002	507,089	402,742	475,815	496,251	404,623
93.558	TANF - Temporary Assistance to Needy Families	2000002	459,740	273,987	459,748	459,748	459,748
45.310	American Rescue Plan Act (through LSTA)	2000002	200,000	-	-	-	-
45.310	LSTA - Library Services & Technology Act	2000004	178,376	108,439	144,354	115,726	94,475
45.310	American Rescue Plan Act (through LSTA)	2000004	90,000	-	-	-	-
89.003	NHPRC - Natl Historical Publications & Records Comm	3000001	37,000	23,600	60,920	40,000	69,108
45.310	American Rescue Plan Act (through LSTA)	3000001	567,000	-	-	-	-
45.310	LSTA - Library Services & Technology Act	3000003	19,171	-	-	-	-
45.310	LSTA - Library Services & Technology Act	8800020	1,285,202	822,342	995,129	1,060,769	1,139,525
93.558	TANF - Temporary Assistance to Needy Families	8800020	275,000	0	-	-	-
45.310	American Rescue Plan Act (through LSTA)	8800020	470,000	-	-	-	-

Note:
 \$60,000 was budgeted and spent from CARES Act funds in FY20
 \$297,546 was budgeted and spent from CARES Act funds in FY21
 These were tracked under the LSTA 45.310 CFDA, but reported correctly in GAAP package Z.

FY23 Budget Performance Review
Oklahoma Department of Libraries - 43000

Lead Administrator: Melody Kellogg, Director

Lead Financial Officer: Natalie Currie, Deputy Director

Federal Government Impact

- 1.) How much federal money received by the agency is tied to a mandate by the Federal Government?**
 None
- 2.) Are any of those funds inadequate to pay for the federal mandate?**
 N/A
- 3.) What would the consequences be of ending all of the federal funded programs for your agency?**
 All programs would be reduced and some would be cut all together.
- 4.) How will your agency be affected by federal budget cuts in the coming fiscal year?**
 Further cuts to federal funding will directly affect services provided to libraries and literacy programs. The statewide database license to EBSCOhost and statewide subscription to OCLC's WorldCat and FirstSearch could be impacted.
- 5.) Has the agency requested any additional federal earmarks or increases?**
 No

FY'22 Budgeted FTE

Division #	Division Name	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
10	Administration	4	6	3	1	6	2
20	Service to Libraries	6	17	1	2	16	0
30	Government Information Services	2	9	0	3	6	0
Total		12	32	4	6	28	2

FTE History

Division #	Division Name	2022 Budgeted	2021	2020	2018	2013
10	Administration	9	8	9	9	13
20	Service to Libraries	18	17	17	17	19
30	Government Information Service	9	9	9	7	14
88	Information Technology	0	0	0	0	0
Total		36.0	34.0	35.0	33.0	46.0

Performance Measure Review

	FY 21	FY 20	FY 19	FY 18	FY 17
Public Library Development					
# of library staff certified by completing Public Library Academy	760	755	744	704	510
Literacy Program					
In line with the national conversation regarding reestablishing literacy assessments in the post-pandemic environment, Literacy Development staff are working with local programs to ensure that current adult learners are provided initial assessments by the end of the FY 2022, and new students are assessed at intake. Reassessments will be administered after 40 hours of instruction to measure gains in literacy skills. As the reassessment process will take at least a year, the interim KPM will be the number of instructional hours provided to program participants. The KPM to measure gains in literacy skills will resume in FY 2023 with a full implementation anticipated by FY 2024.	na	na	11,622	18,933	23,626
Library Resources					
Archives					
# of pageviews of digitized documents from the State Archives	706,651	374,910			
Oklahoma Publications Clearinghouse					
# of pageviews in two collections of Digital Prairie, Gov Docs and Legal Info for OK	382,584	216,839			
Statewide Online Resources					
# of searches of content in vendor licensed databases	75,070,137	83,523,119	198,364,726	157,073,072	147,906,914

Revolving Funds (200 Series Funds)

