



OKLAHOMA
Department of
Libraries

Department of Libraries

FY 2025 Budget Hearing Presentation

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The **Oklahoma Department of Libraries** serves as the **State Library, State Archives, and Records Administrators** for Oklahoma state government. The agency is responsible for **Public Library Development**, including the legal establishment and promotion of public libraries, statewide resource sharing and technology projects, and support of **Literacy** programs.

ODL's origins began in **1890** when the first Legislative Assembly of the Territory of Oklahoma passed legislation to create the **Territorial Library**. After statehood, it was known as the State Library. In **1919**, the **Oklahoma Library Commission** was established.

The Commission was merged with the **State Library** in **1953**. Established in its current form by the passage of the **Oklahoma Library Code** in **1967**, ODL now encompasses the following departments:

- **Archives and Records Management**
- **Public Library Development**
- **Literacy Development**
- **Library Resources**
- **Government Information**
- **Information Technology**
- **Administration and Public Information Office**

Agency Vision, Mission and Core Values

Vision: Oklahomans value and depend on library services and quality information to lead productive, healthy, and fulfilled lives.

Mission: ODL 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.

Core Values: We are impactful, engaged, accountable, creative, and courageous. We are devoted to quality. We are committed to our customers, colleagues, and partners. We are flexible and evolve as our customers' needs change.



Accomplishments

Top accomplishments for FY 2023

- 1) Completed disbursement of \$238,133.11 in ARPA funds awarded by the Institute of Museum and Library Services for direct payments and subgrants to 74 libraries. Projects enabled by these funds include \$73,000 in targeted grants to public libraries, over \$40,000 in telehealth grants to two communities, over \$50,000 in early literacy collection and programming grants and \$30,000 in multifunction printer grants. Total ARPA funds disbursed FY22-23: \$2,867,357.
- 2) Implemented statewide license for Brainfuse, which provides live online tutoring, job seeker assistance and veteran support anywhere in the state via geolocation. The service was used 86,859 times in its inaugural year.
- 3) Awarded \$1,489,279 in State Aid to 109 municipal libraries and 8 public library systems to enable essential library services such as technology purchases, staff salaries, and payment of utility bills.
- 4) With an investment from the legislature, the agency was able to raise ODL staff salaries to within 93% of market rate.
- 5) The agency worked with the legislature to secure a \$17.6 million investment to renovate the Allen Wright Library building to meet the needs of the physical storage and access environment needs of the State Archives.



Challenges

Top Challenges (current & upcoming years)

- 1) The agency continues to experience an unusually high turnover rate of 29% in state fiscal year 2023. Retirements of long-time employees have been particularly challenging as we attempt to capture institutional knowledge, meet leave payout obligations and attract new talent.
- 2) The physical storage issues of the State Archives will be addressed by the upcoming renovation. However, the renovation project will pose its own challenges with maintaining services and access to collections during the process.
- 3) The agency continues to build internal knowledge and expertise regarding digital records management and archives to fulfill the obligation of administering the State Archives and Records Management program. Significant investment is required to fill identified gaps in skills and resources.



Savings & Efficiencies (Current or Planned)

Savings or Efficiency Name	Brief description of how savings were achieved	Savings in Unit of Measurement*	FY 2023 (Actual \$ Savings)	FY 2024 (Projected \$ Savings)	FY 2025 (Projected \$ Savings)
<i>File Management</i>	<i>The agency revised workflows for storing digitized files.</i>	<i>\$42,631.56</i>	<i>\$0</i>	<i>\$42,631.56</i>	<i>\$50,000</i>

* Hours, FTE, square feet, etc.



