



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

Agenda

Special Meeting

May 28, 2020 | 10:00 a.m.

Via Zoom: <https://zoom.us/j/92804145403>*

Meeting ID: 928 0414 5403

The Board may discuss, table, vote to approve or disapprove, change the sequence of any agenda item, or decide not to discuss any item on the agenda.

1. Call to Order, Roll Call, and Compliance with Open Meeting Act

- Chair Phil Moss will appear remotely via Zoom
- Vice Chair Cynthia Vogel will appear remotely via Zoom
- Board member Robert Dace will appear remotely via Zoom
- Board member Lee Denney will appear remotely via Zoom
- Board member Annabeth Robin will appear remotely via Zoom
- Board member Mary Shannon will appear remotely via Zoom
- Director Melody Kellogg (ex-officio member) will appear remotely via Zoom

- 2. Consideration of and possible action on proposed Emergency Rules for Title 405. Oklahoma Department of Libraries Chapter 25. State Aid Grants to Public Libraries to address emergency situations impacting eligibility..... 3
- 3. Consideration of and possible action on CARES Act Funding Proposal 7
- 4. Consideration of and possible action on proposed budget based on 4% reduction in State Appropriations for FY2021..... 13
- 5. Consideration of proposed executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director
- 6. Action to return to open session
- 7. Consideration, discussion, and possible action on matters considered in executive session
- 8. Adjournment

*Instructions to Join Zoom Meeting on page 2



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

Instructions to Join Zoom Meeting
Topic: ODL Board meeting
Time: May 28, 2020 10:00 AM Central Time

For security no one can join before the host - all will be in a waiting room and the host will let you in.

<https://zoom.us/j/92804145403>

Meeting ID: 928 0414 5403

If you have trouble connecting or do not have a microphone, call into one of the numbers below and type in the Meeting ID when asked.

Dial

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 928 0414 5403

Best practices:

Please identify yourself with your first and last name

To mute and unmute your microphone, press the space bar on your computer (it toggles on and off)

When in Zoom, note the task bar with icons at the bottom of the screen. On the far left is a microphone icon to mute/unmute and a start/stop video icon. In the middle is a cartoon bubble icon labeled Chat. Click this to comment via text or to view fellow participants' comments. If you text, be sure to press Enter when done to send it.

ODL Board members are asked to notify Cindy Mooney at (405) 522-3172 or cindy.mooney@libraries.ok.gov if you will be unable to attend this meeting.

Next Regularly Scheduled ODL Board Meeting: Friday, June 12, 2020, Location TBD

Agenda Item Cover Letter
ODL Board Special Meeting
May 28, 2020

Agenda Item

Consideration of and possible action on proposed Emergency Rules for Title 405. Oklahoma Department of Libraries Chapter 25. State Aid Grants to Public Libraries to address emergency situations impacting eligibility

Summary

Public libraries have changed their operations in response to the public health emergency declared by Governor J. Kevin Stitt in FY2020 and are concerned about the impact these changes will have on their eligibility for State Aid Grants to Public Libraries. Libraries submit reports annually on August 15, 2020 (municipal libraries) and October 1, 2020 (library systems) on activities that occurred in the previous fiscal year (July 1, 2019 - June 30, 2020). The ODL Board will approve the allocation of State Aid Grants based on these annual reports and the State Aid Rules in December. Distribution of funds will begin in the spring of 2021.

State Aid Grants fulfill the purpose of ensuring Oklahomans are served by public libraries that meet minimum standards of library service. State Aid is designed to support libraries, not penalize them. Without these emergency rules, libraries will be ineligible for funding this year due to the pandemic. Two rules in particular are expected to impact all of the state's public libraries:

1. 405:25-1-3(2)(B) refers to **minimum hours of operation**. All of the state's public libraries closed their buildings to public access in March, April, and May. Some discontinued service completely. Others continued offering services via phone, online, mail, and even out of the building - curbside delivery of materials (and food!). As libraries prepare to reopen, they are doing so under modified conditions, including hours of operation.
2. 405:25-1-3(3)(D) refers to **maintenance of effort**. Cities and towns are expected to suffer decreased revenues, and it will be nearly impossible for ODL to calculate whether a municipal library meets its MOE requirement, even if part of the year is disregarded.

