Oregon State Library Board

Agenda Packet

October 28, 2016
Independence Public Library
Independence, OR

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Agenda and Meeting Minutes

Oregon

Kate Brown, Governor

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October 14, 2016

FOR IMMEDIATE RELEASE

The Oregon State Library Board will meet at the Independence Public Library, 175 Monmouth St., Independence, OR on October 28th from 9:00 a.m. to 3:00 p.m. Aletha Bonebrake of Baker City will chair the meeting.

The board will act on recommendations from the Library Services and Technology Act Advisory Council and Talking Book and Braille Library Advisory Council. The board will also hear a report on the 2016-2017 Ready to Read grants. An open forum is scheduled for 11:30 a.m. Anyone may address the board on any topic at the open forum.

Sign language interpretation will be provided for the public if requested prior to 48 hours before the meeting; notice prior to 72 hours before the meeting is preferred. Handouts of meeting materials may also be requested in alternate formats prior to 72 hours before the meeting. Requests may be made to Jessica Rondema at 503-378-5015.

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OREGON STATE LIBRARY BOARD MEETING
October 28, 2016
Independence Public Library
Independence, OR
Aletha Bonebrake, Chair

Agenda

9:00 a.m.	Approval of the Minutes of the August 26, 2016 Meeting	Bonebrake
9:05	Introduction of New Board Members	Bonebrake
9:15	Reports of Board Chair and Members	Bonebrake
9:45	Report of the State Librarian (pg. 14)	Dahlgreen
10:15	Break	
10:30	Continuing Business:	
	State Librarian Evaluation	Hicks
	Board Roles and Responsibilities	Bonebrake
11:30	Open Forum**	
11:45	Lunch	
1:00	New Business:	
	Oregon Library Association Legislative Agenda	Webster
	Recommendations of the LSTA Advisory Council (pg. 20)	Cain
	Recommendations of the Talking Book and Braille Advisory Council (pg. 48)	Westin
	Appointments to the Board Advisory Councils (pg. 53)	Dahlgreen
	2016-2017 Ready to Read Grants (pg. 57)	Dahlgreen
2:30	Dates for 2017 Board meetings (please bring calendars)	Bonebrake
3:00	Adjournment	

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

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

Upcoming Board Meeting Dates and Locations

- January 19th and 20th at the Oregon State Library in Salem

Oregon State Library Board Meeting
August 26, 2016
Oregon State Library, Salem

Board members present: Aletha Bonebrake, Leslie Hicks, Dacia Johnson, Desiree Kiesel (designee of Salam Noor), Ann Malkin, Jennie Tucker, Satish Upadhyay.

Guests present: Amanda Beitel, Legislative Fiscal Office; Julie Curtis, Oregon Department of State Lands.

Staff present: MaryKay Dahlgreen, Darci Hanning, Joel Henderson, Melissa Krueck, Kate McGann, Sarah Pearson, Jey Wann, Susan Westin.

Recorder: Jessica Rondema.

Chair Aletha Bonebrake called the meeting to order at 9:30 a.m.

Introductions

The board began with introductions, including new board member Desiree Kiesel, English Language Arts Specialist and designee for Salam Noor of the Department of Education.

Amanda Beitel, with the Legislative Fiscal Office, is our agency's new Legislative Fiscal Analyst.

Sarah Pearson is our new Customer Service Specialist in Government Information and Library Services.

APPROVAL OF MINUTES

In the minutes from the June 10th meeting, there was an incorrect dollar amount. The amount being paid to GALE for STEM titles is $30,000 instead of $20,000.

Tucker moved to approve the minutes from the June 10, 2016, board meeting as corrected. Johnson seconded. The motion passed unanimously.

REPORTS OF BOARD CHAIR AND MEMBERS

Other Board Reports

Bonebrake reported that Baker City is continuing with the ArtPlace America project. There are artists doing live work in the local libraries. Libraries of Eastern Oregon (LEO) is working on this project. LEO is also working to make its organization a stronger collaborative unit.

Tucker reported that she has been visiting the Elgin and La Grande libraries. There is some interest in pursuing the creation of a library district in Union County. There was discussion of previous efforts to create a library district. Bonebrake has information from the previous efforts that she will share with Tucker. The director of the La Grande Library, Terri Washburn, has gathered information on districts in Montana and Colorado. Summer reading programs remain very positive in Union County.

Hicks reported that the summer reading program at the Independence Public Library has been very successful this year, especially with regard to the Hispanic community, as there are a number of migrant workers in Independence. The library used its Ready to Read money to hire a bilingual library assistant.

Johnson reported that her agency, the Oregon Commission for the Blind, has completed its agency request budget. The agency has 57 FTE and a budget of about 20 million. They receive mostly federal

funds for vocational rehabilitation, in addition to other funds from the state and donors. Johnson also reported that Richard Turner, a past State Library Board member, has returned to teaching with the Oregon Commission for the Blind, which is his passion.

Curtis reported that her agency, the Department of State Lands, is currently migrating its website content to the new state system. They are using a contract worker, Kathy Leamaster, to eliminate extraneous content and assist with this transition. The Department of Forestry also used this employee. An agency's external website should not be a repository for all of its information. It is necessary to think about agency websites from an external user's point of view. The Department of State Lands is also having a presentation by Jerry Curry, who is their embedded librarian.

Upadhyay, as a new board member, requested some tips about how to connect with local libraries. He would like to talk to library directors at the Tigard, Tualatin, and Beaverton libraries. Dahlgreen agreed to provide an initial introduction. Upadhyay has also been hearing a lot about the State Library's requirements for database subscriptions and certification of state agency libraries. The Department of Forestry has submitted its budget ahead of the deadline.

Malkin reported that tickets are on sale for the Author! Author! series, which is a fundraiser for the Deschutes Public Library system. The greatest challenge is finding a venue in Bend, which does not have a performing arts center. Libraries are doing well with summer reading this year. The Deschutes Public Library has also recently redone its website, which was a great opportunity to improve communication with customers. They now have a mobile app as well. They are continuing their community conversations project, based on the Harwood model in addition to other tools. This is informing the building process and the strategic plan. Malkin will share this model with the board. Malkin also reported that attending the American Library Association conferences has been very helpful, hearing from those who have experience in specific areas.

Kiesel reported that she has been with the Department of Education for almost two months. She is working under director Christie Dudley. The department is reorganizing to be more effective in helping teachers. Her unit is Standards, Instruction, and Support under Dawne Huckaby. The department has done much hiring recently. Kiesel and Christie Dudley met with Jennifer Maurer and Katie Anderson of the State Library to discuss how the Department of Education can support school libraries, children's libraries, and public libraries in our communities. Kiesel is retooling the communication with field teachers and finding new communication models. She is also pushing information out about OSLIS and databases, in order to teach kids about research. Much is happening currently with the Early Learning Hubs and early childhood development teams and how to connect with libraries. Kiesel lives in Hubbard and has access to the Woodburn Public Library. There is a group of volunteers who have created a local volunteer library in Aurora.

REPORT OF THE STATE LIBRARIAN

Activities Since the Last Meeting

Dahlgreen discussed the Executive Committee Report. She explained that the Library Services and Technology Act (LSTA) funds had to be completely spent by the end of September. Because of complications with finding a contractor for Answerland, we had more funds than we anticipated. Library Support and Development staff had a number of ideas for expending those additional funds. Dahlgreen asked for permission from the Executive Committee to spend those funds. We requested to spend it on eBooks for the Oregon School Library Information System (OSLIS). These eBooks are expensive because they are professional materials for teachers which focus on information literacy for both teachers and kids. Another suggestion was to purchase books for Oregon Battle of the Books for communities that cannot afford to buy them. Oregon Association of School Libraries puts on this very

successful event. Dahlgreen suggested bringing someone to the board to discuss this event or possibly bringing a video. Also, when we have additional LSTA funds, money is sometimes given to the Oregon Digital Library Consortium (Library2Go), which has a number of member libraries. Libraries are limited in the downloadable and audio books they can purchase. Bonebrake wanted to know if one library has additional funds and buys other books, do they have a requirement to contribute the same amount to the pool. Dahlgreen will check into this issue.

Tucker pointed out a mistake in the Executive Committee meeting minutes, which should have stated that the committee approved the agenda for the August 26th meeting rather than the June 10th meeting.

Rondema has been working with the Governor's Office of Diversity, Inclusion, and Affirmative Action, to update our Affirmative Action Plan and our quarterly report. This office has been making some changes to make the information in these plans more useful and meaningful. In this plan, we will be including numbers and data in addition to a narrative about how we are or are not meeting our goals. Even though our agency's Cultural Competency Committee dissolved, we now have a Professional Development Workgroup and a Library Advisory Council, both of which have heavy staff involvement. Ideally, diversity should be in everything that an agency does, rather than being confined to a single committee.

The quarterly Affirmative Action report has not been presented to the board since 2014. It is generated from the state's personnel database (PPDB) which is in need of an upgrade. The Department of Administrative Services is looking to switch to a new system during the next biennium. Meanwhile, these reports compare our personnel data with numbers from 1991 regarding the workforce. It measures the percentage of women, people of color (POC), and people with disabilities (PWD). The report shows us that we closer to our parity goal than we were in 2014. We have a good number of women in upper management, none in the computer analyst, and a number of men in administrative support roles. We do not have many people of color or people with disabilities on our staff. We do our best to hire a diverse staff, but need to advertise our positions more widely. The Governor's Office of Diversity, Inclusion, and Affirmative Action is also looking to broaden the definition of diversity to include different types of people. Our goal is 3.4 of a position away from parity. No one remembers where this number came from, as ideally our goal would be parity (0), when our personnel makeup mirrors that of Oregon's labor force. We hope to receive a better report in the future, to help us determine how to improve in the area of diversity.

Dahlgreen included her Certificate of Public Administration that she earned from the University of North Dakota in the board packet, which was one of her goals as State Librarian.

E-Rate refers to the subsidy that the Federal Communications Commission (FCC) provides schools and public libraries for telecommunications and internet access. We are becoming more involved in this program, and are working with public libraries and the Department of Education. We are hoping to do training with libraries. Dahlgreen plans to have more information about this at the next board meeting.

We have just completed a program manager recruitment, which was unsuccessful. Dahlgreen reassured the staff and the board that we will hire the right person. We will be opening the position again after rewriting the position description and the job advertisement. We probably will not have someone in place until late November or early December. Dahlgreen will be in China for most of the month of October.

Dahlgreen attended the graduation of the 15th cohort of Emporia State University's Master of Library Science program, a distance program created in the 1990s. Dahlgreen welcomes the graduates to the profession.

Dahlgreen also attended the opening of a new children's wing at the The Dalles-Wasco County Public Library. They received funding from the son of a local woman, who contributed in her honor. Google has donated to this library as well, and are being a good corporate community partner.

We received a visit from the Government Publishing Office (GPO), where our federal documents come from. There was discussion of current and possible future requirements regarding formats and disposal of documents.

Dahlgreen met with the state's Enterprise Leadership Team to discuss the Embedded Librarian Project. Our librarians are going out into the agencies. There are a few other DAS meetings that our staff will attend to discuss the database subscriptions in accordance with HB 3523.

One of our reference librarians, Alice LaViolette, is retiring next week. She has been at the State Library since 2004, and is an excellent reference librarian.

Tamara Ottum, our Virtual Reference Librarian, had a baby in July. She will be back in mid-September. We have put Answerland on hold because we have new software that requires training. We will do a big relaunch in October. Many libraries have been using Answerland Local, allowing them to do chat reference for their own patrons.

Sarah Pearson, our new Customer Service Specialist in Government Services, was already introduced.

