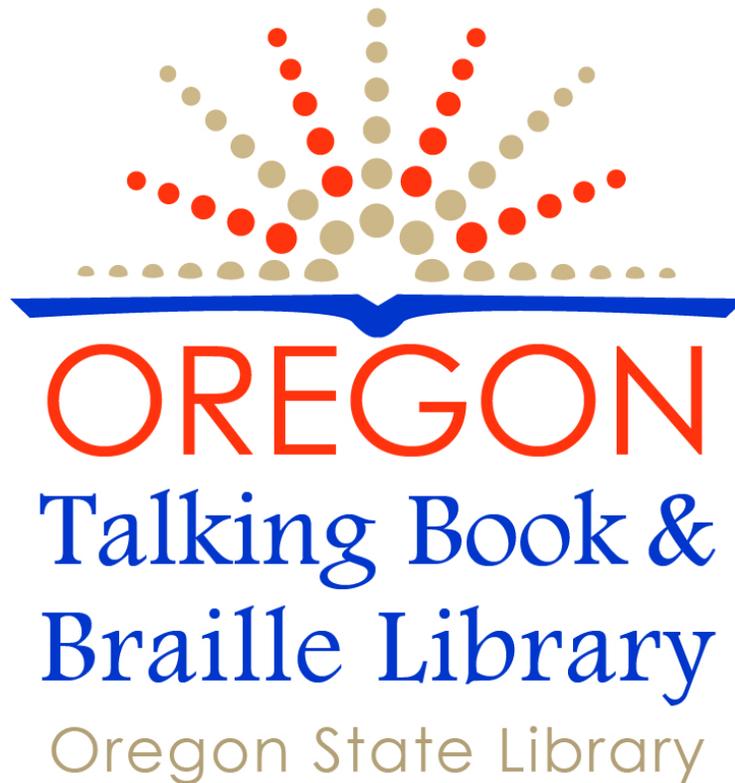


OREGON STATE LIBRARY BOARD OF TRUSTEES

Agenda Packet



December 5, 2014
Oregon State Library
250 Winter St NE
Salem, OR

TABLE OF CONTENTS

Agenda/Minutes	1
Reports of the State Librarian and Staff	19
New Business	31
Continuing Business	59
Miscellaneous Information	65
Correspondence	71

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

November 26, 2014

FOR IMMEDIATE RELEASE

The Oregon State Library Board of Trustees will meet at the State Library, 250 Winter St. NE, Salem, OR on December 5, 2014. Aletha Bonebrake of Baker City will chair the meetings.

At the meeting on December 5th, the Board will hear appeals of staff decisions regarding Ready to Read grant awards for 2014-2015. They will also elect new members to Board advisory councils. An open forum is scheduled for 11:00 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
 December 5, 2014
 Room 103, State Library Building, Salem
 Aletha Bonebrake, Chair

Agenda

9:00 a.m.	Approval of the Minutes of the October 17, 2014 Meeting	Bonebrake
9:15 a.m.	Reports of Board Chair and Trustees	Bonebrake
9:45 a.m.	Reports of the State Librarian and Staff Activities Since the Last Meeting Division Reports	Dahlgreen
11:00 a.m.	Open Forum**	Bonebrake
11:30 a.m.	Lunch	
Noon	New Business: Appeal of Staff Decisions on Ready to Read Grant Awards Post-Transaction Review of Agency Head Financial Transactions Election to Board Advisory Councils Quarterly Board Survey From Governor's Office	Westin Hathaway-Marxer Bonebrake Bonebrake
1:00 p.m.	Continuing Business: Answerland Transition to OSL	Dahlgreen
1:30 p.m.	Plans for Board Meetings in 2015*** Adjournment	Bonebrake

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

*** Board members are reminded to bring their 2015 calendars.

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

Oregon State Library
BOARD OF TRUSTEES MEETING
 October 17, 2014
 Oregon State Library, Salem

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

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

Chair Aletha Bonebrake called the meeting to order at 9:05 a.m. There was no quorum, as Ebonee Bell had yet to arrive.

REPORTS OF BOARD CHAIR AND TRUSTEES

Bonebrake reported that she responded to the two letters that were received and distributed at the September 26th Board meeting. She sent her responses to the Board members and they have also been included in the Board agenda packet. Bonebrake received a reply from one person already, and will read it during the open forum.

Dahlgreen wrote a letter to Jim Bucholz, director of the Department of Revenue, thanking them for their help in preserving the Oregon history through the digitization of our historical index cards. This project was a very successful and efficient collaboration.

Bonebrake congratulated us on this collaborative project and would like Dahlgreen to send this letter to the co-chairs of the Joint Committee on Ways and Means in the Legislature.

Hall reported that the City of Salem and the Willamette Valley Genealogical Society (WVGS) are writing a Memorandum of Understanding. Salem Public Library Administrator BJ Toewe is very happy to have WVGS at their library.

Bonebrake asked if we can highlight this project for our Legislators as well. Dahlgreen explained that there are more tasks to accomplish, such as separating their materials from ours. We would like to wait until the Memorandum of Understanding with Salem Public Library is complete, before sending out a statement.

Hall mentioned that Salem Public Library is probably a better place for the genealogical society in terms of free, public access. The children's room project at the Salem Public Library should be completed ahead of schedule but at a higher cost.

Bell arrived at 9:18 am, and the Board now had a quorum.

APPROVAL OF MINUTES

Hall moved to approve the minutes from the August 15, 2014, and the September 26, 2014, Board meetings. Bell seconded. The motion passed unanimously.

REPORTS OF BOARD CHAIR AND TRUSTEES (continued)

Bell reported that author Mitchell Jackson is coming for Everybody Reads at the Multnomah County Library. He wrote *The Residue Years*, which is his first novel.

Hathaway-Marxer reported about Literary Arts, which is celebrating its 30th anniversary this year. The organization has a great partnership with Oregon Public Broadcasting (OPB). They are going to rebroadcast thirty past lectures over a thirty week period with their Literary Arts Archive Project.

Bonebrake reported that the Oregon Trail Library District has been working on a branch in Irrigon. They have been working out of a bus for several years, but they finally have a building. They cannot currently use their new building, however, due to a conflict about occupancy. So they have been circulating books from the parking lot. Bonebrake hopes to have additional information in December.

REPORTS OF THE STATE LIBRARIAN AND STAFF

Strategic Plan Process

Dahlgreen reported on the progress of the strategic plan. The staff was very involved in the creation of our core values. We met over the course of a few weeks, sharing stories and explaining how those stories demonstrate our values. We developed the following five core values: Open to Opportunity, Excellent Customer Service, Strong Community, Professionalism, and Personal Leadership. Dahlgreen, Harrison, Range, and Westin met to discuss the format, along with Katie Anderson from Library Support and Joel Henderson from Talking Books.

These are “aspirational values” that will be incorporated over the next year into our performance evaluations, our hiring process, and will be talked about on a regular basis. We will live these values. Dahlgreen is very impressed with the work of the staff to put this together.

The Board approved the strategic plan at their meeting on September 26th. We are now moving into the operational planning phase. We have asked Holly Valkama of Coraggio group to assist us with the operational plan. The signed contract with the Coraggio group identifies two phases in the planning: the plan draft, followed by plan review and adoption. We will create four cross-functional teams to develop operational plans to support each of our strategic imperatives: focus on the customer, build awareness of the State Library, build on staff strengths, and enhance partnerships.

Each team will have a management sponsor, and four team members. Coraggio Group has templates for these teams. The teams will look at initiatives, strategies, and action items that will help us move toward the strategic imperatives. In these one-year plans, teams will consider staff resources, budget, interdependencies, and stakeholder engagement. The teams will then approach the managers with their proposals for initiatives and strategies. The managers will review the strategies and initiatives, and look for modifications before adoption. Coraggio also has a prioritization tool and a progress-tracking tool. The managers have a meeting with Valkama in two weeks, where they will be introduced to the tools. We will then begin the process of “operationalizing” the strategic plan.

Bonebrake commented that using the same consultants who have the skills and the tools to assist us is a good, comprehensive approach.

The additional cost for this operation plan was \$12,900, added to the \$26,000 for their planning work. The goal is the operational plan. The strategic plan is taking us through the rest of the 2015-17 biennium.

Bonebrake has been incredibly impressed with the good work of the Coraggio group and their speed. She believes this is a cost-effective way to meet the Legislature's and the Governor's expectations.

Hall suggested that we consider the operational plan for the coming biennium, rather than waiting until 2017-19. Dahlgreen clarified that she was assuming we would already have the operational plan in place by 2017-19.

Hathaway-Marxer asked if there were any new staff positions being requested in our current budget that has already been submitted. Dahlgreen said we are requesting a fund shift for a staff position, but not a new position.

One of the reasons we have closed the reference room is to repurpose our existing staff. More than adding new staff, we need to repurpose and shift current staff to do the kinds of things we need to do, such as outreach.

Dahlgreen will ask Valkama to share the templates for our upcoming work at the December Board meeting.

Dahlgreen went through the budget materials, starting on page 23. The Board is on target with their funds. The Endowment has increased due to appeals and bequests.

Hathaway-Marxer wants to know who the names and the amounts of the bequests. We will include a report of the bequests that we have received in the December packet.

Dahlgreen discussed the Affirmative Action Quarterly Report. Dahlgreen asked the Board if they would like to change our parity goal, which is the same as it was in 2013. Bonebrake asked how we know what amount to use for our goal? Parity is the condition where the 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. The availability base is set at the state level.

Hall talked about the lack of value of the Affirmative Action quarterly report. This is something that the Board has not understood.

Dahlgreen sees this report as reminding us about equity and parity, and causes us to ask if we are making the efforts that we need to be making toward equity. It is Dahlgreen's responsibility to be looking at diversity. She will talk with Frank Garcia of the Governor's Office for Diversity and Inclusion about the Affirmative Action report and how to approach it.

Harrison and many of the staff from Government Services are being trained for the new integrated library system that we are sharing with Chemeketa Cooperative Regional Library Services. The anticipated date to "go live" is January 26, 2015. SirsiDynix is the vendor.

The Reference Room closure has prompted several letters, which Bonebrake has discussed. The Operations office is currently the point of access for the public. Dahlgreen commended the staff, especially Rondema and those in the Operations Division, because they have agreed to be the front line for the public in this new process. There is some concern that we are not providing good customer service. However, MaryKay feels that we are giving good public service, given our resources. Since the Reference Room is no longer open, the Government Room (formerly known

as the Microfilm room) is where the Government Services staff assist their patrons. The level of service to state employees has not changed.

Dahlgreen will be attending the meeting of the Chief Officers of State Library Agencies (COSLA) in Jackson Hole, Wyoming, next week. She will also be going to Medford at the end of next week for the Southern Library Federation Meeting. She has not been down there since they passed their library district in May. Josephine County is on the ballot for their library district. They have been providing great information and advertising for their district, including a supportive letter written by Ursula Le Guin.

The Oregon Association of School Libraries will be holding a one-day conference for school libraries this year in October. After a day of sessions, Angela Johnson will be talking about race and culture in schools, as well as doing a few school visits. Numerous schools are cooperating with this event.

Division Reports

An employee from each of the four divisions shared one activity from their division, as an alternative to having Board members meet with our staff before the meetings.

Robin Speer, Volunteer Program Coordinator in the Operations Division, gave a report on the recently updated OSL Volunteer Service Program Strategic Plan 2013-2015. The plan was reviewed and updated by the Volunteer Cross Division Workgroup. They made significant changes to the vision and mission, choosing language that more closely illustrates the service we deliver. These changes were discussed extensively and were approved by the State Library managers.

Changes were also made to acknowledge the new requirements schools have for high school student volunteer hours before graduation. College-aged volunteers are considered adult volunteers.

Our current intern program has two levels. Unpaid interns are those receiving college credit for the work they complete at the State Library. Paid internships exist on an as-needed basis, for a defined time period.

The Volunteer Cross Division Workgroup added measurements and outcomes to the goals and the action plan. Volunteers are here to assist staff in completing work to support the State Library's mission. We have eliminated the genealogy volunteer positions, but have signed up 16 people from the Willamette Valley Genealogy Society to prepare and transport their collection to the Salem Public Library by January 1, 2015.