One of the ODL Board's responsibilities per 65 O.S. § 2-106 is to "Establish a formula for the equitable apportionment of monies from the Oklahoma Local Library Support Revolving Fund." These emergency rules are recommended to ensure the ODL Board can fulfill this responsibility and ODL can continue to provide some level of financial support to libraries in their time of greatest need.

These emergency rules will be effective through the duration of the Governor's emergency declaration for the COVID-19 outbreak, as declared by executive order of the Governor, or through September 14, 2021, whichever occurs first, unless superseded by another rule or disapproved by the Legislature.

Supporting documents attached

Proposed Emergency Rules for Title 405. Chapter 25. State Aid Grants to Public Libraries

**TITLE 405. OKLAHOMA DEPARTMENT OF LIBRARIES
CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES**

405:25-1-3. Eligibility for State aid grants to public libraries

Eligibility for state aid grants to public libraries is governed by the ~~following~~ requirements listed below: Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.

(1) Basic requirements.

- (A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.
- (B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

(2) User service requirements.

- (A) Libraries must provide free library service.
- (B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:
 - (i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;
 - (ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;
 - (iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;
 - (iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and
 - (v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.
- (C) Libraries must have a telephone located in the library with a listed number.
- (D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.
- (E) All libraries shall at a minimum offer programming for youth under 18 years of age.
- (F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

- (i) Libraries shall provide bibliographic access to its collection for customers.
- (ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.
- (iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) Administration and finance requirements.

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

- (i) Circulation policy which shall include interlibrary loan;
- (ii) Library materials selection policy; and
- (iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151-161 and Sections 551-561, Sections 4-101-107.1 and Sections 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

- (i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.
- (ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.

- (E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.
- (F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.
- (G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.
- (H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.
- (I) Libraries must have a written statement of purpose.
- (J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.
- (K) Libraries must provide bibliographic access to their collections.
- (L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.
- (M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.
- (N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.
- (O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

Agenda Item Cover Letter
Special Meeting of the ODL Board
May 28, 2020

Agenda Item #3

Consideration of and possible action on CARES Act Funding Proposal

Summary

As the State Library Administrative Agency for Oklahoma, ODL was allotted \$357,546 in CARES Act funding. The purpose of the funding is to enable libraries and museums to prevent, prepare for, and respond to coronavirus, including by expanding digital network access, purchasing Internet accessible devices, and providing technical support services to their communities. Two grant projects are proposed to address community needs: 1) purchase materials and supplies related to maintaining a safe public environment, and 2) purchase equipment or services that will reduce the gap in digital inclusion.

Background

The Coronavirus Aid, Relief, and Economic Security (CARES) Act designated \$50 million in coronavirus response funding for the Institute of Museum and Library Services, \$30 million of which is being distributed based on population to all 50 states, the District of Columbia, the U.S. territories, and the Freely Associated States. According to an IMLS news release, "The agency is allocating these grants through its most significant in-place funding vehicle for all states and territories, State Library Administrative Agencies (SLAAs), who are encouraged to use all available mechanisms to reach museum and tribal partners, as well as traditionally eligible libraries."

ODL sought input from OneNet, the Oklahoma Library Association (including OLA's Tribal Libraries Committee), Oklahoma Historical Society, and the Oklahoma Museums Association. The outcome was a survey distributed to all eligible entities to determine the greatest needs of the individual organizations. To address the needs identified by the survey respondents, two grant programs are proposed.

The standard IMLS funding requirements apply (Terms and Conditions, evaluation, reporting, etc.). Projects supported by CARES Act funding have the same deadlines as the FFY2020 LSTA Grants to States: activities must be completed by September 30, 2021, and expenses must be paid by December 31, 2021. ODL Director Kellogg and LSTA Coordinator Tirey will serve as Lead Officers for this project with substantial help from ODL staff in the Office of Library Development, the Public Information Office, and Archives and Records Management.