We have closed the operations office in the mornings. We are trying to determine points of access for our patrons. Rondema is doing more communications work, and needs fewer distractions in order to accomplish this level of work. The door is open from 1 – 4 p.m. for our public access hours. We will be continuing to discuss this in the coming months.

In the past, we have had separate booths for the annual Oregon Library Association (OLA) Conference. We have a group working on a State Library presence for the 2017 conference.

The National Book Festival is on Saturday, September 24th. Crystal Grimes of Talking Books and Claire Bolyard of Government Services are attending the festival, promoting the 100th birthday of Beverly Cleary.

The board created the strategic plan in August 2014. We now have additional items to include, since the passage of HB 3523. Every year we will have an operational plan, which focuses on our four strategic imperatives.

Our operational plan is divided up by strategic imperative. Each group contains a manager sponsor and a few staff members. The groups discussed key initiatives for the next year regarding the strategic plan and taking into account the results of our brand audit. Managers then met to pull the plan together and discuss moving forward.

Dahlgreen ran through the operational plan chart, discussing each strategic imperative. The Build Awareness of the State Library imperative will focus on reimagining the brand by developing a story, creating brand guidelines, and creating a logo and a new name. The guidelines will help us determine how to communicate to our patrons that we are one library. We may use the State of Oregon's Publishing and Distribution to create our logo. Curtis also had a recommendation for us with regard to graphics. We are hoping to launch our new brand in April at the 2017 OLA Conference. We are also planning to create an outreach workgroup which will help us coordinate our outreach across the agency. We plan to conduct a follow-up brand audit to evaluate our campaign. Part of the brand audit request for proposal was to provide us with a toolkit and training for a few of our staff to be able to conduct brand audits in the future.

The next strategic imperative is Cultivate Staff Strengths. We started to implement a performance management process instead of only having annual reviews. Our Professional Development Workgroup was staff-created, and is working on new employee orientation materials and performance management processes.

The Enhance Partnerships strategic imperative has essentially become the implementation of portions of HB 3523. The subscriptions databases and the certification of state agency libraries involve partnerships with as many state agencies as possible. There are additional partnership opportunities in the future. Other partnership opportunities involve the Oregon Textbook and Media Center and Answerland partner libraries.

Finally, the Focus on the Customer imperative will be looking at our physical space and our website. Both of these need to be improved in order to serve our patrons more effectively and reduce confusion about our mission and our services. We need to have representatives from each division meet to decide the best way for our customers to contact us physically, in the building. Improvements to our website are a huge priority for us. Dahlgreen has been talking with Ben Tate, our Strategic Technology Officer, about how much we need to work within the state's system and how much we can do on our own.

STAFF REPORTS

Darci Hanning from Library Support and Development Services gave a report on the Edge Initiative, which is a national program that we pay for on behalf of the entire state. She discussed the Edge Assessment and the Edge Benchmarks, which help libraries evaluate and continually improve their public technology services and better serve their communities.

Melissa Krueck from Operations gave a report on the Volunteer Program. She gave the history and an overview of the program, as well as the steps going forward.

Joel Henderson of the Talking Book and Braille Library gave a report on the updates that he has made to the Talking Books website. It is more user-friendly, streamlined, and easier to navigate.

Kate McGann and Jey Wann from Government Information and Library Services gave a report on the implementation of HB 3523 regarding the subscriptions database and liaisons for each agency.

OPEN FORUM

The open forum began at 11:45 a.m. No one was present to speak at the open forum.

NEW BUSINESS

Board Best Practices

The board took a survey to assess how the board members feel the board is performing. Overall, there were no "disagree" results, but it was balanced between "agree" and "strongly agree." There were a few "not sure" answers as well. Bonebrake mentioned that including comments explaining the answers would be helpful in showing us areas on which to focus.

Upadhyay commented that his board at the Department of Forestry has to complete a similar assessment. He appreciated the SurveyMonkey format.

The board agreed that they adhered to the best practices in each area.

Upadhyay moved that the board agrees the targets have been met based on the survey responses. Tucker seconded. The motion passed unanimously.

Board Work Plan

In late 2014, the board worked with the Coraggio Group to identify roles of the board in relation to the 2014-2017 Strategic Plan. Three general areas were identified: awareness, advocacy, and accountability.

Bonebrake went through the matrix of board roles that she and past board member Sam Hall had created, based on the roles identified above.

Awareness involves board members knowing and understanding aspects of the State Library, attending local board meetings, knowing strategic elements, understanding relationships and partnerships that exist, and more.

Advocacy relates to talking points, messages, speaking with one voice, being available for political conversations, and attending OLA's Library Legislative Day at the State Capitol.

Malkin wondered where we stand on a number of these items. These are items that the board will need to take on.

Upadhyay commented that board members can begin talking to legislators in preparation for the 2017 Legislative Session. The board will need talking points coming from the agency.

The board decided to delete the portion about donating to Talking Book and Braille Library from the board roles and responsibilities document, because this is a state board. This activity is more appropriate for a foundation board. They decided to keep the "asking strategies," because it can refer to talking to legislators.

Accountability refers to attending and being prepared for board meetings, listening and bringing back information, scheduling deeper updates on each strategic imperative, and reviewing progress on strategic plan objectives.

The board went through the board timeline, which includes activities that occur annually, which imply responsibilities for the board.

The board engages in strategic planning in January, as well as conducting the post-transaction review of agency head financial transactions. The budget development process also begins in January. During April, the board generally does the annual assessment of Key Performance Measure #15 for best practices, although this was just done at today's meeting. Every June, the LSTA grant recommendations will come to the board for approval. Both the Talking Books Donation Spending Plan and our Operational Plan will also come to the board in June. The State Librarian evaluation usually occurs in August. The October meeting usually contains Ready to Read Grant appeals, planning for the next year's board meetings, and approval of Advisory Council members, including the LSTA Advisory Council, the Government Services Advisory Council, and the Talking Books Advisory Council.

Bonebrake discussed the State Librarian performance evaluation, which we used to conduct every four years. The process was very bureaucratic and not relatable. The performance evaluation process has changed for our staff, so Bonebrake suggested that we follow a similar procedure for the State Librarian. Her recommendation is that the State Librarian identify areas of the strategic plan that she was responsible for achieving. Then the board would evaluate her on the progress and achievements that had been made. The Operational Plan is presented in June, so the evaluation could take place in August.

Johnson mentioned that her experience with these evaluations involves public notice and executive session.

The board no longer appoints the State Librarian, so it may not be the board's job to conduct a formal evaluation. Dahlgreen commented that she wants to hear feedback from the board and the staff, based on goals and objectives for the upcoming year.

Malkin mentioned that Deschutes Public Library hires someone to lead the performance evaluation for the director every year.

Hicks commented that it would not be difficult to do a 360 review in-house.

Upadhyay stated that the 360 review gives a complete picture to the board. He recommended that Dahlgreen check with other directors who are appointed by the governor to see how they handle performance evaluation.

Johnson said that this style of review is helpful to look for trends and themes that may rise to the top.

Bonebrake commented that she is hearing a recommendation to do a 360-style evaluation every year by ourselves. Upadhyay mentioned using Ascent, a DAS-ODOT program that features 360 evaluations. We could also use SurveyMonkey, as we did for the Board Best Practices Survey, and then synthesize the survey data. It would be valuable to send this survey out to constituents.

Hicks will give Dahlgreen the sample questions that they use at Nike. Kiesel will also look for sample survey questions. Hicks agreed to compile and synthesize the survey data for us. Upadhyay and Curtis agreed to help. Bonebrake created a formal committee to look at evaluation options for the State Librarian. Hicks will serve as Chair, and will be aided by Upadhyay and Curtis.

At the October board meeting, Dahlgreen will provide the board with goals and objectives to prepare for an evaluation next year.

This evaluation will occur every year, beginning next year. The State Librarian's report at the meetings throughout the year provide the board with an update on her progress toward her goals.

Upadhyay reiterated his request that Dahlgreen check with other agency directors that are appointed by the governor to see how they are evaluated. Dahlgreen will bring back information to present at the October board meeting.

The board acknowledged that Dahlgreen has done very good work with the strategic plan. Upadhyay commented that he has been impressed by Dahlgreen's dynamic leadership.

Johnson commented that she is having trouble relating to these board roles and responsibilities, coming from a state agency as opposed to a library background. As the configuration of the board evolves, these roles may need to evolve as well.

Bonebrake needs a few board members to help her update these board roles.

Dahlgreen explained that previously, we had seven citizen members that made up the board, who always had a deep interest in libraries. Now we have two statutorily-appointed members (Department of Education and the Oregon Commission for the Blind), two state agency staff, and an academic librarian will be joining the board. So it is true that the board configuration has changed.

Bonebrake agreed that the board roles need to be updated and talked about how critical it is to have this knowledge base of what board members need to know broadly. Malkin offered to assist Bonebrake with this project. They will then send the updated roles to Dacia for review.

Kiesel mentioned that the roles may differ depending on the lenses of the board members and what groups they are representing.

The board meeting was adjourned at 2:11 p.m.

ACTION ITEMS

- Rondema will make the change to the June 10th board meeting minutes and post them on the State Library's website.
- Malkin will share the simplified Harwood model with the board that Deschutes Public Library has been using for its community conversations project.
- Dahlgreen suggested possibly bringing someone to the board to discuss the Oregon Battle of the Books or possibly bringing a video.
- Dahlgreen will gather information about requirements for libraries buying eBooks if they are participants in the Oregon Digital Library Consortium.
- Rondema will email the link to the Subscriptions Info Guide to the board.
- Dahlgreen will send the State Library Brand Audit to Curtis.
- Bonebrake, Malkin, and Johnson will update the Board Roles and Responsibilities to better reflect the changes since HB 3523.
- Hicks, Upadhyay, and Curtis will begin exploring options for the State Librarian's evaluation.
- Hicks and Kiesel will provide Dahlgreen with sample performance evaluation questions that they use at their organizations.
- Dahlgreen will gather information about evaluations for governor-appointed agency directors for the October board meeting.
- Dahlgreen will draft goals for herself as State Librarian for the October board meeting.
- Rondema will contact the Independence Public Library to work out the details of the October 28th board meeting.

Oregon

Kate Brown, Governor

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State Library Board Executive Committee
Aletha Bonebrake, Chair
September 26, 2016
10:00 a.m.

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

Meeting was called to order at 10:05 a.m.

Report of the State Librarian

- Two new Board members were confirmed at the Senate Rules and Executive Appointments hearing on September 21, 2016: Julie Curtis, representing state agencies, and Lori Wamsley, representing academic libraries. We now have a full Board.
- Katie Anderson is holding the Focus on Children and Young Adults Institute. It is held at Menucha Conference Center in Corbett. Twenty-five staff members from libraries around the state will spend two and a half days learning about youth services for libraries.
- Katie Anderson has also been involved in discussions with the Oregon Library Association, Rep. Smith-Warner, and other organizations about summer learning and the role of libraries.
- Legislative days were held last week. Dahlgreen was unable to visit legislators because of their full schedules but she did send an update to Rep. Greg Smith, Senator Elizabeth Steiner-Hayward, and Rep. Nancy Nathanson.
- Dahlgreen attended the public library director's annual meeting at the Hillsoboro Public Library on September 23rd. This meeting is hosted by the Public Library Division of OLA. She also attended the Education Cluster meeting at Warm Springs on September 16th. That meeting included a tour of the K-8 Academy of the Confederated Tribes of Warm Springs.
- Jey Wann, Sarah Cunningham, and Angie Jannelli put together an Oregon Documents Summit on September 14th at the State Library. Katie Anderson was the facilitator. Jey will be providing notes from the meeting as well as next steps.

