

Oregon State Library Board

Agenda Packet

The screenshot shows the Answerland website interface. At the top, there is a header with the Answerland logo (two stylized figures) and the text "Answerland". To the right of the logo are two links: "How it works" and "Meet the Librarians". Below the header is a banner with a green landscape and trees, containing the text "Get answers to all kinds of questions, 24 hours a day, 7 days a week." Below the banner is a yellow sidebar with three tabs: "Chat with us", "Email us", and "Text us". The "Chat with us" tab is selected. Below the tabs is a form with three input fields: "Your question (required)", "Your name (optional)", and "Your library (required)". Below the form is a button labeled "Start a live chat". To the right of the form is a section titled "What can I ask about?" with a cluster of blue cloud-shaped icons containing the following text: "Homework assignments", "News", "Health", "Technology", "eBooks", "What to Read", "History", "Genealogy", "Oregon", "Library stuff", and "Jobs & Business". Below the icons is the text "...and lots of other subjects!". At the bottom right of the page is a brown button with a lightbulb icon and the text "Online now to help you: Beaverton City Library".

January 8, 2016
Oregon State Library
250 Winter St NE
Salem, OR

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Agenda and Meeting Minutes



Oregon

Kate Brown, Governor

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December 15, 2015

FOR IMMEDIATE RELEASE

The Oregon State Library Board will meet at the State Library, 250 Winter St. NE, Salem, OR on January 8, 2016. Aletha Bonebrake of Baker City will chair the meeting.

At the meeting on January 8th, the board will adopt temporary administrative rules as required in HB 3523 which passed in the 2015 legislative session. They will also approve new members to board advisory councils and plan their 2016 meeting schedule. An open forum is scheduled for 10:30 a.m. Anyone may address the board on any topic at the open forum.

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

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OREGON STATE LIBRARY BOARD MEETING
January 8, 2016
Room 103, State Library Building, Salem
Aletha Bonebrake, Chair

Agenda

9:00 a.m.	Approval of the Minutes of the October 16, 2015 Meeting	Bonebrake
9:05	Introductions	All
9:30	Officer Election	Bonebrake
9:45	Planning for Board Meetings in 2016***	Chair
10:45	Open Forum**	Chair
11:00	New Business: Post-Transaction Review of Agency Head Financial Transactions Approval of Board Advisory Councils Adoption of Temporary Administrative Rules	Malkin Chair Chair
Noon	Lunch	
12:30 p.m.	Reports of Board Chair & Members	Chair
1:00	Report of the State Librarian	Dahlgreen
1:30	Staff Reports	TBD
3:00	Adjournment	Chair

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

*** Board members are reminded to bring their 2016 calendars.

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

Oregon State Library
BOARD OF TRUSTEES MEETING
October 16, 2015
Oregon State Library, Salem

Board members present: Aletha Bonebrake, Sam Hall, Ann Malkin, Jennie Tucker. Absent: Ebonee Bell, Leslie Hicks (both gave advanced notice of absences).

Guests present: None.

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

Recorder: Jessica Rondema.

Chair Aletha Bonebrake called the meeting to order at 9:03 am.

APPROVAL OF MINUTES

Bonebrake explained that she did not email the updated timeline for board engagement, and apologized to the board.

Tucker moved to approve the minutes from the August 21, 2015, board meeting. Malkin seconded. The motion passed unanimously.

REPORTS OF BOARD CHAIR AND TRUSTEES

Executive Committee Report

The Executive Committee met on September 28, 2015. They heard the State Librarian's update and developed the agenda for today's meeting.

Other Board Reports

Bonebrake reported that Libraries of Eastern Oregon (LEO) has put together a team to work on the Art Place America project and has hired contractors in each community. Tucker expressed interest in being involved in this project. Bonebrake also discussed the art displays at the Joseph Library. Rich Wandschneider is the director.

Tucker reported that the Oregon Council for Humanities will be having their event entitled Talking about Dying. She also reported that she hopes to improve her relationship and increase her involvement with the La Grande Library.

Hall reported that the Salem Public Library has a new library administrator, Julie Sowles, who had been interim library administrator since July. She gave a strong presentation as part of the interview process. The library is on track with a donor for the reading room.

Malkin reported that the Deschutes Public Library hosted Timothy Egan as part of an arts partnership celebrating Edward Curtis. There are multiple partners in this project and two months worth of exhibits and programs. It was a very successful event with over 800 participants. Deschutes Public Library (DPL) also just mounted a large marketing campaign with the goal of reaching those who do not currently use the library. Their slogan is "Know more." Promotional materials include tray liners for McDonalds, coasters, coffee sleeves, and growler refill tags in local businesses. They used a talented in-house graphic artist who has won national awards for her materials. DPL is also giving away iPads as well as offering a three month trial period for a digital library card for digital assets.

These temporary cards can then be converted into permanent cards. DPL will be tracking responses to measure the impact of this marketing campaign. The DPL board raised the priority of marketing.

REPORTS OF THE STATE LIBRARIAN

Activities Since the Last Meeting

Legislative days occurred in September. Dahlgreen met with a number of legislators from the Joint Ways and Means Committee and the General Government Subcommittee including Senator Richard Devlin, Representative Peter Buckley, Representative Greg Smith, and Representative Nancy Nathanson. Dahlgreen provided them with a timeline and deliverables document that they had requested during session earlier this year. This document outlines our four strategic imperatives as well as HB 3523 and includes the related initiatives, deliverables, and completion dates.

Dahlgreen wanted to highlight the fact that the genealogy collection has been reviewed and dispersed to the Salem Public Library. We have also vacated Tier 5, and plan to use the rent savings to purchase electronic resources. Both of these initiatives relate to our Focus on the Customer strategic imperative.

Our new Answerland Librarian, Tamara Ottum, began on Tuesday. She came to us most recently from Spokane Community College. Kelly Most served as the interim Answerland Librarian for three months, holding the program together during the summer.

The updated board memberships will be in place by 2016, in accordance with HB 3523.

Related to our Enhance Partnerships strategic imperative, we are working with other organizations to establish administrative rules about subscription purchasing and certifying agency libraries.

As of yesterday, we have a signed contract with the Coraggio Group of Portland to conduct a brand audit for both the strategic imperatives of Build Awareness of the State Library and Focus on the Customer. Jessica Rondema will serve as the contract administrator, with assistance from Shawn Range. We anticipate having the data from this project by April 2016.

Administrative rules cannot be passed by the current State Library Board of Trustees, and must instead be passed by the State Library Board after January 2016. We are therefore creating temporary rules, giving us six months to pass the permanent rules. This will allow us to talk with agencies about the logistics of implementing these rules. Harrison is writing the temporary rules which will be submitted to the Secretary of State's office.

The new board will need to elect a chair. New board members include Deputy Superintendent of Public Instruction Salam Noor and Executive Director of the Commission for the Blind Dacia Johnson. The third position needs to be a state agency staff member, to fill the position that Susan Hathaway-Marxer vacated.

The state agency board member will need to be confirmed by the Senate during the December Legislative Days. The two statutory appointments do not need to be confirmed. We should have nine board members for the January meeting.

Dahlgreen shared the results of the Talking Book and Braille summer reading program. Erich Pepler spearheaded this project, and ended up having 32 students register for the program and 14 completed the program. The grand prize winner received an iPad mini. There were also gifts for reaching certain benchmarks including a lanyard, a water bottle, and a drawstring backpack. The Blind and Visually-Impaired Student Fund sponsored the program and donated \$500. In addition, the Oregon Zoo donated admission tickets to everyone who signed up for the program. Pepler sent out surveys to the

parents of participants and received some very positive feedback. We advertised the program through teacher and student newsletters, educational service districts, mailings, and emails.

We have a new employee beginning on October 28th. Rachel Kenny is our new Digitization Specialist, working in the Technical Services area of Government Information and Library Services. This was a vacant assistant cataloging position that was reconfigured to fit this need.

Kate Anderson, who was previously our student worker in Government Services, was hired as the State Library Specialist 1 in the Talking Book and Braille Library.

Robin Speer, our volunteer and fund development coordinator, retired on September 30th. We had a very nice retirement celebration for her. With each agency vacancy, we are evaluating the position descriptions to see how this position can best fit our needs, while making sure it fits in with the HR classification of the position. This position is a Program Analyst 1. We are looking to make it a communications position in addition to providing assistance to the State Librarian and the board (with higher level tasks such as orientation and meeting minutes) and handling planned giving. We would also make changes to the Administrative Specialist 2 position in Operations, which would essentially become the volunteer coordinator, in addition to handling conference room reservations and coordinating the board meetings. The day-to-day fund development tasks have already shifted to the Administrative Services Coordinator in Talking Books. We think this will give us the capacity to accomplish our strategic goal of building awareness. This staff person would be able to focus on moving forward without having too many additional duties. Dahlgreen is getting very positive feedback from staff about having someone in a communications role.

Dahlgreen is also considering eventually having a volunteer greeter at the front desk, providing a face for visitors without taking any duties from staff. We are also looking at changes to how we use the reference room.

One of our IT positions has been vacant for almost two years. Range looked at our needs, spoke with other IT departments, and talked to Enterprise Human Resources Division. He and the managers determined that we need a desktop support person (Information Services Specialist 3) with a focus on customer service. This position has recently closed and we have many qualified applicants.

Harrison has been scheduling meetings with Dahlgreen and the workgroup coordinators within Government Services. Dahlgreen praised them on their ability to think creatively, move forward, and do amazing work. We have new people bringing new ideas. The division is also looking for new technology solutions in order to better meet our needs. In addition, they are serving as embedded librarians assigned to specific agencies to address their needs.

Bonebrake commented on how things have changed dramatically during the past three years. She sees our transformation as an incredibly organic process, with our attitude and energy transformed as well. Bonebrake thanked Dahlgreen for her leadership.

Dahlgreen recently met with the State Archivist and the State of Oregon Law Librarian regarding the Reference Coordinating Council which was included in HB 3523. The group is coming to an understanding about how to work with agency employees who have requested legal databases and public records databases.

