

State Library Board

Agenda Packet



Hop pickers from Willamette Valley, 1930's. 2019 State Library Exhibit

January 11, 2019
State Library of Oregon
Salem, Oregon

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Agenda and Meeting Minutes



Oregon

Kate Brown, Governor



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December 28, 2018

FOR IMMEDIATE RELEASE

The State Library Board will meet at 9 a.m. on Friday, Jan. 11, 2019, in Room 103 of the State Library. Ann Malkin of Bend will chair the meeting.

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

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STATE LIBRARY BOARD MEETING
JANUARY 11, 2019
Room 103, State Library of Oregon, Salem
Ann Malkin, Chair

Agenda

9:00 a.m.	Approval of the minutes of the Oct. 19, 2018, meeting	Malkin
9:05	Reports of Board Chair and members	Malkin
9:45	Report of the State Librarian	Agata
10:35	Board review of advisory councils nominees	Westin
10:45	Manager reports on operational plans <ul style="list-style-type: none">• Focus on customer needs• Build awareness of the State Library• Cultivate staff strengths	
11:45	Open forum**	
12:15 p.m.	Working lunch	
12:45	State Librarian recruitment update	Malkin
1:00	Budget update	Range
1:15	Reviewing current Strategic Plan and discussion of next steps	Agata
3:00	Adjournment	

** Any person may address the State Library Board 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

- Wednesday, April 17, 2019 at the OLA Conference, Vancouver, WA
- Friday, June 14, 2019 at the State Library, Salem, OR
- Friday, August 16, 2019 at Lincoln City or Seaside
- Friday, October 18, 2019 at the State Library, Salem, OR

**State Library Board Meeting
October 19, 2018
Wilsonville Public Library, Wilsonville, OR**

Board members present: Greg Williams, Ann Malkin, Lori Wamsley, Tina Roberts, Jennie Tucker, Sean Nickerson, Malinda Carlson

Guest present: Mari Cheney

Staff present: Caren Agata, Shawn Range, Susan Westin, Eva Luna

Recorder: Eva Luna

Chair Malkin called the meeting to order at 9:32 a.m.

Approval of the minutes from August 17, 2018 meeting

Tucker made a motion to approve the minutes as corrected. Carlson seconded. The motion passed unanimously.

Reports of the Board Chair and members

Wamsley is the Faculty Librarian at Mount Hood Community College in Gresham. She represents the academic institution position on the State Library Board. Wamsley reports that currently there is no new events or news regarding Mount Hood Community College.

Nickerson is the Senior Project Manager for the Oregon Health Authority (OHA) and represents one of the state agency positions on the State Library Board. Nickerson reports he is currently working on a Department of Health Services (DHS) project to consolidate services to Oregonians including Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), and the Oregon Health Plan (OHP). The project is currently scheduled to go live in Jackson and Josephine Counties by September 2019. The goal is to complete the entire project by July 2020. They have been working on this project since 2016.

Malkin retired from being the Director of Communications for Bend Research and represents the eastern public library position. She is the chair person for both the State Library Board and her local library district board. Malkin reports that in Bend the facilities capital assessment is progressing. The architects laid out results of their public input process and came up with recommendations based on space needs and rough estimates of cost. The Deschutes Public Library Foundation's annual "Author, Author" fundraising series was launched last month with a presentation by Maria Semple, author of *Where'd You Go, Bernadette*. Following Maria Semple will be Sarah Vowell, Colum McCann, and Richard Russo.

Williams recently became Deputy Director of Clackamas Business and Community Services. He represents the western public library position on the State Library Board. Williams reports it has been a busy three weeks in this new role. They are still recruiting for his old position as manager for the library network office, so for the moment he is still doing two jobs. Williams reports Lake Oswego Library Director Bill Baars has retired. Melissa Kelly is taking over as the new director. The Ledding Library of Milwaukie has moved into their temporary space. They began the ground breaking for the new Milwaukie facility last Friday, October 12th. In Clackamas County they have been working hard on passing an amendment – an intergovernmental agreement between district libraries - to enable the county to build new Oak Lodge and Gladstone facilities. Last Friday, the amendment passed.

A board member asked if they had a building in mind for the library.