Approval of the Board Agenda for the October 28, 2016 Board meeting
After discussion, the Executive Committee approved the agenda for the October 28, 2016, Board meeting to be held in Independence, OR.

Other Business

The meeting was adjourned at 10:40 a.m.

Reports of the State Librarian and Staff

OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT

Report Period	Month Ending August, 2016						
Target Percentage	58.33%						
Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	%Spent BTD	Average Spend per month to Date	Average Remaining to Spend
PERSONAL SERVICES	$ 6,693,758	$ 268,859	$ 3,697,017	$ 2,996,741	55.23%	$ 264,073	$ 299,674
SERVICES & SUPPIES	$ 4,147,742	$ 157,727	$ 2,315,721	$ 1,832,021	55.83%	$ 165,409	$ 183,202
SPECIAL PAYMENTS	$ 3,984,711	$ -	$ 1,740,186	$ 2,244,525	43.67%	$ 124,299	$ 224,453
TOTAL	$14,826,211	$ 426,586	$ 7,752,924	$ 7,073,287	52.29%	$ 553,780	$ 707,329

Tuesday, October 11, 2016

OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT

	Report Period	Month Ending August, 2016
	Target Percentage	58.33%

Division Name	Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to Spend
Operations	PERSONAL SERVICES	$ 1,239,729	$ 42,431	$ 556,442	$ 683,287	44.88%	$ 39,746	$ 68,329
	SERVICES AND SUPPLIES	$ 195,319	$ 4,467	$ 108,420	$ 86,899	55.51%	$ 7,744	$ 8,690
	CAPITAL OUTLAY	$ 2,412	$ -	$ -	$ 2,412	0.00%	$ -	$ 241
	Total	$ 1,437,460	$ 46,898	$ 664,862	$ 772,598	46.25%	$ 47,490	$ 77,260
Library Development	PERSONAL SERVICES	$ 1,370,232	$ 56,957	$ 810,611	$ 559,621	59.16%	$ 57,901	$ 55,962
	SERVICES AND SUPPLIES	$ 1,779,491	$ 117,583	$ 965,159	$ 814,332	54.24%	$ 68,940	$ 81,433
	SPECIAL PAYMENTS	$ 3,984,711	$ -	$ 1,740,186	$ 2,244,525	43.67%	$ 124,299	$ 224,453
	Total	$ 7,134,434	$ 174,540	$ 3,515,956	$ 3,618,478	49.28%	$ 251,140	$ 361,848
Talking Book and Braille Services	PERSONAL SERVICES	$ 1,109,975	$ 45,655	$ 605,886	$ 504,089	54.59%	$ 43,278	$ 50,409
	SERVICES AND SUPPLIES	$ 567,024	$ 10,188	$ 244,251	$ 322,773	43.08%	$ 17,447	$ 32,277
	CAPITAL OUTLAY	$ 9,046	$ -	$ -	$ 9,046	0.00%	$ -	$ 905
	Total	$ 1,686,045	$ 55,843	$ 850,137	$ 835,908	50.42%	$ 60,724	$ 83,591
Government Research Services	PERSONAL SERVICES	$ 2,973,822	$ 123,816	$ 1,724,089	$ 1,249,733	57.98%	$ 123,149	$ 124,973
	SERVICES AND SUPPLIES	$ 1,583,437	$ 25,489	$ 997,891	$ 585,546	63.02%	$ 71,278	$ 58,555
	CAPITAL OUTLAY	$ 11,013	$ -	$ -	$ 11,013	0.00%	$ -	$ 1,101
	Total	$ 4,568,272	$ 149,305	$ 2,721,980	$ 1,846,292	59.58%	$ 194,427	$ 184,629
Total		$ 14,826,211	$ 426,586	$ 7,752,935	$ 7,073,276	52.29%	$ 553,781	$ 707,328

Tuesday, October 11, 2016

OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT

		Report Period	Month Ending August, 2016							
		Target Percentage	58.33%							
Program Code	Program Code Title	Budget Object Title		Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to spend
1200	OSL BOARD	PERSONAL SERVICES	$ 1,900	$ -	$ 717	$ 1,183	37.74%	$ 51	$ 118
		SERVICES AND SUPPLIES	$22,360	$ 1,048	$ 12,561	$ 9,799	56.18%	$ 897	$ 980
		Total	$24,260	$ 1,048	$ 13,278	$ 10,982	54.73%	$ 948	$ 1,098

Tuesday, October 11, 2016

OREGON STATE LIBRARY
2015-17 BIENNIUM BUDGET REPORT

	Agency Title Report Date	OREGON STATE LIBRARY 9/30/2015	OREGON STATE LIBRARY 9/30/2016	OREGON STATE LIBRARY 10/2015 to 10/2016
Accounts	**Account Title**	**Cash Balance**	**Cash Balance**	**12 Month Change**
TALKING BOOKS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	$ 24,744.57	$ 19,125.22	$ (5,619.35)
TALKING BOOKS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	$ 1,923,647.76	$ 592,627.76	$ 38,297.00
Oregon Intermediate Term Pool (OITP)	Treasury Investment Fund	$ -	$ 1,414,888.08	$ 45,571.08
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	$ 38.74	$ 45.97	$ 7.23
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	$ 8,210.62	$ 7,565.81	$ (644.81)
TALKING BOOKS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	$ 205,367.19	$ 238,731.53	$ 33,364.34
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	$ 40,517.61	$ 40,806.24	$ 288.63
TOTAL		**$ 2,209,526.49**	**$ 2,320,790.61**	**$ 111,264.12**

Tuesday, October 11, 2016

* Since the OITP fund has not been around for at least 12 months, the 12 month change shows the change since initial investment. Similarly the 12 change doesn't reflect the withdrawl from the Endowment Fund to give a more accurate reflection of the changes.

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Oregon Document Summit: Home

Information for attendees of the Oregon Documents Summit on September 14 at the Oregon State Library

Search this Guide Go

Home

Thanks, Summit participants!

Cathryn Bowie (State of Oregon Law Library)

Sarah Cunningham (Oregon State Library)

MaryKay Dahlgreen (Oregon State Library)

Meg Eiseman (Multnomah County Library)

Christine Haupt (Oregon Institute of Technology)

Mary Beth Herkert (Oregon State Archives)

Claudia Weston Irla (Portland State University Library)

Angie Jannelli (Oregon State Library)

Valery King (Oregon State University Library)

Sue Ludington (Washington County Law Library)

Ashley Massey (Oregon Marine Board)

Jan McCoy (Oregon Department of Education)

Madeline McGregor (Oregon Travel Experience)

Victoria Mitchell (University of Oregon)

Paula Newsome (Office of the State Chief Information Officer)

Laura Orr (Washington County Law Library

Heather Pitts (Oregon State Library)

Sarah Rowland (Eastern Oregon University)

Christopher Rumbaugh (Salem Public Library)

Richard Sapon-White (Oregon State University Library)

Jey Wann (Oregon State Library)

Janet Webster (Oregon Library Association)

Arlene Weible (Oregon State Library)

Jimmy Wilder (Publisher & Distribution)

Facilitator: Katie Anderson (Oregon State Library)

The Oregon Documents Summit was held on September 14, 2016, and resulted in the following action items for the State Library

The Oregon Documents Summit, held on September 14, 2016, agreed on the following two action items:

Define Roles and Terminology

Digitize All Oregon Documents

For more details, and for other ideas, tasks, and SWOT analysis, see the documents below.

Questions, comments, suggestions? Contact Jey Wann

- Action Item: Definitions
  This action item is to review and refine or change definitions and roles associated with the Oregon Documents Depository Program
- Action Item: Digitization
  This action item is to evaluate and plan the task of digitizing all Oregon documents
- Additional ideas
  These are other ideas from the Summit
- Other Tasks for the State Library
  These are tasks that the State Library will pursue, in addition to the action items
- SWOT analysis
  This is the Strengths, Weaknesses, Opportunities and Threats analysis

Information about the Oregon Documents Depository Program

Oregon Documents Program home page

Depository Program statutes

Depository Program administrative rules

Access to the Oregon Documents Collection

- Summit Program History Presentation
  This PowerPoint presentation on the history of the Oregon Documents Depository Program was presented at the Summit

Recommendations of the LSTA Advisory Council

Agenda Item

Recommendation of the LSTA Advisory Council

Background and Summary

The LSTA Advisory Council met on September 12, 2016. The Council reviewed the final reports for the FFY 2015 competitive and statewide grants. The Council also reviewing the Grant Application (Attachment 1) and Instructions (Attachment 2) for the federal fiscal year FFY 2017.

Recommendations of the LSTA Advisory Council

1) Approval of Grant Application and Instructions for FFY 2017.

The LSTA Advisory Council considered a draft of the LSTA Application and Instructions for LSTA fund for FFY 2017.

The highlights of the guidelines:

- The grant process is a one-step process. Grant proposals will be due in April with a comment period available to grantees in March
- Grants will run from July 1, 2017 and end on June 30, 2018
- The application and instruction were rewritten to match the requirements of the Institute of Museum and Library Services.

The FFY 2017 guidelines will be published in January 2017. Proposals will be recommended at the May 2017 meeting and go to the Board for the June 2017 meeting. The Council recommends approval of the attached FFY 2017 Application and Instructions.

2) Proposal for the creation of the LSTA Grant Project of the Year

The LSTA Advisory Council recommends the creation of a LSTA Grant Project of the Year Award.

The recommended process and criteria for selecting the LSTA Grant Project of the Year: at the September LSTA Advisory Council meeting, the Council will review the final activity reports of the grants ending June 30th. During the review, the Council will select a number of grants to be considered for the LSTA Grant Project of the Year. Using the criteria below, the Council will select one grant to be recommended to the Board. Upon Board approval, the State Library staff will notify the grantee and offer a framed certificate that will be presented by the State Librarian or her designee during an event of the library's choosing.

Criteria that will be used in reviewing the grants:

- Project effectively addressed or fulfilled the stated need of the grant
- Achieved community impact
- Delivered on the outcomes
- Shared their learned experiences
- Demonstrated the ability of project to collaborate with other partners and leveraging other funding
- Showed potential of the project to have longer-term benefits and impact on an individual, an organization, a local area or a social issue
- Demonstrated innovation and/or risk

Starting with the FFY2016 grants, the Council's recommendation for the LSTA Grant Project of the Year recipient will be presented to the Board at the October meeting.

For the FFY2015 grants, a recommendation will be made at the January, 2017, meeting to the Board.

Recommendations of the State Librarian

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

Attachment 1

OREGON STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
2017 GRANT APPLICATION
DUE: April xxx, 2017 by xx

Email Microsoft Word document to ferol.weyand@state.or.us at the Oregon State Library

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ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Part 1: Applicant Information

1. Library/Organization: Click here to enter text.

2. Library's DUNS Number: Click here to enter text.

3. Project Coordinator Name and Title: Click here to enter text.

4. Email Address: Click here to enter text.

5. Business Phone Number: Click here to enter text.

6. Mailing Address: Click here to enter text.

City: Click here to enter text. **State:** Click here to enter text. **Zip:** Click here to enter text.