As an agency, we have been focusing on our core values: open to opportunity, excellent customer service, strong community, professionalism, and personal leadership. Professionalism was our most recent core value of the quarter. The Government Services Division participated in an activity about professionalism and what it means to them. They generated words that convey professionalism. Two of our staff members, Sarah Cunningham and Heather Pitts, developed a zine from the words. The

next core value of the quarter will be excellent customer service. We have developed updated Customer Service Standards. Arlene Weible and Katie Anderson have put together a discussion guide for the staff addressing email, phones and voicemail, and calendars and meetings. Six staff members have been identified to lead discussions groups.

STAFF REPORTS

Claire Bolyard, Heather Pitts, and Jey Wann of Government Information and Library Services gave a presentation on digital collections at the Oregon State Library.

Shawn Range and Jessica Rondema of Operations presented information about the contract we just signed with the Coraggio Group for a brand audit relating to two of our strategic imperatives: Build Awareness of the State Library and Focus on the Customer.

Darci Hanning of Library Support and Development gave a presentation about the Edge initiative, which helps libraries evaluate and continually improve their public technology services.

Crystal Grimes of the Talking Book and Braille Library presented information about our participation in the National Book Festival in Washington, D.C.

OPEN FORUM

The open forum began at 11:30 pm. Sherri Cameron of the Oakridge Public Library was on the phone to appeal the decision not to award a Ready to Read grant because their application had not been received by the deadline. Cameron explained that she mailed the application five days before the deadline, but it never arrived in Salem. Oakridge is a very small rural community with a minimal budget, so the Ready to Read grant is very important. They do not have a full-time librarian, as Cameron's title is Volunteer Coordinator and she works ten hours per week. She is hoping the board will reconsider.

Dahlgreen commented that Oakridge Public Library has previously turned their application on time. Their application was subsequently submitted and was included in the board agenda packet.

NEW BUSINESS

Recommendations of the LSTA Advisory Council

Max Macias, chair of the Library Services and Technology Act (LSTA) Advisory Council, reported that the council approved the changes in the bylaws in accordance with HB 3523. Macias also gave an update on the LSTA budget, phasing out Plinkit, and the Edge Initiative. The council is also starting its one step grant process, viewing grants online early in the year and deciding in spring which grants to recommend to the board. The council also was able to meet and review the final activity reports, which allows more time for reflection and the development of best practices. Finally, the LSTA Council has elected Serenity Ibsen as the new chair and Blake Galbreath as vice chair.

Dahlgreen thanked Macias for serving as LSTA Advisory Council chair, stating that he has been an incredible asset to the council. She wanted to publicly thank him for his work and for challenging us.

Macias addressed the board regarding his desire to see more of a focus on diversity and inclusion in staffing, collections, and the services that libraries offer to patrons. He would like the board to think about ways to increase access and services for everyone in the state.

Westin explained that this was the first time the council was able to review the final reports. Highlights and trends will be synthesized and provided to the board at the next meeting.

Guidelines for the one-step LSTA grant process will be going out in early January. Library Support and the LSTA Advisory Council will offer assistance on draft proposals during March, allowing us to provide feedback to grantees.

One of the main changes to the guidelines is the Digital Collection Project Proposal Requirements, which was developed from the report that Danielle Plumer created about Oregon's digital collections as well as the subsequent task force. It includes certain requirements and best practices for digitization.

Tucker moved to accept the recommendation of the LSTA Advisory Council to approve the General Information and Grant Application Guidelines for Federal Fiscal Year 2016. Malkin seconded. The motion passed unanimously.

Recommendations of the Talking Book and Braille Advisory Council

The recommendation to transfer 70% of the endowment fund to an intermediate fund went to the Talking Book and Braille Advisory Council. The recommendation included an annual review of the fund and the decision to not touch the monies for three years. The amount is approximately 1.3 million dollars. The State Librarian concurs with this recommendation.

Malkin moved to approve the recommendations of the Talking Books Advisory Council to transfer 70% of the total endowment to the Oregon Intermediate Term Pool and to leave the monies intact for a minimum of three years, with an annual review of the fund. Tucker seconded. The motion passed unanimously.

Talking Book and Braille Endowment

In August, a task force met to discuss the future of the Talking Book and Braille Endowment Fund and to develop next steps. The Talking Book and Braille endowment policy was accepted in 1997. It dictates what is accepted in the endowment fund (for example, bequests and honorariums). The task force will meet again to discuss the policy, sending a recommendation to the Talking Books Advisory Council and then to the board. We asked for guidance from the Assistant Attorney General about whether or not we can spend the principal. According to the way she reads the law, only the interest can be spent, not the principal. The board can determine what goes into this fund versus the expendable fund. The board gave their blessing for the task force to move forward.

Hall commented that the board should be careful about what goes into the fund, if we cannot take anything out.

Dahlgreen will send the Assistant Attorney General's letter of advice to the board.

2015-2016 Ready to Read Grant Appeal

Hall moved to approve Oakridge Public Library's appeal regarding not being on the list of proposed Ready to Read grants. Tucker seconded. The motion passed unanimously.

BOARD ENGAGEMENT ACTIVITY

Dahlgreen asked the board a series of 14 questions about the State Library. The board requested clarification on the question regarding recording mileage and whether it has to include the actual odometer reading. Rondema will find the answer.

CONTINUING BUSINESS

HB 3523 Progress Report

This board needs to decide when in January to have the next meeting in order to start working with the new board as soon as possible. The administrative rules from HB 3523 need to be approved by new State Library Board rather than the current State Library Board of Trustees. The Assistant Attorney General gave us the option to either quickly pass permanent rules in January or pass temporary rules instead, giving us six months to hold hearings and gather feedback before passing the permanent rules.

Dahlgreen and Bonebrake recommend not having a December board meeting this year, meeting in early January instead. At that meeting, the new board can discuss the meeting schedule for the rest of the year.

The board discussed the terms of the members and the rotation that is included in HB 3523. Three board members will be leaving by June 30, 2016. Two more members will leave by 2017, and two more by 2018. Bell's first term ends in June 2016. Hathaway-Marxer has already left the board, leaving a vacancy. Bonebrake's term ends in June 2018. Hall's term ends in June 2016. There was a question, however, about whether he can continue on the new board, because the two-term limit may not apply when moving from an old board to a new board. Hicks' and Tucker's terms will end in June 2018. Malkin's term ends June 2017, as she was completing the end of Miao's term.

In June of 2016, one new member will represent a state agency and the other will represent an academic library. In 2018, a public library representative will join in addition to a public person representing Eastern Oregon.

The complete makeup of the new, nine-member board will be as follows: two designated people (one from the Commission for the Blind and one from the Department of Education), two state agency members, one academic library person, two public library people (one representing public libraries in the east and the other in west), and two members of the public (one representing Eastern Oregon and the other Western Oregon). The comment was made that the public representation on the board appears to be phasing out.

PLANS FOR THE NEXT MEETING

The next board meeting will be held during the first week of January.

The meeting adjourned at 2:00 p.m.

ACTION ITEMS

- Dahlgreen will send the Assistant Attorney General's letter of advice about the endowment fund to the board.
- Rondema will seek clarification on the quiz question regarding recording mileage.



Oregon

Kate Brown, Governor

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State Library Board Executive Committee
Aletha Bonebrake, Chair
December 1, 2015
11:00 a.m.

Board members present by phone: Bonebrake, Malkin, Hall
Recorder: Dahlgreen

Meeting was called to order at 11:12 a.m.

Report of the State Librarian

- We have three new staff members: Tamara Ottum in Library Support and Development, Rachel Kenny in Government Services, and Brad Fanning in Operations
- Andrea Blake from Government Services will be leaving the State Library in December. Andrea has been with the State Library since 2003.
- The Governor did not appoint a new Board member in the last group of appointees. Dahlgreen will pursue filling the current vacancy with the Governor's Appointments staff.
- Dahlgreen attended the grand opening of the Irrigon branch of the Oregon Trail Library District. Ferol Weyand and Tamara Ottum from Library Support and Development attended as well. It was a nice event and was also attended by Rep. Greg Smith and Mrs. Eastern Oregon.

Approval of the Board Agenda for the January 8, 2016 Board meeting

After discussion, the Executive Committee approved the agenda for the January 8, 2016 Board meeting to be held at the State Library in Salem.

Other Business

There was no other business.

Adjournment

The meeting was adjourned at 11:38 a.m.

Reports of the State Librarian and Staff

**OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT**

Report Period	Month Ending October, 2015						
Target Percentage	16.67%						
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	\$ 6,693,758	\$ 257,831	\$ 1,035,769	\$ 5,657,989	15.47%	\$ 258,942	\$ 282,899
SERVICES & SUPPIES	\$ 4,147,742	\$ 119,654	\$ 470,795	\$ 3,676,947	11.35%	\$ 117,699	\$ 183,847
SPECIAL PAYMENTS	\$ 3,984,711	\$ 117,190	\$ 394,382	\$ 3,590,329	9.90%	\$ 98,596	\$ 179,516
TOTAL	\$14,826,211	\$ 494,675	\$ 1,900,946	\$ 12,925,265	12.82%	\$ 475,237	\$ 646,263

