State Library of Oregon

2025-2027
Budget Reference Materials

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February 6, 2025

State Library of Oregon
Budget Reference Materials
Attachment B

The State Library of Oregon looks forward to the upcoming budget presentation and provides this additional information.

GOVERNOR'S RECOMMENDED BUDGET

The budget is posted on the State Library's website here:
https://www.oregon.gov/library/operations/Documents/543000_StateLibraryGRB.pdf

HOW THE REQUESTED BUDGET WILL ACHIEVE DESIRED PROGRAM RESULT

The Governor's budget will allow the State Library to continue to provide excellent service to our various customers and partners and work towards our strategic plan goals. The State Library Strategic Plan is included in this packet.

The inclusion of Policy Package #102 provides for the addition of a Government Documents Librarian in the Government Information and Library Services Division. This position will allow the State Library to fully participate in the upcoming modernization project of the Federal Depository Library Program. The State Library is the designated Regional Federal Depository Library in Oregon, and partners with three other institutions in this work of keeping one copy of each item accessible to the people of Oregon. Collected federal documents have not always been properly added to the library's catalog, and without a complete inventory, the State Library cannot fully participate in the modernization process.

OVERVIEW OF AGENCY PERFORMANCE AND OUTCOME MEASURES

The State Library worked with the State Library Board to assess agency key performance measures (KPMs) in 2024. There are no new and no proposed changes to the existing KPMs.

The Program Prioritization Form 107BF23, the 2024 Annual Performance Report, the 2025 Report to the Legislature on ORS 357.026 and the 2025 Report to the Legislature on ORS 357.008 are included in this packet.

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State Library Revenues

Other Funds

Donations: Donations are received from individuals in varying amounts as well as from various non-profit and enterprise foundations and businesses. Grants are occasionally available on a competitive basis for special projects to benefit all Oregon library users or specific groups of users. Donations are for specified projects and may not be expended for any other purpose. Donation fund estimates are based on historical data and adjusted for anticipated trends.

Projected donations and interest income for the 2025-27 biennium is $390,750.

Miscellaneous receipts: Miscellaneous income is from rental of conference rooms and from charges for lost materials. Additional minor receipts are from proceeds of sales of surplus property. These miscellaneous receipts may be used for any budgeted programmatic expenditure. Miscellaneous receipts income estimates are based on historical data and adjusted for anticipated trends.

Projected miscellaneous receipts income for the 2025-27 biennium is $15,750.

State Agency Assessment: The State Library biennially assesses state agencies for services provided, one-third based on agency use and two-thirds on FTE (full time equivalent) count.

The Department of Administrative Services provides a listing of state agencies and their FTE staff count. This information is used to calculate the two-thirds portion of the assessment based on FTE.

Agency usage of the State Library is calculated from recorded transactions collected during the 2021-2023 biennium. Transactions are weighted for the various types of activities or services. State Library staff have determined the weighting factors, based on estimates of the relative labor, systems support, resource materials, and processing steps required for the delivery of individual types of transactions, focusing on the staff time and effort cost for delivering the respective services.

Assessments to state agencies for library services are projected to be $7,504,472 for the 2025-27 biennium. The State Library's Assessment FAQ is included in this packet.

Federal Funds

The State Library administers various federal Library Services and Technology Act (LSTA) grants to local libraries through a competitive application process and utilizes LSTA funds to support statewide programs and resources. The State Library monitors federal legislative actions to project anticipated funding levels.

Under the state maintenance of effort requirements of the Library Services and Technology Act (LSTA), states must maintain the average of expenditures in the past three years in state-funded programs relevant to the priorities of LSTA. Any reduction in state funding results in an identical percentage reduction in funding under the LSTA.

The Library Services and Technology Act (LSTA) funding is expected to increase annually at approximately 2% per year as follows:

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- FFY2024 $2,597,695
- FFY2025 $2,670,000
- FFY2026 $2,730,000

Projected LSTA income for the 2025-27 biennium is $5,400,000.

SUMMARY OF RECENT BUDGET CHANGES

In December 2023, the State Library requested and received an increase in the Other Funds expenditure limitation in the amount of $200,000 to accommodate payments for migration to a new and improved digital software platform, and to hire a limited duration position to make more of the materials held at the State Library findable by Oregonians.

In 2024, the entire online digital collection was migrated to an updated, user friendly digital content platform. The digitized state documents are now easier to search, and users can create groups by agency, topic, and type of documents. The State Library now also has the ability to create digital exhibits that highlight the work of the state agencies.

The limited duration position was filled July 1, 2024, and since that time an additional 10,330 titles from the print Federal Documents collection have been added to the online catalog. This makes it easier to find legislation authored by members Oregon Congressional delegation over the years, or the history of federal land management in Oregon.

The agency's Ending Balances are included in this packet.

SUMMARY OF WORKFORCE CHALLENGES

With the limited duration positions in place, the State Library has been able to offer job rotation opportunities to several staff members during the current biennium, allowing for additional skill development in Government Services. All limited duration positions end June 30, 2025. One part-time temporary worker has been assisting with board support during this time.

10% REDUCTION OPTIONS REQUESTED BY LFO

A reduction of $2,097,502 from the State Library's budget would eliminate 6 positions at the State Library, or 5.19 FTE.

This cut would also reduce library services to state employees and the Legislature, reduce support that Talking Book and Braille Library users receive, and reduce financial support that libraries receive from the State Library, including funds for literacy services to the children of Oregon.

The Agency Reduction Option Form is included in this packet.

LONG VACANT POSITIONS

The State Library is a small and lean agency. There are currently no long-term vacancies.

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RESULTS OF ALL AUDITS ON THE AGENCY CONDUCTED BY THE SECRETARY OF STATE UNDER ORS 297.070 DURING THE CURRENT BIENNIUM

N/A

SUPERVISORY SPAN OF CONTROL REPORT FOR AGENCIES WITH MORE THAN 100 EMPLOYEES

N/A

SUMMARY OF PROPOSED TECHNOLOGY AND CAPITAL CONSTRUCTION PROJECTS

N/A

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State Library
of Oregon

2023-26
STRATEGIC PLAN

VISION: Equitable access to library and information services for the people of Oregon.

MISSION: The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

VALUES

Equity: We challenge our personal and organizational biases in order to improve our practices and better serve all communities.

Access: We commit to ensuring information is preserved, discoverable, and available.

Collaboration: We invest in sustained and intentional partnerships by sharing expertise and resources to achieve mutual goals.

Public Service: We deliver excellent customer service and stewardship of resources to support democracy and the public good.

Adaptability: We anticipate and evolve as needs change to deliver innovative results to our customers, to our partners, and to each other.

STRATEGIC FOCUS AREA 1: PROVIDE EXCELLENT CUSTOMER SERVICE

GOAL A: Meet the information needs of our customers.

Objective: Enrich the visitor experience at the State Library

Initiative 1: Create a Welcome Center and enhance the lobby display

Objective: Improve customer experience with State Library services

Initiative 2: Make forms and materials accessible and available in additional languages

Initiative 3: Create programming that engages Talking Books' customers at all ages

GOAL B: Develop educated and engaged community members.

Objective: Improve the knowledge and skills of library workers across Oregon through relevant and responsive continuing education

> **Initiative 4**: Organize quarterly learning themes to empower library staff to use related learning resources from the State Library
>
> **Initiative 5**: Offer scholarships for library staff to attend continuing education opportunities

Objective: Encourage libraries' inclusion and outreach efforts in their communities

> **Initiative 6:** Provide grant programs and partnership opportunities for libraries to improve digital equity in their communities
>
> **Initiative 7:** Offer tools and training to help libraries use data and stories to communicate their value

GOAL C: Ensure customers are satisfied with our services.

Objective: Improve our services using customer feedback

Initiative 8: Continue annual surveys and explore new opportunities for feedback

Objective: Streamline processes for our customers

Initiative 9: Implement credit card payments for conference rooms

Initiative 10: Investigate simplifying access to our online services

STRATEGIC FOCUS AREA 2: EXPAND OUR REACH

GOAL D: Leverage partnerships to foster inclusion & belonging.

Objective: Create supportive frameworks

Initiative 11: Explore state agency book club groups

Initiative 12: Encourage partnership with and among libraries through targeted grant programs, continuing education, and outreach

GOAL E: Build connections to expand services.

Objective: Engage with partners to improve equity, access, and service

Initiative 13: Create connections between partners and the Talking Book and Braille Library to increase services to people with print disabilities

Initiative 14: Foster connections with state agencies that would benefit from our services

Initiative 15: Work together with Tribal Nations in Oregon to digitize and preserve documents of interest to Indigenous peoples

GOAL F: Invite in communities that are systemically underrepresented and under-resourced.

