

# OREGON STATE LIBRARY BOARD OF TRUSTEES

## Agenda Packet

The screenshot shows the OSLIS homepage. At the top left is the OSLIS logo with the text "Oregon School Library Information System" and the tagline "Learn to Research. Research to Learn." Below the logo is a "You are here: Home" link and a "Switch Site" dropdown menu. On the top right, there is a "Feedback" link, a search bar labeled "Search Site" with a magnifying glass icon and a "Search" button, and a checkbox labeled "only in current section". The main content area begins with "Welcome to OSLIS!". Below this is a section titled "I am..." with four icons in a 2x2 grid. The top-left icon (purple) shows two children and is labeled "Elementary Student". The top-right icon (orange) shows an adult pointing at a screen and is labeled "Elementary Educator". The bottom-left icon (green) shows two children and is labeled "Secondary Student". The bottom-right icon (blue) shows an adult pointing at a screen and is labeled "Secondary Educator".

**June 19, 2015  
Beaverton City Library  
12375 SW Fifth Street  
Beaverton, OR**



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# **Agenda and Meeting Minutes**



# Oregon

Kate Brown, Governor

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June 6, 2015

FOR IMMEDIATE RELEASE

The Oregon State Library Board of Trustees will meet at the Beaverton City Library in Beaverton on June 19, 2015 from 10:30 a.m. to 3:00 p.m. Aletha Bonebrake of Baker City will chair the meeting.

The Board will consider a recommendation from the Library Services and Technology Act Advisory Council for a database purchase and from the Talking Book and Braille Library Advisory Council about expenditure of donation funds in 2015-2016. An open forum is scheduled for 12:30 p.m. Any one 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

June 19, 2015

Beaverton City Library  
Aletha Bonebrake, Chair

## *Agenda*

10:30 a.m.	Approval of the Minutes of the April 15, 2015 Meeting	Bonebrake
10:45	Reports of Board Chair and Trustees Executive Committee Report Nominating Committee Report Other Board Reports	Bonebrake
11:15	Reports of the State Librarian Activities since the Last Meeting Operational Progress Update	Dahlgreen
Noon	Lunch	
12:30 p.m.	**Open Forum	Bonebrake
1:00	New Business: Recommendation of the Library Services and Technology Act Advisory Council Recommendations of the Talking Book and Braille Library Advisory Council HB 3523 Implementation State Librarian Performance Management Process Board Self Evaluation	Westin Westin Dahlgreen Bonebrake/Dahlgreen Bonebrake
2:30	Tour of Beaverton City Library	Abigail Elder
3:00	Plans for next meeting Adjournment	Bonebrake

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

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



Oregon State Library  
**BOARD OF TRUSTEES MEETING**  
 April 15, 2015  
 Hilton Eugene & Conference Center, Eugene

Board members present: Ebonee Bell, Aletha Bonebrake, Sam Hall, Susan Hathaway-Marxer, Leslie Hicks, Ann Malkin, Jennie Tucker.

Guests present: Candace Watkins, Oregon Library Association President, Colin Rea, director of the Fern Ridge Public Library, Ted Smith, director of the Newport Public Library, Margarita Saunders.

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

Chair Aletha Bonebrake called the meeting to order at 1:05 pm.

### **APPROVAL OF MINUTES**

**Rondema will fix the typo on page 6. Malkin moved to approve the minutes from the March 20, 2015, Board meeting. Tucker seconded. The motion passed unanimously.**

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

Bonebrake reported that the format for the Governor's Quarterly Report from the Board has changed, requiring her to shorten the report. The abbreviated version she submitted maintained the intent of the longer version.

Hall reported that the Salem Public Library held a successful ceremony to honor the opening of the updated children's space. There was a good crowd in attendance.

Malkin reported that Ruth Ozeki will be visiting for Deschutes Public Library's A Novel Idea... Read Together 2015.

Hicks reported that she and her family attended the Salem Public Library's children's room ceremony.

Hathaway-Marxer attended the Oregon Book Awards and passed around the brochure. The event was sold out and is becoming very professional.

Bell reported that the administrative offices of Multnomah County Library have moved to a location in St. Johns. In addition, the library at the Donald E. Long Detention Center has also moved.

### **REPORT FROM THE OREGON LIBRARY ASSOCIATION PRESIDENT**

Candice Watkins, president of the Oregon Library Association (OLA), gave a report on the association's recent activities. She began by thanking Dahlgreen and the State Library for its leadership. She mentioned that the OLA Board's goals for the upcoming year include improving communication and focusing on leadership. The Intellectual Freedom Committee has done great work regarding net neutrality.

Watkins commented on the hard work of the Oregon Association of School Libraries (OASL) for the adoption of the school library standards by the Oregon Board of Education, giving praise to OASL as well as Jennifer Maurer of the State Library. Watkins also discussed OLA's mentoring

program, its round tables, Oregon Reads 2014, the work of the OLA's Legislative Committee, and the state of the OLA budget.

Bonebrake expressed her appreciation for the work of OLA and Watkins this year.

Hicks commented that as a corporate librarian she does not feel welcomed by OLA. She is the membership chair for ORSLA (the Oregon chapter of the Special Library Association). Watkins would like to discuss this further with Hicks.

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

### **Activities Since the Last Meeting**

#### **Progress Report**

Dahlgreen briefly discussed the reports that were included in the agenda packet. She reported that she will have a detailed progress report on our strategic planning activities in June. Dahlgreen also provided data on the usage of the *Libraries of Oregon* and the amount of LSTA funds we have spent on Oregon Battle of the Books in the past, which was information that was requested by the Board.

Two weeks ago, the Joint Committee on Ways and Means introduced a legislative concept in the House, which became House Bill 3523. It has gone to the House Consumer Protection and Government Effectiveness Committee. When Dahlgreen learned about this, she sent a message to the Board, library directors in Oregon, and State Library staff. She also held a meeting the following morning with the staff to discuss the bill.

Since then, Dahlgreen has submitted some minor changes to HB 3523. There is a public hearing tomorrow and both Dahlgreen and Bonebrake are planning to attend. Members of the Oregon Library Association (OLA) Legislative Committee are planning to testify tomorrow.

The State of Oregon Law Library and the Archives will be submitting some amendments, which they have said they will send to Dahlgreen to review.

Dahlgreen summarized the substantive points of HB 3523. The first involves changing the makeup of the State Library Board to include designated positions, such as state agency representatives, someone from the Commission for the Blind, someone from the Department of Education, members of the public, representatives from public libraries and an academic library. These designations will also include some geographic representation. The Board will have nine members. Our current Board members will cycle off the board within the next three or four years, or fill one of the designated spots. The Board members will continue to be Governor-appointed and Senate-confirmed.

The State Librarian would be appointed by and serve at the pleasure of the Governor, rather than the Board. This appointment would also require Senate-confirmation.

This House Bill would designate the State Library as the clearing house for subscription databases for other state agencies. In addition, the State Library would certify other state agency libraries. The State Library, the Law Library, and the Archives would work together to form the State Reference Coordinating Council.

With the exception of the governance changes, these proposed changes have been discussed over the last few years and were included in the 2011 Workgroup Report on Libraries and Archives.

Dahlgreen commented that having staff from other state agencies on the Board could be very valuable in providing us with a wider perspective. She understands that having the State Librarian position be appointed by the Governor is causing some concern. This will align us more closely with most other agencies in state government. It may also allow us to communicate more effectively with the Governor's Office.

Bonebrake commented that this House Bill incorporates the beneficial aspects of the transformation processes that we went through, giving the State Library more authority and respect as a state agency. It will allow us to be more effective and efficient.

Hall brought up the section which mentions that the Governor will select board members after consulting with the Oregon Library Association.

The OLA Legislative Committee has been in frequent contact with the Legislature over many years and appreciates that OLA is considered a professional community that should be involved in significant decisions that affect libraries across the state.

This bill will give us additional guidance, narrowing the focus of our mission in order to more effectively serve our customers. There may be a fiscal impact in the future, depending on what resources we require to effectively carry out our responsibilities. This will integrate very well with the work we are currently performing.

## **OPEN FORUM**

Ted Smith, director of the Newport Public Library, spoke to the Board, expressing concern over the idea of the State Librarian position becoming politicized. It is possible that every four years there will be a new person in the position who will bring dramatic changes.

Margarita Saunders, a corporate librarian and resident of Los Angeles who will be moving to Oregon, spoke to the Board. She finds it positive that this bill includes other groups having involvement in the State Library Board. She also expressed concern about the politicization of the State Librarian position and expressed concern that there may be a conflict of interest.

Since there was no one else present to speak at the open forum, the Board continued with its meeting. House Bill 3523 was created at the request of the Joint Ways and Means Committee. It may have been a response to the fact that the legislative workgroup to discuss issues relating to the State Library was never created.

Hall expressed concern about the fact that OLA was so quick to decide to testify in favor of this bill. He does not see this bill as a positive step for the Board. He was surprised that the Legislature is proposing to transfer more power to the Governor and less to the citizens (the Board).

The Board discussed whether or not Dahlgreen should give testimony. It is important to be aware of the consequences of not testifying. Bonebrake asked to hear from each Board member about this issue.

Bell appreciated hearing Dahlgreen's and OLA's point of view about the bill. She expressed concern that the Board has not had someone with a legal background look at the document to provide greater clarity.

Bonebrake sees the inclusion of OLA as an important check for the political process.

Watkins encouraged the Board members to email Janet Webster and Abigail Elder, the co-chairs of OLA's Legislative Committee, if they have questions about OLA's decision to testify and its

knowledge of the bill. The committee is very knowledgeable about the events of the State Library over the years.

Hathaway-Marxer commented that this bill would have been the perfect opportunity to include information about the Talking Books Endowment Fund and interest rates.

Dahlgreen feels that this is not the time to make substantial suggestions, as the bill came to us already written.

Bell expressed concern that we continue to be caught off guard by actions of the Legislature and believes that we need a way to prevent this from happening.

Malkin sees that the most productive way to move forward is to determine the best next steps. She stated that OLA is doing its job by taking action in response to this proposed legislation. She is comfortable relying on Dahlgreen's analysis of the situation. Malkin also found that the proposed changes to the Board makeup are consistent with other state agencies.

Hicks commented that it is important to be practical and rely on Dahlgreen's expertise to know what is best for the State Library. She does have some concerns about the possibility of a political appointment. She mentioned the value of aligning us with other agencies.

Tucker is frustrated about how this legislation was released and does not like the political appointment of the State Librarian. However, she believes we need to move forward.

Bonebrake summarized the difficulties of the past few years and stated that for the most part, she sees this as a positive step forward.

Dahlgreen read her statement to the Board, which referenced the value in bringing us in line with other agencies and broadening representation on the Board. She sees that it is intended to increase efficiency and reduce duplication.

Hall said that it is premature for the Board or Dahlgreen to take a position on this bill.

The rest of the Board stated that Dahlgreen should provide testimony using her statement as written.

Dahlgreen mentioned the value of participating in OLA's Legislative Day. It will demonstrate to legislators that the Board is engaged and concerned. Visibility is valuable at this time.

## **NEW BUSINESS**

### **GOVERNMENT INFORMATION AND LIBRARY SERVICES ADVISORY COUNCIL**

The Government Information and Library Services Advisory Council has three vacancies. The recommended candidates are Matt Ausec of Oregon Health Authority, Jeannette Hulse of the Department of Human Services, and Donna McKeever from the Oregon Department of Transportation.

**Tucker moved to approve the recommendation to appoint Matt Ausec, Jeannette Hulse, and Donna McKeever to the Government Information and Library Services Advisory Council. Bell seconded. The motion passed unanimously.**

The Board agreed to continue with this method of making appointments based on a slate prepared by staff rather than holding an election. This method will now be used for the Talking Book and Braille Advisory Council and the Library Services and Technology Act Advisory Council as well.

The Board requested that the criteria used in the selection process be included for the Board's information.

### **LSTA FUNDING DISCUSSION**

The Board expressed interest in examining how we are spending the Library Services and Technology Act funds. Dahlgreen called the Board's attention to the budget estimate included in the Board agenda packet and gave a status update about each item. The ending balances fluctuate. We have not received the 2016 funds yet.

The 4% cap on LSTA administrative costs is not optional. LSTA is up for reauthorization this coming year. COSLA (Chief Officers of State Library Associations) and the American Library Association are discussing the idea to ask for a higher administration rate.

Dahlgreen will be meeting with John Cole of the National Center for the Book in the beginning of May to discuss the Oregon Center for the Book and whether or not this designation comes with the expectation of programming. It is possible that an individual library could take on the program.

Dahlgreen has been talking with Faye Chadwell of Oregon State University Libraries regarding Libraries of Oregon. We are getting closer to making a recommendation for a statewide portal. The Board will need to discuss how much money to put toward Libraries of Oregon.

### **PLANS FOR THE NEXT MEETING**

The next Board meeting is scheduled for Friday, June 19, 2015 at the Beaverton City Library. The Board will meet at Nike at 9:00 am for a tour of Hicks' library.

The meeting adjourned at 3:38 p.m.

### **ACTION ITEMS**

- Rondema will fix the typo in the minutes from the March 20, 2015 Board meeting.



# Oregon

Kate Brown, Governor

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State Library Board Executive Committee  
Aletha Bonebrake, Chair  
May 27, 2015  
1:00 p.m. – 1:30 p.m.

Board members present: Bonebrake  
Staff members present: Dahlgreen

\*Approval of the Board Agenda for the June 19, 2015 Board meeting  
After discussion, the Chair approved the agenda for the June 19, 2015 Board meeting to be held at the Beaverton City Library.

Other Business  
There was no other business.

The discussion was completed at 1:30 p.m.

## \*VIII. COMMITTEES

1. Executive Committee – The Chair, Vice-Chair, and Secretary, as well as the most recent past Chair, shall comprise the Executive Committee. The Executive Committee **may** meet at least 3 weeks prior to each Board meeting to review the State Librarian's report and to prepare for the upcoming Board meeting, as deemed necessary by the Chair. The Executive Committee may also meet at other times or for other purposes as deemed necessary by the Chair, or as may be determined by majority vote of the Board.

## **Reports of the State Librarian and Staff**

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

Report Period	Month Ending April, 2015						
Target Percentage	91.67%						
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	\$ 251,580	\$ 5,490,375	\$ 692,410	88.80%	\$ 249,563	\$ 346,205
SERVICES & SUPPIES	\$ 3,635,197	\$ 74,236	\$ 3,381,847	\$ 253,350	93.03%	\$ 153,720	\$ 126,675
CAPITAL OUTLAY	\$ 21,818	\$ -	\$ 5,697	\$ 16,121	26.11%	\$ 259	\$ 8,061
SPECIAL PAYMENTS	\$ 4,294,885	\$ 179,863	\$ 3,403,605	\$ 891,280	79.25%	\$ 154,709	\$ 445,640
<b>TOTAL</b>	<b>\$14,134,685</b>	<b>\$ 505,679</b>	<b>\$ 12,281,524</b>	<b>\$ 1,853,161</b>	<b>86.89%</b>	<b>\$ 558,251</b>	<b>\$ 926,581</b>

Friday, May 29, 2015

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

Report Period		Month Ending April, 2015						
Target Percentage		91.67%						
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	\$ 41,057	\$ 858,565	\$ 70,711	92.39%	\$ 39,026	\$ 35,356
	SERVICES AND SUPPLIES	\$ 176,283	\$ 8,334	\$ 177,892	\$ (1,609)	100.91%	\$ 8,086	\$ (805)
	CAPITAL OUTLAY	\$ 2,342	\$ -	\$ -	\$ 2,342	0.00%	\$ -	\$ 1,171
	Total	\$ 1,107,901	\$ 49,391	\$ 1,036,457	\$ 71,444	93.55%	\$ 47,112	\$ 35,722
Library Development	PERSONAL SERVICES	\$ 1,003,535	\$ 50,670	\$ 1,080,580	\$ (77,045)	107.68%	\$ 49,117	\$ (38,523)
	SERVICES AND SUPPLIES	\$ 1,473,211	\$ 6,025	\$ 1,437,915	\$ 35,296	97.60%	\$ 65,360	\$ 17,648
	SPECIAL PAYMENTS	\$ 4,294,885	\$ 179,863	\$ 3,403,605	\$ 891,280	79.25%	\$ 154,709	\$ 445,640
	Total	\$ 6,771,631	\$ 236,558	\$ 5,922,100	\$ 849,531	87.45%	\$ 269,186	\$ 424,766
Talking Book and Braille Services	PERSONAL SERVICES	\$ 1,165,808	\$ 44,901	\$ 948,035	\$ 217,773	81.32%	\$ 43,093	\$ 108,887
	SERVICES AND SUPPLIES	\$ 512,267	\$ 9,781	\$ 354,609	\$ 157,658	69.22%	\$ 16,119	\$ 78,829
	CAPITAL OUTLAY	\$ 8,783	\$ -	\$ -	\$ 8,783	0.00%	\$ -	\$ 4,392
	Total	\$ 1,686,858	\$ 54,682	\$ 1,302,644	\$ 384,214	77.22%	\$ 59,211	\$ 192,107
Government Research Services	PERSONAL SERVICES	\$ 3,084,166	\$ 114,953	\$ 2,603,194	\$ 480,972	84.41%	\$ 118,327	\$ 240,486
	SERVICES AND SUPPLIES	\$ 1,473,436	\$ 50,096	\$ 1,411,431	\$ 62,005	95.79%	\$ 64,156	\$ 31,003
	CAPITAL OUTLAY	\$ 10,693	\$ -	\$ 5,697	\$ 4,996	53.28%	\$ 259	\$ 2,498
	Total	\$ 4,568,295	\$ 165,049	\$ 4,020,322	\$ 547,973	88.00%	\$ 182,742	\$ 273,987
Total		\$ 14,134,685	\$ 505,680	\$ 12,281,523	\$ 1,853,162	86.89%	\$ 558,251	\$ 926,581

