

OREGON STATE LIBRARY BOARD OF TRUSTEES

Agenda Packet



THE INSIDE OUT LIBRARY

OLA CONFERENCE 2014
Wednesday, April 16 - Friday, April 18, 2014

April 16, 2014
Oregon State Library
Salem, OR

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AGENDA MINUTES



Oregon

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April 4, 2014

FOR IMMEDIATE RELEASE

The Oregon State Library Board of Trustees will meet in Salem at the Oregon State Library from 1:30 p.m. to 4:00 p.m. on Wednesday April 16, 2014. Aletha Bonebrake of Baker City will chair the meeting.

At the meeting on April 16th, the Board will review a recommendation from the Reimagining Ready to Read Grant Task Force, review a vision for the Oregon State Library, and discuss the 2015-2017 OSL Budget process. An open forum is scheduled for 2:30 p.m. Anyone may address the Board on any topic at the open forum.

Sign language interpretation will be provided for the public if requested prior to 48 hours before the meeting; notice prior to 72 hours before the meeting is preferred. Handouts of meeting materials may also be requested in alternate formats prior to 72 hours before the meeting. Requests may be made to Jessica Rondema at 503-378-2464.

OREGON STATE LIBRARY BOARD OF TRUSTEES MEETING

April 16, 2014

Oregon State Library

Room 202

Aletha Bonebrake, Chair

Agenda

1:30 p.m.	Approval of the Minutes of the February 21, 2014 Meeting	Bonebrake
1:40	Reports of Board Chair and Trustees Executive Committee Report Other Board Reports	Bonebrake
2:00	Report of the State Librarian Activities Since the Last Meeting	Dahlgreen
2:30	Open Forum**	Bonebrake
3:00	New Business: Vision Document of the Oregon State Library 2015-2017 Budget Development Process Transfer of the Oregon Center for the Book to Oregon Humanities Recommendation from Reimagining Ready to Read Task Force	Dahlgreen Range Dahlgreen Anderson
3:55 p.m.	Plans for next meeting Adjournment	Bonebrake

** Any person may address the Oregon State Library Board of Trustees at this meeting on any topic.

NOTE: The times of all agenda items are approximate and subject to change.

Remaining 2014 Board Meeting Dates and Locations

- June 20th in Monroe in Benton County
- August 15th at the Driftwood Public Library in Lincoln City
- October 17th in the Oregon State Library in Salem
- December 11th and 12th at the Oregon State Library

Oregon State Library
BOARD OF TRUSTEES MEETING
February 21, 2014
Concordia University, Portland

Board members present: Ebonee Bell, Aletha Bonebrake, Sam Hall, Susan Hathaway-Marxer, Ismoon Hunter-Morton, Ray Miao.

Guests present: None.

Staff present: MaryKay Dahlgreen, Margie Harrison, Jessica Rondema, Susan Westin.

Chair Aletha Bonebrake called the meeting to order at 10:10 a.m.

APPROVAL OF MINUTES

Hathaway-Marxer had some grammatical corrections to the minutes from the last meeting. **Miao moved to approve the minutes from the December 19th Strategic Planning Meeting and the December 20th Board Meeting. Bell seconded. The motion passed unanimously.** Bonebrake thanked Rondema for her work on the minutes and appreciated the thoroughness.

REPORTS OF BOARD CHAIR AND TRUSTEES

Executive Committee Report

The minutes from the Executive Committee Meeting on January 21, 2014 were included in the Board packet.

Other Board Reports

Bonebrake reported that the Sage Library System of Eastern and Central Oregon is addressing their need for consistent cataloging services and seeking a new fiscal agent.

Dahlgreen reported that Eastern Oregon University can no longer host Sage, as they are with the Orbis Cascade Alliance which has a new ILS that is available only to members. In looking for a new fiscal agent, Sage is considering library districts. Two possibilities are Hood River Library District and Baker County Library District. Buzzy Nielsen of Hood River has been working with attorneys regarding this issue. Dahlgreen has also been consulting with our assistant attorney general regarding liability, as part of the State Librarian's job to clarify library law. Both library districts are willing to consider becoming the fiscal agent and will talk with their boards.

Bonebrake mentioned that Sage has always relied on Eastern Oregon University technology staff to manage the system. They need to get a system manager outside of the university system. They also have an issue with cataloging consistency. They need funding and proper staffing.

Hathaway-Marxer reported that the Multnomah County Library and Board of Multnomah County Commissioners have set up a committee to deal with the transition from a county to a district. Hathaway-Marxer is on this committee. One of the issues they are facing is regarding Multnomah County Library's significant art collection, and the question of ownership. There will be a change in governance in the county, to fill Jeff Cogan's vacancy. Neither candidate is well known as a library supporter. Those that support libraries are getting them up to speed regarding libraries. Multnomah County Library has a unique district structure but the elected officials of the county are the same officials on the library board.

Dahlgreen explained that in Oregon we have city libraries, county libraries, special library districts, and county service districts. In county service districts, the money goes directly to the district, while the county government is still the governing body. Special library districts have a separately elected board and do not have any county infrastructure. Special library districts do not have to follow the county boundaries. If they are not county-wide, they tend to be school district-wide. The Special Districts Association of Oregon has more information.

Hall reported that the Salem Public Library is trying to get city approval for improvements to a facility for which the local foundation has already raised money. The city is taking a long time to send out the RFP and hire a contractor. These changes may not happen until the fall. The city is looking to make additional improvements to the city center complex. For example, the Police Department is located in the basement of a building that is not seismically sound.

Hall was appointed to the Re-imagining Ready to Read Grant task force, which has met already. Katie Anderson has done a lot of good work. They are looking for feedback from library partners and other key stakeholders on a proposal for a public library youth services grant to replace the existing Ready to Read Grant. These are the only state funds public libraries receive in Oregon. The purpose of changing this is to better align the distribution of state funds with the state education initiatives and library youth services best practices. The survey can be accessed here: www.surveymonkey.com/s/grantproposalkeystakes. They need feedback by March 4th, before they meet on March 7th. A report will be created in time for the Board budget process.

Miao reported that the Deschutes Library Board does not have clear statements of understanding about the roles and responsibilities of friends of the library, foundations, and the library system. They decided to create memorandums of understanding (MOUs), which provide more flexibility than contracts. The Redmond Library has a large art program where they sell art for artists, taking a 20% commission. Dahlgreen expressed interest in seeing copies of these MOUs, which are most likely on the Deschutes Library website. They have what they call a library family, with a representative from every friends group and foundation, who meet quarterly.

Bell reported that Sharon Draper will be featured at Multnomah County Library's teen author lecture. The public event will be held at Portland Community College (PCC) Cascade at 7 p.m. on May 14th. Bell will be teaching a class about serving African American patrons at the library, as a diversity workshop for staff.

Hunter-Morton reported that she is involved with the Cascade AIDS project. They received a matching funding grant to create the Oregon AIDS Library and Archives, which will feature digital versions of the physical archives of Cascade AIDS, including oral histories. They will have

travelling exhibits and hope to raise the bar for discussion of HIV and AIDS in Oregon. The 15-month grant is from the Oregon Heritage Commission.

BOARD ORIENTATION PRESENTATION

Dahlgreen demonstrated the State of Oregon's iLearn program, which allows state employees to sign up for in-person and online classes and track their training. There is a slightly out of date training on boards and commissions in state government. Dahlgreen went through portions of the training with the Board. She will be providing them with login information. ALA's United for Libraries also has a series of trustee trainings, focused on libraries. Dahlgreen proposed that the Board members go through these trainings to assist them in understanding their roles.

Bonebrake suggested that the Board go through these trainings individually and spent at least 15 minutes at a given meeting discussing what they have learned using these valuable tools.

The budget kick-off will occur in March. The Board Budget Committee in the past has included a few Board members and select staff and managers. This cycle will be very important. This is a time to look at core purposes and functions.

Bonebrake added appointing Board members to the budget committee to today's agenda under New Business. This will be for the 15-17 budget. The Board creates a budget, which goes to the Governor in August. He creates his balanced budget by December. In January of 2015, when the Legislature meets, they consider the budget. This year, the discussion won't be as much about money as about policy, goals, and objectives. We may not want to do policy option packages, where we ask for additional money. Shawn Range will provide us with the numbers for our current level of services, while the Board will discuss goals.

Dahlgreen will provide the login information for iLearn and United for Libraries to Bonebrake, who will do a preliminary review of the training materials, before sending out information to the Board.

REPORTS OF THE STATE LIBRARIAN

Activities Since the Last Meeting

Dahlgreen went through the budget report in the Board packet. We pay for databases annually out of Services and Supplies, so the expenditure in that line is higher. The quarterly performance report shows our progress on key performance measures that we report to the legislature in August of each year. Last year, there were technical issues with OSLIS, but since they have been resolved, the numbers are going up again. Databases are leveling out, while L-net and Plinkit are rising again.

The number of registered institutions for TBABS has increased. They have been focusing on working with activities coordinators at assisted living facilities. BARD downloads are increasing, especially since the app was introduced. Volunteer hours are down, because we are repurposing volunteers to use them more effectively.

In GRS, the amount of contacts with state government employees is up, but research transactions are down slightly, which is a normal fluctuation. SEIC (State Employee Information Center) registration is higher, and our mailing lists are still very popular. Outreach and training efforts are actively increasing. We now have two full teams of book menders, as well as many genealogy volunteers.

Dahlgreen continued with her report. Multnomah County Library can no longer be the fiscal agent for Answerland virtual reference. She was in contact with Donna Reed from Portland Community College, but they are unable to take this on. Dahlgreen will talk to Caleb Tucker-Raymond at Multnomah County Library to continue brainstorming.

The 2014 Oregon Reads is featuring William Stafford. Dave Hegeman has put together a very attractive exhibit about William Stafford, featuring beautiful broadsides, books, photos, and a piece by Paulann Peterson. Kim Stafford will be presenting an hour lecture on April 16th, the same day as our next Board meeting and the volunteer recognition event. We are hoping the Board members will be able to attend both these events in addition to the meeting.

There has been an increase in BARD downloads since the iOS app was introduced in September 2013. Hunter-Morton expressed interest in seeing how the app works, in order to promote this service to patrons. Dahlgreen suggested that we do a demonstration at the next Board meeting. Westin said that Forest Grove can get an institutional account in order to show patrons how to use the service. TBABS is developing an outreach plan for the year, including educating public libraries about the program.

Dahlgreen attended the COSLA (Chief Officers of State Library Agencies) meeting at the Union League in Philadelphia for strategic planning. This occurred at the same time as ALA Midwinter. COSLA will be hiring an executive director to assist with carrying out the strategic plan members developed. Two main focuses for this planning are strengthening state libraries and being more intentional about advocating for library service.

Current poet laureate Paulann Petersen's second term will expire in April. Dahlgreen was invited by Oregon Humanities help put together the nomination committee for the next poet laureate. The poet laureate is within State Library statute, but the position lives with the Oregon Humanities. The nomination group will be making a recommendation to the governor. Paulann Petersen has been a phenomenal poet laureate, as was Lawson Inada before her.

Last Sunday, the State Library was featured in the travel section of the Oregonian. Photographers took photos of the building in August, while a reporter spoke with us in January. It was a very nice article, which can be accessed on Oregonlive.com. Hall mentioned that it is unfortunate that we are not open on weekends for the public to view the exhibit or use the materials.

The Edge Initiative is a national initiative in which Oregon libraries are participating. It is a way for public libraries to evaluate the effectiveness of their technology, to use for planning purposes. This initiative originated in the Urban Libraries Council, who developed a pilot project with certain states. It has now been rolled out to other states. They want to gather comparison library data. State Librarians who have used this have been impressed. Darci Hanning convinced the OLA Public Library Division that this is should be the technology standard for public libraries. It

is free this year, only. This should get us very good data. Miao asked Dahlgreen for a list of the other libraries who have participated in this Edge Initiative.

Our Cultural Competency Committee organized a presentation of NAMI (National Alliance on Mental Illness) for our staff entitled, "In Our Own Voice." Margie Harrison was instrumental in scheduling this event, after she saw it at the state's Diversity Conference. It is a presentation by two people with mental illness talking about their own experiences, supplemented with a video featuring other people's stories. It was a very valuable training.

Dahlgreen attended the Pendleton Public Library Board retreat in early February with Buzzy Nielsen from the Hood River County Library District. Dahlgreen gave an update on the State Library, while Nielsen talked about Sage Library System. The Umatilla County Special Library District covers the libraries in Umatilla County. Mary Nixon, the new director of the district, mentioned that when the district was created, it was intended to be only a supplement to the cities. Nixon and her board are looking to change the focus and help people understand that the cities need to be involved. Bonebrake thought that Ken Reading had negotiated contracts in the past. Dahlgreen will look into this when she visits the Umatilla County Special Library District in April.

On the way to Pendleton, Dahlgreen and Nielsen visited the new library district in Ione, in Morrow County. It is not part of the Oregon Trail Library district, so they created their own, with 750 people. Their small library was very well weeded in anticipation of joining Sage. They are very excited that they received the Ready to Read grant. Dahlgreen spoke about the State Library and Nielsen had information about districts.

The Children's Services Division of the Oregon Library Association held a strategic planning meeting in February. Dahlgreen and Katie Anderson of Library Development were invited to participate.

Oregon State Government closed early on Friday, February 7th, due to snow, which happens very rarely. Those who came to work were paid for the entire day, since it closed midday. Those who elected to stay home took vacation or other leave for the day.

Scott Gilbert of our IT department took a position at another agency. We are now down to two people in IT, and are currently evaluating our needs. We are also investigating the enterprise-wide IT option. The State Data Center could do our back-ups and possibly our email. We will not be filling this position, due to a hiring freeze for our two current vacant positions.

The Management Team is reading and discussing the book *Good to Great*, by Jim Collins. Dahlgreen aims to use the philosophy of this book as a frame for the organizational structure of the State Library. There is some concern among staff that this means we can no longer work in teams. The idea is to be more outward focused. They have discussed having a facilitator assist the managers with this. Maureen (Mo) Cole, Director of the Oregon City Library, is very interested in *Good to Great*, and has worked with other organizations. Dahlgreen will contact her.

Arlene Weible is working with the Department of Administrative Services to finalize the contract for databases with Gale. The current contract will expire in August. Weible and the Statewide Database Licensing Advisory Committee have put together a great process. Community colleges

use our databases, and many are members of the Orbis Cascade Alliance. They often cannot afford Ebsco, but many find Gale to be appropriate for their patrons.