Objective: Ensure that the State Library is welcoming for all

> **Initiative 16**: Use accessible language and practices in social media and communications
>
> **Initiative 17**: Update policies and documents to use inclusive language

Objective: Help libraries learn and use equitable, diverse, inclusive, and antiracist (EDIA) practices

> **Initiative 18**: Hire and support a program analyst to work with libraries on EDIA practices
>
> **Initiative 19**: Produce and offer trainings on accessible library services

STRATEGIC FOCUS AREA 3: EMPOWER STAFF

GOAL G: Create a culture of learning and adaptability.

Objective: Support staff goals around professional development to inform agencywide and individual training and development activities

Initiative 20: Continue regular check-in and performance feedback processes and implement new guidelines for quality improvement

Initiative 21: Provide ongoing staff development and training actives to progressively build competency in and encourage application of EDIA principles to daily work

Initiative 22: Encourage staff to actively participate in communities of practice through professional collaboration opportunities

GOAL H: Provide the technology and resources needed.

Objective: Support infrastructure needs

Initiative 23: Improve functionality and streamline the processes for identifying government documents for the collection and making them accessible

Initiative 24: Migrate digital collections to a more stable and supported platform

Initiative 25: Develop an IT strategic plan that meets the future business needs of the agency

Initiative 26: Implement the racial equity toolkit to improve new and existing programs

Agency Name: State Librry of Oregon

2025-27 Biennium

Agency Number: 54300

Program/Division Priorities for 2025-27 Biennium

1 Priority (ranked with highest priority first)	2	3 Agency Initials	4 Program or Activity Initials	5 Program Unit/Activity Description	6 Identify Key Performance Measure(s)	7 Primary Purpose Program-Activity Code	8 GF	9 LF	10 OF	11 NL-OF	12 FF	13 NL-FF	14 TOTAL FUNDS	15 Pos.	16 FTE	17 New or Enhanced Program (Y/N)	18 Included as Reduction Option (Y/N)	19 Legal Req. Code (C, D, FM, FO, S)	20 Legal Citation	21 Explain What is Mandatory (for C, FM, and FO Only)	22 Comments on Proposed Changes to CSL included in Agency Request
Agcy	Prgm/ Div																			
1		SLO	Library Support and Development Services	This program provides leadership, grants, and consulting assistance to approximately 1,600 public, school, academic, tribal, and special libraries. The Ready to Read Grant program enhances public library services to children. The Library Services and Technology Act grant program uses federal funds to extend services to all Oregonians and encourage library innovation.	KPM 5,7,9,10	7	3,064,365	0	0	0	5,504,389	0	$ 8,568,754	10	9.50	Y	Y	FO	Library Services and Technology Act 20 U.S.C. 9101	This program provides leadership, grants, and consulting assistance to approximately 1,600 public, school, academic, tribal, and special libraries. The Ready to Read Grant program enhances public library services to children. The Library Services and Technology Act grant program uses federal funds to extend services to all Oregonians and encourage library innovation.	Pkg 101: Increase Funding for Ready to Read Grants - $150,00 in General Funds
2		SLO	Government Information and Library Services	This program provides information and research services to state employees in all branches of state government. Information is provided in-person, by phone or email, or by using the State Library's website that contains a wealth of databases and other information resources. The division provides permanent access to state government publications and acquisitions, catalogs, and circulates library materials.	KPM 1,7,11	4	0	0	6,725,096	0	0	0	$ 6,725,096	15	15.00	Y	Y	S	ORS 357	The State Library is legislatively mandated to collect, curate and preserve public-facing documents produced by state agencies. ORS 357.100	Pkg 102: Government Documents Librarian - $$228,187 Other funds - 1 FTE Pkg 103:Cataloging Assistant - $189,000 Other funds - 1 FTE
3		SLO	Talking Book and Braille Library	This program serves Oregonians with print disabilities by providing Braille, audiobooks, descriptive videos, and magazines through the mail and digital download. This is a free service to eligible Oregonians, with over 5,000 active users and an average of approximately 30,000 items circulated every month.	KPM 3,4,7,8	7	2,193,389	0	357,155	0	0	0	$ 2,550,544	8	7.20	N	Y	FO	US Code, Sec. 135a	Provide services and products from Library of Congress, National Library Services for the Blind and Print Disabled (NLS) program to all residents in the state that meet the NLS eligibility criteria. Services must be provided at no cost to such residents. Conduct all activities in accordance with NLS policies and procedures and Association of Specialized and Cooperative Library Agencies Standards.	
N/A		SLO	Library Operations	This program is responsible for administrative functions and program support including strategic leadership, fiscal management, information technology, volunteer coordination, communications, and State Library Board support. The Operations Division provides the infrastructure support and services necessary for the other State Library divisions to successfully carryout their programs and services.	KPM 7	4	163,293	0	2,733,333	0	233,996	0	$ 3,130,622	8	7.68	N	Y				
							5,421,047	-	9,815,584	-	5,738,385	-	$ 20,975,016	41	39.38						

7. Primary Purpose Program/Activity Exists
1 Civil Justice
2 Community Development
3 Consumer Protection

19. Legal Requirement Code
C   Constitutional
D   Debt Service
FM   Federal - Mandatory

Within each Program/Division area, prioritize each Budget Program Unit (Activities)
by detail budget level in ORBITS

Document criteria used to prioritize activities:

1. How many Oregonians does the program serve?
2. Does the program provide a good return on investment?
3. Would the program be valued by a majority of Oregon citizens?
4. Is there clear evidence that the program provides good results?

4 Administrative Function
5 Criminal Justice
6 Economic Development
7 Education & Skill Development
8 Emergency Services
9 Environmental Protection
10 Public Health
11 Recreation, Heritage, or Cultural
12 Social Support

FO Federal - Optional (once you choose to participate, certain requirements exist)
S Statutory

State Library

Annual Performance Progress Report

Reporting Year 2024

Published: 9/13/2024 2:58:11 PM

KPM #	Approved Key Performance Measures (KPMs)
1	Patron Service Transactions - Number of reference queries, document delivery and interlibrary loan requests, and outreach/instruction sessions to state agency employees.
3	Talking Book and Braille Library Average Use by User - Total number of circulations per year divided by the number of registered users at the end of the fiscal year.
4	COST PER CIRCULATION - Cost per circulation of talking books and Braille books.
5	USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM - Annual visits to the site.
7	CUSTOMER SATISFACTION - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.
8	Value of Talking Book and Braille Library - Percent of Talking Book users that strongly agree or agree that the Talking Book and Braille Library has added value to their life.
9	Ready to Read Participation - Ready to Read grant funding per year divided by total number of youth 0-14 years of age participating in a Ready to Read grant funded activity.
10	Value of Library Support Programs and Services - Percent of Oregon library staff that strongly agree or agree that the services and programs offered by Library Support help them provide better library service to their community.
11	Making State Documents Accessible - Percentage of the digital Oregon Government Publications fully cataloged.

red
green
yellow
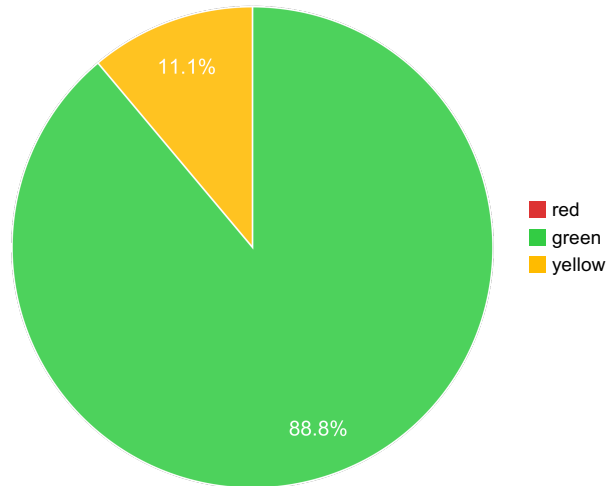
Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -5% to -15%	= Target > -15%
Summary Stats:	88.89%	11.11%	0%

KPM #1	Patron Service Transactions - Number of reference queries, document delivery and interlibrary loan requests, and outreach/instruction sessions to state agency employees.
	Data Collection Period: Jul 01 - Jun 30