Williams answered that the Clackamas County Library Board of Trustees, a citizen group that advises the board of county commissioners on the operations of the county library, has a significant role in recommending any new site. Recently the North Clackamas Parks and Recreation District (NCPRD) acquired the Concord Elementary School building. It is a historic community facility that could potentially serve as the new site for the Oak Lodge Library, but the county want the community members to be the ones recommending a new site.

Carlson is the Director of Independent Living Older Blind at the Oregon Commission for the Blind. Carlson is the Designee for the Oregon Commission for the Blind on the State Library Board. Carlson reports that the Commission for the Blind federal fiscal year just ended and the numbers show they served 182 more older blind clients in the last year than ever before. In total 851 older blind folks were served, and all of the services were provided in the client's home. Currently they have nine teachers but one will be retiring this year. Moving forward they will have eight teachers covering the state of Oregon. They have five offices, but down the road they would like to have an office located farther east in Oregon. Currently it's difficult to provide timely service due to the distance.

Tucker represents the eastern public member for the State Library Board. She lives outside of Summerville with a population of ninety. Her county (Union) has a population of 25, 000. Tucker shared that they are an agricultural community and some still don't see the value of a library. Tucker travels twenty five miles at least twice a week to get to a library. Tucker reported there is not much new to report in Union County. She is impressed by the amount of programs that La Grande Library has to offer. There are only five staff including the director, but they are so productive.

Roberts is the English Language Arts Specialist at the Oregon Department of Education. She is the new designee for the Deputy Superintendent of Public Instruction position on the State Library Board. She has been in her new position for four weeks now and feels it is exactly the right job for her. In April she completed her second master's degree and realized that this role can help her continue the research and academic work. She is a native Oregonian, grew up in Gresham and went on to teach English in Gresham as well. She and her daughter go to the library every Saturday to check out stacks of books. Roberts also serves on the executive board for the Oregon State Literacy Association. She is delighted to be serving on the State Library Board and is thankful for the opportunity.

Report of the State Librarian

- Agata reports that we have received an update on the postponed State Library construction and relocation project. The revised plans do not include the fourth floor. The notice to proceed began October 1st with design development. The estimated move in date for the governor's advisory staff will be September, 2019. Agata expressed concerns about whether the extensive conversations between the State Library and design staff around specific workplace needs will be upheld in the revised plans.

A board member asked what plans there will be moving forward for the fourth floor.

Agata answered that she has no other information regarding the fourth floor other than what she reported.

- The State Library website has a scheduled live start date of September 11, 2018. The Board will have a chance to review the website design today in the meeting. We are looking at a schedule for website analysis quarterly, biannually, and annually.
- All staff have completed the required sexual harassment trainings. The first was "Maintaining a Harassment Free and Professional Workplace" and the second was, "Preventing Sexual Harassment".
- The Chief Officers of State Library Agencies (COSLA) had their annual meeting in Bismarck, ND. Westin attended on behalf of the State Library and will give an update.

Westin reports the COSLA annual meeting was a two and a half day conference with forty-four states and one territory represented. The first day of the conference was mostly concentrated on their strategic plan. COSLA developed their strategic plan about five years ago and it is now coming due. COSLA also discussed what they will be focusing in on as a group in the next five years. They have a consultant that will also be working with them on this strategic five year plan.

Another topic of discussion was the recruitment for a new director at the Institute of Museum and Library Services (IMLS). Every four years the IMLS alternates between having a director who is from the museum sector, and a director from the library sector. Their next candidate should be from the library sector.

A Rhode Island state Librarian highlighted the upcoming census 2020 and said that Rhode Island had been an end to end test of the new census system. In every state they have a complete count committee, and the State Library is researching contacts for the Oregon committee. The State Library is looking into how to get all libraries involved with the upcoming census.

IMLS received an increase of one million for the program Measures that Matter. Measures that Matter is a COSLA-IMLS cooperative agreement aimed at developing a national public library data and outcomes plan. This agreement was made because the burden of data collection is beyond the capacity of many libraries. The data collection efforts were often duplicated, and not coordinated. This agreement is focused on collecting meaningful and comparable data, having the infrastructure to follow through with data collection, and documenting reliable data to measure impact. IMLS will also be looking at grants management systems.