Miao wanted to know about other state libraries, how they operate and about their boards. COSLA has a database which gives a brief overview of each state library.

OPEN FORUM

No one was present to comment.

NEW BUSINESS

Reorganization Report

The portal group and the redesign group have met a few times. Both are being facilitated by Sarah Miller and her staff, Allyson Ford and Susan Allen, and are joined by the four principles: the State Librarian, the State Law Librarian, the State Archivist, and the librarian at the Oregon Historical Society. The situation was more complex than anticipated. Forty-one items were pulled out of the letter from Representative Nathanson and Senator Steiner Hayward. Some of these items were very straightforward, while others were much more complex and prompted discussion, such as federal documents, state documents, and moving collections. We were only given one year of our biennial funding in 2013. In order to receive our second year of funding, we were directed to provide a strategic business plan. We created a draft of the strategic plan, but it was not completed, as we are dealing with multiple agencies and organizations, across branches. Dahlgreen appeared in front of the Subcommittee on General Government yesterday.

Prior to our appearance in front of the subcommittee, we submitted two letters. The first letter was from Dahlgreen, specifically asking for our funding. As a note on page 48, the suggestion to increase permanent positions from 19.63 FTE to 39.26 FTE does not indicate a request to double the staff; rather, it reflects a second year of funding for our current FTE. Miller used the language from the redesign workgroup for a second letter, which was signed by the four principles. Both letters went to our fiscal analyst, who provided his analysis. He recommended that the second year of funding be deferred to the Emergency Board, which will meet in May. Shawn Range and Dahlgreen determined that we can survive until May without additional funding. The other aspect of the analysis was that we cannot fill our two open positions. But if we have subsequent vacancies, we can fill those.

Legislative leadership has decided to create a legislative task force to take on this project. This task force will include a number of legislators and other stakeholders. This will be a very open, public process, since it is a legislatively appointed task force. One of the tasks of this group is to create legislation for the 2015-17 biennium, giving the library community a chance to give its input on the potential changes. Proposed legislation should result from this group. We do not yet know who will be on this legislative task force.

The chairs of the Joint Ways and Means Committee, Senator Devlin and Representative Buckley, are meeting today to decide the makeup of this task force and its charge. Bonebrake commented that other joint legislative task forces have been very productive, highly visible, and carefully monitored.

John Borden, our Legislative Fiscal analyst, recommended deferring receipt of our budget to the E-Board because we did not submit a strategic business plan as requested. The expectation that we were operating under was that all four organizations had a voice in this. Borden's rationale for not releasing the budget was because it was a special purpose appropriation to the emergency board. Since we did not meet the requirement, it will now be a decision of the E-Board.

Dahlgreen believes that changing the structure of this project to a legislative task force will help us demonstrate our current progress and desire to improve our services and programs.

During the budget session, Miller asked that the task force move forward with the work that has already been done, including the 2012 report and the 42 recommendations.

The recommendation from the General Government Subcommittee will still go to the full Joint Ways and Means Committee. Session has to be over by March 8th. In the meantime, we need to continue moving forward. We are making significant progress on several of the items we needed to accomplish. We have discontinued our lecture series, increased GRS outreach efforts, and are currently working to phase out Plinkit over the next 18 months, talking to Oregon Humanities regarding the Center for the Book, talking to the Poetry Society about their collection, and talking with the president of the Willamette Valley Genealogical Society about working together if they determine how to fund their organization. Dahlgreen and Harrison are planning meetings with other agency libraries about cooperating. Weible has pulled together a meeting of federal document partners to discuss the current situation and concerns.

One major issue is timing, since we need to begin working on our 2015-17 strategic budget plan. Our draft strategic plan was not the plan the legislature was expecting from us. Bonebrake commented that this seems to be a moving target that continues to change on us, and we continue to respond. She feels that we have been doing the best to meet these expectations. She hopes that the legislative task force will take this information and our efforts into account.

Miao asked about Housing and Community Services. They have been working on their reorganization for over a year. We do not know their status, but they have not been tasked with working with other organizations.

Bonebrake stated that the strategic plan needs to follow the goal that we have been charged with, which has not yet been finalized.

Bonebrake stated for the record that the Board has been constrained from talking to their legislators for the sake of developing this cooperative plan. She believes the time has come when public comment is expected and that the Board members can approach legislators to get clarification. We need to verbalize what we have already accomplished regarding the reorganization.

Interacting with other organizations will be implicit in our strategic plan, but the charge for the Board is to ensure that the library survives as an entity and meets the expectations of the legislature.

Dahlgreen has sent a draft of the strategic plan to John Borden to post for the legislators.

Miao asked if there was anything the Board could do to alleviate the anxiety. Unfortunately, the anxiety rests with the budget and the uncertainty. Hall wants the staff to know that the Board is playing attention.

Hathaway-Marxer said we need to be strategic about making the Board more visible, and speaking together as a board.

Bonebrake suggested that a few Board members talk to targeted people, with the voice of the Board.

Dahlgreen showed the Board members how to access OLIS (Oregon Legislative Information System) to listen to recordings of the legislature's public meetings and access related materials.

The Board will move ahead with the Budget and Strategic Planning Committee, while the library continues to accomplish reorganization items that have already begun.

Carlton Watkins Album Loan to Portland Art Museum

Carlton Watkins was a photographer in the 1860s who photographed the Columbia Gorge in Oregon. About ten years ago, we discovered an album in our collection featuring his photographs of the Columbia River, which was created as a railroad presentation album. It was in very poor shape when it was found. Jim Scheppke worked with Terry Toedtemeier, curator of photography at the Portland Art Museum (PAM), to secure funding to restore the book. It is worth a very large amount. It was exhibited a custom-built case with alarms at the State Library for a period of time. Then the art museum asked to borrow it and have been displaying it for a number of years. Our agreement with PAM expired in December, and they have asked to extend it. Dahlgreen recommends extending our loan agreement because they can keep the album safe and cover the insurance. **Hall moved to extend the agreement for the Carlton Watkins album loan to the Portland Art Museum. Miao seconded the motion. The agreement will now be for five years instead of three. The motion passed unanimously.**

Hall mentioned the idea to resurrect the materials from our past Carlton Watkins exhibit. We may have these prints still in our collection. Harrison will look into this for a future exhibit. Ideas for a friends group to sell mementos featuring beautiful pieces of our library building were discussed.

TBABS Endowment Fund

Westin addressed the Board regarding the TBABS Endowment and Expendable Funds. At the Board retreat in December, the Board discussed our current standing with the Endowment Fund, its interest, and the Donation/Expendable fund. There is \$1.39 million currently in the Endowment Fund. The interest has \$30,000. The Expendable/Donation fund is at about \$157,000. Because the interest rate on the Endowment Fund is 0.54%, Westin and Range were looking into other investment options. Both the State Treasury and the Assistant Attorney General explained that it would be a statutory requirement to change our investment. Taking the funds out of the Treasury and putting them into a private foundation would also be a statutory change. In this case, the Board would no longer have control over the funds.

The TBABS Fund Development Policy states that its purpose is to “ensure long, strong future for TBABS by building an additional source of income that will supplement the federal contributions, the state general fund, and other donations in funding TBABS to achieve its service objectives and the goals in any current TBABS long range plan.” Westin asked if the Board wanted to put parameters around the fund, or define “a long, strong future.” The State Librarian recommended the creation of a task force to look at the purpose of the Endowment fund, to determine if there is any way a situation to use the fund, if the Board would like to maintain a certain amount in the fund, or pursue a statutory change. The State Librarian and Westin agree that two or three Board members on this task force would be beneficial, as well as a few Advisory Council members and approximately three staff members. The Expendable Fund should receive more funds than initially projected, with the spring appeal.

Bonebrake asked if the presence of these funds have been a problem for us when trying to justify state funding. For the past three biennia, the state has not given us what we have asked for in general fund, citing the availability of funds in the Expendable Fund which was originally intended to be used for enhancements.

Dahlgreen and Westin believe that the Board, which has responsibility for the Expendable Fund and the Endowment Fund, should consider the issues surrounding these funds, which were created to ensure sustainability for the TBABS program.

Bonebrake stated that we need to be clear with what we do with the money and why.

For Westin, more transparency in how the money is used will be beneficial when talking with potential donors. Bonebrake agreed that a task force is a good idea.

Hall wants to know what legal agreements we have made with the donors, and how much discretion does the Board have in using portions of the money. He wants to know if money has been donated with the understanding that the principle would never be used, but only the earnings.

Bonebrake confirmed that this is something the task force will explore. The group will bring a report to the Board in June including history, legal issues, and ideas or recommendations regarding the Endowment Fund.

Hall made a motion to create this task force to look at the TBABS Endowment Fund. Hathaway-Marxer seconded the motion. The motion passed unanimously.

Westin will lead this task force. Hathaway-Marxer suggested inviting a third party person outside the library with fiduciary management skills to serve on this task force.

Bonebrake agreed that seeking outside advice would be beneficial. But some work needs to be done beforehand, to see what we can do within the confines of the statute.

Hathaway-Marxer and Hunter-Morton agreed to serve on the TBABS Endowment Fund Task Force. Westin will select members of the staff and the TBABS Advisory Council to join this group.

Dahlgreen commented that we should be careful about requesting statutory changes. Bonebrake agreed that this is not the time.

This task force should begin meeting as soon as possible, even though the action may not take place until the 2017-19 biennium.

Dahlgreen said that we have an obligation to give donors an accurate answer to how we are using the money they provide. A statutory change recommendation may result from the task force, but the goal should be to determine if we are using the money appropriately. Hall added that a policy change is more important for us than a statutory change.

Extending Services to the Unserved Grant Program

Board members have reviewed the materials regarding this issue in the Board agenda packet. Hunter-Morton expressed interest in this committee. Bell and Hall would also like to participate in this group.

Miao made a motion to create this committee to look at extending services to the unserved grant program. Bell seconded. The motion passed unanimously.

Dahlgreen will convene this meeting, and include a staff member from Library Development and a member from the LSTA Advisory Council. The committee will provide a report to the Board at the August meeting.

Budget Committee Appointment

The final committee is the Budget and Strategic Planning Committee. Bonebrake will convene this committee. Hall and Hathaway-Marxer also expressed interest. Miao was also interested, but we need to decide how many Board members can serve. Four Board members is a quorum. Hathaway-Marxer agreed to back-fill for Miao for this committee.

Dahlgreen thinks we should have a meeting of this committee once we hear about the legislative task force.

Hall wanted to know if the Board can influence the membership on the legislative task force.

The Oregon Library Association (OLA) has a legislative committee that sets direction, as well as a lobbyist. They are all aware of the current situation.

Dahlgreen read the following portion of *Analysis: State Library Reorganization*, a document from John Borden of the Legislative Fiscal Office:

“Since a detailed strategic business plan was not able to be finalized as requested, the Co-Chairs of the Joint Committee on Ways and Means have directed that a legislative workgroup, to include stakeholder participation, be formed to continue the reorganization effort and produce draft legislation for introduction during the legislative session in 2015.”

Dahlgreen will look into getting clarification about this task force.

Hunter-Morton wanted to state that we did an amazing job on all the work that that went into formulating plans for this reorganization, and that we worked hard to be comprehensive and strategic. This result is unexpected.

Dahlgreen will review the public meeting laws to find out if there is a limit on the number of Board members that can serve on the budget committee and the rules regarding posting an agenda and press release.

The budget committee will have their first meeting via telephone, possibly next Tuesday evening at 7 p.m. The public can call in if they want to participate in the meeting. Dahlgreen will send out phone information.

This committee has two focuses that blend together. It will work on the budget for next biennium, and correlate it with the strategic plan.

Bonebrake asked that other conveners of Board committees announce to the rest of the Board when their meeting are scheduled.

Miao read the reports on the services to the unserved included in the Board packet. He thought that the last two were very good; addressing the concerns he had about the goals, measuring the outcomes, and sustainability of the project. The first one was written in an unusual style, without addressing any of his concerns.

Hathaway-Marxer wanted to discuss recommending Representative Nancy Nathanson to be on the legislative task force. Hall will talk to a legislator he knows to find out if this is appropriate.

Miao commented that Dahlgreen is handling these circumstances very well.

PLANS FOR NEXT MEETING

The next Board meeting is scheduled to be held on Wednesday, April 16th at the Oregon State Library in accordance with the OLA Conference at the Salem Convention Center from April 16th – 18th. We will be hosting a volunteer recognition event, which will begin at 10:00 a.m. At noon, Kim Stafford will be giving a lecture about William Stafford. The Board meeting will start around 1:00 or 1:30 p.m.

Rondema will send out a message on Monday with links to OLA Conference information. Please let her know by the end of the week if you are planning to attend (Friday, February 28th). We can pay for registration and hotel.

The Board decided to hold the December Board meeting in Salem, because it is a two-day meeting.

Remaining 2014 Board meetings:

- June 20th in Monroe in Benton County
- August 15th at the Driftwood Public Library in Lincoln City
- October 17th in the Oregon State Library in Salem
- December 11th and 12th at the University of Portland

The meeting adjourned at 2:35 p.m.

ACTION ITEMS

- Dahlgreen will send login information for trainings to Bonebrake.
- A BARD demo might be on the agenda for the next Board meeting.
- Miao asked Dahlgreen for a list of the other libraries who have participated in the Edge Initiative.
- Harrison will look into resurrecting the materials from our past Carlton Watkins exhibit for a possible future exhibit.
- Dahlgreen will seek clarification about the legislative task force.
- Dahlgreen will research the public meeting laws regarding the budget committee meetings and sending out agendas in advance.
- Rondema will send information to the Board members about registering for the OLA Conference.



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State Library Board Executive Committee
Aletha Bonebrake, Chair
March 12, 2014
3:00 – 4:00 PM
By phone

Board members present: Bonebrake, Hall, Hathaway-Marxer
Staff members present: Dahlgreen

Report of the State Librarian

Dahlgreen provided information on the recently completed 2014 Legislative Session and the impact on OSL. A budget note was attached to the omnibus budget bill HB5201 indicating that the Co-Chairs of the Joint Committee on Ways and Means will be establishing a Legislative workgroup “to modernize the delivery of state library services by improving access to public information, eliminating duplicative services and costs, increasing utilization of digital resources, and increasing collaborative partnerships across entities. The workgroup shall recommend draft legislation for introduction in the 2015 legislative session for the reorganization of state library services, which should, where possible; incorporate national best practices pertaining to library reorganizations.”