Upward Trend = positive result
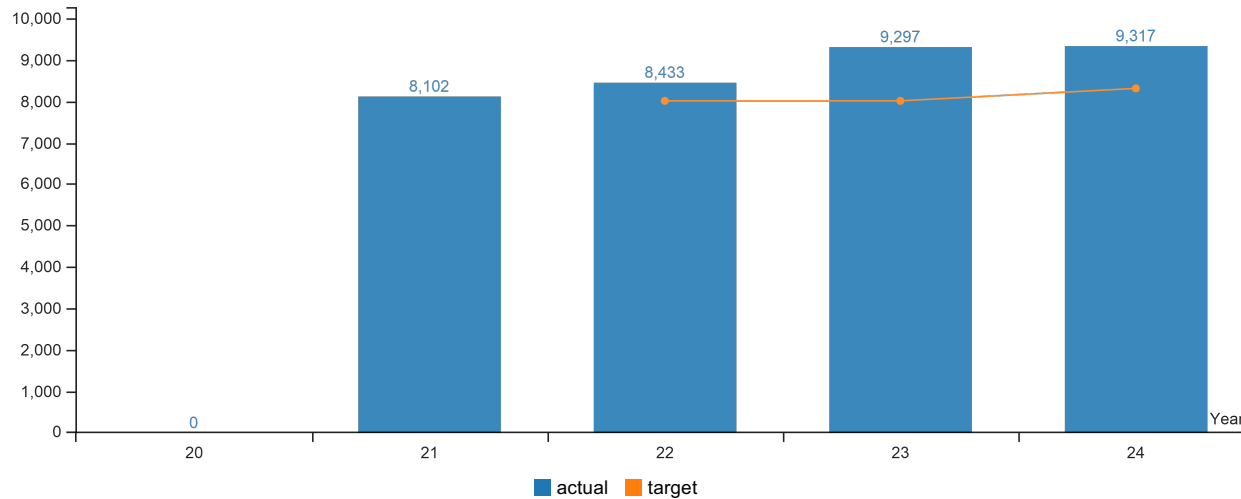
Report Year	2020	2021	2022	2023	2024
Patron Service Transactions					
Actual		8,102	8,433	9,297	9,317
Target			8,000	8,000	8,300

How Are We Doing

The total number of patron service transactions for the Government Information and Library Services division continue to rise each year. The total number of patron service transactions includes reference interactions, document delivery and interlibrary loan requests, and outreach/instruction sessions to state agency employees.

The program manager position in this division was vacated in January 2024 and a successful recruitment filled the position in February 2024. New leadership is reviewing processes and definitions to ensure that staff are capturing all interactions.

Factors Affecting Results

The Government Services division continues to be fully staffed which has provided valuable services to state employees at a high rate of efficiency. The agency's strategic plan puts a focus on building the ease of access to library resources, and staff are opening new avenues to promoting services. The State Library's embedded librarian program continues, allowing agencies to connect directly with a highly-trained librarian as needed.

KPM #3	Talking Book and Braille Library Average Use by User - Total number of circulations per year divided by the number of registered users at the end of the fiscal year.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result
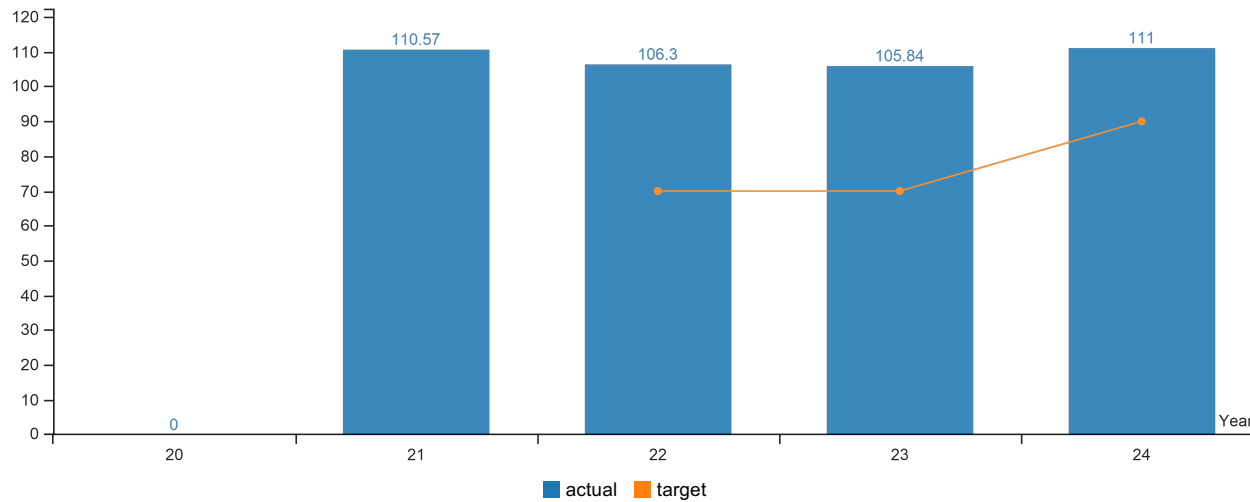
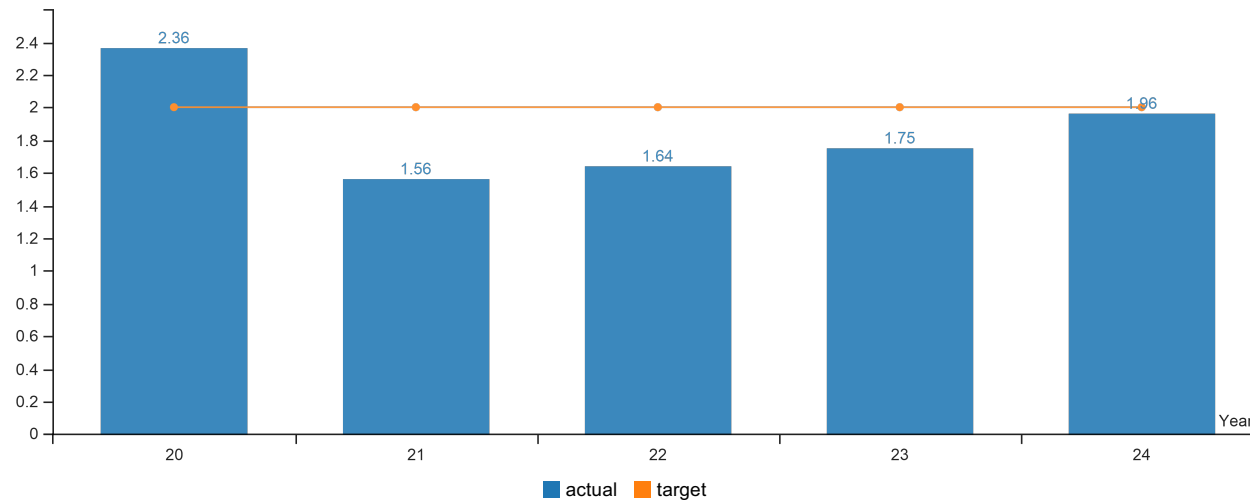| Report Year	2020	2021	2022	2023	2024
Talking Book and Braille Library Average Use by User					
Actual		110.57	106.30	105.84	111
Target			70	70	90

How Are We Doing

The average books borrowed per user has increased substantially.

Factors Affecting Results

Users have taken advantage of increased accessibility of books this year. The Duplication on Demand model allows users to check out up to 8 titles on each cartridge, and one title can be listened to by an unlimited number of users at the same time. Our users continue to utilize the Braille and Audio Reading Download (BARD) service as well. The NLS (National Library Service for the Blind and Print Disabled) has recently acquired more commercially recorded audiobooks, increasing the size of the collection available to our users by approximately 12,000 titles in the last year.