Bonebrake noted that we have a wonderful Volunteer Service Program. Dahlgreen commented that Speer is an extraordinary Volunteer Program Coordinator. Hathaway-Marxer suggested that we share this with other state agencies. Speer has given some advice to contacts in other agencies. She is also a member of the Mid Valley Volunteer Management Association.

Dahlgreen recently attended the Public Library Directors meeting. This is the fifth year that we have been funding Clatsop County's Serving the Underserved grant. Our goal is to have this project be funded from multiple sources. Dahlgreen learned from Esther Moburg of Seaside and Jane Tucker of Astoria that they went to the county to provide funding for this project, which

involves getting library cards for children. The county informed them that some funding for this project has been put in the budget. This project also now includes Warrenton.

Ann Reed from Library Support and Development Services Division talked about the Library Services and Technology Act (LSTA) grant process. In 2013, we took the LSTA grants from peer review to outcomes based evaluations. The hope in using these evaluations is to better inform and improve the grant process itself.

Our current process is a ten month cycle, from when the LSTA packets are released until the Board makes a funding decision. They LSTA Council decided to try to bring the results of grant request closer to the start. They are proposing a one-step process. Packets would be mailed out in January. In March, there would be a voluntary online review including comments. Proposals would be due in April. The council would meet and give the Board funding recommendations in May. The Board would decide which grants to fund in June. The grants would begin July 1st. There would no longer be invitations to write and submit a full proposal based on a brief proposal. The optional review in March will help inexperienced libraries get assistance. Because grants begin July 1st, they would end June 30th. There are currently too many grants with extensions, so they will need to tighten up their timelines. This new process will begin for the 2016 cycle.

This change came about for a number of reasons. We had an audit visit from IMLS, who noted that we were providing the libraries with too much leeway with deadlines. From the staff point of view, the two-step process involves a lot of paperwork. In addition, the nature of the grant process has changed. The council is hoping to use the September meeting to review evaluations and identify best practices.

Erich Pepler from Talking Book and Braille Library discussed the welcome cartridge that they have begun to send out to new patrons. In the past, they have sent out a User Information Guide about Talking Books, which is a lengthy booklet. The Talking Books staff members do not believe that the patrons are reading these daunting guides. One aspect of Pepler's job is to assess everyone's account that has an overdue book, and mail out a notice. Many of the people with overdue items are brand new patrons.

Pepler had the idea to put information about the program onto a "welcome cartridge" that is under five minutes long. They started with 100 of these cartridges, which have a two-week loan period. The staff have been checking in with the patrons after those two weeks if they haven't returned the cartridge, to answer questions and see how things are going. It is a good idea to contact these people early, because they may get frustrated with the program and stop using it altogether. Talking Books acquires about 25 new patrons a week. Pepler ends up contacting about eight of them about returning the cartridge. Most of those people do return it. Talking Books is also gaining knowledge about why patrons might not use the service.

Dahlgreen mentioned that this shows remarkable foresight of the staff. Rather than waiting for patrons to get frustrated, they are modeling how the program works. She is very impressed.

Bonebrake is excited to hear how this is going, and if the overdues reduce or more patrons remain with the program.

Pepler then played a few minutes of the welcome cartridge for the Board to hear.

Alice LaViolette from Government Information and Library Services gave a PowerPoint presentation about our project involving scanning the Oregon Index this past summer. The Oregon

Index is a historical index written on 3 x 5 inch cards, with citations from the early 1900s to the mid-1980s. The index was mainly created by State Library staff who would look at newspapers and magazines, marking articles that they thought would be important for documenting what was going on around the state. They would select subject headings, type them up, and file them by subject. LaViolette uses this index weekly, mainly for state agencies. There are 460 drawers containing over 600,000 cards. Portions of the index have been lost through the years, from other attempts to digitize them. Standards of citations have also changed, which may make it difficult to run Optical Character Recognition (OCR) on the text.

LaViolette did research about similar projects using check scanners or business card scanners. She then sent out a request via mailing list to see if any agencies were interested, and Department of Revenue responded, along with a few others. We chose to work with the Dept. of Revenue. State Library staff prepped the cards and numbered them, to be sure they remained in order during scanning and transport. Government Services staff rolled the cards over to the Department of Revenue on carts. As the cards went through the scanner, the backs of them were sprayed with identifying numbers and dates. They were able to do one drawer in five minutes. It took 61 days to complete the scanning. Over 600,000 scanned images are now on a single hard drive, with backup copies.

The Department of Revenue staff learned a lot about their own equipment, and they are now scanning some of their paper documents. We also forged a great relationship with the Dept. of Revenue and have had a number of their employees register for our services. Dahlgreen thanked LaViolette leading this project.

OPEN FORUM

Perry Stokes, director of the Baker County Library District, representing the Sage Library System, spoke at the open forum. Due to an oversight, year two of Sage's grant request was submitted after the deadline. The LSTA Advisory Council was unable to score or recommend for scoring the grant request due to the missed deadline. The project from Sage is The Clean Slate: Increasing Cataloging Capacity in the Sage Library System, Year 2, at \$47,704. The activity for the grant has just begun. They did interviews for the job, and finally filled the position in Mid-September. They are very impressed with the person hired for this position.

The reason for the oversight is related to a change in Sage Library administration, including a new chair and fiscal agent. The previous chair was Buzzy Nielson, who was also the grant writer for this project. Stokes took over from Nielson. He assumes full responsibility for this missed deadline. The other grant they submitted made the deadline. For this grant, Stokes assumed that someone else was going to submit it, which resulted in a five-day delay. Stokes asked the Board to please include this on the list of approved grants.

Bonebrake received an email from Sandy Thompson in Bend, which was a follow-up message to Bonebrake's response to Thompson's original letter. Bonebrake read the email aloud to the Board. Hall suggested that we invite her to apply for the Board. He thought she had very valid points, encouraging the Board to take another look at the statute and possibly adjust the wording of the mission to take out the phrase "through local libraries" with regard to serving Oregonians. Hall commented that the Board may be interpreting the statute more narrowly than necessary.

Bonebrake is concerned that if we state that we provide services for Oregonians without specifying “through their local libraries,” would we be committing ourselves to using funds we don’t have.

Hall suggested that we return to this discussion as the Board talks about the use of LSTA funds. He wonders if we are doing enough for all Oregonians directly, through projects such as Libraries of Oregon that serve the unserved.

Bell felt that the Board has already had a discussion about including the phrase, “local libraries.” Bonebrake thinks that Thompson may be bringing up an issue that the Board had not considered. Bonebrake and Bell agreed that we need to look at the statute again.

Dahlgreen reminded the Board that twenty years ago, a change was made to stop funding the State Library with LSTA funds.

Bonebrake thinks that Thompson’s point is that in order to serve the public, we need to keep our doors open.

Hall thinks there are things we could be doing that are not through a public library, such as Libraries of Oregon, which is a direct effort by us.

Dahlgreen mentioned that the library community should be involved in this discussion. The LSTA funds are not given to the State Library, but to the library community in Oregon.

Hathaway-Marxer commented on the makeup of the Board, and stressed the need for three additional Board members. Dahlgreen believes that we will be receiving three new Board members in December.

Dahlgreen mentioned that the Board directed Dahlgreen to pull a group together to make a recommendation for the Board to take to the Legislature about Oregoniana, historical materials, and how we provide service to the public in cooperation with other organizations. Dahlgreen thinks Thompson could provide a very useful perspective. Also, she wants to contact the Oregon Historical Society and Oregon universities.

Bonebrake agreed to call Sandy Thompson to suggest that she put in an application to be on the Board. She will also mention the other committee that will be developed. Dahlgreen will write up a description of both opportunities (the Board and the historical resources task force) for Bonebrake to use in her communications with Thompson.

Dahlgreen emphasized the importance of Board members encouraging people to apply for the Board.

NEW BUSINESS

Recommendations of the LSTA Advisory Council

Susan Lindauer, Vice Chair of the LSTA Advisory Council, appeared before the Board to discuss the Council’s recommendations. Lindauer confirmed that the Council is recommending funding for nine projects. She pointed out that Multnomah County Library’s project, Evaluating Listos Para El Kinder, had a lower score than the usual threshold of seven. However, they recommended funding because so much can be learned from this project, and it has the potential to greatly benefit the unserved. It is also an outcome-based evaluation project, which is the way the LSTA

program is heading. It received a relatively low score because there were concerns about spending money on evaluations and that the evaluation portion should have been included in the original grant.

OSU Libraries & Press' project, Reading the Pacific Northwest, was not recommended for funding. The main concern from the Council was that the digitized materials would not be accessible to the public, or that they could be sold. The organization also had a very small collection, and making it difficult to see the impact of the project in relation to the funds requested.

The Council gave the Harney County Library's project, COOL! (Connecting Our Own Libraries), a very low score of 3.60. The main concern about this project was that they did not see the expertise to execute the project being proposed. The Council also had concerns about technology needs in order for this project to achieve its goals and outcomes. These concerns were brought up after the initial submission of the grant, but were not addressed in the final grant.

Lindauer then spoke about the late proposal from Sage Library System. In the past, there has been some leniency with regard to deadlines. The Council wanted to set a precedent that applicants need to be serious about the deadlines. They also did not want to show any favoritism by recommending a late submission for funding, unless the delay was due to a natural disaster or technology breakdown. Lindauer respects the Council for coming to this decision, as there are difficult decisions to be made.

A full grant was never received from the Independent Publishing Resource Center. We attempted to contact them, but received no response. The University of Oregon withdrew their "Digital Potlatch" project because they wanted their other grant project to receive priority.

This is the first time that a state agency has requested an LSTA grant that we have encountered. The Department of Geology and Mineral Industries is applying for a grant to fund their "Historical Mining and Minerals Records" project.

Dahlgreen gave the Board some clarification about the Baker Library System and Sage. Up until two months ago, Sage Library System was administered by Eastern Oregon University, which is part of the Orbis Cascade Alliance for academic libraries. They moved to a different system, so they can no longer participate with non-university libraries. Baker County Library is now the fiscal agent for the Sage Library System. Both Perry Stokes and Buzzy Nielson were involved in this transition management issue during the grant proposal process.

The late proposal from Sage Library System was not scored. Hall requested their score for last year, which would have been their year 1 proposal. Reed brought the information. Sage Library System's grant proposal received a score of 8.1 last year. The second year of this grant did not meet the deadline.

Hall made a motion to accept all the positive recommendations and include the Sage Library System proposal. Hathaway-Marxer seconded. The motion passed unanimously.

The Board then discussed the statewide projects. **Hathaway-Marxer moved to approve the statewide projects that have been recommended for funding. Bell seconded. The motion passed unanimously.**

Bonebrake thanked everyone on the LSTA Advisory Council for their hard work.

Hathaway-Marxer had a question about the measure that Treasurer Ted Wheeler is promoting, which asks for the authority to set up a bond. The money would go into a fund that would be the basis of a foundation-type fund for a college loan program, but also to give money to schools so they can lower their tuition costs. Bonebrake sees it as an effort from the state to support educational institutions.

Dahlgreen said that this initiative seems to be showing that higher education is very important to our state and it does not receive enough funding. Ready to Learn is making the connection between library use and school achievement. The perspective of the State Library is that this is a very local way to achieve this goal, involving going into your local library, where the funding goes directly into your college savings plan, rather than this overarching policy decision that higher education is important and should be paid for by the state.

Hathaway-Marxer understands but thinks that the promotion for college savings plan takes this issue out of being just a library issue. She believes that the State Library needs an entrée into the Treasurer's Office because of the interest from the endowment fund. She is suggested that we have a conversation with the Treasurer's Office.

Bonebrake invited Stokes to speak about the Ready to Learn initiative. He remarked that funding is needed for the College Savings Plan, and will eventually need legislative dollars, rather than simply relying on donors. Mark Mulvihill, from the Pendleton Education Service District, is on the Oregon Education Investment Board, and he is planning to take this issue to the legislature.

Bonebrake stated that this project has a lot of potential for our state.

Dahlgreen commented that our staff has worked very hard with the Oregon College Savings Plan and that Katie Anderson, our Youth Services Librarian, is the reason it is in the Ready to Learn program. We have a very close relationship with the Oregon College Savings Plan, which provides five \$1000 scholarships to children who participate in the summer reading program. There are always more opportunities for participation and outreach, but she does not want it to be misunderstood how much the State Library staff is working on this.