Please provide fund number, fund name, description, and revenue source	FY'19-21 Avg. Revenues	FY'19-21 Avg. Expenditures	June '21 Balance
20000: ODL Revolving Fund			
200 Revolving Funds: Income from fees and private grants. 452075 Interagency Reimb Storage Fees; 474105 Copies; 479101 Repair/Replacement of Lost Books; 456101 Private Grants; 428199 Corner Record Filing Fees.	\$204,170	\$274,096	\$218,626

actuals

2021
2020
2019

*pandemic - counts not available



just fyi.	
Rev	Exp
172,596.00	287,996.00
207,937.00	269,272.00
<u>231,977.00</u>	<u>265,020.00</u>
612,510.00	822,288.00

430 Department of Libraries

CDA Number	CDA Program Name	Federal Agency Providing Funding	Type of Funding	State Match Required	Duration of Funding (Start Period)	Agency Program & Payout/Call Information			Agency Contact Information	Actions Necessary	Limits and Prohibitions	Expected Funding Changes and Agency Response		FY 2020 Program Actuals		FY 2021 Program Actuals		FY 2022 Current Year Projections		
						Federal Agency Program	Funding Period	Funding Amount				Amount of Federal Funds received during FY 2020	Cost to Implement	Amount of Federal Funds received during FY 2021	Cost to Implement	Amount to be received during FY 2022	Cost to Implement			
		Please provide the name of the federal agency providing the grant opportunity.	Please provide the name of the federal agency providing the grant opportunity.	Please provide the percentage of the state match required. For example, if a match is required at 10%, or if it is a "50/50" match, the cost 50%.	Please provide the start and end dates of the grant period, including the month(s) and year(s) the funds are to be disbursed (see funds).	Agency Program Name (include department and state fund used to backfund these funds)	Funding Period (include month(s) and year(s) associated with the federal funds)	Funding Amount (include departmental number (7-digits) associated with the federal program/funds)	Please provide the contact information for the individual at the agency responsible for administering the grant or program (i.e. the grant administrator/coordinator).	Please specify which actions are necessary for the receipt of federal funding, for example reporting or auditing requirements. (This may provide a link to the information attached as a document if available.)	Describe any limits on the use of funding available from this federal program. Further, please specify any amounts not available to be taken by the agency as a condition of receipt or continued receipt. (This may provide a link to the information attached as a document if available.)	Explain any expected substantial changes to funding provided by this program for subsequent years.	If federal funding ends, will the program need to continue? Answer: "Yes" or "No"	Describe what actions you will take if this federal funding ends.	Please enter the amount of federal funds received during FY 2020.	Administrative costs to the program, not the total cost of delivering services. Include costs such as human resources, training, legal and executive, but not costs for direct service providers. This could include federal dollars, general revenue appropriation, revolving	Please enter the amount of federal funds received during FY 2021.	Administrative costs to the program, not the total cost of delivering services. Include costs such as human resources, training, legal and executive, but not costs for direct service providers. This could include federal dollars, general revenue	Please enter the amount of federal dollars to be received from this grant during the current fiscal year.	Administrative costs to the program, not the total cost of delivering services. Include costs such as human resources, training, legal and executive, but not costs for direct service providers. This could include federal dollars, general revenue appropriation, revolving funds, etc.
451	ARPA Act funds distributed through the Grants to States, Library Services and Technology Act (LSTA)	Institute of Museum and Library Services	Appropriation	0%	April 9, 2021 - September 30, 2022	ARPA Tagged Grant (200001, 200002, 200003, 200004, 200005, 4150)	4150	200001, 200002, 200004, 200001, 200003	Tara McCreel, 405-522-5217 tara.mc@ira.gov	Must report that funds are spent within 90 days of disbursement. Complete and submit Quarterly Grant Accounting Report, Interim Federal Financial Report, and annual State Program Report/Federal State Report. DMS conducts the visit every four years.	Funds may not be used for any construction or permanent building fixtures. Agency and any subcontractor must agree to Terms and Conditions which cover Drug Free Workplace and similar federal requirements. These funds are for the propagation, preservation and mitigation of the effects of COVID-19 on libraries and library centers by expanding digital access and/or providing supplies and materials.	ARPA Act funding is not anticipated beyond September 30, 2022.	No	Program would be obtained via a revolving fund, current learning, research, training, library, continuing education (library) and/or advisory cost to provide the services. Other would have to be funded with state appropriation (if annual reporting software) which would build in further costs in other areas.	\$0.00		\$0.00		\$2,607,371.00	