Westin also reported that the IMLS budget has been passed and bills have been introduced in the US House and Senate to reauthorize the Library Services and Technology Act (LSTA). Highlights of the reauthorization bills are allowing libraries to use LSTA funds to prepare for and provide services after a natural disaster, enable more Native American tribes to participate in IMLS grant programs, and increase the base LSTA monies that each state receives from \$680,000 to \$1,000,000. IMLS will not raise the base level until monies have been allocated from Congress. There is a taskforce in COSLA to investigate raising the total amount budgeted by Congress in grants to state program to \$1 per capita.

A representative from the National Library Service (NLS) attended the annual meeting and shared that they were looking at their infrastructure to handle a larger user base. Currently the NLS has a user base of approximately 50 – 80,000 users, but rarely includes the reading disabled population. It is very challenging for the reading disabled to gain authorization to use the Talking Book and Braille Library Services because they need a doctor's authorization. However many doctors don't deal with reading disabilities. The NLS is looking at expanding authorization to including the reading disabled in their vision impaired programs, which could bring in another 500,000 users. They will need additional infrastructure to be able to support those increased numbers.

A board member asked if there were any concerns around the increased funding of the IMLS grant programs.

Westin answered that with IMLS grants there is a requirement that the State Library Administrative Agency (SLAA) contribute matching funding from non-Federal sources, as well as a requirement of Maintenance of Effort (MOE). The MOE requirement demands that states contribute a certain amount of funds to support the program as well. States could be concerned they can't maintain the increased level of contribution, and some states are already having difficulty with their contribution requirement.

A board member asked if we have specific concerns in Oregon about the MOE requirement.

Range answered that we do well regarding the match requirement but the MOE has to be watched carefully. We don't want to replace state dollars with federal dollars, so we make sure that any time we hit tough budget times that the state is not overly cutting us in a way that we will not meet MOE. On the match side, we have always only claimed our dollars. We don't claim the monies from local matches and other similar funds. So, if we needed to in the future we could still claim those additional dollars.

Westin added that what the State Library uses for MOE is the monies for Ready to Read program, and the Talking Book and Braille Library Program.

A board member asked if all state libraries have the Talking Books program.

Westin answered that no, Iowa's program for example, is through their vocational rehabilitation program. Every state either provides services or contracts with other states. Wyoming for example, contracts with Utah.

- Agata reported that a candidate has been selected to fill the communications coordinator (limited duration) position and she hopes to complete the references check early in the next week. Space continues to be a challenge but the creation of four cubicles in the Reference room has allowed space for our part-time employee, our volunteer position, the new communications coordinator position, and a scanning station.
- We have received a new scanner, and the digitization specialist has completed her training on the new scanner software. Agata shared that it is rewarding to see the new scanning station idea come to fruition, as there are many loose leaf materials in poor condition that need to be digitized. Quite a few loose leaf collections have gone up to bindery and about 100 items have been digitized.
- Technical services participated in the Name Authority Cooperative (NACO), a Library of Congress program in which participants contribute authority records for personal, corporate, and jurisdictional names, uniform titles and laws. Technical services is also developing a privacy policy for digitalized collections such as personally identifiable information.
- The interagency agreement for Office 365 is almost completed. Range has scheduled a meeting to complete the agreement.
- Brian Mabry, our new IT staff member, has been working on a new project for standardized wifi access for guest and staff so we can have unified access anywhere in the building.
- Other quick program updates include our new recording studio. It has been purchased, set up and is functioning. The work group is working on guidelines and scheduling. Westin will present an overview.

Open forum 11:15

Forum closed 11:20

State Librarian Report Continued

- The Safari promotion was very successful. Through attending conferences, visiting agencies, games online and months of communications outreach, the initial goals for registration have been met. Coughenour has been tracking metrics, and has extensive initial data on the success of the outreach. It was not only an outreach specific to the Safari promotion, but also a pilot project for further promotions.
- The Board expressed great interest in the project, and asked if Coughenour would come and speak to the Board at some point to share the results. Some members had similar questions about outreach efficacy and would be interested in hearing about the results of this project.