Hathaway-Marxer just wanted to state that she thinks there are partnership opportunities between the Oregon State Library and the Treasurer's Office.

Westin reviewed the budget and budget plan for FFY 2014 and 2015. Federal Fiscal Year 2013 has now closed. One grant was turned back because they were not able to get personnel in place in time, even with Reed's assistance. We also received some monies back from Multnomah County Library. Those monies go into areas such as Plinkit and OSLIS. The latter was able to complete its collection of online literacy books due to these extra funds.

With regard to the 2014 budget, State Librarian recommends that we have a Public Library Director's Institute. This would be a very solid opportunity within the continuing education area. There are many new public library directors in Oregon. We feel that this would be an opportunity (similar to Focus on Children and Young Adults) to have a three day boot-camp style training, going over the OLA Public Library Standards, Boards and Trustees, and more. The plan would be to hold this every other year, alternating with the Focus on Children and Young Adults Institute.

Westin gave some information about the Digital Collections Summit. This report, which took an environmental scan of digitization in Oregon and made subsequent recommendations, was received very successfully. The Heritage community would like to do a workshop for basic

digitization at the annual Oregon Heritage Conference. This report also helps us determine how to move forward with digitization, with regard to money and priorities. We would be able to bring Danielle Plumer back into the state as a facilitator and on-site expert. The Digital Public Library of America is also talking with universities in Oregon.

Westin will rename the budget line item of “Orbis Cascade” to “Ebsco Academic Subsidy.”

Hall asked about putting a staff position on the LSTA budget. Dahlgreen clarified that there are a number of staff positions on the LSTA budget that are not part of the 4% administration allotment. Those are program costs, not administrative costs.

Hall noted that there is no budget line for Extending Services to the Unserved for 2015. He was surprised that there is only \$1,000 allotted for Libraries of Oregon. He believes it needs much more to be successful.

Dahlgreen said that Libraries of Oregon is something that needs to be revisited. She will talk with a librarian at Oregon State University about this. The Board needs to have a discussion about how they would like to handle services for the unserved, as well as the Talking Books Endowment, creating a foundation, and our historical collections. She has asked for the Board’s assistance for in moving these items forward.

Hall sees Libraries of Oregon as a major initiative from the Board, and believes there should be state funds. He sees this as a state service. He feels that this is the way to reach people who do not have local library service.

Dahlgreen will work with Westin to do a comparison of the LSTA budget from 2014 to 2015.

Dahlgreen noted that we are shifting the way we are spending LSTA money. In the past, about two-thirds of the money has been spent on competitive grants. She believes that we need to be more nimble in order to fund projects, such as those that may come from the Digital Collections Summit.

Bonebrake remembers a conversation of the Board where they decided to spend less on competitive grants. She thinks it is beneficial to highlight the areas of change, so that we can focus on including them in conversations for decision-making.

Hall made it very clear that he is very willing to participate on a group to discuss Libraries of Oregon and service to the unserved.

Hall moved to approve the FFY 2014 and 2015 LSTA Budget, with the reservations noted above. Hathaway-Marxer seconded. The motion passed unanimously.

Westin stated that the third agenda item is a report about the updated LSTA Guidelines, which Reed explained in her presentation. These new guidelines will come before the Board in June 2015 for review and approval.

We have received a report from the Digital Collections Task Force, whose purpose was to create guidelines or standards to judge whether organizations are using viable practices, products, and software for their digitization efforts. John Russell from University of Oregon headed the task force, along with Arlene Weible and key players from OSU, Multnomah County Library, and other organizations. Their recommendations include a focus on Oregon themes and putting the

standards in place. There will be additional recommendations coming from the Digital Collections Summit. The LSTA Advisory Council wants to be sure that questions are included in the guidelines about the intent of the collection to be digitized, in order to ensure that the materials will remain open, accessible, and free.

Bonebrake thanked Lindauer for presenting at the Board meeting and for her hard work. She also thanked Ann Reed for her hard work.

Dahlgreen encouraged the Board members to read the Statewide Database Licensing Advisory Committee's (SDLAC) annual report on pg. 47 of the Board packet.

Recommendation for Answerland

This is the recommendation for our statewide cooperative virtual reference service, which is currently called Answerland. Last year, Dahlgreen put together a task force to look at what is required to have an effective statewide cooperative reference service. The group confirmed that virtual reference is currently the best approach. Jenny Berg from the McMinnville County Library and Caleb Tucker-Raymond from the Multnomah County Library and the coordinator of Answerland have done an excellent job with Answerland. The question remains the same: How do we fund this expensive service? The Board has considered charging libraries in the past. Dahlgreen tasked Darci Hanning of the Oregon State Library and Kevin Barclay, assistant director at the Deschutes Public Library, to contact libraries in the state and ask if they would be willing to pay for this service.

Based on Dahlgreen's discussions with Hanning and Barclay, we have been offering a top-of-the-line product. We may need to scale it back. There has not been the level of distribution or promotion that there could have been for Answerland. We need to build a base, and then engage in conversations with libraries and funding sources to see if and how we would improve the service.

In 2013, Multnomah County Library announced that they would no longer be the fiscal agent for this service. However, Dahlgreen was unable to find another library willing to take on this responsibility. Multnomah County Library agreed to be the fiscal agent for one more year. The model of contracting out this service worked well eleven years ago, but is not the best model currently. Dahlgreen believes that the best model right now is for the State Library to take on this responsibility. Hanning has worked with Washington State Library to learn about their cost-sharing approach, where libraries pay for part of this service. Our approach will be a bit different however, as we have 128 libraries or library agencies in the state.

Funding has been allocated for 2014, so by July 1st, 2015, Multnomah County will no longer be fiscal agent and we would take over responsibility for running the service. Dahlgreen believes that we can lower the cost of the service, possibly using only one staff member, rather than two. Technology has also changed dramatically, and we can look at commercial products that could be hosted in the cloud. Our pay scale is also lower than that of Multnomah County, so we may see some savings. We will need to determine how to staff this service. We may shift some staff to take on this responsibility. We will not be able to provide as much staff oversight of the transcripts of provide the same level of staffing.

Dahlgreen is asking for permission to work with Multnomah County Library and the Answerland Advisory Council to transfer the Answerland service to the State Library. At the December meeting, Dahlgreen will have a report for the Board to make a decision.

Hall made a motion to approve moving forward with working with Multnomah County Library and providing a full report on Answerland in December. Bell seconded. The motion passed unanimously.

PLANS FOR 2015 MEETINGS

The February Board meeting is scheduled for Friday, February 20th, from 9 am – 2 pm. It will be in Salem, since our temporary Administrative Rule hearing may be the same day.

The Board agreed to make the arrangements for the remaining 2015 Board meetings at the February meeting, in order to include the new Board members in the decisions.

Bonebrake thanked everyone for great participation and very engaging staff reports.

PLANS FOR NEXT MEETING

The next Board meeting is scheduled for Friday, December 5th at the Oregon State Library in Salem, from 9:00 am – 2:00 pm.

The meeting adjourned at 1:59 p.m.

ACTION ITEMS

- Rondema will contact Board members before sending LSTA grant project documents to inquire how each Board member would like to receive them (electronic, entire packet...)
- Dahlgreen will ask Valkama at the December Board meeting to share the templates for our upcoming operational planning work.
- Westin will put together a list of bequests that Talking Books has received for the December Board packet.
- Dahlgreen will talk with Frank Garcia of the Governor's Office for Diversity and Inclusion about the Affirmative Action report.
- Dahlgreen will write up a description of the opportunities that Bonebrake will mention to Sandy Thompson in Bend.
- Westin will rename the LSTA Budget line item of "Orbis Cascade" to "Ebsco Academic Subsidy."
- Dahlgreen and Westin will do an LSTA Budget comparison.



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

State Library Board Executive Committee
Aletha Bonebrake, Chair
November 19, 2014
8:40 a.m. to 9:45 a.m.

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

Report of the State Librarian

Dahlgreen reported that staff is working on operational planning under the guidance of Holly Valkama from the Coraggio Group. The operational plan will be completed by the end of January 2015. Dahlgreen also reported on the re-organization of Library Council, a group of staff who advise the State Librarian. Earlier in 2014 she asked them to review the purpose of the group and survey the staff. Based on the information gathered, the Library Council has been changed to the Library Advisory Council and there will be several changes to the operations and responsibility of the group. The primary purpose will be to advise the State Librarian and to provide a forum for agency wide issues and solutions.

Approval of the Board Agenda for the December 5, 2014 Board meeting

After a discussion on orienting and integrating the three new Board members, the agenda of the December 5, 2014 Board meeting was approved.

Other Business

Hathaway-Marxer inquired about the RFP that was released by the Oregon Community Foundation to do a needs assessment of public libraries in Oregon. Dahlgreen explained that the philanthropic community is interested in discovering what the most pressing needs of public libraries are to assist them in funding choices.

Meeting was adjourned at 9:45 a.m.

REPORTS OF STATE LIBRARIAN AND STAFF

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

Report Period	Month Ending October, 2014						
Target Percentage	66.67%						
Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	%Spent BTD	Average Spend per month to Date	Average Remaining to Spend
PERSONAL SERVICES	\$ 6,182,785	\$ 256,573	\$ 3,981,831	\$ 2,200,954	64.40%	\$ 248,864	\$ 275,119
SERVICES & SUPPIES	\$ 3,635,197	\$ 133,495	\$ 2,549,684	\$ 1,085,513	70.14%	\$ 159,355	\$ 135,689
CAPITAL OUTLAY	\$ 21,818	\$ -	\$ -	\$ 21,818	0.00%	\$ -	\$ 2,727
SPECIAL PAYMENTS	\$ 4,294,885	\$ 71,756	\$ 2,178,264	\$ 2,116,621	50.72%	\$ 136,142	\$ 264,578
TOTAL	\$14,134,685	\$ 461,824	\$ 8,709,779	\$ 5,424,906	61.62%	\$ 544,361	\$ 678,113

Thursday, November 20, 2014

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

Report Period		Month Ending October, 2014						
Target Percentage		66.67%						
Division Name	Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to Spend
Operations	PERSONAL SERVICES	\$ 929,276	\$ 39,888	\$ 616,525	\$ 312,751	66.34%	\$ 38,533	\$ 39,094
	SERVICES AND SUPPLIES	\$ 176,283	\$ 10,403	\$ 134,373	\$ 41,910	76.23%	\$ 8,398	\$ 5,239
	CAPITAL OUTLAY	\$ 2,342	\$ -	\$ -	\$ 2,342	0.00%	\$ -	\$ 293
	Total	\$ 1,107,901	\$ 50,291	\$ 750,898	\$ 357,003	67.78%	\$ 46,931	\$ 44,625
Library Development	PERSONAL SERVICES	\$ 1,003,535	\$ 49,977	\$ 776,663	\$ 226,872	77.39%	\$ 48,541	\$ 28,359
	SERVICES AND SUPPLIES	\$ 1,473,211	\$ 9,257	\$ 1,070,498	\$ 402,713	72.66%	\$ 66,906	\$ 50,339
	SPECIAL PAYMENTS	\$ 4,294,885	\$ 71,756	\$ 2,178,264	\$ 2,116,621	50.72%	\$ 136,142	\$ 264,578
	Total	\$ 6,771,631	\$ 130,990	\$ 4,025,425	\$ 2,746,206	59.45%	\$ 251,589	\$ 343,276
Talking Book and Braille Services	PERSONAL SERVICES	\$ 1,165,808	\$ 43,879	\$ 681,878	\$ 483,930	58.49%	\$ 42,617	\$ 60,491
	SERVICES AND SUPPLIES	\$ 512,267	\$ 11,823	\$ 283,298	\$ 228,969	55.30%	\$ 17,706	\$ 28,621
	CAPITAL OUTLAY	\$ 8,783	\$ -	\$ -	\$ 8,783	0.00%	\$ -	\$ 1,098
	Total	\$ 1,686,858	\$ 55,702	\$ 965,176	\$ 721,682	57.22%	\$ 60,324	\$ 90,210
Government Research Services	PERSONAL SERVICES	\$ 3,084,166	\$ 122,829	\$ 1,906,764	\$ 1,177,402	61.82%	\$ 119,173	\$ 147,175
	SERVICES AND SUPPLIES	\$ 1,473,436	\$ 102,013	\$ 1,061,516	\$ 411,920	72.04%	\$ 66,345	\$ 51,490
	CAPITAL OUTLAY	\$ 10,693	\$ -	\$ -	\$ 10,693	0.00%	\$ -	\$ 1,337
	Total	\$ 4,568,295	\$ 224,842	\$ 2,968,280	\$ 1,600,015	64.98%	\$ 185,518	\$ 200,002
Total		\$ 14,134,685	\$ 461,825	\$ 8,709,779	\$ 5,424,906	61.62%	\$ 544,361	\$ 678,113