The membership of that work group will be decided by the Co-Chairs and will include “Legislative members, and other members chosen to represent the interests of state library service users and employees.”

Approval of the Board Agenda for the April 16, 2014 Board meeting

Dahlgreen presented a draft of the Board agenda for the approval of the Executive Committee. After discussion the Board approved the agenda for April 16, 2014.

Other Business

There was no other business.

Meeting was adjourned at 3:58 p.m.

REPORTS OF STATE LIBRARIAN AND STAFF

**OREGON STATE LIBRARY
2013-15 BIENNIUM BUDGET REPORT**

Report Month	February, 2014						
Target Percentage	66.67%						
Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	%Spent BTD	Average Spend per month to Date	Average Remaining to Spend
PERSONAL SERVICES	\$ 3,054,934	\$ 249,525	\$ 1,992,014	\$ 1,062,920	65.21%	\$ 249,002	\$ 265,730
SERVICES & SUPPIES	\$ 1,639,541	\$ 63,572	\$ 1,356,221	\$ 283,320	82.72%	\$ 169,528	\$ 70,830
CAPITAL OUTLAY	\$ 10,706	\$ -	\$ -	\$ 10,706	0.00%	\$ -	\$ 2,677
SPECIAL PAYMENTS	\$ 2,124,410	\$ 36,690	\$ 1,528,522	\$ 595,888	71.95%	\$ 191,065	\$ 148,972
TOTAL	\$ 6,829,591	\$ 349,787	\$ 4,876,757	\$ 1,952,834	71.41%	\$ 609,595	\$ 488,209

Friday, March 28, 2014

**OREGON STATE LIBRARY
2013-15 BIENNIUM BUDGET REPORT**

	Report Month	February, 2014						
	Target Percentage	66.67%						
Division Name	Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to Spend
Library Administrative Services	PERSONAL SERVICES	\$ 429,299	\$ 38,439	\$ 303,590	\$ 125,709	70.72%	\$ 37,949	\$ 31,427
	SERVICES AND SUPPLIES	\$ 56,654	\$ 4,469	\$ 51,232	\$ 5,422	90.43%	\$ 6,404	\$ 1,356
	CAPITAL OUTLAY	\$ 1,171	\$ -	\$ -	\$ 1,171	0.00%	\$ -	\$ 293
	Total	\$ 487,124	\$ 42,908	\$ 354,822	\$ 132,302	72.84%	\$ 44,353	\$ 33,076
Library Development	PERSONAL SERVICES	\$ 491,836	\$ 48,967	\$ 383,627	\$ 108,209	78.00%	\$ 47,953	\$ 27,052
	SERVICES AND SUPPLIES	\$ 734,619	\$ 5,577	\$ 713,781	\$ 20,838	97.16%	\$ 89,223	\$ 5,210
	SPECIAL PAYMENTS	\$ 2,124,410	\$ 36,690	\$ 1,528,522	\$ 595,888	71.95%	\$ 191,065	\$ 148,972
	Total	\$ 3,350,865	\$ 91,234	\$ 2,625,930	\$ 724,935	78.37%	\$ 328,241	\$ 181,234
Talking Book and Braille Services	PERSONAL SERVICES	\$ 567,433	\$ 42,987	\$ 336,402	\$ 231,031	59.28%	\$ 42,050	\$ 57,758
	SERVICES AND SUPPLIES	\$ 247,171	\$ 8,709	\$ 120,952	\$ 126,219	48.93%	\$ 15,119	\$ 31,555
	CAPITAL OUTLAY	\$ 4,189	\$ -	\$ -	\$ 4,189	0.00%	\$ -	\$ 1,047
	Total	\$ 818,793	\$ 51,696	\$ 457,354	\$ 361,439	55.86%	\$ 57,169	\$ 90,360
Government Research Services	PERSONAL SERVICES	\$ 1,566,366	\$ 119,132	\$ 968,395	\$ 597,971	61.82%	\$ 121,049	\$ 149,493
	SERVICES AND SUPPLIES	\$ 601,097	\$ 44,817	\$ 470,246	\$ 130,851	78.23%	\$ 58,781	\$ 32,713
	CAPITAL OUTLAY	\$ 5,346	\$ -	\$ -	\$ 5,346	0.00%	\$ -	\$ 1,337
	Total	\$ 2,172,809	\$ 163,949	\$ 1,438,641	\$ 734,168	66.21%	\$ 179,830	\$ 183,542
Total		\$ 6,829,591	\$ 349,787	\$ 4,876,747	\$ 1,952,844	71.41%	\$ 609,593	\$ 488,211

Friday, March 28, 2014

**OREGON STATE LIBRARY
2013-15 BIENNIUM BUDGET REPORT**

		Report Month	February, 2014							
		Target Percentage	66.67%							
Program Code	Program Code Title	Budget Object Title		Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to spend	
1200	OSL BOARD	PERSONAL SERVICES	\$ 1,900	\$ 65	\$ 493	\$ 1,407	25.95%	\$ 62	\$ 352	
		SERVICES AND SUPPLIES	\$10,854	\$ 490	\$ 6,581	\$ 4,273	60.63%	\$ 823	\$ 1,068	
		Total	\$12,754	\$ 555	\$ 7,074	\$ 5,680	55.46%	\$ 884	\$ 1,420	

Friday, March 28, 2014

**OREGON STATE LIBRARY
2013-15 BIENNIUM BUDGET REPORT**

Agency Title Report Date	OREGON STATE LIBRARY 3/31/2013	OREGON STATE LIBRARY 3/28/2014	OREGON STATE LIBRARY 4/2013 to 4/2014	
Accounts	Account Title	Cash Balance	Cash Balance	12 Month Change
TBABS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 30,635.86	\$ 27,288.32	\$ (3,347.54)
TBABS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,074,846.58	\$ 1,400,045.03	\$ 325,198.45
LONG FUND - NON EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0302	\$ 1,000.00	\$ 1,000.00	\$ -
MOSES FUND - NON EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0303	\$ 6,000.00	\$ 6,000.00	\$ -
LONG FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0306	\$ 25.30	\$ 30.82	\$ 5.52
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 8,403.99	\$ 8,141.87	\$ (262.12)
TBABS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 163,874.38	\$ 152,438.78	\$ (11,435.60)
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 39,982.84	\$ 40,198.87	\$ 216.03
TOTAL		\$ 1,324,768.95	\$ 1,635,143.69	\$ 310,374.74

Friday, March 28, 2014

NEW BUSINESS

Agenda Item

Vision Document for the Oregon State Library

Background and Summary

The Oregon State Library has been involved in a reorganization process since January of 2013. There have been a number of opportunities for staff and stakeholders to provide input about the reorganization. Based on the input provided, the current statutory directives, and discussion between Board members and the State Library this guiding document has been drafted.

Action Requested

Review and endorse the Vision Document.

Recommendation of the State Librarian

The State Librarian recommends endorsement of the Vision Document.

Vision for the Oregon State Library

MaryKay Dahlgreen, State Librarian

April 2014

Core Purpose: To organize and provide information. This has not changed since 1905 and shouldn't change as we modernize and transform.

Key Functions:

Provide reading materials for Oregonians who are blind or print disabled

Support Oregon libraries of all types

Be an information resource for Oregon state agency staff and legislature

Provide Oregonians public access to government information

Provide Oregonians access to spaces and resources at the State Library

Oregon Revised Statute 357.001 and 003 articulates the following legislative findings and policy on the State Library and library services in Oregon:

357.001 Legislative Findings. The State of Oregon recognizes that:

(1) An informed citizenry is indispensable to the proper functioning of a democratic society.

(2) Libraries constitute a cultural, informational, and educational resource essential to the people of this state.

(3) Library services should be available widely throughout the state to bring within convenient reach of the people appropriate opportunities for reading, study and free inquiry.

(4) Providing and supporting adequate library services is a proper and necessary function of government at all levels.

(5) It is a basic right of citizens to know about the activities of their government, to benefit from the information developed at the public expense, and to have permanent access to the information published by state agencies.

357.003 Policy. It is the policy of the people of the State of Oregon:

(1) To promote the establishment, development and support of library services for all the people of this state.

(2) To provide library services suitable to support informed decisions by the personnel of government.

(3) To encourage cooperation between units of government and between and among libraries and to encourage the joint exercise of powers where such cooperation or joint exercise will increase the extent of library services in a fair and equitable manner.

(4) To ensure that copies of all public documents and access to state agency information in electronic forms are available to citizens through a system of depository libraries.

Vision

1. Repurpose Government Research Services to focus on reference, curating information, and training in the use of library provided electronic resources.

Considerations:

- Reach agreement about depth and breadth of reference transactions

- Increase training and outreach
 - Increase cooperation with agency staff to determine their needs
2. Develop a robust volunteer program that fully utilizes the baby boomer retirees and becomes more embedded in the culture of the organization.
- Considerations:
- Consulting with other agency volunteer programs
 - Pursue existing best practices
3. Pursue cutting edge technology and best practices aggressively.
- Considerations:
- For both the operations of OSL and as examples for other agencies
4. Pilot projects and proofs of concept become the norm and include a rigorous evaluation component. We are constantly improving and checking again.
- Considerations:
- Create cross team implementation and review groups
 - Every program should be reviewed regularly, no sacred cows
5. The state library will be a model of marketing and promotion.
- Considerations:
- This is not an expertise we have currently
6. Bring information resources from all executive branch agencies together (virtually by ILS or physically as necessary) and be a coach and resource for "library" staff in those agencies.
- Considerations:
- Partner with agencies and use their current expertise
 - Keep access for users in the forefront
7. Provide support and funding for innovation in all types of libraries and require rigorous evaluation of that innovation
- Considerations:
- Outcome based planning and evaluation is essential for continued funding at all levels of funding
 - Sharing results, positive or negative, is essential component
8. Partner with those state agencies and organizations that support the informational needs of Oregonians and can model partnerships for libraries at the local level.
- Considerations:
- Take our seat at the table
 - Be consistent about pointing out the value libraries contribute
 - Insist upon resources to achieve shared outcomes.

Agenda Item

2015-2017 State Library Budget Development Process

Background and Summary

The State Library Board is required to submit a budget request to the Governor every two years the August before the Legislative Assembly meets in full session.

Recommendations for the 2015-2017 Budget Development Process

Activate the OSL Board Budget Committee with representation from the Board and OSL staff, and direct development and submission of a draft budget request for the June 2014 Board meeting, for final approval and submission to the Governor's Office in August 2014.

Recommendation of the State Librarian

The State Librarian concurs.

Agenda Item

Transfer of the Oregon Center for the Book to Oregon Humanities

Background and Summary

The Oregon State Library has been engaged in a reorganization process since January 2013 and through that process has determined that the Oregon Center for the Book is a program that would be stronger and more effective if it were affiliated with a different organization. In discussion with John Cole, the Director of the Center for the Book in the Library of Congress, it was decided to approach Oregon Humanities to gauge their interest. In several other states affiliates are with the Humanities Council. We have been in discussions with Oregon Humanities for several months and they have formed a board- and staff-led working committee to explore when and how Oregon Humanities might absorb the Oregon Center for the Book affiliated with the Center for the Book in the Library of Congress.

Recommendation of the State Librarian

The State Librarian recommends working with the Center for the Book in the Library of Congress to transfer the Oregon Center for the Book affiliation to Oregon Humanities.

Agenda Item

Recommendations of the Reimagining Ready to Read Task Force

Background and Summary

During the 2013 Legislative Session the State Library requested an increase in Ready to Read funding based on keeping the amount of money per child the same, but increasing the age range from 0-14 to 0-17. The Legislature increased Ready to Read funding but did not increase the age range. The Legislature provided direction that the State Library rethink the grant program – change the name, align it better with statewide education goals, and propose expanding it through age 17 – and come back with a proposal in 2015 Legislative session.

At the direction of the State Librarian, the State Library convened a task force to reimagine the Ready to Read Grant as the Legislature directed and to integrate outcome based planning and evaluation in the grant process. The task force began its work in early January with representatives from public libraries, academic library, Oregon Department of Education, Oregon Education Investment Board, OregonASK, and OSL Board.

Recommendations of the Reimagining Ready to Read Task force

The Reimagining Ready to Read Task Force recommends the following grant proposal (Appendix A) to replace the current Ready to Read Grant. Highlights from the new Youth Services grant proposal include:

- Increasing the age limit to 17 years old
- Along with the summer reading and early literacy categories adding a category for school age projects
- Creating 2 to 3 preset outcomes for the three categories of summer reading, early literacy and school age projects
- Increasing the minimum grant from \$1,000 to \$1,200
- Changing the name of the grant

If approved, the next step of this proposal will be to integrate the changes into the Oregon State Library's 2015-2017 budget request and propose changes to the relevant ORS and OAR.

Recommendation of the State Librarian

The State Librarian concurs with the recommendations of the Reimagining Ready to Read Task Force.

Youth Services Grant Proposal

Vision of the grant program:

Children are ready to learn to read when they start kindergarten, read at grade level by 3rd grade, continue to build literacy skills through 12th grade, graduate from high school ready to enter the work force or higher education, and develop a love of reading and life-long learning.

Mission of the grant program:

The State Library administers state grants and provides consulting services to legally established public libraries to implement library youth services best practices and contribute to local efforts to help 40% of high school students get into bachelor's degree programs, 40% into associate's degree or meaningful postsecondary certification programs, and 20% ready to enter the workforce after graduation.

The State Library's outcomes are:

- Public libraries foster learning and a love of literacy.
- Public libraries implement library youth services best practices.
- Public libraries demonstrate statewide priorities and commitment to underserved youth and youth reading below grade level.

