

FY 2026 Budget Performance Review

430 Department of Libraries

Version Original
Lead Administrator: Natalie Currie

Date submitted 10/1/2024
Lead Financial Officer: Tara McCleod

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 offers various support services, including leadership and oversight of divisions, accounting, accounts receivable, and procurement (in collaboration with OMES Agency Business Services). It also handles budgeting, strategic planning, human resources, risk management, capital asset and inventory management, mail room services, and maintains relationships with library organizations and government entities. The Public Information Office manages communications, public relations, marketing, graphic design, and website design and maintenance. Public Information Office will be renamed Communications and Marketing in FY2026.

2000001 Library Development

Library Development fosters the growth of public library services in Oklahoma and assists libraries with staff training, technology implementation, E-Rate applications, and library board development. The staff also oversee the Public Library Academy, the Summer Reading program, and various projects for institutions. Additionally, they facilitate the disbursement of State Aid and federal grants.

2000002 Literacy Resources

The program supports public libraries and community-based literacy initiatives by providing training, funding, resources, and technical assistance. Key initiatives include basic literacy, citizenship and immigration, TANF literacy, emergent literacy, and health literacy. This department will be renamed Statewide Programs in FY26.

3000001 Archives and Records Management

The program provides permanent repositories and access for state government records of historical significance, both in the State Archives collection and the Oklahoma Publications Clearinghouse (OPC), and offers technical assistance to state agency staff on developing effective records management schedules and practices. Centralized storage in the State Records Center is offered to all agencies for minimal cost. .

3000004 Office of Library Resources

The Office of Library Resources (State Library) manages the statewide interlibrary loan program and offers circulation services, along with general and legislative/legal reference assistance to state employees and elected officials. Its collections feature fiction, non-fiction, legal materials, and a special focus on Oklahoma. The program promotes and provides free access to both state and U.S. federal publications, with the U.S. Documents collection serving as a selective depository in the Federal Depository Library Program (FDLP). This department will be renamed State Library in FY26.

8800020 Information Technology / Statewide Online Resources

Using federal funding, ODL provides access to high-quality online information resources for all Oklahomans. This program also manages the OCLC FirstSearch and WorldCat.org licenses for all public libraries in Oklahoma, allowing for collection discovery and resource sharing at both state and national levels.

FY'25 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
1000001	Administration / Public Information Office (Communications and Marketing*)	\$1,335,558	\$53,307				\$1,388,865
2000001	Library Development	\$1,945,773	\$560,730				\$2,506,503
2000002	Literacy Resources (Statewide Programs*)	\$326,157	\$929,706	\$87,999			\$1,343,862
3000001	Archives and Records	\$654,674		\$174,000			\$828,674
3000003	Government Information	\$231,035					\$231,035
3000004	Office of Library Resources (State Library*)	\$623,095	\$23,521	\$500			\$647,116
8800020	Information Technology	\$722,571	\$1,478,180	\$149,473			\$2,350,224
							\$0
							\$0
Total		\$5,838,863	\$3,045,444	\$411,972	\$0	\$0	\$9,296,279

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:

Balances of Appropriated Funds from Prior Fiscal Years

3-digit Class Fund #	Class Fund Name	GA Bill # and Section #	Fiscal Year of Original Appropriation	Original Appropriation Amount (\$)	Total Expended Amount as of 8/31/2024 (\$)	Balance as of 8/31/2024 (\$)
193	FY23 STATE APPROPRIATIONS	SB1040 SEC 38	23	\$4,536,315	\$4,474,766	\$61,549
194	FY24 STATE APPROPRIATIONS	HB1004 SEC 34	24	\$5,036,315	\$4,193,300	\$843,015
Total remaining prior year appropriation balance:						\$904,564

Report appropriations that have existing balances from all prior fiscal years at the 3-digit class fund number (i.e. 193, 194). Do not report carryover class funds separately. Include appropriations located in disbursing funds. Report PREP, but not ARPA/SRF, appropriations.

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What changes did the agency make between FY'24 and FY'25?

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 provided 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, but the agency plans to increase salaries for several staff members in FY'25 following the recent classification, compensation, and organizational study.