Thursday, November 20, 2014

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

		Report Period	Month Ending October, 2014						
		Target Percentage	66.67%						
Program Code	Program Code Title	Budget Object Title		Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to spend
1200	OSL BOARD	PERSONAL SERVICES	\$ 1,900	\$ 130	\$ 949	\$ 951	49.95%	\$ 59	\$ 119
		SERVICES AND SUPPLIES	\$21,709	\$ 957	\$ 14,781	\$ 6,928	68.09%	\$ 924	\$ 866
		Total	\$23,609	\$ 1,087	\$ 15,730	\$ 7,879	66.63%	\$ 983	\$ 985

Thursday, November 20, 2014

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

Agency Title Report Date		OREGON STATE LIBRARY 10/31/2013	OREGON STATE LIBRARY 10/31/2014	OREGON STATE LIBRARY 11/2013 to 11/2014
Accounts	Account Title	Cash Balance	Cash Balance	12 Month Change
TBABS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 27,946.18	\$ 24,252.66	\$ (3,693.52)
TBABS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,354,752.86	\$ 1,666,939.03	\$ 312,186.17
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	\$ 28.53	\$ 34.01	\$ 5.48
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 8,364.26	\$ 8,186.88	\$ (177.38)
TBABS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 150,003.48	\$ 129,526.60	\$ (20,476.88)
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 40,109.09	\$ 40,326.79	\$ 217.70
TOTAL		\$ 1,588,204.40	\$ 1,876,265.97	\$ 288,061.57

Thursday, November 20, 2014

OREGON STATE LIBRARY QUARTERLY PERFORMANCE REPORT

Quarter: July - September, 2014

	<i>Total This Quarter</i>	<i>Total 13-15 to Date</i>	<i>Total 11-13 to Date</i>	<i>Variance to Date</i>	<i>% Variance to Date</i>
<i>Library Support & Development Services</i>					
Average daily visits to OSLIS	806	2,231	1,742	489	28.1%
Average daily visits to LSTA-funded databases	8,445	12,669	12,650	19	0.1%
Average daily visits to Answerland	70	89	93	-4	-3.8%
Average daily visits to Plinkit websites	11,207	9,835	5,519	4,316	78.2%

Oregon Talking Book and Braille Library

Registered individuals*	5,226	5,226	5,384	-158	-2.9%
Registered institutions*	387	387	331	56	16.9%
Items circulated	107,848	533,168	542,402	-9,234	-1.7%
Percentage of circulated items that are digital cartridges	79%	79%	73%	6%	8.2%
Percentage of circulated items downloaded from BARD	20%	20%	17%	3%	17.6%
Volumes added	3,625	22,105	25,484	-3,379	-13.3%
Volunteer hours	243	1,544	2,251	-707	-31.4%

**Figure represents total on the last day of the quarter.*

Government Information & Library Services

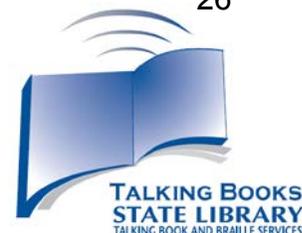
Research transactions for state government employees	1,962	10,120	11,182	-1,062	-9.5%
Contacts with state government employees	150,026	720,694	607,089	113,605	18.7%
Percentage of state employees registered for State Employee Information Center*	26%	26%	24%	2%	8.3%
Average daily visits to Oregon.gov search box	2,901	3,589	4,278	-689	-16.1%
Mailing list subscribers*	745,200	745,200	636,758	108,442	17.0%
Outreach and training presentations to state agencies	12	44	44	0	0.0%
Oregon documents archived	2,443	14,382	12,540	1,842	14.7%
Volunteer hours	1,023	4,736	5,282	-546	-10.3%

**Figure represents total on the last day of the quarter.*



Oregon

John A. Kitzhaber, MD, Governor



**Oregon Talking Book and Braille Library
Annual Fund Development Report
2013-14
Susan Westin, Program Manager**

Here is the summary of our fundraising activity (donations, distributions and solicitation costs) for fiscal year 2013-14.

DONATIONS AND INTEREST

We received gifts and interest totaling \$408,129.91 for the year:

Donation Fund:	\$ 102,419.00
Donation Fund interest:	\$ 800.09
Endowment Fund:	\$ 297,417.83*
Endowment Fund interest:	\$ 7,492.99
Total:	\$ 408,129.91

*\$278,593.70 were bequests and \$18,824.13 were memorials and “in honor of”.

Here are the numbers for the year and a comparison to last year:

FY 2013-14

	Gifts	Total Gifts and Interest	Average Gift
13-14 Unsolicited	356	\$52,120.17	\$146.40
Bequest	3	\$278,593.70	\$92,864.57
Calendar 14	589	\$21,870.96	\$37.13
Fall Letter 13	285	\$22,415.00	\$78.65
Spring Letter 14	360	\$24,837.00	\$68.99
Interest accrued *		\$8,293.08	
Totals	1593	\$408,129.91	Avg: \$256.20

*Expendable and Endowment Funds

FY 2012-13

	Gifts	Total Gifts and Interest	Average Gift
12-13 Unsolicited	221	\$16,941.50	\$76.66
Bequest	4	\$188,416.43	\$47,229.11
Calendar 13	636	\$19,531.00	\$30.71
Fall Letter 12	412	\$24,879.22	\$60.39
Spring Letter 13	422	\$22,101.00	\$52.37
Interest accrued*		\$7,278.26	
Totals	1,695	\$279,147.41	Avg: \$164.98

Expendable and Endowment Funds

As in prior years, the main focus of our activity was the mailings (Fall Letter 13 and Spring Letter 14). In addition to the appeals, we sent out the large print calendar to active patrons in which we included an envelope, and we also allowed non-patrons the opportunity to obtain a calendar for a suggested donation of \$15.00.

DISTRIBUTIONS

Here's how the money from the Donation Fund was expended in TBABS in fiscal year 2013-14.

Fundraising <i>(Salary, Printing, Postage, and Fees)</i>	\$ 41,793
Customer Service Enhancements <i>(NFB-NEWSLINE, Large Print Calendar and Oregon recorded books)</i>	\$ 25,710
Marketing <i>(Exhibits and outreach)</i>	\$ 7,128
Volunteer Support	\$ 1,975
Core Services Support <i>(Salary, Braille contract, and Integrated Library System (ILS) contract)</i>	\$ 63,519
Administration	\$ 2,120
TOTAL	\$ 142,245

INTEREST FROM ENDOWMENT FUND

The interest from the endowment fund was used in partial support (14%) of the Public Services Librarian, which came to a total of \$11,426.

SOLICITATION COSTS

Per the information given from the Library's business office for fiscal year 2013-14, Talking Books expended \$41,793 to raise \$102,419. This equated to approximately \$0.41 to raise \$1.00. The cost to raise \$1.00 is higher than last year's amount of \$.66.

BEQUESTS

This year's bequest total of \$278,593 is higher than was received last year (\$188,916) and higher than the average (\$64,998) of the last ten years:

Year	Amount
2012-13	\$188,916
2011-12	\$66,822
2010-11	\$10,000
2009-10	\$115,859
2008-09	\$97,228
2007-08	\$85,000
2006-07	\$25,000
2005-06	\$5,093
2004-05	\$5,700
2003-04	\$50,358

Talking Book and Braille Library received the following bequest in 2013-2104:

Dorothy Elhart	\$278,593.70
----------------	--------------

Fund Raising Analysis

Direct mail continues to be the primary method of fundraising Talking Books uses to secure donations. There is a tremendous turnover in the patrons. Patrons are the largest group of donors. Of the 1,178 donors for this fiscal year 924 are Talking Books' patrons and 231 are non-patrons (individuals) and 23 are others (corporations and various groups.) During the year 1,373 new patrons were added to the database. During the same period 2,110 patrons were removed from the list because they relocated, discontinued service or died. This is important information to consider as the industry guidelines for cost effectiveness (see attached chart) are reviewed. Talking Books' direct mail fundraising is a mix of renewal and acquisition with a much higher reliance on activating first time donors than would be the case with most fundraising program its size. Considering this hybrid mix of renewal and acquisition, I think this year's costs fall within reasonable range.

REASONABLE COST GUIDELINES FOR SOLICITATION ACTIVITIES

<u>Solicitation Activity</u> <u>Guidelines</u> ¹	<u>Reasonable Cost</u>
Direct mail (acquisition)	\$1.25 to \$1.50 per \$1.00 raised
Direct mail (renewal)	\$0.20 to \$0.25 per \$1.00 raised
Membership associations	\$0.20 to \$0.30 per \$1.00 raised
Activities, benefits, and Special events	\$0.50 per \$1.00 raised (gross revenue and direct costs only)
Donor clubs, and support organizations	\$0.20 to \$0.30 per \$1.00 raised
Volunteer-led personal solicitation	\$0.10 to \$0.20 per \$1.00 raised
Corporations	\$0.20 per \$1.00 raised
Foundations	\$0.20 per \$1.00 raised
Special Project	\$0.10 to \$0.20 per \$1.00 raised
Capital Campaigns	\$0.10 to \$0.20 per \$1.00 raised
Planned Giving	\$0.20 to \$0.30 per \$1.00 raised

¹ This data was compiled and presented by James M. Greenfield, ACFRE, FAHP at the NSFRE International Conference on Fund Raising in Los Angeles, CA March 1996. He is the author of *Fund Raising-Evaluating and Managing the Fund Development Process*, New York: John Wiley & Sons, Inc. 1991. His sources include: Direct Mail Marketing Association; Norman S. Fink and Howard C. Metzler, *The Costs and Benefits of Deferred Giving* New York: Columbia University Press, 1982; American Association of Fund Raising Counsel, New York

NEW BUSINESS

Agenda Item

Appeal of Staff Decisions on Ready to Read Grant Awards

Background and Summary

Libraries may appeal the proposed allocation of grant funds for a Ready to Read Grant after the Library staff has reviewed the applications and sent out a list of proposed grants based on the staff review. The list of proposed grants was distributed to libraries in early October, 2014.

The North Bend Public Library was not on the list of proposed grants because the State Library had not received their application by the deadline. The North Bend Public Library has submitted the application and a letter (attached) explaining why a grant was not submitted by the August 31, 2014 deadline.

The appeals process contained in OAR 543-040-0035 states that if an appeal “cannot be resolved within 15 days of receipt, the matter will be scheduled for a public hearing and an order of the Board.”

1800 Sherman Avenue · North Bend, OR 97459

(541) 756-0400



October 2, 2014

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

REC'D OCT 06 2014

Dear MaryKay,

This is a request to appeal the denial of the North Bend Public Library's 2014-2015 Ready to Read Grant application.

I'm appealing because although our grant application was a few days late, I made an effort to contact Katie Anderson on Aug. 30. I explained in an email to her that I finally realized we hadn't had our city administrator sign the application. The application was complete except for his signature. It is, however, entirely my fault that I neglected to have the application signed in time to mail it in before the deadline.

On August 30, I almost mailed the application to the Oregon State Library without our administrator's signature, but decided to wait for advice from Katie. Katie was very helpful in advising me about the appeal process on September 2nd.

I believe the denial is improper since I was attempting to resolve the situation.

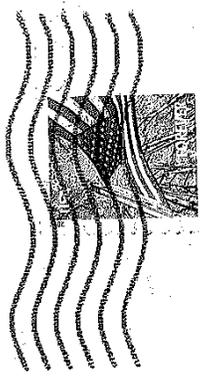
The corrective action that I'm requesting is to have an opportunity to make my case for our appeal. I would be glad to attend a meeting of the Oregon State Library's Board of Trustees to make our appeal.