Tuesday, December 08, 2015

**OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT**

Report Period		Month Ending October, 2015						
Target Percentage		16.67%						
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	\$ 1,239,729	\$ 36,269	\$ 164,077	\$ 1,075,652	13.23%	\$ 41,019	\$ 53,783
	SERVICES AND SUPPLIES	\$ 195,319	\$ 8,244	\$ 14,721	\$ 180,598	7.54%	\$ 3,680	\$ 9,030
	CAPITAL OUTLAY	\$ 2,412	\$ -	\$ -	\$ 2,412	0.00%	\$ -	\$ 121
	Total	\$ 1,437,460	\$ 44,513	\$ 178,798	\$ 1,258,662	12.44%	\$ 44,700	\$ 62,933
Library Development	PERSONAL SERVICES	\$ 1,370,232	\$ 57,341	\$ 221,146	\$ 1,149,086	16.14%	\$ 55,287	\$ 57,454
	SERVICES AND SUPPLIES	\$ 1,779,491	\$ 16,730	\$ 280,736	\$ 1,498,755	15.78%	\$ 70,184	\$ 74,938
	SPECIAL PAYMENTS	\$ 3,984,711	\$ 117,190	\$ 394,382	\$ 3,590,329	9.90%	\$ 98,596	\$ 179,516
	Total	\$ 7,134,434	\$ 191,261	\$ 896,264	\$ 6,238,170	12.56%	\$ 224,066	\$ 311,909
Talking Book and Braille Services	PERSONAL SERVICES	\$ 1,109,975	\$ 43,156	\$ 169,332	\$ 940,643	15.26%	\$ 42,333	\$ 47,032
	SERVICES AND SUPPLIES	\$ 567,024	\$ 14,941	\$ 59,144	\$ 507,880	10.43%	\$ 14,786	\$ 25,394
	CAPITAL OUTLAY	\$ 9,046	\$ -	\$ -	\$ 9,046	0.00%	\$ -	\$ 452
	Total	\$ 1,686,045	\$ 58,097	\$ 228,476	\$ 1,457,569	13.55%	\$ 57,119	\$ 72,878
Government Research Services	PERSONAL SERVICES	\$ 2,973,822	\$ 121,064	\$ 481,213	\$ 2,492,609	16.18%	\$ 120,303	\$ 124,630
	SERVICES AND SUPPLIES	\$ 1,583,437	\$ 79,739	\$ 116,195	\$ 1,467,242	7.34%	\$ 29,049	\$ 73,362
	CAPITAL OUTLAY	\$ 11,013	\$ -	\$ -	\$ 11,013	0.00%	\$ -	\$ 551
	Total	\$ 4,568,272	\$ 200,803	\$ 597,408	\$ 3,970,864	13.08%	\$ 149,352	\$ 198,543
Total		\$ 14,826,211	\$ 494,674	\$ 1,900,946	\$ 12,925,265	12.82%	\$ 475,237	\$ 646,263

Tuesday, December 08, 2015

**OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT**

Report Period	Month Ending October, 2015
Target Percentage	16.67%

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	\$ 33	\$ 228	\$ 1,672	12.00%	\$ 57	\$ 84
		SERVICES AND SUPPLIES	\$22,360	\$ 1,503	\$ 3,787	\$ 18,573	16.94%	\$ 947	\$ 929
		Total	\$24,260	\$ 1,536	\$ 4,015	\$ 20,245	16.55%	\$ 1,004	\$ 1,012

Tuesday, December 08, 2015

**OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT**

Agency Title Report Date		OREGON STATE LIBRARY 11/30/2014	OREGON STATE LIBRARY 11/30/2015	OREGON STATE LIBRARY 12/2014 to 12/2015
Accounts	Account Title	Cash Balance	Cash Balance	12 Month Change
TBABS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 25,030.46	\$ 26,518.50	\$ 1,488.04
TBABS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,676,543.00	\$ 1,956,167.76	\$ 279,624.76
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	\$ 34.47	\$ 39.65	\$ 5.18
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 8,193.39	\$ 8,223.46	\$ 30.07
TBABS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 117,095.63	\$ 187,599.85	\$ 70,504.22
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 40,345.29	\$ 40,554.21	\$ 208.92
TOTAL		\$ 1,874,242.24	\$ 2,226,103.43	\$ 351,861.19

Tuesday, December 08, 2015

Planning for Board Meetings in 2016

Agenda Item

Planning for Board Meetings in 2016

Background and Summary

Passage of HB 3523 in the 2015 Legislative session will make changes to the State Library Board, effective January 1, 2016. The new Board will need to review the current by-laws, determine meeting dates for 2016, and discuss strategic and budget planning.

Attached are the current bylaws and proposed 2016 meeting schedule. A recommendation from the State Librarian to the Governor's office about the replacement schedule for Board members will be provided at the January 8, 2016 meeting.



Oregon

Kate Brown, Governor

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Proposed State Library Board Meetings 2016

Full Board January 8, 2016

Executive Committee February 2016

Full Board March 2016

Executive Committee April 2016

Full Board June 2016

Executive Committee July 2016

Full Board August 2016

Executive Committee September 2016

Full Board October 2016

Executive Committee December 2016

Oregon State Library Board Bylaws

Amended 4-24-2013

OREGON STATE LIBRARY MISSION:

- To provide quality information services to Oregon state government
- To provide reading materials to blind and print-disabled Oregonians
- To provide leadership, grants, and other assistance to improve local library service for all Oregonians

| AUTHORITY OF ~~TRUSTEES~~ THE BOARD - See ORS 357.031.

| ~~TRUSTEES OF THE~~ STATE LIBRARY BOARD - See ORS 357.010.

| FUNCTIONS OF THE ~~TRUSTEES~~ BOARD - See ORS 357.015.

OFFICERS – See also ORS 357.050.

The officers shall be the Chair, Vice-Chair, and Secretary. It shall be the practice of the State Library Board to select a Vice-Chair who shall serve in the absence of the Chair. The Chair and Vice-Chair shall be elected by the Board for a term of one year and may be re-elected. Terms of office begin on July 1 of each year. The State ~~Library~~ Librarian shall be the Secretary.

DUTIES OF THE OFFICERS – See also ORS 357.071

The Chair shall call and preside at all meetings, authorize calls for any special meetings, set meeting agendas, appoint committees, and carry out the duties generally pertaining to this office. The Chair shall be the Board's official representative unless otherwise provided by the Board. When appropriate, the Chair may appoint members to represent the Board at legislative and legal hearings, conferences, and other meetings.

The Vice-Chair, in the event of the absence or incapacity of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

The Secretary shall issue notice of all regular and special meetings, shall keep and distribute the minutes of the meetings of the Board, and shall propose meeting agendas for the consideration of the Chair/Executive Committee.

The Secretary (State Librarian) has no vote on the Board or on the Executive Committee.

The Chair's designee and the Secretary shall provide an orientation for new Board members following appointment by the Governor.

DUTIES OF BOARD MEMBERS

Duties of members of the State Library Board shall include the following:

Attend meetings of the Board, enter into discussion, and participate in decision-making on items coming before the Board.

Study and be familiar with reports and materials sent to Board members prior to meetings. Keep informed on library laws, policies, trends, and services.

Serve on committees when requested to do so by the Chair.

Refer problems brought to the attention of the individual Board member to the State Librarian for review, action, or submission to the Board.

Recognize that an individual Board member has no authority to act for the State Library Board except at the request of the Board.

Review and approve all amendments made to the bylaws of Board Advisory Councils.

VACANCIES AND DISQUALIFICATIONS - See ORS 182.010.

COMMITTEES

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.

Nominating Committee – A Nominating Committee consisting of three Board members shall be appointed by the Chair two months prior to the last meeting of the fiscal year which will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

[TBABS Talking Book Braille Library](#) Advisory Council – The Board shall appoint a seven member ~~TBABS Talking Book and Braille Library~~ Advisory Council to provide counsel on issues relating to the Talking Book and Braille Services. The State Librarian shall suggest nominees for vacant positions on the TBABS Advisory Council. Recommendations made by the ~~TBABS Talking Book and Braille Library~~ Advisory Council are advisory only, and are not binding on the Board.

LSTA Advisory Council – The Board shall appoint a 13 member LSTA Advisory Council to provide counsel on issues relating to the Library Services and Technology Act. The State Librarian shall suggest nominees for vacant positions on the LSTA Advisory Council. The Board may also appoint additional LSTA Advisory Council members for special projects for a specified term not to exceed three years. Recommendations made by the LSTA Advisory Council are advisory only, and are not binding on the Board.

[GRS Government Services](#) Advisory Council – The Board shall appoint a (not more than) nine member ~~GRS Government Services~~ Advisory Council to provide counsel on issues relating to Government ~~Research Services~~ [Information and Library Services](#). Members will be employees of state agencies that pay an assessment to OSL. The State Librarian shall suggest nominees for

vacant positions on the GRS Advisory Council. Recommendations made by the GRS Advisory Council are advisory only, and are not binding on the Board.

MEETINGS

Meetings of the Board shall be held in accordance with ORS 192.610-710.

Regular meetings shall be held six times a year, as deemed necessary by the Chair, on dates to be agreed upon by the Board. Meetings shall be at the State Library building in Salem unless the Board designates an alternate place.

Special meetings may be called by the Chair or upon written request of three members to the Secretary, to the Chair, or to the Vice-Chair if appropriate.

Four (Do we need to change this number?) members shall constitute a quorum for the transaction of business.

Meetings of the Board may be held by telephone, and such shall have the same effect as a regular meeting of the Board.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Any citizen or group of citizens may attend any regular Board meeting except when the Board declares itself to be in executive session. In addition, any citizen or group of citizens may address the Board during the Open Forum session of any regular Board meeting. The Chair shall allot a reasonable time for such a hearing and shall at his discretion also limit citizens' speeches. The Board too may limit such speeches by majority vote.

COMPENSATION OF BOARD MEMBERS – See ORS 357.010, 292.495, and 292.210 to 292.250.

THE STATE LIBRARIAN – See ORS 357.050 and 357.071.

AMENDMENTS

These Bylaws may be amended by a majority vote at a regular meeting, provided notice of the proposed amendment and of the language thereof has been given in the notice of the meeting.

EFFECTIVE DATE

These Bylaws shall be effective on and after June 17, 2005.

Post-Transaction Review of Agency Head Financial Transactions

Agenda Item

Post-Transaction Review of Agency Head Financial Transactions

Background and Summary

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

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

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

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

In accordance with the Oregon Accounting Manual, the State Library Board has delegated review and approval authority to the Vice-Chair of the Board. At the January 8, 2016, board meeting, the Vice-Chair of the Board will report on financial transactions approved during the 2014-15 fiscal year. The Vice-Chair will bring documentation of all transactions from July 1, 2014 to June 30, 2015 to assist the Board in their review.

Approval of Board Advisory Councils

Agenda Item

Appointments to the Board Advisory Councils

Background and Summary

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

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

Attached is the list of nominees that was selected by the State Librarian based on suggestions from the Advisory Councils, library staff, and the library community.