Friday, May 29, 2015

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

		Report Period	Month Ending April, 2015							
		Target Percentage	91.67%							
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	\$ 457	\$ 1,797	\$ 103	94.58%	\$ 82	\$ 52	
		SERVICES AND SUPPLIES	\$21,709	\$ 2,954	\$ 23,795	\$ (2,086)	109.61%	\$ 1,082	\$ (1,043)	
		Total	\$23,609	\$ 3,411	\$ 25,592	\$ (1,983)	108.40%	\$ 1,163	\$ (992)	

Friday, May 29, 2015

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

Agency Title Report Date	OREGON STATE LIBRARY 5/31/2014	OREGON STATE LIBRARY 5/31/2015	OREGON STATE LIBRARY 6/2014 to 6/2015	
Accounts	Account Title	Cash Balance	Cash Balance	12 Month Change
TBABS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 28,584.79	\$ 25,322.82	\$ (3,261.97)
TBABS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,402,585.03	\$ 1,922,372.76	\$ 519,787.73
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	\$ 31.74	\$ 36.96	\$ 5.22
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 8,154.71	\$ 8,185.47	\$ 30.76
TBABS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 134,310.10	\$ 125,670.83	\$ (8,639.27)
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 40,235.37	\$ 40,445.91	\$ 210.54
<b>TOTAL</b>		<b>\$ 1,620,901.74</b>	<b>\$ 2,129,034.75</b>	<b>\$ 508,133.01</b>

Friday, May 29, 2015

## OREGON STATE LIBRARY QUARTERLY PERFORMANCE REPORT

Quarter: January – March, 2015

	<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>
<b><i>Library Support &amp; Development Services</i></b>					
Average daily visits to OSLIS	3,106	2,405	2,513	-108	-4.3%
Average daily visits to LSTA-funded databases	20,102	16,368	13,216	3,152	23.8%
Average daily visits to Answerland	83	100	98	2	2.4%
Average daily visits to Plinkit websites	8,825	11,231	5,451	5,780	106.0%

### ***Oregon Talking Book and Braille Library***

Registered individuals*	5,150	5,150	5,185	-35	-0.7%
Registered institutions*	389	389	354	35	9.9%
Items circulated	106,821	743,322	755,803	-12,481	-1.7%
Percentage of circulated items that are digital cartridges	77%	78%	75%	3%	4.0%
Percentage of circulated items downloaded from BARD	23%	20%	18%	2%	11.1%
Volumes added	6,128	32,795	34,203	-1,408	-4.1%
Volunteer hours	325	2,176	3,288	-1,112	-33.8%

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

### ***Government Information & Library Services***

Research transactions for state government employees	1,977	14,272	15,175	-903	-6.0%
Contacts with state government employees	131,857	995,820	858,231	137,589	16.0%
Percentage of state employees registered for State Employee Information Center*	22%	22%	24%	-2%	-8.3%
Average daily visits to Oregon.gov search box	3,503	3,064	4,367	-1,303	-29.8%
Mailing list subscribers*	697,881	697,881	711,823	-13,942	-2.0%
Outreach and training presentations to state agencies	11	60	67	-7	-10.4%
Oregon documents archived	1,761	18,293	17,994	299	1.7%
Volunteer hours	616	6,225	7,378	-1,153	-15.6%

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

## **Recommendation of the Library Services and Technology Act Advisory Council**

### ***Agenda Item***

Recommendations of the Library Services and Technology Act (LSTA) Advisory Council.

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

The LSTA Advisory Council met May 12, 2015 and developed the following recommendation to the State Library Board.

### ***Attachments***

- Overview of the LSTA budget in 2014 and 2015 and projects a tentative budget plan for 2016.
- Product overviews of LearningExpress Library, Job and Career Accelerator and Computer and Internet Basics

### ***Recommendation of the LSTA Advisory Council***

#### ***LearningExpress Library***

The LSTA Advisory Council approved the recommendation of the Statewide Database Licensing Advisory Committee (SDLAC) to continue its contract with LearningExpress Library which provides testing and skills-building resources through the Statewide Database Licensing Program (SDLP). The Advisory Council also accepts the recommendation of adding LearningExpress products of **Job and Career Accelerator** and **Computer and Internet Basics** to the contract. The base cost for LearningExpress Library is \$148,000 and the added products will be an additional annual allocation of \$35,000 for a total of \$183,000.

The new content provided by these additional products will significantly enhance the availability of job-seeking tools and basic computer skills training to citizens throughout the state. The addition of job-seeking tools gives libraries specific resources to use when working with at-risk populations, such as out-of-school youth and displaced workers. The basic computer skills training modules provide libraries with easy-to-access resources to help their communities improve digital literacy skills.

While libraries have various options for connecting citizens with other job seeking tools, career information, and basic computer skills training resources. LearningExpress Library integrates these resources into a single portal with a unified interface. This unified interface benefits citizens who may take a practice civil service exam one day and work on their resume and interview skills the next,

providing for more seamless navigation between each task. A consistent, integrated product is also easier for library staff to promote and provide training for their communities. LearningExpress Library's reliable and up-to-date content will help ensure citizens and library staff have quality tools and resources to develop the skills needed in a 21<sup>st</sup> century work environment.

***Recommendations of the State Librarian***

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

## 2014 Budget and Budget Plan for FFY 2015 and 2016

Attachment #1

	Federal Fiscal Year		<i>Estimate</i>
	2014	2015	2016
Total LSTA Award	<b>\$2,150,954</b>	<b>\$2,150,954</b>	<b>\$2,150,954</b>
LSTA Carry Forward	\$0	\$0	
Total Available	\$2,150,954	\$2,150,954	\$2,150,954
<i>PROJECT</i>	<i>Estimated Expenditures</i>	<i>Estimated Expenditures</i>	<i>Estimated Expenditures</i>
<b>Competitive Grant Awards</b>	\$484,957	\$634,049	\$500,000
<b>LSTA Administration (4% of total allotment)</b>	\$86,038	\$86,038	\$86,038
<b>LSTA Five Year Plan Evaluation/Development</b>	\$0	\$0	\$20,000
<b>Continuing Education</b>			
Library Science Collection	\$15,450	\$15,450	\$16,000
Public Library Director's Institute	\$0	\$10,000	\$0
Focus on Children and Young Adults Institute	\$0	\$10,000	\$0
Research Institute for Public Libraries	\$2,000	\$6,200	\$0
<b>Statistics</b>			
QEM School Library Analysis and Report	\$19,000	\$19,000	\$19,000
Bibliostat Collection Tool	\$5,000	\$5,000	\$5,000
Public Library Statistics Gathering and Reporting	\$50,000	\$51,000	\$52,000
<b>Youth Services</b>			
Statewide Summer Reading Program	\$3,500	\$3,500	\$3,500
Consulting	\$73,000	\$92,000	\$94,000
<b>Oregon Center for the Book</b>	\$20,000	\$5,000	\$0
<b>School Library Services</b>			
OSLIS			
OASL Contract	\$30,000	\$30,000	\$30,000
OSLIS Consulting	\$65,000	\$43,550	\$45,500
Technical support & development	\$25,000	\$25,000	\$27,000
School Library Consulting	\$0	\$23,450	\$24,500
<b>PLINKIT</b>			
Oregon	\$66,000	\$0	\$0
National Collaborative	\$5,000	\$5,000	\$5,000
Enfold hosting costs for libraries	\$0	\$19,000	\$0
<b>Technology Development Consulting</b>	\$10,000	\$77,000	\$78,000
Digital Collections Summit	\$4,000	\$0	\$0
EDGE	\$0	\$50,000	\$50,000

Online Library Directory (Update)	\$0	\$10,000	\$0
<b>E-Reference Service (Answerland)</b>	\$294,500	\$220,000	\$220,000
<b>Statewide Database Licensing</b>			
Gale Database	\$350,000	\$350,000	\$350,000
Academic Libraries - Ebsco subsidy	\$50,000	\$50,000	\$50,000
Learning Express	\$147,094	\$183,000	\$183,000
Program and Operations	\$63,000	\$64,000	\$67,000
<b>Sage Library System Courier Support</b>	\$73,340	\$47,700	\$47,700
<b>Extend Services to the Unserved</b>	\$160,245	\$0	\$0
Libraries of Oregon	\$1,000	\$1,000	\$5,000
<b>Oregon Battle of the Books/OASL</b>	\$10,000	\$10,000	\$10,000
<b>TOTAL</b>	<b>\$2,113,124</b>	<b>\$2,145,937</b>	<b>\$1,988,238</b>
Balance	\$37,830	\$5,017	\$162,716

## How many lives will your library change today?

**LearningExpress Library™** helps libraries improve the lives of their patrons every day with online access to the most comprehensive selection of academic and career-related resources available. It features skill-building tools for reading, writing, math, and science. There is test preparation for high school equivalency and college admissions exams. The workplace resources include tools for job searching, exploring new careers, and preparing for occupational licensing exams—and much more.

Change more lives today with LearningExpress Library!



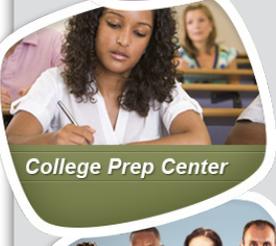

High School Equivalency



College Center



Adult Learning Center



College Prep Center



Career Center



Recursos en español



School Center

### A center for everyone

Targeted learning centers provide patrons of all ages with easy, one-stop access to relevant interactive tutorials, practice tests, and eBooks.

### Features that enhance learning

- ▶ Easy-to-use navigation
- ▶ Timed and untimed practice test modes
- ▶ Instant test and essay scoring
- ▶ Detailed answer explanations
- ▶ Individualized study plans
- ▶ Built-in guidance pages & learning roadmaps
- ▶ Secure personal portfolio
- ▶ Downloadable eBooks
- ▶ Additional learning centers available as add-ons

FOR FREE ACCESS, GO TO



# Featured Resources

▶ Interactive, easy-to-use, unlimited remote access



## School Center

### Elementary School

- ▶ Math Skills Improvement
- ▶ Reading Comprehension Skills Improvement

### Middle School

- ▶ Math Skills Improvement
- ▶ Reading Comprehension Skills Improvement
- ▶ Writing and Grammar Skills Improvement
- ▶ Social Studies Skills Improvement
- ▶ Vocabulary and Spelling Skills Improvement
- ▶ High School Entrance Exams Preparation

### High School

- ▶ Logic and Reasoning Skills Improvement
- ▶ Math Skills Improvement
- ▶ Reading Comprehension Skills Improvement
- ▶ Science Skills Improvement
- ▶ Social Studies Skills Improvement
- ▶ Statistics Skills Improvement
- ▶ Trigonometry Skills Improvement
- ▶ Vocabulary and Spelling Skills Improvement
- ▶ Writing and Grammar Skills Improvement



## College Preparation Center

### Prepare for Your ACT® Test

- ▶ ACT® Test Preparation Tutorial
- ▶ ACT® Practice Tests
- ▶ ACT® Test Preparation eBooks

### Prepare for Your SAT® Test

- ▶ SAT® Test Preparation Tutorial
- ▶ SAT® Practice Tests
- ▶ SAT® Test Preparation eBooks

### Prepare for Your AP® Exam

- ▶ Practice for Your AP® Exam
- ▶ AP® Exam Preparation eBooks

### Prepare for Your PSAT/NMSQT® Test

- ▶ Practice for Your PSAT/NMSQT® Test
- ▶ PSAT/NMSQT® Test Preparation eBooks

### Prepare for Your TOEFL iBT® Test

- ▶ Practice for Your TOEFL iBT® Test
- ▶ TOEFL iBT® Test Preparation eBooks

### College Admissions Essay Writing

- ▶ Learn to Write a College Admissions Essay

### Prepare for Your THEA® Test

- ▶ Practice for Your THEA® Tests
- ▶ THEA® Test Preparation eBooks



## College Center

### Math Skills Review

- ▶ Algebra
- ▶ Basic Math
- ▶ Calculus
- ▶ Geometry and Measurement
- ▶ Trigonometry
- ▶ Statistics
- ▶ Logic and Reasoning
- ▶ Quantitative Comparison and Word Problems

### Reading Skills Review

- ▶ Reading Comprehension
- ▶ Vocabulary and Spelling

### Grammar and Writing Skills Review

- ▶ Grammar
- ▶ Writing
- ▶ Public Speaking

### Science Skills Review

- ▶ Chemistry
- ▶ Biology

### Prepare for Graduate School Admissions Exams

- ▶ GMAT® Preparation

- ▶ GRE® Preparation
- ▶ LSAT® Preparation
- ▶ MAT® Preparation
- ▶ MCAT® Preparation
- ▶ PCAT® Preparation

### Prepare for College Placement Exams

- ▶ ACCUPLACER® Preparation
- ▶ ASSET® Preparation
- ▶ COMPASS® Preparation
- ▶ College Placement Preparation eBooks

### Prepare for the CLEP® Exams

- ▶ CLEP® College Composition Modular Practice Tests
- ▶ CLEP® College Mathematics Practice Tests
- ▶ CLEP® Humanities Practice Tests
- ▶ CLEP® Natural Sciences Practice Tests
- ▶ CLEP® Social Sciences and History Practice Tests



## High School Equivalency Center

### Are You Ready?

- ▶ Test Yourself: TABE®-Based Skills Check

### Build Your Basic Skills

- ▶ Build Your Reading Skills
- ▶ Build Your Writing Skills
- ▶ Build Your Math Skills
- ▶ Build Your Grammar Skills
- ▶ Build Your Vocabulary and Spelling Skills

### Prepare for the GED® Test

- ▶ Learn About the New GED® Test
- ▶ Reasoning through Language Arts
- ▶ Mathematical Reasoning
- ▶ Social Studies
- ▶ Science

### GED® en Español

- ▶ Aprenda Sobre el Nuevo Examen de GED®
- ▶ Razonamiento a través de las Artes del Lenguaje
- ▶ Razonamiento Matemático
- ▶ Estudios Sociales
- ▶ Ciencia

### Prepare for the HiSET®

- ▶ Language Arts Practice Exams
- ▶ Mathematics Practice Exams
- ▶ Social Studies Practice Exams
- ▶ Science Practice Exams
- ▶ HiSET® Preparation Tutorial

### Prepare for the TASC

- ▶ Language Arts Practice Tests
- ▶ Mathematics Practice Tests
- ▶ Social Studies Practice Tests
- ▶ Science Practice Tests
- ▶ TASC Test Preparation Tutorial



## Adult Learning Center

### Build Your Math Skills

- ▶ Learn and Review Your Math Skills
- ▶ Practice Your Math Skills
- ▶ Math eBooks

### Become a Better Reader

- ▶ Learn and Review Your Reading Skills
- ▶ Practice Your Reading Skills
- ▶ Reading Skills eBooks

### Improve Your Writing, Speaking, and Grammar

- ▶ Learn and Review Your Writing and Grammar Skills
- ▶ Practice Your Writing and Grammar Skills
- ▶ Writing, Speaking, and Grammar eBooks

### Become a U.S. Citizen

- ▶ Prepare for Your Citizenship Exam
- ▶ Get Your Green Card

- ▶ Prepárese para su Examen de Ciudadanía
- ▶ Gana su Tarjeta Verde



## Career Center

### Learn More About a Career

- ▶ Allied Health
- ▶ Caseworker
- ▶ Culinary Arts
- ▶ Firefighting
- ▶ Green Careers
- ▶ Homeland Security
- ▶ Law Enforcement
- ▶ Legal
- ▶ Nursing
- ▶ Teaching
- ▶ Career Information for Veterans

### Prepare for an Entrance Exam

- ▶ Prepare for Allied Health Programs Entrance Tests
- ▶ Prepare for Nursing School Entrance Tests

### Prepare for an Occupation Exam

- ▶ Allied Health
- ▶ Air Traffic Controller
- ▶ Civil Service
- ▶ Commercial Driver's License (CDL)
- ▶ Cosmetology
- ▶ Culinary Arts
- ▶ Emergency Medical Services
- ▶ Firefighting
- ▶ Homeland Security
- ▶ Law Enforcement
- ▶ Postal Worker
- ▶ Nursing
- ▶ Plumbing
- ▶ Real Estate
- ▶ Teaching

### Join the Military or Become an Officer

- ▶ Prepare for the ASVAB
- ▶ Prepare for the Military Flight Aptitude Tests
- ▶ Prepare for the Officer Candidate Tests
- ▶ Prepare for the CFAT

### Job Search and Workplace Skills

- ▶ Improve Your Job Search, Interviewing, and Networking Skills
- ▶ Build Your Workplace Skills

### Prepare for the WorkKeys® Assessments and the TOEIC®

- ▶ Prepare for the WorkKeys® Assessments
- ▶ Prepare for the TOEIC®



## Recursos para Hispanohablantes

(Resources for Spanish Speakers)

### Mejore sus habilidades escritas, orales y gramaticales

- ▶ Aprenda y repase sus habilidades escritas y gramaticales
- ▶ Libros electronicos de habilidades escritas, orales y gramaticales

### Sea Mejor Lector

- ▶ Aprenda y repase sus habilidades de lectura
- ▶ Practique sus habilidades de lectura
- ▶ Libros electronicos de habilidades de lectura

### Desarrolle sus Habilidades Matemáticas

- ▶ Aprenda y repase sus habilidades matemáticas
- ▶ Practique sus habilidades matemáticas

### Sea ciudadano estadounidense

- ▶ Prepárese para su Examen de Ciudadanía
- ▶ Gana su Tarjeta Verde

### Prepárese para su examen de GED®

- ▶ Aprenda Sobre el Nuevo Examen de GED®
- ▶ Razonamiento a través de las Artes del Lenguaje
- ▶ Razonamiento Matemático
- ▶ Estudios Sociales
- ▶ Ciencia

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# Job & Career Accelerator

## THE POWER TO SUCCEED

Today's job market is tougher than ever and job seekers need the right tools to help them succeed. LearningExpress Job & Career Accelerator™ can help. It gives job seekers of all ages, the most comprehensive collection of job and career resources anywhere—all in one place and always available online.