7. Fiscal agent (*if different than applicant*)Click here to enter text.

Part 2: Project Information

8. Project Title: Click here to enter text.

9. LSTA Funds Requested: Click here to enter text.

10. Local Cash Contributions: Click here to enter text.

11. Local In-Kind: Click here to enter text.

12. Total Project Cost: Click here to enter text.

13. Oregon's LSTA Goals (*check the one goal that best describes the project*)

☐Provide access to information resources and library services
☐Use technology to increase capacity to provide library service and expand access
☐Develop a culture in libraries that promotes evaluation and use of evaluation results
☐Develop information literacy skills
☐Foster the joy of reading

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14. This project is:

☐ New Year Click here to enter text.of Click here to enter text.
☐ Continuing Year Click here to enter text.of Click here to enter text.
☐ Statewide (OBOB, OSLIS, or Sage Courier ONLY)

15. Number of Persons Served (*Number of persons who will use or will benefit directly from this project?)* Click here to enter text.

16. Primary audience for project (*Select all that apply*)

☐Adults
☐Families
☐Immigrants/Refugees
☐Intergenerational Groups (Excluding Families)
☐Library Staff, Volunteers and/or Trustees
☐Low Income
☐Non\Limited English Speaking Persons
☐People with Disabilities
☐People with Limited Functional Literacy
☐Other Click here to enter text.
☐Pre-School Children
☐Rural Populations
☐School Age Children
☐Senior Citizen
☐Statewide Public
☐Suburban Populations
☐Unemployed
☐Urban Populations
☐Teens

17. List the geographic target area to be served by the project: Click here to enter text.

18. List partnering organizations. All partnering organizations must also sign in Element 7. See instructions for guidance on partners versus participants. Click here to enter text.

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Use the following questions to give background and summary to the project. Summary should relate to activities in the timeline (Element 4) and include statistical information to support the need for the project.

A. **What is the need and how does this project address it?**
B. **How does this project relate to your library's strategic plan?**
C. **How will you know where or not your project is successful?**
D. **What is your library's ability to undertake this project?**

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ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. <u>For section A-F limit to two pages.</u>

A. Project Intent (*Check only **one** that best describes the project***)**

Institutional Capacity

- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve library's operations

Information Access

- ☐ Improve users' ability to discover information
- ☐ Improve users' ability to obtain information resources

Lifelong Learning

- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills

Human Services

- ☐ Improve users' ability to apply information that furthers their personal, family or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health and wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills

Employment and Economic Development

- ☐ Improve users' ability to use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources

Civic engagement

- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefits(s). (Limit to 250 words)

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C. Anticipated Project Outputs – Measure of services and /or products to be created/provided. (limit to 250 words)

D. Anticipated Project Outcomes(s) – What change should be expected in the target audience's skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see *How will You Measure Your Outcomes.)* (Limit to 250 words)

E. Briefly describe how this project will be financially supported after the LSTA grant ends.

F. Digital Collections Project (If your are submitted a digital collections project, you must answer the supplemental questions listed below)

a. Describe the scope of the materials to be included in this project with special emphasis on how they relate to themes in Oregon's culture.
b. Describe the digitization standards that will be applied to this project. If they vary from the standards outlined in the ALCTS Minimum Digitization Capture Recommendations, please explain why.
c. Describe which metadata scheme will be used for the project. Please list which metadata elements will be required for all digital materials in this project.
d. Will the metadata created for this project be harvestable using OAI-PMH protocols or accessible via an open API? If no, please explain how the metadata will be made accessible to search engines or other aggregation tools.
e. Describe plans for long-term access and preservation of the digital materials in this project.
f. Describe the research conducted on copyright, ownership, privacy and cultural concerns related to digital materials in this project and how they will be addressed when making the materials publically available.

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g. If this project is funded, a project summary that outlines processes used, discusses lessons learned, and documents best practices is required to be submitted with the final report. Can you meet this requirement?
h. Describe plans for publicizing this project after its completion, including specific user groups that will be reached.
i. Describe the method for gathering and reporting usage statistics for the year following completion of this project.

G. Activity information: Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

I. ☐ **Instruction –** Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. (***check all that apply and provide a description including whether the format will be in-person, virtual or both***)

☐ Program – Formal interaction and active user engagement (e.g. a class on computer skills)

☐ Presentation – Formal interaction and passive user engagement (e.g. an author's talk)

☐ Consultation – Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units or organizations

Description: (Limit to 250 words)

II. ☐ **Content** – Involves the acquisition, development, or transfer of information and how information is made accessible (*Check all that apply and provide a description including whether the format will be physical, digital, or both*)

☐ Acquisition – Selecting, ordering and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.

☐ Creation – Design or production of an information tool or resources (e.g. digital objects, curricula, or manuals). Includes digitization or the process of

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converting data to digital format for processing by a computer.

☐ Description – apply standardized descriptive information and /or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

☐ Lending – Provision of a library's resources and collections through the circulation of materials (general circulation, reserves.) May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library uses, upon request.

☐ Preservation – Effort that extends the life of useful life of a living or non-living collection, that individual items or entities include in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

Description: (Limit to 250 words)

III. ☐ **Planning & Evaluation** – Involves design, development, or assessment of operations, services or resources and when information is collected, analyzed, and/or disseminated. (*Check all that apply and provide a description).*

☐ Retrospective – Research effort that involves historical assessment of the condition of a project, program, service, operation, resource and /or user group.

☐ Prospective – Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description: (Limit to 250 words)

IV. ☐ **Procurement** – Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. (*Provide a description*)

Description: (Limit to 250 words)

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ELEMENT 4: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Element 3: Planning and Evaluation. Please put an X in each pertaining month.

Activity	Fiscal year 2016/2017											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

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ELEMENT 5: BUDGET
The budget should clearly identify the amounts requested and from what sources. Each budget category use requires a brief explanation for the expenses.

Budget Category	LSTA	Cash Contribution	In-Kind	Total
Salaries/Wages/Benefits				
Subtotal				
Description:				
Equipment ($5,000 or more per unit)				
Subtotal				
Description				
Library Materials				
Subtotal				
Description:				

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Budget Category	LSTA	Cash Contribution	In-Kind	Total
Consultant Fees				
Subtotal				
Description:				
Travel				
Subtotal				
Description:				
Supplies/Other				
Subtotal				
Description				

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Budget Category	LSTA	Cash Contribution	In-Kind	Total
Contracted Services				
Subtotal				
Description				
Project Total				
Indirect Cost Rate Applied Click here to enter text. **%** **Indirect Cost**				
Check one: ☐ No Indirect ☐ Federally negotiated indirect cost rate* ☐ Indirect proposed cost rate* *please attach supporting documentation if required				
Description:				
Grand Total				

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ELEMENT 6: ATTACHMENTS
If you have additional resources that support your grant, please attach. (e.g. letters of support)

ELEMENT 7: CERTIFICATION AND SIGNATURES

1. Documentation of project support. Partners listed in Element 1, Part 2, Question 18 must sign. The grant applicant signs Element 7, number 4. If the fiscal agent is different than the applicant, they sign Element 7, number 5..

I HAVE READ THE PROPOSAL PRESENTED ON THE PROCEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PREDEDING PAGES.

Name Click here to enter text.
Partner Library/Organization Click here to enter text.
SignatureClick here to enter text. **Date**Click here to enter text.

2. **INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY2016/2017**

Check the Appropriate Library Type

☐ **Public Library** ☐ **Academic** ☐ **K-12** ☐ **Multi-Type** ☐ **Special/Other**

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding. I hereby certify that the library is (*check only one of the following boxes*)

A. ☐ **As individual applicant that is CIPA compliant**
The applicant library, as a public library, a public elementary school library or public Secondary school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☐ **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified that are CIPA compliant.**

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collect Internet Safety Certifications from all other who are subject to CIPA requirements. The library will keep these certifications on

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file with other application materials, and if awarded funds, with other project records.

C. ☐ **Not Subject to CIPA Requirements**
The CIPA requirements do not apply because no funds made available under this LSTA grant program will used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

3. **Certification of the grant applicant and/or fiscal agent (if different than applicant)**
   a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.

   b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.

   c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all the federal and state requirements for the administration of LSTA grants, including part Element 7, number 2 above and allowable costs described in the Allowable Costs documents found on the Library Support Website..

4. **Signature of grant applicant:**

Name of official authorized: to enter into contractual agreements for the organization. Click here to enter text.

Organization Name: Click here to enter text.

Title Click here to enter text.

_____

Signature **Date**

EmailClick here to enter text. **Phone**Click here to enter text.

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5. **Signature of fiscal agent** (if different than applicant or if applicant is not a 501 ©3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION).

Name of official authorized to enter into contractual agreements for the organization: Click here to enter text.

Title Click here to enter text.

_____

Signature **Date**

EmailClick here to enter text. **Phone**Click here to enter text.

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Attachment 2

OREGON STATE LIBRARY

INSTRUCTIONS FOR THE LIBRARY SERVICES AND TECHNOLOGY ACT

GRANT APPLICATION

FISCAL YEAR 2017

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Introduction

Welcome to the Library Services and Technology Act Grant process. The following guide will provide you with all of the information you need to complete your grant application.

This Instruction Guide Contains:

- Basic Overview (page x)
- Application Instructions (pages xx-xx)
- Application Submission Instructions (page x)

Please be sure to read over this instruction guide carefully before you begin filling out the application.

Basic Overview

Library Services and Technology Act

The Museum and Library Services Act of 2003 federally mandates the support and development of museums and libraries nationally. Each year the Oregon State Library receives a Library Services and Technology Act (LSTA) black grant from the Institute of Museum and Library Services to support the development of Oregon libraries.

The Oregon grant program is based on the purposes of the Library Services and Technology Act, which include:

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- Providing electronic and other linkages among and between all types of libraries;
- Developing public and private partnerships with other agencies and community-based organizations;
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

In accordance to the Museum and Library Services Act, Oregon has a State Plan for LSTA (2013-2017) which outlines our goals, and objectives. This plan is developed every five years with input from the library community. The priorities of this grant cycle are taken from the State Plan for LSTA. A copy of this plan is available on the Library Support and Development website (add hyperlink)

Application Instructions

The Library Services and Technology Act Grant Application is divided into the following Elements:

1. Basic Information
2. Project Background and Summary
3. Planning and Evaluation
    a. Project Intent
    b. Project Purpose
    c. Anticipated Project Outputs
    d. Anticipated Project Outcomes
    e. Future support
    f. Digital Collections Projects
    g. Project activities
4. Grant Timeline/Activities
5. Budget
6. Attachments
7. Certification and Signatures

Please read the instructions for each element carefully. It is important that you are as complete and concise as possible, so that the LSTA Advisory Council will understand your project fully.

Element 1: Basic Information

There are two sections under basic information: Applicant Information and Project Information. The first section (items 1-7) requires all of the basic contact information for the grant. (for item #2 see attachment A) The second section (items 8-18) provides an overview of important project information. The following are some important notes for each item.

Item #	Title	Notes
8	Project Title	A clear and descriptive title is important. Please limit to a 10 word title.
9	LSTA Funds Requested	This is the Grand Total from the LSTA column on the application budget page Element 5.
10	Cash Contributions	This is the Grand Total from the Cash Contribution column on the application budget page Element 5.
11	In-Kind	This is the Grand Total from the In-kind column on the application budget page Element 5.
12	Total Project Cost	Item #8 + Item #9 + Item #10 = the total cost of project
13	Oregon's Goals	Check one goal that best describe the project.
14	Duration of project	Indicate whether this is a new, continuing (Year 2) project, or statewide (OBOB, OSLIS, or Sage). Also indicate is this is a only a one year project or potentially may be a multi-year project.
15	Number of Persons Served	How many people will use or directly benefit from your project? In most cases, this is not your entire population, so please give your best estimate of people served.
16	Primary Audience	Please be sure to identify the audience(s) for this project. Select all that apply.
17	Geographic Target	Please list all cities, counties or statewide served by this project.
18	Partnering organization	List the partnering organizations and application must be signed under Element 7 – Certification and Signatures.