The State Library's outcome indicators are:

- Public libraries foster learning and a love of literacy.
 - Number of grant recipients reporting grant activity participants achieved the outcomes. (Data source: Youth Services Grant final report forms)
 - Statewide kindergarten readiness data (Data source: Oregon Department of Education's Kindergarten Readiness Assessment results)
 - Statewide graduation rate (Data source: Oregon Department of Education's Graduation Rate Report)
 - Statewide community college enrollment rate (Data source: Oregon University System)
 - Statewide college and university enrollment rate (Data source: Oregon University System)
- Public libraries implement library youth services best practices. (Data source: Youth Services Grant final report forms)
 - Number of grant recipients using the Youth Services Grant to fund each best practices.
 - Percent of grant recipients incorporating all three best practices in their services to youth regardless of how the best practices are funded.
 - Number of youth served by grant recipients incorporating all three best practices in their services to youth regardless of how the best practices are funded.
- Public libraries demonstrate statewide priorities and commitment to underserved youth and youth reading below grade level. (Data source: Youth Services Grant final report forms)
 - Number of grant recipients reporting they used authoritative source to identify targeted underserved youth.
 - Number of grant recipients reporting an increase in the number of targeted underserved youth or parents of underserved youth achieve the outcomes.
 - Statewide achievement gap (Data source: Oregon Department of Education's Annual Report Card)

Youth Services Grant Proposal

Youth Services Grant funding and distribution:

- The Legislature allocates \$1 per youth 0-17 years old to the Youth Services Grant. Funding is distributed to legally established public libraries based on a funding formula weighted to address geographically underserved youth—20% based on square miles of the service area and 80% based on population in the services area. Libraries receive a minimum of \$1,200 in grant funds.
- Grantees must spend funds on early literacy, summer reading, and school age projects that improve outcomes for youth from birth through high school graduation. Specific outcomes will be determined by a task force of library staff and other key stakeholders, and approved by the State Library Board of Trustees. The outcomes will be stated in the grant application and report form.
- The State Library may spend up to 2% of the total funds allocate to the Youth Services Grant on training, only if 70% libraries indicate in their reports that the State Library should do so. Minimum grants will remain \$1,200. Face-to-face trainings must be held in at least three different regions across the state and via a webinar that is recorded and archived. State Library staff will select training topics based on feedback from grantees and the topic's potential to improve grant funded projects.
- Funds will be distributed to legally established libraries based on applications that meet the grant criteria established by a task force of library staff and other key stakeholders, and approved by the State Library Board of Trustees. Grant criteria will be stated in a cover letter attached to the grant application.
- Successful applicants will receive their grant by December 31st contingent on receipt of their completed report form for the previous grant cycle.

Youth Services Grant cycle:

- Applications out July 1, 2015
- Applications due August 31, 2015
- Grant awards announced November 1, 2015
- OSL Board meeting and appeals in December 2015
- Checks cut and distributed by December 31, 2015
- Report forms distributed October 1, 2016
- Reports due December 1, 2016
- Grant must be spent by December 31, 2016
- OSL's Annual Report published February 1, 2017

Youth Services Grant Proposal

Outstanding Youth Services Grant Project Awards:

- Two libraries per project will be awarded, one selected from larger libraries and one selected from smaller libraries, for a total of six awards per year. The list of grant recipients will be sorted by number of 'Children 0-17 Served', the libraries in the top 50% of the sorted list will be considered 'larger libraries' and the libraries in the bottom 50% of the list will be considered 'smaller libraries'. An effort will be made by State Library staff to have geographic representation among award recipients each year, and to award a library no more than once within 5 years.
- Awards recipients will be selected based on one or more of the following criteria:
 - Achieved project outcomes
 - Implemented an innovative project
 - Established a good model for other libraries
 - Developed strong partnerships to more effectively reach underserved youth
- Award recipients benefit by:
 - Receiving a framed certificate signed by the State Librarian and Chair of the State Library Board of Trustees presented in person by State Library staff or member of the Board of Trustees.
 - Making local arrangements for the certificate to be presented at a city council/county commissioners/library board meeting or another local special event at which the library's key stakeholders will be attending.
 - Arranging other activities to garner local support by leveraging the positive PR that comes with being recognized by the State for outstanding work. For example, inviting the local media to the award presentation and/or hosting a simple reception for the people who implemented the award winning project, the library director, one or more council/commission/board members, and State Library staff or Board member.



Oregon

John A. Kitzhaber, MD, Governor

State Library
250 Winter St. NE
Salem, OR 97301-3950
(503) 378-2528

2016 Youth Services Grant Application Guidelines

The vision of the Youth Services Grant program is that children are ready to learn to read when they start kindergarten, read at grade level by 3rd grade, continue to build literacy skills through 12th grade, graduate from high school ready to enter the work force or higher education, and develop a love of reading and life-long learning. Legally established public libraries in Oregon are eligible to apply for this grant.

Enclosed is the “2016 Proposed Youth Services Grants” showing the grants that will be made this grant cycle, assuming all eligible libraries submit applications that meet the grant criteria listed below. As the chart indicates, a total of \$(not determined yet) state general funds is available. Enclosed is a list of definitions and descriptions of evaluation options that may help you complete this application.

Youth Services Grants shall be awarded based on all of the following criteria:

- Did you explain how your activities will achieve the outcomes stated at the top of the application for each project you are applying to fund with this grant? If your library would like to develop your own outcomes, please email Katie.Anderson@state.or.us to request an outcome exception form to complete and submit by August 1st.
- Did you explain how you selected one or more specific group of underserved youth your library plans to reach out to *or* list what organization are you partnering with to reach a specific group of underserved youth? Read the definitions sheet included in this packet to learn who is considered underserved and visit URL to learn how to identify one or more group of underserved youth in your community.
- Did you explain what your library is going to do to make an extra effort to engage that group of underserved youth in your grant funded activities?
- If you are applying to fund summer reading with this grant, are you using the statewide summer reading program (Collaborative Summer Library Program)? If your library would like to use a different summer reading theme and slogan because there is a special occasion in your community next summer, please email Katie.Anderson@state.or.us to request a summer reading exception form to complete and submit by August 1st.
- Did the library director and/or appropriate local official sign page 4?
- Did you put your application in the mail so it will be postmarked by August 31st?
Oregon State Library
Attn: Ready to Read
250 Winter St. NE
Salem, OR 97301.

Contact Katie Anderson at katie.anderson@state.or.us or 503-378-2528 for assistance.

Funding requirements:

- Grant funds must be separately accounted for and may be used only to provide funding for the purposes described in this application. Here are two examples of ways grant funds may be accounted for separately, 1) have a separate line in your library budget specifically for the Youth Services Grant, or 2) have a 'Grants' line in your library budget for all the grants your library receives, including the Youth Services Grant.
- 2016 funding will be distributed by December 31, 2015 to successful applicants contingent on the State Library receiving your 2014-2015 final report.
- 2016 grant funds must be spent by December 31, 2016. Carrying over leftover grant funds to the next grant cycle is not permitted. Contact Katie.Anderson@state.or.us if you are concerned you may not be able to meet this requirement.

Requesting changes to your grant:

- If you shift funding among activities included in this application, then you do not need to get approval from the State Library nor describe it as a change to your grant activities in your report at the end of the year. Applications are based on estimates, actual expenditures will likely change during implementation.
- If you want to change the activities described in your application, then you must email Katie.Anderson@state.or.us to request approval of the change prior to implementing it. You can request a change to your grant at anytime and it will be approved if it meets the grant criteria listed on the front of this cover letter. Having an email trail documenting your request and approval of the change from the State Library is good protection when your library and the State Library get audited.

Dates to mark on your calendar:

- Applications due **August 31, 2015**
- Grant awards announced **November 1, 2015**
- State Library Board meeting to hear appeals and approve grants in **December XX, 2015**
- Checks distributed by **December 31, 2015**
- Report forms made available **October 1, 2016**
- Reports due **December 1, 2016**
- Grant must be spent by **December 31, 2016**

Outstanding Project Awards:

Two awards per project will be awarded, one selected from larger libraries and one selected from smaller libraries. Award recipients will receive a framed certificate signed by the State Librarian and Chair of the State Library Board of Trustees presented in person by State Library staff or member of the Board of Trustees. Award recipients will make local arrangements for the certificate to be presented at a city council/county commissioners/library board meeting or another local special event at which the library's key stakeholders will be attending. Award recipients are also encouraged to arrange other activities to leverage local support and public relations for the library. Awards recipients will be selected based on one or more of the following criteria: achieved project outcomes, implemented an innovative project, established a good model for other libraries, and/or developed strong partnerships to more effectively reach underserved youth.

2016 Youth Services Grant Application Due August 31, 2015

Library's LEGAL name:	County in which library resides:
Alternate library name:	
Library's MAILING address:	

Library director's name:
Email address:
Phone number:

Key contact's name (if not director):
Key contact's position/job title:
Email address:
Phone number:

All library directors and key contacts will be subscribed to the Youth Services Grant email list to receive grant deadline reminders and other information regarding the grant. If you would like additional members of your staff who are involved in your library's grant project to be subscribed to this email list, please list them here.

Name:	Email address:

Please check the box in front of the project(s) you are applying to fund with this grant.

- Early literacy: complete and submit pages 3-4
- School age: complete and submit pages 5-6
- Summer reading: complete and submit 7-8

Complete and submit to the State Library page 1, page 2, and the pages of the application related to the project(s) you are applying to fund with this grant.

CERTIFICATION OF YOUTH SERVICES GRANT APPLICATION

To the best of our knowledge, the information in this application is correct. We certify that, when the Youth Services Grant is received, grant funds will supplement the library's budget from local sources and support the vision of this grant: Children are ready to learn to read when they start kindergarten, read at grade level by 3rd grade, continue to build literacy skills through 12th grade, graduate from high school ready to enter the work force or higher education, and develop a love of reading and life-long learning.

Library director's name:	
Library director's signature:	Date:
Name of local government official authorized to apply for grants:	
Local official's title:	
Local official's signature:	Date:

STATE LIBRARY USE ONLY				
Yes	No	Exception granted	The applicant described activities that will help youth achieve the outcomes specified in this grant.	
Yes	No	The applicant explained how they select underserved youth they will make an extra effort to engage in one or more of their grant funded activities.		
Yes	No	The applicant identified explained how they will engage underserved youth in grant funded activities.		
Yes	No	Exception granted	No SRP activities	The applicant will use the statewide summer reading program.
Yes	No	The applicant submitted this complete application, with original signatures, postmarked by August 31, 2015.		

EARLY LITERACY PROJECT PROPOSAL

Grant funded early literacy projects strive to achieve the following two outcomes:

- ✓ Young children develop the six early literacy skills by the time they start kindergarten.
- ✓ Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.

1. Describe the grant funded early literacy activities your library plans to implement to achieve these two outcomes.

2. What group of underserved youth will you address, how will you select them *or* what organization will you partner with to reach them, and what is your plan to make an extra effort to engage them in one or more of the activities you described above?

3. Do the activities you described above include early literacy training? Read the attached definitions sheet to find out what is considered early literacy training.
 - Yes
 - No

4. Do the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
 - Yes
 - No

5. What changes related to early literacy skills do you hope to see young children make as a result of participating in the activities you described above?

6. What changes related to reading, singing, talking, writing, and playing with their young children do you hope to see adults make as a result of participating in the activities you described above?

7. Check the box in front of one or more method you plan to use to evaluate whether or not young children and adults make the changes you hope to see? Read the back of the attached definitions sheet to learn more about these evaluation methods.
 - Survey
 - Observation
 - Interview

8. How many people do you estimate will participate in the activities you described above? Count heads at each activity and make your best guess regarding their age.
 - _____ Youth ages 0-17
 - _____ Adults ages 18 and older

EARLY LITERACY PROJECT BUDGET

	List things necessary for implementing your Youth Services Grant project	Amount of <u>Youth Services Grant</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

SCHOOL AGE PROJECT PROPOSAL

Grant funded school age projects strive to achieve the following outcomes:

- ✓ School age youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
- ✓ School age youth read increasingly complex and diverse materials *and/or* demonstrate critical thinking skills.

1. Describe the grant funded school age activities your library plans to implement to achieve these two outcomes.

2. What group of underserved youth will you address, how will you select them *or* what organization will you partner with to reach them, and what is your plan to make an extra effort to engage them in one or more of the activities you described above?

3. Do the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
 - Yes
 - No

4. What changes related to developing a love of reading and learning do you hope to see school age youth make as a result of participating in the activities you described above?

5. What changes related to reading increasingly complex and diverse materials *and/or* critical thinking do you hope to see school age youth make as a result of participating in the activities you described above?

6. Check the box in front of one or more method you plan to use to evaluate whether or not school age youth make the changes you hope to see? Read the back of the attached definitions sheet to learn more about these evaluation methods.
 - Survey
 - Observation
 - Interview

7. How many people do you estimate will participate in the activities you described above? Count heads at each activity and make your best guess regarding their age.
 - _____ Youth ages 0-17
 - _____ Adults ages 18 and older

SCHOOL AGE PROGRAM PROJECT BUDGET

	List things necessary for implementing your Youth Services Grant project	Amount of <u>Youth Services Grant</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

SUMMER READING PROJECT PROPOSAL

Grant funded summer reading projects strive to achieve the following outcomes:

- ✓ Youth maintain or improve their literacy skills over the summer.
- ✓ Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
- ✓ Adults enjoy spending time engaging in literacy activities with youth regularly to help them develop literacy skills.

1. Describe the grant funded summer reading activities your library plans to implement to achieve these three outcomes.

2. What group of underserved youth will you address, how will you select them *or* what organization will you partner with to reach them, and what is your plan to make an extra effort to engage them in one or more of the activities you described above?

3. Do the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
 - Yes
 - No

4. What changes related to maintaining *or* improving literacy skills do you hope to see youth make as a result of participating in the activities you described above?

5. What changes related to developing a love of reading and learning do you hope to see school age youth make as a result of participating in the activities you described above?

6. What changes related to engaging in literacy activities with their youth do you hope to see adults make as a result of participating in the activities you described above?

7. Check the box in front of one or more method you plan to use to evaluate whether or not school age youth make the changes you hope to see? Read the back of the attached definitions sheet to learn more about these evaluation methods.
 - Survey
 - Observation
 - Interview

8. How many people do you estimate will participate in the activities you described above? Count heads at each activity and make your best guess regarding their age.
 - _____ Youth ages 0-17
 - _____ Adults ages 18 and older

STATEWIDE SUMMER READING PROGRAM PROJECT BUDGET

	List things necessary for implementing your Youth Services Grant project	Amount of <u>Youth Services Grant</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

Definitions for the purposes of this grant

Libraries may use different definitions internally, on different grants, or for different partnership projects. The following definitions are intended to help you write this grant application and report successfully.

Adults are parents, primary caregivers, teachers, childcare providers, afterschool providers, and other adults responsible for caring, educating, and enriching the lives of youth. **Young children** are birth to six years old. **School-age** includes youth approximately 5-18 years old. **Youth** are people birth to 18 years old. This grant may be used to fund activities for all youth.