The fast track to getting hired!

## ONLINE JOB SEARCH HELP THAT WORKS!

- ▶ Explore occupations
- ▶ Build workplace skills
- ▶ Search for jobs and internships
- ▶ Write winning resumes and cover letters
- ▶ Prepare for interviews
- ▶ Conduct effective follow up
- ▶ Get hired!

### LEARN MORE TODAY!

Call 800.295.9556 or email [sales@learningexpressllc.com](mailto:sales@learningexpressllc.com)



## Job & Career Accelerator Featured Resources

**Job & Career Accelerator** is a powerful online resource for job seekers. It delivers award winning content, cutting edge job search and resume tools, and extensive guidance to help people overcome the challenging task of getting a job. Job & Career Accelerator is available as an add-on to LearningExpress Library™.



### ▶ Powerful online job search and career exploration

#### ▶ My Job & Career Accelerator

This is the job seeker's personal job search management center! *My Dashboard* keeps track of everything—job searches, resumes, cover letters, important tasks, and more. The *Occupation Matcher* helps job seekers find the careers that best fit their interests and experience.

#### ▶ Explore Occupations

View and compare over 1,100 occupations, using the latest data from U.S. Bureau of Labor Statistics on wages, salaries, and expected growth.

#### ▶ Find a Job and More

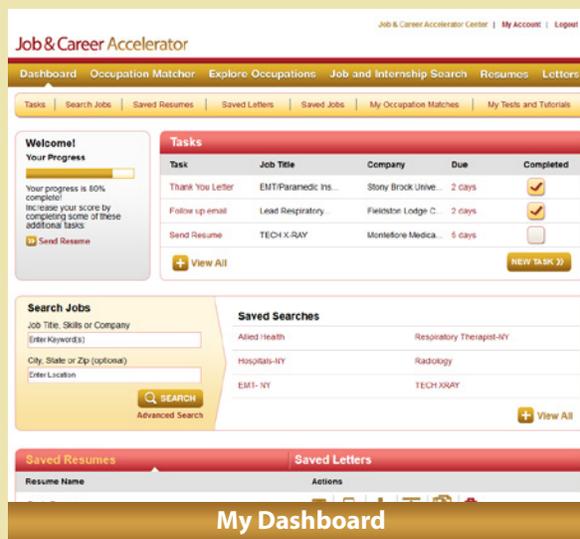
Access over 5 million, up-to-date job and internship postings. Search jobs by location, interest, job type, education level, and more.

#### ▶ Build Great Resumes and Cover Letters

Get step-by-step instructions, tips, and powerful tools to create professional, attention-getting resumes and letters. Access more than 200 model resumes, 25,000 job-specific keywords, and 750 action words. Find guidance in expertly crafted sample cover letters.

#### ▶ Prepare for an Interview

Learn how to do effective pre-interview research. Explore a variety of interview styles, gain practice answering the most commonly-asked interview questions, and learn how to evaluate a job offer.



The screenshot shows the 'My Dashboard' interface for Job & Career Accelerator. It includes a navigation bar with options like 'Dashboard', 'Occupation Matcher', and 'Explore Occupations'. A 'Tasks' table lists items such as 'Thank You Letter', 'Follow up email', and 'Send Resume' with their due dates and completion status. There are also sections for 'Search Jobs' with input fields for job title, location, and a search button, and 'Saved Searches' with a list of previous searches.

Task	Job Title	Company	Due	Completed
Thank You Letter	EMT/Paramedic Trs...	Stony Brook Unive...	2 days	✓
Follow up email	Lead Respiratory	Fleetside Lodge C.	2 days	✓
Send Resume	TECH X-RAY	Montefiore Medica...	5 days	✗

#### ▶ Job Search Sample Letters

Stay connected with potential employers throughout the entire job search process. See sample letters for every need—networking, interview thank yous and follow-up, and job offer acceptance.

#### ▶ Build Workplace Skills

Connect to skill building resources in LearningExpress Library, including more than 100 interactive computer tutorials for the most commonly used software applications.

**//CODiE//**  
2011 SIIA CODIE WINNER

LearningExpress, LLC, a leading educational technology company, helps millions of students and adults achieve success annually

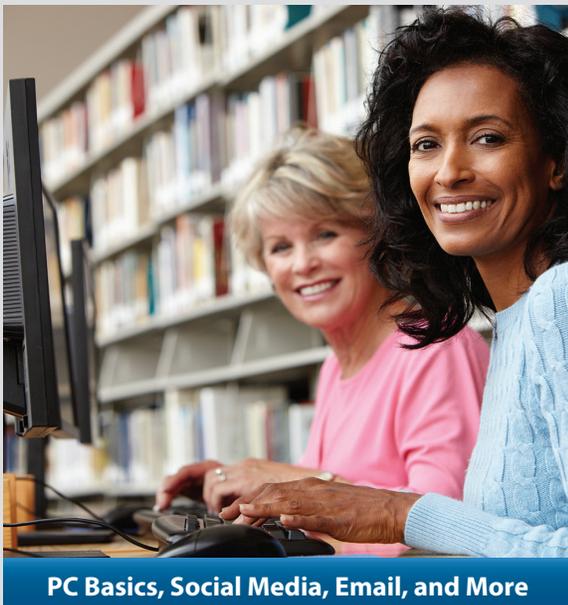
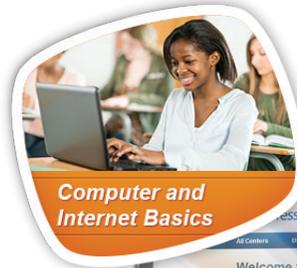




# Computer and Internet Basics

## MASTER TECHNOLOGY WITH EASE

Life happens on the computer. We use it at work and home, for finding information, job searching, social networking, and staying in touch with family and friends. Learn the fundamentals of your computer and the Internet with these easy-to-follow multimedia tutorials—and take advantage of all that today's technology has to offer.



PC Basics, Social Media, Email, and More

## ONLINE LEARNING THAT WORKS!

- ▶ 18 beginner-level tutorials
- ▶ Fun to learn and easy-to-use
- ▶ Learn email and social networking
- ▶ Get to know common desktop applications
- ▶ Progress rapidly using self-directed videos
- ▶ Friendly presenters guide users step-by-step
- ▶ Anytime, anywhere online access



# Computer and Internet Basics

## Featured Resources

**LearningExpress Library™** provides interactive online resources that help millions of students and adults achieve success annually. The Computer and Internet Basics video courses are a fun and easy way to get started using the computer. They feature step-by-step lessons with full voice and animation. The friendly online instructors are like having a personal software coach. The Computer and Internet Basics video courses are available as an add-on to LearningExpress Library.



▶ **Interactive, easy-to-use, unlimited remote access**



### Computer Basics

#### Getting Started

- ▶ Computer Basics 1: Roles of Computers  
*See how computers are used in daily lives*
- ▶ Computer Basics 2: Personal Computer Fundamentals  
*Learn about the different parts that make up the computer*

#### Understanding Your Desktop Applications

- ▶ Computer Basics 3: The Basics of Windows 7  
*Learn how to get around in Windows, use the Start menu, and more*
- ▶ Computer Basics 4: Customizing Windows 7  
*Find out how to add shortcuts, change appearance, and even use gadgets*
- ▶ Computer Basics 5: Application Basics  
*Get introduced to common applications and Windows accessories*
- ▶ Computer Basics 6: Organizing Data  
*Learn how to save, find, and organize files on the computer*
- ▶ Computer Basics 7: Web Browsing  
*Find out what a browser is and how to search for information on the Web*
- ▶ Computer Basics 8: Printing  
*Learn how to install and manage printers and print from programs*

#### Keeping Your Computer Safe

- ▶ Computer Basics 9: Maintenance and Security  
*Explore the Windows Control Panel and learn how to set up security options*



### Internet Basics

#### Getting Started

- ▶ Internet Basics 1: What is the Internet?  
*Learn what the Internet does and how to access this amazing resource*
- ▶ Internet Basics 2: Surfing the Internet  
*Learn basic navigation while exploring how to use different browser features*
- ▶ Internet Basics 3: The Internet as a Search Tool  
*Find information online using search engines, wikis, and Web portals*
- ▶ Internet Basics 4: Using One-on-One Communications  
*Get introduced to email, online chat, and even Internet phone services*

#### Using Your Email

- ▶ Internet Basics 5: Email Etiquette  
*Learn everything about using email including proper email protocol*

#### Using Social Media

- ▶ Internet Basics 6: Branching Out Using the Internet  
*Learn about discussion boards, online communities, blogs, podcasts, and more*
- ▶ Internet Basics 7: Understanding Social Networking  
*Discover what Facebook, Twitter, and LinkedIn networks are all about*
- ▶ Internet Basics 8: Using Web Tools  
*Learn about Web-based tools and sharing files on GoogleDocs and YouTube*

#### Staying Safe Online

- ▶ Internet Basics 9: Protecting Yourself Online  
*Get important tips on how to protect your personal information*



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sales@learningexpressllc.com





## **Recommendations of the Talking Book and Braille Library Advisory Council**

***Agenda Item***

Recommendation of the Talking Book and Braille Library Advisory Council.

***Background and Summary***

The Talking Book and Braille Library Advisory Council met at the State Library on May 7, 2015 and adopted the following recommendation to the State Library Board.

The Talking Book Advisory Council considered and endorsed an Annual Donation Expenditure Plan for 2015-2016 based on the following:

- A policy package was submitted as part of the 2015-2017 Agency Request Budget to support core services including fund shifting a position back to General Funds. The policy package was passed by the General Government Subcommittee; however, at the Joint Ways and Means it was passed to fund the second year of the biennium with general funds and then includes it the budget going forward.

The State Library Specialist 1 (SLS1) was funded by the donation funds for the 2011-2013 and 2013-2015 bienniums. Attached is the 2015-2016 Donation Expenditure Plan (Attachment A) and Expenditure Fund Cash Flow Analysis for 2012-2017 (Attachment B) that the staff has proposed and the Advisory Council endorsed. The Plan will cover the SLS1 position for the first year of the 2015-2017 biennium.

According to the Talking Books Fund Development policy (Attachment C) monies from the expendable fund have been designated for program enhancements, promotion and solicitation costs. The Plan, as proposed, would continue to deviate from this policy by providing donation fund support for the core Talking Books program.

In addition to covering salary costs, the Plan includes funding for the League of Women Voters' Guide, the large print calendar, summer reading program, Student library card and outreach

***Recommendations of the State Librarian***

The State Librarian supports the recommendation of the Talking Book and Braille Library Advisory Council.



**d. League of Women Voter's Guide** **\$2,500** **\$2,500**

In partnership with the League of Women Voters of Oregon, provide the Non-partisan League of Women Voter's Guide in cartridge, CD, large print and Braille to the Talking Book patrons.

**e. Descriptive Videos** **\$0** **\$ 200**

To purchase newly released descriptive videos. Descriptive videos describe key visual elements such as settings, characters or action of the movie.

**f. Summer Reading Program** **\$0** **\$ 500**

Support the summer reading program with purchasing prizes and giveaways and printing costs.

**g. Library Cards** **\$0** **\$1,000**

The design, printing and distribution of library cards to Talking Books' student patrons.

**2. Solicitation Costs** **\$44,100** **\$46,100**

**a. Printed Materials for direct mail** **\$7,000** **\$7,000**

We send two direct mail solicitations out every year. This budget item covers letterhead, envelopes, postage and mailing services for these.

**b. Fund Development Database** **\$1,500** **\$1,500**

Continue the annual maintenance agreement to assure that we have the technical support and regular updates for the software.

**c. Student Worker** **\$5,000** **\$5,000**

Continuation of the part-time student worker to handle data and gift entry and other administrative tasks.

**d. Fund Development Coordinator** **\$30,600** **\$32,600**

Support for the Volunteer/Fund Development Coordinator. This position is responsible for coordinating the appeals, processing donations and bequests, and overseeing planned giving. This also covers the administration costs of the donation program.

<b>3. Outreach to new patrons</b>	<b>\$5,000</b>	<b>\$5,000</b>
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<b>a. Outreach</b>	<b>\$5,000</b>	<b>\$5,000</b>
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This pays for costs associated with participation in public outreach events such as conferences and supporting materials.

<b>4. Volunteer Expenses</b>	<b>\$2,000</b>	<b>\$2,000</b>
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Talking Books is highly dependent on volunteer assistance. The fees in this category pay for direct expenses related to the volunteer program as well as events to recognize and motivate volunteers.

<b>a. Parking</b>	<b>\$1,500</b>	<b>\$1,500</b>
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Parking key cards, parking space rental and bus passes for Talking Books volunteers

<b>b. Recognition events</b>	<b>\$ 500</b>	<b>\$ 500</b>
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Talking Books share of overall volunteer recognition costs and activities in Talking Books to recognize volunteers.

<b>5. Core Services Support</b>	<b>\$47,900</b>	<b>\$49,900</b>
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<b>a. State Library Specialist 1</b>	<b>\$47,900</b>	<b>\$49,900</b>
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Circulation/Equipment technician is responsible for the daily circulation of audio books and equipment.

## Talking Books' Expenditure Fund Cash Flow Analysis

(Note: The analysis does not include the Talking Books' Endowment Fund)

**FY 12/13**

<b>Beginning balance July 1, 2012</b>	<b>\$216,701</b>
Adjusting entry for 2011-13 Biennium	12,654
Donation revenue to Expenditure Fund	76,393
Expense for Fund Development Position	(27,234)
Expense for enhancements/solicitation costs	(59,476)
Expense for core services support	(43,805)
<b>Ending balance June 30, 2013</b>	<b>\$175,233</b>

**FY 13/14**

<b>Beginning balance July 1, 2013</b>	<b>\$175,233</b>
Donation revenue to Expenditure Fund	103,219
Expense for Fund Development Position	(29,208)
Expense for enhancements/solicitation costs	(49,518)
Expense for core services support	(63,483)
<b>Ending balance June 30, 2014</b>	<b>\$136,243</b>

**FY 14/15**

<b>Beginning balance July 1, 2014</b>	<b>\$136,243</b>
Estimated donation revenue to Expenditure Fund	105,000
Estimated enhancements/solicitation costs	(83,100)
Estimated cost for core services support	(47,900)
<b>Projected ending balance June 30, 2015</b>	<b>\$110,243</b>

**FY 15/16**

<b>Estimated beginning balance July 1, 2015</b>	<b>\$110,243</b>
Estimated donation revenue to Expenditure Fund	100,000
Estimated expense for enhancements/solicitation costs	(87,800)
Estimated cost for core services support	(49,900)
<b>Estimated ending balance June 30, 2016</b>	<b>\$72,543</b>

**FY 16/17**

<b>Estimated beginning balance July 1, 2016</b>	<b>\$72,543</b>
Estimated donation revenue to Expenditure Fund	100,000
Estimated expense for enhancements/solicitation costs	(87,800)
<b>Estimated Ending balance June 30, 2017</b>	<b>\$84,743</b>

<b>Oregon State Library</b> Policies and Procedures	
<b>TBABS Fund Development Policy</b>	
Approved by:	7/12/07

**APPLICABILITY:** All Oregon State Library Employees and Volunteers

**AUTHORITY:** ORS 357.195

### **Purpose**

To provide a framework for the types and forms of gifts that will provide maximum benefit both to the donor and to Talking Book and Braille Services (TBABS). This overview addresses both current and planned gifts. The goal is to encourage support for TBABS without encumbering the organization with gifts that may generate costs or liabilities in excess of the benefit provided or that are restricted in a manner not consistent with the purpose, goals or policies of TBABS.