This is the first time our library has missed the Ready to Read grant application deadline. I truly regret the inconvenience to you, your staff, and board by asking to appeal the denial of our grant. Your consideration of my request is greatly appreciated.

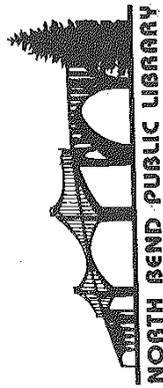
Thank You,

A handwritten signature in black ink that reads "GARY SHARP".

Gary Sharp
Director of Library Services

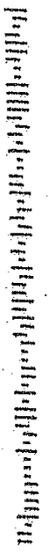


EUGENE OR 974
03 OCT 2014 PM 1 T



NORTH BEND PUBLIC LIBRARY
1800 Sherman Avenue
North Bend, Oregon 97459

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



973013950

Library's LEGAL name: North Bend Public Library	County in which library resides: Coos
Alternate library name:	
Library's MAILING address: 1800 Sherman Avenue, North Bend OR 97459	

Library director's name: Gary Sharp
Email address: gsharp@cclsd.org
Phone number: 541-756-0400 OR 541-756-1007

Key contact's name (if not director): Sara B. Simpkins
Key contact's position/job title: Children's Librarian
Email address: ssimpkins@cclsd.org
Phone number: 541-756-0400 OR 541-756-1007

All library directors and key contacts will be subscribed to the Ready to Read Grant email list to receive grant deadline reminders and other information regarding the grant. If you would like additional members of your staff who are involved in your library's Ready to Read project to be subscribed to this email list, please provide their full names and email addresses.

Name: Abbie Anderson
Position/job title: Assistant Library Director
Email address: aanderson@cclsd.org

Name:
Position/job title:
Email address:



STATE LIBRARY USE ONLY

Received: **SEP 05 2014**

Approved:

STATEWIDE SUMMER READING PROGRAM PROJECT PROPOSAL

(Don't fill out this section if you are only doing an early literacy project.)

According to ORS 357.750, libraries using Ready to Read funds on summer reading must provide the statewide summer reading program which is defined by OAR 543-040-0010 as "the Collaborative Summer Library Program Annual Summer Reading Program funded by the State Library for Oregon public Libraries". The 2015 statewide summer reading theme will be *heroes* and the slogans are "Every Hero Has a Story" for children, "Unmask!" for teens, and "Escape the Ordinary" for adults.

1. Please check the box in front of at least one outcome your library plans to achieve with your summer reading Ready to Read Grant project.
 - Youth will increase the amount they read and/or parents and guardians will increase the amount they read, talk, write, and do activities with their youth.
 - Youth will increase their reading/listening comprehension and ability to effectively communicate their understanding of and opinions about what they are reading/listening.
 - More youth will create responses to their reading/listening with technology, arts and crafts, and other mediums.
 - More families with youth will participate in the summer reading programs together as a family.
 - Schools, childcare providers, summer lunch sites, out-of-school-time programs (e.g. Boys & Girls Club, Park and Rec, YMCA), and other community partners will increase their partnerships with the library to coordinate the summer reading program community-wide.
 - More high risk youth will participate in the summer reading program. (High risk youth are minorities, English language learners, immigrants, children with special needs, children in poverty, and children in families dealing with abuse, neglect, and substance abuse.)
 - Families with high risk youth will increase meaningful engagement in the summer reading program. (i.e. libraries will update materials, activities, and programs so they are culturally appropriate and relevant to high risk youth and their families.)
 - Libraries will improve collection of summer reading data and increase use of the data for continuous improvement of library materials, resources, services, and programs to achieve outcomes.

2. Describe the summer reading activities your library plans to implement to achieve these outcomes. (Only describe activities funded in part or in whole by your Ready to Read Grant.)
 - Present two free family entertainment programs (featuring professional performers) with Family Fun handouts developed and made available that list activities children and families can do at home based on the summer reading theme and the type of performance.
 - Purchase prizes for the YA Summer Reading BINGO game from the summer reading cooperative 2015 catalog.

(continued on next page)

- Host a mini-convention ("UnmaskCon") for YA. Participants choose to dress in character ("cosplay"), bring a story, poem, or song they wrote about a hero or an unmasking, do a skit with friends, and/or show a video they made. Activities include a heroes/villains trivia contest to "unmask" a character based on the clues. Participants nominate and then vote for their favorite heroes and villains, making a case for their candidates.
3. Do these activities include bringing library services, resources, or programs out of the library to children, teens, parents, child care providers, or other groups to other locations?
- Yes
 No
4. How will you evaluate whether or not these activities achieve your desired outcome(s)?
- Two separate attendance figures will be kept for the Family Fun programs – one for total attendance and one an estimate of the number of families in attendance – and the number of Family Fun handouts distributed will be recorded.
 - Attendance at UnmaskCon will be recorded and evaluation forms will be completed by attendants. Attendants will be interviewed for sample comments.
 - The number of YA BINGO record sheets given out and the number of completions will be recorded. Finished record sheets will be kept and the number of participants who complete the "comprehension" and parent/guardian activities included will be recorded.
 - Participants who fill out a short evaluation of the summer reading program (including a space for suggestions/free input) get a small prize.
 - The Assistant Library Director will solicit additional input and involvement for ongoing youth programs, services, and materials at the library.
 - The Assistant Library Director will compile a report recording this data and prepare a summary report with goals for future programs, services, and collection development.
5. If you are partnering with any schools, out-of-school-time programs (e.g. Boys & Girls Club, Park and Rec, YMCA), businesses, or other organizations to make this project happen, list them here.
6. If you are providing programs in and/or out of the library, how many people *total* to do you expect will attend these programs? (No need to verify age, just use your best judgment.)
- 250 Youth ages 0-14
50 Adults ages 15 and older
7. Do you anticipate this will be an ongoing project?
- Yes (We will continue to provide summer reading activities for children and youth)
 No
8. If yes, and the project is successful, how will you continue to fund this project?
- Local funds
 Other grant funds
 Ready to Read funds

STATEWIDE SUMMER READING PROGRAM PROJECT BUDGET

(Don't fill out this section if you are only doing an early literacy project.)

	List things necessary for implementing your Ready to Read Grant Project	Amount of Ready to Read funds used to pay for this	Amount of Library Budget used to pay for this	Amount of other sources used to pay for this	TOTAL
Library Staff					
Materials for Circulating Collection					
Equipment, Furniture, and/or Fixtures					
Contracted Programs		\$ 850			\$ 850
Incentives		\$ 380		\$100	\$ 480
Other					
TOTAL		\$1230			\$1330

DATES TO REMEMBER

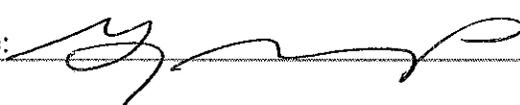
August 31, 2014	Date proposals must be postmarked and sent to the State Library.
October 1, 2014	Revised Ready to Read Grants for 2014-2015 mailed to libraries.
October 15, 2014	Deadline for libraries to appeal the proposed grant awards.
December 31, 2014	Grant awards mailed to libraries.
December 1, 2015	Date final report must be postmarked and sent to the State Library.

CRITERIA FOR APPROVAL

1. Proposal demonstrates how the project will “establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program for children from birth to 14 years of age.”
2. Plan includes outcomes for project participants.
3. Proposal includes plan for evaluating outcomes of the project.
4. Summer reading projects use the statewide summer reading program.

CERTIFICATION OF READY TO READ GRANT APPLICATION

To the best of our knowledge and belief, the information in this application is true and correct. We certify that, when the grant is awarded, the Ready to Read Grant will be used to supplement the library's budget from local sources and will be used to “establish, develop or improve public library early literacy services for children from birth to six years of age and to provide the statewide summer reading program for children from birth to 14 years of age.” (ORS 357.750).

Library director's name: <i>GARY SHARP</i>	
Library director's signature: 	Date: <i>9/2/14</i>
Name of local government official authorized to apply for grants:	
Local official's title: <i>CITY ADMINISTRATOR</i>	
Local official's signature: 	Date: <i>9-1-14</i>

PHILIP
NORTH BEND, OR
97459
SEP 02, 14
AMOUNT

\$1.40
00028203-04



97301



1000

NORTH BEND PUBLIC LIBRARY
1800 SHERMAN AVE
NORTH BEND, OR 97459
(541) 756-0400

TO: OREGON STATE LIBRARY
READY TO READ BEARINGS
250 WINTER ST. NE
SALEM, OR 97301-
3950

Agenda Item

Post-Transaction Review of Agency Head Financial Transactions

Background and Summary

State policy requires that agency heads appointed by boards and commissions be subject to a review and approval procedure for certain “financial transactions” of the agency head. These include the following:

- Time reporting, including the agency head’s use of sick leave, vacation, holiday, or other leave.
- Travel expense reimbursements for all in-state and out-of-state travel.
- Exceptional performance leave. (Not used)
- Vacation payoff. (Not used)
- Use of Small Purchase Order Transaction Systems (SPOTS) purchase card. (Not used)

The Oregon Accounting Manual (10.90.00. PO .102) states that:

“Agency heads appointed by or reporting to a board or commission shall work with that body to create a review and approval structure for financial transactions of the agency head. The board or commission may delegate the review and approval authority, by direct designation or motion, in writing, to the board or commission chair or ranking officer... Boards and commissions delegating the review and approval process must at least annually review the financial transactions of the agency head approved as delegated. These post transaction reviews and approvals must be documented in the minutes of the board or commission annual meeting.”

In accordance with the Oregon Accounting Manual, the State Library Board has delegated review and approval authority to the Vice-Chair of the Board. At the December 5, 2014, board meeting, the Vice-Chair of the Board in 2013-14 will report on financial transactions approved during the 2013-14 fiscal year. The Vice-Chair will bring documentation of all transactions from July 1, 2013 to June 30, 2014 to assist the Board in their review.

OREGON ACCOUNTING MANUAL		Number 10.90.00.PO
Oregon Department of Administrative Services State Controller's Division	Policy	Effective Date July 16, 2001
Chapter	Internal Control	.1 OF .3
Part	Approval of Agency Head Transactions	
Section		Approval Signature on file at SCD

Accountability and Control Standards

- .101 This policy sets accountability and control standards for the determination and delegation of review and approval authority for the agency head's monthly time report, requests for vacation payoff, use of exceptional performance leave, travel expense reimbursement claims, and Small Purchase Order Transaction System (SPOTS) card purchases. This policy is intended to ensure that these transactions are reviewed for completeness and accuracy and that they are in conformance with and measured against the documentation and compliance standards provided herein. In the case of agency heads that are elected, this policy may be applied at the option of that elected official.

Establishing Review and Approval Authority

- .102 Agency heads appointed by the Governor shall delegate review and approval authority for agency head financial transactions to the chief financial officer or to the person who holds the position of second-in-command to the agency head. The delegation shall be in writing.

Agency heads appointed by or reporting to a board or commission shall work with that body to create a review and approval structure for financial transactions of the agency head. The board or commission may delegate the review and approval authority, by direct designation or motion, in writing, to the board or commission chair or ranking officer. Or, the board or commission may delegate to the agency second-in-command, chief financial officer, or may choose to retain an active role in the approval process. Boards and commissions choosing to take an active role in the review and approval process must make the review and approvals of financial transactions a part of their regular meetings and document them in the minutes.

Boards and commissions delegating the review and approval process must at least annually review the financial transactions of the agency head approved as delegated. These post transaction reviews and approvals must be documented in the minutes of the board or commission annual meeting.

Requirement for Internal Procedure and Review

- .103 This policy requires agencies to develop internal procedures for the review and approval of the following agency head transactions:
- (a) Time reporting: Review and approve the agency head's monthly report of sick leave, vacation, holiday or other leave hours used. Review for completeness and accuracy and to ensure that all time that has been taken has been reported. Ensure that leave hours comply with HRSD 60.000.01 Sick Leave, 60.000.05 Vacation Leave, 60.010.01 Holidays, 60.000.15 Family Medical Leave, 60.005.01 Leave Without Pay and 60.000.10

Special Leaves with Pay. Time reporting (leave usage) must be documented using either paper or electronic timekeeping methods. The documentation must show that the time reports have been reviewed and approved by the appropriate authority, which, in the case of a board or commission, may be the ranking officer of the board. Note: Heads of agencies are classified as exempt from the Fair Labor Standards Act (FLSA) and as such should not be required to report actual hours worked. The time reporting review is intended to focus only on hours related to the categories defined above. The documentation must provide evidence for an audit trail and must be maintained by the agency for the prescribed IRS retention schedule for time records of three years and one quarter as well as the current record retention standards per Secretary of State, Archives Division.