The youth services **best practices** are early literacy training, outreach, and summer reading which are all defined below. These three best practices were identified by the State Library based on recommendations from the Statewide Early Literacy Initiative conducted in 2005-2006. The best practices are intended to provide guidance to libraries when they are developing a strategic plan for youth services.

Critical thinking is the ability to analyze situations or media (including books) to make informed decisions. For example, understanding that research is a multistep process and following those steps, finding and using evidence to support arguments, and implementing the scientific method to investigate and acquire new knowledge.

Early literacy is what young children need to know before they can read and write.

Early literacy training is 1) modeling the five early literacy practices to adults and telling adults information about early literacy during programs for children, and 2) presenting research-based early literacy curriculum to adults during programs for adults. The purpose is to teach adults how to help young children develop the early literacy skills they need to learn how to read when they start school.

The **five early literacy practices** are talking, singing, playing, reading, and writing. These are the activities adults can do with young children to help them develop the six early literacy skills.

Literacy enables people to develop knowledge, achieve their goals, and participate in their community. Listening, speaking, reading, and writing are the foundational skills of literacy. Literacy also includes, but is not limited to information literacy, digital literacy, media literacy, scientific literacy, and cultural literacy.

Outreach is engaging youth and adults who are not using the library in face-to-face literacy-based activities and other library services. The purpose is to introduce youth to the library, develop positive relationships between youth and library staff, and provide youth with library materials, services, and programs. Outreach often includes forming partnerships with schools, community colleges, and other local organizations already working with youth who, for the most part, are not using the library. For example, doing a summer reading activity at a free lunch site and busing Even Start families to the library for storytime are both outreach activities. Distributing reading logs, calendars, and other material without engaging youth or adults is marketing, not outreach.

The **six early literacy skills** are print motivation, vocabulary, print awareness, narrative skills, phonological awareness, and letter knowledge. These are the skills young children need to develop before they can learn to read—i.e. pre-reading skills.

The **summer reading program** is providing literacy-based activities for youth during the summer. The purpose is to help youth maintain or improve their reading skills when school is not in session in the summer.

Underserved youth as defined the Oregon's Equity Lens are "students whom systems have placed at risk because of their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, differently abled, and geographic location." For the purpose of this grant, K-12th grade students reading below grade level are included in the definition of underserved youth. Geographically underserved youth live ten or more miles from a population center of 30,000 or more. For example, if your library is 10 miles or more away from a community of 30,000 people, then everyone you serve is geographically underserved.

Description of evaluation options for projects funded by this grant

Surveys are the best way to evaluate all types of projects. The best are anonymous paper or electronic surveys, but an oral ‘raise-of-hands’ may be effective too. While creating and conducting a survey may be labor intensive, reporting survey results is easier than reporting the results of other types of evaluation. Here are some tips for conducting surveys:

- Only survey people participating in or directly benefiting from your grant funded project.
- If 30% of your surveys are completed and returned, that is considered to be a good return rate.
- Limit the number of questions on your survey. Five or fewer questions is best, eight questions is okay, and more than ten questions is too many.
- Ask at least one question per outcome to find out whether or not you achieved each outcome.
- Ask additional questions to learn how you can improve your project.
- If you don’t know how you are going to use the answers you get from a question, don’t bother asking it.
- Craft questions that capture pre and post project data in one sentence. For example: During the summer reading program did you read more, less, or about the same amount as you did during the last school year?
- Conduct surveys once or twice a year to evaluate regularly scheduled, reoccurring programs like weekly storytime or monthly book clubs.
- Make surveys available to participants after every one-off special event, activity, or program. Use the same survey for all of them to simplify the process.
- Conduct a survey at the end of short-term projects such as the summer reading program or a 4 week baby signs series.
- When using a survey to evaluate an outreach program, you will need to decide if it makes more sense to survey staff/volunteers at the organization you are partnering with or if it makes more sense to survey the youth participating in your outreach project.
- If you are struggling to get 20%-30% of your surveys completed and returned, then you might consider offering incentives or conducting a different type of evaluation.
- Remember, the people participating in your project are paying the state taxes that funded it. A survey is a great opportunity for them to tell you whether or not they are satisfied with how their tax dollars are being spent at your library and to suggest ideas for improving library projects paid for with their tax dollars.

Observation is a good way to evaluate regularly scheduled, reoccurring projects and short-term projects; they are not a good way to evaluate a one-off special event, activity or program. Observations are best when paired with informal interviews. Observations must be documented throughout the project. Library staff/volunteers may use checklists, photos, or a written log to document their observations. Names and other identifying information should not be documented and photos should not be used for anything except reporting unless you get permission from the subjects. While observation may be easy to implement, reporting the results of observations requires identifying patterns in the documentation and explaining how they show whether or not participants achieved the outcomes over time.

Informal interviews are a good way to evaluate all types of projects. Interviews are best when paired with observations to evaluate regularly schedule, reoccurring projects and short-term projects. Interviews must be documented so you remember what people said when you go to write your grant report at the end of the year. Interviews may be the easiest type of evaluation because it means just adding 1-3 prepared questions to the conversations you already have with families before and after programs while people are milling about and checking out library material. You will ask the prepared questions to a handful of families you talk with, not all of them, and write down their responses anonymously after they leave. Depending on your prepared questions and your documentation, reporting informal interviews may be as easy as reporting survey results or more like reporting observation results. Pairing some of your informal interview responses with some of your observations may strengthen the credibility of both evaluation results.

Please see the **evaluation toolkit** at URL to learn more about these three types of evaluation and to access survey templates, observation examples, and sample interview questions.



Oregon

John A. Kitzhaber, MD, Governor

State Library
250 Winter St. NE
Salem, OR 97301-3950
(503) 378-2528

2016 Youth Services Grant Reporting Guidelines

The vision of the Youth Services Grant program is that children are ready to learn to read when they start kindergarten, read at grade level by 3rd grade, continue to build literacy skills through 12th grade, graduate from high school ready to enter the work force or higher education, and develop a love of reading and life-long learning. Legally established public libraries in Oregon are eligible to apply for this grant.

Enclosed is the “2016 Youth Services Grant Awards” showing the grants that libraries received this year. As the chart indicates, Oregon public libraries received a total of \$(not determined yet) state general funds. Enclosed is a list of definitions and descriptions of evaluation options that may help you complete this report. Please read the back of this letter to learn how Outstanding Youth Services Grant Project Awards are selected and how they benefit.

Libraries will *not* receive their 2017 Youth Services Grant until the State Library receives your report on your 2016 Youth Services Grant.

Youth Services Grants reports must:

- Did you describe how your grant funded activities attempted to achieve the outcomes specified in this grant?
- If the outcomes weren't achieved, did you describe at least one way you might change your activities to improve results in the future?
- Does your budget reflect the amount of grant funds you actually received? Read the enclosed “2016 Youth Services Awards” to double-check your numbers.
- Will you have all the grant funds you received spent by December 31, 2016? If not, contact Katie.Anderson@state.or.us.
- Did you put your report in the mail so it will be postmarked by December 1, 2016?
Oregon State Library
Attn: Ready to Read
250 Winter St. NE
Salem, OR 97301.

Contact Katie Anderson at katie.anderson@state.or.us or 503-378-2528 for assistance.

Outstanding Youth Services Grant Project Awards:

- Two libraries per project will be awarded, one selected from larger libraries and one selected from smaller libraries, for a total of six awards per year. The list of grant recipients will be sorted by number of ‘Children 0-17 Served’, the libraries in the top 50% of the sorted list will be considered ‘larger libraries’ and the libraries in the bottom 50% of the list will be considered ‘smaller libraries’. An effort will be made by State Library staff to have geographic representation among award recipients each year, and to award a library no more than once within 5 years.

- Awards recipients will be selected based on one or more of the following criteria:
 - Achieved project outcomes
 - Implemented an innovative project
 - Established a good model for other libraries
 - Developed strong partnerships to more effectively reach underserved youth

- Award recipients benefit by:
 - Receiving a framed certificate signed by the State Librarian and Chair of the State Library Board of Trustees presented in person by State Library staff or member of the Board of Trustees.
 - Making local arrangements for the certificate to be presented at a city council/county commissioners/library board meeting or another local special event at which the library’s key stakeholders will be attending.
 - Arranging other activities to garner local support by leveraging the positive PR that comes with being recognized by the State for outstanding work. For example, inviting the local media to the award presentation and/or hosting a simple reception for the people who implemented the award winning project, the library director, one or more council/commission/board members, and State Library staff or Board member.

2016 Youth Services Grant Report Due December 1, 2016

Library's LEGAL name:	County in which library resides:
Alternate library name:	
Library's MAILING address:	

Library director's name:
Email address:
Phone number:

Key contact's name (if not director):
Key contact's position/job title:
Email address:
Phone number:

Please check the box in front of the project(s) you are applied to fund with this grant and are reporting on.

- Early literacy: complete and submit pages 3-4
- School age: complete and submit pages 5-6
- Summer reading: complete and submit 7-8

Complete and submit to the State Library page 1, page 2, and the pages of the application related to the project(s) you are applying to fund with this grant.

STATE LIBRARY USE ONLY		
Yes	No	The reporter described how their grant funded activities attempted to achieve the outcomes specified in this grant.
Yes	No	If the outcomes were not achieved, the reporter described at least one change they might make to improve results in the future.
Yes	No	The budget indicates all grant funds received were or will be expended by December 31, 2016.
Yes	No	The reporter submitted this report completed and postmarked by December 1, 2016.

TRAINING SURVEY

Would you like the State Library to withhold up to 2% of the total funds allocated to the 2017 Youth Services Grant to pay for training? Minimum grants would remain \$1,200. Trainings will only be offered if 70% or more of libraries respond 'yes' to this question. Trainings will be offered face-to-face in Eastern Oregon, Southern Oregon, and the Willamette Valley or Central Coast and via webinar. Training topics will be selected by State Library staff based on the results of this survey.

- Yes, I want the State Library to withhold funding so they can provide training.
- No, I don't want the State Library withhold funding to provide training.

Which of the following training topics are you interested in?

Early literacy training topics:

- Early literacy storytimes
- STEAM programs for young children
- Early literacy training for adults
- Early literacy outreach and partnerships
- Creating early literacy rich environments in the library
- Early brain development
- Other: _____

School age training topics:

- Book clubs
- Homework helpers
- Oregon Battle of the Books programs
- Oregon Readers Choice Award programs
- Afterschool Club
- Information literacy
- School age outreach and partnerships
- Teen advisory council
- Teen volunteers
- Teen college prep and career readiness programs
- Teen brain development
- Other: _____

Summer reading training topics:

- How to streamline running a summer reading program
- Fun literacy-based activities for summer reading
- Summer reading outreach and partnerships
- Increasing the impact of summer reading performers on youth and adult outcomes
- Engaging the whole community in summer reading
- How to get the whole family engaged in summer reading
- Teen summer reading programs
- Read-to-me summer reading program for young children
- Other: _____

EARLY LITERACY PROJECT

1. Describe the grant funded early literacy activities your library implemented.
2. What group of underserved youth did you address, how did you select them *or* what organization did you partner with to reach them, and what was your plan to make an extra effort to engage them in one or more of the activities you described above?
3. Were there any changes to these activities? If so, please describe them.
4. Did the activities you described above include early literacy training? Read the attached definitions sheet to find out what is considered early literacy training.
 - Yes
 - No
5. Did the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
 - Yes
 - No
6. Check the box in front of one or more method you used to evaluate whether or not young children and adults made the changes you hoped to see?
 - Survey
 - Observation
 - Interview
7. What changes related to early literacy skills did your evaluation indicate young children made as a result of participating in the activities you described above?
8. What changes related to reading, singing, talking, writing, and playing with their young children did your evaluation indicate adults made as a result of participating in the activities you described above?
9. Based on the results of your evaluation, check the box in front of each outcome that most young children and adults achieved as a result of participating in the activities you described above.
 - Young children develop the six early literacy skills by the time they start kindergarten.
 - Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.
10. If most young children and adults participating in these activities did *not* achieve the outcomes, what changes to your activities might you make to improve your results?
11. How many people participated in the activities you described above? (Head count)
 - _____ Youth ages 0-17
 - _____ Adults ages 18 and older

EARLY LITERACY PROJECT BUDGET

	List things necessary for implementing your Youth Services Grant Project	Amount of <u>Youth Services Grant</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

SUCCESS STORIES

Please attach any success stories, samples, and photographs that you want to share from your early literacy project. Your stories are used to enhance and personalize the data culled from all libraries' final reports. These stories and data are used to demonstrate the value of the Youth Services Grant program to Legislators and other key stake holders in Oregon. Thank you!

STATE LIBRARY USE ONLY			
For Selecting Outstanding Projects			
Achieved outcomes	Innovative project	Good model	Strong partnership that improved outreach

SCHOOL AGE PROJECT

1. Describe the grant funded school age activities your library implemented.
2. What group of underserved youth did you address, how did you select them *or* what organization did you partner with to reach them, and what was your plan to make an extra effort to engage them in one or more of the activities you described above?
3. Were there any changes to these activities? If so, please describe them.
4. Did the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
 - Yes
 - No
5. Check the box in front of one or more method you used to find out whether or not school age youth made the changes you hoped to see?
 - Survey
 - Observation
 - Interview
6. What changes related to developing a love of reading and learning did your evaluation indicate school age youth made as a result of participating in the activities you described above?
7. What changes related to reading increasingly complex and diverse materials *and/or* critical thinking did your evaluation indicate school age youth made as a result of participating in the activities you described above?
8. Based on the results of your evaluation, check the box in front of each outcome that most school age youth achieved as a result of participating in the activities you described above.
 - School age youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
 - School age youth read increasingly complex and diverse materials *and/or* demonstrate critical thinking skills.
9. If most school age youth participating in these activities did *not* achieve the outcomes, what changes to your activities might you make to improve your results?
10. How many people participated in the activities you described above? (Head count)
 - _____ Youth ages 0-17
 - _____ Adults ages 18 and older

SCHOOL AGE PROJECT BUDGET

	List things necessary for implementing your Youth Services Grant Project	Amount of <u>Youth Services Grant</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

SUCCESS STORIES

Please attach any success stories, samples, and photographs that you want to share from your school age project. Your stories are used to enhance and personalize the data culled from all libraries' final reports. These stories and data are used to demonstrate the value of the Youth Services Grant program to Legislators and other key stake holders in Oregon. Thank you!