Budget Impact

Revenues from IMLS:	\$	357,546
Est. Project Expenditures:		<u>357,546</u>
Balance (Unallocated):	\$	0

Supporting documents attached

Official Notification Letter from IMLS
CARES Act Allotment Table
Summary of Proposed Projects



To: Judy Tirey <Judy.Tirey@libraries.ok.gov>, Melody Kellogg <melody.kellogg@libraries.ok.gov>, Melody Kellogg <melody.kellogg@libraries.ok.gov> mfarrell@imls.gov
CC: tdevoe@imls.gov, dgonsalves@imls.gov
Sent by: Madison Bolls <MBolls@imls.gov>
Subject: Official Award Notification for FY 2020 CARES Act Grant LS-246554-OLS-20

Body:

This is to notify you of your Official Award for the FY 2020 CARES Act Grant Award. Official documents for the grant award may be found in your eGMS Reach account. Your first request for payment using CARES Act funding will indicate your acceptance of the award and compliance with the provisions of the CARES Act (Public Law 116-136) and the IMLS authorization statute (20 U.S.C. § 9101 *et seq.*) and regulatory requirements, including the certifications and assurances for the Grants to States program in FY 2020.

The following provisions apply:

Purpose

Public Law 116-136 provides that this funding, available until September 30, 2021, is for the following purposes:

- To prevent, prepare for, and respond to coronavirus, including
- To expand digital network access, purchase internet accessible devices, and provide technical support services

In order to achieve the Act's purposes with respect to Grants to States, this funding is to be used as follows:

1. Primarily to address digital inclusion and related technical support, using the following types of data to inform targeted efforts:
 - Poverty/Supplemental Nutrition Assistance Program (SNAP)
 - Unemployment
 - Broadband availability;
2. Secondly to address other efforts that prevent, prepare for, and respond to COVID-19; and
3. With respect to (1) or (2), reach museum and tribal partners, in addition to traditionally eligible library entities, where appropriate.

Special provisions

- Matching (cost sharing) requirements for these funds are waived per Public Law 116-136

- When reporting these funds in the State Program Report (SPR), SLAAs must add the title prefix “CARES Act:” to all associated projects. IMLS will approve reports based on the purposes, above.

Apart from the provisions cited above, all SLAAs receiving these funds must comply with existing [certifications and assurances](#) for the Grants to States program in FY 2020.

In addition to this letter, the following documents comprise this grant award package:

1. Grant Award Notification (Office Notice of Action). Your electronic PDF of the grant award notification may be found in your eGMS Reach account.
2. [FY 2020 CARES Act Allotment Table](#). Please note the following:
 - Allotments were generated based on the latest available population figures from Census
 - The formula does not include a base amount
 - The formula does not include any MOE redistribution
 - There is no State match requirement for this award, per Public Law 116-136

As always, if you have any questions or need assistance, please contact your IMLS program officer.

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LIBRARY SERVICES AND TECHNOLOGY ACT
STATE ALLOTMENT TABLE
FY 2020 CARES Act IMLS Appropriations (Public Law 116-136)**