### **General Policies**

1. Donations are deposited to one of two funds. Generally gifts received via direct mail solicitation are deposited in the Expendable Fund, unless specified by the donor. Unsolicited gifts, such as undesignated memorials or bequests are deposited in the Endowment Fund.
2. An outright, unrestricted cash gift of any amount may be accepted by the State Librarian, TBABS Fund Development Officer, TBABS Program Manager, and TBABS staff, on behalf of the donation fund.
3. All gifts, donor giving histories and personal donor information will remain confidential: not be discussed in the TBABS office except in a professional capacity nor to be given to the public nor to be rented to individuals or organizations.
4. TBABS will provide an annual accounting to donor and program participants following the end of every fiscal year. This reporting can be included as part of the newsletter or as a separate document. It will summarize activities and accomplishments during the previous fiscal year and it will acknowledge the financial support of donors. Acknowledgement of donations may be general or a specific listing of

names, as appropriate. Donations may be acknowledged, with donor approval.

### **Gift Solicitations**

The record of patrons and donors who ask not to be solicited will provide for their exemption from all solicitations.

### **Receipt of Checks**

Checks will be handled according to state Accounting Procedures

### **Online Giving via Credit Cards**

1. Contributions using credit cards may be made through the OSL/TBABS website.
2. Initial notice of these transactions will come to the Business Office. These donations will be posted to the accounting records after the transactions have been cleared by the bank and then reported to TBABS for record update and acknowledgement.

### **Donor Communications**

Complaints and or issues regarding donations raised by donors will be responded to within five workdays of the contact being received by TBABS Fund Development .

### **Gift Acknowledgement**

1. Gifts less than \$100 in size will be acknowledged by staff or volunteers via letter or note card. The letter or card will show date of gift and amount, and should be signed.
2. A personal letter will be used for gifts \$100 or larger. The State Librarian should sign it.
3. Acknowledgment of gifts of \$250 or larger should carry the claim that "No gifts or services were given in exchange for this gift." This statement can be placed at the bottom of the page. A personal telephone call will be made when large or especially welcomed gifts are received, prior to sending the official acknowledgment letter.

### **Records Retention**

The TBABS Daily Donation Log will be retained for seven (7) years then destroyed.

### **Bequests and Planned Gifts**

Oregon State Library may accept gifts through bequests. Whenever possible, the donor's wishes regarding the restricted use of a bequest will be honored, subject to the requirements of the law. Undesignated bequests will be placed in the TBABS Endowment Fund.

1. A ledger record will be kept of all planned gift activity, information, and expectations.
2. The donor's attorney/financial advisor and identified family member will receive an acknowledgment of receipt of the gift within five workdays.
3. In all matters involving donors or prospective donors, the interests and concerns of the donor in relation to his or her personal financial position take priority over the contribution to TBABS.
4. Prospective donors are urged to seek the advice of their own counsel in matters relating to planned gifts, taxes, and estate planning. Fundraising staff will not interpret the law or give legal advice to the donor. Special tax counsel may be called upon to draft documents related to trusts and gift annuities, or to review and comment upon documents drafted by lawyers for the donor.
5. Information concerning planned gifts shall be kept in confidence. No public announcement concerning a living donor will be released without written consent of the donor.

### **Stock**

Oregon State Library may accept gifts of stock. As a state agency, the State Library is not able to hold stock, so certificates must be liquidated immediately.

### **Pooled Income Fund**

Oregon State Library may accept gifts through Pooled Income Funds. No pooled income fund trust agreement shall be entered into with a donor for a sum less than \$5,000. No beneficiary shall be under the age of 50 years and the maximum number of beneficiaries shall be two.

### **Life Insurance and Pension Benefits**

Oregon State Library may accept gifts as the primary, secondary or residual beneficiary of life insurance and IRA's. Oregon State Library may be a contingent beneficiary of pension benefits.

**Life Estate Contracts**

Oregon State Library may enter into a retained life estate contract with one or two persons for a personal residence or farm. As a general rule, a life estate contract requires the donor to pay all upkeep, insurance and other expenses required for the maintenance of the property. The property deed must be clear and the property must be documented as free of toxic or environmental waste or other conditions that would create a liability for the Oregon State Library.

**Confidentiality**

TBABS staff and volunteers will adhere to a policy of confidentiality regarding donor giving and personal information, unless the donor or authorized representative grants permission to use personal information. Such use might be in the form of a testimonial.

**Fund Expenditures****Expendable Fund**

The monies from the expendable fund are designated for program enhancements, promotion and solicitation. Each fiscal year the Program Manager and Fund Development Officer will draft the Annual Donation Expenditure Plan for Program Enhancements and Solicitation. This plan is reviewed and endorsed by the TBABS Advisory Council. The Advisory Council recommendations are passed onto the OSL Board of Trustees who then reviews and adopts the expenditure plan.

**Endowment Fund**

The purpose of the TBABS endowment fund is to assure a long, strong future for TBABS by building an additional source of income that will supplement the federal contributions, the state general fund, and other donations in funding TBABS to achieve its service objectives and the goals in any current TBABS long range plan. Expenditures from the Endowment Fund must be approved by the OSL Board of Trustees.

## **HB 3523 Implementation**

***Agenda Item***

HB 3523 Implementation

***Background and Summary***

HB 3523 was introduced by the Joint Ways and Means Committee during the 2015 Legislative Session and was passed by both the House and the Senate. The legislation will take effect in January of 2016. This bill makes changes to the State Library Board and appointment of the State Librarian, as well as creating programs that will reduce duplication and increase efficiency.

The State Library Board will be expected to create administrative rules for a number of the sections of the legislation which will require a timeline and plan for stakeholder engagement.

Attached is HB 3523 A, which is the version that was passed.

***Recommendation of the State Librarian***

Begin the discussion of the work that will be required for implementation.

## A-Engrossed House Bill 3523

Ordered by the House April 24  
Including House Amendments dated April 24

Sponsored by JOINT COMMITTEE ON WAYS AND MEANS

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Reorganizes mission and governance of State Library. Renames governing body from Trustees of State Library to State Library Board. Modifies composition and number of board members. Changes duties of State Library to promote efficiencies in core library services and to *eliminate* **reduce** duplication of effort. Changes State Librarian to gubernatorial appointment. Creates State Reference Coordinating Council to coordinate delivery of library services *among state agencies* **provided by State Library, State Archives and State of Oregon Law Library.**

### A BILL FOR AN ACT

1  
2 Relating to the State Library; creating new provisions; amending ORS 357.031, 357.035, 357.040,  
3 357.050, 357.095, 357.100, 357.195, 357.200, 357.203, 357.206, 357.209, 357.410, 357.750, 357.760,  
4 357.780 and 358.575; and repealing ORS 357.003, 357.005, 357.010 and 357.015.

5 **Be It Enacted by the People of the State of Oregon:**

6 **SECTION 1. It is the policy of the State of Oregon to have a State Library that:**

- 7 (1) **Provides library services suitable to support state government needs and operations;**  
8 (2) **Provides efficient library services for Oregonians who are print-disabled;**  
9 (3) **Promotes the establishment, development and support of local library services;**  
10 (4) **Promotes and supports library services for children and youth;**  
11 (5) **Eliminates duplication of state agency library services;**  
12 (6) **Leverages federal, state and local funding for the benefit of state and local libraries;**  
13 (7) **Promotes the electronic delivery of library and information resources and services;**  
14 (8) **Promotes public, nonprofit and private partnerships; and**  
15 (9) **Maintains free access for the public to State Library materials.**

16 **SECTION 2. The State Library shall carry out the functions prescribed in ORS 357.001**  
17 **and section 1 of this 2015 Act as follows:**

18 (1) **The State Library shall support the needs and operations of state government by**  
19 **maintaining and developing appropriate collections of library services to supplement the**  
20 **collections and services of other libraries in this state and to meet the reference and re-**  
21 **search needs of state government.**

22 (2) **The State Library shall provide library services to persons who are print-disabled by:**

23 (a) **Acting in cooperation with the Library of Congress in the provision of library mate-**  
24 **rials and services for persons who are print-disabled; and**

25 (b) **Contracting with other entities to provide such materials and services.**

26 (3) **The State Library shall promote the establishment, development and support of local**

**NOTE:** Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1 library services by:

2 (a) Expending moneys as may be available to the State Library to demonstrate, develop  
3 and support library services in accordance with long-range plans for statewide development  
4 and coordination of library services;

5 (b) Providing advice and assistance to libraries, library boards, units of local government  
6 empowered to establish libraries and departments of state government in matters concerning  
7 the establishment, support, operation, improvement and coordination of library services and  
8 the cooperation among libraries; and

9 (c) Providing for in-service and continuing education programs for library personnel in  
10 this state.

11 (4) The State Library shall promote library services for children and youth by distribut-  
12 ing to local libraries state grant funds appropriated to the State Library for library services  
13 and programs for children and youth.

14 (5) The State Library shall prescribe the conditions for the use of government publica-  
15 tions in depository libraries and provide for public access to state government publications.

16 (6) The State Library shall biennially report to the Legislative Assembly and the Oregon  
17 Department of Administrative Services statistical data on:

18 (a) The effectiveness of library services provided to state government;

19 (b) The effectiveness of services provided to persons who are print-disabled;

20 (c) The degree to which local and school libraries in this state provide library services  
21 to the people of this state; and

22 (d) The scope and effectiveness of library services for children and youth funded by state  
23 grant funds.

24 (7) The State Library shall carry out all other activities authorized by law for the devel-  
25 opment of library services for the people of this state.

26 (8) The State Library shall lend State Library books free of charge to the people of  
27 Oregon through existing libraries.

28 **SECTION 3.** The State Library may:

29 (1) With the advice of the libraries of this state, establish and provide a network whereby  
30 the library resources in this state are made available to all of the people of this state under  
31 reasonable conditions and subject to appropriate compensation to libraries providing library  
32 services to persons outside their normal service areas; and

33 (2) Provide for state participation in regional, national or international library networks  
34 and systems designed to increase the quality of library services for the people of this state.

35 **SECTION 4.** (1) The State Library Board is established, consisting of nine voting mem-  
36 bers.

37 (2) The Governor, after consultation with the Oregon Library Association, shall appoint  
38 seven voting members as follows:

39 (a) Two members from two different state agencies;

40 (b) One member representing a public library in eastern Oregon;

41 (c) One member representing a public library in western Oregon;

42 (d) One public member from eastern Oregon;

43 (e) One public member from western Oregon; and

44 (f) One member representing a community college library or a public university library  
45 in this state.

1 (3) The Deputy Superintendent of Public Instruction, or a designee of the deputy super-  
2 intendent, shall be a voting member of the board.

3 (4) The administrator of the Commission for the Blind, or a designee of the administra-  
4 tor, shall be a voting member of the board.

5 (5) The State Librarian shall serve ex officio as a nonvoting member of the board.

6 (6) A board member described in subsection (2) of this section shall serve a four-year  
7 term, but a member described in subsection (2) of this section serves at the pleasure of the  
8 Governor. Before the expiration of the term of a member, the Governor shall appoint a  
9 successor whose term begins on July 1 next following. A member is eligible for reappoint-  
10 ment. If there is a vacancy for any cause, the Governor shall make an appointment to be-  
11 come immediately effective for the unexpired term.

12 (7) A board member described in subsection (2) of this section shall be eligible for reap-  
13 pointment for only one additional term, but any person may be reappointed to the board after  
14 an interval of one year.

15 (8) The appointment of a board member described in subsection (2) of this section is  
16 subject to confirmation by the Senate in the manner prescribed in ORS 171.562 and 171.565.

17 (9) A member of the State Library Board is entitled to compensation and expenses as  
18 provided in ORS 292.495.

19 **SECTION 5.** (1) The Trustees of the State Library is abolished on the effective date of  
20 this 2015 Act. Any moneys or property held by the Trustees of the State Library on the ef-  
21 fective date of this 2015 Act are transferred to the State Library Board. For all purposes,  
22 on the effective date of this 2015 Act the State Library Board shall serve as the successor  
23 in interest to the Trustees of the State Library.

24 (2) Notwithstanding section 4 of this 2015 Act, the members of the Trustees of the State  
25 Library on the day before the effective date of this 2015 Act shall serve as the initial mem-  
26 bers of the State Library Board who are described in section 4 (2) of this 2015 Act. The  
27 Governor shall designate which of the initial members of the board serves for the following  
28 specified terms:

29 (a) Three shall serve for terms ending June 30, 2016. Upon expiration of the terms, two  
30 shall be replaced by members from two different state agencies and one shall be replaced by  
31 a member representing a community college library or public university library in this state.

32 (b) Two shall serve for terms ending June 30, 2017.

33 (c) Two shall serve for terms ending June 30, 2018.

34 **SECTION 6.** (1) The State Library Board shall select one of its members as chairperson  
35 and another as vice chairperson, for such terms and with duties and powers necessary for  
36 the performance of the functions of such offices as the board determines.

37 (2) A majority of the members of the board constitutes a quorum for the transaction of  
38 business.

39 (3) The board shall meet at least once every three months at a place, day and hour de-  
40 termined by the board. The board may also meet at other times and places specified by the  
41 call of the chairperson or of a majority of the members of the board.

42 **SECTION 7.** The State Library Board shall be the policy-making body for the State Li-  
43 brary. The State Library Board shall:

44 (1) Formulate general policies for the State Library to provide the framework for library  
45 operations;

1       **(2) Adopt rules to carry out the purposes for which the State Library is established or**  
 2 **for any other purpose authorized by law;**

3       **(3) In consultation with the Oregon Library Association, the Oregon Heritage Commis-**  
 4 **sion and other related organizations, adopt long-range strategic plans for the continued im-**  
 5 **provement and development of the State Library and develop key performance measures to**  
 6 **track progress;**

7       **(4) Review and approve budget requests for the State Library that align with the board's**  
 8 **long-range plans;**

9       **(5) Develop, adopt and modify a technology plan, including long-range expenditures, for**  
 10 **the purchase of subscriptions statewide, for reference-based databases, digitization of re-**  
 11 **ords for public libraries and integration of services provided by the State Library;**

12       **(6) Conduct certifications of state agency libraries or library services under section 19**  
 13 **of this 2015 Act;**

14       **(7) Review and monitor the State Library and the State Library's work in the State**  
 15 **Reference Coordinating Council established under section 15 of this 2015 Act;**

16       **(8) Administer the State Library Donation Fund for the benefit of the State Library, ex-**  
 17 **cept that every gift, devise or bequest for a specific purpose shall be administered according**  
 18 **to its terms; and**

19       **(9) Report to the Legislative Assembly in January of each odd-numbered year on the**  
 20 **State Library's efforts to:**

21       **(a) Achieve the statutory mission and programmatic outcomes of the State Library;**

22       **(b) Implement initiatives and improvements to interagency coordination;**

23       **(c) Implement initiatives and improvements to the electronic delivery of government**  
 24 **publications and services;**

25       **(d) Implement initiatives and improvements to State Library reference services to state**  
 26 **agencies;**

27       **(e) Enter into public, nonprofit and private partnerships and report the number of the**  
 28 **partnerships entered into by the State Library; and**

29       **(f) Reduce duplication in state agency services and costs related to the mission of the**  
 30 **State Library.**

31       **SECTION 8. The State Library Board shall adopt rules:**

32       **(1) Defining reasonable public access to the State Library and its resources and materi-**  
 33 **als.**

34       **(2) Defining State Library resources, including, but not limited to, print, electronic, sub-**  
 35 **scription and reference services.**

36       **(3) Establishing processes and procedures related to state agency use of State Library**  
 37 **resources, as defined in rules adopted under subsection (2) of this section. The rules shall**  
 38 **provide that the State Library shall fulfill only state agency requests for resources or ser-**  
 39 **vices that pertain to the conduct of state business.**

40       **SECTION 9. ORS 357.031 is amended to read:**

41       357.031. The [*Trustees of the*] State Library **Board** may:

42       **(1) Enter into contracts with any person or governmental entity:**

43       **(a) To provide, extend, improve or coordinate library services; or**

44       **(b) To demonstrate appropriate programs of library services.**

45       **(2) Enter into library agreements pursuant to Article V of the Interstate Library Compact (ORS**

1 357.340).

2 (3) Establish, equip and maintain regional library service centers of the State Library outside  
3 the City of Salem when the library needs of the state will be better served.

4 **SECTION 10.** ORS 357.035 is amended to read:

5 357.035. Subject to the provisions of ORS 291.260 and 291.375, the [*Trustees of the*] State Library  
6 **Board is [are]** designated as a state agency empowered to apply for federal or private funds and  
7 accept and enter into appropriate agreements for library purposes on behalf of the state or its pol-  
8 itical subdivisions or for any activity appropriate to the State Library on behalf of the state for the  
9 receipt of such funds from the federal government or its agencies or from any private source, and  
10 supervise the disbursement of such funds.

11 **SECTION 11.** ORS 357.040 is amended to read:

12 357.040. (1) The [*Trustees of the*] State Library **Board** may acquire control and dispose of any  
13 and all real and personal property given to or for the benefit of the State Library by private donors,  
14 whether the gifts of the property are made to the State Library or to the [*trustees thereof*] **board**  
15 or to the State of Oregon for the benefit of the library.

16 (2) The [*trustees*] **board** may accept by assignment and hold mortgages upon real and personal  
17 property acquired by way of gift or arising out of transactions entered into in accord with the  
18 powers, duties and authority given **to the board** by this section[, *ORS 357.015 (6) and 357.195 to the*  
19 *trustees*] **and ORS 357.195 and section 7 of this 2015 Act.**

20 (3) The [*trustees*] **board** may institute, maintain and participate in suits, actions and other judi-  
21 cial proceedings in the name of the State of Oregon for the foreclosure of such mortgages or for the  
22 purpose of carrying into effect any and all of the powers, duties and authority now vested in or  
23 given **to the board** by this section[, *ORS 357.015 (6) and 357.195 to the trustees*].