KPM #4	COST PER CIRCULATION - Cost per circulation of talking books and Braille books.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = negative result

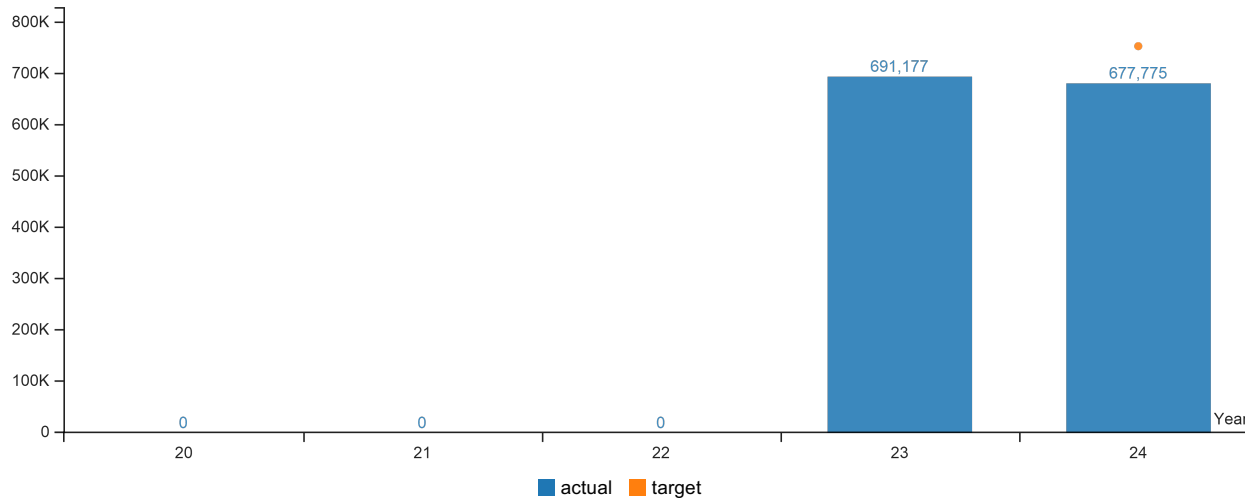| Report Year	2020	2021	2022	2023	2024
Cost per Circulation of Talking Books and Braille Books					
Actual	$2.36	$1.56	$1.64	$1.75	$1.96
Target	$2.00	$2.00	$2.00	$2.00	$2.00

How Are We Doing

The cost per circulation actual remains below the target amount but has seen a $0.21 increase over the previous year.

Factors Affecting Results

The largest impact on this figure is inflation. Sending materials to users is free due to the Federal Free Matter for the Blind program, but basic supplies have seen significant increases in the last twelve months. Personnel costs have risen overall and with the addition of the newly funded Librarian position. The relatively low rise in cost per use is a reflection of the healthy increase in circulation and new user registrations. (KPM #3 Average Use by User)

KPM #5	USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM - Annual visits to the site.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result

Report Year	2020	2021	2022	2023	2024
USE OF THE OREGON SCHOOL LIBRARY INFORMATION SYSTEM					
Actual				691,177	677,775
Target					750,000

**How Are We Doing**

The Oregon School Library Information System (OSLIS) is a tool for K-12 students and teachers that provides access to high-quality research databases, instruction, and videos on how to conduct research, and lessons to teach information literacy skills. A previous key performance measure tracked average daily visits to OSLIS. That KPM was revised for the 2023-25 biennium to record total annual visits instead, hence the lack of previous data. Visits to the site have been recovering since a historic low in 2021. Total annual visits for 2022-23 were over 200,000 higher than the previous year, and nearly 300,000 higher than 2020-21. However, 2023-24 year saw a plateau, so we unfortunately did not meet our target of 750,000 visits.

Factors Affecting Results

The lingering effects of the COVID-19 pandemic, combined with a continued decades-long decline in the number of certified school librarians in Oregon's schools, are likely the biggest contributors to the steep decrease of OSLIS usage starting in 2019-20. The mostly upward trend evident since 2020-21 is consistent with the adaptation of school instruction to the pandemic and the lifting of COVID restrictions. School library staff are better able to focus once again on their core job function: improving literacy, including information literacy, among students. There have also been significant increases in views of instructional OSLIS videos, as time-strapped teachers need high-quality, pre-packaged content for students. Unfortunately, the 2024-25 school year likely will see further decreases in certified teacher-librarians in Oregon. However, efforts are planned for 2024-25 to specifically reach out to classified school library staff, who staff the majority of school libraries in the state. Classified school library staff may not be as aware of the benefits of OSLIS, so these outreach efforts may increase OSLIS usage.

KPM #7	CUSTOMER SATISFACTION - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.
	Data Collection Period: Jul 01 - Jun 30
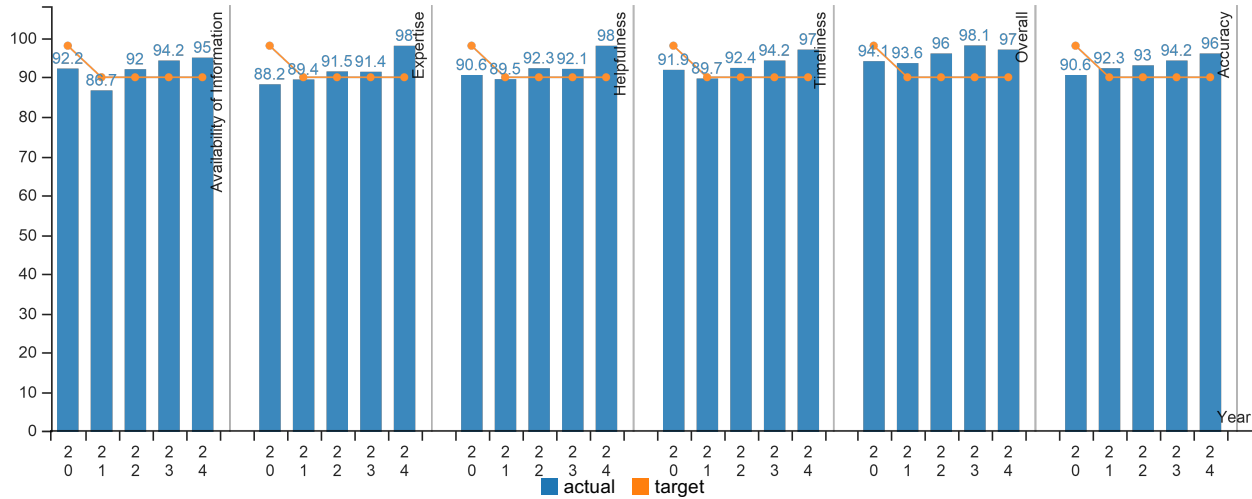
Report Year	2020	2021	2022	2023	2024
Availability of Information					
Actual	92.20%	86.70%	92%	94.20%	95%
Target	98%	90%	90%	90%	90%
Expertise					
Actual	88.20%	89.40%	91.50%	91.40%	98%
Target	98%	90%	90%	90%	90%
Helpfulness					
Actual	90.60%	89.50%	92.30%	92.10%	98%
Target	98%	90%	90%	90%	90%
Timeliness					
Actual	91.90%	89.70%	92.40%	94.20%	97%
Target	98%	90%	90%	90%	90%
Overall					
Actual	94.10%	93.60%	96%	98.10%	97%
Target	98%	90%	90%	90%	90%
Accuracy					
Actual	90.60%	92.30%	93%	94.20%	96%
Target	98%	90%	90%	90%	90%

These customer satisfaction results are the average of the outward facing divisions of the State Library: Government Information and Library Services; Library Support and Development Services; and Talking Book and Braille Library. Averaged together, the State Library is above the target in all categories. The agency's overall satisfaction has remained strong over the last five years. For each division's percentage in each of the categories, please refer to the table below.

	Timeliness	Accuracy	Helpfulness	Expertise	Availability	Overall
Government Information and Library Services	98%	97%	98%	99%	96%	97%
Library Development and Support Services	99%	98%	99%	99%	99%	99%
Talking Book and Braille Library	93%	95%	97%	95%	88%	97%

Factors Affecting Results

The State Library staff are dedicated public servants. Both due diligence and responsiveness are cornerstones of the State Library's customer service. Emails and voicemails are responded to a timely manner. Input from the divisions' advisory councils help shape services and resources that are being made available to our users.

Within Government Services, staff is continuously working to make state government publications available to our users, both within state government and the public. Electronics resources are always being reviewed so the needs of state agency users of being meet. The embedded librarians are meeting with their state agencies to better understand their needs and continue to educate state employees on the services being provided by the State Library.

Library Support makes in-person visits to libraries across the state to learn firsthand the needs and concerns of these libraries. Library Support also provides grants to public libraries for early literacy and summer reading and provides focused federal grants to small and mid-size libraries.

 Technology advances in Talking Books, such as duplication on demand, has allowed the State Library to serve its users faster and more completely. Additional data gathering tools have been implemented and reviewing that data has allowed staff schedule changes that are more responsive to patron inquiries.

