

BUDGET REPORT AND MEASURE SUMMARY

Joint Committee On Ways and Means

Action:

Action Date:

Vote:

Prepared By: Lisa Pearson, Department of Administrative Services

Reviewed By: John Borden, Legislative Fiscal Office

Agency: State Library

Biennium: 2015-17

Budget Summary*

	2013-15 Legislatively Approved Budget ⁽¹⁾	2015-17 Current Service Level	2015-17 Committee Recommendation	Committee Change from 2013-15 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 3,314,923	\$ 1,863,415	\$ 3,562,267	\$ 247,344	7.5%
Other Funds Limited	\$ 5,932,223	\$ 3,218,775	\$ 6,270,721	\$ 338,498	5.7%
Federal Funds Limited	\$ 4,887,539	\$ 2,543,056	\$ 5,061,853	\$ 174,314	3.6%
Total	\$ 14,134,685	\$ 7,625,246	\$ 14,894,841	\$ 760,156	5.4%

Position Summary

Authorized Positions	41	41	42	1
Full-time Equivalent (FTE) positions	39.26	19.63	40.26	1.00

⁽¹⁾ Includes adjustments through December 2014

* Excludes Capital Construction expenditures

Revenue Summary

The State 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 receives \$5.1 million in 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 percent match rate as well as maintenance of effort (MOE) based on the average of the last three years of non-federal library expenditures relevant to the priorities of LSTA.

General Fund is used primarily to support the Talking Books and Braille Services program and Ready-to-Read grants to provide summer reading programs and other children services at libraries throughout Oregon. This General Fund is also used to meet the federal matching funds and MOE requirements.

The largest source of revenue for the agency comes from assessment charges paid by other agencies. The assessment is based two-thirds on the number of state agency full-time equivalents and one-third on the use of the State Library by agencies during the prior biennium. The projected state agency assessment revenue is \$5.2 million. This Other Funds revenue supports the Government Research Services section as well as a portion of agency administration.

Other Funds are from donations and bequests, most of which are attributable to the TBABS Donation Fund and the TBABS Endowment Fund. The Funds have a projected beginning balance of \$129,290 and \$1.9 million, respectively. The projected ending balance for the agency, excluding Donation and Endowment Funds, is \$743,000, which is approximately three months of operating expenses.

Summary of General Government Subcommittee Action

The mission of the Oregon State Library is to provide information services to state agencies; provide library services to blind and print-disabled Oregonians; and provide leadership, grants, and other assistance to improve public libraries throughout Oregon.

The Subcommittee approved a 2015-17 biennial budget of \$14,894,841 total funds, which includes \$3,562,267 General Fund, \$6,270,721 Other Funds and \$5,061,853 Federal Funds and includes 42 positions (40.26 FTE). The total funds budget is a 5.4 percent increase from the 2013-15 Legislatively Approved Budget and is equal to the 2015-17 biennium current service level. One position is added above the current service level (1.00 FTE).

Administration Program

The Administration Program coordinates the mission and goals of the agency and manages the finance, personnel, and volunteer functions of the agency. For this program, the Subcommittee approved a 2015-17 budget of \$1,445,641 total funds, including \$120,776 General Fund, \$1,196,214 Other Funds and \$128,651 Federal Funds and five positions (6.18 FTE).

- The Subcommittee approved Package 080: May 2014 E-Board, which provides a second year of funding and position authority for the 2013-15 biennium. The 2013-15 Legislatively Approved Budget included one year of funding and FTE pending potential reorganization of the agency. The second year of funding and FTE were approved at the May 2014 meeting of the Emergency Board. This package adds \$840,044 total funds, including \$56,348 General Fund, \$707,209 Other Funds, \$76,487 Federal Funds, and 3.84 FTE.

Library Development Program

The Library Development Program is responsible for assisting approximately 1,600 local libraries and improving the overall quality of library services in Oregon through distribution of federal Library Services and Technology Act and state General Fund (Ready to Read) grants; facilitating school and local library access to a variety of electronic databases; consultation and dissemination of information on youth services; compilation of library statistics; and documenting challenges to library materials. For this program, the Subcommittee approved a 2015-17 biennium budget of \$7,145,799 total funds, including \$2,104,466 General Fund, \$140,286 Other Funds, \$4,901,047 Federal Funds, and eight positions (7.50 FTE).

- Package 080: May 2014 E-Board was approved; this package provides a second year of funding and position authority for the 2013-15 biennium. The 2013-15 Legislatively Approved Budget included one year of funding and FTE pending potential reorganization of the agency. The second year of funding and FTE were approved at the May 2014 meeting of the Emergency Board. This package adds \$3,525,888 total funds, including \$1,008,941 General Fund, \$74,637 Other Funds, \$2,442,310 Federal Funds, and 3.25 FTE.