- Agata and Hanning attended an initial meeting of a task force in Keizer. Keizer has had a volunteer library for many years. The informal group met to discuss establishing a library.
- Agata and Luna will be attending the 2018 Annual Tribal-State Government-to-Government Summit on November 27th. Luna is our affirmative action representative and has been working with our Data & Federal Programs Consultant Ross Fuqua on an affirmative action plan to strengthen our relationships with the tribal communities as well as increase awareness internally within the State Library. Agata expressed her appreciation to Luna and Fuqua for that effort.
- The Carlton Watkins Album has been on loan to the Portland Museum of Art. Plans are being made for its return to the State Library as the museum is no longer making use of it.

Range added that we had the collection at the State Library for a time, but it had to be in a separate case with an alarm. Range has been working with our insurance and the Portland Museum of Art to calculate the exact value. The Portland Museum of Art is discussing the return of the album. Range asked the board if there are others interested in displaying this collection.

Staff Reports

Government Information and Library Services 2018 Customer Satisfaction Survey Jerry Curry Reference Librarian

Curry gave a report on the results of the 2018 Government Information and Library Services Customer Satisfaction Survey. Utilizing Survey Monkey as the survey tool, Government Services sent the survey to all registered State Library Patrons. Out of a sample size of 8154, there were 1309 respondents for a response rate of 16%.

Curry reported Government Services generally scored well but they consistently scored lower on availability of information. They excelled in customer service, because they do whatever they can to assist their customers. Based on the results, the embedded librarian program has been effective. He adds however, that understanding the data is knowing the agency culture. For example culturally, the education agency's culture is more effusive, so the feedback tends to be strongly complimentary. The military culture's feedback is typically more matter of fact. For example, the work was completed. It was satisfactory.

The goal of the embedding program is to have reference librarians work closely with specific state agencies. Some recommendations in increasing the success of becoming a partner to the agencies is to work with their HR department to reach new employees, offer trainings, promote services in Government Services' resources. Curry states the results reveal we are doing well, but we can always do better.

The board requested a copy of the PowerPoint presentation be sent out to the board.

The board had general questions about approaching different agencies and how they responded.

Curry answered that the State Library is continuing the embedding program. In general, agencies are receptive to the librarians attending meetings or having a presence at events, but he suggests waiting for the agency to invite the librarian 'to the discussions'.

Recording Studio Update
Susan Westin Program Manager

Westin reported the recording studio has arrived and is up and running. Many of the staff participated in putting it together in the multi-purpose room. Previously there were many challenges to recording. Henderson had to tell everyone in the division to be very quiet while he recorded, but inevitably something would disrupt the recording.

The different divisions have been sharing ideas on the different ways to utilize this resource. It will provide the ability to create staff trainings, tutorials, and volunteer orientations. Henderson has taken the lead and will be spending two to three months learning the skills to professionally begin recording high quality, nationally accepted book recordings for the Talking Books program.

Website Update
Shawn Range Business Manager

Range reported that to begin creating a new website they enlisted the help of NICUSA. NICUSA provides electronic government services and portals for states across the United States. The State Library formed a steering committee, and NICUSA walked the committee through a careful process to create the plan for the new website. Together they looked at top tasks that were used the most, and then how to categorize them in a way that people can find them. After categorizing, they then tested the intuitiveness of the categorization in groups. After completing the categorization step, they then turned to navigation. After navigation, the next step was building it out. At that point all the contributors that managed library pages were engaged, and completed a training with NICUSA on how to input the data. After completing the data input step, it went back to NIC USA to test the links and informational pathways to make sure everything worked the way it should. It was also a great opportunity to review the data that was being input onto the website, and to ask the question of what information was really needed, and what information could be requested.

State Librarian Recruitment

Malkin reported they finalized the contract with Bradbury Miller Associates, the library specific recruitment firm. Bradbury Miller will be doing the advertising, posting and searching for applicants. The recruitment closing date is December 16th. Malkin has a copy of the position description if anyone would like to review it. The position description has also been sent to Buzzy Nielson.

The board expressed concern about the tight timeline and what influence the election results may have on the recruitment.

Range responded that the Department of Administrative Services (DAS) has an executive group hiring process, and they are the ones working with the recruitment.