451	Grants to States, Library Services and Technology Act (LSTA)	Institute of Museum and Library Services	Appropriation	0% - MRE	Each LSTA grant is for 1 FY, and the agency has one additional year to spend the funds.	LSTA Program (usually 20 grants are funded) (200001, 200004, 200002, 200003, 200005, 4000)	4000	200001, 200001, 200002, 200004, 200001, 200003, 200003	Tara McCreel, 405-522-5217 tara.mc@ira.gov	Must report that funds are spent within 90 days of disbursement. Complete and submit Quarterly Grant Accounting Report, Interim Federal Financial Report, and annual State Program Report/Federal State Report. DMS conducts the visit every four years.	Funds may not be used for any construction or permanent building fixtures. Agency and any subcontractor must agree to Terms and Conditions which cover Drug Free Workplace and similar federal requirements. These funds are for the propagation, preservation and mitigation of the effects of COVID-19 on libraries and library centers by expanding digital access and/or providing supplies and materials.	The program is not anticipated beyond September 30, 2022.	Yes	Program would be obtained via a revolving fund, current learning, research, training, library, continuing education (library) and/or advisory cost to provide the services. Other would have to be funded with state appropriation (if annual reporting software) which would build in further costs in other areas.	\$1,771,242.00		\$2,046,807.12	3	2,764,807.00	
451	CARES Act funds distributed through the Grants to States, Library Services and Technology Act (LSTA)	Institute of Museum and Library Services	Appropriation	0%	April 21, 2020 - September 30, 2021	CARES Act Grants (200001, 4000)				Must report that funds are spent within 90 days of disbursement. Complete and submit Quarterly Grant Accounting Report, Interim Federal Financial Report, and annual State Program Report/Federal State Report. DMS conducts the visit every four years.	Funds may not be used for any construction or permanent building fixtures. Agency and any subcontractor must agree to Terms and Conditions which cover Drug Free Workplace and similar federal requirements. These funds are for the propagation, preservation and mitigation of the effects of COVID-19 on libraries and library centers by expanding digital access and/or providing supplies and materials.	CARES Act funding is not anticipated beyond September 30, 2021.	No	Program would be obtained via a revolving fund, current learning, research, training, library, continuing education (library) and/or advisory cost to provide the services. Other would have to be funded with state appropriation (if annual reporting software) which would build in further costs in other areas.	\$0.00		\$207,540.00	3		
451	ARPA Act funds distributed through the Grants to States, Library Services and Technology Act (LSTA)	Institute of Museum and Library Services	Appropriation	0%	April 9, 2021 - September 30, 2022	ARPA Tagged Grant (200001, 200002, 200003, 200004, 4150)	4150	200001, 200001, 200004, 200001, 200003	Tara McCreel, 405-522-5217 tara.mc@ira.gov	Must report that funds are spent within 90 days of disbursement. Complete and submit Quarterly Grant Accounting Report, Interim Federal Financial Report, and annual State Program Report/Federal State Report. DMS conducts the visit every four years.	Funds may not be used for any construction or permanent building fixtures. Agency and any subcontractor must agree to Terms and Conditions which cover Drug Free Workplace and similar federal requirements. These funds are for the propagation, preservation and mitigation of the effects of COVID-19 on libraries and library centers by expanding digital access and/or providing supplies and materials.	ARPA Act funding is not anticipated beyond September 30, 2022.	No	Program would be obtained via a revolving fund, current learning, research, training, library, continuing education (library) and/or advisory cost to provide the services. Other would have to be funded with state appropriation (if annual reporting software) which would build in further costs in other areas.	\$0.00		\$0.00		\$2,607,371.00	
8100	NDPNC Grant	National Historical Publications and Records Commission	Appropriation	15%	Each grant is for two years. The current grant ends Aug 31, 2022 and expires in June 30, 2023.	Electronic Records of Records Advisory Board (ERAB) in the Action Department (200001, 4000)	4000	300001	Jan Davis, 405-522-5216 jan.davis@ira.gov	Establish the Oklahoma Historical Records Advisory Board (OHRAB) with six members appointed by the Director of the Oklahoma Department of Libraries. Submit annual reports of expenditures and activities.	No change expected.	No	The Board will continue. Re-printing opportunities to be of assistance will be discussed.	\$21,968.00		\$21,600.00		\$40,000.00		
9153	ESNP Prudent Library	U.S. Department of Health & Human Services	Contract with ORDRB	0%	State fiscal year. The underlying budget for FY08 and has been renewed annually.	ESNP Library Project (200001, 8500)	40000	200002	Leah Giddens, 405-522-5242 leah.giddens@ira.gov	Contract between IRB and ORDRB. Contract with ESNP user. Reimbursement form.	No change expected.	No	Fiscal library program would continue to offer these services as a voluntary basis at a financially neutral level.	\$240,007.00		\$271,007.00		\$734,760.00		