Element 2: Project Background and Summary

This element is limited to one page. It is an opportunity for you to provide background on your library jurisdiction and community, the research or assessment you used to identify the need for the project that you are proposing, how the project relates to your library jurisdiction's strategic plan, and what will be accomplished if you implement the project. It is very important to be clear and concise in this section because it is the introduction to your project.

Element 3: Planning and Evaluation

This element is limited to four pages. There are six items (A-F) for this element. Planning and evaluating is key to making a project successful. It is imperative that you take the time to provide information that demonstrates that your proposal has truly thought through all of the six items. The following are some important notes for each item.

A. Project Intent

Select only one of the following intents that best describe your desired outcome for the project. You may feel that several or none of these intents are good descriptions of your desired outcome, but you must select one and only one due to federal reporting requirements.

Intents
Institutional Capacity • Improve the library workforce • Improve the library's physical and technological infrastructure Improve library operations
Information Access • Improve users' ability to discover information • Improve users' ability to obtain information resources
Lifelong Learning • Improve users' formal education • Improve users' general knowledge and skills
Human Services • Improve users' ability to apply information that furthers their personal, family, or household finances • Improve users' ability to apply information that furthers their personal or family health & wellness • Improve users' ability to apply information that furthers their parenting and family skills
Economic & Employment Development • Improve users' ability to use resources and apply information for employment support • Improve users' ability to use and apply business resources
Civic Engagement: • Improve users' ability to participate in their community • Improve users' ability to participate in community conversations around topics of concern

B. Project Purpose

The purpose statement should answer the following questions: We will do what, for whom, for what expected benefit(s).

Example: *The Springfield County Library's "It's Never Too Early" program will provide a series of structured activities (including story hours and developmental reading kits) for children ages birth to five and their parent/caregivers to increase the amount of reading time young children have with adults and enable pre-school children to start kindergarten on time.*

C. Anticipated Project Outputs

Outputs are measures of services and/or products to be created/provided.

Examples:

- 3 training workshop will be held
- 15 story hours will be held
- 150 individuals will be trained
- 1,000 photographs will be digitized
- 100 promotional bookmarks will be created and distributed
- 50 children and caregivers will have participated
- 5 kits will be created and given to each branch

D. Project Outcomes

Outcomes are changes in a target audience's skills, knowledge, behavior, attitude, and/or status or life condition.

Outcomes are:

- measurable;
- stated in terms of who, what, when, and how much;
- stated in terms of how they will be measured;
- clear on how much change is expected;
- stated in numerical terms.

Measuring Your Outcomes

The How Will You Measure Your Outcomes? is designed to help you think about how best to gather data on your outcomes. Please refer to that document for examples of outcomes statements and data collection methods.

E. Future Funding

State how you will be able to sustain this project beyond the project end date. How will on-going activities be paid for after then end of the grants, how will this be sustained in current staff workflow, and how will materials/products will be maintained or replaced.

F. Digital Collections Projects

G. Activity Information

Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified with details in the application (Instruction, Content, Planning & Evaluation, Procurement), each with select methods to help you describe how you will carry out this project and further specified by Mode and Format. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

Activity	Mode	Format & Definition
Instruction	• Program • Presentation/Performance • Consultation/Drop-in/Referral • Other (describe)	• In-person (Carried out face-to-face.) • Virtual (Mediated by a computer, computer network, or mobile device.) • Combined In-person & virtual (Delivered both in-person and via a computer, computer networked, or mobile device.) • Other (describe)

Content	• Acquisition • Creation • Description • Lending • Preservation • Other (describe)	• Digital (Computer-mediated. The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. • Physical (Medium in or on which information (data, sound, images, etc.) is stored (for example, paper, film, magnetic tape or disk, etc.). The medium may be encased in a protective housing made of another material (plastic, metal, etc.). • Combined digital and physical
Planning & Evaluation	• Prospective • Retrospective	• In-house • Third party
Procurement	• n/a	• n/a

Element 4: Grant Timeline/Activities

This basic table is designed to show the major project activities and when they begin and end. Simply list the activity and put an x in the boxes to indicate the months that the activity will be done. For example:

Activity	**Fiscal Year**					
	Oct	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Meet with children's librarians to create reading kits	**X**					
Order materials and put together reading kits		**X**	**X**	**X**	**X**	**X**

In the first example, there is only one meeting. In the second example it is an activity that will begin in November and be completed in March.

Element 5: Budget

The budget table is designed to provide detailed information about the requested funding. Please round all figures to the nearest dollar (ex. $100 instead of $99.95). There are several budget categories. The following describes what kinds of expenses should be put in each category. Each budget category on your application ***requires*** a brief explanation for the expenses.

Category	
Salaries, Wages, Benefits	Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project regardless of funding type (LSTA/Cash Contributions /In-kind). Description should include position titles (but not individual names) and number of hours, dollars per hour and FTE.
Equipment ($5,000 or more per unit)	A single item valued at $5,000 or more per unit. Written approval from the IMLS Program Office is needed prior to the purchase of equipment over $5,000 per unit. Requests must detail the proposed expenditure and reference the relevant LSTA 5 Year Plan. Approved items costing $4,999 or under are considered small equipment and are reported under Supplies/Other.
Library Materials	Books, periodicals, audiovisual formats, microforms, and other library materials to become the library's cataloged collection. Giveaway books are not considered as Library Materials and should be reported under Supplies/Other.

Consultant Fees	All expenses related to acquiring the services of a consultant for a specific activity within the project should be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Description should include expertise of consultant along with actions/contributions to project and name of consultant.
Travel	Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times when using LSTA funds. Description should include number of travelers, who they are, and types of travel expenditures, including how costs are calculated.
Supplies/Other	Include costs for small equipment (less than $4,999 per unit), communication costs, postage, duplication, publicity, etc. Description should include quantities acquired and per-unit cost.
Contracted Services	Project activities to be undertaken by a third-party contractor or vendor, including a formal partner. Databases should be described here and names of vendors included. Other examples are reference services, maintenance of equipment and vehicles, and building equipment lease and rental. Description should include type of services provided.
Indirect Costs	An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. You can choose to: • Not request any indirect costs. • Use a current approved indirect cost rate with a federal agency or one pending review to be approved by project award date, i.e. June 30. Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-profit organizations. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. We will only accept federally negotiated indirect cost rates that are current at the time awards are made. If you are unsure whether this applies to your library, consult the regulations below and your organization's grants, finance, and/or legal department to determine how to proceed. * • Use an indirect cost rate not to exceed 10% of modified total direct costs if you do not have a current or pending federally negotiated indirect cost rate and you are not subject to other requirements. Except for those non-Federal entities described in Appendix VII to 2 CFR Part 200 (States and Local Government and Indian Tribe Indirect Cost Proposals)**, you may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than $35 million in direct Federal funding per year may use the 10% de minimis indirect cost rate, as may Indian Tribes that have never negotiated indirect cost rates with the Federal government, and applicants must keep the documentation of this decision on file.

	MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first $25,000 of each subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of $25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required. For States, Local Governments, and Indian Tribes that receive more than $35 million in direct Federal funding per year that have never had a federally negotiated indirect cost rate refer to Appendix VII ** for further information. * More information can be found at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl ** For States, Local Governments, and Indian Tribes refer to aforementioned Appendix VII for further information: http://www.ecfr.gov/cgibin/textidx?SID=82e69a7bb23681b51e80b4cbdbc1546b&mc=true&node=ap2.1.200_1521.vii&rgn=div9
Cash Contributions	Refers to the applicant's estimated cash outlay, including money that may be contributed to the applicant by other public agencies and institutions, private organizations and/or individuals. If the applicant will be appropriating funds specifically for the project then that would be a cash contribution. In most cases an applicant's contribution will be in-kind.
In-kind Contributions	Refers to the value put on materials, equipment, staff time or services that are given without charge to the program or organization. In this case the applicant should be able to substantiate the value assigned to the contributions and how they assist the project. In the final narrative report actual in-kind contribution values as compared to projected contributions should be reported.

Element 6: Attachments

Attachments should provide supporting data for information provided in the narrative. Examples of attachments include:

- letter of support from individuals or groups directly involved in the project;
- a list of contacts made or other projects visited
- citations from reports supporting the needs statement
- staff position descriptions
- sample evaluation tools
- other information that supports your grant narrative, e.g. information about research based models
- description and expertise of any consultants to be used

Element 7: Certification and Signatures

Documentation of project support: An authorized representative of all partners listed under Element 1, Part 2, Question 18 must indicate by their signature that they have read the application and are committed to carrying out the project. Applicants may submit multiple copies of this page, each with an signature if they wish.

The Institute of Museum and Library Services establishes guidelines to ensure that the Oregon State Library's implementation of the Children's Internet Protection Act (CIPA) complies with the 2003 decision of the US Supreme Court. The Oregon State Library is required by 20 U.S.C. Section 9134(b)(7) to provide assurance that we will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries.

Under CIPA, Oregon State Library must assure the Federal Government that no funds will be made available for public libraries and public elementary and secondary school libraries to purchase computers to access the Internet or pay for the direct costs of accessing the Internet unless the libraries have certified that they have Internet safety policies and technology protection measures, e.g., software filtering technology, in place. The library submitting this application must collect certifications from libraries subject to CIPA that apply for Library Services and Technology Act (LSTA) funding. Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain IMLS State Program funding which will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

The Internet Certification form included with the grant application must be signed when a public library, public elementary school library or public secondary school library is participating in the application.

An authorized representative of a library applying for LSTA funding, must certify that the library is one of the following:

An individual applicant that is CIPA compliant.
The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.
All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

Not Subject to CIPA Requirements.
The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Please be sure to have the authorized representative sign the certification page. In most cases, it will be your Library Director or another local official.

Application Submission

Email the application in Microsoft Word or compatible format (no PDF's please) to Ferol.weyand@state.or.us by April, 2017.

Recommendations of the Talking Book and Braille Advisory Council

Agenda Item

Recommendations of the Talking Book and Braille Library Advisory Council

Background and Summary

The Talking Book and Braille Library Advisory Council met at the State Library on September 8, 2016, and adopted the following recommendation to the State Library Board: add $10,000 to the *Talking Book and Braille Library Annual Donation Expenditure Plan for Program Enhancements and Solicitation July 1, 2016 to June 30, 2017* (See Attachment 1). This will raise the total budgeted amount from $98,900 to $108,900.

The purpose of the additional funds is to update and add functionality to the Talking Books donation page. Currently, the Talking Books donation page only gives donors two options when making a donation: Current Needs or Future Projects. There is no option for a calendar request, no option to indicate if the donation is being made in honor or memory of someone, and no option to include any special instructions.

With these funds, Talking Books is asking the state web developer to update the functionality of the donation page so that not only our patrons, but also friends and family, have more options for how to donate money and can more adequately express the intent of their donation. Talking Books will also receive more information through the system to take appropriate action when a donation is made.

Specific updates that are being required are as follows:

- Adding the option for making a calendar donation, including fields indicating where to mail the calendar.
- Adding the option for a memorial donation, including fields to indicate who the donation is being made in memory of and who should be notified about the donation.
- Changing the donation options from current needs/future projects to current spending/long-term saving.

Recommendations of the State Librarian

The State Librarian concurs with the recommendations of the Talking Book and Braille Library Advisory Council.

