

HB 5018 BUDGET REPORT and MEASURE SUMMARY

Joint Committee On Ways and Means

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Reviewed By: Amanda Beitel, Legislative Fiscal Office

State Library

2017-19

PRELIMINARY

Budget Summary*

	2015-17 Legislatively Approved Budget ⁽¹⁾	2017-19 Current Service Level	2017-19 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 3,628,773	\$ 4,059,622	\$ 3,862,134	\$ 233,361	6.4%
Other Funds Limited	6,443,435	6,899,420	6,855,645	\$ 412,210	6.4%
Federal Funds Limited	5,121,642	5,276,872	5,276,872	\$ 155,230	3.0%
Total	\$ 15,193,850	\$ 16,235,914	\$ 15,994,651	\$ 800,801	5.3%

Position Summary

Authorized Positions	42	42	42	-
Full-time Equivalent (FTE) positions	40.26	40.04	40.04	0.22

⁽¹⁾ Includes adjustments through December 2016

* Excludes Capital Construction expenditures

Summary of Revenue Changes

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 \$5.3 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 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 \$6.1 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 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 2017-19 biennial budget of \$15,994,651 total funds, which includes \$3,862,134 General Fund, \$6,855,645 Other Funds expenditure limitation and \$5,276,872 Federal Funds expenditure limitation and includes 42 positions (40.04 FTE). The total funds budget is a 5.3 percent increase from the 2015-17 Legislatively Approved Budget and a 1.5 percent decrease from the 2017-19 biennium current service level. The budget includes a reduction to the Ready to Read grant program.

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 2017-19 budget of \$2,123,177 total funds, including \$136,831 General Fund, \$1,810,051 Other Funds expenditure limitation and \$176,295 Federal Funds expenditure limitation and eight positions (7.68 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 the 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 2017-19 biennium budget of \$7,345,496 total funds, including \$2,101,638 General Fund, \$145,485 Other Funds expenditure limitation, \$5,098,373 Federal Funds expenditure limitation, and eight positions (7.50 FTE).

Package 090, Analyst Adjustments was approved - this reduces the Ready to Read grant program by \$197,488 General Fund. The Ready to Read Grant program provides grants to public libraries for early literacy services and summer reading programs. The Ready to Ready Grant program budget is reduced by 13.5 percent and the funding per child from \$1.015 per year to \$0.878 per year. Although the Ready to Read Grant program supports MOE required for the LSTA federal grant, a reduction of this level would not likely result in the Library's inability to meet the MOE requirement. Additionally, should the MOE requirement not be met, the Library could apply for a waiver of the MOE requirement to potentially avoid a reduction in federal funding.

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 Talking Books and Braille Services 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 2017-19 budget of \$1,943,853 total funds, including \$1,623,665 General Fund, \$320,188 Other Funds expenditure limitation, and eight positions (8.24 FTE).

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 2017-19 budget of \$4,582,125 total funds, including \$4,579,921 Other Funds expenditure limitation, \$2,204 Federal Funds expenditure limitation, and 18 positions (16.62 FTE).

The Subcommittee approved Package 801, LFO Analyst Adjustments, which decreases Other Funds expenditure limitation by \$43,775 to reduce rent expense supported with assessments to state agencies. Government Research Services staff will be consolidated into one space, eliminating the need for 1,569 square feet of office space on the second floor of the State Library. Total savings are calculated based on 18 months of reduced rent expense at the 2017-19 uniform rent rate of \$1.55.

Summary of Performance Measure Action

See attached Legislatively Adopted 2017-19 Key Performance Measures form.

