

# OREGON STATE LIBRARY BOARD OF TRUSTEES

Agenda Packet

The image shows a screenshot of the Story Time website homepage. At the top, there is a navigation bar with icons and text for: BECOME A PARTNER, ABOUT, BOOK DONATION PORTAL, STORY time (with a logo featuring a book and a sun), STORIES, COMMUNITIES, and VIDEO. Below the navigation bar, a teal banner contains the text: "Turn every day, everywhere moments into fun learning opportunities for children." Underneath this banner are three large colored circles: a pink circle labeled "Families", a yellow circle labeled "Partners", and a green circle labeled "¿En Español?". At the bottom of the teal section are four icons with labels: a play button labeled "PLAY", a speech bubble labeled "TALK", a musical note labeled "SING", and a book labeled "READ". To the right of the teal section is a pink section featuring a video thumbnail titled "Cooking Up a Lesson" showing a woman and a child in a kitchen. Below the video is a yellow banner with the text "See how the story ends..."

October 17, 2014  
Oregon State Library  
250 Winter St NE  
Salem, OR



## TABLE OF CONTENTS

Agenda/Minutes	1
Reports of the State Librarian and Staff	21
New Business	35
Miscellaneous Information	45
Correspondence	57



# **AGENDA MINUTES**





# Oregon

John A. Kitzhaber, MD, Governor

**State Library**  
250 Winter St. NE  
Salem, OR 97301-3950  
(503) 378-4243  
FAX (503) 588-7119  
TTY (503) 378-4334

Contact: MaryKay Dahlgreen  
State Librarian  
503-378-4367

October 8, 2014

FOR IMMEDIATE RELEASE

The Oregon State Library Board of Trustees will meet at the State Library, 250 Winter St. NE, Salem, OR on October 17th from 9:00 a.m. to 2:00 p.m. Aletha Bonebrake of Baker City will chair the meeting.

The Board will consider recommendations from the LSTA Advisory Council and review the State Librarian's recommendation for the continuing operation of the statewide virtual reference service, Answerland. An open forum is scheduled for 11:30 a.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

October 17, 2014

Oregon State Library, Room 103

Aletha Bonebrake, Chair

*Agenda*

9:00 a.m.	Approval of the Minutes of the August 15, 2014 and September 26, 2014 Meeting	Bonebrake
9:15	Reports of Board Chair and Trustees Executive Committee Report Other Board Reports	Bonebrake
10:00	Reports of the State Librarian and Staff Strategic Plan Progress Division Reports	Dahlgreen
11:30	Open Forum**	
Noon	Working Lunch	
12:30	New Business: Recommendations of the LSTA Advisory Council Recommendation for Answerland	Lindauer Dahlgreen
1:45	Plans for 2015 meetings (bring calendars)	Bonebrake
2:00	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**

- December 5th at the Oregon State Library



Oregon State Library  
**BOARD OF TRUSTEES MEETING**  
August 15, 2014  
Driftwood Public Library, Lincoln City

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

Facilitators: Holly Valkama and Slater Swan, Coraggio Group.

Staff present: MaryKay Dahlgreen, Margie Harrison, Shawn Range, Jessica Rondema, Susan Westin, Darci Hanning.

Chair Aletha Bonebrake called the meeting to order at 9:05 a.m.

### **APPROVAL OF MINUTES**

**Hathaway-Marxer moved to approve the minutes from the June 20, 2014, Board meeting. Hall seconded. The motion passed unanimously.**

### **REPORTS OF BOARD CHAIR AND TRUSTEES**

#### **Introductions**

Dahlgreen began the meeting with an introduction. She is very excited to be embarking on this strategic planning process. It will help us identify where we are heading, and help us create the library we envision.

The Coraggio group is a small strategic and organizational change consulting firm based in Portland. There are about ten people in the firm, most of whom have spent time in leadership positions within organizations, before coming to consulting. Holly Valkama, principal consultant with Coraggio, has worked with Multnomah County Library, and has experience with strategic planning for a wide variety of organizations. Slater Swan is a business analyst who has been with the firm for eight months, and has a background in outdoor education.

Valkama stated that they understand the context and urgency of this work. Building a strategic plan means that there will be changes within our agency. Coraggio will be working with Dahlgreen and the managers to identify what change will mean to our organization and how to prepare us to be receptive to this change. The planning group, consisting of Valkama, Swan, Dahlgreen, Harrison, Range, and Westin, has had a few work sessions. They will be sharing their work today, for the Board to build from to aid development of a vision and mission. Coraggio will also be asking for additional work developing our “role of value” and reputation.

Both Bonebrake and Hall had concerns about the timeline. They felt it might be necessary for the Board to meet sooner than the end of October.

In preparation for this meeting, the managers looked back at the reorganization work that has been done to date in order to draw out common themes.

## Major Themes

The State Library Board and Dahlgreen agreed that a formal strategic planning project was necessary to make changes that will modernize the State Library and make us more efficient and effective.

The managers identified the following themes throughout the previous work: leadership, stakeholder perception, willingness to change, government services, mission/role, and combining resources/partnerships.

Dahlgreen reported that one of the recurring themes was lack of leadership at the State Library. This issue has been addressed within the library community, from our customers, staff, the Service Employees International Union (SEIU) survey, and from our discussions. There is a need for leadership to be influencing the support for change. Leadership can refer to the Board, Dahlgreen, the managers, or the Legislature. Communication is also a key piece of the theme of leadership. Our agency's communication has improved but is still a very important aspect.

Westin reported that there are perceptions among stakeholders that we provide valuable services in Talking Books, Library Development, and with Government Services. However, there is also not enough knowledge about our services. There seem to be conflicting views and wishes. We have multiple voices coming to us, including the Board, the Legislature, and our constituents, which can result in conflicting messages.

Range discussed the theme of willingness to change. There was a wide variety of responses regarding changes in our agency, with some people wondering why the process is taking so long, and others not wanting to change. Some of this perception is internal, with concerns about job loss. Clarifying and understanding expectations will be very useful. Receiving direction from the Board as to where we are going will allow Dahlgreen to work on the operational side. Many people seem willing to change, but are unsure what the change will look like. Working on changing the State Library's culture will be important.

Harrison reported on the government services theme, which was very prominent. There were subthemes, including the need to look at new delivery models for library services to state government. Some new models could involve acting as a broker for online subscriptions for state agencies. The Department of Administrative Services could develop a rule to require agencies to check with us before they purchase a subscription. This could possibly lead to enterprise-wide subscriptions, which would benefit many agencies. Our customers indicated the importance of full-text articles, databases, and peer-reviewed journal articles. Another subtheme involved the need for our staff to leave the building more frequently, to work with agencies onsite in addition to providing more consulting services virtually. And finally, we need to increase accessibility and utilization of digital resources.

Dahlgreen talked about the mission and the role of the State Library. There are discrepancies between the statute, the administrative rules, the mission, and our practice. Until our organization has a clear mission or role, it is difficult to move forward. It has been especially complicated with government publications and whether the State Archives and the State Library are duplicating services. The question of heritage collections is also very important. People have very deep, personal feelings about what a library is and what it should contain. A number of our constituents, who have had access to our collections over the years, do not understand why this needs to

change. We also need clarification about our service to the public, as our general practice has been very different from our mission.

Westin and Harrison spoke about combining resources and partnerships. There has been talk about consolidating our state documents collection with the State Archives, and our historical materials with the Oregon Historical Society, as well as combining materials with executive agency libraries. The idea of a portal has also been discussed, to share access with the State of Oregon Law Library and the State Archives, and allow access to this information from one place. We are also making strides with early literacy, working with the Oregon Department of Education, the Early Learning Council, and working closely with libraries to provide them with leadership and guidance. Talking Books is working with the Oregon Textbook and Media Center, which is a valuable conduit to children with low vision or blindness.

Bonebrake wanted to acknowledge that we are a state agency. Hall stated that the Legislature is our major constituent. He wants to be ready with a strategic plan if the Legislative Work Group forms.

Hathaway Marxer stated the importance of a strong, integrated communications plan. She also believes this necessitates hiring additional staff.

Bonebrake reminded everyone that Senator Johnson recommended that we give updates on what we are doing on a regular basis. Bonebrake mentioned the vision plan that the Board created a few months ago, which was created in response to the Legislature.

Valkama took the Board through the strategic plan framework, starting with the vision. The question that the vision seeks to answer is, "What is possible because the State Library Exists?" The vision is very broad, and is not ours alone to fulfill. It should be so inspiring that others want to join in to be a part of creating that vision.

The mission is the work that will take us to our future state. We will also be reaffirming or establishing the values of the organization. This is how the work is done inside the organization. If the culture of an organization does not support the plan or mission, it will fail. Think about the values that we want living in the organization and the culture.

The strategic plan takes this vision and makes it more focused. As we think about what the State Library does and does not do, we think of our "role of value." This is what we do that no one else does. What part of the vision do we own?

A reputation is something that you can intend, but you cannot own. We need to be clear about the reputation we intend so that it can help us achieve our vision.

The values portion will be conducted with the State Library staff. They need to own and understand the plan as deeply as those who are constructing it.

Establishing the vision, mission, role of value, and reputation sets the anchors in the ground. The planning group then determines what must be accomplished in this three year planning horizon. They will look at the imperatives for us to focus on, and how we plan to measure our success. Finally, the details will be established in the operational plan.

## **Developing a Vision**

Swan led the Board members through a visioning exercise, where they wrote or drew something in response to this question: “What do you think is possible because the Oregon State Library exists?”

The Board then discussed the vision, tweaking the wording to include the most important aspects. For a vision to be a reality, one organization alone cannot make it happen. But the organization works toward it, with partners and stakeholders, to make it a reality. The vision is the inspirational stage-setting that tells people why they would want to support the State Library.

The Board agreed to the following draft wording:

*“All Oregonians have the information essential to be engaged citizens, strengthen our communities, and build a prosperous state.”*

The next exercise was to identify the strengths, weaknesses, opportunities, and threats (SWOT) for the organization. This allows us to think about what questions must be answered in this process or in the plan itself. This exercise helps us focus on the key questions that arise.

The Board members received post-it notes to write down a variety of strengths, weaknesses, opportunities, and threats. Valkama read the notes aloud, noting themes and similarities.

## **Creating our Mission Statement**

The Board began to craft the mission, which answers these questions: What is our underlying role and whom are we serving by fulfilling this role? What is it that we exist to do for our state, stakeholders, and customers?

Dahlgreen said that it is difficult to write a single mission statement with three separate pieces. We are looking for an all-encompassing statement that shows our role as a leader, as well as reflecting our three main audiences. There have been significant changes to the State Library in the past, including no longer serving as the public library for the state of Oregon. We also began to fund government services with assessment funds. We still have a robust collection of Oregon materials and people who use these resources. But this is not in our current mission. Dahlgreen does not believe we can move forward until the Board and the Legislature tell us that this is our job. We need to make a decision about whether we are going to serve the public, and how to fund it.

Bonebrake said that if we support and help grow the libraries in Oregon, then we are serving the public, although not directly.

Hunter-Morton would like to see Legislators book a librarian to assist them with research, and to pay for it, understanding the value.

Hall says that we are assuming that we if are not open to the public, they can find the resources they need elsewhere. But he is not sure that this is true. He thinks the legislature ought to be willing to fund a place where people can get library service.

Hunter-Morton says we are akin to the administrative office for Multnomah County libraries, where we will help the public, by connecting them with the appropriate library staff, rather than serving them directly.

Dahlgreen said that we are currently serving a very small population. We have a collection that serves state agency staff, a robust genealogy collection, and a robust Oregon history collection. If we want to be the historical library for Oregon, we need to figure out how we are going to pay for it. Dahlgreen is wondering if we can combine services with another organization, which could provide better services to historical materials.

Bonebrake does not have an issue with the State Library collecting library-appropriate materials, but wants clarity on how people will access it. If we have a partnership, it should assist this issue. Collecting Oregoniana seems like the right thing to do.

Dahlgreen said that if we partner with the Oregon Historical Society, and they open a branch here, they cannot charge people to use this library. They will also need to help pay for this. We cannot use state agency assessment funds to pay for it.

Bonebrake said that we are discussing the idea of a partnership. We need to make a statement about whether or not we will collect Oregoniana for the Legislature and the people of Oregon.

Hall thinks it is our responsibility to see that all Oregonians have access to these materials, wherever it is housed. The Oregon Library Association is also concerned about access, rather than the physical location of these collections.

Dahlgreen does not believe we can continue to have duplicative materials. We have wonderful libraries in the state. The fact that certain materials are housed at the State Library does not mean that they are very accessible either, outside of Salem.

Hall sensed agreement among most of the Board that we take responsibility for access to these Oregoniana and historical materials, whether or not we provide the access.

Valkama asked if the Board wanted to develop a recommendation to take to the Legislature about our role with regard to heritage and cultural materials. Bonebrake said their recommendation is that we have the responsibility to ensure access.

Harrison said that we are not currently spending money on new Oregoniana. We no longer purchase as many copies of these materials as we did in the past. Certain materials are designated as State Agency use only, which means that the public can use it if they walk into the building, but cannot check it out. These materials are purchased with the thought that these may be of historical value for researchers.