Agency Goals and Key Performance Metrics

Goal		Metric	FY 22 Actuals	FY 23 Actuals	FY 24 Target	FY 29 Target
1	Strengthen Libraries	Total amount of E-Rate funding received by Oklahoma public libraries through filing applications with the assistance of ODL staff	\$3,012,634	\$2,028,318	\$3,000,000	\$3,000,000
2	Help Build Thriving Communities	# of instructional hours provided to community literacy program participants	22,318	22,500	23,300	24,900
3a	Enable Access to Information	# of Interlibrary Loan Requests processed by libraries participating in the ODL WorldShare ILL program	20,622	23,232	23,556	24,758
3b	Enable Access to Information	# of page views of digitized documents from the State Archives	266,692	277,976	280,915	295,244
3c	Enable Access to Information	# of page views of government information collections of ODL's full-text online virtual library, Digital Prairie	286,095	262,482	265,197	278,630
3d	Enable Access to Information	# of state database searches/ # of Brainfuse usage	113,627,542 / NA	117,591,539 / 86,859	123,471,116 / 87,727	157,583,909 / 94,051



Projects for FY 2024 - 2025

Projects

- 1) Achieve Stability:** Conduct an RFP and complete a Classification, Compensation and Organizational Study. Implement findings to align resources to agency authorities and strategic goals and to retain and attract talent. Continue to review and update internal processes to reflect best practices and maximize efficiencies. Document processes, share knowledge, cross-train staff and utilize available technology.
- 2) Rebuild:** Complete assessment of State Library, Archives and Records Management operations. Collaborate with OMES to complete a renovation of the Allen Wright Library to meet physical space and preservation needs of State Archives. Collaborate with OMES to implement necessary technology and processes for administering the State Archives and Records Management program for born digital materials.
- 3) Enable Access to Information:** Continue to build Records Management processes and digital collections that preserve state government records and local history collections. Continue to build the Oklahoma Publications Clearinghouse collection to preserve and provide access to state agency publications. Realize best savings for state by administering statewide online resource licenses.
- 4) Strengthen Libraries:** Enhance library staff knowledge and skills through professional development. Leverage technology to improve services. Use quality data to inform decision-making.
- 5) Help Build Thriving Communities:** Facilitate the development of literacy skills. Provide lifelong learning opportunities. Facilitate the improvement of health, wellness and life skills. Promote good citizenship and community engagement.