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

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			
2015-17 Legislatively Approved Budget at Dec 2016 *	\$ 3,628,773	\$ -	\$ 6,443,435	\$ -	\$ 5,121,642	\$ -	15,193,850	42	40.26
2017-19 Current Service Level (CSL)*	\$ 4,059,622	\$ -	\$ 6,899,420	\$ -	\$ 5,276,872	\$ -	16,235,914	42	40.04
SUBCOMMITTEE ADJUSTMENTS (from CSL)									
SCR 002- Library Development									
Package 090: Analyst Adjustment									
Special Payments (Dist. To Cities)	\$ (64,558)	\$ -	\$ -	\$ -	\$ -	\$ -	(64,558)	0	0.00
Special Payments (Dist. To Counties)	\$ (98,370)	\$ -	\$ -	\$ -	\$ -	\$ -	(98,370)	0	0.00
Special Payments (Dist. To Other Gov. Unit)	\$ (34,560)	\$ -	\$ -	\$ -	\$ -	\$ -	(34,560)	0	0.00
SCR 004 -Government Research Services									
Package 801: LFO Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (43,775)	\$ -	\$ -	\$ -	(43,775)	0	0.00
TOTAL ADJUSTMENTS	\$ (197,488)	\$ -	\$ (43,775)	\$ -	\$ -	\$ -	(241,263)	0	0.00
SUBCOMMITTEE RECOMMENDATION *	\$ 3,862,134	\$ -	\$ 6,855,645	\$ -	\$ 5,276,872	\$ -	15,994,651	42	40.04
% Change from 2015-17 Leg Approved Budget	6.4%	0.0%	6.4%	0.0%	3.0%	0.0%	5.3%	0.0%	(0.5%)
% Change from 2017-19 Current Service Level	(4.9%)	0.0%	(0.6%)	0.0%	0.0%	0.0%	(1.5%)	0.0%	0.0%

*Excludes Capital Construction Expenditures

Legislatively Approved 2017 - 2019 Key Performance Measures

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Agency: Library, Oregon State

Mission Statement:

The State Library provides leadership and resources to continue growing vibrant library services for Oregonians with print disabilities, the Legislature and state government, and all Oregonians through local libraries.

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2018	Target 2019
1. RESEARCH TRANSACTIONS - Number of research assistance transactions for state employees.		Approved	7,864	9,000	9,000
4. TALKING BOOK AND BRAILLE SERVICES USERS - Number of individuals registered to receive Talking Book and Braille Services.		Approved	5,266	5,300	5,300
7. COST PER CIRCULATION - Cost per circulation of talking books and Braille books.		Approved	\$1.72	\$2.00	\$2.00
11. USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM - Average daily visits to the Library-funded Oregon School Library Information System.		Approved	2,553	4,500	4,500
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	91%	98%	98%
	Expertise		90%	98%	98%
	Helpfulness		91%	98%	98%
	Timeliness		93%	98%	98%
	Overall		95%	98%	98%
	Accuracy		91%	98%	98%
14. BEST PRACTICES - Percent of total best practices met by the Board.		Approved	100%	100%	100%
15. USE OF GOVERNMENT SERVICES ELECTRONIC RESOURCES - Average [daily] use of Government Information and Library Services electronic resources.		Proposed New	No Data	185	205
16. PUBLIC LIBRARIES MEETING APPLICABLE OLA STANDARDS - Percentage of Oregon public libraries meeting essential and enhanced level of applicable Oregon Library Association Standards for a Public Library.		Proposed New	No Data	60%	60%
2. STATE EMPLOYEE INFORMATION CENTER USERS - Percent of state employees registered to use the State Employee Information Center website.		Proposed Delete	26%	24%	0%
3. COST PER CONTACT - Cost per state employee contact.		Proposed Delete	\$3.78	\$5.00	\$0.00
5. PERCENT OF ELIGIBLE USERS - Percent of eligible users that are registered for Talking Book and Braille Services.		Proposed Delete	8%	10%	0%
6. TALKING BOOK AND BRAILLE SERVICES CIRCULATION - Number of talking books, Braille books and other materials checked out per year.		Proposed Delete	418,555	440,000	0
8. USE OF BEST PRACTICES IN SERVING CHILDREN - Percent of public library grantees incorporating best practices in their services to children.		Proposed Delete	61%	60%	0%
9. USE OF THE OREGON.GOV SEARCH ENGINE - Average daily visits to the search engine for Oregon.gov.		Proposed Delete	3,254	0	0

Legislatively Approved KPMS	Metrics	Agency Request	Last Reported Result	Target 2018	Target 2019
10. USE OF LIBRARY DATABASES - Average daily visits to Library-funded databases.		Proposed Delete	12,809	16,000	0
12. USE OF L-NET - Average daily visits to the Library-funded L-net e-reference website.		Proposed Delete	57	105	0

LFO Recommendation:

The Legislative Fiscal office recommends approval of the proposed Key Performance Measures and targets with the instruction that the agency review KPM #1 - Research Transactions to determine if it is the appropriate outcome measure for services provided by Government Information and Library Services staff or propose a new measure for the 2019-21 biennium.

SubCommittee Action:

The General Government Subcommittee approved the Legislative Fiscal Office recommendations.