On January 8th, the chair will present the list of nominees to the Board, which they will review and vote upon.

Recommendation of the State Librarian

The State Librarian recommends approval of Board Advisory Council nominees.

Government Information and Library Services Advisory Council:

Brandy Meng, Statewide Workforce Development Consultant, Department of Administrative Services

Bio: Brandy is the Statewide Workforce Development Consultant for state agencies. Currently, she manages the Management Education Series and the State Certified Human Resources Professional programs. In addition, she develops, designs, and manages online human resources and manager training for state government. She is the facilitator for the statewide training and collaboration group.

Lucy Baker, Administrator, Oregon Advocacy Commissions Office

Bio: Lucy graduated with a Masters Degree in Urban and Regional Planning from the UW, Madison focused on organizing community networks of long term care. Since then, she has a 40 year career as the CEO of the Area Agency on Aging, the Interim Director and later Sr. Planner for Elderly and Disabled Transportation for Multnomah County Aging and Disability Services. Over the past 5 years she has served as the Administrator for 4 Governor Appointed Commissions known collectively as the Oregon Advocacy Commissions. They are separate entities called the Commissions on API Affairs, Black Affairs, Hispanic Affairs and for Women and exist statutorily to provide policy advocacy legislatively and administratively as well as policy research and partnership development to increase success in Oregon of their constituents communities.

Sarah Manring, Executive Support Specialist, Administrative Services, Oregon Water Resources

Bio: Sarah's current responsibilities include a variety of support tasks for the agency's administrator of administrative services. These duties include: coordination of the reception area and phone group, managing the mailroom, maintaining training records, acting as the agency's public records officer, involvement with Safety Committee and Evacuation Committee. In addition, Sarah co-chairs the Northmall Office Building Green Team. She recently completed a work out of class as a human resource assistant for the agency. She is currently engaged in two special projects for the agency involving training and records management. She is the agency's iLearn administrator and has developed more than 20 trainings for OWRD and their sister agency OWEB. She is helping to develop a committee for the agency that would look for new training and development opportunities for staff and improve our training and development policy. Over the past several months, Sarah has served as project manager for the agency's move to ORMS, the Oregon Records Management system.

Paula Newsome, Oregon Transparency Program Manager, DAS \ Office of the State CIO (OCIO)

Bio: Paula currently serves as the Oregon Transparency Program Manager, and as a Sr. IT Planning and Policy Analyst, reporting to Oregon's State Chief Information Officer (CIO). She has managed and facilitated a wide range of technology and business based projects, associated performance measures, qa/qc guidelines, etc. Her professional technology, computer/information systems, and business experience also includes the arenas of Aerospace, Insurance, Waste Water Management, Higher Education, State Courts, and State Government. Paula's degrees include Chemistry, Computer Science, a Master's in Business Administration, M.B.A., and a Certificate in Public Management (CPM) from Willamette University. She is also an alumni of the Leadership Oregon Program.

Sean Nickerson, Senior Project Manager, Office of Information Services

Bio: Sean provides project management services to OHA and DHS. He works on large scale IT projects interfacing with many people across the organization. Sean has over 20 years of project management, leadership, and information technology experience.

Madeline Macgregor, Public Information Officer/Manager, Oregon Travel Information Council (Oregon Travel Experience)

Bio: Madeline is OTE's chief communications officer. OTE (a semi-independent state agency) oversees several large public programs, including 29 highway safety rest areas. She is responsible for developing all of the agency's social media and website content, photography, publication design, press releases and media interaction. She also works with local businesses to place their publications within 10 OTE-managed travel information centers across the state. She helps their two heritage programs develop outward bound communications for public events. Madeline also develops materials and writes content and analysis for the highway sign permit program. Prior to OTE, She worked for the Oregon Department of Agriculture Information Office for six years. She was the agency representative for the Oregon Century Farm & Ranch Program and as a board member, helped the group to develop strategic marketing skills.

Library Services and Technology Act Advisory Council:

Academic Libraries Representative

Friday Valentine, Willamette Valley

Bio: Friday is Digital Assets Curator at Chemeketa Community College (started 2012). She was Cataloging & Metadata Librarian at OHSU from 2001-2011. Friday's library work includes digital repository creation, digitization, metadata, copyright, and open educational resources.

Library User Representative

David Jordan, Portland Metro

Bio: David is a lifelong library lover, former Friends of Multnomah County Library board member, library story time attendee with her two kids, library workshop attendee (Read the Classics, Everybody Reads, World Affairs Council Great Decisions Series), avid reader (everything from how-to books to cookbooks to memoirs to fiction), bike commuter, ESL teacher (PSU and PCC), and union organizer. She is most proud of having visited all 19 branches of the Multnomah County Library!

Public Libraries Representative

Tammy Westergard, Southern Oregon

Bio: Tammy is the Jackson County library director since June, 2015. Prior to moving to Oregon, she was the interim director of the Carson City Public Library. Worked with LSTA funds in Nevada to create a Business Resource Innovation Center.

Special Libraries Representative

Mari Cheney, Portland/Metro

Bio: Mari is the reference and digital services librarian at the Lewis and Clark Law Library for three and half years.

Talking Book and Braille Library Advisory Council:

Senior Citizen User-At-Large

Christie Joachim

Bio: Christie has held this seat for the past 4 years and also served as Chair of the Advisory Council in 2015. She has been a patron of the Talking Books Library for the past 14 years and had enjoyed the benefit of being able to keep current and exercise my mind. In addition, it has been her pleasure to work with the other members of the Advisory Council and the staff.

Adoption of Temporary Administrative Rules

Agenda Item

Proposed Changes to OAR, Chapter 543

Background and Summary

HB 3523 was passed by the 2015 Legislative Assembly and signed into law by Governor Brown and became effective January 1, 2016. Due to the passage of the legislation, administrative rules will need to be adopted, repealed and amended. One of the major components of HB 3523 is the abolishment of the Oregon State Library Board of Trustees and the creation of the Oregon State Library Board. The Oregon State Library Board was given the authority to make changes to the administrative rules. In order to the shortest timeline between effective date of the law and effective date of the rules, the State Library Board will review and act on the attached temporary rules.

Key points of the temporary rules:

- The words “of Trustees” were removed throughout Chapter 543.
- Adoption of rules that will define the eligible recipients of government information services, outline the certification of state agency libraries and define the process for reviewing and acquiring database and subscription licenses for state government.
- Repealing of outdated administrative rules, such as charging for publications issued by the Oregon State Library, genealogical and Oregoniana services, and charging for library mailing labels and database search costs.

Recommendations of the State Librarian

The State Librarian recommends that the Board adopt the proposed changes to the Oregon Administrative Rules, Chapter 543.

Removed text is indicated by strikethrough. New text is in bold.

543-001-0010

Confidentiality and Inadmissibility of Mediation Communications

(1) Words and phrases used in this rule have the same meaning as given to them in ORS 36.110 and 36.234.

(2) Nothing in this rule affects any confidentiality created by other law. Nothing in this rule relieves a public body from complying with the Public Meetings Law, ORS 192.610 to 192.690. Whether or not they are confidential under this or other rules of the agency, mediation communications are exempt from disclosure under the Public Records Law to the extent provided in 192.410 to 192.505.

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(9) Exceptions to confidentiality and inadmissibility.

(a) Any statements, memoranda, work products, documents and other materials, otherwise subject to discovery that were not prepared specifically for use in the mediation are not confidential and may be disclosed or introduced into evidence in a subsequent proceeding.

(b) Any mediation communications that are public records, as defined in ORS 192.410(4), and were not specifically prepared for use in the mediation are not confidential and may be disclosed or introduced into evidence in a subsequent proceeding unless the substance of the communication is confidential or privileged under state or federal law.

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(m) Written mediation communications prepared by or for the agency or its attorney are not confidential and may be disclosed and may be introduced as evidence in any subsequent administrative, judicial or arbitration proceeding to the extent the communication does not contain confidential information from the mediator or another party, except for those written mediation communications that are:

(A) Attorney-client privileged communications so long as they have been disclosed to no one other than the mediator in the course of the mediation or to persons as to whom disclosure of the communication would not waive the privilege; or

(B) Attorney work product prepared in anticipation of litigation or for trial; or

(C) Prepared exclusively for the mediator or in a caucus session and not given to another party in the mediation other than a state agency; or

(D) Prepared in response to the written request of the mediator for specific documents or information and given to another party in the mediation; or

(E) Settlement concepts or proposals, shared with the mediator or other parties.

(n) A mediation communication made to the agency may be disclosed and may be admitted into evidence to the extent the Oregon State Library Board **of Trustees** determines that disclosure of the communication is necessary to prevent or mitigate a serious danger to the public's health or safety, and the communication is not otherwise confidential or privileged under state or federal law.

(o) The terms of any mediation agreement are not confidential and may be introduced as evidence in a subsequent proceeding, except to the extent the terms of the agreement are exempt from disclosure under ORS 192.410 to 192.505, a court has ordered the terms to be confidential under ORS 30.402 or state or federal law requires the terms to be confidential.

(p) The mediator may report the disposition of a mediation to the agency at the conclusion of the mediation so long as the report does not disclose specific confidential mediation communications. The agency or the mediator may use or disclose confidential mediation communications for research, training or educational purposes, subject to the provisions of ORS 36.232(4).

(10) When a mediation is subject to section (7) of this rule, the agency will provide to all parties to the mediation and the mediator a copy of this rule or a citation to the rule and an explanation of where a copy of the rule may be obtained. Violation of this provision does not waive confidentiality or inadmissibility.

Stat. Auth.: ORS 36.224

Stats. Implemented: ORS 36.224, ORS 36.228, ORS 36.230 & ORS 36.232

Hist.: OSL 1-1999(Temp), f. & cert. ef. 2-22-99 thru 8-1-99; OSL 2-1999, f. & cert. ef. 6-21-99

543-010-0003

Definitions

The following words, when used in Administrative Rules adopted by the Oregon State Library Board **of Trustees**, shall mean the following:

(1) "Board" means the Oregon State Library Board **of Trustees**.

(2) "Chair" means the **the** presiding officer of the Board.