KPM #8	Value of Talking Book and Braille Library - Percent of Talking Book users that strongly agree or agree that the Talking Book and Braille Library has added value to their life.
	Data Collection Period: Jul 01 - Jun 30

Upward Trend = positive result
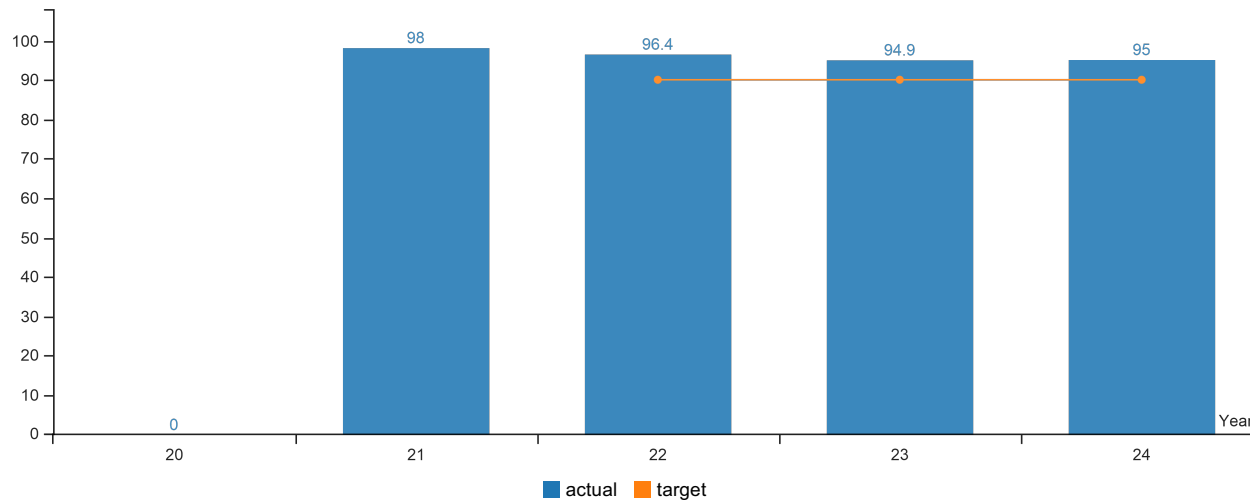
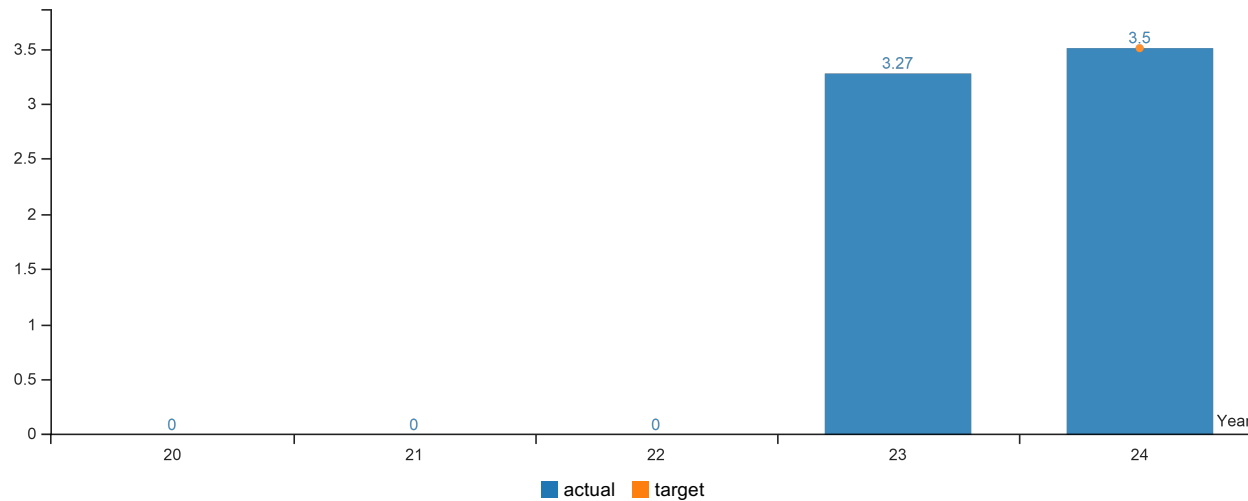| Report Year		2020	2021	2022	2023	2024
Percent strongly agree or agree Talking Books added value						
Actual			98%	96.40%	94.90%	95%
Target				90%	90%	90%

How Are We Doing

Talking Books continues to elicit a high level of satisfaction and appreciation. A patron running a book club for the vision impaired shares "It's more than just me reading. It's a way we blind people can have a book club of our own. Reading is a major part of my life and my identity."

Factors Affecting Results

Talking Books staff are dedicated to the mission "That all may read." This year, the division implemented new data gathering tools that have allowed staff to be even more responsive to patron inquires. Many of the open-ended comments we received in the annual Customer Satisfaction Survey revealed users' deep connections to Talking Books services and staff. Respondents called our Talking Books "essential" and "critical," and many gave examples of ways in which Talking Books allowed them to maintain identities as readers, thoughtful individuals, and lifelong learners.

KPM #9	Ready to Read Participation - Ready to Read grant funding per year divided by total number of youth 0-14 years of age participating in a Ready to Read grant funded activity.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result

Report Year	2020	2021	2022	2023	2024
Ready to Read Participation					
Actual				$3.27	$3.50
Target					$3.50

How Are We Doing

Annually, every legally established public library in the state is eligible to receive a Ready to Read grant. The grant may be used for early childhood literacy or summer reading activities. Libraries spend their grants between January and December. For this reporting period, which constitutes the 2023 Ready to Read grant year, 228,785 youth participated in Ready to Read-funded programs at 140 public libraries around the state. Grants totaled $801,340, meaning that one youth was reached for every $3.50 in grant funds spent. State Library Ready to Read grants for this reporting period leveraged nearly $2.5 million in local cash and in-kind contributions by local libraries, an over 3-1 return.

Please note that a previous version of this key performance measure used a reversed ratio of number of participating youth divided by total grant funding, resulting in a number representing a fractional number of children reached. The KPM was changed to avoid any confusion this fraction may have caused.

Factors Affecting Results

Library programs, including early literacy and summer reading, continue to have lingering effects from the COVID-19 pandemic. While still an impressive display of libraries' ability to reach families, 2023's Ready to Read participation is lower than pre-pandemic years. We were also surprised to see that youth participation in Ready to Read-funded programs dipped from 240,555 in 2022 to 228,785 in 2023. This modest decrease was particularly perplexing given that general library youth program attendance (some of which was Ready to Read-supported) increased 76% between the Public Library Survey 2021-22 and 2022-23 statistical reporting years. We do not know the underlying reasons for this decrease, given the ample news coverage of families happily participating in library events in summer 2023. The current year Ready to Read grant reports, due in December 2024, may help illuminate whether the low 2023 attendance figures were an outlier. Those figures will be shared in the 2025 APPR.

KPM #10	Value of Library Support Programs and Services - Percent of Oregon library staff that strongly agree or agree that the services and programs offered by Library Support help them provide better library service to their community.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result
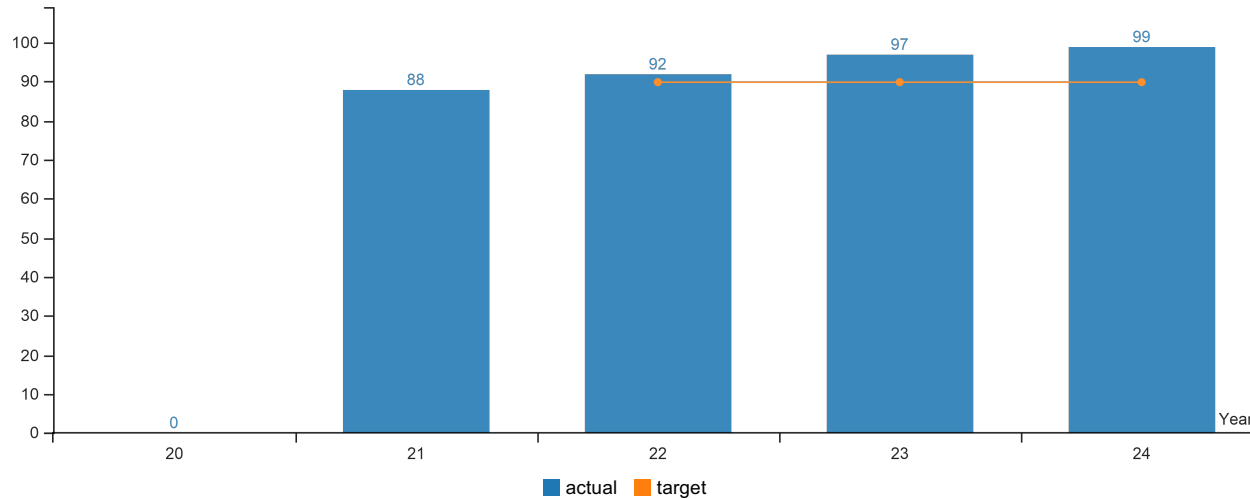
Report Year	2020	2021	2022	2023	2024
Percent strongly agree or agree					
Actual		88%	92%	97%	99%
Target			90%	90%	90%

How Are We Doing

The Library Support and Development Services division at the State Library of Oregon provides grants, resources, leadership, and consulting services to academic, public, school, and special libraries and tribal nations throughout Oregon. In the most recent satisfaction survey, sent to over 2,500 Oregon library staff and volunteers in May 2024, 99% of respondents agreed or strongly agreed that Library Support's services help them provide better services to their community, an increase of two percentage points over 2023. The division is proud that nearly all its customers value its services, especially when Oregon library staff share comments like this:

"I am so thankful! All the State Library staff is so helpful and willing to give it all to support us. I am beyond grateful for all of you as professional and human beings. You are a wealth of knowledge and support. GO SLO!"