Appropriation Increase Review

Appropriation Increase Purpose	Appropriation Increases (Additional to Agency Base Appropriation)			Expenditures	
	FY 2023	FY 2024	Total Amount Received FY 2023-2024	Total Expenditure of Increase as of 6/30/2024	If funds have not been spent, please explain why.
Materials for State Library	\$35,000		\$35,000	\$35,000	We have had to use requested funds to cover increases due to inflation. We are now forecasting for inflationary expenses and asking for that cost in our annual budget request. This will allow us to move these funds back to their original purpose. In FY23, amount went to unexpected increase in OMES IT costs. In FY24, we were able to move to leased laptops for all staff and purchased new monitors with integrated speakers for online meetings at the end of the fiscal year. Remaining funds were put toward inflationary increases elsewhere.
Professional Development	\$30,000		\$30,000	\$19,843	
Contract Services (OMES)	\$25,000		\$25,000	\$25,000	
Computer Leasing Compliance	\$60,000		\$60,000	\$4,824	
Retirement Payouts	\$40,000		\$40,000	\$39,001	
Pay rate increases to meet market rate		\$354,547	\$354,547	\$354,547	
			\$0		
Total:	\$190,000	\$354,547	\$544,547	\$478,215	

List appropriation increases that the agency has received in the prior two years. List amounts received in each year. Include PREP, but not ARPA/SRF, appropriations.

FY'26 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
1000001	Administration / Marketing and Communications*	\$1,413,669	\$53,307	\$0	\$0	\$1,466,976	5.62%
2000001	Library Development	\$2,434,086	\$560,730	\$0	\$0	\$2,994,816	19.48%
2000002	Statewide Programs*	\$342,671	\$929,706	\$87,999	\$0	\$1,360,376	1.23%
3000001	Archives and Records	\$1,510,578	\$0	\$174,000	\$0	\$1,684,578	103.29%
3000004	State Library*	\$794,145	\$23,521	\$500	\$0	\$818,166	26.43%
8800020	Information Technology	\$995,614	\$1,478,180	\$149,473	\$0	\$2,623,267	11.62%
	*Name will be changed by July 1, 2025.						
Total		\$7,490,762	\$3,045,444	\$411,972	\$0	\$10,948,178	17.77%

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

FY'26 Top Five Operational Appropriated Funding Increase Requests

Request by Priority	Request Description	Is this a Supplemental Request? (Yes/No)	Timeframe (One-Time or Recurring)	Appropriation Request Increase Amount (\$)
Request 1:	Increase State Aid to public libraries Add 8 known needed positions to meet statutory obligations	No	Recurring	\$423,772
Request 2:	Implement pay for performance Recurring expense of State Archives and Records	No	Recurring	\$886,084
Request 3:	Management technology Maintain current levels of service by absorbing inflation	No	Recurring	\$242,043
Request 4:	and known increases	No	Recurring	\$100,000
Top Five Request Subtotal:				\$1,651,899
Total Increase above FY-25 Budget (including all requests)				\$1,651,899
Difference between Top Five requests and total requests:				\$0

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List any requests for new construction from the Legacy Capital Fund

Description of requested increase in order of priority	Needed State Funding for Project (\$)	Submitted to LRCP? (Yes/No)
Priority 1 Planning is underway for the renovation of the Allen Wright Library building. While OMES has earmarked around \$4 million for deferred maintenance, we may see additional expenses that eat into the budget for the intended purpose of the State Archives. Priority 2 Priority 3	unknown	no

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 '26 as was received in FY '25? (Flat/ 0% change)

Services will be maintained at approximately the same level; however, the agency will struggle with hiring and retaining staff, which may result in delays in service delivery and hinder adequate records management and archiving.

How would the agency handle a 2% appropriation reduction in FY '26?

A reduction in operating budgets will result in decreased services for state citizens, with all legislative pass-throughs cut by 2%.

Is the agency seeking any fee increases for FY '26?

Description of requested increase in order of priority	Fee Increase Request (\$)	Statutory change required? (Yes/No)
Increase 1 No		

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 25 budget (\$)	FY 24 actuals (\$)	FY 23 actuals (\$)	FY 22 actuals (\$)	FY 24 budgeted FTE (#)
45.310	LSTA - Library Services & Technology Act	1000001	53,307	51,900	56,743	33,187	0.98
45.310	LSTA - Library Services & Technology Act	2000001	560,730	535,387	322,590	458,299	1.25
45.310	LSTA - Library Services & Technology Act	2000002	436,018	480,238	545,284	506,140	1.31
45.310	LSTA - Library Services & Technology Act	2000004	-	76,487	71,992	63,601	1.00
45.310	LSTA - Library Services & Technology Act	3000001	-	36,027	18,445	1,374	0.48
45.310	LSTA - Library Services & Technology Act	3000003	-	-	-	2,350	0.00
45.310	LSTA - Library Services & Technology Act	3000004	84,376	-	-	-	0.00
45.310	LSTA - Library Services & Technology Act	8800020	1,478,180	1,533,962	906,184	977,031	0.00
17.258	Workforce Innovation & Opportunity Act - Commerce	2000001	-	3,300	263,019	-	0.00
89.003	NHPRC - Natl Historical Publications & Records Comm	3000001	-	22,668	37,172	6,174	0.00
93.558	TANF - Temporary Assistance to Needy Families	2000002	520,832	314,932	276,567	275,822	0.19
45.310	American Rescue Plan Act (through LSTA) - ended 06/28/23	1000001	-	-	3,816	16,168	0.00
45.310	American Rescue Plan Act (through LSTA) - ended 06/28/23	2000001	-	-	272,870	1,615,750	0.00
45.310	American Rescue Plan Act (through LSTA) - ended 06/28/23	2000002	-	-	-	92,685	0.00
45.310	American Rescue Plan Act (through LSTA) - ended 06/28/23	3000001	-	-	146,354	372,329	0.00
45.310	American Rescue Plan Act (through LSTA) - ended 06/28/23	8800020	-	-	261,603	64,661	0.00