Hall said that the statute says we need to meet the reference needs of legislative assembly and state government. He believes that the State Library is the library for the legislators, to get them the information they need to govern.

Hunter-Morton is concerned that it is not our responsibility to be sure these items are accessible. She feels that this should be left to archivists, the publishers of these items, university libraries, and historical societies.

Bonebrake posed the following questions: do we collect history-related items and Oregoniana so that the public can walk in and access them; do make sure, as an agency, that they are being collected by another entity; or do we walk away from any responsibility for these materials?

Dahlgreen said that it is the Legislature that should decide whether or not we collect these materials or are responsible for them. The Board can make a recommendation to the Legislature to continue to have a heritage collection for the state of Oregon.

Dahlgreen believes that we have the responsibility to continue to provide access to these materials until we receive direction and funding from the Legislature.

Bonebrake, Hall, and Hathaway-Marxer agreed that the State Library has a responsibility to fulfill the role of a cultural or heritage institution. Bell agreed and feels that it doesn't hurt to ask the Legislature. Hunter-Morton feels that because we are a state agency, we cannot be a cultural institution. We cannot currently pay for it. We need the Legislature to clarify the statutes and help us understand the breadth of our charge.

Dahlgreen's recommendation to the Board is that we continue to provide access to the public as we move through this process. Government Services needs to come up with a way to provide access to public and state agency staff, so we can redeploy the staff.

Hathaway-Marxer made a motion to follow Dahlgreen's recommendation to continue to provide access to the history-related and Oregoniana collections to the public, while we develop our recommendation to the Legislature to continue to serve as a heritage institution, and wait for their direction. Bell seconded the motion. Motion passed with opposition by Hunter-Morton.

Regarding our mission statement, the Board agreed to the following draft language:

*"The State Library provides leadership and resources to continue growing vibrant library services for print-disabled Oregonians, legislature and state government, and all Oregonians through local libraries."*

## **OPEN FORUM**

No one was present to comment.

## **Defining Our Desired Reputation**

Valkama asked the Board to answer the following questions: What does the State Library aspire to be known for? What is the enduring perception or emotion that describes the total Oregon State Library experience?

Valkama laid out cards with words written on them for the Board and Managers to choose from. They began by finding words that define the reputation of our current state. Then they identified words that describe the reputation we aspire to be known for. The words that the Board agreed upon were high-value, innovative, collaborative, efficient, and helpful.

The Board agreed upon the following draft statement:

*"We are known as a high-value state agency because we are innovative, collaborative, efficient, and helpful."*

## **Defining our Role of Value**

The Board was asked to answer the following questions: What unique value does the State Library deliver? What leadership role can we fill that no other organization can? Why do we exist?

The draft statement that the Board agreed upon is as follows:

*“We connect Oregonians to library services, print-disabled Oregonians to reading materials and state government to information that supports informed decision-making.”*

Bonebrake liked this statement because it is succinct, comprehensive, and helps us understand what we can and cannot do. Hunter-Morton feels good about this portion of the process.

### **Review Day and Close Session**

Bonebrake appreciates the work that the staff has done today and was pleased with the results.

Dahlgreen expressed her gratitude that the Board will make a recommendation to the Legislature. She commented on the phenomenal work from the managers and staff, as well as the Coraggio group. We have developed something very valuable.

The next steps involve working with the State Library staff to develop core values. These are our organization’s fundamental beliefs that shape how we work together and serve our mission. What type of culture are we committed to having?

The Board will approve the strategic plan at their next meeting. After the plan is approved, State Library staff can focus on the operating plans.

### **PLANS FOR NEXT MEETING**

The next Board meeting is scheduled for Friday, October 17<sup>th</sup> at the Oregon State Library in Salem. There may be a meeting at the end of September to approve the Oregon State Library Strategic Plan.

Remaining 2014 Board meetings:

- October 17<sup>th</sup> in the Oregon State Library in Salem
- December 5<sup>th</sup> at the Oregon State Library in Salem

The meeting adjourned at 3:56 p.m.

### **ACTION ITEMS**

- The Coraggio group and the managers will work to put together the draft strategic plan using today’s results.
- Valkama and Dahlgreen will work with Bonebrake to determine when the Board can meet to review the draft strategic plan.
- Valkama and Dahlgreen will work with the State Library staff to develop core values.



OREGON STATE LIBRARY BOARD OF TRUSTEES MEETING  
September 26, 2014  
Oregon State Library  
Salem, OR

Members present: Aletha Bonebrake, Chair, Sam Hall, Ismoon Hunter-Morton, Ebonee Bell, Susan Hathaway-Marxer

Staff present: MaryKay Dahlgreen, State Librarian, Robin Speer, Shawn Range, Margie Harrison, Susan Westin

Guests present: John Borden, Legislative fiscal office, Holly Valkama, Coraggio Group

Aletha Bonebrake, Chair called the meeting to order at 10:00 a.m. Roll call results: Hall, Hunter-Morton, Hathaway-Marxer, and Bonebrake were present. Bell joined a short time later. Chair declared a quorum present.

#### Vision, Mission, Role of Value and Reputation

Westin presented the *Vision* and the *Mission* for the State Library. Two changes in the mission were to re-arrange the words to place “print-disabled” after “Oregonians who are” and to add a comma in vision after “communities.”

Range presented the *Core Values*. One change to add a comma after “academic.”

Harrison presented the *Reputation* with no changes.

Dahlgreen presented staff additions to the SWOT (Strengths, Weakness, Opportunities, Threats) activity completed by the Board. Staff comments were read aloud. Staff and management held interesting discussions about the role of value especially how we connect roles with the mission.

The Board had a discussion about why there is a date attached to the strategic plan that seems to end 2017. The plan will be revisited every year and changes may occur. A decision was made to remove the date and leave it as *Oregon State Library Strategic Plan*.

Holly Valkama, consultant from the Corragio Group, indicated that part of the strategic planning includes imperatives (what) and objectives (tracking actions). She also presented ways to implement one year plans by developing initiatives and action steps.

There was discussion about cost of a new communication plan – there is concern that there will not be funds budgeted to accomplish objectives. Dahlgreen explained that with the new mission and vision, resources will be refocused to accomplish objectives of the strategic plan over the next few biennium. The Board asked to have as much information as possible before the October meeting Dahlgreen and Range have been meeting regularly with the our Governor’s policy advisor, DAS, and other decision makers to educate them on what we do and how we relate to other state agencies, especially in relation to budgets. There will be more conversations including input from state agencies. Outcomes of these meetings will be helpful information for the

legislature.

## Strategic Imperatives and Objectives

Dahlgreen reported that managers have been meeting to build strategic imperatives: what must be accomplished, what are highest priorities, and how that will work.

Statements created:

- Provide high value for our customers
- Build the Brand: needing to build State Library value, build better communication skills
- Partnerships
- Staff: cultivate strengths, build on strengths, nurture culture, address issues that are not supporting our new direction, continuous improvement training

Strategic Imperatives:

1. Focus on the Customer
2. Build Awareness of the State Library
3. Cultivate Staff Strengths
4. Enhance Partnerships

Objectives: how do we measure our progress? First step is to build structure for delivering value to our customers.

Focus on the Customer – identify customers and their needs first

1. Survey
2. Utilization of services by targeted customer segments
3. Improvement in cost per core service
4. Clarify our scope of services

Build Awareness of the State Library – need to start at base level

1. Conduct a brand audit (reputation) – experience/conception needs to be enduring and consistent (change the word “brand” to “reputation”)
2. Create a communication plan – look into a possibility of partnering with another agency or university that already has a framework of a good communication plan (contact DAS to look for a resource internally). Potentially establish a committee of a member from DAS, another agency, an intern, etc. to work on a communication plan.

Cultivate Staff Strengths

1. Percentage of employees that have achieved at least xx% of their PDP goals – engage staff in their professional development to be able to improve their job performance (include in performance evaluation). The Board had a discussion about the difference between professional development goal and personal career goal, who defines the differences and how it relates to performance. Additional areas to measure are: how well is management supporting staff professional growth, how does management help staff become better at their job, and how are these areas measured? The Board decided to let Valkama and Dahlgreen craft new language with these thoughts in mind.

2. 100% of job descriptions are current – includes refocusing to meet our mission, and review of job descriptions on an annual bases during the performance evaluation process.

#### Enhance Partnerships

1. Reduce duplication, overlap, and fragmentation with other state agency services
2. Expand access or reach as measured by xxx

### **ORGANIZATIONAL VALUES**

Valkama explained the work done so far to establish core values in the State Library’s culture. Management has engaged all staff in the process. Good values really get drawn upon during challenging times. Staff was asked to identify an event that was in a challenging time and an event that went well. Then they were asked to identify values that these events demonstrated. The information was assimilated into six words or phrases to establish a common understanding of what was intended. Values and behaviors demonstrate the culture of the agency. Staff then was asked to decide what each value looks like, sounds like, and feels like. The level of engagement by the staff was high.

These are the six words or phrases that were considered:

1. Dedication - pride, perseverance, commitment
2. Professionalism - personal integrity, accountability, high standards, transparency, respect for individuality
3. Customer service - innovation, empowering users, 2-way communication, responsiveness
4. Open to opportunity - adaptability, leveraging unique resources, being resourceful, flexibility
5. Personal leadership - initiative, proactive leadership
6. Community - it’s not just about me, compromise, cooperation, win-win, teamwork, collaboration, camaraderie

Today, management and Valkama will meet with the staff to take one more over-all look at the results and make comments. Management will finalize the core values.

The Board discussed clarification of the following two statements:

- role of value – is what we do
- core values – is what we need to have to get it done.

Board decided to change the “Role of Value” to “Unique Role” and move the Unique Role section above Core Values section of the strategic plan document.

### **STRATEGIC PLAN ADOPTION**

Hathaway-Marxer moved to adopt the outline for structure for the State Library Strategic Plan as presented with changes captured from today’s discussions. Bell seconded. Motion was approved unanimously.

The Board would like to see the progress and suggestions on the strategic plan at each future board meeting. The Board would like to hear suggestions on how they can be supportive or things they can do to help. Ideas are:

- The Board to become advisors to imperatives
- Identify initiatives that the Board can do to support the strategic plan
- Learn how the Board can promote and participate in the process
- Participate in appropriate training opportunities
- Learn how to build awareness of the State Library Board

The Board discussed becoming more active in communicating with the state legislature. They will develop an initiative regarding the Board's role in the process. A possible resource is communicating with other Governor's Boards about their role in governing. The Board would like to see an action plan under communication. After the strategic plan is finalized, the Board will discuss the next steps to help the State Library move forward. There was concern about receiving input from staff since the Board members no longer meet with individual divisions. Through the process of defining and redefining roles, ideas will be considered such as reports from each division at the Board meeting as a way to interact with staff.

## **OPEN FORUM**

Letters from constituents regarding the access to materials in the history collection and the closing of the reference room were summarized by Bonebrake. Sandy Thompson from Bend, Oregon, letter dated September 22, 2014, voiced concerns on two issues: the lack of keeping public access a priority, and transferring the Oregon historical collections to the Oregon Historical Society. She recommends the Board endorse requesting \$100,000 in general funds for 15-17 biennium from the Legislature to keep the reference room open and retain the collections at the State Library.

Tamara Goesch, letter dated September 21, 2014, voiced concerns about keeping the reference room open for public research of the Oregon State Library collections. She is concerned that the State Library mission has changed over time without appropriate public input.

Dahlgreen reported that she spoke with the executive director and library director of the Oregon Historical Society about a possible satellite location to provide access to historical collections at the State Library. More meetings are needed. A proposal to the Board will be explored about who our customers are and what the state needs in regards to access to historical collections.

Bonebrake will respond to the letters with information. Bonebrake will send copies of the responses to the Board.

## **TEMPORARY RULE ADOPTION**

Re: Administrative Rule 543-010-0025 Hours of Service.

On August 8, 2014 a notice was posted on the State Library website (<http://oregon.gov/osl>) announcing the closure of the reference room on October 1, 2014. This action is part of the reorganization process the State Library has been directed to do by the legislature. A temporary rule adoption is to replace specific time schedule language that says "The State Library Board authorizes the State Librarian to set times for public access to materials and services. Schedules will be available to the public in a State Library policy." The justification for the temporary rule adoption is to provide time, 180 days, to move through the process to make a permanent rule change.

Dahlgreen explained the new temporary process for public access to collections after October 1, 2014 will be by phone, e-mail, and week days from 1:00 to 4:00 in-person access at the Administration desk in room 203.

Dahlgreen reported that the Willamette Valley Genealogical Society (WVGS) is working on an agreement with Salem Public Library for moving their collection to that location. The Speaker of the House wrote to Dahlgreen about her concerns and Dahlgreen has responded with an explanation and information to her office, the Senate President's office, and the Governor's office.

Hall moved to approve the temporary rule adoption as proposed. Hathaway-Marxer seconded. Motion was approved unanimously.

### **NEXT MEETING**

The October 17, 2014 Board meeting is at the State Library. The December Board meeting was changed to December 5, 2014 at the State Library.