Factors Affecting Results

Library Support staff make concerted efforts to connect with Oregon libraries at a variety of events, including professional association events, trainings, virtual or in-person visits to libraries, and being available to answer questions. Oregon libraries rely on division staff for information about how to respond to intellectual freedom challenges, where to get resources and funding, and generally to be knowledgeable ears about their issues. The staff's consistent presence and involvement in the library community likely leads to the large amount of customer support the division enjoys.

While the division has met its target of 90% for the last three years, there is still work to do. The Library Support division's Library Services and Technology Act 2023-27 plan prioritizes the division's work to better meet Oregon libraries' changing needs, especially focusing on helping libraries better serve communities that are underserved and under-resourced and to use equitable, diverse,

inclusive, and antiracist practices in the delivery of their services. This work has been furthered by the recent hiring of a Diversity, Equity, and Inclusion staff member to advise and support libraries in Oregon.

KPM #11	Making State Documents Accessible - Percentage of the digital Oregon Government Publications fully cataloged.
	Data Collection Period: Jul 01 - Jun 30

Upward Trend = positive result
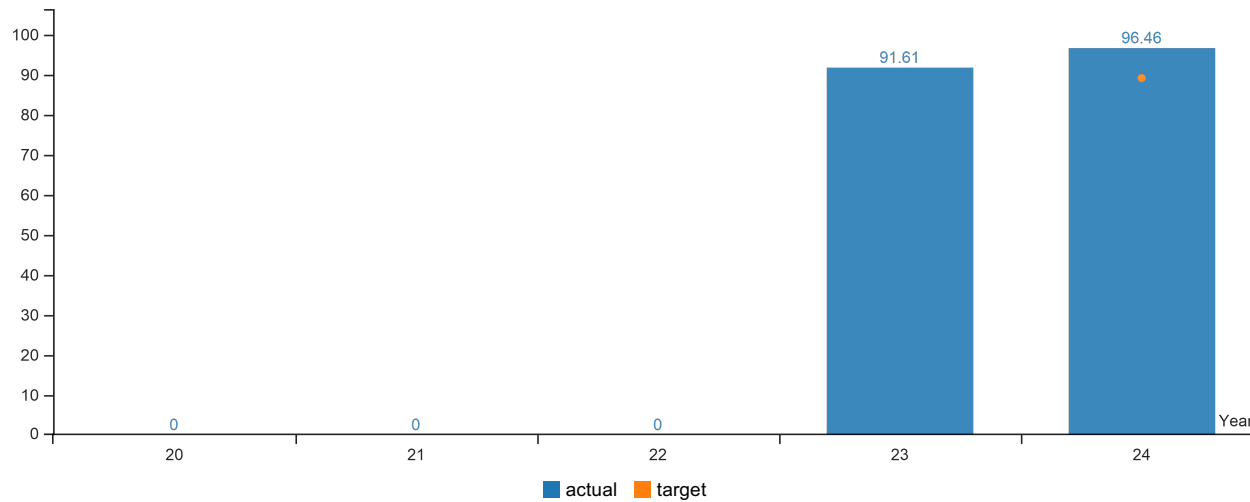
Report Year	2020	2021	2022	2023	2024
Making State Documents Accessible					
Actual				91.61%	96.46%
Target					89%

How Are We Doing

This is a new KPM the first year that this KPM is being reported against its target figure. In FY24 the number of state documents collected, cataloged, and therefore accessible to locate on the agency's website, exceeds the target by 7%.

Factors Affecting Results

In January 2024 the program manager of the division retired, and a new manager was recruited and in place by February 2024. New division leadership has identified inconsistencies in job duties which affected cataloging practices. Updates to position descriptions, expectations for dividing the work of cataloging, and clearer standards around the process of cataloging materials to make them accessible should produce a higher percentage in FY25.

February 5, 2025

State Library Report to the Legislature and Department of Administrative Services
Report on ORS 357.008 (6)

EXECUTIVE SUMMARY

In accordance with ORS 357.008 (6), the State Library biennially reports to the Legislative Assembly and the Department of Administrative Services statistical data on the following:
   a) The effectiveness of library services provided to state government;
   b) The effectiveness of services provided to persons who are print-disabled;
   c) The degree to which local and school libraries in this state provide library services to the people of this state; and
   d) The scope and effectiveness of library services for children and youth funded by state grant funds.

This report contains statistical data on these four areas as mandated by statute.

OVERALL CUSTOMER SATISFACTION

Customer Satisfaction with the State Library continues to be high, a testament to the dedication of staff to providing excellent customer service. During the pandemic, the State Library staff made a concerted effort to reach patrons where they were at and were successful in their efforts. Many of the changes that were implemented are still in effect, and State Library services are highly valued.

	2023 - Actual	2023 - Goal	2024 - Actual	2024 - Goal
KPM #7: Customer Satisfaction Agency-wide: Percent rating services good or excellent	96.10%	90%	97%	90%

EFFECTIVENESS OF LIBRARY SERVICES PROVIDED TO STATE GOVERNMENT

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

The Government Information and Library Services Division promotes informed decision-making and government transparency by providing professional, high-quality, unbiased information services to support state government and permanent public access to government publications.

The library services provided to state employees and the state legislature including research assistance, professional development, instruction, and print and electronic resources. Statistical data related to these services is included in the tables below.

	2023 - Actual	2023 - Goal	2024 - Actual	2024 - Goal
KPM #1: Patron Service Transactions per Year	9,297	8,000	9,317	8,300
KPM #11: Making State Documents Accessible*			96%	89%

**KPM was established during the 2023 Legislative Session

Patron Service Transactions include total reference transactions, outreach presentations, instruction, and all documents provided by request via interlibrary loan, either as a physical or electronic document delivery. As the state workforce continues in a hybrid environment, the State Library provides all resources and instruction, both virtually and in person, via appointments. We have a verification system for state employees that streamlines the activation process for library accounts.

A reference librarian is assigned to each state agency to provide research support and instruction opportunities. The success of this program has led to a significant increase in the number of instructional classes and reference assistance that support the work of state agency staff.

Making state documents accessible includes collecting and cataloging the public facing documents and individual state agency reports and publications, therefore making them findable in the State Library's online system. This is the first year this Key Performance Measure is being reported. During the current biennium, the entire database of digitally accessible documents was migrated to an updated, user friendly digital content platform called Recollect. Recollect provides enhanced access to these digitized state documents by making search easier, creating groupings by agency, topic, and type of documents, allowing users to create their own "playlists" of documents to access easily, and the ability for the State Library to create digital exhibits that highlight the work of the state agencies.

EFFECTIVENESS OF SERVICES PROVIDED TO PERSONS WITH PRINT DISABILITIES

The Talking Book and Braille Library serves Oregonians with print disabilities by providing audiobooks, descriptive videos, Braille materials, and magazines through the mail and digital download. Statistical data related to these services is included in the table below.

	2023 - Actual	2023 - Goal	2024 - Actual	2024 - Goal
KPM #3: Total number of circulations per year/users	105	70	111	90
KPM #4: Cost Per Circulation	$1.75	$2.00	$1.96	$2.00

The cost per circulation remains low thanks to the new circulation system that allows up to ten titles to be put on each cartridge and mailed to users. Over 70% of Talking Books users receive three cartridges

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at a time. Instead of two circulation technicians handling over 1,000 cartridges per day to serve our users, an average of 1,400 titles are sent out on only 180 cartridges, requiring the work of only one circulation technician. This has dropped the cost per circulation, at $2.36 per item in 2020, to $1.96 in 2024. Additionally:

- For the fiscal year ending June 30, 2024, there were 4,414 Oregonians registered for the service who checked out an average of 111 items per year.
- Approximately 30,000 items are circulated every month.

In the 2024 customer satisfaction survey, Talking Book Library users were asked to rank how much they agree with the statement, "The Talking Book and Braille Library has added value to my life." The response was overwhelmingly positive, with 95% agreeing or strongly agreeing with the statement.