- The Subcommittee approved Package 802: Answerland, which adds 1.00 FTE to continue a statewide electronic reference service which has been hosted at the Multnomah County Library and funded by the Oregon State Library. Multnomah County Library has opted to discontinue the contract. The State Library will continue the service but needs a librarian to oversee daily operations, including recruiting volunteers and training librarians. Instead of sending \$397,156 as Special Payments to the Multnomah County Library, the State Library will retain this amount and use \$148,915 for the librarian position and \$248,241 for Services and Supplies, including contracting for the associated information technology services.

Talking Books and Braille Services Program

In cooperation with the Library of Congress, which provides books, book players, and postage at no cost to Oregon, the TBABS program provides reading materials in audio-recorded or Braille formats to individuals with limited vision or other disabilities that prevent the use of books and printed materials. The State Library is responsible for maintaining the inventory of materials and distribution. For this program, the Subcommittee approved a 2015-17 budget of \$1,700,450 total funds, including \$1,337,025 General Fund, \$363,425 Other Funds, and eight positions (8.24 FTE).

- The Subcommittee approved Package 080: May 2014 E-Board, which provides a second year of funding and position authority for the 2013-15 biennium. The 2013-15 Legislatively Approved Budget included one year of funding and FTE pending potential reorganization of the agency. The second year of funding and FTE were approved at the May 2014 meeting of the Emergency Board. This package adds \$781,129 total funds including \$633,563 General Fund, \$147,566 Other Funds and 4.12 FTE. The package includes a fund shift for a State Library Specialist 1 position from entirely Other Funds to half Other Funds and half General Fund (see Package 100). The position had been entirely General Fund supported before the most recent recession and was shifted to Other Funds from donations. Concerns about the ability of donations to continue support for the position resulted in shifting half of the funding to General Fund.
- Package 100: Sustaining Talking Book Service Levels was not approved. Package 080 for this program included a fund shift from Other Funds to General Fund on a State Library Specialist 1 to support the position entirely with General Fund. As noted under Package 080, one-half of the position is fund shifted to General Fund. The position will become 100 percent General Fund supported in the 2017-19 current service level in Package 050: Fund Shift.

Government Research and Electronic Service Program

Government Research and Electronic Services provides research assistance to state government; develops and maintains the State Library collection, online information services and the Oregon.gov search engine. In addition, the general public obtains special information concerning state government publications, and Oregon history. For this program, the Subcommittee approved a 2015-17 budget of \$4,602,951 total funds, including \$4,570,796 Other Funds, \$32,155 Federal Funds, and 21 positions (18.34 FTE).

- The Subcommittee approved Package 080: May 2014 E-Board, which provides a second year of funding and position authority for the 2013-15 biennium. The 2013-15 Legislatively Approved Budget included one year of funding and FTE pending potential reorganization of the agency. The second year of funding and FTE were approved at the May 2014 meeting of the Emergency Board. This package adds \$2,122,534 Other Funds, including funding for 8.42 FTE.

Summary of Performance Measure Action

See attached Legislatively Adopted 2015-17 Key Performance Measures form.

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

SB 5519-A

Oregon State Library
 Lisa Pearson -- (503) 373-7501

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2013-15 Legislatively Approved Budget at Dec 2014 *	\$ 3,314,923	\$ -	\$ 5,932,223	\$ -	\$ 4,887,539	\$ -	\$ 14,134,685	41	39.26
2015-17 Current Service Level (CSL)*	\$ 1,863,415	\$ -	\$ 3,218,775	\$ -	\$ 2,543,056	\$ -	\$ 7,625,246	41	19.63
<u>SUBCOMMITTEE ADJUSTMENTS (from CSL)</u>									
SCR 001 - Administration									
Package 080: May 2014 E-Board									
Personal Services	\$ 56,348	\$ -	\$ 606,900	\$ -	\$ 76,487	\$ -	\$ 739,735	0	3.84
Services and Supplies			\$ 99,103				\$ 99,103		
Capital Outlay	\$ -	\$ -	\$ 1,206	\$ -	\$ -	\$ -	\$ 1,206		
SCR 002 - Library Development									
Package 080: May 2014 E-Board									
Personal Services	\$ 275,409	\$ -	\$ -	\$ -	\$ 321,872	\$ -	\$ 597,281	0	3.25
Services and Supplies	\$ 26,833		\$ 74,637		\$ 636,203		\$ 737,673		
Special Payments	\$ 706,699	\$ -	\$ -	\$ -	\$ 1,484,235	\$ -	\$ 2,190,934		
Package 802: Answerland									
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 148,915	\$ -	\$ 148,915	1	1.00
Services and Supplies	\$ -		\$ -		\$ 248,241		\$ 248,241		
Special Payments	\$ -	\$ -	\$ -	\$ -	\$ (397,156)	\$ -	\$ (397,156)		
SCR 003 - Talking Braille and Books									
Package 080: May 2014 E-Board									
Personal Services	\$ 482,071	\$ -	\$ 51,294	\$ -	\$ -	\$ -	\$ 533,365	0	4.12
Services and Supplies	\$ 146,851		\$ 96,272		\$ -		\$ 243,123		
Capital Outlay	\$ 4,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,641		
SCR 004 - Government Research Services									
Package 080: May 2014 E-Board									
Personal Services	\$ -	\$ -	\$ 1,299,806	\$ -	\$ -	\$ -	\$ 1,299,806	0	8.42
Services and Supplies	\$ -		\$ 817,221		\$ -		\$ 817,221		
Capital Outlay	\$ -	\$ -	\$ 5,507	\$ -	\$ -	\$ -	\$ 5,507		
TOTAL ADJUSTMENTS	\$ 1,698,852	\$ -	\$ 3,051,946	\$ -	\$ 2,518,797	\$ -	\$ 7,269,595	1	20.63
SUBCOMMITTEE RECOMMENDATION *	\$ 3,562,267	\$ -	\$ 6,270,721	\$ -	\$ 5,061,853	\$ -	\$ 14,894,841	42	40.26
% Change from 2013-15 Leg Approved Budget	7.5%	0.0%	5.7%	0.0%	3.6%	0.0%	5.4%		
% Change from 2015-17 Current Service Level	91.2%	0.0%	94.8%	0.0%	99.0%	0.0%	95.3%		