Meeting adjourned at 12:37 pm.



## **REPORTS OF STATE LIBRARIAN AND STAFF**



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

Report Month	August, 2014						
Target Percentage	58.33%						
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	\$ 6,182,785	\$ 247,930	\$ 3,474,510	\$ 2,708,275	56.20%	\$ 248,179	\$ 270,828
SERVICES & SUPPIES	\$ 3,635,197	\$ 115,204	\$ 1,997,681	\$ 1,637,516	54.95%	\$ 142,692	\$ 163,752
CAPITAL OUTLAY	\$ 21,818	\$ -	\$ -	\$ 21,818	0.00%	\$ -	\$ 2,182
SPECIAL PAYMENTS	\$ 4,294,885	\$ 252,681	\$ 2,097,663	\$ 2,197,222	48.84%	\$ 149,833	\$ 219,722
<b>TOTAL</b>	\$14,134,685	\$ 615,815	\$ 7,569,854	\$ 6,564,831	53.56%	\$ 540,704	\$ 656,483

Tuesday, September 30, 2014

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

	Report Month	Aug, 2014						
	Target Percentage	58.33%						
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
Operations	PERSONAL SERVICES	\$ 929,276	\$ 39,078	\$ 537,055	\$ 392,221	57.79%	\$ 38,361	\$ 39,222
	SERVICES AND SUPPLIES	\$ 176,283	\$ 204,500	\$ 103,388	\$ 72,895	58.65%	\$ 7,385	\$ 7,290
	CAPITAL OUTLAY	\$ 2,342	\$ -	\$ -	\$ 2,342	0.00%	\$ -	\$ 234
	Total	\$ 1,107,901	\$ 243,578	\$ 640,443	\$ 467,458	57.81%	\$ 45,746	\$ 46,746
Library Development	PERSONAL SERVICES	\$ 1,003,535	\$ 48,937	\$ 676,710	\$ 326,825	67.43%	\$ 48,336	\$ 32,683
	SERVICES AND SUPPLIES	\$ 1,473,211	\$ 9,433	\$ 842,095	\$ 631,116	57.16%	\$ 60,150	\$ 63,112
	SPECIAL PAYMENTS	\$ 4,294,885	\$ 252,681	\$ 2,097,663	\$ 2,197,222	48.84%	\$ 149,833	\$ 219,722
	Total	\$ 6,771,631	\$ 311,051	\$ 3,616,468	\$ 3,155,163	53.41%	\$ 258,319	\$ 315,516
Talking Book and Braille Services	PERSONAL SERVICES	\$ 1,165,808	\$ 43,203	\$ 594,122	\$ 571,686	50.96%	\$ 42,437	\$ 57,169
	SERVICES AND SUPPLIES	\$ 512,267	\$ 27,309	\$ 236,128	\$ 276,139	46.09%	\$ 16,866	\$ 27,614
	CAPITAL OUTLAY	\$ 8,783	\$ -	\$ -	\$ 8,783	0.00%	\$ -	\$ 878
	Total	\$ 1,686,858	\$ 70,512	\$ 830,250	\$ 856,608	49.22%	\$ 59,304	\$ 85,661
Government Research Services	PERSONAL SERVICES	\$ 3,084,166	\$ 116,713	\$ 1,666,624	\$ 1,417,542	54.04%	\$ 119,045	\$ 141,754
	SERVICES AND SUPPLIES	\$ 1,473,436	\$ 57,962	\$ 816,069	\$ 657,367	55.39%	\$ 58,291	\$ 65,737
	CAPITAL OUTLAY	\$ 10,693	\$ -	\$ -	\$ 10,693	0.00%	\$ -	\$ 1,069
	Total	\$ 4,568,295	\$ 174,675	\$ 2,482,693	\$ 2,085,602	54.35%	\$ 177,335	\$ 208,560
Total		\$ 14,134,685	\$ 799,816	\$ 7,569,854	\$ 6,564,831	53.56%	\$ 540,704	\$ 656,483

Tuesday, September 30, 2014

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

		Report Month	August, 2014							
		Target Percentage	58.33%							
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	\$ 163	\$ 819	\$ 1,081	43.11%	\$ 59	\$ 108	
		SERVICES AND SUPPLIES	\$21,709	\$ 1,189	\$ 12,957	\$ 8,752	59.69%	\$ 926	\$ 875	
		Total	\$23,609	\$ 1,352	\$ 13,776	\$ 9,833	58.35%	\$ 984	\$ 983	

Tuesday, September 30, 2014

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

Agency Title Report Date	OREGON STATE LIBRARY 9/30/2013	OREGON STATE LIBRARY 9/30/2014	OREGON STATE LIBRARY 10/2013 to 10/2014	
Accounts	Account Title	Cash Balance	Cash Balance	12 Month Change
TBABS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 31,113.81	\$ 27,494.08	\$ (3,619.73)
TBABS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,354,557.86	\$ 1,666,509.03	\$ 311,951.17
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	\$ 28.07	\$ 33.56	\$ 5.49
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 8,357.81	\$ 8,180.54	\$ (177.27)
TBABS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 166,705.88	\$ 122,932.96	\$ (43,772.92)
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 40,091.08	\$ 40,308.77	\$ 217.69
<b>TOTAL</b>		<b>\$ 1,607,854.51</b>	<b>\$ 1,872,458.94</b>	<b>\$ 264,604.43</b>

Tuesday, September 30, 2014

**OREGON STATE LIBRARY (54300)**  
**AFFIRMATIVE ACTION PROGRESS REPORT for June 30, 2014**

<b>STATISTICS - EEO CATEGORY - 6/30/14</b>	<b>TOTL EMP</b>	<b>MEN EMP</b>	<b>MEN %</b>	<b>WOMEN EMP</b>	<b>WOMEN %</b>	<b>WOMEN PARITY</b>	<b>WOMEN GOAL</b>	<b>WOMEN &lt; GOAL</b>	<b>POC EMP</b>	<b>POC %</b>	<b>POC PARITY</b>	<b>POC GOAL</b>	<b>POC &lt; GOAL</b>	<b>PWD EMP</b>	<b>PWD %</b>	<b>PWD PARITY</b>	<b>PWD GOAL</b>	<b>PWD &lt; GOAL</b>
A02 - UPPER MANAGEMENT (SR 31+)	3	0	0.00%	3	100%	37%	1.0		0	0%	12%	0.3	0.3	0	0%	6%	0.1	0.1
<b>A OFFICIAL/ADMINISTRATOR</b>	<b>3</b>	<b>0</b>	<b>0.00%</b>	<b>3</b>	<b>100%</b>				<b>0</b>	<b>0%</b>			<b>0.3</b>	<b>0</b>	<b>0%</b>			<b>0.1</b>
B10 - PERSONNEL/EMPLOYMENT	0	0	0%	0	100%	58%	0.0		0	0%	12%	0.0		0	0%	6%	0.0	
B12 - COMPUTER ANALYST	2	2	100%	0	0%	32%	0.6	0.6	1	50%	13%	0.3		0	0%	6%	0.1	0.1
B14 - LIBRARIAN/ARCHIVAL SPECIALIST	10	2	20%	8	80%	70%	7.0		2	20%	10%	1.0		0	0%	6%	0.6	0.6
B15 - ACCOUNTING/FINANCE/REVENUE	2	1	50%	1	50%	53%	1.0		0	0%	13%	0.2	0.2	0	0%	6%	0.1	0.1
B16 - PROGRAM COORDINATOR/ANALYST	2	0	0%	2	100%	41%	0.8		0	0%	10%	0.1	0.1	0	0%	6%	0.1	0.1
<b>B PROFESSIONALS TOTAL</b>	<b>16</b>	<b>5</b>	<b>37%</b>	<b>11</b>	<b>63%</b>			<b>0.6</b>	<b>3</b>	<b>19%</b>			<b>0.3</b>	<b>0</b>	<b>0%</b>			<b>0.9</b>
F00 - ADMINISTRATIVE SUPPORT	17	6	35%	11	65%	70%	11.9	0.9	0	0%	10%	1.6	1.6	1	6%	6%	1.0	
<b>F ADMINISTRATIVE SUPPORT TOTAL</b>	<b>17</b>	<b>6</b>	<b>35%</b>	<b>11</b>	<b>65%</b>			<b>0.9</b>	<b>0</b>	<b>0%</b>			<b>1.6</b>	<b>1</b>	<b>6%</b>			
<b>TOTALS:</b>	<b>36</b>	<b>11</b>	<b>31%</b>	<b>25</b>	<b>69%</b>			<b>1.5</b>	<b>3</b>	<b>8%</b>			<b>2.2</b>	<b>1</b>	<b>3%</b>			<b>1.0</b>

**Target: 2011-13 Biennium Goal: 3.4**

The Oregon State Library (OSL) will continue to strive to maintain an under-representation of 3.4 for its Affirmative Action biennial goal. We will also continue to pursue recruitment techniques to more effectively reach and attract women, people of color (POC), and persons with disabilities (PWD) to help increase the applicant pool of qualified people. Despite our on-going efforts, the pool of qualified people of color and people with disabilities applying for our positions has remained very small. We have continued to achieve parity for women in the professional and management categories.

		<b>2011-13 Parity Goal Results</b>	
<b>AA Report Ending 6/30/2014</b>	<b>4.7</b>	Does not meet target 3.4 parity goal	
	<b>4.7</b>	Last report 3/31/14	
	<b>0.0</b>	Difference from prior report period	

		<i>OSL Results</i>	
<i>Target 2009-11 Biennium Goal: 3.4</i>	5	Not met above parity goal	
<i>Target 2007-09 Biennium Goal: 4.0</i>	3.4	Met below parity goal	

**Affirmative Action Report Definitions:**

**Adverse Impact:** a substantially different rate of selection in hiring or other employment decisions, which works to the disadvantage of members of a particular group.

**Affirmative Action Plan:** a written document including goals and objectives which delineates the steps an agency will take to provide equal opportunity within its workforce.

**Goal:** a target expressed as both a number and percentage for placing protected group members in a job group for which underutilization exists.

**Job Categories:** the eight categories designated by the Equal Employment Opportunity Commission for Affirmative Action reporting to federal agencies: Officials and Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessional, Office and Clerical, Skilled Craft, and Service and Maintenance.

**Job Group:** one or more job classes having similar job duties, salary range, career ladders, and recruitment area and having enough incumbents to allow for a useful utilization analysis (50 or more).

**Parity:** a condition where percentage of the representation of a protected group in the workforce, occupational category, job group or class equals the percentage of such persons in the availability base.

**Underutilization:** a condition where the percentage of representation of a protected group in the workforce, occupational category, job group or job classes is less than the percentage of such persons in the availability base.

# Oregon State Library

Strategic Plan *Draft*



## STRATEGIC ANCHORS

**Vision.** All Oregonians have the information essential to be engaged citizens, to strengthen our communities, and to build a prosperous state.

**Mission.** The State Library provides leadership and resources to continue growing vibrant library services for Oregonians who are print-disabled, the Legislature and state government, and all Oregonians through local libraries.

**Unique Role.** We connect...

- Oregonians to library services of public, school, academic, and tribal libraries
- Oregon state government to information that supports informed decision-making
- Oregonians who are print-disabled to reading materials

## CORE VALUES

Open to Opportunity

Customer service

Community

Dedication

Professionalism

Personal Leadership

## REPUTATION

We are known as a high-value state agency because we are

Innovative ~ Collaborative ~ Efficient

We are helpful.

## 2014/15 – 2016/17 STRATEGIC IMPERATIVES

Focus on the Customer

Build Awareness of the State Library

Cultivate Staff Strengths

Enhance Partnerships

## 2014/15 – 2016/17 OBJECTIVES

- Conduct a customer survey (focus on delivering on value)
- Define the State Library's scope of services
- Utilization of services by targeted customer segments
- Improvement in cost per core service

- Conduct a reputation audit
- Create a communication plan

- Once Job Development Plans have been created for each employee, an objective will be established that x% of employees have achieved at least y% of their plan goals.
- 100% of job descriptions are current

- Reduce duplication, overlap, and fragmentation with other state agency services
- Expand access or reach as measured by xxx

## 2014/15 – 2016/17 INITIATIVES

To be completed in subsequent planning once the strategic plan is finalized.  
How will we prioritize our work?



## OSL Volunteer Service Program Strategic Plan 2013-2015

Developed by the Volunteer Program Cross Division Workgroup

Revised and approved by Management 9/4/14

### Vision

The Oregon State Library Volunteer Service Program creates an environment where volunteers donate their skills and time while contributing to the efficient delivery of State Library services.

### Mission

The purpose of the Volunteer Service Program administers a program of volunteers to support but not supplant the assignments of employees and special projects and gives the State Library opportunities to provide mentoring and work experience to help develop the library workforce.

