

SB 5518 BUDGET REPORT and MEASURE SUMMARY

Joint Committee On Ways and Means

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Reviewed By: Kim To, Legislative Fiscal Office

**State Library
2023-25**

PRELIMINARY

Budget Summary*

	2021-23 Legislatively Approved Budget ⁽¹⁾	2023-25 Current Service Level	2023-25 Committee Recommendation	Committee Change from 2021-23 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 4,538,886	\$ 4,900,626	\$ 4,900,626	\$ 361,740	8.0%
Other Funds Limited	\$ 7,764,467	\$ 8,234,407	\$ 8,454,200	\$ 689,733	8.9%
Federal Funds Limited	\$ 7,977,520	\$ 5,265,613	\$ 5,273,204	\$ (2,704,316)	(33.9%)
Total	\$ 20,280,873	\$ 18,400,646	\$ 18,628,030	\$ (1,652,843)	(8.2%)

Position Summary

Authorized Positions	41	40	41	0
Full-time Equivalent (FTE) positions	39.47	38.47	39.13	(0.34)

⁽¹⁾ Includes adjustments through January 2023

* Excludes Capital Construction expenditures

Summary of Revenue Changes

The State Library of Oregon (Library) is funded with a combination of General Fund, Other Funds, and Federal Funds.

Federal Funds provide grants to libraries throughout Oregon, as well as support services to those libraries. The agency expects to receive \$5.3 million Federal Funds from the Institute of Museum and Library Services under the Library Services and Technology Act (LSTA) per a population-based formula. The LSTA grant requires a 34% match rate, as well as a maintenance of effort requirement based on the average of the last three years of non-federal library expenditures relevant to the priorities of LSTA.

The General Fund is used primarily to support the Talking Books and Braille Library program and Ready-to-Read grants to provide summer reading and other programs for children at libraries throughout Oregon. It is also for matching Federal Funds and maintenance of effort requirements. The Library anticipates a decrease in revenues from libraries for database subscriptions. Before 2013, the Library charged fees to libraries. With change in vendor and price drop coinciding with efforts to be more equitable to small rural libraries, the fee was discontinued, as such, the subcommittee recommended a revenue reduction package (070) to reduce Other Funds expenditure limitation by \$71,916.

The largest source of revenue for the agency comes from assessments paid by other state agencies. The assessment is based on two-thirds of the number of state agency full-time equivalent positions and one-third on the use of the State Library by agencies during the prior biennium.

The projected state agency assessment revenue is \$7.6 million. This Other Funds revenue supports the Government Research Services section, as well as a portion of agency administration.

Summary of General Government Subcommittee Action

The Library's vision is to provide equitable access to library and information services for all Oregonians. The mission is to cultivate, preserve, and deliver library and information services to foster lifelong learning and community engagement. The Library was established as the region's Library Commission in 1905, and today provides information services with an average of approximately 30,000 items circulated every month. The Library also provides services to over 37,000 state government employees. Additionally, the Library circulates library materials in digital and Braille format to over 5,000 print-disabled Oregonians and provides grants and assistance to help develop and improve library services and to foster greater cooperation among all of Oregon's libraries.

The subcommittee recommended a budget of \$18,628,030 total funds which includes \$4,900,626 General Fund, \$8,454,200 Other Funds expenditure limitation, \$5,273,204 Federal Funds expenditure limitation, and 41 positions (39.13 FTE). This represents a total funds decrease of 8.2 percent from the 2021-23 Legislatively Approved Budget.

Operations

The Operations Division is responsible for administrative functions and program support including strategic leadership, fiscal management, information technology, volunteer coordination, communications, and State Library Board support. This division provides the infrastructure support and services necessary for the other Library divisions to successfully carryout their programs and services, as well as providing services and support to Library staff members and volunteers. The Library has a nine-member policy board supported by this division including meeting scheduling, minute taking, travel coordination, and board packet preparation. The Library contracts with the Department of Administrative (DAS) Shared Financial Services and DAS Human Resources Business Partner Services.

The subcommittee recommended a budget of \$2,612,618 total funds (\$128,728 General Fund, \$2,291,632 Other Funds expenditure limitation, \$192,258 Federal Funds expenditure limitation) and eight positions (7.68 FTE).