The Talking Book and Braille Library has added value to my life:

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
2%	0%	3%	21%	74%

Talking Book Library users strongly identify as readers and see this service as a way to stay connected to a major part of their life.

DEGREE TO WHICH LOCAL AND SCHOOL LIBRARIES IN OREGON PROVIDE LIBRARY SERVICES FOR OREGONIANS

Public Libraries

The State Library of Oregon collects annual statistics from all legally established public libraries in the state. Much of this data is then reported to the Institute of Museum and Library Services (IMLS) to inform the national Public Library Survey data collection effort. The data reporting period matches the state fiscal year, July 1 through June 30.

Key public library statistical information for fiscal years 2023 and 2024 is included in the following table.

Public Libraries	2023	2024
Oregonians served by legally established public library	4,070,308	4,076,442
Oregonians not served by legally established public library	211,544 (4.9%)	186,943 (4.4%)
Use of public library collections	52,784,118	53,340,125
Library visits	11,482,146	11,960,888

Usage of and visits to public libraries continue to increase as Oregonians return to their pre-pandemic levels of activity. Between the 2022-23 and 2023-24 fiscal years, library use went up by 1%, and visits by 4%. And Oregon libraries continue to innovate in delivering their essential services. This year saw

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increasing numbers of libraries offering culturally responsive programming and outreach to communities that are underserved or under-resourced; checking out items as myriad as cake pans, pressure washers, telescopes, and tabletop games in their libraries of things; and diversifying their physical and print collections to better represent and reflect the rainbow of people who call Oregon home.

School Libraries

The State Library gathers information on the number of licensed school librarians over time. The data are pulled from Oregon Department of Education publications including the Oregon Statewide Report Card and Oregon School Directory. The data from 2023-24, as well as a snapshot from select previous years, are included in the following table:

School Libraries	1980-81	2011-12	2014-15	2023-24
# of licensed school librarians	818	203	130	178
Ratio of school librarians to students	1 librarian/ 547 students	1 librarian/ 2,763 students	1 librarian/ 4,391 students	1 librarian/ 3,075 students

Although the number of school librarians has increased since the low point in 2014, the reduction in licensed school librarians over time continues to impact the quality of education delivered in schools. Despite the improvements in school library staffing over the last decade, Oregon consistently ranks among the lowest of states per capita, according to data gathered nationally by the SLIDE Project.

Strong school libraries staffed with teacher-librarians, and aided by support staff, are a critical factor in helping students develop the information literacy and research skills necessary to succeed in work and higher education. Studies have shown a significant relationship between the presence of a licensed high school librarian and college first semester GPA. The relationship was the most significant when the high school librarian was full-time.

SCOPE AND EFFECTIVENESS OF LIBRARY SERVICES FOR CHILDREN AND YOUTH FUNDED BY STATE GRANT FUNDS

The State Library administers the Ready to Read grant program, which is funded by state General Fund dollars. It is available to all legally established public libraries to provide early literacy and summer

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reading programs to local communities. Funds are distributed based 80% off the number of children ages 0-14 served by the library and 20% off the square mileage served. Data from the most recent grant cycles are included below.

Ready to Read Grants	2023	2024
State grant funding distributed	$801,340	$834,994
Libraries receiving grant funds	141	140
Children served in library early literacy programs*	48,099	69,186
Children served in library summer reading programs*	180,686	195,051
$1 in state funding leveraged $X in local funding	$4.05	$3.99
Libraries reporting that half or more of children aged 0-6 met outcomes on developing early literacy skills	61%	68%
Libraries reporting that half or more of youth aged 0-14 met outcomes on maintaining literacy skills over the summer	75%	76%

*Actual numbers reflect total participation in programs, not a count of unique individuals.

As shown in the latest Ready to Read annual report, grants support projects as diverse as literacy camps for children from communities that are underserved and under-resourced; social and emotional learning activities in a variety of languages; bolstering library collections for youth; creating Science, Technology, Engineering, and Math (STEM) programs; and much more. These programs build critical early literacy skills in children ages 0-5, and they help older youth maintain their reading proficiency through the summer when school is not in session.

The number of children served through grant-funded programs like those noted above increased by 15% between the 2023 and 2024 funding years. People continue to return to their public libraries following the pandemic, although participation has not yet returned to pre-pandemic levels. As shown in annual statewide public library statistics, this trend is evident for library programming for all age groups. Nonetheless, a cumulative 74% of libraries reported that half of more of participants in their Ready to Read programs met outcomes on developing early literacy skills and/or maintaining literacy skills over the summer. Public libraries continue to reliably help youth in their communities boost and retain their reading readiness and skills.

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Oregon
Tina Kotek, Governor

February 5, 2025

Report to the Oregon State Legislature Report
on ORS 357.026 (9)

Executive Summary

HB 3523 was passed in the 2015 Legislative Session, changing the appointment process for the State Librarian and revising the composition and duties of the State Library Board. In addition, the bill called for specific activities to improve interagency coordination. This report meets the biennial report requirement as outlined in HB 3523 and codified in ORS 357.026 (9).

Achieve the statutory mission and programmatic outcomes of the State Library

Statutorily, the State Library of Oregon is charged with providing a wide range of services to several diverse groups, including state employees and the legislature; Oregonians with print disabilities; those providing services at public, academic, school, special, and tribal libraries; and to Oregonians.

- **Provide library services to support state government needs and operations**

The State Library's Government Information and Library Services Division promotes informed decision-making and government transparency by providing professional, high-quality, unbiased information services to support state government and permanent public access to government publications. Library services provided to state employees including research assistance, professional development, and training to use library resources. The State Library provides over one hundred online library resources specifically for state employees to support their research needs. In the fiscal year ending June 30, 2024, the total number of patron service transactions was 9,317.

The division collects and preserves state and federal agency publications and other Oregon-related materials. These materials are then made discoverable through the library's online catalog, Oregon Digital Collections website, and interlibrary loan services. These materials are key to the library services provided to state employees. State Library staff also offer reference assistance to Oregonians to utilize these materials, both virtually and in person.

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

- **Provide Library Services for Oregonians with print disabilities.**

The State Library's Talking Book and Braille Library serves Oregonians with print disabilities by providing Braille materials, audiobooks, descriptive videos, and magazines through the mail and via digital download. This is a free service to eligible Oregonians, reaching more than 4,000 active users and circulating an average of approximately 30,000 items every month. The Talking Book and Braille Library is Oregon's regional library for the Library of Congress' National Library Service for the Blind and Print Disabled (NLS) network. For the fiscal year ending June 30, 2024, the 4,414 Oregonians registered for the service checked out an average of 111 items per year. In 2020, the Talking Book and Braille Library implemented Duplication on Demand, which increased title availability, eliminated wait time for popular titles, and increased the number of titles a patron can have at one time. This system allows creation of customized digital cartridges containing titles requested by patrons from the entire NLS collection of more than 90,000 titles. This change greatly enhanced customer service and streamlined operations. In the past, patrons had received books with one title per cartridge. This new system allows the flexibility of up to 10 books per cartridge, reducing wait times and improving customer service, while streamlining staff processes.

- **Support and promote the establishment and development of local library services**

The State Library's Library Support and Development Services Division provides consultation services, professional development, statewide library services, and grants to 1,600 public, academic, school, and special libraries, and Tribal Nations across the state. The division administers state-funded Ready to Read grants to public libraries in Oregon to support summer reading and early literacy programs. The division also administers federal Library Services and Technology Act (LSTA) grant funding received through the Institute of Museum and Library Services (IMLS) to fund competitive grants and statewide library services including consulting, the Answerland online reference service, the Oregon School Library Information System (OSLIS), the Statewide Database Licensing Program, and Northwest Digital Heritage. Oregon's LSTA allotment for Federal Fiscal Year (FFY) 2024 is $2,597,695.

Since its FFY 2023 allotment, the division spends federal funds according to its LSTA Five-Year Plan 2023-27. The five priority areas established in the plan are: improving equity, diversity, inclusion, and antiracism in Oregon libraries; promoting digital equity; supporting students, youth, and lifelong learners; building community through libraries; and increasing library capacity. These priorities not only help determine which statewide library services the division offers; they also give direction to the subgrants the State Library distributes to libraries and Tribal Nations throughout the state. Such grants totaled $1,330,572 combined from July 1, 2022 thru June 30, 2024.