### Types of Volunteers

Type of Volunteer	Definition	Market Pools Available
<b>Student Volunteer</b>	Students between the ages of 14-18 who are in a student-to-work experience program, community service program or seeking volunteer experience for graduation requirement	High Schools
<b>Intern</b>	Adult students obtaining work experience, sometimes for college credit.	Library schools Colleges and universities Career fairs OSL website Salem Volunteer Opportunity website
<b>Skills-based Volunteer</b>	Volunteer offering specific skills, credentials, and experience that are not available in the general population	Free website advertisements OSL website Contact with clubs and organizations
<b>Citizen Volunteer</b>	Community member volunteering their time and expertise.	Free website advertisements OSL website Contact with clubs and organizations
<b>Work Experience and Transition Student</b>	Adult student obtaining work experience through an established program or school partnership with the State Library.	Work experience programs for people with disabilities College work experience and transition programs Grand Ronde tribal office Siletz tribal office Easter Seals work experience program
<b>Community Service</b>	Community member completing court-ordered service.	MW Services (placement service for court ordered community service)

## Oregon State Library – Staff Roles

<p style="text-align: center;"><b>Management</b></p>	<ul style="list-style-type: none"> <li>● Show commitment towards achieving the <i>Vision</i> for the Volunteer Service Program in various forms for the agency such as: <ul style="list-style-type: none"> <li>○ Active involvement in developing tasks and projects for volunteers</li> <li>○ Provide support at staff meetings regarding the importance of the volunteer program to the agency</li> </ul> </li> <li>● Provide management support for the volunteer program to: <ul style="list-style-type: none"> <li>○ Volunteer program coordinator</li> <li>○ Project or workgroup coordinator</li> <li>○ Staff</li> <li>○ Volunteers</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Volunteer Program Coordinator</b></p>	<ul style="list-style-type: none"> <li>▪ Provide consultation, expertise, and resources for the volunteer program by referencing: <ul style="list-style-type: none"> <li>○ State policy</li> <li>○ Agency policy</li> <li>○ Risk Management policy</li> <li>○ Community contacts</li> <li>○ Other resources</li> </ul> </li> <li>▪ Work with staff and management to identify tasks and projects that could be completed by volunteers</li> <li>▪ Foster key partnerships in the community for volunteer recruitment</li> <li>▪ Provide training for staff</li> <li>▪ Provide agency orientation for volunteers</li> <li>▪ Oversees annual check-in interview for volunteers</li> <li>▪ Oversees agency appreciation and recognitions to the volunteers</li> <li>▪ Creates reports for management and division use</li> <li>▪ Maintain open communications with volunteers, divisions and management.</li> </ul>
<p style="text-align: center;"><b>Project or Workgroup Coordinator</b></p>	<ul style="list-style-type: none"> <li>▪ Work with the Volunteer Program Coordinator and management to consider volunteers when project planning</li> <li>▪ Work with the Volunteer Program Coordinator and management to identify tasks and projects for volunteers</li> <li>▪ Oversee division or workgroup orientation to volunteers</li> <li>▪ Oversee task or project related training to volunteers</li> <li>▪ Provide (with assistance from the volunteer program coordinator) feedback and check-in interviews for volunteers</li> <li>▪ Provide frequent recognition to volunteers (with assistance from the volunteer program coordinator)</li> <li>▪ Maintain open communications with volunteers, staff, volunteer program coordinator and management</li> </ul>

<b>Staff</b>	<ul style="list-style-type: none"> <li>▪ Work with division to regularly identify and maintain tasks and projects for volunteers</li> <li>▪ Set aside appropriate tasks for known volunteer pools</li> <li>▪ Assist with task or project-related training to volunteers</li> <li>▪ Assist project or workgroup leader in annual check-in interview for volunteers</li> <li>▪ Assist project or workgroup coordinator in providing frequent recognitions to volunteers</li> <li>▪ Maintain open communications with volunteers, staff, volunteer program coordinator, and management.</li> </ul>
--------------	---

**2013-15 Goals and Action Plan****Measurement/Outcome**

The goals, action plan, measurements and outcomes are the responsibility of the Volunteer Program Coordinator who will seek the advice and assistance of Management, staff, partners, and organizations.

Goal	Action Plan	Measurement/Outcome
Expand the internship program	<ul style="list-style-type: none"> <li>▪ Research other state agency and outside group internship programs</li> <li>▪ Work with divisions to identify tasks and projects for interns</li> <li>▪ Make contact with college and university programs</li> <li>▪ Work with divisions and the college program to match a student with the State Library</li> <li>▪ Provide training information to staff on how to develop a positive and successful internship</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop at least one internship per year at the agency</li> </ul> <p>Outcome:</p> <ul style="list-style-type: none"> <li>▪ Interns develop library-related and workforce skills and abilities</li> <li>▪ State Library staff receive assistance in completing projects</li> </ul>
Develop volunteer opportunities for skills-based volunteers and work with divisions to identify new tasks for volunteers	<ul style="list-style-type: none"> <li>▪ Identify where we could use skills-based volunteers</li> <li>▪ Work with staff to identify tasks that will assist the staff to fulfill the essential services the State Library provides</li> <li>▪ Use the attached addendum developed from the brainstorm session held 12/4/2012</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop at least four new skills-based volunteer opportunities in the biennium</li> </ul> <p>Outcome:</p> <ul style="list-style-type: none"> <li>▪ Skills-based volunteers maintain specialized skills</li> <li>▪ Volunteers feel like they have made a contribution</li> <li>▪ The State Library staff receive assistance in completing projects</li> </ul>
Review and update the State Library Volunteer Service Program Handbook	<ul style="list-style-type: none"> <li>▪ Research and draft a section on rights and responsibilities</li> <li>▪ Research and up-date complete handbook</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed 12/31/13</li> </ul> <p>Outcome</p> <ul style="list-style-type: none"> <li>▪ Staff and volunteers find answers to questions about the program in the</li> </ul>

Goal	Action Plan	Measurement/Outcome
		handbook
Create ability for application and forms to be completed online	<ul style="list-style-type: none"> <li>▪ Research possibility</li> <li>▪ Work with Management and Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>▪ At 9 months into the biennium provide a report and analysis to the Management: research and make a recommendation</li> <li>▪ At 18 months into the biennium complete the implementation of Management's decisions</li> </ul> <p>Outcome:</p> <ul style="list-style-type: none"> <li>▪ It is easier for volunteers to apply to the program</li> <li>▪ The Volunteer Program Coordinator spends less time on paperwork to administer the program</li> </ul>
Foster key partnerships in the community for volunteer and intern recruitment	<ul style="list-style-type: none"> <li>▪ Chemeketa Community College transition classes</li> <li>▪ Oregon Commission for the Blind</li> <li>▪ Willamette Valley Genealogy Society</li> <li>▪ MW Services</li> <li>▪ Easter Seals work experience</li> <li>▪ Library schools for internships</li> <li>▪ College and university programs for internships</li> <li>▪ Mid-Valley Volunteer Managers Association</li> <li>▪ Career fairs</li> <li>▪ Make new contacts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue relationships with key partners through annual communications</li> </ul> <p>Outcome:</p> <ul style="list-style-type: none"> <li>▪ Partners value their relationship with the State Library</li> </ul>
Participate in training opportunities for volunteer management	<ul style="list-style-type: none"> <li>▪ Member of Mid-Valley Volunteer Managers Association and Oregon Volunteers</li> <li>▪ Attend volunteer management conferences and trainings</li> <li>▪ Encourage staff to attend conferences and trainings when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Record training opportunities and report attendance to manager annually</li> <li>▪ Retain annual membership and monthly attendance to the Mid-Valley Volunteer Mangers Association meetings</li> </ul> <p>Outcome:</p> <ul style="list-style-type: none"> <li>▪ The Volunteer Program Coordinator learns new ways to manage and improve the program</li> </ul>

### Finalize Plan

The Volunteer Program Strategic Plan was approved by Management on 9/4/14. A copy of the plan will be included in the October 2014 Board packet.

## **NEW BUSINESS**



***Agenda Item***

Recommendations of the LSTA Advisory Council

***Background and Summary***

The LSTA Advisory Council met September 12, 2014. They evaluated eleven LSTA competitive grant applications for FFY2015 and are recommending nine applications for funding. They also reviewed 4 statewide projects and are recommending 4 for funding.

***Recommendations of the LSTA Advisory Council***

## 1) Funding for FFY 2014 LSTA Competitive Grants

In June 2014, the State Library Board invited 14 project proposal applicants to submit full LSTA grant applications for funding in FFY 2015. One proposal was withdrawn, one was submitted late, one never submitted a full proposal and eleven applicants submitted full proposals. Attachment #1 shows the outcome of the Council's evaluation process. The Council recommends nine projects for funding. Of those nine projects, two are year two of funding, two are year three of funding and the remaining five are new FFY 2015 projects. In regards to the statewide ongoing project, four are being recommended for continue funding.

## 2) Approval of the FFY 2014 Oregon LSTA Program

After making recommendations regarding competitive grant awards the Council voted to approved the FFY 2014 LSTA program as shown in Attachment #2 "2013 Actual Budget and Budget Plan for FFY 2014 and 2015" including ongoing statewide projects. The following two budget line items were added to the FFY 2014 budget: \$10,000 for New Director's Institute and \$4,000 to support a Digital Collections Summit to be held in 2015.

## 3) Update on the Grant Guidelines for FFY 2016

The LSTA Advisory Council is working towards moving from a two-step grant process to a one-step grant process. The FFY 2016 grant guidelines will be finalized at the May 2015 Advisory Council meeting with approval from the Board at the June 2015 meeting. The FFY2016 guidelines will be published in January 2016. Proposals would be recommended at the May 2016 meeting, and go to the Board for the June 2016 meeting. Grants would start July 1, 2016.

***Recommendations of the State Librarian***

The State Librarian concurs with the recommendations of the LSTA Advisory Council.

**LSTA Advisory Council Recommendations to the Oregon State Library Board of Trustees  
for Funding FFY 2015 Competitive Grants and Statewide Projects**

<b>Proposal Number</b>	<b>Applicant</b>	<b>Proposal Title</b>	<b>FFY 2015 Funds Requested</b>	<b>Total Score</b>	<b>Running Total FFY 2015</b>
<b>Recommended for funding</b>					
15-1-HOO	Hood River County Library District	<i>Odell Outreach: Reaching Out to Hood River County's Adult Spanish Speakers, Year 2</i>	\$25,319	9.30	\$25,319
15-1-R2L	Ready to Learn Coalition	<i>Project Ready to Learn, Year 3</i>	\$183,836	8.90	\$209,155
15-2-LIN	Linn Library Consortium	<i>Linn County Cooperative Libraries, Year 2</i>	\$47,676	8.44	\$256,831
15-2-OHU	Oregon Health & Sciences University Library	<i>Public Health in Oregon: Accessing Historical Data for Scientific Discovery</i>	\$40,684	8.10	\$297,515
15-4-JOS	Josephine Community Libraries	<i>Expanding Opportunities Program Year 3</i>	\$70,892	8.10	\$368,407
15-4-BCL	Baker County Library	<i>Baker County Pre-K Links</i>	\$42,400	7.90	\$410,807
15-2-DOG	Oregon Department of Geology and Mineral Industries	<i>Historic Mining and Minerals Records</i>	\$39,962	7.80	\$450,769
15-2-UON	University of Oregon	<i>Next Generation Newspaper Preservation</i>	\$106,000	7.80	\$556,769
15-3-MCL	Multnomah County Library	<i>Evaluating Listos Para El Kinder</i>	\$29,576	6.80	\$586,345
<b>Total</b>			<b>\$586,345</b>		

<b>Not recommended for funding</b>					
15-1-RPN	OSU Libraries & Press	<i>Reading the Pacific Northwest</i>	\$32,754	6.90	
15-1-HCL	Harney County Library	<i>COOL! (Connecting Our Own Libraries)</i>	\$79,290	3.60	

<b>Withdrawn or late proposals</b>					
15-2-SAG	Sage Library System	<i>A Clean Slate: Increasing Cataloging Capacity in the Sage Library System, Year 2</i>	\$47,704	Rec'd late	

15-2-UOD	University of Oregon	<i>Digital Potlatch: Mukurtu and Oregon Tribal Heritage</i>	Withdrawn		
15-5-IPR	Independent Publishing Resource Center	<i>Zine Programming Toolkit &amp; Zine Collection Loan</i>	No full received		
<b>Statewide projects recommended for funding</b>					
Answer15	Multnomah County Library	<i>Answerland Statewide Digital Reference Service</i>	\$294,000		\$294,000
OBOB15	OLA/OASL	<i>Oregon Battle of the Books</i>	\$10,000		\$304,000
OSLIS15	OLA/OASL	<i>Oregon School Library Service System</i>	\$30,000		\$334,000
SAGE15	Baker County Library	<i>Sage Courier</i>	\$47,700		\$381,700
<b>Total</b>					<b>\$381,700</b>