STATE LIBRARY USE ONLY			
For Selecting Outstanding Projects			
Achieved outcomes	Innovative project	Good model	Strong partnership that improved outreach

STATEWIDE SUMMER READING PROGRAM PROJECT

1. Describe the grant funded summer reading activities your library implemented.
2. What group of underserved youth did you address, how did you select them *or* what organization did you partner with to reach them, and what was your plan to make an extra effort to engage them in one or more of the activities you described above?
3. Were there any changes to these activities? If so, please describe them.
4. Did the activities you described above include outreach? Read the attached definitions sheet to find out what is considered outreach.
 - Yes
 - No
5. Check the box in front of one or more method you used to find out whether or not youth and adults made the changes you hoped to see?
 - Survey
 - Observation
 - Interview
6. What changes related to maintaining *or* improving literacy skills did your evaluation indicate youth made as a result of participating in the activities you described above?
7. What changes related to developing a love of reading and learning did your evaluation indicate youth made as a result of participating in the activities you described above?
8. What changes related to engaging in literacy activities with their youth did your evaluation indicate adults made as a result of participating in the activities you described above?
9. Based on the results of your evaluation, check the box in front of each outcome that most youth and adults achieved as a result of participating in the activities you described above.
 - Youth maintain or improve their literacy skills over the summer.
 - Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
 - Adults enjoy spending time engaging in literacy activities with youth regularly to help them develop literacy skills.
10. If most youth and adults participating in these activities did *not* achieve the outcomes, what changes to your activities might you make to improve your results?
11. How many people participated in the activities you described above? (Head count)
 - _____ Youth ages 0-17
 - _____ Adults ages 18 and older

STATEWIDE SUMMER READING PROGRAM PROJECT BUDGET

	List things necessary for implementing your Youth Services Grant Project	Amount of <u>Youth Services Grant</u> funds used to pay for this	Amount of <u>Library Budget</u> used to pay for this	Amount of <u>other sources</u> used to pay for this	<u>TOTAL</u>
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs					
Incentives					
Other					
TOTAL					

SUCCESS STORIES

Please attach any success stories, samples, and photographs that you want to share from your summer reading project. Your stories are used to enhance and personalize the data culled from all libraries' final reports. These stories and data are used to demonstrate the value of the Youth Services Grant program to Legislators and other key stake holders in Oregon. Thank you!

STATE LIBRARY USE ONLY			
For Selecting Outstanding Projects			
Achieved outcomes	Innovative project	Good model	Strong partnership that improved outreach

Reimagining Ready to Read
Oregon Revised Statutes and Administrative Rules

FINANCIAL ASSISTANCE FOR PUBLIC LIBRARY SERVICES TO CHILDREN

357.740 State grants to local units of government. The state shall provide financial assistance for public library service to public libraries established pursuant to law from funds specifically appropriated therefor by annual grants to units of local government. The grants shall be expended to develop public library services for children, with emphasis on preschool children. [1977 c.291 §1; 1993 c.20 §1]

Comment [KA1]: Do we want to change this to 'youth' throughout?

Comment [KA2]: Why is therefore misspelled throughout?

Comment [KA3]: Change to reflect new vision and mission, "with emphasis on engaging underserved youth."

357.750 Applications for grants; uses of grant moneys; rules. Units of local government and counties may apply to the Trustees of the State Library for annual establishment and development grants. The grants may be made from funds specifically appropriated therefor and are to be used to establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program, as defined by rule of the Trustees of the State Library, for children from birth to 14 years of age. [1977 c.291 §2; 1993 c.20 §2; 2007 c.191 §1; 2012 c.37 §42a]

Comment [KA4]: Change to reflect the three types of fundable projects (early lit, SRP, and school age) and "for youth from birth to high school graduation."

Add something that grant recipients are required to submit a report on how grant funds were actually spent and the outcomes the project achieved 30 days prior to when all funds must be spend (or plain language = December 1).

Add something that grant recipients must spend all funds by within 365 days after receiving them (or plain language = December 31)

357.760 State Library Trustees to administer ORS 357.740 to 357.780. The Trustees of the State Library shall administer the provisions of ORS 357.740 to 357.780 and shall adopt rules governing the application for and granting of funds under ORS 357.740 to 357.780. [1977 c.291 §3]

357.770 [1977 c.291 §5; 1985 c.257 §1; 1991 c.602 §1; repealed by 2005 c.128 §1]

357.780 Grants for public library services to children; basis of distribution of funds. (1) The Trustees of the State Library shall disburse moneys under this section based on the estimated total population of children, from birth to 14 years of age, in the state. For those areas of the state not served by local public libraries, the moneys available shall be reallocated to qualifying public libraries. A public library which begins providing library service to previously unserved population shall be eligible for grants from the moneys appropriated for purposes of this section. Upon satisfactory application therefor, the Trustees of the State Library shall cause the appropriate amount to be paid to the public library.

Comment [KA5]: Youth birth to 17 yrs

Comment [KA6]: Is this still necessary?

Comment [KA7]: Change to specify applicants must meet grant application criteria.

(2) The Trustees of the State Library shall distribute 80 percent of the funds specifically appropriated by the Legislative Assembly on a per child basis for public library services in the following manner to assure the same population shall not be counted more than once:

(a) There shall be paid to each consolidated county library that is the primary provider of public library services to all persons in a county, or to each library district that is the primary

Reimagining Ready to Read
Oregon Revised Statutes and Administrative Rules

provider of public library services in a county, a per capita amount for each **child** residing in the county.

(b) Where public library services are provided by a public library for which the governing authority has jurisdiction in more than one county, there shall be paid to that library a per capita amount for each **child** residing therein.

(c) Where public library services are not provided as described in paragraph (a) or (b) of this subsection, but by a library of which the governing authority is the primary provider of public library services to a jurisdiction less than county wide, there shall be paid to the library a per capita amount for **children** residing therein. In addition, a public library having a valid contract with a unit of local government to provide library services to a population beyond its governing authority's jurisdiction shall be paid a per capita amount for the population of **children** served if specified in the contract. The number of **children** residing within a jurisdiction that is less than a county shall be estimated using the percentage of **children** in the total population of the county.

(d) Where public library services are not provided as described in paragraph (a), (b) or (c) of this subsection, but are provided by a county or district library that has a valid contract with one or more libraries to provide persons in their jurisdiction with library services, there shall be paid to the county or district library a per capita amount for each **child** residing therein, exclusive of the populations served by libraries eligible for grants under paragraph (c) of this subsection.

(3) The Trustees of the State Library shall distribute 20 percent of the funds specifically appropriated by the Legislative Assembly for public library services on an area basis.

(4) The Trustees of the State Library may not make a grant that is less than **\$1,000** to a qualifying public library for public library services for **children**. [1979 c.835 §2; 1985 c.257 §2; 1987 c.92 §5; 1991 c.602 §2; 1993 c.20 §3; 2007 c.191 §2]

(5) Add something about allowing Trustees to withhold up to 2% of the total funds allocated to the grant for training if 70% of libraries receiving the grant request it via their reports from the previous grant cycle.

Comment [KA8]: Change to \$1,200

Reimagining Ready to Read
Oregon Revised Statutes and Administrative Rules

DIVISION 40

READY TO READ GRANTS

Comment [KA9]: New name

543-040-0005

Scope

OAR chapter 543, division 40, applies only to the award of grants for public library services to carry out the provisions of ORS 357.740 to 357.780.

Stat. Auth.: ORS 357.015(2) & ORS 357.760

Stats. Implemented: ORS 357.740

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1993, f. & cert. ef. 11-10-93

543-040-0010

Definitions

The following definitions apply to the terms used in this division:

- (1) "Board": Has the meaning given to "Board" in OAR 543-010-0003(1).
- (2) "Fiscal Year": Means the period of one year commencing on July 1 and closing on June 30.
- (3) "Per **Child**": Means for each **child** from birth to **14** years of age, residing in a geographic area.
- (4) "Public Library": Has the meaning given to "public library" in ORS 357.400(3).
- (5) "Statewide summer reading program": Means the Collaborative Summer Library Program Annual Summer Reading Program funded by the State Library for Oregon public libraries.
- (6) "Underserved youth": means youth birth to 17 years of age whom systems have placed at risk because of their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, differently abled, geographic location, and reading below grade level.

Comment [KA10]: Change to 17

Stat. Auth.: ORS 357.015(2) & 357.760

Stats. Implemented: ORS 357.740 - 357.780

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-2007, f. 10-19-07, cert. ef. 10-26-07

Reimagining Ready to Read
Oregon Revised Statutes and Administrative Rules

543-040-0015

Authorized Activities

Ready to Read Grants made under the provisions of this division shall be used only to establish, develop, or improve public library early literacy services for children from birth to 5 years of age, and to provide the statewide summer reading program for children from birth to 14 years of age. The grants may not be used to replace funds already appropriated by local governments from local sources.

Comment [KA11]: Change to reflect the three types of fundable projects (early lit, SRP, and school age) for youth birth to high school graduation, with emphasis on engaging underserved youth.

Stat. Auth.: ORS 357.015(2) & 357.760

Stats. Implemented: ORS 357.740 & 357.750

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-1996, f. & cert. ef. 10-23-96; OSL 1-2007, f. 10-19-07, cert. ef. 10-26-07

543-040-0020

Population Determination

(1) The State Librarian shall use the population estimates for cities and counties included in the publication, Population Estimates for Oregon, published by the Population Research Center, Portland State University, as amended by the latest supplements to this publication.

(2) To determine the population of special districts, school districts or other districts whose boundaries are within a single county but are not identical to those of a county or of cities, the State Librarian shall estimate the population of the district based on the number of registered voters in the district, as of June 1. Using the ratio of registered voters in the county to the official population of the county, the State Librarian shall apply this same ratio to the district in order to estimate the district population.

Comment [KA12]: Change to day after the voter registration deadline for May elections.

(3) In accordance with ORS 357.780(2)(c), a public library may be assigned population beyond its governing authority's jurisdiction in cases where the library has a valid contract with a unit of local government to provide services to this population. The contract, which must be on file at the State Library, must grant the library the sole responsibility to serve the population in question, and the population must be specified in the contract in a clear and precise manner, in order for additional population to be assigned for grant purposes. Public libraries established as non-profit corporations under Oregon law may be assigned population and may receive grants only in this manner.

(4) In cases other than those described in section (3) of this rule, where the same population is served by two or more public libraries, the State Librarian shall determine which public library is the primary service provider to the population in question, and shall assign the population to the primary service provider. In making this determination the State Librarian shall consider the location of library facilities and any available statistics on patterns of library use by the population in question.

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Oregon Revised Statutes and Administrative Rules

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 357.015(2) & 357.760

Stats. Implemented: ORS 357.780(1)(2)

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 2-1991, f. 11-26-91, cert. ef. 12-1-91; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-2006, f. & cert. ef. 2-14-06

543-040-0023

Square Mileage Determination

In determining the specific area that a public library serves for the purposes of distributing funds under ORS 357.780(3), the State Librarian shall determine the number of square miles, rounded to the nearest square mile, within which reside the population assigned in accordance with OAR 543-040-0020.

Stat. Auth.: ORS 357.015(2) & ORS 357.760

Stats. Implemented: ORS 357.780(3)

Hist.: OSL 2-1991, f. 11-26-91, cert. ef. 12-1-91

543-040-0025

Grant Restrictions

No grant to any public library shall include a per **child** amount for any **children** living in geographical areas where the public library does not provide services.

Stat. Auth.: ORS 357.015(2) & ORS 357.760

Stats. Implemented: ORS 357.780

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 2-1991, f. 11-26-91, cert. ef. 12-1-91; OSL 1-1993, f. & cert. ef. 11-10-93

543-040-0030

Grant Applications

(1) At the commencement of any fiscal year in which moneys for **Ready to Read** Grants are available, the State Librarian shall publish a list of grants the State Librarian proposes to make under the provisions of ORS 357.780 and of this division. The list shall include the names of all proposed grantees and the amount of their proposed grant. The State Librarian shall **mail** copies of the list, along with applications for grant funds, to the **headquarters** of all legally-established public libraries in the state.

Comment [KA13]: distribute

Comment [KA14]: library directors

(2) Applications shall be submitted to the State Library no later than **60 days** after the commencement of the fiscal year. **Applications shall include the purposes for which grant funds**

Comment [KA15]: plain language = August 31

Reimagining Ready to Read
Oregon Revised Statutes and Administrative Rules

will be used, and applicants shall certify that funds will be used in accordance with the purposes described in ORS 357.750.

Comment [KA16]: change to reflect OBE requirement and say something about applicants must meet grant criteria. If necessary, explain that outcomes and criteria will be determined by a task force of library staff and other key stakeholders, and approved by the Board.

(3) Within 30 days thereafter the State Librarian shall review the applications for eligibility and shall distribute a revised list of grants to all libraries submitting applications. The State Librarian shall approve grants only to public libraries which propose to use grant funds for the activities described in ORS 357.750.

Comment [KA17]: Change to 60 days or use plain language = November 1

?Do we need to add something about when the state library will make report forms available to libraries (October 1), when libraries have to submit them to the State Library (December 1), and the consequence of not submitting a complete report (they won't receive their next grant, but can apply again the following year).?

Stat. Auth.: ORS 357.015(2) & ORS 357.760

Stats. Implemented: ORS 357.740 - ORS 357.780

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 2-1991, f. 11-26-91, cert. ef. 12-1-91; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-1996, f. & cert. ef. 10-23-96

543-040-0035

Grant Appeals

(1) Any affected agency may appeal the proposed allocation of grant funds to the Board. The appeal must be in writing and must contain a detailed statement specifying:

- (a) The action being appealed;
- (b) The reason the appellant agency believes the action was improper; and
- (c) The corrective action being requested.

(2) The written appeal must be filed no later than 15 days after the proposed list of grants has been published by the State Librarian, or 15 days after the revised list of grants is published by the State Librarian. A person designated by the State Librarian may investigate each appeal and attempt to resolve the issue with the appellant party. If it cannot be resolved within 15 days of receipt, the matter will be scheduled for public hearing and an order of the Board.

Comment [KA18]: Plain language = September 15

Comment [KA19]: Plain language = November 16

Comment [KA20]: Change to reflect actual practice which is that the board hears and decides all appeals.

Stat. Auth.: ORS 357.015(2) & ORS 357.760

Stats. Implemented: ORS 357.015(2) & ORS 357.760

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89

543-040-0040

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Distribution Schedule

The State Library shall distribute **Ready to Read** Grants to all eligible library recipients prior to the end of the second quarter of any fiscal year in which the grant funds are available.