Recommendations of LSTA Advisory Council

Mari Cheney

The first recommendation is in regards to how applicants are sharing their grant experiences with the rest of the Oregon library community. Too many applicants were not sharing their grant experience. There are fabulous grant opportunities out there that are just not getting talked about, so the recommendation is to make it a requirement to share the grant experience.

Tucker made a motion to approve the requirement to share their grant experience when awarded a grant. Nickerson seconded. The motion passed unanimously.

The second recommendation is in regards to the LSTA grant project of the year award. The council's recommendation is that the Springfield Public Library's "Every Student, A Library" grant receive the LSTA grant of the year award. Two key points about this grant is that it is expanding library services for Springfield children that do not live directly in the jurisdictional bounds of Springfield. To date, 650 cards have been issued to students as well as 193 family members. The library is also collaborating with their local partners to sustain the project.

Tucker made a motion to approve the proposal to award the Springfield Library the grant of the year award. Wamsley seconded. The motion passed unanimously.

The third recommendation is to award funding to the Library to Go program. The proposal is to award \$50,000 so they can plan ahead on how to expend the money rather than finding out they will receive the money at the end of the federal fiscal year. For 2018, the funds are available. Starting in 2019 they could submit a grant application process similar to Sage and OSLIS. Then they could be tracked like a statewide grant.

Carlson made a motion to approve the Library to Go program to receive continuous funding through a grant application process. Tucker seconded. The motion passed unanimously.

The fourth recommendation is that the grantees' fourth quarter report take the place of a fourth quarter report and a final report. The fourth quarter report and final report tend to be duplicative, and it is a challenge to get the paperwork on time. The same recommendation is suggested for the state grants' second report. The state grant's second report would also be the final report. Finally, it is recommended is that the deadline be moved to July 31st, instead of August 31st. Their project would end June 30th, so that would give them a month to complete the report. Final payment would be withheld until they submitted their final report.

Nickerson moved to approve the motion that the last report also be considered the final report, with a new deadline of July 31st. The final payment would be withheld until the final report is submitted. Williams seconded. The motion passed unanimously.

Cheney shared that she and the Statewide Licensing Advisory Committee had a discussion about special funds for K-12 encyclopedia. The LSTA council has been resisting because of that specific patron base. Can they partner with the Department of Education and identify key players?

The board discussed that it's a lot of money on such a specific resource, when there are a lot of electronic resources out there. Is the resource really worth it.

Cheney responded that the subject is broader than that. It's not focusing necessarily on this one product, but partnerships and cost sharing potentially for future products as well.

Agata said it is worth exploring, but she predicts the possibility of some resistance to the idea.

The board liked the idea of the potentiality of the partnership, but not necessarily the suggested product.

Recommendations for the Advisory Councils

Library Services and Technology Act (LSTA) Advisory Council:

- 1.) Academic Library Representative:
Maija Anderson, OHSU Library
Portland/Metro

- 2.) Library Users Representative
Maureen Flanagan Battistella
Southern Oregon

- 3.) Public Library Representative
Maria Aguilar, Cornelius Public Library
Portland/Metro

- 4.) Special Library Representative
Bill Fisher
Willamette Valley

Talking Book and Braille Library Advisory Council:

- 1.) Senior Citizen patron at Large:
Donald McCollum, second term

- 2.) Patron at Large:
Mary Lee Turner, second term
Portland

Wamsley moved to approve LSTA and Talking Book and Braille Library Advisory Councils as presented. Tucker seconded. The motion passed unanimously.

Adjournment

Meeting was adjourned at 3:00 p.m.