- (b) Travel expense reimbursements: Review and approve all travel claims submitted by the agency head, whether for in-state or out-of-state travel. Ensure compliance with DAS Travel Rules **OAM 40 10 00 PO** as well as **OAM 10 40 00 PO**, Expenditures. The review and approval of travel transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed.
- (c) Exceptional Performance Leave: This leave shall be granted to agency heads using the criteria set forth in HRSD 60.000.10 "Special Leaves With Pay". For agency heads appointed by the Governor, this leave shall only be granted by the Governor or by the Director of the Department of Administrative Services on behalf of the Governor. For agency heads reporting to a board or commission, this leave shall be granted by that body or by the board or commission chair and documented in the minutes of the board or commission. The review and approval responsibility is to ensure that the Exceptional Performance leave was granted based on appropriate criteria and authority and is in compliance with HRSD policy 60.000.10. The review and approval of these transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed. The documentation must clearly demonstrate the criteria upon which the leave was granted. The documentation must include copies of the written request and approval granting the leave and copies of the board or commission minutes, if applicable. The documentation must be retained according to the current record retention standards per Secretary of State, Archives Division.
- (d) Vacation Payoff: Review and approve ensuring compliance with HRSD policy 60 000.05 "Vacation Leave". The review and approval of these transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with HRSD 60.000.05. That review must clearly demonstrate that the vacation payoff was approved in accordance with Section (6)(b) of that policy which mandates that a vacation payoff is only granted when taking vacation leave is not appropriate. Copies of the written request and approval granting the vacation payoff and copies of the board or commission minutes, if applicable, must be part of the documentation for these transactions.
- (e) Use of the Small Purchase Order Transaction System (SPOTS) purchase card: Review purchases to ensure that they are appropriate expenditures that further the business of the state and the mission of the agency and that the use of the SPOTS card complies with **OAM 55 30 00 PO**. The review must be conducted by someone other than the person whose name appears on the card. The review and approval of transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed.

The documentation for all of the above should be retained according to the current record retention standards per Secretary of State, Archives Division.

Fiscal Officer Responsibility

- .104 Agency fiscal officers processing these financial transactions for the agency head have a duty to pre-audit and verify that the transactions comply with this policy.

Seeking Guidance from State Controller's Division

- .105 For the purposes of this policy, those persons delegated to review and approve financial transactions for state agency heads have a duty to comply with the provisions of this policy. Any agency head requests to deviate from this policy must be approved by the State Controller. Those persons delegated review and approval authority having reservations or questions about an agency head financial transaction may seek guidance from the State Controller's Division.

Transactions Subject to Audit

- .106 All financial transactions of state agency heads are subject to periodic audit by the Secretary of State Audits Division.

Agenda Item

Election to Board Advisory Councils

Background and Summary

The Board has established three advisory councils to assist them in carrying out their responsibilities in specialized areas: the Talking Book and Braille Library (TBABL) Advisory Council, the Library Services and Technology Act (LSTA) Advisory Council and the Government Information and Library Services (Govt. Svcs.) Advisory Council. The board appoints new members to the TBABS, LSTA and GRS Advisory Councils, except for the representatives of consumer groups on the TBABS Advisory Council who are appointed by their own organizations.

There is one vacancy on the TBABS Advisory Council and four vacancies on the LSTA Advisory Council. The Board's bylaws indicate that "the State Librarian shall suggest nominees for vacant positions on the TBABS, GRS and LSTA Advisory Councils".

The ballot includes nominations for all vacant positions. The nominees were selected by the State Librarian based on suggestions from the Advisory Councils, the library community and self-nominations.

Nominee Statements
December 5, 2014
Appointments to Board Advisory Councils

Talking Book and Braille Library Advisory Council
for terms beginning January 1, 2015

PARENT OF A MINOR USER

Patricia Cuno, Dallas

I am currently a HR Recruiter for the State of Oregon, and have been married to my husband Ted for almost twenty-five years. We have two daughters, Marissa, a college freshman, and Emily, a high school junior. Emily was diagnosed with severe dyslexia when she was seven years old, and was immediately placed on an IEP. Since then I have worked very hard to help my daughter obtain the needed skills, resources and tools to be successful not only in school but also in life. Emily is the first student in Dallas High School's history to be on an IEP and also taking advanced placement classes. Emily's goal is to eventually work in the medical field. I believe as a Talking Books Advisory Council member I can help provide a parent's prospective on challenges I and my daughter have faced throughout the years to hopefully help others with similar disabilities.

SENIOR CITIZEN

Ria Ehrheart, Beaverton

I have a B.S. degree from the University of Southern California, M.A. from Cal State at Los Angeles. I taught at LAUSD for five years, followed by 20 years as an assistant vice-principle. After retirement I was a volunteer with the Braille Institute for 3 years. Upon returning to Oregon in 2000 I became vice-president of the Oral Hull Foundation for the Blind, serving for 3 years. I also served as the Foundation's representative to the Commission for the Blind executive board in Salem. Until 2007 I was the spokeswoman for the Oral Hull Foundation. I traveled Oregon speaking to groups of adults about the monthly weekenders and summer camp programs. At present I am enjoying retirement by reading talking books while my kitten sleeps on my lap. I am legally blind but still ambulatory and sound of mind. I would enjoy becoming an active participant in the Talking Books program.

Don McCollum, Beaverton

I have been using Talking Books for 10 years. I was introduced to the service by the Oregon Commission for the Blind. I have a BS Degree in Business, and a Masters Degree in Executive Management. My military service was in the Counter Intelligence Corps. Shortly after arriving in Portland in 1964 I was the founder and CEO of a chain of small retail stores. We eventually developed a total of 24 stores in Oregon and Washington. After selling the stores I became a lecturer in Marketing and Accounting at Portland Community College. Throughout my career I served on many committees, and advisory boards both as members and presidents. I have been so enthused with what Talking Books has done for me I would really like to share this with others. Serving on this committee would allow me to help develop an even stronger Talking Books program.

Gevena Regele, Corvallis

I am a 4th generation Oregonian. I graduated from West Linn High school, and attended Oregon State University. When I had young children, I was very active in the PTA groups at their schools. Also, I've belonged to Friends of the Library and was a Cub Scout Den Mother. I worked in the college printing office and at the Audio-Visual Library before it moved to Portland, and then the rest of my working life was spent with the Corvallis Gazette Times. After retirement I became very active in United Methodist Women. At different times, I was President and Vice-President of Southern District and Vice-President of the Oregon/Idaho Conference. Presently I volunteer at the Chintimini Senior Center as a greeter and the Corvallis City Hall as an Ambassador. I facilitate a group where I live that is aimed at visually impaired persons studying the Bible.

USER AT LARGE

John Francis, Dayton

I am 75 and in good health except for poor eyesight. I was a journalist in Canada, Africa and the US for 15 years, then a video producer at the University of Idaho and Washington State University. My education: BA, Political Science (University of Alberta, 1961) and Master of Journalism (UCLA, 1969). I retired in 1995 due to deteriorating vision. More details: www.johnandcaye.com. I heard of Talking Books from my local library and joined about six years ago. I am a member of the Northwest Senior and Disability Services Advisory Council, a volunteer in the NWSDS's Peer Counseling program, and a coach for Dayton Elementary School's mediation program. I think Talking Books is an admirable service and would like to help. I have a few suggestions for possible online catalog additions, and increasing community awareness and involvement.

Mona Huntley, Grants Pass

I will be 76 in December and have been legally blind since 2007. I was diagnosed with ARMD in 1983 and started taking courses in Braille in the early '90s in order

to remain as independent as possible. I have been using the Talking Books and Braille Library for about 10 years now; first to increase my Braille speed, but now for the sheer joy of reading. Although I prefer reading in Braille, I also use the downloads from the BARD system. I am interested in helping more people like myself, (older and either blind or getting there) find out about the ease of using the Talking Books and Braille Library and other services that make independent living possible and enjoyable. If I can be of any service to Talking Books I would be glad to do whatever I can.

Mary Lee Turner, Portland

I am a native Portlander, who because of my congenital blindness was introduced to the Talking Book library when I was a young child (approximately 62 years ago). I am a lifelong voracious reader; have used the National Library Service throughout my life. I worked for thirty plus years as a rehabilitation specialist with visually impaired adults to whom I demonstrated and certified their eligibility on a regular basis. Though retired since 2010, I have continued to promote Talking Book services throughout the state. I am familiar with local, state, and national organizations serving people with multiple types of abilities. I am actively involved with Lions Clubs and Oral Hull Foundation. I actively promote not just Talking Books but Braille, audio described movies, plays, and events so that everyone can enjoy them. I have always looked forward in my adult life to be able to serve on the committee.

Library Services and Technology Act Advisory Council
for terms beginning January 1, 2015

Library User Representative

Melissa Maxwell, Lakeview

I graduated from Oregon State University with a Master of Arts in Teaching with an emphasis in Health and Spanish. I have served on the Lake County Library Board since 2004 and have been vice president for several years. My time on the board has been quite an educational and enjoyable experience; especially working with our new librarian to build our new library. I am currently teaching ballet pointe, tutoring several students in Spanish, and coaching my kids' sports teams. I am also involved with the Oregon Community Foundation Leadership Council and I'm a volunteer ski patroller for Warner Canyon. I am interested in being a part of LSTA because I would like to continue to learn about how federal funds are distributed and be a part of these decisions.

Teresa Stover, Grants Pass

As owner of Stover Writing Services, I've been a technical writing and communications consultant for more than 20 years, and have authored over a dozen books on project management and computer technology. I've been an avid library user my whole life; but my affinity for libraries ignited in 2007 when the entire Josephine County Library System closed due to lack of funding. I joined a group of volunteers who founded Josephine Community Libraries, Inc. (JCLI) to continue library services in the area on a public broadcasting system model. I also helped campaign for a library district this November, but sadly, it did not pass. I volunteer as the JCLI online communications specialist, and contract with JCLI as a grant coordinator. I steadfastly believe in the power of the library as society's great equalizer; providing opportunity regardless of education level, socioeconomic background, religion, or politics.

Public Library Representative

Paul Addis, Coos Bay

I have been the Head Reference Librarian at Coos Bay Public Library since August 2013; responsible for reference services, programming, and teaching

computer classes. Before that, I worked as a paraprofessional at the Seaside Public Library doing a little of everything. I received my MLIS in 2011 while working at Powell's Books. I am currently working on a LSTA grant the Coos Bay Library received to purchase electronic devices and do public trainings on them. Grant reading is an area where I would like to gain experience as I have excellent research skills and I tend to pick up new skills quickly and efficiently. I see this LSTA Council Member position as an opportune way to develop professionally and make a larger contribution to the library community of our amazing state.

Dana Campbell, Corvallis

I would look forward to contributing to the future of Oregon's libraries by serving on the LSTA Advisory Council. I have a broad background in library services which includes my current job as a Youth Services Librarian at the Corvallis-Benton County Public Library and past employment as a community college reference librarian, library branch manager, a statewide Early Literacy *Ready to Read* trainer and as a high school media specialist. I have a good understanding of the diversity of Oregon, its library customers and systems and the various roles libraries play in communities. As the OLA Children's Services Division Librarian my goal was to establish a balance of library support and services to those libraries along the I-5 corridor, east of the Cascades and those without library service. I enjoy challenges, opportunities to expand my professional knowledge.

School Library Representative

Carol Dinges, Lebanon

I was a licensed school librarian at the Lebanon school district for 13 years. Since then, I have been the director of the Lebanon Public Library. As a school librarian, I served on the OASL board for seven years, including a term as president, and participated in ALA National Library Day in Washington DC on behalf of school libraries for three years. While I'm no longer working as a school librarian, I remain in contact with the school library community through local school district library assistants and through continued OASL membership. I am very concerned that despite numerous studies showing the direct relationship between schools with licensed librarians and student achievement today very few Oregon school districts have licensed librarians in schools. I am currently finishing my term on the Council as School Library Representative.