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?

Federal funding is essential for delivering quality and affordable public library services to Oklahomans. These funds enable several key programs, including the Public Library Academy and the Certification program, as well as statewide access to high-quality information resources and online tutoring services. Our EBSCOhost subscription underpins the digital collections for public, school, and academic libraries across the state. Additionally, federal funds support data collection for determining eligibility for State Aid, adult literacy, health literacy, and citizenship and immigration programs statewide. They also facilitate the statewide Summer Reading Program, the hosting and maintenance of websites for 66 public libraries, and resource sharing and online discoverability of public library collections.

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

Further cuts to federal funding will have a direct impact on library services and literacy programs. This includes potential reductions in statewide database licenses for EBSCOhost and Brainfuse, as well as subscriptions to OCLC's WorldCat and FirstSearch. Additionally, all grant programs funded by federal sources would come to a halt.

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

No

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FY 2025 Budgeted FTE							
Division #	Division Name	Supervisors	Non-Supervisors	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$100K	\$100K+
10	Administration / Marketing and Communications	6	9.48	1.48	11	2	1
20	Services to Libraries	3	8.2	0.2	11		
30	Services to Government	5	9.48	1.48	12	1	
88	Information Technology	0	0				
Total		14	27.16	3.16	34	3	1

FTE History by Fiscal Year							
Division #	Division Name	FY 2025 Budgeted	FY 2025 YTD	FY 2024	FY 2023	FY 2022	FY 2016
10	Administration / Marketing and Communications	15.5	15.5	9.5	9.5	9.0	10.0
20	Services to Libraries	11.2	8.0	15.9	18.0	18.0	21.0
30	Services to Government	14.5	11.5	7.5	9.0	9.0	8.0
88	Information Technology	0.0	0.0	0.0	0.0	0.0	0.0
Total		41.2	35.0	32.9	36.5	36.0	39.0

Performance Measure Review					
	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Library Development					
Total number of professional development hours earned by Oklahoma public library	3,379	1,717	Different KPM used prior to FY23.		
Literacy Resources (Statewide Programs)					
# of engagements with health information and resources	12,204,482	Different KPM used prior to FY23.			
Archives and Records Management					
Total pageviews of the State Archives and government information collections within ODL's full-text online virtual library, Digital Prairie, and online federal documents.	471,078	540,458	552,787	Data calculated differently prior to FY22.	
Office of Library Resources (State Library)					
Number of interlibrary loan requests processed by libraries participating in the ODL WorldShare ILL program.	24,871	23,323	20,622	Data calculated differently prior to FY22.	
Information Technology/Statewide Online Resources					
Total number of statewide database searches conducted in EBSCO.	90,302,789	117,591,539	113,627,542	75,070,137	83,523,119
Total usage of Brainfuse subscriptions (HelpNow, JobNow, and VetNow).	c	86,859	Resource added in FY22.		

Revolving Funds (200 Series Funds)					
	FY'22-24 Avg. Revenues		FY'22-24 Avg. Expenditures		June '24 Balance
Fund: 200, Revolving funds	2022*	\$194,544	2022	\$269,640	\$90,551
Income from fees and private grants. OS 65 § 3-107. 452075 Interagency Reimb Storage Fees; 474105 Copies; 479101 Repair/Replacement of Lost/Damaged Materials; 456101 Private Grants; 428199 Corner Record Filing Fees.	2023	\$257,242	2023	\$233,378	
	2024	\$169,637	2024	\$232,549	
		\$207,141		\$245,189	
*Includes \$13,932 of May revenue that was not transferred to fund until July					

FY 2025 Current Employee Telework Summary						
Agency Location / Address			Full-time and Part-time Employees (#)			
City	County	Onsite (5 days onsite, rarely remote)	Hybrid (2-4 days onsite weekly)	Remote (1 day or less weekly onsite)	Total Employees	
200 NE 18th Street	Oklahoma City	Oklahoma	22.2	19	0	41.2
Total Agency Employees						41.2