**State Library Board of Oregon Board
Executive Committee Meeting
December 11, 2018**

Ann Malkin—Chair

Board Members Present by phone: Malkin, Howerton

Recorder: Caren Agata—Interim State Librarian

Meeting Called to Order: 11:00 am

Report of Interim State Librarian

- Renovation Issues- Reference room is filled to capacity, Shawn will be taking program manager office until new State Librarian arrives. We had received contact about the building project restarting, unknown whether it will be from scratch or last efforts.
- Recruitment- Other than State Librarian, all other recruitments are complete with communications coordinator, Jacqui Krawetz having started in mid-November.
- Agency Web Page- Review and updates schedule is in place.
- Recording Booth-The structure is in place and waiting on policies and procedures to be completed before use.
- Each division is reviewing operational plans
- Planning for 2019 strategic plans
- Updates from divisions
 - Library Support/Talking Books- Approval of advisory council recruit
 - Government services- Approval of advisory council recruit
- Staff Reports will be presented for the most part from program managers
 - Library Support
 - Government Services
 - Talking Book and Braille Library

Discussion of Board Agenda for January 11 at the State Library in Salem

Other Business

There was no other business

Adjournment

Meeting adjourned at 11:30 am

Reports of the State Librarian and Staff

Agency Summary

STATE LIBRARY 2017-19 BIENNIUM BUDGET REPORT

Report Period	Month Ending October, 2018									
Target Percentage	66.67%									
Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	%Spent BTD	Average Spend per month to Date	Average Remaining to Spend			
PERSONAL SERVICES	\$ 7,323,365	\$ 283,451	\$ 4,258,227	\$ 3,065,138	58.15%	\$ 266,139	\$ 383,142			
SERVICES & SUPPLIES	\$ 4,622,906	\$ 187,131	\$ 3,267,175	\$ 1,355,731	70.67%	\$ 204,198	\$ 169,466			
SPECIAL PAYMENTS	\$ 4,037,007	\$ 165,855	\$ 2,174,019	\$ 1,862,988	53.85%	\$ 135,876	\$ 232,874			
TOTAL	\$15,983,278	\$ 636,437	\$ 9,699,421	\$ 6,283,857	60.68%	\$ 606,214	\$ 785,482			

Friday, December 14, 2018

Division Summary

STATE LIBRARY 2017-19 BIENNIUM BUDGET REPORT

Report Period		Month Ending October, 2018									
Target Percentage		66.67%									
Division Name	Budget Object Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to Spend			
Operations	PERSONAL SERVICES	\$ 1,662,645	\$ 47,053	\$ 748,750	\$ 913,895	45.03%	\$ 46,797	\$ 114,237			
	SERVICES AND SUPPLIES	\$ 413,301	\$ 15,229	\$ 265,565	\$ 147,736	64.25%	\$ 16,598	\$ 18,467			
	CAPITAL OUTLAY	\$ 2,576	\$ -	\$ -	\$ 2,576	0.00%	\$ -	\$ 322			
	Total	\$ 2,078,522	\$ 62,281	\$ 1,014,315	\$ 1,064,207	48.80%	\$ 63,395	\$ 133,026			
Library Development	PERSONAL SERVICES	\$ 1,567,589	\$ 65,926	\$ 976,006	\$ 591,583	62.26%	\$ 61,000	\$ 73,948			
	SERVICES AND SUPPLIES	\$ 1,909,333	\$ 35,865	\$ 1,484,804	\$ 424,529	77.77%	\$ 92,800	\$ 53,066			
	SPECIAL PAYMENTS	\$ 4,037,007	\$ 165,855	\$ 2,174,019	\$ 1,862,988	53.85%	\$ 135,876	\$ 232,874			
	Total	\$ 7,513,929	\$ 267,647	\$ 4,634,829	\$ 2,879,100	61.68%	\$ 289,677	\$ 359,887			
Talking Book and Braille Services	PERSONAL SERVICES	\$ 1,237,031	\$ 47,497	\$ 711,080	\$ 525,951	57.48%	\$ 44,442	\$ 65,744			
	SERVICES AND SUPPLIES	\$ 652,953	\$ 30,640	\$ 386,862	\$ 266,091	59.25%	\$ 24,179	\$ 33,261			
	CAPITAL OUTLAY	\$ 9,381	\$ -	\$ -	\$ 9,381	0.00%	\$ -	\$ 1,173			
	Total	\$ 1,899,365	\$ 78,137	\$ 1,097,942	\$ 801,424	57.81%	\$ 68,621	\$ 100,178			
Government Research Services	PERSONAL SERVICES	\$ 2,856,100	\$ 122,975	\$ 1,822,391	\$ 1,033,709	63.81%	\$ 113,899	\$ 129,214			
	SERVICES AND SUPPLIES	\$ 1,624,017	\$ 105,397	\$ 1,129,945	\$ 494,072	69.58%	\$ 70,622	\$ 61,759			
	CAPITAL OUTLAY	\$ 11,345	\$ -	\$ -	\$ 11,345	0.00%	\$ -	\$ 1,418			
	Total	\$ 4,491,462	\$ 228,372	\$ 2,952,335	\$ 1,539,127	65.73%	\$ 184,521	\$ 192,391			
Total		\$ 15,983,278	\$ 636,437	\$ 9,699,421	\$ 6,283,857	60.68%	\$ 606,214	\$ 785,482			