Library Support and Development Services

The Library Support and Development Services Division provides consultation services, professional development, statewide library services, and state and federal grant administration to libraries across the state. The division administers state funded Ready to Read grants to all officially recognized public libraries in Oregon, to support summer reading and early literacy programs, and federal grant funding from the Institute of Museum and Library Services Grants to States Program. The Grants to State Program distributes federal Library Services and Technology Act (LSTA) funding to all state library agencies to support library services within each state. This funding supports statewide library services including the Answerland online reference service, the Oregon School Library Information System, and the Statewide Database Licensing Program. In addition, competitive grants are awarded to libraries to support innovation and enhanced library services. The Library Support and Development

Services Division provides leadership and consulting services to approximately 1,600 public, academic, school, and tribal libraries throughout Oregon.

The subcommittee recommended a budget of \$7,898,705 total funds (\$2,817,759 General Fund and \$5,080,946 Other Funds expenditure limitation) and 10 positions (9.25 FTE). The subcommittee recommended the following packages:

Package 070: Revenue Shortfalls. This package reduces Other Funds expenditure limitation to reflect an anticipated decrease in revenues from libraries for database subscriptions. Before 2013, the State Library charged fees to libraries. With a change in vendor and price drop coinciding with efforts to be more equitable to small rural libraries, the fee was discontinued. However, there were remaining revenues carried forward. This year, those funds were finally expended, and this package removes the corresponding expenditure limitation.

Package 102: DEI Staff Position. This package includes a \$2,011 increase in Federal Funds expenditure limitation and redirects \$154,493 federal LSTA funds to establish a part-time (0.75 FTE) Diversity, Equity, and Inclusion (DEI) position in the Library Support and Development Services Division to support underserved and under-resourced public, academic, school, and tribal libraries. The Library's use of federal LSTA funds are directed by a five-year plan. DEI is a top priority of this plan. Due to low usage for an online test prep resource, the State Library did not renew a vendor contract for this service. The funding for this contract is being repurposed to fund this DEI position and the Virtual Reference Librarian position, as detailed in Package 103.

Package 103: Virtual Reference Coordinator. This package includes a \$5,580 increase in Federal Funds expenditure limitation and redirects \$99,181 federal LSTA funds to make permanent a currently part-time limited duration (0.50 FTE) Virtual Reference Coordinator position for the Answerland program to improve access to professional library services. Answerland is a statewide service where Oregonians connect with librarians to find answers to questions and receive research guidance 24 hours a day, 7 days a week. The service is available to anyone with an internet connection, no matter if they can access a library locally. Answerland enables access to professional library services for people who might otherwise lack access, including rural residents, individuals who are homebound, Oregonians who are unable to travel – or lack any access at all – to a local library. Due to low usage for an online test prep resource, the State Library did not renew a vendor contract for this service. Funding to pay for this contract is being repurposed to fund this Virtual Reference Coordinator position and the DEI position and the Virtual Reference Librarian position, as detailed in Package 102.

Talking Book and Braille Library

The Talking Book and Braille Library serves Oregonians with print disabilities by providing Braille, audiobooks, descriptive videos, and magazines through the mail and digital download. This is a free service to eligible Oregonians, with over 5,000 active users and an average of approximately 30,000 items circulated every month. The Talking Book and Braille Library is the regional library in Oregon for the Library of Congress' National Library Service (NLS) for the Blind and Print Disabled network. The National Library Service provides the collection and shipping costs free through the Free Matter for the Blind and Other Physically Handicapped Persons program.

The subcommittee recommended a budget of \$2,269,814 total funds (\$1,954,139 General Fund and \$315,675 Other Funds expenditure limitation) and eight positions (7.20 FTE). The subcommittee recommended the following package:

Package 104: Talking Books Librarian. This package establishes one full-time Talking Books Librarian position (1.00 FTE) dedicated to Oregonians who experience blindness or other disabilities preventing them from reading conventional text. In 2020, the federal Library of Congress, National Library Services for the Blind and Print Disabled expanded the definition of “competent authority” qualified to determine if an individual has a reading disability and therefore eligible for Talking Books Services to include case workers, counselors, educators, and librarians, as well as doctors, nurses, and therapists. With this change, a dedicated position is needed to work with existing staff to serve this growing customer base. This position will support the work of the program manager, coordinate the cataloging of books, administer the collection and patron database, and travel to outreach events to reach potential Talking Books customers. The package is funded by the reduction of positions and Services and Supplies, as detailed in Package 802.