Total Distributed to States: \$30,000,000

State	Federal Funds from IMLS (66%) (1), (2)	State Matching Funds (34%) (3)
ALABAMA	\$443,044.00	\$0.00
ALASKA	\$66,102.00	\$0.00
ARIZONA	\$657,694.00	\$0.00
ARKANSAS	\$272,684.00	\$0.00
CALIFORNIA	\$3,570,265.00	\$0.00
COLORADO	\$520,351.00	\$0.00
CONNECTICUT	\$322,154.00	\$0.00
DELAWARE	\$87,988.00	\$0.00
FLORIDA	\$1,940,696.00	\$0.00
GEORGIA	\$959,374.00	\$0.00
HAWAII	\$127,936.00	\$0.00
IDAHO	\$161,477.00	\$0.00
ILLINOIS	\$1,145,007.00	\$0.00
INDIANA	\$608,313.00	\$0.00
IOWA	\$285,087.00	\$0.00
KANSAS	\$263,243.00	\$0.00
KENTUCKY	\$403,692.00	\$0.00
LOUISIANA	\$420,058.00	\$0.00
MAINE	\$121,461.00	\$0.00
MARYLAND	\$546,279.00	\$0.00
MASSACHUSETTS	\$622,796.00	\$0.00
MICHIGAN	\$902,397.00	\$0.00
MINNESOTA	\$509,589.00	\$0.00
MISSISSIPPI	\$268,920.00	\$0.00
MISSOURI	\$554,569.00	\$0.00
MONTANA	\$96,573.00	\$0.00
NEBRASKA	\$174,790.00	\$0.00
NEVADA	\$278,318.00	\$0.00
NEW HAMPSHIRE	\$122,861.00	\$0.00
NEW JERSEY	\$802,581.00	\$0.00
NEW MEXICO	\$189,466.00	\$0.00
NEW YORK	\$1,757,794.00	\$0.00
NORTH CAROLINA	\$947,687.00	\$0.00
NORTH DAKOTA	\$68,860.00	\$0.00
OHIO	\$1,056,209.00	\$0.00
OKLAHOMA	\$357,546.00	\$0.00
OREGON	\$381,108.00	\$0.00
PENNSYLVANIA	\$1,156,768.00	\$0.00
RHODE ISLAND	\$95,722.00	\$0.00
SOUTH CAROLINA	\$465,230.00	\$0.00
SOUTH DAKOTA	\$79,937.00	\$0.00

TENNESSEE	\$617,074.00	\$0.00
TEXAS	\$2,620,024.00	\$0.00
UTAH	\$289,686.00	\$0.00
VERMONT	\$56,384.00	\$0.00
VIRGINIA	\$771,257.00	\$0.00
WASHINGTON	\$688,070.00	\$0.00
WEST VIRGINIA	\$161,936.00	\$0.00
WISCONSIN	\$526,106.00	\$0.00
WYOMING	\$52,297.00	\$0.00
DISTRICT OF COLUMBIA	\$63,771.00	\$0.00
PUERTO RICO	\$288,577.00	\$0.00
AMERICAN SAMOA	\$4,467.00	\$0.00
NORTHERN MARIANAS	\$4,647.00	\$0.00
GUAM	\$15,224.00	\$0.00
VIRGIN ISLANDS	\$9,599.00	\$0.00
MARSHALL ISLANDS	\$7,040.00	\$0.00
MICRONESIA	\$9,256.00	\$0.00
PALAU	\$1,959.00	\$0.00
Total	<u>\$30,000,000.00</u>	\$0.00

(1) These IMLS Federal funds (allotments) are calculated using population figures from the Bureau of the Census (BOC) published in December 2019. For these funds, there was no base amount. Population data is pulled from the BOC. Data used in the state allotment table are calculated based on the most recent Census data available at the time of the grant award notification. Therefore, the population data used in the FY2020 table is what was available on the BOC website <https://www2.census.gov/programs-surveys/popest/tables/2010-2019/state/totals/nst-est2019-01.xlsx> as of December 2019. Population data for American Samoa, Northern Marianas, Guam, Virgin Islands, Marshall Islands, Federated States of Micronesia, and Palau is used from the Census International Programs International Database. <https://www.census.gov/data-tools/demo/idb/informationGateway.php> This table reflects what was available as of December 2019.

(2) With Match waived in accordance with (3), Maintenance of Effort (MOE) distribution is omitted from this allotment formula.

(3) Waived pursuant to P.L. 116-136.

Oklahoma Department of Libraries
 Summary of Proposed Projects
 for 2020 CARES Act Funds

Goals in the 2018-2022 LSTA 5 Year Plan

Goal #1: Information Access—All Oklahoma residents will have convenient access to quality information resources in a format that they can use to achieve their educational, occupational, and personal/recreational goals.