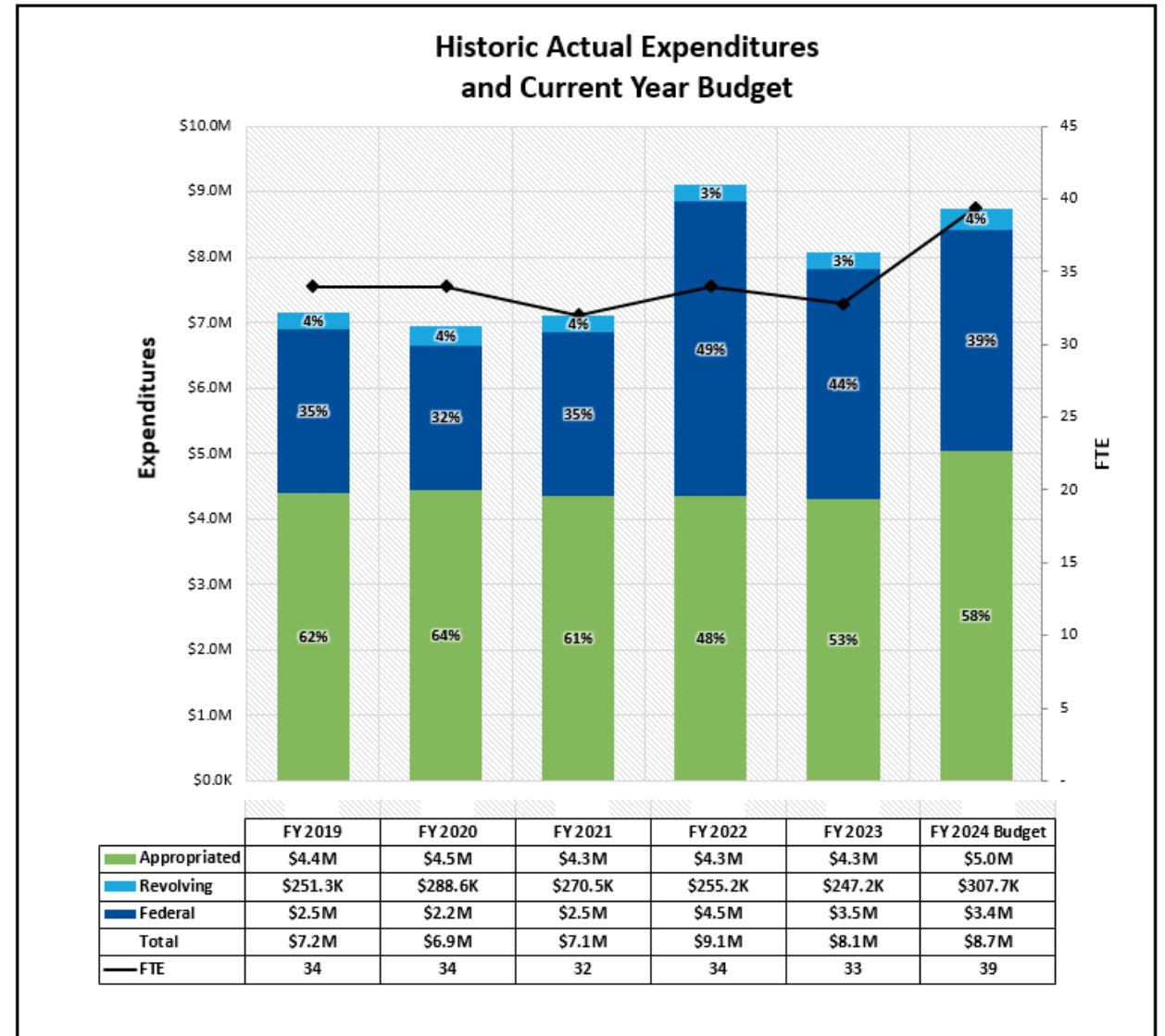


Historic Actual Expenditures (FY 2019-23) and Current Year Budget (FY 2024)

Explanation of Significant Changes and Trends

Beginning in SFY21, the agency received an additional \$350,000 in federal CARES Act funding to respond to the COVID-19 pandemic. The agency also saw an additional \$2,867,357 in federal ARPA funding for COVID-19 pandemic responses in SFY22 and SFY23.

In SFY24, appropriations increased from \$4,536,135 to \$5,036,315. Of the 80 positions assigned to the agency, 39 have been budgeted for in SFY 24. High turnover rates and difficulty recruiting talent continues to result in a lower actual FTE than what the agency needs to operate.