THIS COLUMN AUTO POPULATES FROM FEE SCHEDULE SHEET		THIS COLUMN AUTO POPULATES FROM FEE SCHEDULE SHEET		FY-20 Actuals	FY-20 Actuals	FY-20 Actuals	FY-21 Actuals	FY-21 Actuals	FY-21 Actuals	FY-22 Projection	FY-22 Projection	FY-22 Projection	FY-23 Estimate	FY-23 Estimate	FY-23 Estimate	FY-23 Estimate	FY-23 Estimate	FY-23 Estimate	FY-23 Estimate	
Department	Fee Name	Rate/Schedule	Number Issued	Fee Revenue	Rate/Schedule	Number Issued	Fee Revenue	Rate/Schedule	Number Issued	Fee Revenue	Rate/Schedule	Number Issued	Fee Revenue	Rate/Schedule	Number Issued	Fee Revenue	Percent to GRF	Fee Revenue - GRF	Percent to Others	Fee Revenue - Others
example: 0100001 - Administration	PET BREEDER AND ANIMAL SHELTER LICENSE																			
1000001 - Administration	Royalties			-																
1000003 - Public Information	Publication of the Oklahoma Almanac	\$15 ea		-	\$15 ea					\$15 ea			\$15 ea							
2000001 - Library Development	Sonic Corporation			10,000.00																
2000001 - Library Development	University of North Texas HSC			-																
2000001 - Library Development	Friends of Libraries in Oklahoma			-																
2000001 - Library Development	Friends of the Oklahoma Center for the Book			-																
2000001 - Library Development	Oklahoma Book Festival sponsors			2,110.00																
2000002 - Literacy	Target Corporation Grant			8,500.00						3,000.00										
2000002 - Literacy	Various Rotary Clubs, Literacy Councils and other charitable groups			9,255.50																
2000002 - Literacy	Tinker Federal Credit Union			8,500.00																
2000002 - Literacy	Krueger Foundation			21,000.00						20,352.00										
2000004 - Library Resources	Copies	\$0.10 or \$0.25 ea		63.00	\$0.10 or \$0.25 ea					200.00			\$0.10 or \$0.25 ea		200.00	0	0	0	0	0
2000004 - Library Resources	Lost Book Replacement	\$45 + Replacement Cost		772.00	\$45 + Replacement Cost					900.00			\$45 + Replacement Cost		1,272.00					
3000001 - Records Management	Records Storage Fees	\$0.30/cf/mo		112,570.00	\$0.30/cf/mo					110,744.00			\$0.30/cf/mo		118,932.00					
3000002 - Archives	Certified Corner Record Filing Fees	\$5 ea		30,605.00	\$5 ea					28,825.00			\$5 ea		34,400.00					
3000002 - Archives	Copies	\$0.10 or \$0.25 ea		3,233.00	\$0.10 or \$0.25 ea					5,730.00			\$0.10 or \$0.25 ea		6,360.00					
1000001	Refund per Legal Settlement			1,328.00																
																161,164.00				
																161,164.00				