Friday, December 14, 2018

OSL Board Summary

STATE LIBRARY 2017-19 BIENNIUM BUDGET REPORT

Report Period		Month Ending October, 2018							
		66.67%							
Program Code	Program Code Title	Budget	Current Month Expenditures	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to spend	
1200	OSL BOARD	\$ 1,900	-	\$ 130	\$ 1,770	6.84%	\$ 8	\$ 221	
	PERSONAL SERVICES AND SUPPLIES	\$22,360	\$ 15	\$ 11,590	\$ 10,771	51.83%	\$ 724	\$ 1,346	
	Total	\$24,260	\$ 15	\$ 11,719	\$ 12,541	48.31%	\$ 732	\$ 1,568	

Friday, December 14, 2018

Cash Funds Report

STATE LIBRARY 2017-19 BIENNIUM BUDGET REPORT

	OREGON STATE LIBRARY 10/31/2017	OREGON STATE LIBRARY 10/31/2018	OREGON STATE LIBRARY 11/2017 to 11/2018	
Agency Title Report Date	OREGON STATE LIBRARY 10/31/2017	OREGON STATE LIBRARY 10/31/2018	OREGON STATE LIBRARY 11/2017 to 11/2018	
Accounts	Account Title	Cash Balance	Cash Balance	
TALKING BOOKS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 12,242.10	\$ 20,594.15	\$ 8,352.05
TALKING BOOKS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,110,925.30	\$ 1,245,775.86	\$ 134,850.56
Oregon Intermediate Term Pool (OITP)	Treasury Investment Fund	\$ 1,426,886.54	\$ 1,425,357.78	\$ (1,528.76)
LONG FUND - NON EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0302	\$ 1,000.00	\$ 1,000.00	\$ -
MOSES FUND - NON EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0303	\$ 6,000.00	\$ 6,000.00	\$ -
LONG FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0306	\$ 59.62	\$ 80.40	\$ 20.78
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 7,498.10	\$ 7,761.73	\$ 263.63
TALKING BOOKS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 279,396.87	\$ 300,183.43	\$ 20,786.56
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 41,350.06	\$ 42,159.51	\$ 809.45
TOTAL		\$ 2,885,358.59	\$ 3,048,912.86	\$ 163,554.27

Friday, December 14, 2018

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 and 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".

A list of nominees that was selected by the Interim State Librarian based on suggestions from the Advisory Councils, library staff, and the library community will be handed out at the Board meeting.

On January 11th, the Board chair will present the list of nominees to the Board, which they will review and vote upon.

Recommendation of the State Librarian

The Interim State Librarian recommends approval of the Board Advisory Council nominees.

Kudos

From: Crystal Grimes
Sent: Wednesday, December 12, 2018 3:23 PM
To: allTalkingBooks <allTalkingBooks@oslmail.osl.state.or.us>
Subject: Marian Brown

Hello everyone,

Marian just called and she wanted to wish everyone here a happy holidays and a happy new year. She said that she loves us so much and she doesn't know what she would do without us. She says she never feels pushed aside and when she calls we always make her feel cared for. She also wanted to say we have a great selection of books.

Just wanted to pass along some holiday cheer 😊

Crystal

From: BAKER Lucy * OAC [<mailto:Lucy.BAKER@oregon.gov>]
Sent: Monday, December 10, 2018 2:01 PM
To: BRANT Natalie <Natalie.Brant@state.or.us>
Subject: Natalie, Your input for Chair Fox' invited statement for 12/11 Joint Taskforce on Addressing Racial Disparities in Home Ownership

Hi, Natalie,

Your quick reference work last week gave me all the national trend info I needed on homeownership among Blacks and Hispanics to prepare the opening paragraphs of OCBA Chair Fox' remarks to the Joint Interim Task Force on that subject. Thank you, Thank you, Thank you! See it all attached and the transmittal to the TF below.