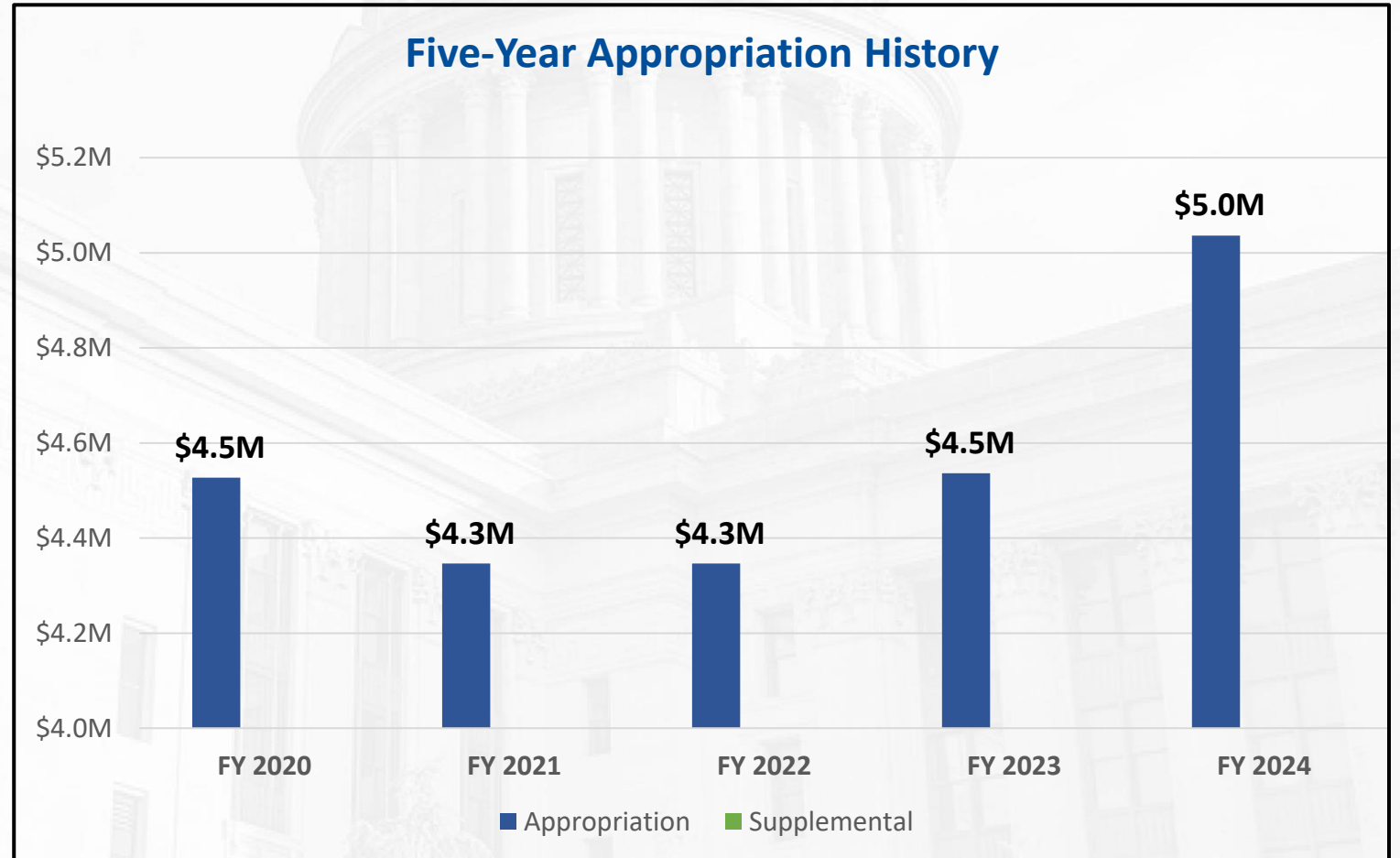


FY 2024 Budgeted Full Time Equivalents (FTE)

	FY 2024 Budgeted FTE
Total FTE	39
Supervisor FTE	11
Supervisors to Total FTE Ratio (%)	28%

Appropriation History

Fiscal Year	Legislated Appropriation (\$) <i>(Includes supplementals and SRF/ARPA.)</i>
FY 2020	\$4,527,411
FY 2021	\$4,346,315
FY 2022	\$4,346,315
FY 2023	\$4,536,315
FY 2024	\$5,036,315



Financial Resource Analysis

Carryover	FY 2020	FY 2021	FY 2022	FY 2023
Total appropriated carryover amount expended (\$)	\$163,762	\$237,333	\$107,165	\$299,247

Historical Cash Balances	FY 2020	FY 2021	FY 2022	FY 2023
Year End Revolving Fund Cash Balances <i>(All Revolving Funds)</i>	\$323,652	\$218,626	\$129,599	\$153,463

Class Fund # <i>(Unrestricted only)</i>	Class Fund Name <i>(Unrestricted only)</i>	Current cash balance (\$)
20000	ODL Revolving Fund	\$155,476
#		\$
#		\$
#		\$
#		\$
#		\$
	Total Current Unrestricted Fund Cash balance:	\$

Fiscal Year	Agency's plan to deploy unrestricted cash (including amounts):
FY 2024	This cash is needed to cover remaining FY24 encumbrances, as well as expected FY25 expenditures. This revolving fund exists mostly as a cost recovery fund for operating the document storage program for other state agencies, filing fees, Corner's copies, and repair or replacement of books on loan.
FY 2025	
FY 2026	



Unrestricted funds are those that are not limited by state or federal law, rule, regulation, other legally binding method, or donor restriction.