Project Title and Summary	Duration	FFY20 Request
<p>Digital Inclusion Grant Lead Officers: Judy Tirey and Melody Kellogg</p> <p>Grants to public libraries, tribal libraries, museums, and literacy councils. Ranked on unemployment, poverty rate, and broadband availability using information provided by IMLS. Award amounts based on operating budget:</p> <p>Under \$200,000: eligible for up to \$5,000 \$200,000 - \$2M: eligible for up to \$15,000 More than \$2M: eligible for up to \$25,000.</p> <p>Cost includes \$291,320 for grants and \$4,981 for partial salary (160 hours ODL time).</p>	One-Time	296,301

Goal #2: Institutional Capacity—All Oklahoma residents are served by local libraries that are technologically advanced and that employ knowledgeable, community-focused staff members who incorporate the best professional practices to deliver high quality library services.

Project Title and Summary	Duration	FFY20 Request
<p>Protective Equipment and Supplies Grant Lead Officers: Judy Tirey and Melody Kellogg</p> <p>Grants to public libraries, tribal libraries, museums, and literacy councils. Awarded on a first-come, first-served basis. Award amounts: up to \$1,000 per location; maximum \$4,000 for organizations with multiple sites. Cost includes \$1,245 for partial salary (40 hours ODL time) and up to \$60,000 for grants with any leftover being added to the Digital Inclusion Grant.</p>	One-Time	\$ 61,245

Oklahoma of Libraries Department

Agenda Item Cover Letter ODL Board Special Meeting May 28, 2020

Agenda Item

Consideration of and possible action on proposed budget based on 4% reduction in State Appropriations for FY2021

Summary

Agencies were requested to submit budget reduction "scenarios" for a 3% cut to the Governor's Budget Office, and 7.0/7.5% and 10% cuts to the House and Senate. SB1922 sets ODL's appropriation for FY2021 at \$4,346,315, which is a 4% reduction from FY2020.

The attached summaries by department, by 3-digit account level, and by traditionally recognized categories explain how ODL proposes to accommodate the reduction in state appropriations.

Additional Information

ODL is currently operating at 42% of its allocated FTE. Any further vacancies will need to be filled although some replacements could possibly be postponed, depending on the status of the emergency. This proposal is based on the assumption that there will not be an increase in fees charged by OMES for IT services as well as known and expected upcoming vacancies. Any delayed vacancies will need to be addressed with agency-wide furloughs or deeper cuts to State Aid Grants and Literacy Contracts.

Furthermore, municipal libraries are experiencing a uniquely difficult situation with the reduction of sales tax revenue that funds their operations. Cutting state aid further hurts these libraries most. ODL's goal has been to achieve \$1 per capita to fulfill our statutory obligation to maintain adequate library services in the state. At the current proposed level, the per capita allocation will be \$0.37.

Budget Impact - \$181,096 Revenue - \$181,096 Expenditure

Supporting documents attached

Summaries of Proposed Budget by Department, by Account at the 3-Digit Level, and by General Categories

