Ohioana Library Association

House Higher Education Subcommittee

Deborah Hoffman, Budget Analyst
Legislative Service Commission

March 22, 2007

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for the

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TABLE OF CONTENTS

OVERVIEW **1**

Ohioana Collection 1
Ohioana Quarterly and Educational Resources 2
Ohioana Awards 2
Executive Funding Recommendation 2
Summary of FYs 2008-2009 Budget Issues 3
Staffing Levels 4

ANALYSIS OF EXECUTIVE PROPOSAL **5**

Operating Expenses **5**

Program 01.01: Ohioana Collection 5
Program 01.02: Ohioana Quarterly/Education 5
Program 01.03: Ohioana Awards 6

REQUESTS NOT FUNDED **7**

ATTACHMENTS:

Catalog of Budget Line Items
LSC Budget Spreadsheet By Line Item

March 22, 2007

Ohioana Library Association

- Ohioana is supported through a combination of memberships, subscriptions, contributions, and a GRF subsidy
- Ohioana's staff has been reduced approximately 20% since FY 2003

OVERVIEW

In 1929, Martha Kinney Cooper, the First Lady of Ohio, invited distinguished Ohioans, representing many groups and areas of the state, to help gather a collection of Ohio books for the Governor's mansion. A few years later the collection outgrew the mansion and was moved into the Ohio Departments Building at 65 South Front Street in Columbus. Ohioana, along with the State Library, is currently located at the Jeffrey Manufacturing Center just outside of downtown Columbus. Today, a 28-member board that includes the Governor's spouse as well as four members appointed by the Governor governs the library.

The Ohioana Library Association encourages and recognizes the creative accomplishments of Ohioans; maintains and preserves a permanent collection of books and music by Ohioans or about Ohio; and disseminates information about the work of Ohio writers, musicians, and other artists. These goals are accomplished through the Ohioana collection, the *Ohioana Quarterly* and other educational resources, and the Ohioana Awards. Each of these three services relies upon and is dependent upon the others. The collection is at the core of Ohioana but depends upon both the *Quarterly* and the Awards to generate visibility and support for writers and, subsequently, further monetary and in-kind donations and services to the Collection.

Ohioana Collection

The Ohioana collection consists of approximately 45,000 books, including a wide range of literature, fiction, history, biography, poetry, humor, children's literature, county atlases, and local, church, and family histories; 10,000 pieces of sheet music; scrapbooks; and biographical files on more than 23,000 Ohio writers, artists, musicians, and other notable Ohioans.

In FY 2006, the market value of books donated to the Ohioana collection was $14,646. Either the author or publisher donates most books added to the collection. Ohioana houses older and rare books, in addition to many newer books, that are often unavailable to the public anywhere else. Donations of rare, older books are more likely now that Ohioana is located in a space that has climate-controlled storage. Approximately 909 titles were added in FY 2005, and 604 in FY 2006. This reduced number reflects Ohioana's new policy of not collecting author assisted (self-published) books. This new policy was adopted in part to cut Ohioana's costs for handling cataloguing, and listing these items in the *Ohioana Quarterly*.

In January 2000, Ohioana's book holdings began to be added to the State Library of Ohio's electronic catalog, and in March 2002 they were released to the 90 OhioLINK institutions. This makes information about the collection easily accessible to anyone who has access to the Internet. The public access to the Ohioana electronic catalog and the facility has increased the use of the Ohioana collection in recent years.

Ohioana Quarterly and Educational Resources

The Ohioana Library has published the *Ohioana Quarterly* four times a year since 1958. The *Quarterly* contains reviews of new books received by the library. In calendar year 2005, approximately 10,000 copies of the *Quarterly* were distributed to members, subscribers, and friends. Ohioana staff, primarily the editor, secures new books for review; works with volunteer reviewers; edits and writes material for the quarterly; designs and oversees the production, printing, and distribution of the quarterly; and develops all other educational materials.

A grant from the Ohio Arts Council subsidized the use of the work of Ohio artists for the covers, the printing of color covers, and a limited number of free copies to be given to educators, librarians, and others that have attended literary conferences and workshops. Ohioana also provides nine educational resource lists that detail information about Ohio authors, musicians, artists, and books about Ohio. These lists are updated semiannually and are being added to Ohioana's recently redesigned independent web site. New educational material has been, and continues to be, added to the Ohioana web site, which currently receives more than 1,500 visitors a month, many from Ohio schools and colleges.

Ohioana has also published the book *Ohio Authors and Their Books* and the Ohioana Ohio Literary Map. A new Ohio Literary Map, produced in partnership with the Ohio Center for the Book at the Cleveland Public Library and the State Library of Ohio, will be distributed to all schools and public libraries in the spring of 2007. The weekly Ohioana Authors radio series and accompanying web site, developed through a partnership with the WOSU Media and the Ohio Humanities Council and used by several National Public Radio stations in Ohio, won the Ohio Public Radio Awards for the Program of the Year and Series of the Year for 2005. Ohioana is hoping to produce a new series in the upcoming biennium. Ohioana continues to sponsor the Ohioana Ruth Mount Internship. This internship provides a community learning experience for an Ohio college or university student. Ohioana has also made it possible for students to add to their academic credentials by working as volunteers in a number of areas.