(3) **"State Library Resources" are library materials and services to support the informational needs of state government employees, Oregonians with print disabilities and local libraries.**

Stat. Auth.: ORS 357

Stats. Implemented: ORS 357.010(1)(3)

Hist.: OSL 55, f. & ef. 1-12-76; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89

543-010-0016

Meetings and Notice

(1) The State Librarian shall follow the procedures established by the Attorney General's Public Meetings and Records Manual, as amended from time to time, for providing notices of Board

meetings. Unless the meeting is called exclusively for the purpose of holding an executive session as set forth in ORS 192.660, copies of the meeting notices shall be sent to organizations and individuals designated by the Board.

(2) A copy of the notice shall be sent to any organization or individual previously notifying the Chair or the State Librarian of interest in the subject matter to be considered at the meeting.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from **the.agency.**] (Agency note: Remove period between the words “the” and “agency”.)

Stat. Auth.: ORS 357

Stats. Implemented: ORS 357.050

Hist.: OSL 55, f. & ef. 1-12-76; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-2000, f. & cert. ef. 4-13-00

543-010-0021

Eligible Borrowers

The State Library will lend library materials to:

(1) Legally established public libraries.

(2) Educational institution libraries.

(3) State agencies and their employees.

(4) Print-disabled individuals who are eligible to borrow library materials from the Talking Book and Braille **Services Library**.

(5) Individuals with current Oregon addresses who request materials in person at the State Library.

(6) Special libraries (as listed in directories as maintained by Oregon State Library or other standard library directories).

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.005(2)(c), ORS 357.005(2)(f), ORS 357.005(2)(g) & ORS 357.005(3)

Hist.: OSL 55, f. & ef. 1-12-76; OSL 2-1980, f. & ef. 10-2-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1992, f. 2-11-92, cert. ef. 2-17-92; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00

543-010-0022

~~Eligible Recipients of Research Services~~

In addition to research services defined in OAR 543-010-0032, the State Library provides resource materials and research services to the following:

- (1) State officials, including legislators;
- (2) State employees;
- (3) Former statewide-elected government officials.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ~~ORS 357.005(2)(e), ORS 357.005(2)(f) & ORS 357.003(2)~~

Hist.: ~~OSL 55, f. & ef. 1-12-76; OSL 2-1980, f. & ef. 10-2-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00~~

543-010-0026

Copying Charges

The State Library Board authorizes the State Library to charge current rates for the following types of copying. The fee schedule will be available to the public in a State Library policy.

- (1) Photocopies from print publications.**
- (2) Photocopies from microfilm.**
- (3) Copies of photographs using a library approved vendor.**
- (4) Print-outs from electronic resources.**

Copying charges for state employees and officials on state business are covered by its agency assessments. Fees based on current rates may be charged for copying beyond reasonable levels.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.015(2)

Hist.: LIB 1, f. 9-10-47; LIB 1A, f. 8-12-48; LIB 4, f. 4-18-49; LIB 6, f. 12-9-55; LIB 13, f. 12-18-59; LIB 14, f. 5-5-61, ef. 6-10-61; OSL 20, f. 9-17-63, ef. 10-11-63; OSL 51, f. 5-8-72, ef. 6-1-72; OSL 55, f. & ef. 1-12-76; OSL 2-1980, f. & ef. 10-2-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1992, f. 2-11-92, cert. ef. 2-17-92; OSL 2-1992, f. & cert. ef. 11-2-92; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00

543-010-0030

Overdue and Lost Materials

(1) Borrowers will:

(a) Return library materials no later than the due date;

(b) Make full payment for lost materials within 30 days of the date of the bill notice.

(c) Materials borrowed through Interlibrary Loan will be billed in amounts to be determined by the lending library.

(2) The State Library will suspend service to those individuals and libraries who abuse borrowing provisions of Oregon State Library or Interlibrary Loan materials until all overdue material or payment for replacement is received by the State Library.

(3) The State Library Board **of Trustees** authorizes the State Librarian to set fees for overdue or lost materials, whether circulated by the State Library directly or through interlibrary loan. The fee schedule shall be available to the public in a State Library policy.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.015(2)

Hist.: OSL 14, f. 5-5-61, ef. 6-10-61; OSL 55, f. & ef. 1-12-76; OSL 2-1980, f. & ef. 10-2-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00

543-010-0032

~~Genealogical and Oregoniana Services~~

~~(1) Genealogical Services provided by library employees shall be limited to reasonable assistance to visitors to the State Library.~~

~~(2) Oregoniana services provided by library employees shall be limited to access and reasonable assistance in using the Library's unique Oregoniana materials for walk-in patrons.~~

~~Stat. Auth.: ORS 357.015(2)~~

~~Stats. Implemented: ORS 357.005(2)(f)~~

~~Hist.: OSL 55, f. & ef. 1-12-76; OSL 1-1992, f. 2-11-92, cert. ef. 2-17-92; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00~~

DIVISION 20

~~FEES GOVERNMENT INFORMATION SERVICES~~

******(Renaming the Division from Fees to Government Information Services)******

543-020-0010

~~Copying Charges~~

~~The State Library Board authorizes the State Library to charge current rates for the following types of copying. The fee schedule will be available to the public in a State Library policy.~~

- (1) Photocopies from print publications. Copy cards are available.
- (2) Photocopies from microfilm.
- (3) Copies of machine-readable files for the cost of a diskette purchased from the library.
- (4) Copies of photographs using a library-approved vendor.
- (5) Print-outs from electronic resources.

Copying charges for state employees and officials on state business are covered by its agency assessments. Fees based on current rates may be charged for copying beyond reasonable levels.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.015(2)

Hist.: LIB 1, f. 9-10-47; LIB 1A, f. 8-12-48; LIB 4, f. 4-18-49; LIB 6, f. 12-9-55; LIB 13, f. 12-18-59; LIB 14, f. 5-5-61, ef. 6-10-61; OSL 20, f. 9-17-63, ef. 10-11-63; OSL 51, f. 5-8-72, ef. 6-1-72; OSL 55, f. & ef. 1-12-76; OSL 2-1980, f. & ef. 10-2-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1992, f. 2-11-92, cert. ef. 2-17-92; OSL 2-1992, f. & cert. ef. 11-2-92; OSL 1-1993, f. & cert. ef. 11-10-93; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00

543-020-0025

Charge for Publications Issued by the Oregon State Library

(1) A charge to recover production costs for publications of the State Library may be made to:

- (a) Commercial firms;
- (b) Individuals, in-state and out-of-state;
- (c) Libraries outside Oregon except those with which the State Library has a reciprocal arrangement;
- (d) Out-of-state associations and organizations.

(2) No charge will be made for first copies of publications requested by:

- (a) Librarians and library trustees in Oregon;
- (b) State and provincial libraries.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.015(2)

Hist.: LIB 1, f. 9-10-47; LIB 1A, f. 8-12-48; LIB 4, f. 4-18-49; LIB 6, f. 12-9-55; LIB 13, f. 12-18-59; OSL 14, f. 5-5-61, ef. 6-10-61; OSL 20, f. 9-17-63, ef. 10-11-63; OSL 51, f. 5-8-72, ef. 6-1-72; OSL 55, f. & ef. 1-12-76; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1995, f. & cert. ef. 10-27-95

543-020-0026

Charge for Library Mailing Labels

~~(1) A charge to recover production costs for labels that are a by-product of the Oregon State Library's maintainance of directories of Oregon libraries will be made to individuals, commercial firms, profit, and not for profit organizations when the use of the labels will be for profit making ventures, or political purposes.~~

~~(2) Library, literary, cultural, and education related not for profit organizations in Oregon shall not be charged for labels when proposing to mail information about events, conferences, workshops, or information products to libraries.~~

~~Stat. Auth.: ORS 357.015(2)
Stats. Implemented: ORS 357.015(2)
Hist.: OSL 1-1995, f. & cert. ef. 10-27-95~~

543-020-0030

Charge for Database Search Costs

~~A charge, to be determined by the State Librarian, for recovery of database search costs may be made, billable by the State Library Business Office. Charges will be established on a per search basis, contingent on the cost of the database being queried.~~

~~Stat. Auth.: ORS 357.015(2)
Stats. Implemented: ORS 357.015(2)
Hist.: OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1992, f. 2-11-92, cert. ef. 2-17-92; OSL 1-1995, f. & cert. ef. 10-27-95~~

543-020-0050

Scope

OAR Chapter 543, division 20, applies only to the Government Information Services and to carry out the provisions of Chapter 328 (2015 Oregon Laws)

543-020-0055

Definitions

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

- (1) "Government Information Services" means the physical collections, online resources and professional library staff that support the information needs of Oregon State Government**
- (2) "Terms of Service" means the provisions that patrons consent to in order to access Government Information Services.**

- (3) "State agency libraries and resource centers" include libraries, resource centers or any other entity housed within a state agency that supports the mission of the agency by selecting, purchasing, managing and sharing information resources.
- (4) "State agency library" does not include the State of Oregon Law Library, a county law library, or the State Archives
- (5) "reference-related databases" means authoritative, informational resources in electronic format.
- (6) "physical and digital subscription licenses" means serial publications in either print or electronic formats (such as a newspaper or journal) accessible for a designated period of time or for a prescribed number of successive issues.
- (7) "reference-related databases or physical and digital subscription licenses" does not include:
 - (a) newsletters connected to professional association memberships
 - (b) software licenses
 - (c) free of charge subscriptions
 - (d) databases, information resources, subscription licenses or other services or resources provided by the State Archives;
 - (e) legal databases, legal information resources, legal subscription licenses or other law-related services or resources

543-020-0060

Eligible Recipients of Government Information Services

The State Library provides Government Information Services that pertain to the business of state government according to its Terms of Service for these recipients:

- (1) State officials, including legislators;
- (2) State employees;
- (3) Former statewide-elected government officials;
- (4) Contract employees and interns at the request of the state agency.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.005(2)(c), ORS 357.005(2)(f) & ORS 357.003(2)

Hist.: OSL 55, f. & ef. 1-12-76; OSL 2-1980, f. & ef. 10-2-80; OSL 1-1989, f. 4-18-89, cert. ef. 4-17-89; OSL 1-1995, f. & cert. ef. 10-27-95; OSL 1-2000, f. & cert. ef. 4-13-00

543-020-0070

Certification of State Agency Libraries

- (1) The certification process applies to all state agency libraries and resource centers.
- (2) Intent and Purpose
 - (a) The intent of library certification is to increase awareness of state agency library resources and services that improve customer service, build a structure for partnerships and interagency coordination, reduce duplication, and create cost efficiencies through shared purchasing of library resources.
 - (b) The purpose of these rules is to establish the certification process and review criteria.