## 2013 Budget and Budget Plan for FFY 2014 and 2015

	Federal Fiscal Year		Estimate	Estimate
	2013	2014	2014	2015
Total LSTA Award	<b>\$2,080,092</b>	<b>\$2,150,954</b>	<b>\$2,150,954</b>	
LSTA Carry Forward			\$0	\$0
Total Available	\$2,080,092	\$2,150,954	\$2,150,954	
<i>PROJECT</i>	<i>Actual Expenditures</i>	<i>Estimated Expenditures</i>	<i>Estimated Expenditures</i>	<i>Estimated Expenditures</i>
<b>Competitive Grant Awards</b>	\$389,669	\$484,957	\$586,345	
<b>LSTA Administration (4% of total allotment)</b>	\$83,204	\$86,038	\$86,038	
<b>LSTA Five Year Plan Evaluation/Development</b>	\$0	\$0	\$0	
<b>Continuing Education</b>				
OLA MLS Scholarship	\$24,978	\$0	\$0	
Library Science Collection	\$18,872	\$15,450	\$15,450	
Public Library Director's Institute	\$0	\$10,000	\$0	
Focus on Children and Young Adults Institute	\$10,000	\$0	\$10,000	
<b>Statistics</b>				
OEM School Library Analysis and Report	\$16,847	\$19,000	\$19,000	
Bibliostat Collection Tool	\$4,950	\$5,000	\$5,000	
Public Library Statistics Gathering and Reporting	\$49,314	\$50,000	\$50,000	
<b>Youth Services</b>				
Statewide Summer Reading Program	\$4,894	\$3,500	\$3,500	
Consulting	\$82,848	\$73,000	\$92,000	
<b>Oregon Center for the Book</b>	\$36,441	\$20,000	\$0	
<b>OSLIS</b>				
OASL Contract	\$44,000	\$30,000	\$30,000	
School Library Consulting	\$64,181	\$65,000	\$65,000	
Technical support and development	\$22,630	\$25,000	\$25,000	
<b>PLINKIT</b>				
Oregon	\$72,855	\$66,000	\$10,000	
National Collaborative	\$8,000	\$5,000	\$5,000	
<b>Technology Development Consulting</b>	\$9,052	\$10,000	\$66,000	
Digital Collections Summit	\$0	\$4,000	\$0	
<b>E-Reference Service (Answerland)</b>	\$294,300	\$294,500	\$294,000	
<b>Statewide Database Licensing</b>				
Gale Database	\$395,526	\$350,000	\$350,000	

Orbis Cascade		\$50,000	\$50,000
Learning Express	\$139,753	\$147,094	\$150,000
Oregon Encyclopedia	\$20,000	\$0	\$0
Program and Operations	\$34,391	\$63,000	\$63,000
Sage Library System Courier Support	\$63,600	\$73,340	\$47,700
Sage Library System	\$30,000	\$0	\$0
Extend Services to the Unserved	\$149,787	\$160,245	\$0
Libraries of Oregon	\$0	\$1,000	\$1,000
Oregon Battle of the Books/OASL	\$10,000	\$10,000	\$10,000
TOTAL	\$2,080,092	\$2,121,124	\$2,034,033
Balance	\$0	\$29,830	\$116,921



### ***Agenda Item***

Recommendation for Answerland, Statewide Cooperative Reference Service

### ***Background and Summary***

In 2003, Oregon Statewide Cooperative Reference Service was updated from Reference LINK, a service that funded reference librarians at five libraries in Oregon to serve as a reference referral service for all Oregon libraries. The move was made from reference referral to on-line reference service on the advice of a 2002 Statewide E-Reference Task Force created by the State Library.

The State Library contracted with Multnomah County Library to provide that service using LSTA funds that had previously been used for Reference LINK. Answerland was launched on April 16, 2003. Over the years new services were added, the name was changed to L-net and then back to Answerland, and there was a cooperative project with the Ohio State Library. Throughout the life of the service, there have been concerns about the cost of the service and return on investment.

In 2013, Multnomah County Library notified the State Library that they could no longer be the contracting organization effective July 1, 2014. The State Librarian convened a task force to determine the future of statewide cooperative reference services in Oregon. Led by Jenny Berg, director of the McMinnville Public Library, and Caleb Tucker-Raymond, the coordinator of Answerland, the task force found that virtual reference service was still the best method of providing statewide cooperative reference service. The State Library staff began looking for a new fiscal agent/contractor for the service. Unable to find a fiscal agent/contractor, we asked Multnomah County Library to continue for another year through June 2015. They have made it very clear that they will no longer be the fiscal agent after June 30, 2015.

Staff at the Oregon State Library, in cooperation with staff from the Deschutes Public Library, has surveyed library directors from a variety of libraries about their willingness to share the cost of statewide cooperative reference service. Staff also contacted the Washington State Library to explore their virtual reference service.

### ***Recommendation of the State Librarian***

Based on the results of those discussions, it appears that moving Answerland to the State Library by July 1, 2015 would be the most effective and efficient approach. This would necessitate cutting back on staffing and some services, as well as procuring a commercially hosted chat service. After the program

has been stabilized at a basic level of service, the staff and Answerland advisory committee members can work with the library community to explore cost sharing and the possibility of adding services.

The State Librarian recommends working with the Multnomah County Library and Answerland Advisory Committee to transfer Answerland to the Oregon State Library by July 1, 2015. We will have a report for the December 2014 OSL Board meeting and anticipate requesting approval to move forward at that time.

## MISCELLANEOUS INFORMATION



## OREGON STATE LIBRARY

Statewide Database Licensing Advisory Committee (SDLAC):  
A committee of the LSTA Advisory Council  
Annual Report: June 2013 to July 2014

**Project Name:** Statewide Database Licensing Program

**Date Submitted:** August 28, 2014

**Submitted By:** Stephen Cox, SDLAC Chair

### 1. Summarize the overall purpose of the grant project:

#### A. Scope

The Statewide Database Licensing Advisory Committee (SDLAC) is a committee of the LSTA Advisory Council (which advises the Oregon State Library Board of Trustees). SDLAC's primary responsibility is to advise on the drafting of requests for proposal, to review proposals, recommend database(s) to license, and to advise about the allocation of costs (when necessary) to libraries participating in the Statewide Database Licensing Program. For more information see the Statewide Database Licensing Program at: <http://www.oregon.gov/osl/LD/Pages/technology/sdlp/index.aspx>.

#### B. Summary of Licensed Databases (June 2013 thru July 2014)

- *Gale Databases*, August 1, 2009 – July 31, 2014: The package of databases provides access to full-text resources covering many topic areas. After the contract was awarded, *GREENR* and *U.S. History in Context*, were added at no additional cost and with the full cost frozen for the three year term.
- *Gale Virtual Reference Library*, August 1, 2009 – July 31, 2014: Provides a small collection (about 30 depending on library type) of electronic reference books.
- *Gale Opposing Viewpoints*, August 1, 2010 – July 31, 2014: Provides pro/con summaries on controversial issues.
- *LearningExpress Library*, November 1, 2010 – October 31, 2015: Provides career and education skill building courses and practice tests.

#### C. Supports LSTA Five-Year Plan

The Statewide Database Licensing Program supports two goals of the LSTA Five-Year Plan Goal 1: Provide access to information resources and library services and Goal 4: Develop information literacy skills. See the full plan here: <http://www.oregon.gov/osl/LD/LSTA/1staplanfinaljune27.pdf>.

### 2. Summarize the project results to date:

#### A. Narrative Summary

Gale/Cengage provides usage statistics for each database. A summary of user sessions by library type is presented along with percent of total usage. Both FY13 and FY14 are presented to show changes in usage over time. Gale adheres to the COUNTER standard.

At 49% and 50%, OSLIS/K12 Library patrons continue to be the strongest users of the Gale/Cengage databases in each fiscal year. In FY2014, usage of LearningExpress Library has become more evenly distributed among all types of libraries, although Public and Tribal Library patrons continue to be the heaviest users. Learning Express Library upgraded to a new platform in January 2014, which may also account for the increased usage in FY2014.

#### B. Outputs Summary: *SDLP Annual Database Usage by Library Type*

##### Gale Databases

Library Type	FY 2013		FY 2014	
	Database Sessions	Percent of Total	Database Sessions	Percent of Total
<b>Academic</b>	1,156,582	24.8%	1,079,733	21.8%
<b>Public/Tribal</b>	1,220,078	26.2%	1,392,307	28.1%
<b>OSLIS/K12</b>	2,287,597	49.0%	2,476,869	50.0%
<b>Total</b>	4,664,257	100%	4,948,909	100.0%

##### Learning Express Library

Library Type	FY 2013		FY 2014	
	Database Sessions	Percent of Total	Database Sessions	Percent of Total
<b>Academic</b>	6,050	13.9%	13,010	26.4%
<b>Public/Tribal</b>	31,981	73.4%	22,895	46.4%
<b>OSLIS/K12</b>	5,486	12.6%	13,369	27.1%
<b>Total</b>	43,517	100.0%	49,274	100.0%

### 3. Discuss significant developments:

#### A. RFP Evaluation and Contract Award

From August to October 2013, SDLAC conducted several rounds of evaluations of RFP proposals. A more detailed explanation of the evaluation process can be found in the SDLAC's procurement and recommendation report to the LSTA Council:

<http://www.oregon.gov/os/LD/technology/sdlp/SDLAC-2013Recommendation.pdf> DAS representatives conducted an additional round asking for a Best and Final Offer option. This last round resulted in revised cost proposals from the three top scoring vendors: The Gale/Cengage reduced their price by 23%, ProQuest LLC by 7% and EBSCO Industries, Inc. by 4% making Gale/Cengage the successful proposer. While all vendors met the basic criteria established in the RFP; their costs (and proposed products)

differed significantly. Despite scoring criteria weighted to emphasize content, price was still a significant factor in part because the commitment to provide the resources at no cost to school libraries and other small public, academic, and tribal libraries. SDLAC recommended that the State Library move forward with negotiating a contract with Gale/Cengage recognizing this would meet basic information needs in Oregon. SDLAC further recommended that if contract negotiations resulted in significant cost savings, that it would identify additional resources to pursue to benefit the K-12 and academic community.

The new contract with Gale/Cengage was finalized in April 2014, and began on August 1, 2014. A new database (National Geographic Kids) was added to the contract, as well as an upgrade to a more complete business database, Business Insights: Global. Also, 275 additional ebook titles were added to the Gale Virtual Reference Library subscription. Even with those additions, the contract confirmed an annual cost savings of \$50,000 for the next two years. As a result, SDLAC recommended exploration of options to use the savings to pursue a general online encyclopedia product to serve the K-12 library community and an online product to better serve the content needs of the academic library community.

#### B. Addressing Academic Library Concerns

SDLAC recognized academic librarians' concerns about lack of desired content in the Gale/Cengage databases. After exploring several options for using the cost savings resulting from the new contract, SDLAC recommended that the entire cost savings for the upcoming FY be used to support the Orbis Cascade Alliance's group subscription to EBSCO's Academic Search Premier package. With State Library Board approval, \$50,000 was given to the Orbis Cascade Alliance to help off-set the cost of the EBSCO group subscription for 35 Oregon academic libraries in June 2014, reducing the overall subscription cost for each library by 9%.

#### C. Addressing School Library Concerns

SDLAC also learned through the evaluation of RFP proposals that there is a strong desire in the K-12 library community to have the SDLP pursue a general encyclopedia product such as *World Book* or *Encyclopaedia Britannica*. Committee members shared that even though a few school districts have been able to secure funding for this type of resource; typically smaller districts are not able to support an encyclopedia product. The Oregon State Library's online reference system, home-schooled students and public library patrons are additional audiences for a general encyclopedia product.

State Library staff suggested that the Oregon Department of Education be contacted to pursue more collaborative opportunities to provide resources to the K-12 community, including the possibility of joint funding of resources. SDLAC urged OSL staff to pursue these opportunities.

#### D. Committee Membership Changes

Jennifer Parkhurst, representing Position #6 (OASL Membership) resigned from the SDLAC in August 2013. Stephen Cox of Salem-Keizer Public Schools was appointed as

a replacement, and was elected Chair in Feb. 2014. Two new members began their term in July 2014: filling Position #1 representing public libraries serving under 25,000 people is Kirsten Brodbeck-Kenney from Driftwood Public Library (Lincoln City) and in Position #2 representing academic libraries from the Oregon University System is Emily Miller-Francisco from Southern Oregon University. Returning to serve in Position #3 (OASL Membership) is Garnetta Wilker, now retired, formerly of Portland Public Schools. The Committee thanks outgoing members Sheryl Eldridge and former Chair Jane Nichols for their service during a very busy year.

#### E. Communications with Library Community

SDLAC continued to make efforts to improve communication with the Oregon library community about its work. In addition to information updates through the LIBS-OR email distribution list, SDLAC Chair Jane Nichols and OSL staff member Arlene Weible presented information about the procurement process and challenges in the SDLP program at the Oregon Library Association Annual Conference in April 2014.