24 **SECTION 12.** (1) **The Governor shall appoint a State Librarian subject to confirmation in**  
25 **the Senate in the manner provided in ORS 171.562 and 171.565.**

26 (2) **The State Librarian shall be a graduate of a library school accredited by the American**  
27 **Library Association or who possesses the equivalent in training and experience and who shall**  
28 **serve at the pleasure of the Governor.**

29 **SECTION 13.** **Notwithstanding section 12 of this 2015 Act, the individual serving as State**  
30 **Librarian on the day before the effective date of this 2015 Act may serve as State Librarian**  
31 **until July 1, 2017.**

32 **SECTION 14.** ORS 357.050 is amended to read:

33 357.050. The State Librarian shall:

34 (1) Serve as Secretary to [*the Trustees of*] the State Library **Board** and keep the official record  
35 of [*their*] **the board's** actions.

36 (2) Be the chief administrative officer of the State Library in accordance with policies estab-  
37 lished by the [*trustees and the laws of this state*] **board.**

38 (3) **Serve on the State Reference Coordinating Council established under section 15 of this**  
39 **2015 Act.**

40 **SECTION 15.** (1) **There is established a State Reference Coordinating Council whose du-**  
41 **ties are to coordinate the delivery of library, information and reference services provided by**  
42 **the State Library, the State Archives and the State of Oregon Law Library, to clarify the**  
43 **roles of the State Library, State Archives and State of Oregon Law Library and to promote**  
44 **collaboration and reduce duplication of effort.**

45 (2) **The council shall comprise the State Librarian, the State Archivist and the State of**

1 **Oregon Law Librarian, or their designees.**

2 (3) **The council shall meet at least semiannually to develop and improve plans for the**  
3 **coordination of library, information and reference services among state agencies.**

4 (4) **The State Library, State Archives and State of Oregon Law Library shall provide**  
5 **meeting facilities, staff and administrative support for the council.**

6 (5) **The council shall develop a plan to provide coordinated online access to online services**  
7 **provided by the State Library, State Archives and State of Oregon Law Library.**

8 **SECTION 16. (1) The State Library, in coordination with the Oregon Department of Ad-**  
9 **ministrative Services, shall approve the selection, negotiation, purchase and maintenance of**  
10 **subscriptions statewide, for reference-related databases, and physical and digital sub-**  
11 **scriptions for all state agencies.**

12 (2) **Each state agency shall obtain the written approval of the State Librarian prior to**  
13 **purchasing reference-related databases or physical and digital subscription licenses.**

14 (3) **The State Library Board shall adopt rules pertaining to the review and approval pro-**  
15 **cess described in this section.**

16 **SECTION 17.** ORS 357.095 is amended to read:

17 357.095. The [*Trustees of the*] State Library **Board** shall designate no more than 10 libraries as  
18 depository libraries, which shall be entitled to receive copies of [*public documents*] **government**  
19 **publications** that are printed or produced in any other tangible medium and are deposited with the  
20 State Librarian under ORS 357.090. Selection of libraries shall be based upon the size of population  
21 served, geographic distribution and the ability of the library to provide the public with access to  
22 these [*public documents*] **government publications**.

23 **SECTION 18.** ORS 357.100 is amended to read:

24 357.100. (1) The State Library shall be the agency responsible for receiving copies of [*public*  
25 *documents*] **government publications** and making them available to depository libraries.

26 (2) The State Librarian shall periodically assess the performance of depository libraries and re-  
27 port the results of these assessments to the [*Trustees of the*] State Library **Board**.

28 (3) The State Library shall ensure [*permanent*] public access to [*public documents*] **government**  
29 **publications**, regardless of the format of the document.

30 **SECTION 19. (1) The State Library shall certify each biennium any state agency library**  
31 **or library service that is maintained separate from the State Library or that is proposed to**  
32 **be maintained separate from the State Library.**

33 (2) **The State Library Board shall adopt rules relating to the certification process and**  
34 **review criteria.**

35 (3) **The State Library Board shall report to the Legislative Assembly each January of an**  
36 **odd-numbered year on the list of state agency libraries or library services that fail to be**  
37 **certified or recertified by the State Library under this section.**

38 **SECTION 20.** ORS 357.195 is amended to read:

39 357.195. (1) The State Library Donation Fund is established **in the State Treasury**, separate  
40 and distinct from the General Fund. The following moneys shall be placed in the fund:

41 (a) Gifts and donations to the State Library;

42 (b) The interest, income, dividends or profits received on any property or funds of the State Li-  
43 brary derived from gifts, legacies, devises, bequests, endowments or other donations;

44 (c) Other interest earned by the fund; and

45 (d) Any other moneys placed in the fund as provided by law.

1 (2) Moneys in the fund that are derived from profits, interest or other earnings traceable to a  
 2 specific gift, legacy, devise, bequest, endowment or other donation shall be used in the same manner  
 3 as the principal or corpus of the gift, legacy, devise, bequest, endowment or other donation.

4 (3) The State Treasurer shall credit monthly to the fund any interest or other income derived  
 5 from the fund or the investing thereof.

6 (4) The [*Trustees of the*] State Library **Board** may establish a Talking Book and Braille Library  
 7 Endowment Fund as a subaccount of the State Library Donation Fund.

8 (5) Moneys in the State Library Donation Fund are continuously appropriated to the State Li-  
 9 brary for use by, and support and maintenance of, the State Library. Claims against the fund shall  
 10 be approved and warrants issued in the manner provided by law.

11 **SECTION 21.** ORS 357.200 is amended to read:

12 357.200. (1) The State Librarian shall deposit with the State Treasurer all moneys received for  
 13 materials furnished and for services rendered and all federal grants and other revenues received,  
 14 except those described in ORS 357.195 **and 357.203**. Moneys deposited with the treasurer under this  
 15 subsection shall be deposited into the Miscellaneous Receipts Account for the State Library and are  
 16 continuously appropriated to the State Library for books, pamphlets and periodicals, and for any  
 17 other purpose authorized by law.

18 (2) The State Library may maintain a petty cash fund in compliance with ORS 293.180 in the  
 19 amount of \$200 from moneys in the Miscellaneous Receipts Account for the State Library.

20 **SECTION 22.** ORS 357.203 is amended to read:

21 357.203. (1) The State Library and State of Oregon Law Library operating budget for services  
 22 to state agencies shall be assessed against all state agencies [*except the Oregon University System*].  
 23 The State Library assessment shall be apportioned among the agencies as follows:

24 (a) One-third of the assessment shall be based on the use of the State Library by the agency;  
 25 and

26 (b) Two-thirds of the assessment shall be based on the number of full-time equivalent employees  
 27 budgeted by the agency.

28 (2) Except as provided in subsection (4) of this section, the Oregon Department of Administrative  
 29 Services shall cause the amount assessed to be transferred from the moneys appropriated to each  
 30 state agency to the [*Miscellaneous Receipts Account for the State Library*] **State Library Assess-**  
 31 **ment Account established under subsection (6) of this section.**

32 (3) Subject to the provisions of subsection (5) of this section, the department shall determine and  
 33 may at any time redetermine which state funds or appropriations shall be assessed a reasonable  
 34 share of State Library and State of Oregon Law Library operating expenses that support state  
 35 agencies. In determining or redetermining the funds that shall be so assessed:

36 (a) A fund consisting of moneys the use of which is restricted by the Oregon Constitution shall  
 37 be assessed only those governmental service expenses ascertained as being necessarily incurred in  
 38 connection with the purposes set forth in the Oregon Constitution.

39 (b) Trust funds shall be assessed only those governmental service expenses ascertained as being  
 40 necessarily incurred in connection with the purposes for which the trust fund was established.

41 (c) State agencies shall be assessed only the State Library and State of Oregon Law Library  
 42 expenditures that support state agencies.

43 (4) The Oregon Department of Administrative Services shall cause the amount assessed against  
 44 state agencies for the operating budget of the State of Oregon Law Library to be transferred to the  
 45 Judicial Department. Moneys transferred under this subsection are continuously appropriated to the

1 Judicial Department and may be used only for the costs of operating the State of Oregon Law Li-  
2 brary.

3 (5) Unless the Oregon Department of Administrative Services and the Judicial Department agree  
4 to a different methodology and formula, the State of Oregon Law Library assessment shall be ap-  
5 portioned on the basis of the number of full-time equivalent employees budgeted by the agency.

6 **(6) The State Library Assessment Account is established in the State Treasury, separate  
7 and distinct from the General Fund. All moneys received by the Oregon Department of Ad-  
8 ministrative Services and apportioned to the State Library under this section shall be paid  
9 into the account and are continuously appropriated to the State Library for the purposes of  
10 the State Library.**

11 **SECTION 23.** ORS 357.206 is amended to read:

12 357.206. (1) The state shall provide financial assistance for library resource sharing activities  
13 to public, school, tribal and academic libraries from funds specifically appropriated [*therefor*] **for  
14 that purpose** in order to implement [*ORS 357.005 (2)(d), which provides for a statewide network of  
15 all types of libraries*] **section 2 (3) of this 2015 Act, which requires the State Library to promote  
16 the establishment, development and support of local library services.** The grants shall be pro-  
17 vided only to libraries that make interlibrary loans at no charge to other public, school, tribal and  
18 academic libraries in this state and shall be expended for one or more of the following purposes:

19 (a) To provide matching grants and other assistance to facilitate the statewide licensing of  
20 electronic databases for all types of libraries;

21 (b) To reimburse a library that serves as a regional center for the referral of reference questions  
22 from other libraries or provides reference services in connection with a statewide cooperative re-  
23 ference services project; and

24 (c) To provide matching grants or other assistance to facilitate statewide ground delivery of li-  
25 brary materials to public, school, tribal and academic libraries.

26 (2) As used in this section, "tribal library" means a library operated by a federally recognized  
27 Indian tribe in Oregon.

28 **SECTION 24.** ORS 357.209 is amended to read:

29 357.209. The [*Trustees of the*] State Library **Board** shall administer the provisions of ORS 357.203  
30 to 357.212 and shall adopt rules governing the application for and granting of funds. Funds granted  
31 for reference services by one library for other libraries may be arranged by contract.

32 **SECTION 25.** ORS 357.410 is amended to read:

33 357.410. Any local government unit may:

34 (1) Establish, equip and maintain a public library.

35 (2) Contract with an established public library or with a private society or corporation owning  
36 and controlling a secular or nonsectarian library for the purpose of providing free use of the library  
37 for the residents of the local government unit, under such terms and conditions as may be agreed  
38 upon.

39 (3) Contract with one or more units of local government or library boards pursuant to ORS  
40 190.003 to 190.620 to provide jointly a public library or public library service or share in the use  
41 of facilities, under such terms and conditions as may be agreed upon.

42 (4) Enter into an interstate library agreement pursuant to Article VI of the Interstate Library  
43 Compact (ORS 357.340).

44 (5) Contract with [*the Trustees of*] the State Library **Board** for assistance in establishing, im-  
45 proving or extending public library service.

1 (6) Levy annually and cause to be collected, as other general taxes are collected, a tax upon the  
2 taxable property in the local government unit to provide a library fund to be used exclusively to  
3 maintain such library.

4 (7) Levy and cause to be collected, as other taxes are collected, a special tax upon the taxable  
5 property in the local government unit, or contract bonded indebtedness under the provisions of ORS  
6 chapter 287A to provide a public library building fund to be used exclusively for the purchase of real  
7 property for public library purposes and for the erection and equipping of public library buildings  
8 including branch library buildings.

9 (8) Levy or impose such other taxes as may be authorized to the unit by city charter or the  
10 charter of a home rule county.

11 **SECTION 26.** ORS 357.750 is amended to read:

12 357.750. Units of local government and counties may apply to [*the Trustees of*] the State Library  
13 **Board** for annual establishment and development grants. The grants may be made from funds spe-  
14 cifically appropriated [*therefor*] **for that purpose** and are to be used to establish, develop or improve  
15 public library early literacy services for children from birth to six years of age and to provide the  
16 statewide summer reading program, as defined by rule of [*the Trustees of*] the State Library **Board**,  
17 for children from birth to 14 years of age.

18 **SECTION 27.** ORS 357.760 is amended to read:

19 357.760. The [*Trustees of the*] State Library **Board** shall administer the provisions of ORS 357.740  
20 to 357.780 and shall adopt rules governing the application for and granting of funds under ORS  
21 357.740 to 357.780.

22 **SECTION 28.** ORS 357.780 is amended to read:

23 357.780. (1) The [*Trustees of the*] State Library **Board** shall disburse moneys under this section  
24 based on the estimated total population of children, from birth to 14 years of age, in the state. For  
25 those areas of the state not served by local public libraries, the moneys available shall be reallo-  
26 cated to qualifying public libraries. A public library [*which*] **that** begins providing library service  
27 to previously unserved population shall be eligible for grants from the moneys appropriated for  
28 purposes of this section. Upon satisfactory application therefor, the [*Trustees of the*] State Library  
29 **Board** shall cause the appropriate amount to be paid to the public library.

30 (2) The [*Trustees of the*] State Library **Board** shall distribute 80 percent of the funds specifically  
31 appropriated by the Legislative Assembly on a per child basis for public library services in the fol-  
32 lowing manner to [*assure*] **ensure** the same population [*shall not be*] **is not** counted more than once:

33 (a) There shall be paid to each consolidated county library that is the primary provider of public  
34 library services to all persons in a county, or to each library district that is the primary provider  
35 of public library services in a county, a per capita amount for each child residing in the county.

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

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

1 estimated using the percentage of children in the total population of the county.

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

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

9 (4) The [*Trustees of the*] State Library **Board** may not make a grant that is less than \$1,000 to  
10 a qualifying public library for public library services for children.

11 **SECTION 29.** ORS 358.575 is amended to read:

12 358.575. (1) The voting members of the Oregon Heritage Commission shall be representatives of:

13 (a) Heritage interests, including Indian tribes with federal recognition, that reflect the cultural  
14 and geographic diversity of this state; and

15 (b) Heritage interests reflected in community institutions, libraries, museums, architecture, ar-  
16 chaeology and historic preservation.

17 (2) The advisory members of the commission shall be:

18 (a) One member designated by the Director of the Department of Land Conservation and De-  
19 velopment;

20 [*(b) One member designated by the Trustees of the State Library;*]

21 **(b) The State Librarian or a designee of the librarian;**

22 (c) One member designated by the Higher Education Coordinating Commission;

23 (d) One member designated by the Oregon Tourism Commission;

24 (e) One member designated by the Superintendent of Public Instruction;

25 (f) The Executive Director of the Oregon Historical Society or a designee of the executive di-  
26 rector;

27 (g) The State Archivist or a designee of the archivist;

28 (h) The Coordinator of the State Historical Records Advisory Board or a designee of the coor-  
29 dinator; and

30 (i) The State Historic Preservation Officer or a designee of the officer.

31 **SECTION 30.** Sections 1, 2, 3, 4, 6, 7, 8, 12, 16 and 19 of this 2015 Act are added to and  
32 made a part of ORS 357.001 to 357.200.

33 **SECTION 31.** Unless specifically identified, ORS 357.001 to 357.200 do not apply to:

34 (1) The State Archives, or to databases, information resources, subscription licenses or  
35 other services or resources provided by the State Archives; or

36 (2) The State of Oregon Law Library or county law libraries, or to legal databases, in-  
37 formation resources, subscription licenses or other law-related services or resources.

38 **SECTION 32.** ORS 357.003, 357.005, 357.010 and 357.015 are repealed.

39

## **State Librarian Performance Management Process**



***Agenda Item***

State Librarian Performance Management Process

***Background and Summary***

One of the strategic imperatives of the 2014-2017 State Library Strategic Plan is to “cultivate staff strengths”. The implementation of that imperative will include an updated performance management process for all staff that will focus on individual planning, consistent feedback and coaching, as well as annual evaluation. The State Library Board currently has responsibility for managing the performance of the State Librarian.

***Recommendation of the State Librarian***

Use the performance management process that is being implemented for State Library staff to manage and evaluate the performance of the State Librarian.



## **Board Self-Evaluation**

***Agenda Item***

## Annual Assessment on Key Performance Measure #15

***Background and Summary***

Key Performance Measure #15 “Best Practices” tracks the percent of best practices of State boards and commissions that are met by the State Library Board. The Key Performance Measure requires that the Board undertake an annual self-assessment on each of 15 best practices approved by the Legislature. The result of the self-assessment is a consensus response of “yes” (Board follows best practice) or “no” (Board does not follow best practice) on each of the 15 best practices. The percent of “yes” responses is reported in the *Annual Performance Progress Report* each year.

Prior to the Board meeting, each Board member was sent an email survey asking them to rate the Board on each of the 15 best practices and to make comments. The purpose of the survey was to aid in the discussion of Key Performance Measure #15. The results have been compiled by staff and are presented on the following pages.

### Best Practices Self-Assessment Guidance

Annually, board members are to self-evaluate their adherence to a set of best practices and report the percent of total best practices met by the board (percent of yes responses in the table below) in the *Annual Performance Progress Report* as specified in the agency Budget Instructions.