Jim Tindall, Wasco County

Jim Tindall works for North Wasco County School District in The Dalles where he manages five school libraries. He is a past president of GorgeLINK, an automation consortium that merged with Sage Library System. He also led the Oregon Educational Media Association as it began its transition to the Oregon Association of School Libraries. He is licensed in Oregon, Washington, and Alaska and is nationally certified. His work experience in education includes parochial, military public schools, university, community college, and both rural and urban public education. Jim writes poetry, songs, sudden fiction, and radio plays with about 200 publications and performances.

Underserved / Underrepresented Persons Representative**Jonathan Cain, Eugene**

My experience as a member of the Black community played a large part in my motivation to become a librarian. I witnessed the impact that libraries could have on individual lives when they reflect the values and aspirations of community. I have often focused on issues relevant to underrepresented groups over many years. While at Hunter College Libraries I served as liaison for the Hunter Gene Center and presented on information literacy and research skills to minority students in STEM fields. Previously I have administered grants and other types of funding while President of the Library Association of the City of New York. Prior to becoming a librarian I worked as an Assistant Canvas Director for Grassroots Campaigns Inc., where I organized fundraising efforts for a DNC canvasser team in Atlanta, Georgia and Washington, DC.

Jere White, Portland

Jere White has worked for Multnomah County Library's adult Library Outreach Services (LOS) since 1992. LOS provides services to adults who are underserved by traditional library means, including older adults, people with disabilities, adult learners, institutionalized people, and homeless people. He was the administrator of an Oregon State LSTA grant for FFY 2002 and 2003, called "Doing Book Time," which partnered with the County Sheriff's office to expand library services within County jail settings. He graduated with his MLIS in 2006 from Emporia State University. Currently, he is a Library Outreach Specialist, providing service to those who are homebound and in retirement / assisted living facilities.

Note-

The current geographic distribution of the continuing members of the LSTA Advisory Council is as follows:

Central Oregon: 1
Coastal Oregon: 0
Eastern Oregon: 2
Portland/Metro: 2
Southern Oregon: 0
Willamette Valley: 4

Agenda Item

Quarterly Board Survey from Governor's Office

Background and Summary

As a result of the Secretary of State's audit of Boards and Commissions, the Governor's Office will begin requiring quarterly reporting by the Administrators and Chairs of all Boards and Commissions. The State Librarian will complete the online form after the Board has discussed. The questions are listed below.

Information relating to meetings, attendance, board members, anticipated vacancies, training needs for ED, board or board staff:

2. Please list the major tasks accomplished this quarter.
3. What management concerns or questions do you have this quarter?

Information relating to Executive Director, budget, personnel, public relations:

4. Please list major accomplishments for this quarter.
5. What operational concerns or questions do you have this quarter?

Information relating to legislation, legislative concepts, issues with licensees:

6. Please list major accomplishments for this quarter.
7. What policy concerns or questions do you have this quarter?

8. What can we do to help your Board or Commission?

CONTINUING BUSINESS

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

Recent conversations with the Answerland Advisory Committee and the current staff have resulted in a proposal for moving responsibility to the Oregon State Library, see attachment #1.

Recommendation of the State Librarian

The State Librarian recommends moving responsibility for Answerland to the State Library effective July 1, 2015.



Oregon

John A. Kitzhaber, MD, Governor

State Library
 250 Winter St. NE
 Salem, OR 97301-3950
 (503) 378-4367
 FAX (503) 585-8059

Answerland Proposal 12/5/14

Budget:

Annual contract for software platform	\$50,000 – \$75,000
One FTE librarian with benefits	\$100,000

Staff:

We are exploring several options for staffing and will continue to use LSTA funds for the program. The current Answerland staff will be reassigned at Multnomah County Library.

Timeline:

December 2014	Begin work with DAS Procurement and Advisory Committee on developing RFP (request for proposal) for software platform.
January 2015	Release RFP for software platform which is out for two weeks
February 2015	Evaluation of proposals
March 2015	Evaluation of trial access and selection of recommendation
March 2015	Present recommendation to LSTA Advisory Council and OSL Board of Trustees
March 2015	Begin recruitment for staff
April 2015	Contract negotiations
May-June 2015	Training
June 1, 2015	Staffing at OSL begins
July 1, 2015	Transition complete

MISCELLANEOUS INFORMATION

Stateaman Oct 26, 2014

LETTERS

Elimination of reference room raises questions

What is the real reason the reference room at the Oregon State Library has closed? It doesn't seem to be financial.

According to the state librarian in her Aug. 7 letter to Willamette Valley Genealogical Society, "the closure of the reference room will not reduce our need for staff, it will require that we repurpose those staff to create efficiencies, streamline processes and modernize the library." So why are paid state employees now doing a job helping patrons that genealogy volunteers did for free?

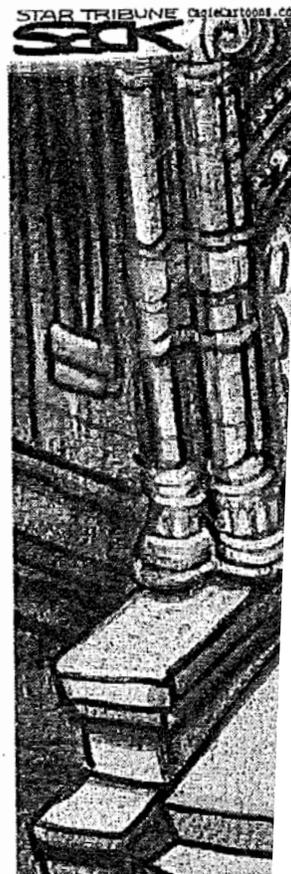
Estimated costs for the reference room were given as \$200,000 per biennium, a very small percentage of the state budget. No one has spoken up for preserving Oregon's heritage except the public and WVGS. Not the governor, speaker of the House, Senate president, library board of trustees, heritage commission, nor any legislator.

Was it determined several years ago in a "reorganization process that will create efficiencies, streamline processes, and modernize the library" that the state library had to go? Is there a plan to repurpose the historic building?

Who knows? No one's talking.

**Elizabeth Tice, president, Willamette Valley Genealogical Society
Salem**

VISUAL VIEWPOINT



ful to look for arti
pear to have an in

Legalizing a dr
almost any other
reasons deserves
It is too early to u
impact of legaliza
may be years bef
children are bein

Increased rev
should not be the



Kent Taylor
Manager City of McMinnville

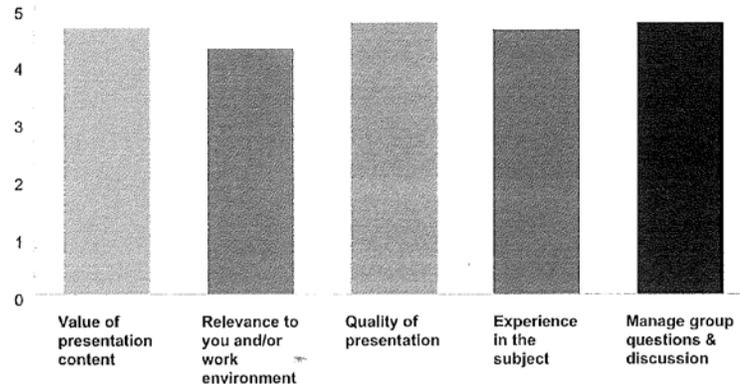
Aspen is one of the winners of the Oregon College Savings Plan Summer Reading Sweepstakes.

CORRESPONDENCE

2014 Diversity Conference Evaluation

Q23 "Reading in the Dark: De-mystifying Oregon's Free Library for the Print-Disabled" – Elke H. Bruton

Answered: 11 Skipped: 1,049



	5 high	4	3	2	1 low	Total	Average Rating
Value of presentation content	63.64% 7	36.36% 4	0.00% 0	0.00% 0	0.00% 0	11	4.64
Relevance to you and/or work environment	45.45% 5	36.36% 4	18.18% 2	0.00% 0	0.00% 0	11	4.27
Quality of presentation	72.73% 8	27.27% 3	0.00% 0	0.00% 0	0.00% 0	11	4.73
Experience in the subject	60.00% 6	40.00% 4	0.00% 0	0.00% 0	0.00% 0	10	4.60
Manage group questions & discussion	72.73% 8	27.27% 3	0.00% 0	0.00% 0	0.00% 0	11	4.73

#	If you rated any of the above 1 or 5, please tell us why.	Date
1	I didn't know they have such services - good to know !	10/7/2014 12:55 PM
2	I feel that this will also help the customers that I deal with. With presenting the website and or phone number.	9/19/2014 8:18 AM
3	Very knowledgeable. She has a definite passion for her job which she enjoys.	9/18/2014 4:14 PM
4	Excellent presenter who gave very useful and interesting information. She did a wonderful job: friendly, positive, professional, etc.	9/18/2014 1:29 PM
5	This was a personal choice, not really for work. Elke was a great presenter, very knowledgeable and willing and able to field questions.	9/18/2014 1:19 PM
6	I enjoyed this session, learned of tools that are available (more in my personal life than my working environment) I will most definitely look into this further.	9/17/2014 11:26 AM
7	The presenter was very good and knew what she was talking about.	9/17/2014 8:55 AM
8	awesome....did not know this service existed to Oregon residents	9/17/2014 8:19 AM

Sent: Friday, October 17, 2014 5:43 PM
To: Sara Belousek
Cc: Margie Harrison; Jessica Rondema; MaryKay Dahlgreen
Subject: Re: Otis Family Memoir

Dear Sara,

Thank you for all your assistance earlier this week when I was attempting to track down the book/digital copy of A Genealogical and Historical Memoir of the Otis Family in America by William A. Otis. As we talked over the phone, your voice, manner, suggestions, and follow up on what you found for me were handled in a very professional and yet personal manner. I thought this was even more remarkable in as much as I am not a resident of Oregon but reside in California. You truly are a positive representation of the Oregon State Library system, and this in turn is just one more strong pillar that makes Oregon such an outstanding location to visit or to live in.

With much appreciation,

Warren F. Beam

Andrew Riley [@andrewariley](#) 5h5 hours ago

Kudos to the fine folks over at [@oregonstatelib](#) - I'm in awe that I can snag the text of a ballot measure & voters pamphlet from 1978 online

0 replies 0 retweets 0 favorites

Reply

Retweet Retweeted

Favorite Favorited

More

From: Andrea Clarkson **On Behalf Of** Talking Books
Sent: Monday, October 27, 2014 2:52 PM
To: Elke Bruton; Crystal Grimes; Joel Henderson; allTalkingBooks
Cc: MaryKay Dahlgreen
Subject: RE: New User Highlights

I'm going to share something from the other end of the spectrum. I just took a message from a family member of Pearl Camp. She is 102 and has been with us for 8 years. She passed away on Thursday. After talking care of the business portion of the message, the female paused and then began to cry and said "you extended her life with your listening." If only we could capture these audio snippets and include them with our budget report. Maybe they would make more of an impression of what this program means to our users than our circulation numbers.

Andrea

From: Elke Bruton
Sent: Monday, October 27, 2014 2:43 PM
To: Crystal Grimes; Joel Henderson; allTalkingBooks
Subject: RE: New User Highlights

That is so cool!

Elke H. Bruton, MLIS
Oregon Talking Book and Braille Library
503-378-5455

From: Crystal Grimes
Sent: Monday, October 27, 2014 2:42 PM
To: Joel Henderson; allTalkingBooks
Subject: RE: New User Highlights

That is so neat! Thank you for sharing Joel!
I will be looking forward to hearing more stories from our new users.

Crystal Grimes
Circulation Technician
Oregon Talking Book and Braille Library
Oregon State Library

From: Joel Henderson
Sent: Monday, October 27, 2014 2:38 PM
To: allTalkingBooks
Subject: New User Highlights

Hey everyone,

As a way to boost morale, I thought I'd start sending out short little stories highlighting some of our new users. Every now and then someone will share something about themselves or some insight into how they got connected with our library, and it can be very encouraging to hear what they have to say.

For our first installment, let me introduce you to Carol Calder Povey. Carol is 98 years old, which is incredible all on its own, but the really special tidbit from our conversation involved how she heard about our library. Carol has recently lost her vision, but she remembered listening to talking books with her grandmother back in 1938! She's remembered us for 76 years, and was thrilled to find we still exist now that she herself needs audio books.