Attachment 1

Talking Book & Braille Library Annual Donation Expenditure Plan for Program Enhancements and Solicitation July 1, 2016 to June 30, 2017 Revised October 28, 2016

This plan proposes expenditures from Talking Books expendable donation funds accumulated from solicitations, that is, donations Talking Books requested, and designated as available for spending on enhancement projects, solicitation costs, outreach and volunteer expenses.

The Talking Book and Braille Library Endowment Fund policy requires that other donations such as undesignated bequests, trusts, and annuities received that are not requested or designated are credited to the Talking Books Library Endowment Fund.

The grand total of requests is listed first followed by numbered categories that are subtotaled. Individual expenditure amounts follow in each subtotal category. The first column is 2015-16 budgeted expenditures and the second column is 2016-17 budgeted expenditures.

Grand total $108,900

2015-16 total $135,700

1. Customer Service Enhancements	**$34,700**	**$44,300**
a. Large print calendar	**$13,500**	**$13,500**

Continue the printing and distribution of the large print 12 month calendars for the program's customers.

b. Oregon Talking Book Project	**$5,000**	**$5,000**

This would provide professional digital recording and narration to enhance the Oregon Collection. We may continue working with the New Mexico State Library or the Idaho State Library on this project, using their facilities and narrators or develop a partnership with local recording studios.

c. NFB-NEWSLINE	**$12,000**	**$12,000**

NFB-NEWSLINE is a service offered by the National Federation for the Blind that allows blind and low vision people to call on the telephone and access over 200 newspapers across America. The Oregonian, Eugene Register Guard, Statesman Journal and AP of Oregon are part of the service.

d. League of Women Voter's Guide **$2,500** **$2,500**
In partnership with the League of Women Voters of Oregon, provide the Non-partisan League of Women Voter's Guide in cartridge, CD, large print and Braille to the Talking Book patrons.

e. Descriptive Videos **$200** **$300**
To purchase newly released descriptive videos. Descriptive videos describe key visual elements such as settings, characters or action of the movie.

f. Summer Reading Program **$500** **$1,000**
Support the summer reading program with purchasing prizes and giveaways and printing costs.

g. Library Cards **$1,000** **$0**
The design, printing and distribution of library cards to Talking Books' student patrons. The upkeep of this project will be covered by state funds.

h. Patron Centric Cartridges **$0** **$10,000**
Patron centric cartridges will allow Talking Books to customize a cartridge for a specific patron. This amount will cover the one time startup costs of a dedicated computer, hard drive storage for the audio books and set up fees with the ILS vendor.

2. Solicitation Costs $46,100 $57,100

a. Printed Materials for direct mail **$7,000** **$7,000**
We send two direct mail solicitations out every year. This budget item covers letterhead, envelopes, postage and mailing services for these.

b. Fund Development Database **$1,500** **$1,500**
Continue the annual maintenance agreement to assure that we have the technical support and regular updates for the software.

c. Office Assistant **$5,000** **$6,000**
Continuation of the part-time office assistant to handle data and gift entry and other administrative tasks.

d. Fund Development Coordinator **$32,600** **$32,600**
Support for the Volunteer/Fund Development Coordinator. This position is responsible for coordinating the appeals, processing donations and bequests, and overseeing planned giving. This also covers the administration costs of the donation program.

e. Upgrade the Talking Books donation page $0 $10,000
The monies will be to use to upgrade the Talking Books donation page to be able to take calendar requests, to indicate if the donation is made in honor or memory of someone and to put in special instructions.

3. Outreach to new patrons $5,000 $5,500

a. Outreach $5,000 $5,500
This pays for costs associated with participation in public outreach events such as conferences and supporting materials.

4. Volunteer Expenses $2,000 $2,000

Talking Books is highly dependent on volunteer assistance. The fees in this category pay for direct expenses related to the volunteer program as well as events to recognize and motivate volunteers.

a. Parking $1,500 $1,500
Parking key cards, parking space rental and bus passes for Talking Books volunteers

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

5. Core Services Support $47,900 $0

a. State Library Specialist 1 $47,900 $0
Circulation/Equipment technician is responsible for the daily circulation of audio books and equipment. As of July 1, 2016, the costs of this position will be covered by state funds.

Appointments to the 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, five vacancies on the LSTA Advisory Council, and no 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 October 28th, 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 the Board Advisory Council nominees.

Library Services and Technology Act Advisory Council:

Academic Libraries Representative
Mark Peterson, Portland/Metro
Bio: Mark is the Collection Development Librarian at Mount Hood Community College Library. He has experience with both library specific grant opportunities and collaborating with institutional grant writers for more broadly applicable grant endeavors.

Information Technology Representative
Brent Miller, Central
Bio: Brent is the Sage Library System Systems Librarian stationed at the Hood River County Library. He has experience in assessing different technology solutions for the Sage Library System.

Library User Representative
Betsy Chase, Coastal
Bio: Betsy is a member of the Tillamook County Library's Board and has served with distinction.

Public Library Representative
Matthew Baiocchi, Coastal
Bio: Matthew is the Reference Librarian at the Driftwood Public Library in Lincoln City. He has six years of reference experience and five years of working with technology in public libraries.

Underserved/Underrepresented Representative
Richenda Hawkins, Willamette Valley
Bio: Richenda is the Instructional Services Librarian at the Linn-Benton Community College Library. She has worked in libraries for 20 years, mainly in academic but also public and tribal libraries. She is an active member of the American Indian Library Association and REFORMA.

Talking Book and Braille Library Advisory Council:

Public Librarian Representative
Cami Nielson, Southern
Bio: Cami is the lead employee for the Klamath County Library Outreach Department, bringing library services beyond the walls of the library and throughout all of Klamath County. Her background is in nursing, and after the birth of her second child, Cami and her husband relocated to Klamath Falls. She has been with the Klamath County Library since 2008. Recently, she also became a member of the Klamath Chapter of American Council for the Blind. She works every day to help guide those in need of services.

2016 – 2017 Ready to Read Grants

Agenda

2016-2017 Ready to Read Grants

Background and Summary

Grant program description:

The Ready to Read grant program is state funding that is distributed to legally established public libraries in Oregon. The purpose of the grant is for libraries to establish, develop, and improve early literacy services for children 0-6 years old and the statewide summer reading program for youth 0-14 years old. The State Library uses a formula based on Oregon Revised Statute 357.780 and Oregon Administrative Rules 543-040-0020 and 543-040-0023 to calculate how much each library may apply for every year. Libraries apply for the exact amount calculated by the State Library, no more or less. The funding formula is weighted, 80% on population and 20% on square miles, to address geographically underserved communities in Oregon. There is a minimum grant of $1,000 for libraries in the smallest communities. The grant amount changes every year based on the state general fund allocation, changes in the number of people each library serves, and changes in the square miles of library service areas.

2017 grantees:

One hundred and thirty four legally established public libraries were eligible to apply for a 2017 Ready to Read grant. All 134 libraries submitted satisfactory applications and will receive their funds by December 31, 2016.

2017 Ready to Read grant funding summary:

- Total amount to be awarded: $707,963
- Largest grant: $101,084
- Number of $1000 minimum grants: 52
- Average grant amount: $5,283
- Smallest base grant if there were no minimum grant: $34
- Attached is a list of the grants to be awarded

Types of projects to be funded in 2017:

Most libraries applied to spend 2017 Ready to Read grant funds on early literacy storytimes and/or giveaway books (incentives), books and audiobooks for their circulating collection, reading logs, activity supplies, and promotional materials for the statewide summer reading program. Several libraries applied to spend 2017 Ready to Read grant funds on 1000 Books Before Kindergarten, Every Child Ready to Read early literacy training for caregivers, providing the summer reading program in Spanish (print materials and/or hiring bilingual staff), and to reach out to engage underserved youth in

the summer reading program (primarily via partnerships with the Summer Food Service Program, migrant housing, and low-income housing).

Here are a few of particular interest:

- Ledding Library (Milwaukie) plans to provide early literacy training, storytimes, parent resources, and early literacy training for teen parents at local high schools, low-income families at Head Start preschools, and Spanish-speaking families at Metropolitan Family Services pre-kindergarten Ready, Set, Go! program. They also plan to increase the participation of underserved youth in their summer reading program by taking the activities and giveaway books to the Town Center Station Apartments and North Clackamas Schools' Summer Food Service Program sites.

- Oregon City Public Library plans to work with youth to develop a community project in the spring, partner with the local police department and fire department to sponsor a good-spirited competition between the departments to see which one can work with youth to "earn" the most resources for their community project by reading and participating in the summer reading program the most, and youth will implement their community project in the fall. Grant funds will be used for summer reading program materials, like reading logs, and giveaway books.

- Sandy Public Library plans work with the kindergarten teachers at the Oregon Trail School District to identify kindergarten readiness apps for families with preschoolers, purchase iPads for families with preschoolers to use in the library, install kindergarten readiness apps and ebooks on the iPads, and offer workshops for parents about how to use iPads and other devices with their children to foster early learning. This project aligns with the American Library Association's Association for Library Services to Children's Media Mentorship initiative.

- Hood River County Library plans to provide free weekly bus service from Odell Wy'east Middle School to the Hood River Public Library. The principal at the middle school sends out a school wide automated phone call every Friday night reminding families about the bus to the library on Saturday. The families arrive at the library at 10:00am and the library provides bilingual storytime at 10:15am, free time to use library resources and check books out at 10:45am, and a movie at 11:00am. A local bagel shop provides food during the movie and the bus leaves at 1:00pm.

- Josephine Community Libraries plans to launch a monthly Young Master Gardeners story and activity time for preschoolers. Monthly sessions will include a hands-on gardening, plants, or biology activity and reading fiction and non-fiction picture books related to the activity to illustrate, explain, and entertain. This is in addition to their regular storytimes and early literacy trainings also funded by Ready to Read.

- Stayton Public Library plans to partner with local schools to schedule some evening events for students and their parents to meet their teacher for next year at the library to ease the transition to a new class. This is in addition to their regular summer reading program activities also funded by Ready to Read.

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
BAKER COUNTY	2,586							
Baker CLD		16,425	2,586	3089	$2,012	$4,715	$6,727	**6,727**
BENTON COUNTY	10,814							
Corvallis/Benton CPL		82,738	10,814	675	$8,413	$1,030	$9,443	**9,443**
CLACKAMAS COUNTY	71,839							
Canby PL		23,071	4,155	60	$3,232	$91	$3,324	**3,324**
Clackamas CL		38,166	6,873	7	$5,347	$11	$5,358	**5,358**
Estacada PL		16,504	2,972	773	$2,312	$1,180	$3,493	**3,493**
Gladstone PL		19,760	3,558	5	$2,768	$8	$2,777	**2,777**
Happy Valley L		51,145	9,210	38	$7,166	$58	$7,224	**7,224**
Lake Oswego PL		45,177	8,136	15	$6,329	$23	$6,353	**6,353**
Ledding L (Milwaukie)		38,791	6,986	12	$5,435	$18	$5,453	**5,453**
Molalla PL		22,412	4,036	404	$3,140	$617	$3,757	**3,757**
Oregon City PL		55,913	10,069	110	$7,834	$169	$8,002	**8,002**
Sandy PL		29,628	5,336	394	$4,151	$602	$4,753	**4,753**
West Linn PL		29,065	5,234	18	$4,072	$27	$4,099	**4,099**
Wilsonville PL		29,288	5,274	45	$4,103	$69	$4,172	**4,172**
CLATSOP COUNTY	6,226							
Astoria PL		9,580	1,580	11	$1,229	$17	$1,247	**1,247**
Seaside PL		22,995	3,792	1057	$2,951	$1,613	$4,564	**4,564**
Warrenton Community L		5,175	853	17	$664	$26	$690	**1,000**
COLUMBIA COUNTY	9,002							
Clatskanie LD		5,898	1,054	125	$820	$191	$1,011	**1,011**
Rainier PL		1,905	340	3	$265	$4	$269	**1,000**
Scappoose LD		13,095	2,339	47	$1,820	$72	$1,892	**1,892**
St. Helens PL		12,607	2,252	6	$1,752	$8	$1,761	**1,761**
Vernonia PL		2,065	369	1	$287	$2	$289	**1,000**
COOS COUNTY	9,785							
Bandon PL		3,105	482	3	$375	$5	$380	**1,000**
Coos Bay PL		16,470	2,558	16	$1,990	$24	$2,015	**2,015**