#### Recommended Assessment Process

1. Select a neutral party to facilitate the self-evaluation (recommended, not required).
2. Individual board members complete the score card shown below.
3. Tabulate the results for all board members (can be done by neutral party in advance).
4. Discuss the results—particularly the results for those areas where there are disparate responses or where the group agrees that they are not adhering to a best practice.
5. Record the group’s joint response to each best practice on a new score card. If consensus is not achieved, the board or commission should record the response as “no.”

#### Best Practices Assessment Score Card

<b>Best Practices Criteria</b>	<b>Yes</b>	<b>No</b>
1. Executive Director’s performance expectations are current.		
2. Executive Director’s receives annual performance feedback.		
3. The agency’s mission and high-level goals are current and applicable.		
4. The board reviews the <i>Annual Performance Progress Report</i> .		
5. The board is appropriately involved in review of agency’s key communications.		
6. The board is appropriately involved in policy-making activities.		
7. The agency’s policy option packages are aligned with their mission and goals.		
8. The board reviews all proposed budgets.		
9. The board periodically reviews key financial information and audit findings.		
10. The board is appropriately accounting for resources.		
11. The agency adheres to accounting rules and other relevant financial controls.		
12. Board members act in accordance with their roles as public representatives.		
13. The board coordinates with others where responsibilities and interests overlap.		
14. The board members identify and attend appropriate training sessions.		
15. The board reviews its management practices to ensure best practices are utilized.		
16. Others <i>[The board may add additional best practices; however, they are not to be counted when calculating the percentage adherence to best practices.]</i>		
<b>Total Number</b>		
<b>Percentage of Total</b>		

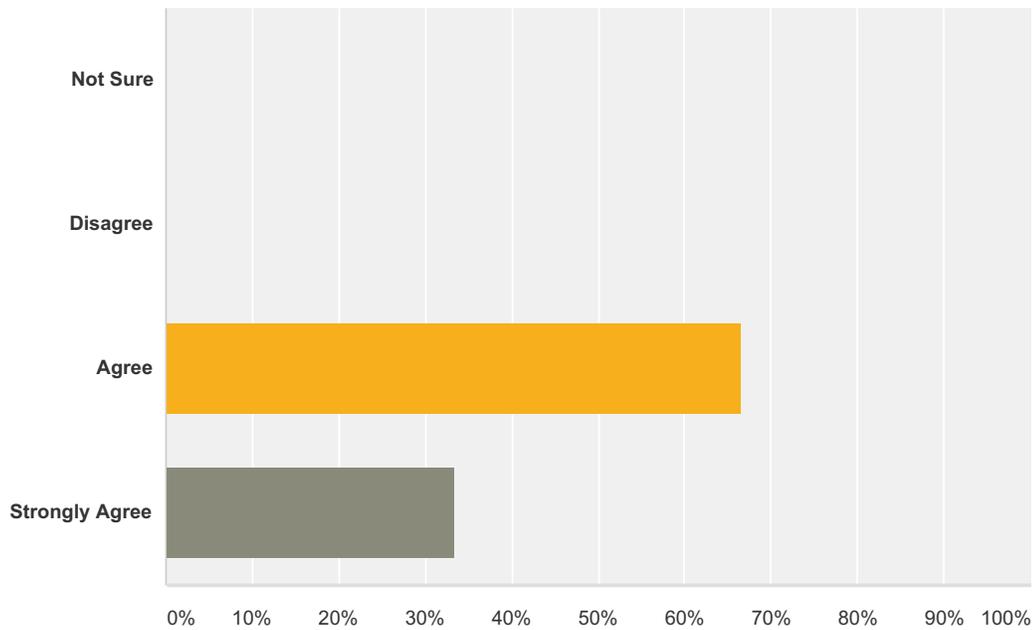
#### Analyzing Assessment Results and Defining Next Steps

Once the above table has been completed, the board will want to prepare responses to the following questions. Responses should be integrated into the *Annual Performance Progress Report*, which is due from agencies on September 30<sup>th</sup> of each year.

- How are we doing?
- How do we compare to others and/or to our target? (Once this data is available.)
- What factors are affecting our results?
- What needs to be done to improve future performance?

**Q1 The State Librarian's performance expectations are current.**

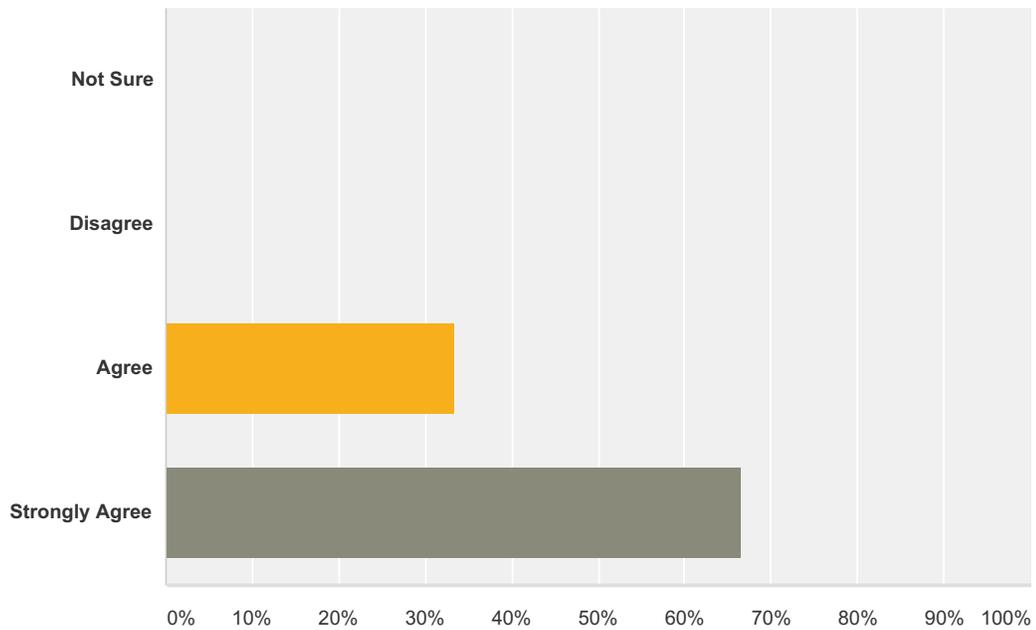
Answered: 6 Skipped: 0



Answer Choices	Responses
Not Sure	0.00% 0
Disagree	0.00% 0
Agree	66.67% 4
Strongly Agree	33.33% 2
<b>Total</b>	<b>6</b>

### Q2 The State Librarian receives annual performance feedback.

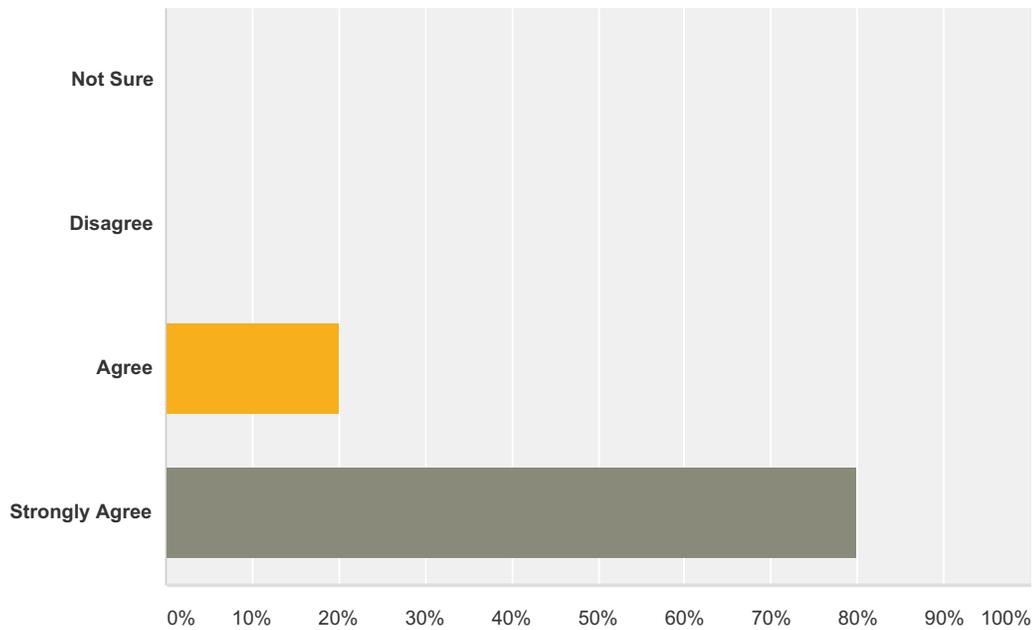
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	33.33%	2
Strongly Agree	66.67%	4
<b>Total</b>		<b>6</b>

### Q3 The agency's mission and high-level goals are current and applicable.

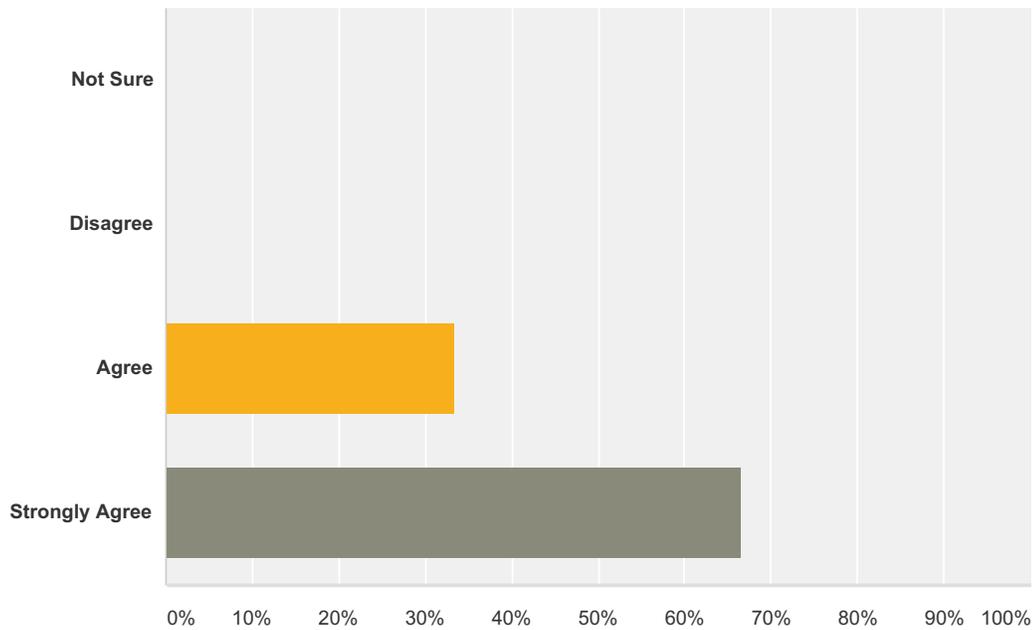
Answered: 5 Skipped: 1



Answer Choices	Responses	
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	20.00%	1
Strongly Agree	80.00%	4
<b>Total</b>		<b>5</b>

### Q4 The Board reviews the Annual Performance Progress Report.

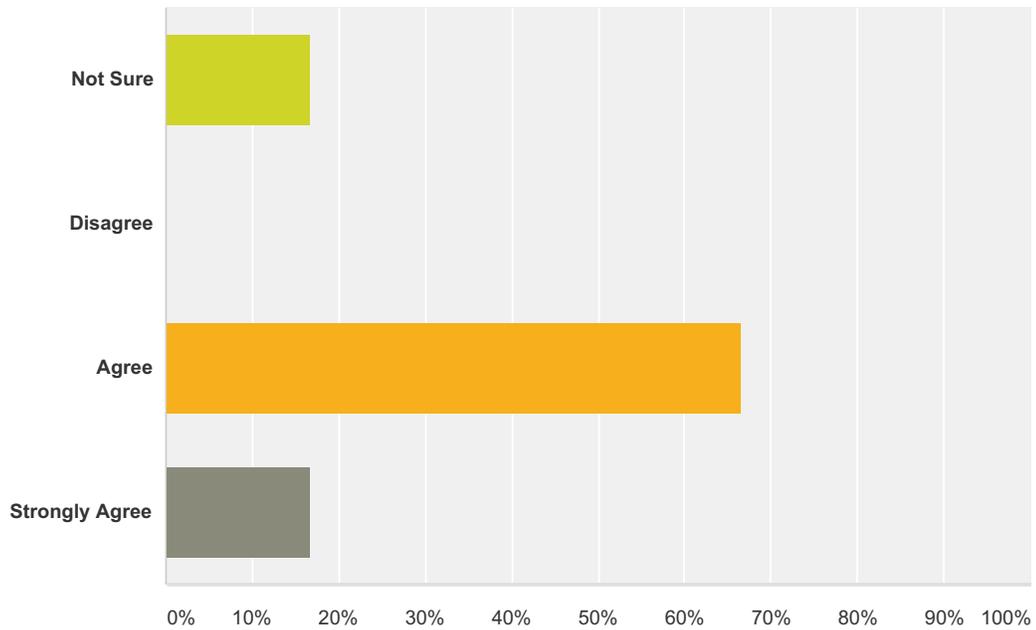
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	33.33%	2
Strongly Agree	66.67%	4
<b>Total</b>		<b>6</b>

**Q5 The Board is appropriately involved in review of the agency's key communications.**

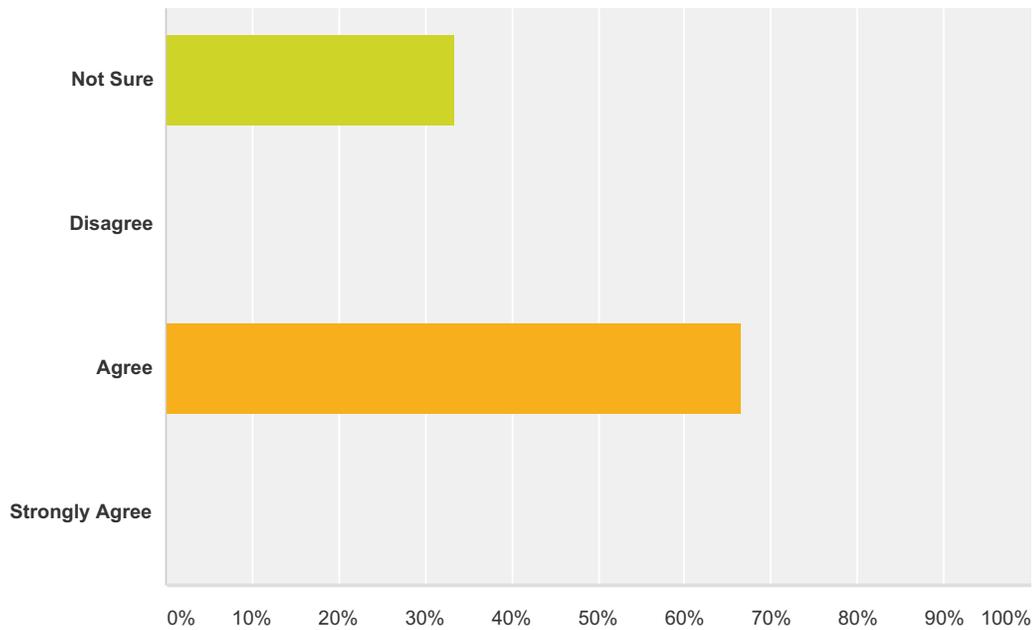
Answered: 6 Skipped: 0



Answer Choices	Responses
Not Sure	16.67% 1
Disagree	0.00% 0
Agree	66.67% 4
Strongly Agree	16.67% 1
<b>Total</b>	<b>6</b>

**Q6 The Board is appropriately involved in policy-making activities.**

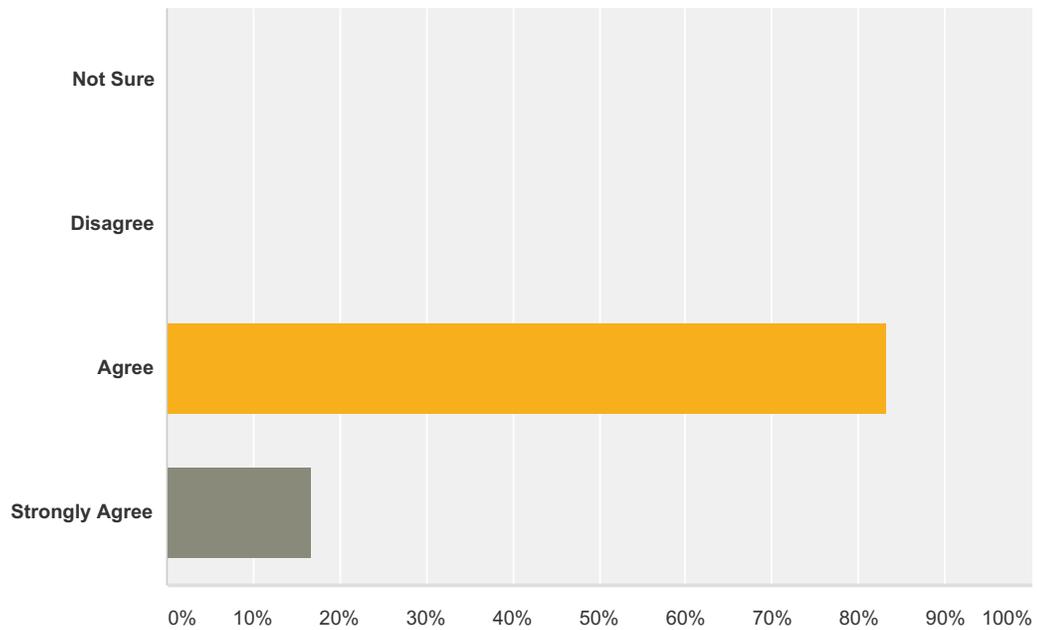
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	33.33%	2
Disagree	0.00%	0
Agree	66.67%	4
Strongly Agree	0.00%	0
<b>Total</b>		<b>6</b>