Package 802: Vacant Position Reductions. This package abolishes a part-time (0.74 FTE) State Library Specialist 1 position for a savings of \$101,864 General Fund; reduces a full-time State Library Specialist 2 position by 0.54 FTE for an additional savings of \$96,096 General Fund; and reduces Services and Supplies by \$643 General Fund to achieve a total saving of \$198,603 General Fund to fund a dedicated Talking Books Librarian, as detailed in Package 104.

Government Information and Library Services

The Government Information and Library Services Division provides library services to state employees including research assistance, professional development, and instruction. Through the embedded librarian program, each state agency is assigned a librarian to provide specialized assistance and resources to support state agency staff in their work. The division preserves state agency publications and makes them accessible through the Oregon Digital Collections website. The division collects and manages print and online resources focused on the research needs of government employees and provides interlibrary loan services to acquire requested resources owned by other libraries.

The subcommittee recommended a budget of \$5,846,893 Other Funds expenditure limitation and 15 positions (15.00 FTE). The subcommittee recommended the following packages:

Package 083: December E-Board 2022. This package increases the Library's rent and data services Other Funds expenditure limitation based on the approved increase received at the December 2022 meeting of the Emergency Board to address increases in data storage and subscriptions for research databases. The agency is statutorily required to preserve state agency publications and to make them accessible through the Oregon Digital Collection website. Due primarily to expansive COVID publications issued by state agencies, the in-house server that retains Oregon documents needed additional storage capacity. In addition, the Library also provides the public with access to research databases, such

as O'Reilly and Medline. The costs for these subscriptions, as well as the technology to support them, including an integrated authentication system, have increased.

Package 802: Vacant Position Reductions. This package abolishes a long-term vacant part-time (0.31 FTE) Office Assistant 1 position for a savings of \$43,291 Other Funds.

Summary of Performance Measure Action

See attached Legislatively Adopted 2023-25 Key Performance Measures form.

PRELIMINARY

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

State Library of Oregon
 Tamara Brickman – (971) 719-3492

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2021-23 Legislatively Approved Budget at Jan 2023 *	\$ 4,538,886	\$ -	\$ 7,764,467	\$ -	\$ 7,977,520	\$ -	20,280,873	41	39.47
2023-25 Current Service Level (CSL)*	\$ 4,900,626	\$ -	\$ 8,234,407	\$ -	\$ 5,265,613	\$ -	18,400,646	40	38.47
SUBCOMMITTEE ADJUSTMENTS (from CSL)									
SCR 54300-002 - Library Support and Development Services									
Package 070: Revenue Shortfalls									
Services and Supplies	\$ -	\$ -	\$ (71,916)	\$ -	\$ -	\$ -	(71,916)		
Package 102: DEI Staff Position									
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 154,551	\$ -	154,551	1	0.75
Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ (152,540)	\$ -	(152,540)		
Package 103: Virtual Reference Coordinator									
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 99,301	\$ -	99,301	1	0.50
Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ (93,721)	\$ -	(93,721)		
SCR 54300-003 - Talking Book and Braille Library									
Package 104: Talking Books Librarian									
Personal Services	\$ 198,603	\$ -	\$ -	\$ -	\$ -	\$ -	198,603	1	1.00
Package 802: Vacant Position Reductions									
Personal Services	\$ (197,960)	\$ -	\$ -	\$ -	\$ -	\$ -	(197,960)	(1)	(1.28)
Services and Supplies	\$ (643)	\$ -	\$ -	\$ -	\$ -	\$ -	(643)		
SCR 54300-004 - Government Information and Library Services									
Package 083: December E-Board 2022									
Services and Supplies	\$ -	\$ -	\$ 335,000	\$ -	\$ -	\$ -	335,000		
Package 802: Vacant Position Reductions									
Personal Services	\$ -	\$ -	\$ (43,291)	\$ -	\$ -	\$ -	(43,291)	(1)	(0.31)
TOTAL ADJUSTMENTS	\$ -	\$ -	\$ 219,793	\$ -	\$ 7,591	\$ -	227,384	1	0.66
SUBCOMMITTEE RECOMMENDATION *	\$ 4,900,626	\$ -	\$ 8,454,200	\$ -	\$ 5,273,204	\$ -	18,628,030	41	39.13
% Change from 2021-23 Leg Approved Budget	8.0%	0.0%	8.9%	0.0%	(33.9%)	0.0%	(8.2%)	0.0%	(0.9%)
% Change from 2023-25 Current Service Level	0.0%	0.0%	2.7%	0.0%	0.1%	0.0%	1.2%	2.5%	1.7%