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
Coos CLSD		24,865	3,863	1596	$3,005	$2,436	$5,441	**5,441**
Coquille PL		3,870	601	3	$468	$5	$472	**1,000**
Flora M. Laird L (Myrtle Point)		2,525	392	2	$305	$3	$308	**1,000**
Hazel M. Lewis L (Powers)		695	108	1	$84	$2	$86	**1,000**
Lakeside PL		1,705	265	2	$206	$3	$209	**1,000**
North Bend PL		9,755	1,515	4	$1,179	$6	$1,185	**1,185**

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
CROOK COUNTY	3,427							
Crook CL		21,085	3,427	2991	$2,666	$4,565	$7,231	**7,231**
CURRY COUNTY	2,613							
Agness Community LD		130	15	334	$12	$510	$522	**1,000**
Chetco Community PLD (Brookings)		13,720	1595	405	$1,241	$618	$1,859	**1,859**
Curry PLD (Gold Beach)		5,131	597	323	$464	$493	$957	**1,000**
Langlois LD		748	87	136	$68	$208	$275	**1,000**
Port Orford LD		2,414	281	270	$218	$412	$631	**1,000**
DESCHUTES COUNTY	31,840							
Deschutes PLD		170,740	31,840	3055	$24,771	$4,663	$29,434	**29,434**
DOUGLAS COUNTY	17,308							
Douglas CL System		109,910	17,308	5071	$13,465	$7,740	$21,205	**21,205**
GILLIAM COUNTY	287							
Arlington PL		605	88	1	$68	$2	$70	**1,000**
Gilliam CPL		1,370	199	1222	$155	$1,865	$2,020	**2,020**
GRANT COUNTY	1,006							
Grant CPL		7,430	1,006	4528	$783	$6,911	$7,694	**7,694**
HARNEY COUNTY	1,221							
Harney CL		7,295	1,221	10228	$950	$15,611	$16,561	**16,561**
HOOD RIVER COUNTY	4,903							
Hood River CLD		24,245	4,903	533	$3,814	$814	$4,628	**4,628**
JACKSON COUNTY	36,439							
Jackson County LD		210,975	36,439	2801	$28,349	$4,275	$32,624	**32,624**
JEFFERSON COUNTY	4,321							
Jefferson CLD		18,519	3,562	2496	$2,771	$3,810	$6,581	**6,581**
JOSEPHINE COUNTY	13,194							
Josephine CL System		83,720	13,194	1641	$10,265	$2,505	$12,769	**12,769**
KLAMATH COUNTY	11,578							
Klamath CLSD		67,110	11,578	6135	$9,008	$9,364	$18,372	**18,372**
LAKE COUNTY	1,094							

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
Lake CLD		8,010	1,094	8359	$851	$12,758	$13,610	**13,610**
LANE COUNTY	54,616							
Cottage Grove PL		9,875	1,489	3	$1,159	$5	$1,163	**1,163**
Eugene PL		163,400	24,642	45	$19,172	$68	$19,240	**19,240**
Fern Ridge Community LD (Veneta)		12,558	1,894	181	$1,473	$276	$1,750	**1,750**
Junction City PL		5,870	885	3	$689	$5	$694	**1,000**
Lane LD (Creswell)		8,837	1,333	58	$1,037	$89	$1,126	**1,126**
Lowell PL		1,065	161	1	$125	$2	$126	**1,000**
Oakridge PL		3,240	489	1	$380	$2	$382	**1,000**
Siuslaw PLD (Florence)		17,451	2,632	97	$2,048	$148	$2,196	**2,196**
Springfield PL		60,135	9,069	16	$7,056	$24	$7,080	**7,080**
LINCOLN COUNTY	6,507							
Driftwood L (Lincoln City)		8,485	1,169	5	$910	$8	$917	**1,000**
Lincoln CLD		22,285	3,071	973	$2,389	$1,485	$3,874	**3,874**
Newport PL		10,165	1,401	8	$1,090	$12	$1,102	**1,102**
Toledo PL		3,490	481	2	$374	$3	$377	**1,000**
Waldport PL		2,075	286	2	$222	$3	$225	**1,000**
Yachats PL		725	100	1	$78	$2	$79	**1,000**
LINN COUNTY	24,422							
Albany PL		51,670	9,849	18	$7,662	$27	$7,689	**7,689**
Brownsville PL		1,690	322	1	$251	$2	$252	**1,000**
Halsey PL		915	174	1	$136	$1	$137	**1,000**
Harrisburg PL		3,645	695	1	$541	$2	$542	**1,000**
Lebanon PL		15,740	3,000	5	$2,334	$8	$2,342	**2,342**
Lyons PL		1,160	221	1	$172	$2	$174	**1,000**
Scio PL		580	111	1	$86	$2	$88	**1,000**
Sweet Home PL		9,090	1,733	7	$1,348	$10	$1,358	**1,358**
MALHEUR COUNTY	6,483							
Nyssa PL		3,285	677	1	$526	$2	$528	**1,000**
Ontario LD		26,320	5,420	9926	$4,217	$15,150	$19,367	**19,367**

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
Emma Humphrey L (Vale)		1,875	386	1	$300	$2	$302	**1,000**
MARION COUNTY	75,815							
Chemeketa CRLS (Marion/Polk/Yamhill)		178,866	38,302	2446	$29,799	$3,733	$33,532	**33,532**
Jefferson PL		3,165	675	1	$525	$2	$527	**1,000**
Mt. Angel PL		3,410	728	1	$566	$2	$568	**1,000**
Salem PL		160,690	34,287	49	$26,675	$75	$26,750	**26,750**
Silver Falls LD (Silverton)		19,937	4,254	186	$3,310	$284	$3,594	**3,594**
Stayton PL		7,725	1,648	3	$1,282	$5	$1,287	**1,287**
Woodburn PL		24,670	5,264	5	$4,095	$8	$4,103	**4,103**
MORROW COUNTY	2,515							
Ione PL		936	202	375	$157	$572	$730	**1,000**
Oregon Trail LD (Morrow)		9,747	2,108	1109	$1,640	$1,693	$3,333	**3,333**
MULTNOMAH COUNTY	129,019							
Multnomah CL		77,929	129,019	464	$100,376	$708	$101,084	**101,084**
POLK COUNTY	10,399							
Dallas PL		15,040	2,997	5	$2,332	$8	$2,340	**2,340**
Independence PL		8,775	1,749	3	$1,361	$5	$1,365	**1,365**
Monmouth PL		9,640	1,921	2	$1,495	$3	$1,498	**1,498**
Wagner PL (Falls City)		1,276	254	1	$198	$2	$199	**1,000**
SHERMAN COUNTY	285							
Sherman CL		1,790	285	831	$222	$1,268	$1,490	**1,490**
TILLAMOOK COUNTY	4,214							
Tillamook CL		25,690	4,214	1125	$3,278	$1,717	$4,996	**4,996**
UMATILLA COUNTY	17,173							
Adams PL		370	80	1	$62	$2	$64	**1,000**
Athena PL		1,140	247	1	$192	$2	$194	**1,000**
Echo PL		705	153	1	$119	$2	$121	**1,000**
Helix PL		195	42	1	$33	$2	$34	**1,000**
Hermiston PL		17,521	3,801	8	$2,957	$12	$2,969	**2,969**
Milton-Freewater PL		7,070	1,534	2	$1,193	$3	$1,196	**1,196**

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
Pendleton PL		16,849	3,655	11	$2,844	$17	$2,861	**2,861**
Pilot Rock PL		1,505	327	1	$254	$2	$256	**1,000**
Stanfield PL		2,125	461	2	$359	$3	$361	**1,000**
Ukiah PL		236	51	498	$40	$760	$800	**1,000**
Umatilla CSLD		23,694	5,141	2707	$3,999	$4,132	$8,131	**8,131**
Umatilla PL		7,060	1,532	4	$1,192	$6	$1,198	**1,198**
Weston PL		685	149	1	$116	$2	$117	**1,000**
UNION COUNTY	5,017							
Cook Memorial (La Grande)		21,006	3,958	1132	$3,079	$1,728	$4,807	**4,807**
Elgin PL		2,248	424	226	$330	$345	$674	**1,000**
North Powder PL		578	109	226	$85	$345	$430	**1,000**
Union PL		2,793	526	453	$409	$691	$1,101	**1,101**
WALLOWA COUNTY	1,170							
Enterprise PL		1,940	320	2	$249	$3	$252	**1,000**
Joseph PL		1,095	180	1	$140	$2	$142	**1,000**
Wallowa CL		3,255	536	3149	$417	$4,806	$5,224	**5,224**
Wallowa PL		810	133	1	$104	$2	$105	**1,000**
WASCO COUNTY	4,957							
Dufur School/Community L		2,055	386	499	$301	$762	$1,062	**1,062**
Southern Wasco CL (Maupin)		2,689	505	940	$393	$1,435	$1,828	**1,828**
The Dalles-Wasco CL		14,515	2,729	7	$2,123	$11	$2,133	**2,133**
Wasco CLSD		6,001	1,128	200	$878	$305	$1,183	**1,183**
WASHINGTON COUNTY	116,806							
Banks PL		1,775	365	1	$284	$2	$285	**1,000**
Beaverton PL		94,215	19,371	20	$15,071	$30	$15,100	**15,100**
Cornelius PL		11,900	2,447	2	$1,904	$3	$1,907	**1,907**
Forest Grove PL		23,080	4,745	6	$3,692	$9	$3,701	**3,701**
Hillsboro PL		97,480	20,042	24	$15,593	$37	$15,629	**15,629**
North Plains PL		2,015	414	1	$322	$2	$324	**1,000**
Sherwood PL		19,080	3,923	4	$3,052	$6	$3,058	**3,058**
Tigard PL		49,280	10,132	12	$7,883	$18	$7,901	**7,901**

Grant Recipient	*Youth 0-14 in County*	*Total Population Served*	*Youth 0-14 Served*	*Approx. Sq. Miles*	*Population Allocation (Per Youth)*	*Sq. Mile Allocation*	*Grant Base*	***Total Grant***
Tualatin PL		26,590	5,467	8	$4,253	$12	$4,266	**4,266**
Washington County CLS		242,692	49,899	649	$38,821	$991	$39,811	**39,811**
WHEELER COUNTY	203							
Fossil PL		475	67	1	$52	$2	$53	**1,000**
Spray School/PL		395	55	605	$43	$923	$967	**1,000**
YAMHILL COUNTY	20,589							
Amity PL		1,620	319	1	$248	$2	$250	**1,000**
Mary Gilkey PL (Dayton)		2,590	510	1	$397	$2	$399	**1,000**
McMinnville PL		33,080	6,519	5	$5,072	$8	$5,079	**5,079**
Newberg PL		22,900	4,513	6	$3,511	$9	$3,520	**3,520**
Sheridan PL		6,115	1,205	1	$938	$2	$939	**1,000**
Willamina PL		2,045	403	1	$314	$2	$315	**1,000**
TOTALS	**719,673**	**3,157,929**	**694,141**	**88454**	**$540,036**	**$135,009**	**$675,045**	**707,963**

Correspondence

From: John Thickett
Sent: Saturday, August 27, 2016 1:34 PM
To: talkingbooks.info@state.or.us
Subject: Thanks so much!