Information from that presentation can be found at: <http://nwcentral.org/ola-2014-conference-what%E2%80%99s-new-not-new-statewide-database-licensing-program>

#### 4. Discuss future plans:

##### A. RFP for Testing and Skills Building Resource

LearningExpress Library upgraded to a new platform in January 2014 and continues to see a steady growth in usage. Given that the contract ends in October 2015, SDLAC has agreed that it is desirable to continue to provide this type of resource through the SDLP. The State Library staff have been advised that they will need to go through an RFP process to establish a new contract. The SDLAC will advise the staff as it moves forward with this procurement. A tentative timeline is listed below:

##### RFP Timeline 2014-2015

Aug 2014	Initiate RFP with DAS; OSL begins draft
Oct 2014	SDLAC meeting – feedback to OSL on requirements
Dec 2014	RFP finalized
Jan 2015	RFP opens/closes
Feb 2015	Evaluate proposals (with reps from SDLAC); vendor identified
Feb-Mar 2015	SDLAC recommendation to LSTA Council
May 2015	LSTA recommendation to OSL Board
Jun 2015	OSL Board approves vendor
Jun-Oct 2015	Finalize new contract
Oct 31, 2015	Current LEL contract expires

##### B. Collaborative Opportunities with Oregon Department of Education

OSL staff will be meeting with Oregon Department of Education staff to discuss potential collaboration on the provision of resources to the K-12 community. The SDLAC will be discussing strategies for supporting these efforts, including possible information gathering activities.

### C. Refining Scope of SDLP

It is clear that the SDLP has reached a crossroad while trying to accommodate several constraining factors:

- Oregon libraries have distinct content needs (Academic, Public, School) resulting in some needs being met while others are not.
- The current proprietary information environment is ill-suited to meeting such distinct needs because the information that would meet all needs sits with multiple vendors.
- Given the resources currently allocated to the SDLP, the Program has few options outside of taking advantage of vendors' "can't miss" deals which do meet the SDLP budget and some content needs.

While last year's RFP effort attempted to break out of the single-vendor mold, the constraining factors resulted in an approach that only partially addresses the true scope of Oregonians' information needs. SDLAC will discuss ways to expand the SDLP budget or consider redefining the program's scope.



# OLAQ

---

Volume 20 , Issue 2 *Outside the Lines: Creativity in Libraries* | Pages 15 - 17

---

August 2014

## Without Music, Life Would Be a Mistake: What Oregon Library Employees Listen to at Work

Jey Wann

*Oregon Documents Coordinator, Oregon State Library*

Follow this and additional works at: <http://commons.pacificu.edu/olaq>

 Part of the [Library and Information Science Commons](#)

---

Wann, J. (2014). Without Music, Life Would Be a Mistake: What Oregon Library Employees Listen to at Work. *OLA Quarterly*, 20(2), 15-17. <http://dx.doi.org/10.7710/1093-7374.1759>

© 2014 by the author(s).

*OLA Quarterly* is an official publication of the Oregon Library Association | ISSN 1093-7374 | <http://commons.pacificu.edu/olaq>

# Without Music, Life Would Be a Mistake: What Oregon Library Employees Listen to at Work

by Jey Wann

Oregon Documents Coordinator,  
Oregon State Library  
[jey.a.wann@state.or.us](mailto:jey.a.wann@state.or.us)



I've spent my career at the Oregon State Library in a variety of roles: working in acquisitions, reference, circulation, and with Oregon documents. I've been active in OLA, most recently on the 2014 Conference Committee. I have a BA in music and communications from Linfield College. In my spare time, among other things, I perform in two early music groups.

Music has been called many things: the food of love, the universal language of mankind, the highest of the fine arts, the wine that fills the cup of silence. Nietzsche said life without music would be a mistake. Music surrounds us. It may be music we wouldn't choose to listen to, like the music in grocery stores, or while we're on hold on the phone. Or it may be music we seek out, whether from live performances, or from a number of different electronic sources.

This issue of the *OLA Quarterly* is about creativity. In this article, I'll take an informal look at how Oregon library employees use the creativity of others—music—while they're going about their daily duties.

I spend a good deal of my time at work listening to music. It's sometimes to block out office conversations when I need to concentrate, sometimes to block out the sound of the HVAC system, and sometimes to encourage me to work on a hard or dull project ("You can listen to Red Priest if you will work on this boring process document"). I've been listening to music at work long enough that I first used a Sony Walkman (yup, cassette tapes!). To gather information for this article, I posted the following questions on *libs-or*, the email discussion list for Oregon libraries:

- Do you listen to music at work?
- If so, on what device(s)?
- What kind(s) of music?
- While doing what?
- What is your job specialty or specialties?
- Other comments
- May I quote you in the article?

I didn't know what to expect: 10 responses? Hundreds? I was happy to receive 40 responses from folks in a variety of Oregon libraries (and even an Oregon native now working in a library in Massachusetts). The answer to the first question was a resounding "Yes." Only two people reported not listening to music at work: one because her library doesn't allow it, and one because of IT issues. Of course, it's quite likely that those who do listen to music at work were more likely



### Jey's suggestions for non-soothing classical music:

Late Beethoven string quartets, especially the Grosse Fugue. If you can listen to them without feeling stressed, please check your pulse.

Bartok's Concerto for Orchestra. If you can listen to the last movement without laughing out loud, you may need to re-boot your sense of humor.

Rodrigo's Concierto de Aranjuez. Lively Spanish music with a definite urban feel.

Anything by Gesualdo. Definitely the weirdest of the Renaissance composers. Chromatic, sometimes depressing, and rarely, if ever, soothing. Do not listen to if you are already feeling low.

to answer than those who don't. I had a pre-conceived idea of what the response would be when I posted the questions. What library specialty, I mused, requires the most attention to detail, and tends to take place away from public areas, where interruptions aren't common. Why, cataloging, of course! However, only three of those who answered the questions are catalogers. If I use the responses to construct the library person most likely to listen to music at work in Oregon, it would be a public library director or supervisor who listens to classical music on his or her computer.

Here's a closer look at what people listen to, and how they listen to it.

#### *Put Another Nickel In*

As with most of the responses, people listen to music on a variety of devices, and many respondents use more than one. Computers were the most popular (26), followed by phones (12). Other devices included MP3 players, Kindles, tablets, and CD players. Pandora is definitely popular with Oregon library folks. Jay Hadley (Multnomah County Library supervisor) says, "I love how I can hit 'thumbs up' on Pandora and hear more music like the track that is playing, or hit 'thumbs down' and never hear that track again. For free music it has a good degree of control." Other sources for music included Spotify, Grooveshark, and various radio stations.

Not all of the responses were totally serious. One respondent reported that he uses a picnic-style crank turn table to listen to Black Sabbath at 78 rpm while doing statistics.

#### *Wagner's Music is Better Than It Sounds*

—MARK TWAIN

Actually, no one mentioned Wagner, but they listed practically everything else! Many people said their tastes are eclectic and varied. Most people listed more than one type of music. As I mentioned above, classical music was mentioned most often. For some, that was generic category, although others were more specific. Mari Bettineski (Warner Pacific Tech Services Specialist) listens to Satie while cataloging. Elaine Goff (Willamette University Serials Specialist) listens to a variety of classical composers "... as long as it's not too intense or emotional like Elgar tends to be." Other mentioned classical as being soothing; see sidebar for my comments on that.

The range of music people mentioned was very broad. Ethnic and world music are popular, as is jazz, all variations of rock, new age, blue grass, blues, punk, dance, and house. The only piece of music to be specifically mentioned more than once was the soundtrack to *The Lord of the Rings*. Almost every respondent listed more than one kind of music.

A few people said they have to be careful with vocal music, since the words can be distracting when they're working. Jessica Rondema (State Library Executive Assistant) likes Arabic music "... because it is upbeat, but the words don't distract me, since I don't speak the language!" Joni Roberts (Willamette University Public Services Librarian) says "I mostly listen to instrumental music because if the music has words, I will be tempted to sing along!"

Some people listen to things other than music. A few people mentioned nature sounds as being relaxing. Other non-music mentioned includes white noise, BBC radio news, local police scanner, TED talks, and an actual water fountain. Amy Mihelich (WCCLS Cataloger) says "I've found that listening to stand-up comedy is a good way to get out of the post-lunch doldrums."



## Some of Jey's faves you may not be familiar with:

Anything by Red Priest, a British baroque ensemble with a big attitude. Try *Red Priest's Vivaldi* to see what they do to the very familiar "Four Seasons." My favorite is their version of the La Folio Variations on *Nightmare in Venice*.

The Oregon Guitar Quartet. Innovative arrangements, from the classics to classic rock. Among my favorites are "Saint James Infirmary" and the world's best arrangement of "Black is the Color of My True Love's Hair," both on *Something Wondrous Fair*.

Bach cello suites. Go beyond Yoyo Ma and check out recordings by Hekun Wu or Angela East.

Wood N Flutes. Difficult to find, but worth searching for: *Journey*; an eclectic mix of music from the middle ages to modern, played on low-voiced recorders.

## *Play It [bleeping] Loud*

—BOB DYLAN

Many respondents mentioned that they always use headphone or earbuds, or are very careful not to play their music loudly enough to annoy their co-workers or library patrons. Christy Davis (Klamath County Library Directory) only listens to music after other staff have gone home. "I don't wear headphones," she says. "I'd have to take them out and put them back in a hundred times during the day—and I'd look unavailable."

There are some interesting exceptions to the keep-it-quiet rule, however.

John Reppinger (Willamette University Reference Librarian) has external office hours at Willamette's departmental student hearths. "I sometimes use music as a conversation starter with students," he says. "Once we're talking, I sometimes ask what they're working on and see if there's an "in" to help with their research. Plus, it is kind of neat to hear students' music selection and actually recognize the songs!"

Bob Jones (Milton-Freewater Library Director) has an even more out-going use for music at the library. Oldies Night @ the Library started 2006 to bring in people who would not normally visit. Bob has taken the program outside of Milton-Freewater: "Through Libraries of Eastern Oregon I have taken Oldies Night to a dozen other libraries in the state. In 2012 I gave a presentation on Oldies Night at Big Talk from Small Libraries, an online conference sponsored by the Nebraska Library Commission." Directors of small libraries frequently wear many hats; Bob's includes being a disk jockey.

At the State Library, the Talking Books and Braille Services Division uses music to add energy to the workplace. On occasional slow Friday afternoons, they have Journey Friday; they use Pandora to play 1980's bands. In addition to Journey, "Working for the Weekend" by Loverboy, and "Welcome to the Jungle" by Guns N Roses are staff favorites. Joel Henderson (Talking Books Administrative Program Coordinator) says "it sparks conversations, promotes team bonding, and helps get you through those last few hours before you head home." And there may be air guitar or drumming involved. (There must be something about 1980s pop music and Fridays: Mari Bettineski reports that it frequently turns up on her Friday afternoon play list).

*Without music to decorate it, time is just a bunch of boring production  
deadlines or dates by which bills must be paid.*

—FRANK ZAPPA

We've seen, informally, how Oregon library staff use music in a variety of ways in the workplace, especially to help them be more efficient and focused. What came through most strongly for me is how much people love the music they listen to, and how important it is to their lives. Bonnie Brzozowski (Corvallis/Benton County Library Reference Librarian) said "I would be lost without music at work. If I'm ever grumpy and counting down the hours until I get to head home, I put on a favorite tune and it boosts my energy and motivation."

Julie Wickham put it best: "Music and books make my life worth living!"

*Many thanks to all the people who responded to the libs-or post; I'm sorry there  
was not room to include all the comments and playlists!*



## **CORRESPONDENCE**



**From:** Jenny Berg  
**Sent:** Tuesday, August 05, 2014 4:37 PM  
**Cc:** Jey Wann; Elke Bruton; allLD  
**Subject:** RE: [PL-Directors] Visit the Oregon State Library this fall - Save the date!

Oregon Library Directors,

I would like to encourage all Library Directors to take the State Library up on the offer below. I attended a meeting a few months ago and it was very worthwhile. I must admit I thought I knew what the State Library had to offer as I have worked with the staff and been to the library many times. However, the meeting opened my eyes to just how much more the state library staff offers than I knew. Sometimes it is good to go to the source and meet face to face with those who have the resources, passion, and mission to help us with the mission of our libraries.

Jenny

---

Jenny Berg  
Library Director  
McMinnville Public Library

---

**From:** Mary Finney  
**Sent:** Thursday, August 14, 2014 1:21 PM  
**To:** 'Ferol Weyand'  
**Subject:** RE: Oregon State Library - Library Support & Development

Thank you, Ferol, these contacts will be quite helpful. I have worked with Ann, Darci, and Katie.

I have found the State Library staff to be quite helpful.  
Mary

Mary Finney  
Interim Director

---

Pendleton Public Library

---

**From:** Karen Clay  
**Sent:** Thursday, August 14, 2014 3:44 PM  
**To:** Arlene Weible  
**Subject:** Re: [AL-Directors] Information about SDLP participation, please respond!

Thank-you for the reminder, I somehow missed the letter. The signed document is attached along with contact info for our contact person. I very much appreciate that the SDLP made an effort to respond to the needs of academic libraries by working with Orbis Cascade to help fund the costs for the Ebsco database!

Karen

Karen Clay  
Library Director  
Eastern Oregon University

---

**From:** Fisher, Janet  
**Sent:** Wednesday, August 27, 2014 11:45 AM  
**To:** Arlene Weible  
**Cc:** Margaret M Jobe  
**Subject:** Western States Virtual Government Information Conference - for your files

Arlene,

Peggy and I appreciate all of your help in making the Western States conference a success.