- (3) Process

(a) The lead librarian or staff member/manager responsible for the state agency library or resource center shall be responsible for carrying out the agency's obligations under this section. Each state agency library will notify the State Librarian of the name of the library staff person who will be the contact person for the state agency library or resource center.

(b) The State Library will maintain a list of state agency libraries and resource centers. All state agency libraries and resource centers on the list will go through the certification process.

(c) The State Library will certify state agency libraries once each biennium.

(d) Biennially, the State Librarian shall conduct a review of each state agency library's compliance with State Agency Library Standards of Operation and report the findings to the legislature.

(e) State agency libraries and resource centers meeting State Agency Library Standards of Operation shall be certified. In determining certification, the State Library shall apply the following criteria:

State Agency Library Standards of Operation:

(A) The contact person regularly consults with agency management in developing collection resources that meet the information needs of agency staff and align with the strategic plans of the agency.

(B) The contact person consults with the State Library on the purchase and licensing of needed information products and services per State Library administrative rules to assure the best possible price agreement

(C) The contact person partners with other state agency libraries to promote shared resources and programs that increase efficiencies across state government

(D) The contact person develops and uses metrics to continually measure the use, quality and value of the agency library/resource center. Results are reported to agency management and the State Library on an annual basis.

(E) The state agency library or resource center is staffed by personnel whose library responsibility is a substantial component of the position description and the agency has a dedicated budget for purchasing information resources.

(f) The State Library will send written notification of the state agency library's certification status.

(g) An agency may file an appeal of the decision directly to the State Librarian if it is not satisfied with the decision. The contact person must file any appeal within ten

(10) business days from the date of the notice.

543-020-0080

Database and Subscriptions Licenses

(1) The approval process for database and subscriptions licenses applies to all state agencies except the State of Oregon Law Library, a county law library and the State Archives.

(2) Intent and Purpose

(a) The intent of establishing a review and approval process for reference databases and subscriptions is to build awareness of state agency subscriptions statewide, reduce duplication and create cost efficiencies through cooperative purchasing of library resources, and reduce subscription costs for state agencies.

(b) The purpose of these rules is to outline procedures for the state agency to obtain approval from the State Library for the purchase of reference databases and subscription licenses, and to establish the review, approval, and appeal process.

(3) Process

(a) The head of each agency, or a designee, shall be the subscriptions liaison for the agency. Each agency shall notify the State Librarian of the name of the agency's subscriptions liaison. The subscriptions liaison is responsible for carrying out the agency's obligations under this section. The subscriptions liaison serves in a consultative and advisory role in cooperation with the State Library.

(b) Prior to purchasing reference-related databases or physical and digital subscriptions, the subscriptions liaison shall submit title, publisher, vendor and other pertinent subscription information to the State Library requesting approval. The information must be submitted at least sixty (60) days prior to the agency's desired subscription start date. If the materials could meet the definitions in 543-020-0055 (8)(d) and (e) the request will be reviewed by the Reference Coordinating Council to determine the disposition of the request.

(c) Prior to renewing reference-related databases or physical and digital subscriptions, the subscriptions liaison shall notify the State Library of its desire to renew an existing subscription at least sixty (60) days prior to the vendor's purchase deadline.

(d) In the event there is a situation requiring expedited approval, the subscriptions liaison shall notify the State Library of its urgency and provide subscription information as early as possible. Rush requests shall receive highest priority in the approval process.

(e) In evaluating each request for approval, the State Library may apply the following criteria:

(A) The State Library has a subscription to the database and provides unrestricted access to all state agency staff.

(B) The State Library has coordinated a cooperative purchase for the database or print/digital subscription for a group of state agencies.

(C) There is broad interest across state government in the database or physical/digital subscription and it meets the State Library collection development policy.

(D) There is interest in the database or physical/digital subscription among a select group of state agencies

(E) No other state agency subscribes to the database or physical/digital subscription; however there is potential high demand for the subscription.

(F) No other state agency subscribes to the database or physical/digital subscription, it is a specialized resource and it would have minimal use by other state agencies.

(f) The State Library will send written notification of its decision to approve or deny the request to purchase the subscription within thirty (30) days of receipt of request.

(g) An agency may file an appeal of the decision directly to the State Librarian if it is not satisfied with the decision. The subscriptions liaison must file any appeal within ten (10) business days from the date of the notice.

543-060-0015

Authorized Activities

(1) Oregon State Library is authorized to negotiate and contract with commercial database providers on behalf of public, school, academic, and tribal libraries to provide access to electronic databases. The statewide database subsidy program is established under the provisions of this division to assist eligible public, academic, school and tribal libraries to participate in the statewide electronic database program. The Oregon State Library is authorized to collect and administer funds from public and academic libraries in payment for such databases.

(2) Oregon State Library is authorized to provide a statewide cooperative reference service that enables all Oregonians to obtain information from library staff at cooperating libraries using advanced Internet technologies. The statewide cooperative reference service program is established under the provisions of this division to provide this cooperative service and to provide other assistance to public, academic, school and tribal libraries to improve their reference services using advanced Internet technologies. The Oregon State Library is authorized to collect and administer funds from public and academic libraries to provide partial support for the statewide cooperative reference service program in an amount to be determined annually by the **Trustees of the State Library-State Library Board**. The Oregon State Library is authorized to provide a statewide cooperative reference service directly or by contracting with one or more libraries to provide the service.

Stat. Auth.: ORS 357.015(2)

Stats. Implemented: ORS 357.206, 357.209 & 357.212

Hist.: OSL 1-2003(Temp), f. 8-22-03, cert. ef. 9-1-03 thru 1-30-04; OSL 2-2003, f. 12-15-03 cert. ef. 1-1-04; OSL 3-2006, f. & cert. ef. 2-14-06; OSL 1-2009, f. 2-25-09, cert. ef. 3-2-09; OSL 1-2010, f. 10-19-10, cert. ef. 10-25-10

543-060-0030

Statewide Database Licensing Process

(1) Eligibility: Any public, school, academic, tribal library or resource sharing system as defined above is eligible to participate in the program if the following criteria are met:

(a) The library or resource sharing system provides interlibrary loans without charge to requesting in-state public, academic, school, and tribal libraries and resource sharing systems.

(b) The public, academic library or resource sharing system is a signatory to and abides by the "Interlibrary Loan Code for Oregon Libraries."

(c) The library or resource sharing system certifies the above criteria are met and agrees to participate in the Statewide Database Licensing Program and the Statewide Cooperative Reference Service Program.

(2) The Statewide Database Licensing Advisory Committee shall be appointed by the Library Services and Technology Act (LSTA) Advisory Council.

(a) Role: The Statewide Database Licensing Advisory Committee shall advise the LSTA Advisory Council and the Oregon State Library staff in request for proposal development and database product evaluation, and provide ongoing database product assessment and customer feedback. The Statewide Database Licensing Advisory Committee shall also advise the LSTA Advisory Council on the appropriate percentage allocation of electronic database costs to public, academic and school libraries.

(b) Membership of the Statewide Database Licensing Advisory Committee: One representative from the LSTA Advisory Council; three public library representatives, one each from libraries serving populations over 100,000, between 25,000–100,000, and 25,000 or less; three academic library representatives, one each from a community college, ~~Oregon University System~~, **public academic institution** and private academic institution; one representative from a resource sharing system; one tribal library representative, and, two school library representatives. Orbis Cascade Alliance and the Organization for Educational Technology and Curriculum (OETC) will each have one representative serving in a non-voting, ex officio capacity. In making appointments the LSTA Advisory Council will seek representatives with experience in database licensing and the use of databases.

(c) Terms of appointment: Terms shall be for three years, except initial terms shall be staggered. The LSTA Advisory Council representative shall serve a two year term.

(d) Meetings: The Statewide Database Licensing Advisory Committee shall meet at least twice each calendar year, and may meet more often as needed.

(3) Request for proposal process: The Oregon State Library shall be the fiscal agent for the program and shall use Federal funds under the Library Services and Technology Act to subsidize the program. Oregon State Library shall work with the Department of Administrative Services to procure electronic databases.

(6) Formula for electronic database costs to school libraries: The annual database contract costs to school libraries will be supported with LSTA funds as determined by the State Library Board ~~of Trustees~~, with a recommendation from the LSTA Advisory Council.

(7) Formula for electronic database costs to tribal libraries: The annual database contract costs to tribal libraries will be supported with LSTA funds as determined by the State Library Board ~~of Trustees~~, with a recommendation from the LSTA Advisory Council.

(8) Statewide database expenditure plan: An annual budget for the Statewide Database Licensing Program shall be recommended by the Library Services and Technology Act Advisory Council to the State Library Board ~~of Trustees~~ and shall be adopted by the State Library Board ~~of Trustees~~.