Dear Talking Books,

Recently, my dad (Virgil Nelson) was registered with the Talking Books program. He received his equipment and was anxiously awaiting his first book. He soon after got the "Trader of Secrets" tape by Steve Martini. After some experimentation and listening to this book for awhile, Dad became very comfortable with the process and thoroughly enjoyed the talking book experience! He had a hard copy of the book and was able to follow along, or look ahead to see where the next chapter would start and then would listen for some key sentences that signaled the end of the current chapter. He enjoys being able to just listen to the story since he can't read for very long without his eyes getting very tired and he doesn't see like he used to.

He has one more John Grisham book at home that he can start listening to. I got on your website today and requested two more books for him. He has sent the tape back that he has listened to and can start this one while waiting for another to come in the mail.

We just wanted to thank you for having such a wonderful program! It has given him the joy of reading again without the vision issues. He said how much he enjoyed the book and wouldn't have had so much enjoyment if he hadn't had the talking book. All of the people I have dealt with through email or on the phone have been incredibly helpful and so nice to work with! We appreciate all of you so much!

Take care and, again, it is so rewarding to work with such a program! Thank you!

Sincerely, Lori Thickett 😊 👍

From: Nickerson Sean
Sent: Monday, September 12, 2016 3:53 PM
To: MaryKay Dahlgreen
Subject: FW: Web Site - Training Materials

MaryKay,

What a pleasant young lady and very helpful in answering my question.

Thanks,

Sean Nickerson
Project Solutions, Sr. Project Manager
550 Capitol Street NE, Salem, OR 97301
OregOneligibility

From: Kate McGann
Sent: Monday, September 12, 2016 3:14 PM
To: Nickerson Sean
Subject: RE: Web Site - Training Materials

Hi Sean

Thank you for the information. The library is aware that state agencies are using Lynda.com and we have discussed this product internally. We are in the middle of our subscriptions project where we are gathering subscription information from state agencies and this also indicates the usage of Lynda.com by agencies. We do not offer this product at this time but it is something we have explored. Since LinkedIn purchased Lynda.com in Spring 2015 – it appears to be going through some changes. I have some data on pricing and also some options for accessing the product. However Lynda personnel had communicated that there might be some changes coming so giving it a little time– we had a trial to it last year for staff and a few state agency folks. It is a really nice product – we have also learned (from our subscriptions gathering) some agencies use similar products (at least one thus far!) – but Lynda is definitely the one in most demand.

Thank you again for the communication .. so happy you are a member of our Advisory group.

Kate/OSL

Kate McGann
Oregon State Library

From: Past President
Sent: Sunday, September 11, 2016 8:52 PM
To: MaryKay Dahlgreen
Subject: Appreciation from OASL

MaryKay,
I know that sometimes people only send letters when things are going wrong. I wanted to make sure that I spent some time as I come to the end of my term, expressing my thanks for all the people and organizations that make possible the work that OASL does. My appreciation for the work of the Oregon State library has grown immensely in the last year, not only for the multifaceted work that you do, but also for the kindness with which you do it.
Sometimes, as budgets get tight, it is the quiet but forceful work that gets cut, because there haven't been enough people expressing how much they appreciate what you do.
I know that school libraries are just a piece of what the Oregon State Library supports, which makes the Oregon State Library all the more amazing.
I wanted you to have a more formal letter of appreciation, just in case anyone didn't understand how vital the Oregon State Library, and in particular Jen Maurer in her role as school consultant.

Thank you for all you make possible.

Robin Rolfe
OASL Immediate Past President 2016 - 2017
Oregon Association of School Libraries

Oregon Association of School Libraries

Robin Rolfe
OASL Immediate Past President 2016-17
Pastpresident@oasl.olaweb.org

September 9, 2016

MaryKay Dahlgreen
State Librarian Oregon
State Library

Dear Ms. Dahlgreen,

I am writing this to let you know how much I appreciate the resources at the Oregon State Library, particularly the role of Jen Maurer. As I end my year as the president of the Oregon Association of School Libraries (OASL), I look back on an incredibly busy, exciting time in school libraries. Much has happened in the past year - conferences for professional development for library staff, support for data review looking at inequities in school libraries by the Oregon Education Association, the beginning of the writing of grade level indicators for the currently adopted Oregon School Library Standards, parent and community groups culling information and advocating for school libraries, the dissemination of information and services out the staff at school libraries - just to name a few of the projects that OASL has been involved with in the past year. All of these projects in one way are working to improve the quality of education in schools.

All of these projects were helped by the organization, institutional knowledge and administrative support of Jen Maurer in her role as school library consultant. I cannot speak highly enough of her organizational role in helping make these things possible. Ms. Maurer has provided the structure for teleconferencing, served as moderator on numerous committee, helped find and cull data, connected libraries and library staff to the appropriate organization, person, or entity so that they can accomplish their task. All of this has happened in addition to her role as facilitator of OSLIS, a job in and of itself that is vital to creating equitable access for students to information in school libraries across the state.

As the president of an all volunteer organization, I am well aware that we could not have accomplished these things without the skills of Jen Maurer or the support of the State Library. Thank you for all you do to support school libraries throughout the state of Oregon.

Sincerely,

Robin Rolfe

OASL Past President 2016-17

MIUSA
mobility
international
usa

Oregon Talking Book and Braille Library
Attn: Elke Bruton
250 Winter St NE,
Salem, OR 97301

Dear Elke Bruton,

Thank you for your tremendous support of MIUSA's 2016 Preparatory Workshop for Future Leaders Exchange (FLEX) and Youth Exchange and Study (YES) students with disabilities.

We truly appreciate the time, support, and invaluable expertise that you provided to these students. The program was a huge success due to the involvement of so many in our local community, including you! The kindness that you showed our students made them feel welcome and supported while in Eugene, boosting their confidence as they begin a life-changing year in high schools across the United States.

"The MIUSA workshop was very useful because I became more independent, brave and self-confident! I also did things that I never thought I can do. I met a lot of awesome, great and amazing people and friends!" - Valeria, FLEX student from Moldova

"The MIUSA workshop was useful because it opened my understanding of high schools in America and how people with disabilities have been treated in the United States...This makes me confident that I will have a great exchange year and learn many new things." - Joe, YES student from Liberia

"After the MIUSA workshop, I know so much more about the rights of people with disabilities in the U.S. The activities we've done made me very inspired and ready to begin the exchange year." - Pavlo, FLEX student from Ukraine

Thank you again for your generous support of MIUSA's exchange programs and international high school exchange students with disabilities. We look forward to working with you again in the future!

With gratitude,

Stephanie Gray
Program Manager
Mobility International USA

Elke,
Thank you for sharing your time, expertise, and resources with our students this month. We loved working with you!

MIUSA, 132 E. Broadway, Suite 343, Eugene OR 97401 USA
(541) 343-1284 (Tel and TTY) • (541) 343-6812 (Fax) • info@miusa.org (E-mail)
www.miusa.org (website)

GPO

REC'D SEP 26 2016

September 20, 2016

MaryKay Dahlgren
State Librarian
Oregon State Library
State Library Building
250 Winter Street N.E.
Salem, OR 97301- 3950

Dear Ms. Dahlgren,

I would like to thank you for the opportunity on August 1, 2016 to meet with you, Susan Westin, and Arlene Weible, to discuss the Federal depository collection and services at the Oregon State Library (OSL). I am sorry for the delay in sending this thank you note; I have been on back to back library visit trips.

I appreciate your support for the library's continuing service as a Federal depository library. As a member of the Federal Depository Library Program, your library plays a prominent role in providing U.S. Government information to the public. Researchers know they may locate government information and expertise at your library, a valuable public service. GPO is grateful to partner with you in the historic mission of *Keeping America Informed.*

I found the visit to be especially helpful as it provided an opportunity to review in person, the shared regional collection arrangement that has been put into place in Oregon. GPO has made many referrals to this project when talking to other regional library coordinators, and I am so pleased that it continues to be working. During this trip I was able to visit all four of the Oregon regional collection partners and I was impressed with the dedication, commitment and support provided by the library administrations to this concept. All of you are to be congratulated on this effort.

The Oregon State Library has been a consistently active partner in the FDLP for many years. The current regional collaborative collection agreement would not be in place without the leaderships and support of the OSL administration and the Regional Depository Library Coordinator. And as GPO continues to evolve, OSL continues to play a role in those changes.

Thank you for your participation in the Regional Discard working group, for your library's participation on the Depository Library Council, and for being a visible and consistent presence in Oregon documents community.

We have seen the trends in libraries with difficult budgets, short staffing levels, and space limitations. Despite these many limitations, OSL continues provide access to Federal depository material and the hours are clearly posted on the Oregon.gov Government Information and Library Services web page. The page also displays the FDLP emblem, but one change I would encourage is to choose an emblem that either has the statutory language guaranteeing free access to Federal publications on the emblem, or linking the emblem to a site where that language is visible.

Once again, thank you for the opportunity to visit and meet your library staff. If you have any questions or I can be of assistance, please feel free to contact me by phone at 202-512-0052, or by email at rhaun-mohamed@gpo.gov.

You are also welcome to contact Library Services and Content Management's Office of Outreach and Support. Outreach Librarians there provide direct support to libraries about depository operations and are available to assist you with depository management or other questions. They have a shared phone number, 202-512-1119, and a shared email address, FDLPOutreach@gpo.gov.

Sincerely,

ROBIN L. HAUN-MOHAMED
Chief, LSCM Outreach and Support

Copy to:

Susan Westin
Program Manager

Arlene Weible
Regional Federal Depository Library Coordinator

From: Esther Moberg
Sent: Friday, September 30, 2016 10:32 AM
To: Katie Anderson
Subject: thank you for the focus institute

Katie, if you can please pass on how much the Seaside Public Library appreciates the Focus institute. For our youth librarian to get such quality training at such a reasonable cost that we can afford is extremely helpful for my small town library. While it's hard for us to send our youth librarian away for any length of time, (another staff and myself had to cover storytimes as well as other duties) this training time was well worth whatever it takes to get our youth librarian into this type of focused training setting. Marian Rose came back pumped up and energized! She said how the quality of the training, with a small group, in the beautiful setting was perfect for absorbing so much information that will aid her as she serves the teens and children of our community. This type of training is exactly what small rural libraries like Seaside Public Library need. Thank you for helping to continue the training of Oregon Librarians.
Sincerely,

Esther Moberg
Library Director
Seaside Public Library

From: Bruce Anderson
Sent: Wednesday, October 05, 2016 8:20 PM
To: TalkingBooksInfo
Subject: RE: Reinstate BARD account

Thank you so much. I never expected a response so quickly. You guys are amazing and I sure appreciate what you do. I will sing your praises to Aunt Dorothy!

From: KRUMENAUER Gail K * OED
Sent: Thursday, October 06, 2016 10:39 AM
To: 'Weber, Bruce Alan'; Dave Hegeman
Cc: OED_DL_RESEARCH_MANAGERS
Subject: RE: One last check in before October 5 OED Research Meeting

Bruce and Dave,
Everything went GREAT yesterday afternoon. Thank you so much for the engaging and informative presentations! I know it can be tough to take the afternoon time slots in all-day meetings, but you kept everyone's attention to the end.

We appreciate that you spent so much time with our Research group.

Warm regards,
Gail