**Q7 The agency's policy option packages are aligned with its mission and goals.**

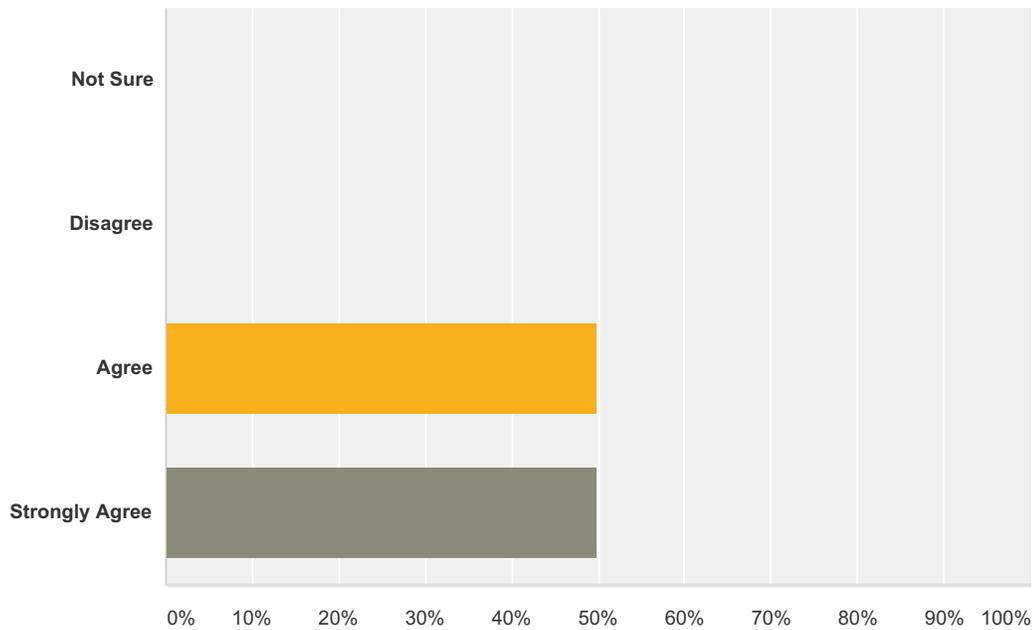
Answered: 6 Skipped: 0



Answer Choices	Responses
Not Sure	0.00% 0
Disagree	0.00% 0
Agree	83.33% 5
Strongly Agree	16.67% 1
<b>Total</b>	<b>6</b>

### Q8 The Board reviews all proposed budgets.

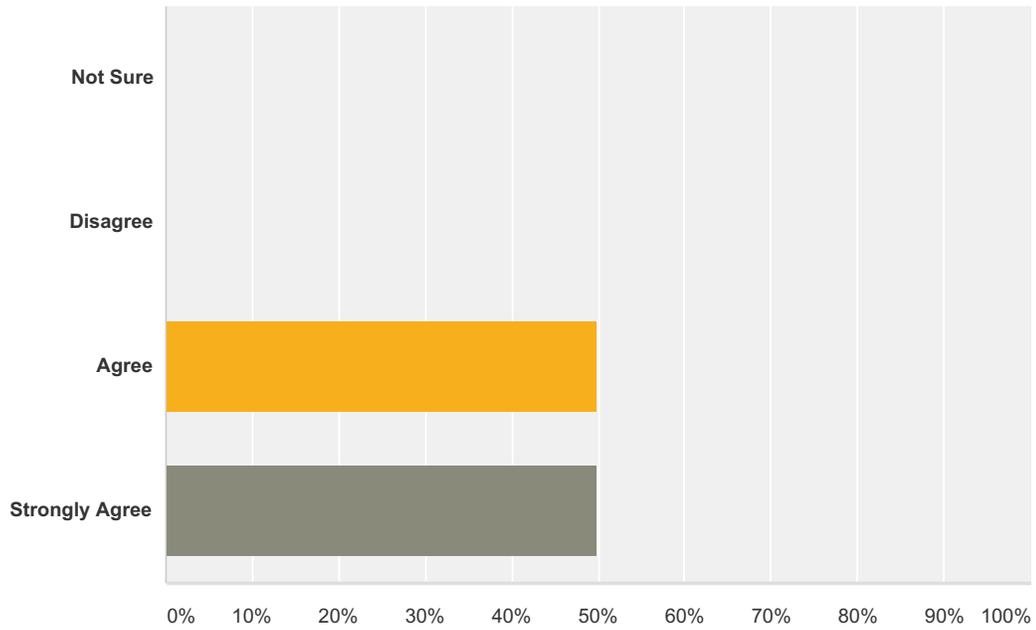
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	50.00%	3
Strongly Agree	50.00%	3
<b>Total</b>		<b>6</b>

**Q9 The Board periodically reviews key financial information and audit findings.**

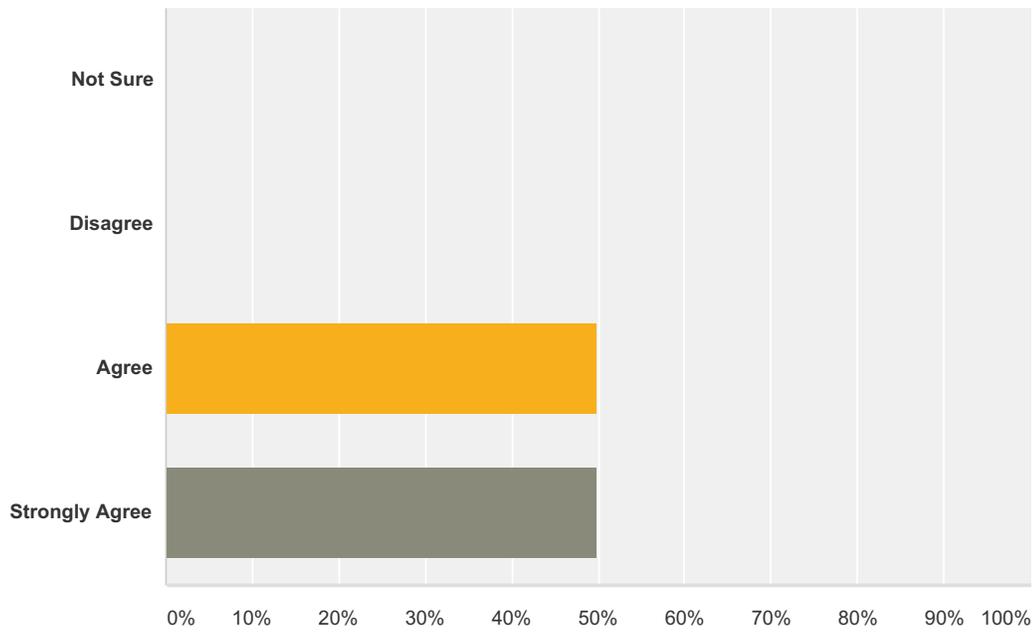
Answered: 6 Skipped: 0



Answer Choices	Responses
Not Sure	0.00% 0
Disagree	0.00% 0
Agree	50.00% 3
Strongly Agree	50.00% 3
<b>Total</b>	<b>6</b>

### Q10 The Board is appropriately accounting for resources.

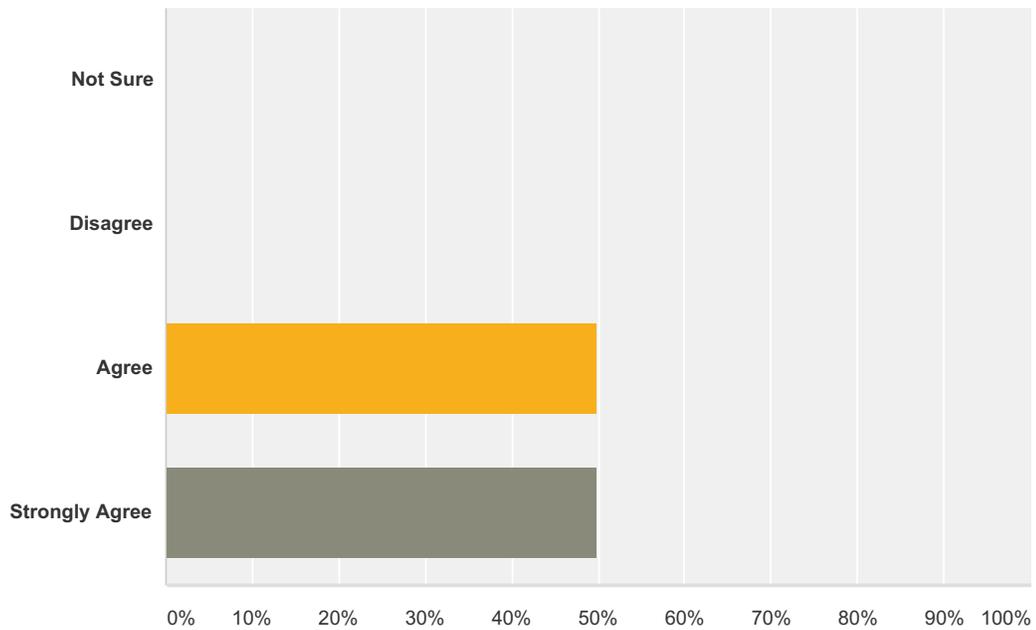
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	50.00%	3
Strongly Agree	50.00%	3
<b>Total</b>		<b>6</b>

### Q11 The agency adheres to accounting rules and other relevant financial controls.

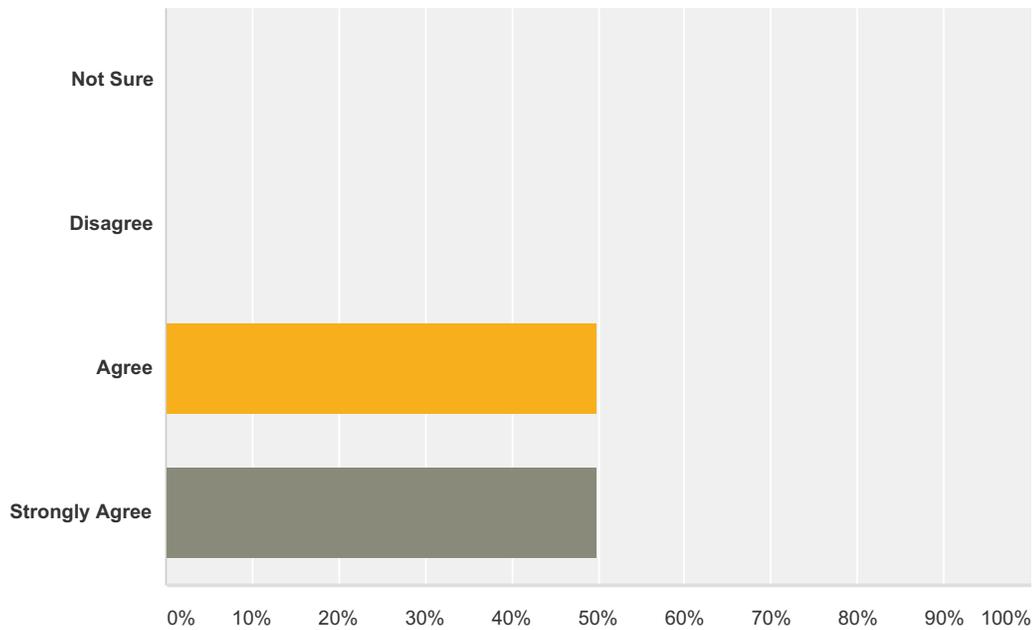
Answered: 6 Skipped: 0



Answer Choices	Responses	Count
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	50.00%	3
Strongly Agree	50.00%	3
<b>Total</b>		<b>6</b>

### Q12 Board members act in accordance with their roles as public representatives.

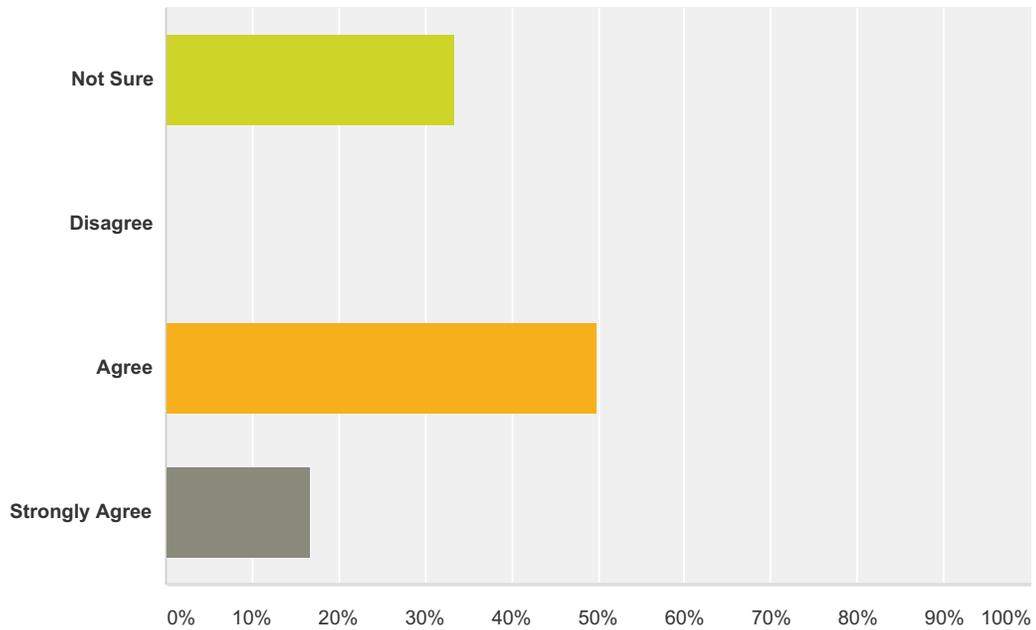
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	0.00%	0
Disagree	0.00%	0
Agree	50.00%	3
Strongly Agree	50.00%	3
<b>Total</b>		<b>6</b>

**Q13 The Board coordinates with others where responsibilities and interests overlap.**

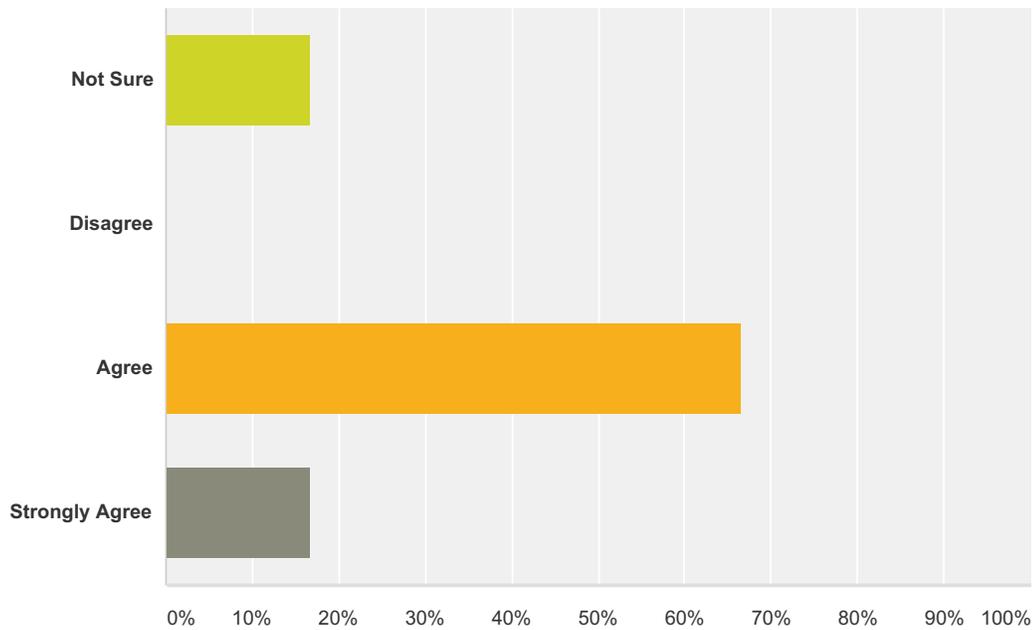
Answered: 6 Skipped: 0



Answer Choices	Responses
Not Sure	33.33% 2
Disagree	0.00% 0
Agree	50.00% 3
Strongly Agree	16.67% 1
<b>Total</b>	<b>6</b>