Stat. Auth.: ORS 357.209

Stats. Implemented: ORS 357.206

Hist.: OSL 1-2003(Temp), f. 8-22-03, cert. ef. 9-1-03 thru 1-30-04; OSL 2-2003, f. 12-15-03 cert. ef. 1-1-04; OSL 1-2004, f. 8-17-04 cert. ef. 9-1-04; OSL 3-2006, f. & cert. ef. 2-14-06; OSL 1-2009, f. 2-25-09, cert. ef. 3-2-09; OSL 1-2010, f. 10-19-10, cert. ef. 10-25-10

Calendar for Statewide Database License Procurement

The Statewide Database Licensing Program in Request for Proposal years shall follow a calendar of events as listed below:

- (1) The Request for Proposal shall be issued no later than January in a year requiring proposal development, and responses shall be received no later than March.
- (2) Request for Proposal evaluations shall be completed by the Statewide Database Licensing Advisory Committee within 60 days of receipt of responses.
- (3) Recommendations by the Statewide Database Licensing Advisory Committee to the Library Services and Technology Act Advisory Council shall be made prior to its May meeting.
- (4) The Library Services and Technology Act Advisory Council shall review the database recommendations at its May meeting, and make recommendations to the State Library Board of Trustees in June.
- (5) Participating libraries shall be notified of anticipated costs for that subscription year after the Board meeting, invoiced in July, and payments shall be due in August or as determined by the vendor contract. Annual invoicing in non-Request for Proposal years shall follow a calendar of events as listed below: Recommendations by the Statewide Database Licensing Advisory Committee to the Library Services and Technology Act Advisory Council shall be made prior to its May meeting. Participating libraries will be notified of anticipated costs for that subscription year after the meeting. The Library Services and Technology Act Advisory Council shall review the database recommendations at its May meeting, and make recommendations to the State Library Board of Trustees in June. Participating libraries shall be invoiced in July, and payments shall be due in August or as determined by the vendor contract.

Stat. Auth.: ORS 357.209

Stats. Implemented: ORS 357.206, 357.209 & 357.212

Hist.: OSL 1-2003(Temp), f. 8-22-03, cert. ef. 9-1-03 thru 1-30-04; OSL 2-2003, f. 12-15-03 cert. ef. 1-1-04; OSL 1-2004, f. 8-17-04 cert. ef. 9-1-04; OSL 1-2009, f. 2-25-09, cert. ef. 3-2-09

543-060-0070

Statewide Cooperative Reference Service Program

- (1) Eligibility: Any public, school, academic, tribal library or resource sharing system as defined above is eligible to participate in the program.
- (2) Partial Support by Public and Academic Libraries:
 - (a) ~~The Trustees of the~~ **State Library Board** shall, in the last quarter of every calendar year, determine the total amount of partial support that will be billed to public and academic libraries in the following calendar year. They shall also determine the proportion of the total amount that will be billed to public libraries and to academic libraries.
 - (b) Participating public and academic libraries and resource sharing systems shall be billed annually, in July, for partial support for the upcoming service year.

(3) Formula for allocating partial support to public and academic libraries: Once the ~~Trustees of the State Library Board~~ **Trustees of the State Library Board have has** determined the proportional allocation of partial support among public and academic libraries, the costs will be further allocated to participants in the following manner:

(a) The public library or resource sharing system cost is based on the population served during the previous year, as determined by the State Library.

(b) The academic library cost is based on the student enrollment during the previous academic year, as determined by official sources, such as the Integrated Postsecondary Education Data System (IPEDS), and the Oregon Community College Unified Reporting System (OCCURS). Community college FTE will be adjusted for terms to arrive at an average annual full time enrollment.

(c) Any public library with a service population of less than 20,000 and any academic library with an enrollment of less than 1,000 will be exempt from partial support payments for the Statewide Cooperative Reference Services Program.

(4) Statewide Cooperative Reference Services expenditure plan: An annual budget for the Statewide Cooperative Reference Services Program shall be recommended by the Library Services and Technology Act Advisory Council to the State Library Board ~~of Trustees~~ **of Trustees** and shall be adopted by the ~~State Library Board~~ **of Trustees**.

Stat. Auth.: ORS 357.209

Stats. Implemented: ORS 357.206

Hist.: OSL 1-2009, f. 2-25-09, cert. ef. 3-2-09; OSL 1-2010, f. 10-19-10, cert. ef. 10-25-10

Miscellaneous

Summer reading pays off for Oregon students

Natalie Pate, Statesman Journal 5:16 p.m. PST November 16, 2015



Those were the days: reading under green trees, a warm breeze gently turning the pages of a favorite book.

Sure, summer reading was fun as a child, but rarely did it have tangible, monetary value — until now.

Fourteen Oregon children now have a head start on saving for college because they took part in a summer reading program.

The lucky 14 had their names randomly drawn in this year's superhero-themed "Save for College, Save the Day!" summer reading campaign, sponsored by the Oregon College Savings Plan, in partnership with the Oregon State Library and Oregon Library Association.

The annual campaign is designed to help keep kids' minds engaged over the summer, according to a recent press release.

Overall, the Oregon College Savings Plan awarded \$14,906. Each of the 14 winners received a \$529 Oregon College Savings Plan account, the release said, while the libraries where the winners enrolled received a total of \$7,500.

"The Oregon College Savings Plan believes it is fundamentally important to support summer reading programs for Oregon families," said Michael Parker, executive director of the Oregon 529 Savings Network. "Studies show that reading year round can increase a child's academic performance, and that will help them to be college ready."

According to the Oregon State Library, 206,425 youth from birth through age 18 signed up for this year's summer reading program at public libraries throughout Oregon.

Collectively, these youth read 144,643 books. At least 68,735 achieved their reading goal and completed the 2015 summer reading program.

"This is the sixth year that we've partnered with the Oregon College Savings Plan on summer reading," said MaryKay Dahlgreen, Oregon State Librarian. "We appreciate their support of the importance of year round reading."

The "Save for College, Save the Day!" campaign received 7,339 entries statewide. The winners include:

- Carter Hagemann of Jefferson, Grade Pre-K, Albany Public Library
- Vivien Bizzell of Astoria, Grade K, Astoria Public Library
- Jack H Wise of Bend, Grade 11, Deschutes Public Library: Downtown Bend
- Flynn Cruzen of Portland, Grade Pre-K, Multnomah County Library: Hillsdale
- Samuel Loh-Menendez of Portland, Grade Pre-K, Multnomah County Library: Hollywood

- Kason Kleiner of Grants Pass, Grade 1, Josephine County Library
- Quinn Thede of Ontario, Grade 2, Ontario Community Library
- Henry Buss of Springfield, Grade Pre-K, Springfield Public Library
- Alexandria Olsen of Springfield, Grade K, Springfield Public Library
- Brooke Rush of Harrisburg, Grade 9, Springfield Public Library
- Levi Butcher of Saint Helens, Grade 2, St. Helens Public Library
- Margaret Hajdu-Paulen of Tigard, Grade 2, Tigard Public Library
- Athena Turner of West Linn, Grade 6, West Linn Public Library
- Eli Hendricks of Portland, Grade 2, West Slope Community Library

As part of the campaign, the Oregon College Savings Plan also underwrote a series of free special performances in libraries in communities with a population of 10,000 or less.

The goal was to engage and motivate young readers, while helping these smaller libraries drive traffic and encourage summer reading, according to the release.

Select libraries and their patrons enjoyed entertainment from award-winning storyteller Christopher Leebrick, Penny's Puppets, Charlie Brown the Juggler, Rhys Thomas Jugglemania, and Rich Glauber's Music in Action throughout the summer months.

npate@StatesmanJournal.com, (503) 399-6745 or follow on Twitter @Nataliempate

Correspondence

From: Robin Speer
Sent: Wednesday, September 30, 2015 4:25 PM
To: AllStateLibrary
Subject: Thank you everyone!!!

Dear Co-workers,

I have been very over-whelmed by the fabulous event you gave me for my retirement. Thank you for all the wonderful things that were shared and my gift card to the Art Dept. I will definitely put that to good use!

A special thanks to **Renata**, **Ferol** and **Jess** for organizing an amazing party. The little paper boats, the sand and shells, the beautiful cake, the refreshments, the luscious punch, the balloons, the power point pictures, the cards were all special to me. And a really great surprise video – from John Davidson! It could not have been more perfect!

MaryKay – you gave a wonderful speech and the official reading from the Governor. And thank you for a delicious lunch! Thank you **Arturo** for being the official photographer. And to all who helped setup, create, and clean-up – you are heroes to me.

Thank you for sharing the fun stories. It will be interesting to see Jim picking mushrooms!

Joe and I invite all of you to come see us if you are in Lincoln City, anytime. We have a guest bedroom available too. We love company and Joe loves to take people sailing!

I will remember this event for a long time!

Robin Speer

From: GARCIA Shadiin - CEEdO
Sent: Wednesday, October 07, 2015 11:35 AM
To: Jerry Curry
Subject: thank you

I am not sure who is in charge of eclips, but I wanted to say thank you. They are so helpful at keeping me informed.

Shadiin

Shadiin García
Research and Policy Deputy Director
Chief Education Office

From: Ferol Weyand
Sent: Monday, October 12, 2015 3:38 PM
To: AllStateLibrary; BITTEL Jennifer
Cc: David Darcey
Subject: Another Chili fundraiser update

There is an additional donation from DHS OC & P of **\$15** was just received.

That brings the total to **\$151!**

Super!!!!

Thanks.

From: Ferol Weyand
Sent: Monday, October 12, 2015 3:06 PM
To: AllStateLibrary; BITTEL Jennifer
Cc: David Darcey
Subject: Chili fundraiser update

Hi Everyone,

Thank you so much for your support of the **Charitable Activities Chili Feed Fundraiser**, hosted by the Charitable Activities Committee.

Whether you made chili; baked cornbread; donated condiments, crackers or recipes; or supported by eating at the chili feed, your efforts are very much appreciated.

A total of **\$136** was raised today. **\$15** of that will go to purchase prizes for the Halloween Costume Contest & Bingo coming up on October 30th. The remainder of the money will benefit [Family Building Blocks](#).

Thanks also to the entire committee who helped set up, staff the event and clean up.

*Crystal and Ferol,
Co-organizers for this event*



Dear Heather,
 thank you so much
 for your interest in
 my beloved picture that
 appeared in the Statesman
 Monday last. I love my
 Uncle Walter with all
 my heart even tho he
 passed before I was
 born in 1935. The enclosed
 picture also hangs in my
 One is nearer God's Heart

library; that's why I was so
 quick to know the picture.
 In Aumsville 1929 there was
 the "Ku Klux Klan" who's
 members would threaten
 German families from shopping
 for food at the two markets
 in Aumsville. Walter and the
 market's owners daughter Helen
 Martin would deliver food on his
 motorcycle to these German
 families. Aumsville was
 called "hogville" before and
 that's another interesting
 story. Once again Thank you
 Thank you!