FY 2022 Incremental Appropriation Review

<i>Purpose of appropriation increase / decrease</i>	<i>Amount of increase or decrease (\$)</i>	<i>Included in FY24 appropriation? (Yes/No)</i>	<i>If yes, included in appropriation for same purpose? (Yes/No)</i>	<i>If not included for same purpose, please explain.</i>
FY 2022				
No Adjustments	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Total adjustment	\$			



FY 2023 Incremental Appropriation Review

<i>Purpose of appropriation increase / decrease</i>	<i>Amount of increase or decrease (\$)</i>	<i>Included in FY24 appropriation? (Yes/No)</i>	<i>If yes, included in appropriation for same purpose? (Yes/No)</i>	<i>If not included for same purpose, please explain.</i>
FY 2023				
Materials for State Library	\$75,000	Yes	Yes	
Professional Development	\$30,000	Yes	Mostly	\$26,750 was allocated for this purpose, while \$3,250 is being used to move to the OMES ISD computer lease program
Contract Services (OMES)	\$25,000	Yes	Yes	
Computer Leasing	\$20,000	Yes	Yes	
Retirement Payouts	\$40,000	Yes	Yes	
	\$			
	\$			
Total adjustment	\$190,000			



FY 2024 Incremental Appropriation Review

<i>Purpose of appropriation increase / decrease</i>	<i>Amount of increase or decrease (\$)</i>	<i>Does this need to be included in your FY 2025 appropriation? (Yes/No)</i>	<i>If yes, included in appropriation for same purpose? (Yes/No)</i>	<i>If not included for same purpose, please explain.</i>
FY 2024				
Salary increases to meet market rate	\$500,000	Yes	Yes	
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Total adjustment	\$			



**Do not include SRF / ARPA appropriation increases.*

Budget & Supplemental Request Summary

Request Name		FY 2025 Appropriated Request Amount (\$) {or FY 2024 for Supplementals}	Type of Request: Operating, One-time, or Supplemental
1	Restore State Aid funding to public libraries to 2010 level, adjusted for inflation	\$1,942,548	Operating
2	Increase FTEs to achieve operational stability	\$1,000,000	Operating
3	Preservation and access to permanent digital records	\$110,000	Operating
4	Maintain current level of operations by absorbing known cost increases	\$300,000	Operating
5	Set-up costs for preservation and access to digital records and state records inventory management	\$50,000	One-time



(1) Budget Request

Restore State Aid to Public Libraries to 2010 level adjusted for inflation

Type: Operating

\$ 1,942,548

The agency's main vehicle to grow public library capacity is the State Aid to Public Libraries program. The smallest independent libraries currently receive a minimum of \$1,300 in State Aid each year. The height of State Aid funding was in 2010 at \$2,485,650.

We request the Legislature match that figure, adjusted for today's inflation: \$3,431,825. This would increase State Aid funding from 23 cents per population figure to 45 cents per population figure.



(2) Budget Request

Increase FTEs to achieve operational stability	
Type: Operating	\$ 1,000,000
<p>This agency is assigned the responsibility for administering the State Archives and Records Management program in Title 67 of the Oklahoma Statutes. The agency needs to add at least 10 additional staff to enable subject matter experts to focus on Records Management or Archives, implement a digital records management and digital archives program, assess and improve bibliographic access to all agency collections and catch up on a backlog of work. Increased funding will be used to implement the findings of the classification, compensation and organizational study planned for Spring 2024.</p>	



(3) Budget Request

Preservation and access to state government digital records of permanent value

Type: Operating

\$ 110,000

Implement a preservation and access solution for born digital permanent records, such as the Governor's papers, and replace the current State Records Center and State Archives inventory systems



(4) Budget Request

Maintain current level of operations by absorbing inflation and known cost increases

Type: Operating

\$ 300,000

We estimate a 5% increase in operational expenses over the next year due to inflation.