*Excludes Capital Construction Expenditures

Legislatively Approved 2015-2017 Key Performance Measures

Agency: **LIBRARY, OREGON STATE**

Mission: The mission of the Oregon State Library is to provide quality information services to Oregon state government, provide reading materials to blind and print-disabled Oregonians, and provide leadership, grants, and other assistance to improve local library services for all Oregonians.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2016	Target 2017
1 - RESEARCH TRANSACTIONS – Number of research assistance transactions for state employees.		Approved KPM	8,252.00	12,000.00	12,000.00
2 - STATE EMPLOYEE INFORMATION CENTER USERS – Percent of state employees registered to use the State Employee Information Center website.		Approved KPM	26.00	24.00	24.00
3 - COST PER CONTACT – Cost per state employee contact.		Approved KPM	3.70	5.25	5.00
4 - TALKING BOOK AND BRAILLE SERVICES USERS – Number of individuals registered to receive Talking Book and Braille Services.		Approved KPM	5,163.00	5,300.00	5,500.00
5 - PERCENT OF ELIGIBLE USERS – Percent of eligible users that are registered for Talking Book and Braille Services.		Approved KPM	8.00	10.00	10.00
6 - TALKING BOOK AND BRAILLE SERVICES CIRCULATION– Number of talking books, Braille books and other materials checked out per year.		Approved KPM	425,320.00	430,000.00	440,000.00
7 - COST PER CIRCULATION – Cost per circulation of talking books and Braille books.		Approved KPM	1.93	2.00	2.00
8 - USE OF BEST PRACTICES IN SERVING CHILDREN – Percent of public library grantees incorporating best practices in their services to children.		Approved KPM	52.00	60.00	60.00
9 - USE OF THE OREGON.GOV SEARCH ENGINE – Average daily visits to the search engine for Oregon.gov.		Approved KPM	3,610.00		
10 - USE OF LIBRARY DATABASES – Average daily visits to Library-funded databases.		Approved KPM	13,725.00	16,000.00	16,000.00
11 - USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM – Average daily visits to the Library-funded Oregon School Library Information System.		Approved KPM	2,588.00	4,500.00	4,500.00

Agency: LIBRARY, OREGON STATE

Mission: The mission of the Oregon State Library is to provide quality information services to Oregon state government, provide reading materials to blind and print-disabled Oregonians, and provide leadership, grants, and other assistance to improve local library services for all Oregonians.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2016	Target 2017
12 - USE OF L-NET – Average daily visits to the Library-funded L-net e-reference website.		Approved KPM	94.00	105.00	105.00
13 - 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.	Accuracy	Approved KPM	91.00	98.00	98.00
13 - 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 KPM	98.00	98.00	98.00
13 - 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.	Expertise	Approved KPM	94.00	98.00	98.00
13 - 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.	Helpfulness	Approved KPM	94.00	98.00	98.00
13 - 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.	Overall	Approved KPM	95.00	98.00	98.00
13 - 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.	Timeliness	Approved KPM	93.00	98.00	98.00
14 - BEST PRACTICES: Percent of total best practices met by the Board.		Approved KPM	100.00	100.00	100.00

LFO Recommendation:

The Legislative Fiscal Office recommends approval of the existing key performance measure (KPM) and targets with the understanding that the agency will review and update its KPMs for the 2017-19 biennium to achieve alignment with its reorganization and long-range strategic plan.

Sub-Committee Action:

The General Government Subcommittee adopted the Legislative Fiscal Office recommendations.