We put our thanks in a letter for your files.

Additional information with statistics on the conference will come out in the next few days.

Thank you.

Janet

Janet Fisher  
Director, Collections and External Relations  
State Library of Arizona  
Arizona State Library, Archives and Public Records



August 27, 2014

Arlene Weible  
Oregon State Library  
250 Winter St NE  
Salem OR, 97301

Dear Arlene:

Thank you so much for joining us to make the 2014 **Western States Government Information Virtual Conference** a success. We were pleased to include your state in this biennial conference.

Thank you not only for attending the conference, but also for hosting and sharing your expertise with our participants! The feedback has been very good. All responses were

enthusiastic about the content and the overall quality of the conference, the presentation you hosted, and the two presentations you participated in. In particular, the audience commented on how interesting and well-informed they were after attending the GPO National Plan and the Alternate Views presentations. Comments about the sessions with regionals said that one was a “great collaborative session - good ideas about the national plan” and others found the “Clear concise Overview” and “Very interesting ideas.”

We are pleased that conference sessions were recorded and are available to share with those who were unable to attend the conference. The session information/archives is available on the 2014 Western States Government Information Virtual Conference webpage (<http://ucblibraries.colorado.edu/govpubs/conference/WesternState2014/schedule.htm>).

Once again, thank you for participating in the planning, hosting, and sharing your topic knowledge in addition to helping support library staff and others in these eight states and beyond. We reached an audience in 28 states and the District of Columbia, and connecting from as far away as the Philippines. We know that this would not have been as strong a conference without your contributions.

Thanks again!



Janet Fisher  
Director, Collections and External Relations  
State Library of Arizona



Margaret M. (Peggy) Jobe  
Head of Government Information  
University of Colorado-Boulder Libraries

---

Thanks for Lorraine + Perkkuan who  
are not here today.

Katie - Thank you! for coming to see  
us here in Corvallis! It's always wonder-  
ful to work with you D'Kinsey

Katie,

Thanks for coming  
to our library + sharing  
your wealth of info  
with us. I learned a lot  
+ am so glad to have  
freshly met you. Mary F.

Katie-

Thank you for coming  
and sharing an update  
on YS in the state!  
It was great to have  
you here! Kristin

Katie -  
It was so  
fun having you  
visit our dept.  
at CBCPL.  
We need to do  
this more often.  
You did a great  
job.

Jana  
Hello from Heidi  
who was on vacation ;)

**From:** Emily O'Connor  
**Sent:** Monday, September 08, 2014 2:18 PM  
**To:** Jennifer Maurer  
**Subject:** IP Address for Gale

Hi Jennifer!

Park Academy recently moved from our old mobile buildings to our new permanent home. A couple years ago you helped me get our IP address all set up and registered, but I think we may have to get you new information, because when I tried to access KidsInfoBits (love that site) through OSLIS it prompted me to put in a user name and password, which I have never had to put in before. So can you help me get this set up? I would really love to keep using all the amazing resources OSLIS has to offer at our new location.

Best, Emily O'Connor

---

**From:** Jessica Rondema  
**Sent:** Wednesday, September 17, 2014 4:03 PM  
**To:** AllStateLibrary  
**Subject:** 658.3142 Dewey Salute to Elke!

Hi everyone,

I just wanted to give props to Elke for giving a fantastic presentation at the Diversity Conference yesterday. I know some of what Talking Books does behind the scenes, but it was great to see it packaged for the public, or those who can advocate for the program. Elke's presentation was informative, organized, positive, and friendly. Everyone in the room was very engaged, and many left with brochures and applications. We certainly gained some allies!

Thanks,  
Jess

Jessica Rondema  
Executive Assistant  
Oregon State Library

---

**From:** Jerry Curry  
**Sent:** Friday, September 19, 2014 4:23 PM  
**To:** AllStateLibrary  
**Subject:** Diversity Conference Wrap-Up

Hello all,

I wanted to thank all of the folks that assisted with Government Services support of this week's Diversity Conference.

In particular, thanks to Robby, Alice, Jey, Dave & Kate for their work working the booth and interacting with a **\*lot\*** of State Agency staff.

I also want to thank Elke for working with me by including TBABS information/player in our two-table display. I think playing one of the Hunger Games books via the audio book player was a good attraction for diversity conference attendees to come over and visit. I think including TBABS in this import event is a must.

**Some Statistics:**

We interacted with 81 patrons (Tuesday) and 94 patrons (Wednesday). **A total of 175 patron interactions.**

We checked out 4 items to diversity conference attendees.

We gave away innumerable pencils, pamphlets, and information.

We registered approx. 10 patrons for State Library services at the conference.

At least one reference question was fielded and answered via the conference.

We also supported the Diversity Conference at the same time we hosted a Census Workshop (Tuesday) consisting of 50+ attendees.

All in all, a very busy & successful week.

Regards,

-Jerry

-----  
Jerry Curry  
Reference Librarian  
Oregon State Library  
Salem, OR

---

Tammy [REDACTED] 9/21/14  
[REDACTED]

Dear Ms. Bonebrake,

I would appreciate it if you would share the following input with all members of the OSL Library Board.

To Whom It May Concern,

I am outraged by the decision to close the Reference Room at the Oregon State Library to physical access and utilization by the public. The measures being taken to facilitate access to the materials therein are stop-gap and band-aids, and no substitute for the real thing in the real world.

Part of the Library's Mission is to 'provide leadership, grants, and other assistance to improve library service for all Oregonians.' There are rare and perhaps even unique materials in the collection available through the physical Reference Room which will become much more elusive after this reorganization. And of course, the leadership role played by the OSL Reference Room as a premiere site for research will become as good as non-existent. Any well-educated person knows that there is no adequate virtual substitute (despite the best efforts of some juggernaut business interests which keep insisting otherwise) for holding a book or document in one's hand when it comes to expanding the mind through newly discovered information. That process is one of the foundation stones that leads to real knowledge. That experience is at the core of what all libraries are about.

I have informed myself about the OSL's current "Mission." I have to wonder if that mission has shifted imperceptibly over the years, perhaps even unintentionally, and probably without the stamp of approval of the people. I realize the OSL is not meant to be Oregon's own "Library of Congress" as it were. But many years ago, in the 1960's, when I was in grade school, my mother started taking me to the OSL to check out books after I had exhausted many of the resources at the Salem City Library. I was certainly not engaged in research at that young age, nor did I have any need to be checking any kind of state records. I was simply a very, very avid young reader, hungry for new material in a household with no budget for books. Clearly, given the kind of books I was checking out back then, the mission of the OSL at that time included providing books on loan to members of the general public. Looking back on that experience, I can state unequivocally that the experience of entering the halls of that magnificent Art Deco public building to access its collection of literature played no small role in my metamorphosis into a bibliophile.

The budget dollars saved by the move to close the Reference Room are negligible in the scheme of the overall State budget. Just last week, for the umpteenth time, I stood in line at the grocery store and watched a couple pay for some foodstuffs with their Oregon Trail Card and then pull out cash for their fancy beer. I find it appalling that our government virtually chases people down to sign them up for various kinds of assistance, absolving them of responsibility to provide for their own basic needs (and leaving them free to spend their resources on alcohol, fast food, lottery tickets, tobacco, drugs, etc., etc., etc.), but it cannot allocate adequate resources to keep the people's library open. Many people in authority saw the PERS train wreck looming years ago - a debacle that would find government entities at all levels allocating up to 30% of their personnel budgets to PERS contributions - but did nothing to stop it. That kind of irresponsibility is not absolved by the short-sighted decision to save these relatively paltry dollars at the OSL.

This train wreck can still be stopped, if the will among those in charge kicks in. PLEASE, do not close the Reference Room at the Oregon State Library to real time, real world use by the citizens of this state. PLLEASE, reconsider this decision.

Most Sincerely,  
Tamara D. Goesch

Tamara D. Goesch

October 2, 2014

Dear Ms. Goesch,

Thank you for writing to the State Library Board of Trustees with your concerns over access to materials housed at the State Library.

It is true that many of the historic practices of the State Library are being reevaluated in light of new technology, new partnerships with other State agencies and the expectations of the legislative oversight process to ensure appropriate use of state tax dollars, but the purpose of the Transformation Process has been and still is to provide the most efficient access possible to non-duplicated materials that support the needs of the Legislature, the Executive Department Agencies and the civic needs of the public.

One of the most visible changes evolving from the two-year Transformation Process has been the recent decision to reassign staffing from the Reference Room, where usage by public other than the Genealogical Society has dwindled in recent years. This has resulted in closure of that room to the public except by appointment and the removal of genealogical materials to another suitable location in the area.

The State Library Board and staff are in a strategic planning process to identify and fulfill the State Library's role as a legislatively funded State agency while maintaining its unique responsibilities to the blind and disabled readers of Oregon and its role as consultant and grants manager to the non-state libraries of Oregon as managers of dedicated Federal funding streams. As we continue to engage both agency partners and the library community in this process we recognize that change is difficult, but the opportunity provided by the necessity of meeting fiscal and service expectations for our broad constituency is one of great promise, which we embrace.

For an outstanding summary by the State Librarian of the transformation process and its current status, please go to <http://www.oregon.gov/osl/Pages/OregonStateLibraryTransformation.aspx>

Your letter was shared during open forum with the Board at its September 26 special meeting. The Board appreciated hearing from you. I hope you will continue to follow the process and gain some reassurance that your State Library is working very hard to continue to deserve its reputation for service that it has enjoyed for the past century.

With kind regards,

Aletha G. Bonebrake, Chair

Oregon State Library Board of Trustees

---

September 22, 2014  
 Bonebrake  
 Aletha Brakebone, Chair  
 Board of Trustees  
 Oregon State Library

**RE: Public Input for the September 26th Meeting of the Board**

I'm an Oregon citizen from Bend and I am very concerned with the direction that the transformation of the Oregon State Library (OSL) seems to be heading. I am especially concerned about:

1. Lack of keeping public access a priority.
2. Transferring the Oregon Historical collections to the Oregon Historical Society.

**Lack of keeping public access a priority**

The entire purpose of State government is to serve its people. All monies that support the operation of the State are public funds and come from citizens and businesses in some way. I read a lot in the transformation plan that OSL's primary purpose is to serve state agencies. I would contend that this is just one, among many purposes, of having a State Library, and public access is at least equal, if not more important, than State agency access.

**Per the Oregon Revised Statutes (ORS) 357.001 (1)**, an informed citizenry is indispensable to the proper functioning of a democratic society; and **ORS 357.001 (5)**, it is a basic right of citizens to know about the activities of their government, to benefit from the information developed at public expense and to have permanent access to the information published by state agencies.

The importance of the public is reflected in OSL's own Administrative Rules. **OAR 543-010-0034—Hours of Service**: "The Reference Rooms will be open to the public from 10 a.m. to 5 p.m., Monday through Friday, excepting legal holidays, and may be open at other times by special arrangement with the State Librarian. Talking Book and Braille Services will be open from 8 a.m. to 5 p.m., Monday through Friday, excepting legal holidays."

It appears to me that the action of the State Librarian flagrantly ignored Administrative Rules with the announcement in August of the closure of the Public Reference Room, effective October 1. Even if there is an explanation to justify ignoring OAR, the perception is a deliberate disrespect of public access to the resources of the State Library.

I suggest that the Board of Trustees heed its own recommendations concerning the transformation. I refer to Oregon State Library Transformational Project Report, **Recommendations of Preferred Alternatives by the Oregon State Library Board of Trustees**, dated Sept. 6, 2013.

*"Library Services to the Public: Find additional and alternative funding sources for public services currently funded through state agency assessment. Board comments: Reducing services to the public is problematic, all of our funding is public money and the library is a public space."*

### Transferring the Oregon Historical collections to the Oregon Historical Society

I am especially concerned about the direction that OSL seems to be heading regarding the Historical materials in the Library, i.e., transferring all of the non-Agency Historical material to Oregon Historical Society in Portland. I am aghast that the Board would even consider endorsing the betrayal of the trust of Oregonians who have donated material to the Library for over 100 years.

The Oregon Historical Society has existed since 1898. If Oregonians wanted their material housed by the Oregon Historical Society, they could have donated their material to the Society. But, no, their choice was to donate to the State of Oregon, a public entity, so that their contributions to history would be in the public domain. The State has honored the public trust by establishing robust public access to its Historical materials at OSL and the State Archives.

I hope you will heed the advice of the Oregon Library Association in its comments about the transformation plan. "The Oregon Historical Society is a private non-profit organization with little accountability to the State. It does not have a strong record of providing adequate free public access to its library and information resources. **We are very hesitant about moving materials to OHS and relying upon this private institution to preserve those materials and provide robust access.**"

The Legislative Ways and Means response to this concern in its November 2013 Addendum was that funding would be provided to the Historical Society to keep the State materials free: "funding provided to the Oregon Historical Society to support new functions would be intended to underwrite those functions, so that it would not be necessary or appropriate to charge for access to relevant materials."