Oklahoma Department of Libraries

Summary of Proposed Budget by Department

Dept. No.	FY2020 State Appropriations	FY2021 State Appropriations	\$ Difference	% Difference	Notes
1000001	\$ 579,708.00	\$ 572,150.76	\$ (7,557.24)	-1.30%	Administration - Director, Deputy Director, Business Office, Human Res, Mail Room, etc.
1000003	309,098.00	308,223.17	\$ (874.83)	-0.28%	Admin/PIO - Public Information Office
2000001	492,547.00	471,275.64	\$ (21,271.36)	-4.32%	Office of Library Development
2000001	1,556,085.00	1,486,061.75	\$ (70,023.25)	-4.50%	State Aid Grants to Public Libraries - 119 Public Library Agencies with 214 library locations equals avg cut of \$588.43 per site
2000002	49,662.00	48,831.36	\$ (830.64)	-1.67%	Literacy Office
2000002	163,800.00	149,215.00	\$ (14,585.00)	-8.90%	Contracts with Literacy Programs - 43 programs equals avg cut of \$339.19
2000004	680,147.00	659,347.52	\$ (20,799.48)	-3.06%	Library Resources - State Library and Interlibrary Loan
3000001	-	-	\$ -	0.00%	Records Management - Funded with fees, rent from other agencies
3000002	297,658.00	252,103.80	\$ (45,554.20)	-15.30%	State Archives
3000003	67,322.00	67,522.00	\$ 200.00	0.30%	Oklahoma Publications Clearinghouse
3000004	124,229.00	124,429.00	\$ 200.00	0.16%	Government Documents
8800010	138,184.00	138,184.00	\$ -	0.00%	IT - Admin
8800020	68,371.00	68,371.00	\$ -	0.00%	IT - Services to Libraries
8800030	600.00	600.00	\$ -	0.00%	IT - Services to Government
Totals	\$ 4,527,411.00	\$ 4,346,315.00	\$ (181,096.00)	-4.00%	

Summary of Proposed Budget by Account (3-digit level)

Account	FY2020 State Appropriations	FY2021 State Appropriations	\$ Difference	% Difference	Description
510	2,428,507.43	2,354,964.15	\$ (73,543.28)	-3.03%	Personal Services
520	29,080.64	26,350.00	\$ (2,730.64)	-9.39%	Travel Expenses
530	259,130.93	243,924.10	\$ (15,206.83)	-5.87%	Administrative Expense
540	90,807.00	85,800.00	\$ (5,007.00)	-5.51%	Property, Furniture, Equipment, and Related Debt
550	1,719,885.00	1,635,276.75	\$ (84,608.25)	-4.92%	General assistance, awards, grants, and other program-directed payments (e.g. Scholarship & Incentive Programs, Payment & Reimbursement Approved Programs, Payments to Local Governments , etc.)
Totals	4,527,411.00	4,346,315.00	\$ (181,096.00)	-4.00%	

Summary of Proposed Budget Reductions

Categories	Will Impact LSTA Match and/or MOE	FY2021		\$ Difference	% Difference
		FY2020 Budget	Proposed Budget		
Personnel*	X	\$ 2,148,729.30	\$ 2,078,918.84	\$ (69,810.46)	-3.25%
GALT Contract Wrkrs	X	123,737.21	122,045.03	\$ (1,692.18)	-1.37%
Other Comp Related		117,000.00	117,000.00	\$ -	0.00%
Other Prof/Educ Svcs	X	39,040.92	37,000.28	\$ (2,040.64)	-5.23%
Travel (In-State)**	X	19,580.64	17,850.00	\$ (1,730.64)	-8.84%
Travel (Out-of-State)		-	-	\$ -	#DIV/0!
Registration		9,500.00	8,500.00	\$ (1,000.00)	-10.53%
Admin (postage, insurance, utilities)	X	39,363.00	36,963.00	\$ (2,400.00)	-6.10%
Info Svcs, Library Resources, Educ Sup	X	240,775.83	229,505.00	\$ (11,270.83)	-4.68%
Building Rent/Veh. Lease***		31,600.00	26,997.00	\$ (4,603.00)	-14.57%
Maint/Rep Bldg & Equip		9,800.00	9,600.00	\$ (200.00)	-2.04%
Motor Fuels		2,750.00	2,750.00	\$ -	0.00%
Office Sup exp/non-exp, Safety	X	17,149.10	15,409.10	\$ (1,740.00)	-10.15%
Data Proc. Eq & Sup		8,500.00	8,500.00	\$ -	0.00%
Pmts to Local Govts	X	1,719,885.00	1,635,276.75	(84,608.25)	-4.92%
Totals		\$ 4,527,411.00	\$ 4,346,315.00	\$ (181,096.00)	-4.00%

*Leave open 1 FTE 12 mo, 1 FTE 6 mo, 1 FTE 3 mo

**Includes \$280 cut to ODL Board Member travel

***Reduces lease to state vehicles from 2 cars/1 van to 1 car/1 van