*Excludes Capital Construction Expenditures

Legislatively Approved 2023 - 2025 Key Performance Measures

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Agency: State Library

Mission Statement:

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2024	Target 2025
1. Patron Service Transactions - Number of reference queries, document delivery and interlibrary loan requests, and outreach/instruction sessions to state agency employees.		Approved	8,433	8,300	8,300
3. Talking Book and Braille Library Average Use by User - Total number of circulations per year divided by the number of registered users at the end of the fiscal year.		Approved	106.30	90	90
4. COST PER CIRCULATION - Cost per circulation of talking books and Braille books.		Approved	\$1.64	\$2.00	\$2.00
7. CUSTOMER SATISFACTION - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Availability of Information	Approved	92%	90%	90%
	Expertise		91.50%	90%	90%
	Helpfulness		92.30%	90%	90%
	Timeliness		92.40%	90%	90%
	Overall		96%	90%	90%
	Accuracy		93%	90%	90%
8. Value of Talking Book and Braille Library - Percent of Talking Book users that strongly agree or agree that the Talking Book and Braille Library has added value to their life.		Approved	96.40%	90%	90%
10. Value of Library Support Programs and Services - Percent of Oregon library staff that strongly agree or agree that the services and programs offered by Library Support help them provide better library service to their community.		Approved	92%	90%	90%
5. USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM - Annual visits to the site.		Proposed New		750,000	750,000
9. Ready to Read Participation - Ready to Read grant funding per year divided by total number of youth 0-14 years of age participating in a Ready to Read grant funded activity.		Proposed New		\$3.50	\$3.50
11. Making State Documents Accessible - Percentage of the digital Oregon Government Publications fully cataloged.		Proposed New		89%	90%
2. State Agency Employee Use of Electronic Resources - Total yearly use of Government Information and Library Services electronic resources.	Total yearly searches	Proposed Delete	133,743	140,000	
	Total yearly actions		31,402	90,000	
	Total yearly downloads		22,812	55,000	
5. USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM - Average daily visits to the Library-funded Oregon School Library Information System.		Proposed Delete	1,564		

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2024	Target 2025
9. Ready to Read Participation - Total number of youth 0 – 14 years of age participating in a Ready to Read grant funded activity per year divided by Ready to Read grant funding per year.		Proposed Delete	0.43		

LFO Recommendation:

The Legislative Fiscal Office recommends:

- Approval of the following proposed key performance measures and updated targets:

- #1 Patron Service Transactions
- #3 Talking Book and Braille Library Average Use by User
- #4 Cost Per Circulation
- #7 Customer Satisfaction
- #8 Value of Talking Book and Braille Library
- #10 Value of Library Support Programs and Services

- Establishment of the following new measures and targets:

- #5 Use of the Oregon School Library Information System - Annual Visit to Site
- #9 Ready to Ready Participation - Ready to Read grant funding per year divided by total number of youth 0-14 years of age participating in a Ready to Read grant funded activity.
- #11 Making State Documents Accessible - Percentage of the digital Oregon Government Publications fully cataloged.

- Deletion of the following measures:

- #2 State Agency Employee Use of Electronic Resources
- #5 Use of the Oregon School Library Information System - Average daily visits to the Library-funded Oregon School Library Information System.
- #9 Ready to Ready Participation - Total number of youth 0 – 14 years of age participating in a Ready to Read grant funded activity per year divided by Ready to Read grant funding per year

Since KPM #2 was proposed, database vendors have changed how usage is counted and reported. Not all vendors use similar consistent data points making it difficult to collect useful, meaningful, standardized data across all sources. Replacing this KPM#2 with the proposed KPM#11 would capture how the State Library Government Services division is performing on its legislatively mandated charge to make public facing documents produced by state agencies accessible to the public.

Modifying KPM#5 from the general “annual visit per site” to the “average daily visits to the site” will allow for normalizing of data to prevent seasonal swings of the school calendar from skewing the data.

Modifying KPM#9 will allow the State Library to report a dollar amount spent on each child instead of ratio of the number of children participating to money spent, making the information easier to understand.

SubCommittee Action:

The General Government Subcommittee approved the Legislative Fiscal Office recommendations.