From: OASL President
Sent: Monday, October 12, 2015 8:12 PM
To: Jennifer Maurer
Cc: MaryKay Dahlgreen
Subject: A huge thank you for the 2015 Fall OASL Conference

Jen,
 I cannot express my gratitude enough for your support of the OASL Fall Conference. Over and over again, conference attendees spoke of the sessions and the valuable things they were taking back to their schools. You created sessions that were meaningful, balanced and quickly applicable in school settings. I know that it was a lot of time and work, but I think of the impact that you have had on 150 schools in Oregon by helping staff better their library programs and their teachings. You have made a huge impact, and I deeply appreciate your support.

Robin Rolfe
 OASL President 2015 - 2016
 Oregon Association of School Libraries

*Investing in school libraries
 raises student achievement.*

Thank You



UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT

Strengthening our community libraries

Arlene,

Thank you for your Learning Express presentation at the Nov. 6th Umatilla County Special Library District In-service training. We have had many positive comments about your presentation. The information will be very useful to the libraries.

Thank you again!
Marsha, UCSD Board's staff

From: Susan Westin
Sent: Friday, October 16, 2015 4:09 PM
To: AllStateLibrary
Subject: Thank you to Talking Books!



Thank You!

to **Andrea**, **Crystal**, **Elke**, **Erich**, **Joel**, **Kate** and **Meagan** for making the Talking Book Donor Board Celebration a success!

Thank you
Susan

Susan Westin
Program Manager
Oregon State Library

From: MaryKay Dahlgreen
Sent: Monday, November 09, 2015 11:42 AM
To: Jennifer Maurer; AllStateLibrary
Subject: RE: Thanks => OSL's Contribution to State Employees Charitable Fund Drive

Thanks to everyone who donated directly and/or participated in one of the great activities sponsored by the Charitable Activities Committee. I'm proud to work with all of you.
 MaryKay

From: Jennifer Maurer
Sent: Wednesday, November 04, 2015 12:49 PM
To: AllStateLibrary
Subject: Thanks => OSL's Contribution to State Employees Charitable Fund Drive



OSL's participation in the annual State Employees Charitable Fund drive officially ended yesterday. **Thanks** so much to everyone who contributed, whether by pledging donations, bringing supplies for or buying chili and cornbread, playing bingo, and/or dressing up or voting for the costume contest. **The majority of folks in the agency contributed somehow. Nice.**

\$4,925



Our goal was to raise \$4,461, and **we brought in \$5156.75.** Wahoo! Thanks for supporting Oregon charities.

\$136



\$74.25



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

Thanks,
 Jen

\$21.50

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

P.S. The online pledge system stays open for donations through at least mid-December.

<http://ecfd.oregon.gov>

P.S.S. The Chili Feed actually brought in \$151, but as noted earlier, \$15 was used to support the Halloween fundraising events.



From: Josh Ehlers
Sent: Tuesday, November 17, 2015 11:48 AM
To: Jessica Rondema
Subject: Thank you

Jessica,

I wanted to say Thank You for all your help yesterday with the Folklife Network's event. It was a success and you very much helped us get set up in a smooth and timely fashion. I hope you enjoyed the event while you attended and are back to a much quieter day without us bugging you.

Well, I just wanted to say thank you and to tell you that I bragged to MaryKay about how helpful you were.

Thanks,

Josh Ehlers
Assistant Folklorist
Oregon Folklife Network
=====
Rooted in Tradition!

From: Jenny Berg
Sent: Tuesday, November 17, 2015 3:15 PM
To: Darci Hanning
Subject: RE: Follow-Up on Project Outcome

Hi Darci,
Thank you for the follow up. Yes, Katie can use my question.
I really appreciate all that you and the rest of the staff at the State Library do. I am always moved forward with a process and information when I make contact with one of you.
Thank you for being great librarians,
Jenny

--

Jenny Berg
Library Director
McMinnville Public Library

From: Fagan, Shemia
Sent: Thursday, November 19, 2015 10:17 AM
To: State Library Help
Subject: I love e-clips!

Rep. Shemia Fagan here. I just want you to know how much I *love* eclips. I read them every single day and really don't know what I'd do without them. Thank you for all the work you put into complying the stories. Keep up the good work.

Regards,
Shemia

SHEMIA FAGAN

Partner | HKM Employment Attorneys LLP

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New Clients : 503.389.1130



www.hkm.com/portland

HKM Oregon represents wrongfully terminated workers in Oregon and Southern Washington

From: McDonnell, Kenneth (CFPB)
Sent: Friday, December 04, 2015 7:31 AM
To: Arlene Weible; Lisa Tattersall; Kathryn Kohl; Laural WINTER; Tracey LETMATE
Subject: FW: Thank you from the Oregon State Library

Greetings All,

I wanted you to see how your kind words were VERY well received. The point is well made, keep making these events about and for the local librarians. This success and your encouragement are the right impetuous to keep this project going forward in that vain. The management folks on this string:

- 1) Janneke Ratcliff – Assistant Director, Office of Financial Education – she is my immediate boss.
- 2) Gail Hillebrand – Associate Director, Consumer Education and Engagement – she heads up the division where Jenefer and I work.
- 3) RC – that is Director Cordray – he heads-up the CFPB. This project is one that he is VERY pleased with.

Your words of encouragement DO have an impact.

Sincerely,

Ken McDonnell
CFPB

From: RC
Sent: Thursday, December 03, 2015 6:12 PM
To: Hillebrand, Gail (CFPB)
Cc: McDonnell, Kenneth (CFPB); Cruz, Carmen (CFPB); Correal, Dubis (CFPB); Haralson, Lyn (CFPB); Duane, Jenefer (CFPB); Rutherford, Dan (CFPB); McConnell-Tatum, Cassandra (CFPB); Ratcliffe, Janneke (CFPB); Canan, Stacy (CFPB)
Subject: Re: Thank you from the Oregon State Library

WOOHOO!
Thanks Ken and Jenefer, and all
RC

From: Hillebrand, Gail (CFPB)
Sent: Thursday, December 03, 2015 05:55 PM
To: RC
Cc: McDonnell, Kenneth (CFPB); Cruz, Carmen (CFPB); Correal, Dubis (CFPB); Haralson, Lyn (CFPB); Duane, Jenefer (CFPB); Rutherford, Dan (CFPB); McConnell-Tatum, Cassandra (CFPB); Ratcliffe, Janneke

(CFPB); Canan, Stacy (CFPB)

Subject: FW: Thank you from the Oregon State Library

Good news from the libraries project, Fin Ed work with an assist from Older Americans. I've cc'd folks who did the work and their office leads.

Gail Hillebrand
Associate Director for Consumer Education and Engagement
Consumer Financial Protection Bureau
Washington, DC

From: Ratcliffe, Janneke (CFPB)
Sent: Thursday, December 03, 2015 3:55 PM
To: Hillebrand, Gail (CFPB)
Subject: RE: Thank you from the Oregon State Library

Gail;

Thought you'd appreciate this feedback regarding the Oregon State Library for the training event held Tuesday Dec. 1st. This was a great success: CFPB signed up 34 librarians from the Portland, OR metro area, and received promising invitations:

First to do a similar event in Salem. The State Library contact feels empowered to do it without us heavily involved, a sign of the project growing organically.

Second to come to the Puget Sound area. We have been looking for more inroads in Washington and our contact has connections into Washington's state library and into the King County library system.

According to Ken McDonnell, who led CFPB's participation, we have many fans in Portland, OR. When asked how many people have heard of the CFPB nearly all raised their hand. Several of the local presenters mentioned CFPB tools such as YMYGs and How to Submit a Complaint. Additionally, Jenefer Duane presented on "Financial Caregiving: How to Help Aging Parents". This was a topic requested by the librarians in Portland metro area and many participants were caregivers themselves, and found this presentation very helpful for their own personal finances.

Below are some unsolicited thank you notes Ken received:

Lisa Tattersall, from Washington County Cooperative Library Services:

"Thank you so much for an amazing event yesterday. I've heard nothing but very positive feedback from the librarians who attended from WCCLS. ...

Ken – thank you for the huge amount of work you did pulling all the panels together and organizing the agenda. It is so amazingly refreshing to have a federal agency offer something of value like this to librarians, and also that they asked directly for librarians' input at the event was really appreciated by the group." ...

Arlene Weible, from Oregon State Library:

“On behalf of State Librarian MaryKay Dahlgreen and myself, I would like to thank everyone who participated in the Financial Literacy Training for Librarians event held at Multnomah County Libraries in Portland on December 1, 2015.

As the State Library works with public libraries throughout the state, we like to emphasize the importance in making connections with local organizations, whether it be neighboring libraries, nonprofits, community and public service groups or government agencies... We would especially like to thank Ken McDonnell of the Consumer Financial Protection Bureau and the event’s planning team for bringing together such an energetic group of speakers. ...

I am sure everyone will feel the benefit of the connections that were made at this event into the future. Knowing that I have so many great resources to draw on will definitely inspire me to encourage similar library training events throughout the state.”

From: MaryKay Dahlgreen
Sent: Wednesday, December 09, 2015 8:44 AM
To: AllStateLibrary
Subject: FW: NEH Grant

Congratulations to Dave and Government Services! And thanks to Renata for figuring out how to submit a federal grant.
MaryKay

From: Margie Harrison
Sent: Tuesday, December 08, 2015 3:41 PM
To: allGovernmentServices; MaryKay Dahlgreen
Subject: NEH Grant

I am very happy to announce that the State Library and Government Services has been awarded a Preservation Assistance Grant for Smaller Institutions from the National Endowment for the Humanities . I received notification this morning that our grant is being approved for funding. We will receive official notice of the award in the next few weeks including instructions, requirements, and the award amount. Dave and I will be attending a webinar on Thursday for newly awarded grantees.

Congratulations to Dave and all those who assisted in writing and submitting the application! Thank you for your time and all the work involved in making this happen.

More information to come!

Margie

Margie Harrison
Program Manager
Government Information and Library Services
Oregon State Library