### Q14 Board members identify and attend appropriate training sessions.

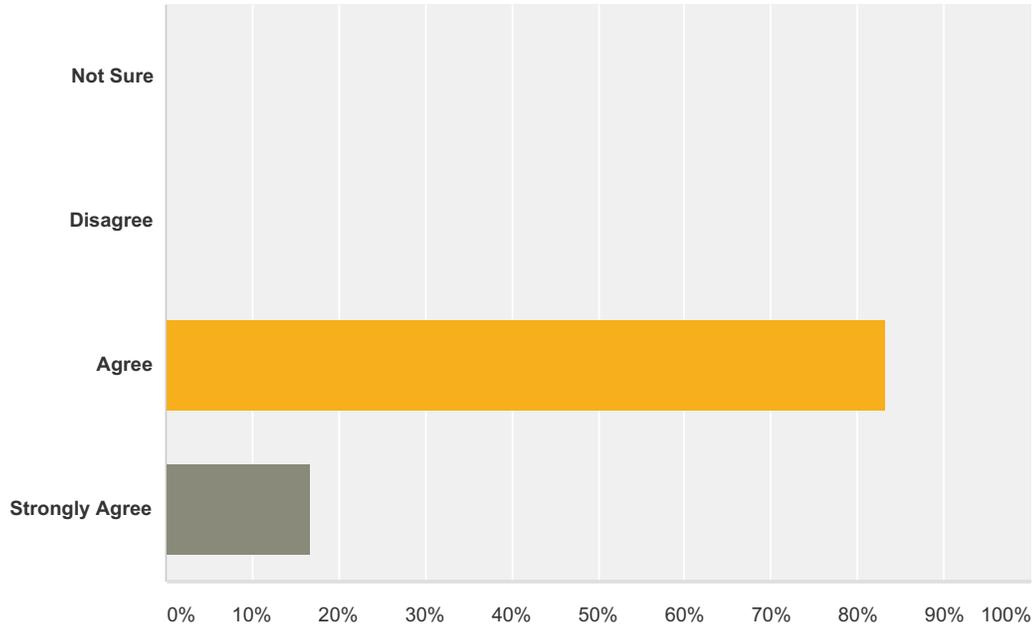
Answered: 6 Skipped: 0



Answer Choices	Responses	
Not Sure	16.67%	1
Disagree	0.00%	0
Agree	66.67%	4
Strongly Agree	16.67%	1
<b>Total</b>		<b>6</b>

**Q15 The Board reviews its management practices to ensure best practices are utilized.**

Answered: 6 Skipped: 0



Answer Choices	Responses
Not Sure	0.00% 0
Disagree	0.00% 0
Agree	83.33% 5
Strongly Agree	16.67% 1
<b>Total</b>	<b>6</b>

Board Role	Defined	Action items	Responsible party	Lead/Monitor	Timeline
<b>UNDERSTANDING</b>					
<b>(Awareness)</b>	know ORS charge	prepare quiz on knowledge of OSL responsibilities and basic services	Exec. Committee & State Librarian	Chair	by April 24
	know OSL mission/plan	take quiz online - allow results to be viewed by Board Chair	Each Trustee	Chair	by June meeting
	know agency partnerships	prepare quiz on understanding relationships and context of government	Staff	State Librarian	by May 30
	remain up to date	take quiz online - allow results to be viewed by Board Chair	Each Trustee	Chair	by June meeting
		UPDATE ANNUALLY Quiz on OSL relationships with other agencies	Staff	State Librarian	by May 1 2016
	take quiz online - allow Trustees' results to be viewed by Board Chair	Each Trustee	Chair	May-Sept annual	
know library associations	subscribe to libs-or and be a member of OLA	Each Trustee	Chair	by June meeting	
<b>ADVOCACY</b>	increase visibility at local level	design brochure on OSL charge (ORS) & services to carry to venues	Staff	State Librarian	by Oct. meeting
<b>(Promotion)</b>		design/print basic wallet business card for each Trustee: programs; partnerships; initiatives verso	list Staff	State Librarian	by Oct. meeting within 2 wks. ff. Board meeting
		prepare, post on website & e-mail (libs-or?) brief outline of Board decisions	Staff	Rondema	Board meeting
		attend 2 local library boards per year in your area to inform about OSL	Each Trustee	Vice-Chair	track & report
		brainstorm talking points	Board as a whole	Chair	June meeting
		create talking points card for Trustee use in visits (not handout)	Staff	State Librarian	by Oct. meeting
		invite library community/public to take agency relationships quiz online	From Board	Chair	May-Sept annual
	connect with legislators	legislative issues sent timely to Trustees	State Librarian	Chair	as needed
	attend Library Legislative Day activities	Each Trustee	Vice-Chair	when scheduled	
<b>ACCOUNTABILITY</b>	achievement of goals	study Board packets	Each Trustee	Chair	each meeting
	ethical behavior	attend Board meetings	Each Trustee	Rondema	as scheduled
	represent citizens of Oregon	participate in Board planning & committee assignments	Each Trustee	Exec. Comm.	as needed
move Strategic Plan forward	monitor progress on strategic plan		Each Trustee	Chair	alternate meets
	be available and prepared for political and policy conversations		Each Trustee	State Librarian	as requested
	participate in local, regional and state advocacy opportunities		Each Trustee	Vice-Chair	as presented
	listen in community and report on activity, ideas, information		Each Trustee	Rondema	as appropriate



## Correspondence

**From:** Andrea Clarkson  
**Sent:** Tuesday, April 21, 2015 2:27 PM  
**To:** allTalkingBooks  
**Subject:** Kind words from a patron's daughter

I just got off the phone with Peggy, Karen Wiegele's daughter. She was just raving about what wonder people we are here and the awesomeness of our services. I did want to share one thing in particular with you that she did say. After receiving a book on gardening from us, her mom once again took to growing her own herbs in the kitchen window and sharing them with friends. She still has a basil plant that she started over 18 months ago. Peggy credits us with giving her mom the boost to garden on the small scale again.

Andrea

[Oregon Talking Book and Braille Library](#)

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**From:** Jey Wann  
**Sent:** Tuesday, April 21, 2015 3:19 PM  
**To:** AllStateLibrary  
**Subject:** Salute to Angie

Angie has just finished sending a copy of the new Oregon Blue Book to each public and tribal library in the state. That's a lot of Blue Books! Angie demonstrated to the core values of Excellent Customer Service and Professionalism by completing this large task efficiently, in addition to keeping up with all her various duties.

Thanks, Angie!

(We're also grateful to the Secretary of State's Office for continuing to provide the Blue Book free of charge for public and tribal libraries).

Jey Wann  
Oregon Documents Coordinator  
Oregon State Library

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**From:** Robin Speer  
**Sent:** Monday, April 27, 2015 8:19 AM  
**To:** Susan Westin; MaryKay Dahlgreen; allTalkingBooks  
**Subject:** Delta Gamma Sorority...Thank you

Erich, Andrea and I met with the Delta Gamma Sorority yesterday at Willamette University. It is always fun to see everyone at once and feel the energy they bring. I think there were about 120 people in the room.

I presented a certificate for their organization outlining the years of service they have provided. Erich and Andrea did a fabulous job of sharing statistics about the tasks they performed, and the importance of what their contribution has for

Oregonians. Erich presented them with loads of sweets that they can use for finals week energy!

Thanks for your great work with the Delta Gamma volunteers Erich and Andrea!

*Robin Speer*

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

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**From:** Robin Speer

**Sent:** Thursday, April 30, 2015 11:03 AM

**To:** MaryKay Dahlgreen

**Subject:** Bequest received from the Harold and Lorraine Kropitzer Revocable Living Trust

MaryKay,

We received a check for \$200,000.00 from the Harold and Lorraine Kropitzer Revocable Living Trust on April 9, 2015. Upon closing the trust account we will receive a final payout that is unknown at this time. Personal letters of thanks were sent to:

Mariah Kone, Lorraine's Granddaughter  
William Scott, Trustee for the Trust  
Dean H. Shade, Attorney

Attached is a sample of the letter.

*Robin Speer*

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

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# Oregon

Kate Brown, Governor



250 Winter St. NE  
Salem, OR 97301-3950  
(800) 452-0292  
(503) 378-5389

[talkingbooks.info@state.or.us](mailto:talkingbooks.info@state.or.us)  
[ORTalkingBooks.org](http://ORTalkingBooks.org)

April 30, 2015

Mariah Kone  
2158 NE Hancock Street, #2  
Portland, Oregon 97212

Dear Ms. Kone,

We received a check from the Harold and Lorraine W. Kropitzer Revocable Living Trust in our office April 9, 2015 for the amount of \$200,000.00 as a legacy gift. I am simultaneously thrilled and deeply moved that your Grandparents made plans to leave a legacy to the Talking Book and Braille Library.

Gifts to Talking Book and Braille Library are given either to a current services fund, or to the Endowment Fund.

The current services fund pays for customer service enhancements, such as the purchase of commercial audio books and descriptive videos, as well as providing some funds for marketing, fundraising, and volunteer program expenses. Harold and Lorraine's wishes for the use of their bequest will be honored, subject to the requirements of law.

During the 2001 Oregon Legislative Session, Senate Bill 307 was passed, formally establishing a Talking Book and Braille Library Endowment Fund. As of April 29, 2015, the Endowment fund has a principal amount of \$1,881,475 in donation funds. This includes Harold and Lorraine's gift.

The assets of the Fund are held by the State Treasury, and managed conservatively by the Oregon State Library's business manager. Funds have not been invested in stocks, but in a short-term investment pool, which while it provides more modest returns has turned out to be a safe investment. Once the principal amount reached one million dollars, the Oregon State Library's Board of Trustees directed that the interest from the fund be used to help support Talking Book and Braille Library services.

A bequest is a meaningful and thoughtful way to make a lasting contribution to the Talking Book and Braille Library. Harold and Lorraine's legacy gift will provide returns in perpetuity to a program that has made a difference in their lives.

Talking Book and Braille Library currently serves about 5,100 Oregonians. People of all ages are able to receive audio books and players, magazines and Braille books free of charge. Those eligible for the program are blind, have low vision, or have physical disabilities that limit their ability to read traditional materials. Many of the supplies are provided by the Library of Congress'

Library for the Blind and Physically Handicapped. Private contributions help fund the acquisition of additional materials, and provide stability to the service.

Harold and Lorraine's generous legacy gift to the Talking Book and Braille Library is truly heartwarming. The organization would like to recognize their generosity by including their names on a donor's plaque that will be displayed permanently in the Library.

If you have any questions for us, please call Robin Speer, our Fund Development Coordinator (503-378-5014 or [robin.d.speer@state.or.us](mailto:robin.d.speer@state.or.us)), Susan Westin, the Program Manager for Talking Book and Braille Library (503-378-5435 or [susan.b.westin@state.or.us](mailto:susan.b.westin@state.or.us)), or myself at any time.

Sincerely,

MaryKay Dahlgreen  
State Librarian  
[Marykay.dahlgreen@state.or.us](mailto:Marykay.dahlgreen@state.or.us)  
503-378-4367

---

**From:** Jennifer Maurer  
**Sent:** Thursday, May 07, 2015 12:32 PM  
**To:** AllStateLibrary  
**Subject:** 658.3142 Dewey Salute: Help with Letters About Literature Setup

I want to give a great big **thank you** to Robby, Ferol, Arlene, and Katie for setting up the first floor meeting rooms for Letters About Literature. Yesterday afternoon after Robby was done using the room, he saw that we would use the room today so went to Ferol and offered to help transition the setup. Unbeknownst to me, who was working on another project, Ferol solicited help from Arlene and Katie, and the four of them got the room ready. That included relocating most of the tables and setting up about 80 chairs. It was both a nice surprise and a blessing since we've got our hands full right now.

Robby, I thank you for demonstrating *personal leadership* by making connections and taking the initiative and demonstrating *strong community* by thinking beyond yourself or your division.

Ferol, Katie, and Arlene, I thank you for also demonstrating *strong community*, coming together to help on short notice.

Much appreciated.

Jen

Jennifer Maurer  
School Library Consultant  
Oregon State Library

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**From:** Sara Belousek  
**Sent:** Thursday, May 07, 2015 4:09 PM  
**To:** allGovernmentServices  
**Cc:** Jessica Rondema  
**Subject:** FW: Patron Feedback

Thought I'd share feedback from a DEQ patron. He didn't know if his agency would purchase an article so he requested it through us and received it. As a follow-up I reiterated that this is a service we're here to provide for state agencies.

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

**From:** DOWNING Kevin  
**Sent:** Thursday, May 07, 2015 3:42 PM  
**To:** Sara Belousek  
**Subject:** RE: State Library Request #16XXXX (omitted)

Thanks. I did get it. Librarians are great and state librarians are even better.

Kevin

Clean Diesel - We Can Live With That

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**Sent:** Wednesday, May 13, 2015 2:24 PM  
**To:** [talkingbooks.info@state.or.us](mailto:talkingbooks.info@state.or.us)  
**Subject:** Thanks

Just a note to mention how much I appreciate your service. A whole new world has opened up for me listening to the books you send me - and for free. Amazing. I have many, many hours a day to be entertained, thrilled and learned and for this I sincerely 'thank you'.

Jam

John A Makela  
patron since 1/20/15

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Talking Books and Braille Services  
Oregon State Library  
250 Winter Street NE  
Salem, OR 97301-3950

Dear Sirs,

I'm sorry that it took me so long to return the players that my mother used. It was hard for me as it ment really letting go of her. She got a lot of good use from them for many years.

I have included a small check in appreciation for services that you provided and to show in a small way that I am really thankful to you for everything that you did for her and continue to do for the many others that use your services.



Alice Joy Dunlop  
On behalf of Mary Joy Dunlop

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*Mrs. Joy Fisher*

I am 92

& legally  
Blind

Thank you  
for Testovig  
books

Joy

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4-21-15

Susan Weilin

Tucking Books

1. Thank you for  
Ardyce Scrifts

letter. My heart goes  
out to her & family



2. Thanks for the return envelope. That makes it so much easier to send gifts.
3. I am another believer in TB + B & tell everyone I can about it.
- 



3 (cont'd)

It is a real blessing  
 me to be able to  
 share my extra  
 \$1 with TB + B.

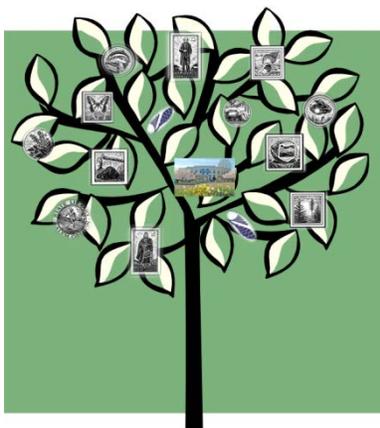
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**From:** Robin Speer  
**Sent:** Tuesday, June 02, 2015 10:36 AM  
**Subject:** Liz Tice and WVGS - Thank you!

Thank you Liz and all of Willamette Valley Genealogy Society.

We have appreciated the partnership we shared over the past 28 years. We are also excited about your new plans. You are providing new access to your research collections for many new potential Genealogy enthusiasts!

I have appreciated working with you Liz, to coordinate and administer the volunteer functions for the reference room. You have been an amazing asset to our volunteer program cross-team workgroup providing constructive input from the volunteer's point of view.



Over the past 8 months we have seen you spend many hours negotiating and planning the steps for transitioning the WVGS collection to Salem Public Library. You have recruited and coordinated volunteers to perform the tasks needed to identify and weed your collection, inventory and prioritize, prep materials, coordinate shifting of the materials in a proper order, working with the moving company, and many other tasks.

All of your efforts are represented by **194** hours you have contributed to make this a successful transition!

Liz, it has been an honor to have you part of our volunteer service. In adding up the hours over the years it comes to a total of **2,139** hours you have contributed your time and skills to help Oregonians research their family history!

Thank you for sharing. Best wishes to WVGS as you move forward to new and exciting experiences!

*Robin Speer*

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

**From:** [Liz Tice]  
**Sent:** Tuesday, June 02, 2015 8:38 AM  
**To:** Margie Harrison; MaryKay Dahlgreen; LaViolette, Alice; Robin Speer; Kate McGann  
**Subject:** That's it

Hi, it took awhile, but I think we're out of your hair! Everything was removed from the Reference Room yesterday. The only thing left to do is sign an agreement on the loan of the scanning equipment. Thank all of you for your help. It was a great partnership for 28 years.

Liz  
 new website [www.wvgsor.org](http://www.wvgsor.org)

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**From:** Robin Speer  
**Sent:** Monday, June 01, 2015 2:07 PM  
**To:** AllStateLibrary  
**Subject:** Susie Niggli

I just received information that Susie Niggli passed away on Saturday morning. There are no plans for a service at this time.

*Robin Speer*

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

**From:** Robin Speer  
**Sent:** Tuesday, June 02, 2015 8:27 AM  
**To:** AllStateLibrary; Jim Scheppeke  
**Subject:** Susie Niggli  
**Importance:** High

State Library Staff,

Susie Niggli worked for OSL for over 30 years and then volunteered ever since her retirement in 2004. She has been an invaluable resource for the State Library and for the Willamette Valley Genealogy Society.

Susie's 30+ year career was centered around the collections working as a page in the tech service and reference room areas.

Susie has donated 2,493 hours of volunteer service for the Reference room, book mending, tech services, and WVGS. She will be missed since she probably has touched most every piece in our collections at least once!

Here is a very nice obituary along with a photo of the young Susie!

<http://www.legacy.com/obituaries/statesmanjournal/obituary.aspx?n=susan-niggli&pid=174986333&fhid=18088>

*Robin Speer*

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