Lucy Baker | Administrator | Oregon Advocacy Commissions Office: Advising policy, Growing leadership, Building success for Asian Pacific, Black, & Hispanic Oregonians & for Women

Sent: Tuesday, November 6, 2018 11:05 AM
To: Elke Bruton <ElkeBruton@oslmail.osl.state.or.us>
Subject: Thank you from Sherwood!

Hello Elke,

I hope you still are enjoying the glow of your Disneyland vacation and birthday cheer.

Thank you so much for making time for Sherwood Public Library before your big trip and rearranging your schedule to do so. Your passion for your work is clearly evident and staff learned an immense amount about the Talking Book & Braille services here in Oregon and beyond. You also set the tone for a great day of energized learning.

Some quotes from our in-service day survey from participants who said Talking Books 101 was their favorite session:

- “There was so much more about talking books than what I had thought and it made me think of a few patrons who could use the service.”
- “I enjoy learning different ways to serve a diverse community.”
- “I found the history and the process very interesting.”
- “I am going to put it to good use.”

I also asked what new skills from the In-Service Day will most impact staff’s work in libraries and “Talking Book & Braille Library referrals” was included in the answers of a 1/3 of the group—only surpassed by “Answering BiblioCommons questions”, which goes live for us with the public in 8 days.

Again, thank you for making this happen, Elke. If I can ever return the favor to assist you or your team, please let me know.

With appreciation,

Adrienne Doman Calkins
Library Manager, Sherwood Public Library

From: Erin McCusker [<mailto:director@ucsld.org>]
Sent: Thursday, November 8, 2018 3:22 PM
To: Darci Hanning <DarciHanning@oslmail.osl.state.or.us>
Subject: Thank you so much!

Hi Darci – I hope this finds you well and your week is going well. We are finally getting a breath from a busy week from last week!

I wanted to thank you so much for coming to Eastern Oregon to spend your day with us. It was wonderful to have you here and several people commented that it was so nice to put a face with your name. You shared so much valuable information and much of it was not known currently!

I also want to thank you for helping with the planning of the day. Your input, inspiration and ideas were invaluable to the success of the day. I look forward to working with you on future projects!

Thank you again and if you have any questions, please let me know.
= Erin

Hi,

I received a request from a group in Ontario, Canada that develops online content for secondary students. They want to use "[Evaluating Websites](#)," an OSLIS Learn to Research video tutorial, in an online biology class they are developing. I removed contact information and technical details from the email request below. Yes, we granted permission.

Kudos to the [OSLIS committee](#) for their quality work. OSLIS is a project of the Oregon Association of School Libraries in partnership with the State Library of Oregon and is supported by through a LSTA grant.

Jen

From: Jennifer Maurer
Sent: Thursday, November 1, 2018 10:40 AM
To: AllStateLibrary <AlIOSL@oslmail.osl.state.or.us>
Subject: Thanks => State Library's Contribution to State Employees Charitable Fund Drive



**OREGON
EMPLOYEES
CHARITABLE
FUND DRIVE**

The State Library's participation in the annual State Employees Charitable Fund drive officially ended on Wednesday. Thanks so much to everyone who contributed, whether by pledging donations, bringing supplies for or buying chili and fixings, and/or playing bingo. **The majority of folks in the agency contributed somehow. Nice.**

\$4,454



Eight people made pledges for a total of \$4,454. With the two events, **we brought in a total of \$4,672.** Wahoo! Cash from events will support Mano a Mano, which is connected with the United Way of the Mid-Willamette Valley. **Thanks for supporting Oregon charities.**

\$145



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

\$73



Thanks,
Jen

Charitable Fund Drive Chair
On behalf of our Charitable Activities Committee:
Caren, Chris, Crystal, Ferol, Jen, and Jennifer G.

P.S. The online pledge system stays open for donations through at least mid-November.
<https://ecfd.oregon.gov>