

Oklahoma Senate Committee on Appropriations

2016-2017 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:

Annabeth Robin, District 1

Term expires: July 1, 2021

Mary Shannon, **District 2**

Term expires: July 1, 2021

Ann Ritchie, District 3

Term expires: July 1, 2017

Phil Moss, Vice-Chair, District 4

Term expires: July 1, 2020

Don Evans, Chair, District 5

Term expires: July 1, 2018

**Jana Barker, Member
at Large**

Term expires: July 1, 2019

Cynthia Vogel, Member at Large

Term expires: July 1, 2023

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GOVERNANCE ACCOUNTABILITY:

Minutes are included for meetings of the Oklahoma Department of Libraries Board for the following dates:

2010: August 27; December 3

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

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

2013: February 8, April 19, June 7, August 23, December 6

2014: February 7, April 2, June 20, August 22, December 5

2015: March 13, May 1, August 28, December 11

2016 February 26, April 1, August 12, December 9

2017: Scheduled meetings are: February 24, April 26, August 11, and December 8

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 Management and Enterprise Services 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 platform to discover and search electronic state documents. This partnership resulted in significant cost savings for the Office of Management and Enterprise Services. It also results in Oklahomans having increased access to information produced by state agencies without needing to know which agency created the information or having to travel to obtain copies of the information. Currently 22,666 state publications are available online, with full text search capabilities. 1,417 audits prepared by the Office of State Auditor and Inspector are included in our digital collections.

State records, publications and historic state documents are now available on the ODL website. We continue to digitize significant publications and add to the 590 current items. Over 103,246 customers viewed 316,255 pages in our online digital collections in SFY16.

State agency websites are archived annually. Since July 2010, more than 6 terabytes of data have been saved.

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

Using federal funds from the Institute of Museum and Library Services, the Oklahoma Department of Libraries has utilized the services of vendors on state contract to trouble shoot the Internet speed in public libraries that were significantly below the contracted access speeds being delivered to the library. In some cases cabling needed to be replaced, routers upgraded, access points for wireless services added, computers replaced to realize the delivery of purchased Internet broadband to customers. Network assessment and

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remediation grants identified the needs and then provided the funds to correct the bottlenecks in service delivery.

The Oklahoma Department of Libraries helps libraries and literacy organizations create and maintain their very own websites. This service enables Oklahomans to have 24/7 access to their local public libraries. They can find out about what's going on in the library and around the community, whether it's enrolling in summer reading, learning to read, getting help filing taxes, mastering computer basics, or researching a school science project. These websites have become indispensable communication tools for the communities. Forty six libraries and two literacy organizations participate in the program, for a combined total of 612,089 page views in 2014. Participants agree that having a website increases delivery of library and literacy services and user frequency.

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. The agency is authorized to have 82.5 employees but currently has 35 employees for a 47.8% unfilled authorized FTE rate. We have 4.62 contract staff that performs key functions of our open positions.

CORE MISSION:

65 O.S., § 3-105, The departmental functions shall include but not be limited to library services, library research, library development, archival, records management and preservation, legislative reference, general reference, library promotion and public information, informational, information processing and retrieval, government documents and any allied, cognate or related functions, and the Department shall be the authority of the state for these functions.

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. Effective May 27, 2010, a \$5 fee was enacted and assessed to land surveyors to file corner records with the Oklahoma Department of Libraries. 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

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this program. State government agencies are not required to use the State Records Center for their records storage needs.

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.