How awesome is that!

Joel Henderson
Talking Books
Oregon State Library

REC'D OCT 27 2014

R.O.C.C.
Rural Outreach in Clatsop County

October 21, 2014

Board of Clatsop County Commissioners
800 Exchange Street, Suite 410
Astoria, OR 97103

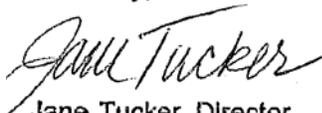
Dear Commissioners,

On behalf of Esther Moberg, Director of the Seaside Library and Nettie-Lee Calog, Site Manager of the Warrenton Community Library and myself, we would like to thank you and County Manager Scott Somers for hearing our presentation on October 8. We have been engaged with R.O.C.C., Rural Outreach in Clatsop County, for the past five years in a grant supported effort to provide a library card for any Clatsop County child who wanted one. Funding has been supplied in part or in whole by LSTA, Library Service and Technology Act funds, which are administered by the Oregon State Library.

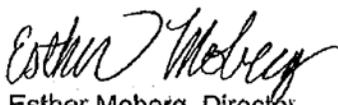
We deeply appreciate your commitment to youth and literacy and your past assistance as we transition the grant services to local support and community funding. Scott helped us notify County residents of ROCC events and has been a helpful county staff resource. We are most pleased to know that the \$5000 we requested to support Summer Reading in Jewell and Knappa and assist with outreach contractors to those communities in the 2015/2016 budget year will be considered.

Thank you again for your commitment to our youth. Literacy is the foundation of all learning and as librarians we are proud promoters of literacy.

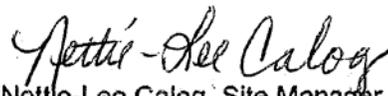
Sincerely,



Jane Tucker, Director
Astoria Public Library



Esther Moberg, Director
Seaside Library



Nettie-Lee Calog, Site Manager
Warrenton Community Library

c.c.

MaryKay Dahlgreen, Oregon State Library
Brett Estes, City Manager, Astoria
Mark Winstanley, City Manager, Seaside
Kurt Fritsch, City Manager, Warrenton
City Councils of Astoria, Seaside, and Warrenton

From: Teresa Stover
Sent: Tuesday, October 28, 2014 11:19 AM
To: MaryKay Dahlgreen; Ann Reed; Ferol Weyand
Cc: Kate Lasky; Kate Dwyer
Subject: LSTA Year 3 -- THANK YOU!

Dear MaryKay, Ann, and Ferol,
 I wish you had all been in the JCLI business office yesterday when I opened your letter announcing the approval of the Expanding Opportunities Program Year 3 grant! It was quite a happy, excited din.

Thank you so much, and thanks to the OSL Board of Trustees. We're very excited to be able to continue the program into the third year. There is such a great demand throughout the community, and therefore so much more work to be done.

We'll be sending the grant contact sheet soon, and will look forward to the telephone orientation in January.

Thanks again,
 Teresa

Ps. And keep your good thoughts going for the success of our library district measure next Tuesday!

Teresa Stover, grants coordinator
Josephine Community Libraries, Inc.

From: MaryKay Dahlgreen
Sent: Wednesday, October 29, 2014 3:55 PM
To: Robin Speer
Cc: Jennifer Maurer; AllStateLibrary
Subject: Re: 658.3142 Dewey Salute about Meet-and-Tour for New Library Directors

I appreciated the connection to core values as well. Thank you Jen, Library Support, Elke, and Alice

On Oct 29, 2014, at 3:43 PM, Robin Speer wrote:

Thanks for sharing this Jen. What a wonderful way to help library directors get off to a good start. I appreciate the way you related events to our new core values.

Robin Speer

Volunteer Program Coordinator

http://www.oregon.gov/osl/Pages/Volunteer_Lib.aspx

Oregon Talking Book and Braille Library Fund Development Coordinator
 Oregon State Library

From: Jennifer Maurer
Sent: Wednesday, October 29, 2014 3:06 PM
To: AllStateLibrary
Subject: 658.3142 Dewey Salute about Meet-and-Tour for New Library Directors

On Monday, Library Support hosted a meet-and-tour for new Oregon library directors. We have done this annually for about three years now, and this was our largest event with 21 attendees. There were 15 directors, and some brought staff from their libraries with them. The event went off without a hitch, and several attendees expressed how worthwhile the experience was.

Time	What	Where
9:30 to 9:45 am	Introductions – MK, Elke, Alice and Library Support	Room 103
9:45 to 10:30 am	Meet with MaryKay Dahlgreen, State Librarian	Room 103
10:30 to 11:30 am	Learn about Library Support services – Library Support staff	Room 103
11:30 to 11:40 am	Break	
11:45 to 12:15 pm	Learn about Talking Books - Elke	Talking Books
12:15 to 12:45 pm	Tour the library - Alice	
12:45 to 2 pm	Optional lunch with OSL staff who participated	Room 103

I think the meet-and-tour reflects several State Library values. These are a few:

- **Excellent Customer Service** — Several years ago, Library Support staff learned from the results of our customer service survey and anecdotal evidence that new library directors needed better communication from us to learn about resources we expected them to know about, such as statewide databases, reporting public library statistics, and the Ready to Read Grant. We thought about resurrecting the huge tome known as the New Library Directors Notebook, but instead, decided to put together a packet of information and to follow that up with a trio of emails spaced out over a couple of weeks.
- **Open to Opportunity** — The new packet and emails sparked questions and other types of responses that indicated the resources increased awareness about State Library resources but weren't enough to meet the needs of some directors. This presented an opportunity to host an introduction to the State Library for new library directors—the new library directors meet-and-tour.
- **Strong Community** — The new directors meet-and-tour is now a regularly scheduled time for State Library staff and library directors to connect, share information, and start building relationships needed to achieve mutual success on statewide projects. Through cross-division collaboration, Elke and Alice made the learning and tour complete.

- **Personal Leadership** — One example of reflection and growth is that at the end of last year's event, Ferol decided that it took too long to give change and receipts to people who bought lunches. This year, she made receipts ahead of time and received money from some State Library staff earlier in the day. As a result, lunch transactions were smooth as butter.

Thanks to everyone who helped make the event a success!

Jen

Jennifer Maurer
School Library Consultant
Oregon State Library

From: Stephen Cox
Sent: Friday, October 31, 2014 8:27 AM
To: Arlene Weible
Subject: RE: Action items from Oct. 30 meeting

Arlene,

Thanks for all that you do. I greatly appreciate your management of all of the parts and details of our work as a committee.

Have a great week-end.

Stephen Cox

Library Media Coordinator
Instructional Services Department
Salem-Keizer Public Schools

From: Susan Westin
Sent: Friday, October 31, 2014 3:55 PM
To: AllStateLibrary
Subject: FW: Halloween Costume Contest



to everyone who dressed up, voted and played bingo.

We raised \$59.00 for the Charitable Fund Drive.



to **Crystal** for winning the costume contest and **Jess** for runner up.

Thank you
Susan on behalf of the Charitable Fund Drive.

From: Jennifer Maurer
Sent: Wednesday, November 05, 2014 9:58 AM
To: AllStateLibrary
Subject: Thank It Forward

On the way home from work last night, I heard about a November campaign called Thank It Forward. The idea is to focus on gratitude and being thankful – not an uncommon focus for the month that includes Thanksgiving. However, with this campaign, they added the element of thanking someone else after you've been thanked for something, along the lines of pay it forward. Of course, the thanks should be sincere and does not need to be public. It can be via a quick cubicle or office visit, email, phone call, note, etc. The idea is still with me this morning, so I thought I would share it.

That said, I would like to thank our management team. Being in management is often a thankless job. And to top it off, we have lost management positions over the last few years, but I bet most of the same responsibilities still exist. I recognize that you work hard, and I thank you for your efforts.

Jen

Jennifer Maurer
School Library Consultant
Oregon State Library

From: LOVELLFORD Rachel M
Sent: Wednesday, November 05, 2014 11:10 AM
To: Sara Belousek
Subject: RE: Requested State Library Item Delivered

You have responsive and very helpful. The Document Delivery program is crucial to the research I need to do for work; I appreciate your efforts to make it effective and useful!

Cheers,
Rachel

From: Korthase Adrea
 Sent: Thursday, November 13, 2014 2:13 PM
 To: Andrea Blake
 Subject: RE: Your new mailing list: oregon_programs_serving_homeless_youth

Hello,

I cannot thank you enough for doing this so quickly. You've really made my week!

Adrea



**OREGON
 EMPLOYEES
 CHARITABLE
 FUND DRIVE**

OSL's participation in the annual State Employees Charitable Fund drive officially ended October 31st. Thanks so much to everyone who contributed, whether by pledging donations, donating M-team's all-staff briefing money, playing bingo, and/or dressing up or voting for the costume contest. The majority of folks in the agency contributed somehow. Nice.

\$4,360



Our goal was to raise \$5,000, and we brought in \$4,460. That was down a bit from last year's \$5,168.

\$40



Thanks to MaryKay for donating an extra \$170 on behalf of the 17 employees who pledged contributions.

\$39



Here's what each event or option brought in. =>

Thanks,
 Jen

\$21



Charitable Fund Drive Chair
 On behalf of OSL's Charitable Activities Committee

P.S. The online pledge system stays open for donations through mid-December. <http://ecfd.oregon.gov>

MARY ALICE BAISH
Superintendent of Documents



November 20, 2014

Ms. Deanne Smith
Oregon State Library
250 Winter Street NE
Salem, OR 97301

Dear Ms. Smith:

I recently learned of your planned retirement at the Oregon State Library. I would like to offer my congratulations on your retirement and my sincere thanks for your energetic and effective efforts throughout your 30 year career to promote free public access to government information.

You have excelled in your role, performing a vital service in providing access to U.S. Government information to the citizenry. To document our appreciation at GPO for your dedication to the goals of the Federal Depository Library Program, I am enclosing a certificate of appreciation.

My very best wishes for a long and happy retirement.

Sincerely yours,

A handwritten signature in black ink that reads "Mary Alice Baish".

MARY ALICE BAISH
Superintendent of Documents

Enclosure



From: Sara Belousek
Sent: Tuesday, November 25, 2014 7:56 AM
To: Meagan Button; Jessica Rondema; MaryKay Dahlgreen; Jey Wann; LibraryCouncil
Subject: RE: LC Action Items

Thank you and best wishes as the new Library Advisory Council takes shape next year.

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

From: Meagan Button
Sent: Monday, November 24, 2014 4:44 PM
To: Jessica Rondema; MaryKay Dahlgreen; Jey Wann; Sara Belousek; LibraryCouncil
Subject: RE: LC Action Items

Thank you Margie and Sara!!

Meagan Button
 Oregon Talking Book and Braille Library

From: Jessica Rondema
Sent: Monday, November 24, 2014 4:34 PM
To: MaryKay Dahlgreen; Jey Wann; Sara Belousek; LibraryCouncil
Subject: RE: LC Action Items

Totally! You both did great!

Jessica Rondema
 Executive Assistant
 Oregon State Library

From: MaryKay Dahlgreen
Sent: Monday, November 24, 2014 4:31 PM
To: Jey Wann; Sara Belousek; LibraryCouncil
Subject: RE: LC Action Items

Hear hear!!! And Margie too.
 MK

MaryKay Dahlgreen
 Oregon State Librarian

From: Jey Wann
Sent: Monday, November 24, 2014 4:17 PM
To: Sara Belousek; LibraryCouncil
Subject: RE: LC Action Items

Major kudos to Sara for her work this year as LC facilitator!

From: Sara Belousek
Sent: Monday, November 24, 2014 4:00 PM
To: LibraryCouncil
Subject: LC Action Items

Greetings,

Since we have some scheduling conflicts around the December Library Council gathering I'm sending an action item reminder:

- Sara will send an email to All-Staff asking if there is anyone interested in coordinating this year's Holiday Luncheon: **DONE – Renata will coordinate**
- Library Council Representatives will ask their divisions to select 1 person to serve on Library Advisory Council for 2015, and report those names to MaryKay by December 1st.
- MaryKay will highlight the accomplishments of Library Council in 2014 in her December 3rd Update.
- MaryKay and Arlene will coordinate the "At-Large" elections in December.

And there you have it.....:-)

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