(5) Budget Request

Set-up costs for preservation and access to digital records and state records inventory management

Type: One-time

\$ 50,000

Estimated one-time set-up costs for the digital State Archives program and State Records Center and State Archives inventory management system

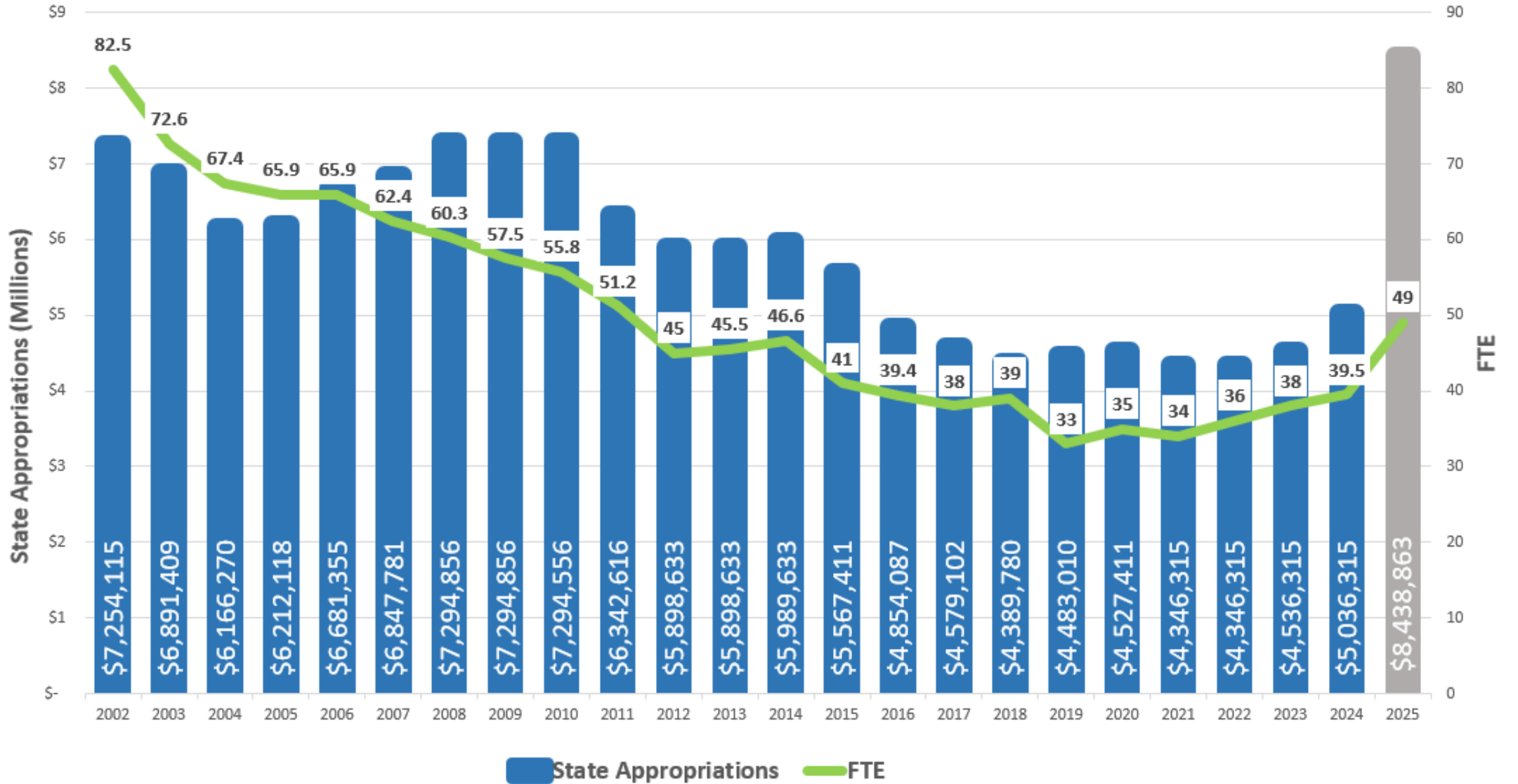




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Appendix

Trends in ODL Appropriations and FTE 2002 - 2025



Federal Maintenance of Effort Trends