Ohioana Awards

The Ohioana Library provides recognition to Ohio writers, musicians, and other artists for their creative accomplishments through the annual Ohioana Awards. The Awards recognize excellence in the areas of fiction, nonfiction, poetry, juvenile literature, and "About Ohio or an Ohioan" as well as distinguished service in music or in other areas of the arts and humanities. Awards are also given to high school students and young writers under the age of 30 who have not yet published a book.

Designated grants or endowments provide the funds for all of Ohioana's monetary awards. Some costs of the awards program, such as printing costs for the invitations and programs and luncheon costs for award winners and a guest are underwritten or are provided as in-kind services by local businesses. In the coming biennium Ohioana will continue to solicit donations and in-kind services to further underwrite the direct and indirect costs related to the awards and other recognition programs. The fee for those who attend Ohioana Day covers the direct costs for the luncheon. Ohioana covers staffing costs related to conducting the Awards.

Executive Funding Recommendation

Ohioana requested, and the executive recommended, $200,000 in funding for both FY 2008 and FY 2009. This amount is equal to estimated spending in FY 2007 and FY 2006. Funding at this level will permit Ohioana to continue its current operations at current staffing levels.

Summary of FYs 2008-2009 Budget Issues

Ohioana receives a GRF subsidy, representing approximately 43% of Ohioana's operating budget. This subsidy is used to support Ohioana staff in carrying out their responsibilities related to the Ohioana Collection, the *Ohioana Quarterly*, and the Ohioana Awards. In the current biennium, membership, donations, and usage have continued to increase. While beneficial to Ohioana's visibility and ability to leverage additional funds, the increased responsibility has been difficult to absorb with current, reduced staffing levels. The responsibilities associated with these core services have made it difficult for Ohioana's staff to sufficiently focus on further fundraising.

In addition, the subsidy is necessary to support staff efforts to raise additional revenue through other sources. In recent years Ohioana has been involved in a fundraising campaign to secure additional funds. However, staffing reductions necessitated by previous budget cuts have negatively impacted Ohioana's ability to run the campaign. Most of the funds raised are designated for the long-term endowment of the library or for specific projects, leaving Ohioana to rely on other sources for operational funds. Increasing Ohioana's funding base will continue to be both a priority and a challenge in the coming biennium in light of staffing reductions.

The following tables highlight: (1) Ohioana's three major areas of focus and the source and type of funds used to support them and (2) Ohioana's expenses for each of these three areas. Both tables are based on FY 2007 figures estimated in October 2006.

Ohioana Income, FY 2007				
Income Source/Type	**Collection**	**Quarterly/ Education**	**Awards/Public Program**	**Total Per Type of Revenue**
Independent Cash Income	$57,809	$70,321	$131,189	$259,319
Donations/In-Kind Services (Nonspendable income)	$39,560	$55,765	$31,175	$126,500
GRF Subsidy[1]	$64,000	$66,000	$70,000	$200,000
Total Revenue	**$121,809**	**$136,321**	**$201,189**	**$459,319**
Total Revenue (including value of donations/in-kind services	**$161,369**	**$192,086**	**$232,364**	**$585,819**

The GRF subsidy accounts for approximately 43% of total cash revenue. Taking into account donations and in-kind services, the GRF subsidy accounts for 34% of total revenue.

[1] GRF income for FY 2007 represented in this table was estimated by Ohioana in October 2006, based on the budget that had been approved by Ohioana's Board of Trustees. However, Ohioana estimates that the proportion of state vs. other funding remained the same as in this table.

As indicated on the table below, staffing and benefit expenses make up approximately 66% of Ohioana's expenditures.

Ohioana Expenses, FY 2007				
Object of Expense	**Collection**	**Quarterly/Education**	**Awards/Public Program**	**Total**
Staff/Benefits	$95,367	$100,320	$107,736	$303,423
Miscellaneous[2]	$27,791	$47,702	$82,123	$157,626
Total Expenses	**$123,158**	**$148,022**	**$189,859**	**$461,039**

Staffing Levels

Ohioana consists of a staff of six full-time employees, including an executive director, *Ohioana Quarterly* editor, librarian, and library assistant/clerk.

Ohioana Staffing Levels, by Fiscal Year						
					Estimated	
	2004	2005	2006	2007	2008	2009
Board Members*	28	24	28	28	29	30
Staff	4	4	5	6	6	6
Totals	**32**	**28**	**33**	**34**	**35**	**36**

*Board members are not paid. Board members on this table include ex officio and emeritus members. Ohioana's nominating committee currently is seeking new members from underrepresented areas throughout the state. Estimates for FYs 2008-2009 reflect these new members.

Ohioana also utilizes more than 200 volunteers to contribute their time and talents annually. During FY 2006, volunteers have provided donations or in-kind services that if purchased would approximate $157,600.