Obviously, the political agenda of a few legislators is to increase the State funding stream to the Oregon Historical Society by transferring OSL's Historical materials to the Society along with more taxpayer money to manage the materials. Per the Highlights of the 2013-15 Legislatively Adopted Budget, published by the Legislative Fiscal Office in Sept. 2013, the Oregon Historical Society was provided \$735,000 in General Funds to support its daily operations and \$210,392 in Lottery Funds to cover bond debt service associated with its mortgage costs. That is way more than the \$100,000 per year that the State Librarian has stated is the cost of OSL public services.

In my opinion, it is not the State's responsibility to provide high levels of funding to the Historical Society. If I want to support the Oregon Historical Society, I can make a private donation. I would prefer my tax dollars to support public services and public employment. It's highly likely that Oregon Historical Society management of State materials will equal or exceed the \$100,000 per year cost of the Public Reference room that is being closed. The move will not save taxpayer dollars.

The transformation plan is being touted as increasing efficiency. There is nothing inefficient about having some historical resources at the State Library or State Archives in Salem, and some at the

Oregon Historical Society in Portland. And frankly, I find it much easier to visit Salem, than downtown Portland.

Please consider your policy decisions concerning the OSL strategic plan carefully and with the public foremost in your mind during deliberations.

I recommend that the Board adopt policy decisions and a strategic plan that supports:

1. **Continued excellence at OSL in providing public access.** After all, as the Board itself commented, OSL is a public space funded by public money. For government to be transparent, there needs to be robust public access.
  - a. To achieve this, the Board could endorse requesting \$100,000 in General Funds per year in the 15-17 biennium, so the OSL agency assessment funding would not be used to provide public access.
  - b. \$200,000 (2-year cost) is 0.001% of the State's \$15.6 Billion General Fund budget in the 13-15 biennium. This is a very small cost to help accomplish having an "informed citizenry," which is clearly written in Oregon Law (ORS).
2. **Keeping Historical material at OSL.** It is the responsibility of the State of Oregon to respect the trust of the public and keep Historical material in the public domain.
  - a. At the Oregon Historical Society, OSL materials will NOT be in the public domain any longer. And, by increasing State funding to the Oregon Historical Society over what it is today along with the materials, the move will likely NOT generate any cost savings to the State.
  - b. I truly hope that the Board will not endorse giving away State Historical materials to special interests seeking more taxpayer money to shore up the Oregon Historical Society's budget. The Society has a worthy purpose, but all the other private, non-profits in the State do, too.

Thank you to the Board of Trustees for your service to the people of Oregon by establishing the policy direction for the Oregon State Library. I recognize that it's a grave responsibility in this time of scarce tax dollars.

Respectfully,

  
Sandy Thompson

████████████████████  
Bend, Oregon ██████████

October 2, 2014

Sandy Thompson  
Bend, Oregon

Dear Ms. Thompson,

The Oregon State Library Board of Trustees met on Friday, September 26, to review and adopt the vision, mission, and core values of the Strategic Plan. The action plan will be developed by staff and presented for final adoption by the Trustees at their December meeting. This work is the culmination of two years of extensive and guided evaluation of State Library roles at the Governor's behest, resulting in new partnerships and reorientation of how public dollars are spent by the State Library in support of the Governor's and Legislature's goals for State agency services. I mention this background so you can understand the context in which we have arrived at decisions which have impacted services.

Because you brought to our attention the OAR regarding hours of service for the State Library Reference Room, Friday's agenda had been amended and published in a timely manner to include the adoption of a temporary rule amending the OAR to remove reference to specific hours of service for both the Reference Room and Talking Books and Braille Service.

This temporary rule will be in effect for the 180 days allowed by statute to permit an advisory group to be convened and permanent rulemaking to take place. I have included a copy of the approved document which includes the Statement of Need and Justification, as required to effect the change.

During open forum I presented your letter to each of the Trustees for reading then summarized your thoughtful concerns for the record. There are many partners involved in this process of providing appropriate collecting and housing and access to government documents and historical materials, and everyone is working to achieve optimal results for the people of Oregon. The State Library has an obligation to provide the best service possible within its role as a State Agency funded by Legislative appropriations based on specific services and acknowledged priorities of state government, and in partnership with other state agencies and public, school and academic libraries. This thoughtful look at the State Library role in a 21st century information environment has been the diligent business of the Transformation Project. The many ideas and concerns brought forth by citizens and the library community have been factored in to the decision-making process. For an outstanding summary by the State Librarian of the transformation process and its current status, please consult the link below:

<http://www.oregon.gov/osl/Pages/OregonStateLibraryTransformation.aspx>

This is an ongoing process in which we welcome all input. It is important to your State Library Board to recognize and respond to the concerns people have in this historic reorientation of State Library practices to fulfill the goals of the State Library's mission for the people of Oregon. We anticipate that new partnerships and the power of technology will retain the access to services and materials that the people of Oregon have come to rely on and value.

Change can be very disruptive, but rest assured that we are doing our very best to listen, to speak and to co-operate to meet the challenge of transforming into a 21st century agency for Oregon.

Thank you for caring enough to write of your concerns and ideas, and for alerting us to the OAR conflict created with the change of Reference Room use. Your letter was received with appreciation by the Board. We absolutely welcome insight into our process and the impact it has on the community.

With kind regards,  
Aletha G. Bonebrake, Chair  
Oregon State Library Board of Trustees

---

**From:** GRIFFIN Dennis \* OPRD  
**Sent:** Tuesday, September 23, 2014 1:43 PM  
**To:** Sara Belousek  
**Subject:** RE: State Library Request: Title Confirmation

Sara,

You folks are great! The scanned copy will do perfectly and I will be sending a copy of it to the National Guard office as well who was looking for a copy of this report.

\ Dennis /

Dennis Griffin, Ph.D, RPA  
State Archaeologist  
Oregon State Historic Preservation Office

---

*Dear MaryKay,  
Thank you for your kind  
words of support and encourage-  
ment at our recent graduation.  
It means a great deal to all  
of us to be so warmly welcomed  
into the profession!  
All the best, SUM OR-13*

---

**From:** Cashin Linda  
**Sent:** Wednesday, September 24, 2014 10:28 AM  
**To:** Jerry Curry  
**Subject:** RE: Oregon State Library Training - Brief Survey

Hey Jerry,

Thanks for the class yesterday. I attended the classroom training a few weeks back and yesterday's training reminded me of some tools I hadn't remembered. I submitted the survey, but wanted to share... you and your peers are fantastic ambassadors for the State Library.

Thanks for the helpful training classes!  
Linda

---

**From:** NOONAN Donna  
**Sent:** Wednesday, September 24, 2014 9:01 AM  
**To:** Sara Belousek  
**Subject:** RE: State Library Request

Sara,  
(omitted). Thank you again for your efforts. I love the Oregon State Library and the great services you provide!  
Donna

---

**From:** Ferol Weyand  
**Sent:** Friday, September 26, 2014 1:02 PM  
**To:** AllStateLibrary  
**Subject:** Wellness bingo update

Thanks to everyone that participated and helped with the Wellness Bingo fundraiser on Wednesday, September 24<sup>th</sup>.

We had 5 participants and one donation. We raised 12 dollars.

Thanks Alice, Erich and Susan for helping!

Ferol Weyand, Library Support and Development Services Consulting Assistant  
Oregon State Library, 250 Winter St NE, Salem, OR 97301-3950

---

**From:** MaryKay Dahlgreen  
**Sent:** Tuesday, September 23, 2014 12:15 PM  
**To:** Renata Pilotto; AllStateLibrary  
**Subject:** RE: Postage

I believe this is process improvement, thanks to everyone.  
MaryKay

**From:** Renata Pilotto  
**Sent:** Monday, September 22, 2014 12:46 PM  
**To:** AllStateLibrary  
**Subject:** Postage

Thank you everyone for coding the outgoing (postage needed) mail.  
 It makes it much easier to pay the bill.  
 In August only 14 letters were unaccounted for, versus 556 the month before.

Let's all code!

Regards,

*Renata Pilotto*  
 Accountant

---

Dear Jay,

Thank you so much  
 for your excellent  
 (and creative) contribution  
 to The Summer 2014  
 OLAQ! I am currently  
 listening to 2PAC while I  
 do this! (Serenity)  
 We appreciate your involvement  
 — Serenity & Jen

---

Jan's response is regarding a LibGuide Government Services has developed on the topic of diversity

Margie .

**From:** MCCOY Jan  
**Sent:** Tuesday, September 30, 2014 9:11 AM  
**To:** Alice Laviolette  
**Subject:** RE: Broken Link

This is the first resource I've seen that actually talks about how to deal with the issues. We've been admiring the problem for about a year and a half at ODE but no one has told me how to contribute to a solution. Your collection moves us from awareness to behavior changes. This is some very powerful content.

**Jan McCoy, Education Specialist**  
**Instruction, Standards, Assessment, and Accountability**  
(503) 947-5704

---

**From:** Alice Laviolette  
**Sent:** Wednesday, October 01, 2014 1:33 PM  
**To:** AllStateLibrary  
**Subject:** Multas Gratias AgoTibi

The Oregon Index cards have all returned home! The scanning is complete.

Thank you to Renata for finding boxes for the project.

Thank you to Sara, Andrea, Robby and Michael for pushing loaded, heavy carts back and forth across the capitol mall.

Thank you to Jerry, Dave, and Sarah C for putting drawers back in order.

Thank you to Nathan & Kate A. for vacuuming out 77 years of accumulated dust in the alcove, for loading and unloading boxes and to Nathan for helping to move the carts.

Good work, division!  
--Alice

---

**From:** Jessica Rondema  
**Sent:** Wednesday, October 01, 2014 10:07 AM  
**To:** Sarah Cunningham  
**Subject:** RE: thank you

Thanks Sarah!! That is the nicest email ever and you made my day. ☺ It is nice to know that we are all in this together. And I think it will be good for me to get a little more experience with the public, since I usually just point them down the hall. You guys have really risen to this challenge, too, and seem very solution-oriented, which is very positive.

Thanks for all that *you* do!

Jess

Jessica Rondema  
Executive Assistant  
Oregon State Library

**From:** Sarah Cunningham  
**Sent:** Wednesday, October 01, 2014 9:42 AM  
**To:** Jessica Rondema  
**Subject:** thank you

Hey Jess,

I just wanted to say that I know (and I'm sure others do too) that the changes for the Ref Room will mean increased work for you, directing people, calling the Gov Services cell phone, dealing with newspapers. And as usual, I have heard no complaints from you at having this extra work. You are always so willing to help and professional, and I wanted to voice my appreciation. I know a lot of the focus gets put on the changes for my team, but it will be a lot of changes for you too, and it really makes a difference when coworkers are so willing to help and do it with a smile on their face.

**Thank you** for being a great coworker! I appreciate the work that you do!

Sarah

Sarah M. Cunningham  
Oregon State Library  
Government Information and Library Services

---

**From:** Duncan Jeff B  
**Sent:** Thursday, October 02, 2014 10:35:20 AM (UTC-08:00) Pacific Time (US & Canada)  
**To:** SUPPORT Library product; MaryKay Dahlgreen  
**Subject:** RE: [State\_Library\_Announcements] Oregon State Library Service Announcement

That is great you will all still be available. I had heard of the changes and wondered what they really meant. I value your services and am very glad you will continue to be available to us.

Jeff Duncan

---

**From:** Virginia M Tarango  
**Sent:** Thursday, October 02, 2014 10:54:47 AM (UTC-08:00) Pacific Time (US & Canada)  
**To:** [library.product.support@state.or.us](mailto:library.product.support@state.or.us); [state\\_library\\_announcements@listsmart.osl.state.or.us](mailto:state_library_announcements@listsmart.osl.state.or.us)  
**Subject:** Re: [State\_Library\_Announcements] Oregon State Library Service Announcement

I realized I had an opportunity to say I appreciate your assistance and the work you do. You do a fantastic job.

Virginia M Tarango

Quality Assurance Officer  
Oregon Dept. of Agriculture

---

The Honorable

John Kitzhaber

Governor of Oregon

Office of the Governor

Executive Appointments

900 Court Street NE, Room 160

Salem, OR 97301-4075

Dear Governor Kitzhaber:

Thank you for this wonderful opportunity to serve as a Trustee Member of the Oregon State Library Board. I have learned so much from working with Chairwoman Bonebrake, State Librarian Dahlgreen, and my esteemed fellow Trustees, management and staff of the State Library.

I have had a change of residence, and I am unfortunately ineligible for continued service on the Board. This letter will confirm my resignation.

It was an honor to serve state government as a professional librarian and Trustee.

Ismoon Maria Hunter-Morton, MA/MLIS

--



Ismoon Maria Hunter-Morton, Librarian  
Ismoon.Maria@Gmail.com

**Business Office  
& Community Center**

4115 N. Mississippi Ave.  
Portland, OR. 97217  
(503) 234-7837  
www.pdxQcenter.org

**Sexual & Gender Minority  
Youth Resource Center**

2406 NE Sandy Blvd, Suite 100  
Portland, OR. 97232  
(503) 872-9664  
www.SMYRC.org

---