Comment [KA21]: Plain language = prior to December 31

Stat. Auth.: ORS 357.015(2) & ORS 357.760

Stats. Implemented: ORS 357.740 - ORS 357.780

Hist.: OSL 1-1980, f. & ef. 9-29-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-1996, f. & cert. ef. 10-23-96; OSL 1-2002(Temp), f. 12-10-02, cert. ef. 12-16-02 thru 4-1-03; Administrative correction 4-16-03

Notes from Katie: The ORS and OAR should probably be clear about

- The grant cycle, including when grant funds must be spent
- That funding is allocated based on the population of you 0-17 yrs, but libraries can use funds to support projects for youth birth-high school graduation.
- Applications have to meet the grant criteria and projects have to work towards meeting the outcomes specified in the grant application. Grant criteria and outcomes should not be defined in legislation so that they can be flexible over time to reflect changing state priorities, but there should be a process to change the criteria so it can't be changed on the whim of State Library staff. Process should be to convene a task force to make a recommendation to the Board, and the Board approve it.
- Grant recipients must report how the funds were spent and what outcomes were achieved at the end of the grant cycle. If they don't, then they won't get their grant the next year even if they submitted a successful application. They will be able to apply again the following year.
- The Board/State Library can withhold up to 2% of total allocated funds to pay for statewide training related to grant funded projects if 70% of grant recipients approve it via their reports.
- The purpose should reflect the new vision, mission, three types of projects, and the emphasis on engaging the underserved in these projects.

Readers for Life (R4L)

Reading for Success (R4S) (two people suggested exactly this wording)

Reading Skills and Success (RS2)

Building to the Future (BF)

Read into the Future (RF)

Creating Our Love of Reading (COLOR) [Katie's alternative wording to shorten it just a bit: Create Our Love of Reading]

Love of Learning (LOL)

Grow Up Reading @ your library (GUR) [Katie's alternative wording: Grow Up Reading at Oregon Libraries because I don't think we could use '@ your library' for this type of thing]

Grow a Reader (GAR)

Oregon Investing in Literacy (OIL)

Oregon Literacy Grant (OLG)

Readers to Leaders (R2L)

Reading is Just the Beginning (RJB)

Reading Power (RP)

Ready to Read and Achieve (R2RA)

Fostering Reading (FR)

The First R (FR)

Literacy and Learning (LAL)

Youth Literacy Grant (YLG)

Libraries Change Lives (LCL)

Youth Outreach Grant (YOG)

Comments:

- Whatever it is called, it should have a reference to library in the name so that it is not confused with other early learning or youth grants.
- Something with 'reading' in the title.

MISCELLANEOUS INFORMATION

facebook

Sign Up

 Keep me logged in[Forgot your password?](#)**Oregon Reads 2014**

Blind and print disabled readers throughout Oregon can participate in Oregon Reads 2014 thanks to Talking Book and Braille Services at the Oregon State Library in Salem. There are three older collection of Stafford poems available in the talking book format and a brand new collection of 50 poems created especially for Oregon Reads 2014, in collaboration with the Stafford Archives at Lewis and Clark College. Kudos to Talking Book and Braille Services for their participation in Oregon Reads 2014.

**Talking Book and Braille Services Oregon Reads 2014**

oregon.gov

This year, the Oregon Library Association's Oregon Reads 2014 project is celebrating the centennial of William Stafford. Stafford was named the United States Poet Laureate in 1970, and was Oregon's fourth and longest...

Like · Comment · Share · March 7 at 10:30pm · Edited ·



Talking Book and Braille Library (Oregon), Katie Anderson and Harney County Library like this.



Talking Book and Braille Library (Oregon) We are always happy to participate!
about an hour ago

Free Common Core Resources for Parents

By [Lauren Barack](#) on February 6, 2014 [1 Comment](#)

With the Common Core State Standards (CCSS) rolling out across the country, educators are pulling together resources to help understand how the new initiative will affect their children. School library consultant Jennifer Maurer of the Oregon State Library culled these quick links for its public libraries to push out—targeted at critical partners in children’s education: their parents.

First are two sets of brochures from the National PTA, written as [two-](#) and [four-](#)page downloadable brochures in both English and Spanish, and broken down by grades K–8 and high school. The brochures outline in colorful graphics the topics students will face, and ways that parents can talk with their son or daughter’s teacher to better understand the new standards. There are also tips to support learning at home.

Then there’s Parent Roadmaps, created by the [Council of Great City Schools](#), a national K–12 educational organization. It’s also designed for grades K–8, with a separate set for high school grades. These full-color brochures for the [English Language Arts](#) standards, as well as the [Mathematics](#) portion, are free to download and even direct parents to sign their kids up for library cards.

<http://www.slj.com/2014/02/standards/common-core/free-common-core-resources-for-parents/>

CORRESPONDENCE

From: MaryKay Dahlgreen
Sent: Tuesday, February 11, 2014 10:09 AM
To: Deanne Smith; AllStateLibrary
Subject: RE: 658..3142 Dewey Salute--1,197 shelves

Very impressive!!! Many thanks to Kate and Nathan! And to the GRS staff who set this all up.

MaryKay

From: Deanne Smith
Sent: Tuesday, February 11, 2014 8:54 AM
To: allIGRS
Subject: 658..3142 Dewey Salute--1,197 shelves

That is how many shelves our student workers, Lil' Kate and Nathan, shifted on Tier 1 between April 2013 and February 5, 2014. There are a little over 5,000 shelves on Tier 1, so that is a little less than 25% of the total shelves on Tier 1. As a lot of you know, Tier 1 is the hardest tier to shift because of the high ceiling, so that meant using ladders. Here a couple of photos of the area that they shifted:



From: Robin Speer
Sent: Friday, February 14, 2014 10:19 AM
To: AllStateLibrary
Subject: Here is what our volunteers accomplished for OS� in 2013...

I want to share with you the letter that was sent to our volunteers listing all the tasks accomplished for 2013. And, I want to *thank you* for supporting volunteers while they use their skills to help OS� meet our mission goals.

Dear State Library Volunteer,

The world is hugged by the faithful arms of volunteers. ~Terri Guillemets

Look at what you have done in 2013 for the citizens of Oregon!

You, as an Oregon State Library volunteer make a difference – **6,402** collective hours of difference! You have contributed valuable time and skills to help improve Oregon Library services. And we, the staff, extend our thanks and appreciation.

Many of you also send donations for our Talking Book and Braille Services. Your contributions have made such a difference for Oregonians who are print disabled and rely on Talking Books for improving a quality of life. Our annual total donation for 2013 is **\$96,871**. This fund helps to provide NEWSLINE, descriptive videos, record Oregon books and reach out to the thousands of qualified Oregonians who may not be aware of these wonderful free services. In addition, some of you sent donations specifically for our Endowment fund – **\$326,123** last year! (Our total balance for the endowment fund is now over 1.4 million dollars.) This fund will ensure that Talking Books will continue long into the future.

Thank you for your generosity in your gifts and your time!

Enjoy this list of what you and **211** volunteers accomplished for the State Library in 2013...

- 43,723 digital audio books were inspected
- 262 Fragile books and documents were repaired
- 1,800+ Talking Book and Braille Services patrons were called to update information
- 9,960 Talking Book Newsletters on cassette, print and Braille formats were mailed
- 187 hours of administrative tasks were accomplished for Library Administration Services and Library Development
- 602 collective hours were provided by the Delta Gamma Sorority at Willamette University for projects in TBABS.
- 99 Talking Book cassette players were checked for problems and repaired by the Salem Telephone Pioneers
- 1,550 patrons were provided with Genealogy materials and assistance in the Reference Room
- 530 responses were given to specific Genealogy research requests
- 18 Talking Book player batteries were recharged and reset
- 12,790 new digital books were presorted and prepared to be inventoried
- 440 audio books were print labeled

- 700+ cassette books were inspected, rewound and shelved in their appropriate location
- 3,514 cassette books were withdrawn from the collection and prepared for disposal
- 118 newspaper articles were indexed, abstracted and added to the Intellectual Freedom Issues in Oregon: A News Database for Library Development
- 40,531 library materials were identified and stamped “Discard” and recycled
- 21,000+ audio books were labeled with I.D. stickers
- 145 vertical file records were assigned subject headings, numbered, and contents were recorded
- 89 brief catalog records for the Oregon Collection were entered
- 300 shelves of books and documents were pulled and moved to a new shelf location
- 556 hours were donated by volunteers who serve on one of the three advisory councils for the State Library
- 480 books and 52,000 bookmarks were mailed to 131 libraries
- 12 *OPB Primetime* publications were read and recorded for distribution
- 355 hours were donated by seven volunteers who serve as the Board of Trustees to the State Library
- 12 *Lion’s Magazine* publications were read and recorded for distribution
- 55 hours were dedicated to assisting Talking Book and Braille Services in marketing and outreach

We are grateful for your endless support and commitment that helps us to be one of the best volunteer programs in state government. We look forward to the wonderful deeds in store for 2014.



Robin Speer & State Library Staff

Volunteer Program Coordinator

Talking Book & Braille Services Fund Development Coordinator

Oregon State Library

From: Kate McGann
Sent: Friday, February 14, 2014 11:35 AM
To: Jessica Rondema; AllStateLibrary
Subject: RE: Stafford Exhibit Featured on Oregon.gov

Fantastic .. It is a beautiful exhibit and making headlines .. great work Dave & company! Kate

From: Jessica Rondema
Sent: Friday, February 14, 2014 11:18 AM
To: AllStateLibrary
Subject: Stafford Exhibit Featured on Oregon.gov

Our William Stafford exhibit feature story has now been published on Oregon.gov!

<http://www.oregon.gov/Pages/index.aspx>

Thanks,
 Jess

Jessica Rondema
 Executive Assistant
 Oregon State Library

From: Deanne Smith
Sent: Friday, February 14, 2014 1:30 PM
To: AllStateLibrary
Subject: Book/Bake/Craft final total

Another successful Book & Bake Sale is over! The 2014 Book, Bake, & Craft Sale raised **\$269.00** for the Marion-Polk Food Share as part of the annual state employees food drive. That's three years in a row where we have raised over \$200 for this event.



Thanks to everyone who brought and/or bought goodies, books, media, and crafts. There were many interesting entertainment selections, delicious treats, and beautiful crafts!



Thanks to Robin, Arlene, Jen, Crystal, Nathan (student worker), and Susan who helped set up, staff, and break down the event.

Thanks...

Deanne

(on behalf of the Charitable Activities Committee)

Deanne R. Smith
Oregon State Library

From: Margie Harrison
Sent: Friday, February 14, 2014 4:29 PM
To: allGRS; Jessica Rondema
Subject: FW: Thanks for your assistance

Great job, GRS!

From: George Rani M
Sent: Friday, February 14, 2014 3:30 PM
To: refrequests
Subject: Thanks for your assistance

Dear Library Support Staff,

Thank you for the fast turn-around time of sending back articles in the last 2 months! It's the first time I've used the service and it helped a lot with preparing a manuscript and last minute reference needs.

Best regards,
Rani

[Rani George, MPH | Genetics Program Analyst | Oregon Health Authority](#)

From: Brandt Robin L
Sent: Friday, February 21, 2014 3:34 PM
To: Alice Laviolette
Subject: RE:

Alice,

Thank you for the DVD of OAR for Vocational Rehabilitation. You have spared me innumerable hours of time by providing me with a complete history of OAR.

I appreciate the responsiveness of the library staff. The turn around of about 24 hours was nothing less than miraculous.

Thank you again.

[Robin Brandt, Policy Analyst, Vocational Rehabilitation](#)

From: Mason-Gere Jared
Sent: Tuesday, February 25, 2014 9:32 AM
To: Alice Laviolette
Subject: Thank you again

Alice- things have been kind of hectic over here and I'm not sure I thanked you properly for your help with the historical articles on the issues surrounding the construction and

maintenance of the bridges across the Columbia. I remain very grateful for all of your assistance. It was tremendously helpful and impressive. I will look forward to the time my inner history geek gets the opportunity to engage with the state library again soon. I imagine one could spend days tracking down cool stories about Oregon.

If for some reason I'm able to be helpful to you or your team, I hope you'll let me know.

All the best,

Jared

Jared Mason-Gere
Communications Director
Office of House Speaker Tina Kotek

From: Arlene Weible
Sent: Thursday, February 27, 2014 2:16 PM
To: AllStateLibrary
Subject: Soup and Bread Fest - the results!

We raised \$150 dollars at today's event (\$105 Soup, \$45 Bingo) for the Governor's Food Drive. Thanks to everyone that participated to help make the event a success.

Special thanks to our soup makers:

Chris Adams
Andrea Clarkson
Katie Anderson
Ferol Weyand
Arlene Weible

Our bread bakers and buyers:

Jey Wann
Robin Speer
Jess Rondema

Our supplies and condiment providers:

Kate McGann
Sara Belousek
Deanne Smith
Jen Maurer

Our Bingo Organizer and Caller

Crystal Grimes
Joel Henderson

Our money takers and clean up crew

Deanne Smith
Susan Westin

Jen Maurer
Robin Speer
Arlene Weible

Arlene Weible
Electronic Services Consultant
Oregon Federal Regional Depository Coordinator
Library Development Services
Oregon State Library

From: Angela Jannelli
Sent: Monday, March 03, 2014 2:24 PM
To: Sarah Cunningham; Jey Wann; Heather Pitts
Cc: Margie Harrison; Jessica Rondema
Subject: RE: LTLO

Very nice! Good job, Sarah, coming up with the idea and assembling it all!

From: Sarah Cunningham
Sent: Monday, March 03, 2014 2:15 PM
To: Angela Jannelli; Jey Wann; Heather Pitts
Cc: Margie Harrison; Jessica Rondema
Subject: FW: LTLO

That's awesome!

From: Jessica Rondema
Sent: Monday, March 03, 2014 11:33 AM
To: Sarah Cunningham
Cc: Margie Harrison
Subject: FW: LTLO

Nice kudos from Abigail Elder about Sarah's LTLO article!

Thanks,
Jess

Jessica Rondema
Executive Assistant
Oregon State Library

From: Abigail Elder
Sent: Monday, March 03, 2014 10:49 AM
To: Jessica Rondema
Subject: LTLO

Hey Jess—

Can you send my compliments along to the person who compiled the "Did you know..." section?