[2] "Miscellaneous" includes expenses such as equipment, supplies, postage, phones, fundraising, collection/liability, workshops, cataloging, memberships/subscriptions, PR, preservation, professional services, and a contract for Ohio Women's Hall of Fame.

ANALYSIS OF EXECUTIVE PROPOSAL

Single Program Series **Operating Expenses**

Purpose: The mission of the Ohioana Library Association is to recognize and encourage the creative accomplishments of Ohioans; preserve and expand a permanent archive of books, sheet music, manuscripts, and other materials by Ohioans and about Ohio; and disseminate information about the work of Ohio writers, musicians, and other artists to researchers, schools, and the general public.

Ohioana receives all of its state funding through one line item. The following table shows the Governor's recommendations for that line item.

Fund	ALI	Title	FY 2008	FY 2009
General Revenue Fund				
GRF	355-501	Library Subsidy	$200,000	$200,000
		General Revenue Fund Subtotal	**$200,000**	**$200,000**
Total Funding: Ohioana Library Association			**$200,000**	**$200,000**

This state subsidy Ohioana receives covers about 43% of the Association's operating costs and supports the following three programs:

- ***01.01: Ohioana Collection***
- ***01.02: Ohioana Quarterly/Education***
- ***01.03: Ohioana Awards***

Program 01.01: Ohioana Collection

Program Description: The Ohioana Collection is the first service and the foundation upon which all of Ohioana's other services are built. This area includes the development, maintenance, and preservation of the collection, as well as the in-house use of the collection for responding to public inquiries and reference requests.

Implication of Executive Recommendation: Recommended funding is $64,000 for both FY 2008 and FY 2009 for the Ohioana Collection. Funding at this level will provide 52% of the cost of this program and give Ohioana the ability to retain its core staff, and to leverage additional funds and in-kind donations and services.

Program 01.02: Ohioana Quarterly/Education

Program Description: The *Ohioana Quarterly* is the main source from which Ohioana generates its independent funding. Nearly 400 books are reviewed in the *Quarterly* each year, and all books are listed and annotated as they are received, with the Ohio connection noted for all books. Ohioana also provides educational resources for Ohio schools, libraries, and the general public.

Implication of Executive Recommendation: Recommended funding is $66,000 for both FY 2008 and FY 2009. Funding at this level will provide 45% of the cost of this program and will give Ohioana the ability to leverage additional funds and in-kind donations and services.

Program 01.03: Ohioana Awards

Program Description: The Ohioana Awards program is a key factor in helping to recognize and promote Ohio's writers, artists, and musicians. The program honors Ohioans who have contributed to the literary and cultural life of the state and provides state and national recognition to these individuals, as well as for Ohio.

Implication of Executive Recommendation: Recommended funding is $70,000 for both FY 2008 and FY 2009. Funding at this level will provide 37% of the cost of this program and will give Ohioana the ability to secure additional funds and in-kind donations and services.

Permanent and Temporary Law

None.

REQUESTS NOT FUNDED

This section describes requests not funded in the executive budget and the effects on Ohioana Library Association's activities and spending decisions during the next biennium. The following table highlights the requests not funded from the General Revenue Fund:

Ohioana Library Association – GRF Requests						
Fund Line Item	**FY 2008 Requested**	**FY 2008 Recommended**	**Difference**	**FY 2009 Requested**	**FY 2009 Recommended**	**Difference**
355-501	$206,000	$200,000	($6,000)	$206,000	$200,000	($6,000)

The executive denied Ohioana's request to cover necessary inflationary cost increases, specifically to cover increases in workers' compensation costs.

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General Revenue Fund

GRF 355-501 Library Subsidy

2004	2005	2006	2007 Estimate	2008 Executive Proposal	2009 Executive Proposal
$206,435	$202,134	$200,000	$200,000	**$200,000**	**$200,000**
	-2.1%	-1.1%	0.0%	**0.0%**	**0.0%**

Source: GRF

Legal Basis: ORC 3375.61

Purpose: The entire state subsidy for the Ohioana Library Association is contained in this line item. The state subsidy is used to help sustain its core services: the Ohioana collection, the Ohioana Quarterly, website and educational resources, the Ohioana Awards, community outreach and partnerships. It is also used to leverage private independent funds to support Ohioana. The state subsidy represents between 60% and 70% of Ohioana's budget. The remaining funding comes from contributions, memberships, subscriptions, events, sponsorships, and in-kind donations.

LSC Budget Spreadsheet by Line Item, FY 2008 - FY 2009

Fund	ALI	ALI Title	2006	Estimated 2007	Executive 2008	% Change 2007 to 2008	Executive 2009	% Change 2008 to 2009
OLA Ohioana Library Association								
GRF	355-501	Library Subsidy	$ 200,000	$200,000	$ 200,000	0.0%	$ 200,000	0.0%
General Revenue Fund Total			**$ 200,000**	**$ 200,000**	**$ 200,000**	**0.0%**	**$ 200,000**	**0.0%**
Total All Budget Fund Groups			***$ 200,000***	***$ 200,000***	***$ 200,000***	***0.0%***	***$ 200,000***	***0.0%***