There are a lot of facts that I did NOT know, especially the Pinterest boards! I'm excited to explore them and share with staff and patrons!

Thanks so much!
-abigail

Abigail Elder
Library Director
Beaverton City Library

From: Robin Speer
Sent: Monday, March 03, 2014 7:51 AM
To: AllStateLibrary
Subject: March 2014 eNewsletter

March 2014

This is our 8th issue of the eNewsletter for the Volunteer Program. The purpose of this communication is to connect Oregon State Library (OSL) volunteers and staff with each other and provide information relative to our volunteer program.

TOOLBOX TIP

For staff members who work with volunteers we have developed a Toolbox of ideas and articles that will be added to over time. Inside are policies, strategic plans, forms, how to's and a TIPS folder. [Take a look at what is available today.](#)

This issue's article spotlight is "[The Most Significant Factor Impacting Volunteerism](#)". This is from an article in *Volunteer Power News* by Thomas W. McKee. Learn about the emergence of the interpreneur (new word) – “that 21st century volunteer who is a product of the ‘knowledge worker’ workplace.”

... “As we entered the 21st century I would hear ‘knowledge workers’ refer to themselves as ‘free agents’-looking for the best opportunity (and most money) to use their knowledge-based skills.” ... “Nick Shore from Media Post says that a typical boomer response is ‘Give me my objectives and get out of my way.’ A typical millennial response is, ‘I need flexibility, respect ... and snacks.’”

[\(see the article for full text\)](#)

STATISTICS

Total volunteer hours for 2013 = **6,402**
Equivalent to an FTE of **3** staff positions
Total number of volunteers for 2013 = **211**

UP-COMING EVENTS

VOLUNTEER APPRECIATION DAY

We are planning a volunteer appreciation event for April 16 at 10:00 am and hope all of you will be able to attend. More information will come later, so mark your calendars now!

FREE LECTURE

There will be a free lecture on April 16 at 12:00 (following volunteer appreciation event) in room 103 at the State Library. The guest speaker will be Kim Stafford (son of William Stafford, the poet). He will speak about his father's life and achievements. The lecture is free and seating is first come, first served.

BUILDING CLOSURE DAYS

Next holiday is Memorial Day on May 26, and the State Library building will be closed.

VOLUNTEER SPOTLIGHT



Willamette Valley Genealogical
Society

Liz Tice & Willamette Valley Genealogical Society

Almost any day of the week you may see Liz Tice in the Reference Room at the State Library. She spends endless hours researching her own family history, helping others to learn about their family and mentoring volunteers for the Reference Room. In addition to being the lead volunteer, she is the president of the Willamette Valley Genealogical Society. If our volunteer spotlight is on Liz, we must include her work with WVGS.

Liz is from Josephine County where she completed a 33-year career teaching high school math. She began researching her family history around 1990 and has traced her family roots further back the Mayflower in 1620 in England and to the 1700s in Germany. Her research has taken her to Greece, Boston, New England and Canada. Her next visit will be to Minnesota and Pennsylvania.

About six years ago she became president of the Willamette Valley Genealogical Society. The State Library shares a partnership with the Society in the Reference Room. Genealogy volunteers help patrons research their family history and assist with Reference Room duties. The Society has a unique collection of materials with public access. Liz spends much of her time creating newsletters, training volunteers and running board meetings and monthly membership meetings for WVGS. She conducts classes at the senior center about researching family history and recruits new members for the Society.

Liz has a passion for her work and Oregon citizens, the State Library and WVGS are benefactors. Liz says she enjoys helping people find new stories about their family history and ancestry. Thank you Liz for your many hours sharing your time and knowledge!

WHAT'S NEW AT OSL?

New Exhibit at the State Library: Remembering William Stafford



On February 7, the Oregon State Library opened a new exhibit entitled "Remembering William Stafford," honoring the centennial of the birth of the former Oregon Poet Laureate (b.1914-d.1993). The exhibit features photographs of the poet loaned by Mike Markee and Vince Wixon, hand-printed broadsides of Stafford's poems and a selection of poetry books authored by Stafford from the Oregon Poetry Collection (OPC). The OPC – a joint project of the Oregon State Library and Oregon Poetry Association – is a growing collection of poetry books by poets who lived, worked, were educated or born in Oregon. The collection currently has more than 1600 titles, including more than 50 titles by Stafford. This exhibit is a part of the State Library's participation in the statewide [Oregon Reads 2014](#) project, celebrating the literary life of William Stafford.

WELCOME TO NEW VOLUNTEERS AT THE STATE LIBRARY

Nicole Smith volunteers in Talking Books as a book inspector and collection assistant on Tuesday afternoons. Nicole is currently a student at Willamette University.

Delta Gamma Sorority members are back for the second half of this school year. There are approximately 70 members signed up to volunteer. They are here Monday – Friday from 10 to 3:00. Each member usually signs up for 1 hour per week until they reach 5 hours for the term. As part of the Delta Gamma Sorority mission, the members are committed to volunteer work for the blind and print-disabled community.

Hope Magee is a high school student from South Salem HS. She is helping LD and LAS on Wednesday afternoons with administrative tasks.

Kim Gorman volunteers as a genealogy information volunteer on Friday afternoons. She is finishing up her Master of Library and Information Science this year and is from Eugene.

Ted Raszka volunteers as a genealogy information volunteer on Wednesday afternoons. He has enjoyed working on his own family history research. Ted is currently a volunteer docent at the Evergreen Air Museum in McMinnville and he loves to talk about airplanes!

Jeanne and Tom Stewart volunteer as book menders on Tuesday mornings. They have been very active with the Salem Public Library and their Friends of the Library groups.

Calli Hardwick-Wood volunteers as a genealogy information volunteer on Monday mornings. She is working on her family history and is very excited to be in the library working with others who share her passion for genealogy.

Denise Janova volunteers as a book mender on Tuesday mornings. She has lots of experience with libraries and books. She is excited to learn more about preservation of history.

IT'S HARD TO SAY GOOD-BYE

Our volunteers become part of the OSL family, and it is hard to say good-bye when they move on to new adventures. Recently Tom Green, Dawn Carter-Noe, Fran Eriksen and Jeanne Innez left our volunteer service for new jobs, new volunteer opportunities and new interests. We are so grateful they have shared their time and talents with the State Library, and we wish them well.

Message from the Volunteer Program Cross-Team Work Group

We hope you have enjoyed this eNewsletter and want to thank you for taking the time to read it. We welcome your feedback to improve the information we provide. Our goal is to provide helpful information for OSL volunteers and staff.

Robin Speer, Volunteer Program Coordinator
 Susan Westin, LD and TBABS Program Manager
 Jen Maurer, LD School Library Consultant
 Erich Peppler, TBABS Circulation Coordinator
 Alice LaViolette, GRS Information Specialist Librarian
 Dave Hegeman, GRS Business Reference Librarian
 Elizabeth Tice, Willamette Valley Genealogical Society President

From: Deanne Smith
Sent: Thursday, March 06, 2014 10:16 AM
Subject: Food Drive totals

Robin and I delivered the food and the money to Marion Polk Food Share this afternoon and the final totals are:



Pounds of food collected = 268 (up from 248 last year)



Cash/Check donations = \$679 (this included our events ; up from \$503 last year)

Payroll Deductions = \$749 (up from \$540 last year)

This equals 5,980 lbs. of food! A **BIG** thank you to everyone who donated food, cash, bought items from the book/bake/craft sale, or had some delicious soup/bread.

--Deanne
(on behalf of the Charitable Activities Committee)

Deanne R. Smith
Oregon State Library

From: Denise Willms
Sent: Friday, March 07, 2014 9:12 AM
To: Katie Anderson
Subject: Re: PYM and outcome based evaluation resources

Katie,

We were excited to have you ! you really helped explain what we need to do and how we are already doing what we need to be doing. And you really helped get our new librarians up to speed, so THANK YOU !

Thank you for taking the time to come to our meeting
Thank you for being there when we have questions
Thank you for advocating for Children's Services
You are at the top of our list for most AWESOME people we know !

OH and you should really come for our December meeting its a blast :-)

Cheers

Denise Willms
Youth Services Librarian
Willamina Public Library

From: Sara Belousek On Behalf Of docdelivery
Sent: Tuesday, March 11, 2014 8:24 AM
To: allGRS
Cc: MaryKay Dahlgreen; Jessica Rondema
Subject: FW: Requested State Library Item Delivered

Kudos to the whole team for making materials accessible, training the patrons, and lastly delivering resources to our patrons. See below...

Sara Belousek
Document Delivery Coordinator
Government Research Services
Oregon State Library (OSO)

-----Original Message-----

From: Lemman Richard F
Sent: Monday, March 10, 2014 4:58 PM
To: docdelivery
Subject: RE: Requested State Library Item Delivered

Hi. Not sure anyone will actually see this note, but I just want to acknowledge how incredibly helpful you folks are in helping people like me get things done. It is so nice to be able to track down specific articles that help to answer a key question or help in development of a policy, and then get those articles in a timely fashion.

Thanks so much for the work you do!
rfl

Richard Lemman
Medical Epidemiologist
Oregon Public Health Division



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services

Chief Financial Office
155 Cottage St NE U10
Salem, OR 97301-3963

REC'D MAR 13 2014

Date: January 31, 2014

To: MaryKay Dahlgreen, Interim State Librarian
Oregon State Library
250 Winter St. NE
Salem, OR 97301-3950

Re: **FY 2013 GOLD STAR CERTIFICATE**

It is a great pleasure to inform you that your agency has earned the Chief Financial Office's Gold Star Certificate for fiscal year 2013.

The Chief Financial Office's Gold Star Certificate is awarded to state agencies that provide accurate and complete fiscal year end information in a timely manner. Clearly, the Gold Star is a challenge to earn, and its achievement is due primarily to your agency's diligent efforts to maintain accurate and complete accounting records throughout the year.

Your agency's participation in the Gold Star Certificate program is important in meeting statewide fiscal performance goals and key to the timely preparation of Oregon's Comprehensive Annual Financial Report (CAFR) and the statewide Schedule of Expenditures of Federal Awards. Your agency's success in accounting and financial reporting is also critical to Oregon's success in receiving a favorable audit opinion on both statewide documents.

The Chief Financial Office's Gold Star Certificate is Oregon's equivalent to the nationally recognized GFOA Certificate of Achievement for Excellence in Financial Reporting. Through the collaborative team effort of state agencies and the Chief Financial Office, Oregon has earned the GFOA Certificate every year since 1992. *Gold Star agencies* are key to making this possible.

The Gold Star Certificate was delivered to your agency's lead CAFR accountant, **Renata Pilotto**. Congratulations to your agency and your fiscal team for this outstanding work!

Sincerely,

George Naughton, Chief Financial Officer
Chief Financial Office

Kathryn Ross, Manager
Statewide Accounting and Reporting Services



State of Oregon
Department of Administrative Services
Chief Financial Office

Chief Financial Office's
Gold Star Certificate



Awarded to

Oregon State Library

For Achieving Statewide Accounting Goals
and Excellence in Financial Reporting
Fiscal Year Ended June 30, 2013


George Naughton, Chief Financial Officer

January 31, 2014
Date


Kathryn Ross, SARS Manager

Sent: Wednesday, March 19, 2014 11:58 AM
To: refrequests
Subject: FW: Spring 2014 State Library Newsletter

I don't know who will see this, but I just have to tell you that this is the best looking State Library email I've ever seen since I've been subscribed to them! It appears to be chock full of crazy-good stuff! I only scanned it, but I'll be getting back in there later and giving it a fine tooth combing.

Thanks!

[Referring to the GRS Roots Newsletter]

From: Jessica Rondema
Sent: Tuesday, April 01, 2014 2:49 PM
To: MaryKay Dahlgreen; AllStateLibrary
Subject: RE: LTLO April 2014

Thanks, MaryKay! I've been very pleased with the articles being submitted, so thanks everyone! And I think the images really help, too.

Jessica Rondema
 Executive Assistant

From: MaryKay Dahlgreen
Sent: Tuesday, April 01, 2014 2:48 PM
To: AllStateLibrary
Subject: RE: LTLO April 2014

The LTLO has been very good the last several months, thanks to everyone who contributes and to Jess who edits and publishes.
 MaryKay

From: Lourdes Aceves
Sent: Tuesday, April 01, 2014 11:41 AM
To: Darci Hanning
Cc: Alison Saffold; Jake Cowan; MaryKay Dahlgreen; Susan Westin; Timothy Cherubini
Subject: RE: Edge and Oregon

Darci,

Honestly, I'm not sure who's more excited at this point! ☺ It looks like Oregon will have 100% of their national sample libraries delivered by end of week and it's due to your leadership on Edge in your state. Thank you!

We very much look forward to working with your hand-picked cohort of 15 libraries and will anticipate your preview list closer to May 1.

In the meantime, I'll closely follow Lake County and Multnomah. If they need help with the assessment, please have them contact the Edge Support Center: <http://support.libraryedge.org/support/home>. Needless to say, any questions they submit will be moved to the front of the line so as not to slow down their progress towards completion.

Cheers to your good work, Darci!

Lourdes

From: Katie Anderson
Sent: Thursday, April 03, 2014 10:56 AM
To: Susan Westin
Subject: Possible kudos for board packet

I thought the Board might like to hear what the Reimagining R2R task force thought about the project. Here a few examples:

From: Dawn Borgardt]
Sent: Sunday, March 30, 2014 9:34 PM
To: Katie Anderson
Subject: RE: Reimagining R2R: final draft for your review, respond by Monday, March 31

Hi Katie,

It has been a great experience to be part of this team. As things move forward, I will be glad to help with the education process in whatever ways I can.

Thank you,
Dawn

From: WALKER Brett * OEIB
Sent: Friday, March 28, 2014 1:52 PM
To: Katie Anderson
Subject: RE: Reimagining R2R: final draft for your review, respond by Monday, March 31

Katie,

You've done an awesome job leading this work. We should definitely put our heads together once we have a cohort of early literacy grantees and make sure that we are helping connect the dots between those organizations and the libraries (many will already be collaborating, but some may need some help). Thanks again for your help reviewing those applications.

Have a great weekend!

Brett

From: Julie Handyside
Sent: Tuesday, March 25, 2014 9:47 AM

To: Katie Anderson

Subject: RE: Reimagining R2R: final draft for your review, respond by Monday, March 31

Great job and thank you for inviting me to be part of this process!

Julie

Julie Handyside
Youth Services Librarian
Seaside Public Library