- **Promote and support library services for children and youth**

The Ready to Read grant program is supported by state General Fund dollars. It is available to all legally established public libraries to provide early literacy and summer reading programs to local communities. Funds are distributed by formula, based 80% off the number of children ages 0-14 served by the library and 20% off the square mileage served. The minimum grant is $1,000. As shown in the latest Ready to Read annual report, grants support projects as diverse as literacy camps for children from communities that are underserved and under-resourced;

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social and emotional learning activities in a variety of languages; bolstering library collections for youth; creating Science, Technology, Engineering, and Math (STEM) programs; and much more. In 2024, Ready to Read funds went to 140 public libraries in all 36 counties in Oregon, with over 260,000 youth participation at grant-funded programs.

- **Leverage federal, state, and local funding for the benefit of state and local libraries**

Federal LSTA funds received from IMLS require both a maintenance of effort (MOE) and a non-federal match on the part of states. LSTA funds are used to benefit local libraries through grants and statewide services. The Ready to Read General Fund grant funds distributed to public libraries every year contribute significantly to the required MOE and match and support libraries in providing early literacy and summer reading programming. In addition, General Funds allocated to the Talking Book and Braille Library contribute to MOE.

State Library grants also leverage local funds and in-kind contributions from recipient libraries. For every $1 in state Ready to Read funds distributed, libraries were able to leverage $4.05 in local funds, including cash, staff time and materials in 2024.

- **Promote the electronic delivery of library and information resources and services**

Using federal LSTA dollars, the State Library provides 23 electronic databases to all Oregonians through their local libraries and through the Libraries of Oregon website, via the Statewide Database Licensing Program. Answerland, a 24/7 virtual reference service, is also available to all Oregonians and includes service in Spanish.

- **Maintain free access for the public to State Library materials**

The State Library building is open to the public from 8:00 a.m. to 5:00 p.m., with staffing available to assist the public with the collection and questions from 1:00 to 4:00 p.m. each weekday. The State Library continues to provide assistance to the public by phone and email. The State Library digital collections are freely available to the public 24/7.

Implement initiatives and improvements to interagency coordination

- The Reference Coordinating Council, composed of the State Librarian, the State Archivist, and the State of Oregon Law Librarian, meets regularly to discuss programs and services, explore areas for collaboration, and reduce duplication of effort.

- The State Librarian designee serves on the Oregon Heritage Commission to share relevant State Library updates and bring back items of interest to the agency and the local library community.

- The State Library and Oregon Heritage Commission partnered with the Washington State Library to develop and grow Northwest Digital Heritage (NWDH). A part of the Digital Public Library of America (DPLA), NWDH collects information about digital collections from numerous institutions in Oregon, Washington, and Idaho and makes them searchable online in one place. The service also hosts digitized content from the libraries in Athena, Lowell, and

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

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Weston, and the Oregon State Archives.

- The Oregon Heritage Commission, State Archives, and State Library have met regularly since the devastating 2020 wildfire season to discuss impacts on local libraries, museums, and historical organizations, to share resources, and to discuss any necessary response efforts. Fortunately, the damage to collecting organizations was not extensive, but this situation prompted the three agencies to agree to begin work on a disaster response and recovery plan at the state level for heritage interests. These efforts continue.

- HB 3523 changed the composition of the State Library Board. The Executive Director of the Commission for the Blind and Deputy Superintendent of Public Instruction, or their designee, now have permanent positions on the State Library Board. In addition, the Board also includes two rotating positions for state agency staff, which are currently filled by staff from the Higher Education Coordinating Commission and Oregon Health Authority.

- A representative from the Commission for the Blind and from the Oregon Textbook and Media Center serves on the Talking Book and Braille Library Advisory Council.

Implement initiatives and improvements to the electronic delivery of government publications and services

The State Library continues to make great strides in digitizing valuable state documents and publications. By statute, the State Library is charged with collecting state agency publications and has been doing so since the early 20th century. In 2009, the library created an online digital collection to provide access to both born-digital and digitized versions of these publications. In 2024, the entire database of digitally accessible documents was migrated to an updated, user friendly digital content platform called Recollect. The digitized state documents are now easier to search, and users can create groups by agency, topic, and type of documents. The State Library now also has the ability to create digital exhibits that highlight the work of the state agencies.

The State Library is systematically digitizing older items from the Oregon Documents Collection, prioritizing unique or rare items. Digitizing efforts make these publications available worldwide and protect fragile items from damage through physical use.

- From July 1, 2022, through June 30, 2024, 25,115 Oregon documents were added to the Oregon Documents collection, with 23,851 of those added to Digital Collections and 1,264 to the print collection.

- As of June 30, 2024, there are 177,198 Oregon state government publications in Digital Collections.

- As of spring 2025, the State Library's digital collections are exposed to wider audiences thanks to their inclusion in NWDH and the national DPLA digital heritage search site.

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Implement initiatives and improvements to State Library reference services to state agencies

- Work continued with the State Library's highly successful embedded librarian program, in which each state agency is assigned a librarian to provide specialized assistance and resources to support state agency staff in their work. Through the embedded librarian program, these librarian liaisons become familiar with the work of their assigned agencies and conduct presentations and training on resources tailored to the specific needs of the state agency, as well as providing research support on specific agency initiatives and programs.

- Between July 1, 2022, through June 30, 2024, librarians conducted 201 presentations or participated in events with their assigned agencies engaging with a total of 2,181 state employees.

Report the number of public, nonprofit, and private partnerships entered into by the State Library

The State Library currently has 39 partnerships with agencies and organizations:

- Oregon Library Association and its divisions
- American Library Association and its divisions
- Oregon Department of Education
- State of Oregon Law Library
- Oregon State Archives
- Fujian (China) Provincial Library
- Oregon Advocacy Commissions Office
- Federal Superintendent of Documents
- Oregon Heritage Commission
- Oregon Historical Society
- Oregon Textbook and Media Center
- Oregon Commission for the Blind
- American Council of the Blind of Oregon
- National Federation of the Blind of Oregon
- National Library Service for the Blind and Print Disabled (NLS)
- Utah State Library
- League of Women Voters
- Oregon Broadband Office
- Oregon Broadband Equity Coalition
- Oregon Office of Cultural Change
- Oregon Humanities
- OregonASK

- Oregon Secretary of State
- Washington State Library
- Oregon Career Information System
- iREAD Summer Reading Program
- Chemeketa Cooperative Regional Library Service (CCRLS)
- Institute of Museum and Library Services (IMLS)
- Oregon State University Libraries
- University of Oregon Libraries
- Digital Public Library of America
- Urban Libraries Council
- Link Oregon
- AGE+
- Oregon Parks and Recreation Department
- Western Council of State Libraries (Westco)
- Department of Forestry
- Chief Officers of State Library Agencies (COSLA)
- Portland State University

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

In addition, the State Library partners with many local public, academic, school, and special libraries, and Tribal Nations through LSTA grant programs and other engagement opportunities and activities.

Reduce duplication in state agency services and costs related to the mission of the State Library

Subscriptions: Rules relating to subscriptions for reference related databases, as mandated by ORS 357.115 and outlined in OAR 543-020-0080, were adopted in June 2016 and a process was created for agencies to submit requests for approval from the State Librarian.

- The State Library works with liaisons from each agency to proactively share information about the subscription approval process and current resources that the State Library has available. In some cases, state agencies cancel their agency subscriptions in favor of using the database versions provided by the State Library.

- Previous data collection efforts concluded that duplication—of non-newspaper subscriptions especially—is minimal. A review and approval process where agencies may submit requests and receive approval for eligible subscription purchases in accordance with OAR 543-020-0080 is in development. With this new process in place, the State Library can provide both longitudinal and point-in-time analyses of subscription duplication between agencies.

Certification of state agency libraries: HB 3523 mandates that the State Library of Oregon certify "any state agency library or library service that is maintained separate from the State Library or that is proposed to be maintained separate from the State Library."

- The only agency library requiring certification is the Oregon Department of Transportation library. The ODOT library partners with the State Library regarding resource sharing. This library is professionally staffed, collects metrics, and is willing to share those metrics. This library conforms to the legislation.

- The Oregon OSHA Resource Center and the Prison Law Library are focused on serving the members of their stakeholder communities. Because they are not focused on serving other Oregon state agencies or their employees, they do not require certification from the State Library. Their agency employees, however, do utilize State Library resources to support their work.

- The Department of Revenue maintains a small resource room where materials are housed. This resource room is not considered a library and does not need to be certified by the State Library.

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SLO 543

2025-27 Biennium

Contact Person (Name & Phone #): Ben Plant 971-718-2512

BEX100 AY25   November   BDV002A AY27
N - LAB Column   Projections   J (A) - CSL Column Calculation to right

Updated Other Funds Ending Balances for the 2023-25 and 2025-27 Bienna

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
					2023-25 Ending Balance		2025-27 Ending Balance		
Other Fund Type	Program Area (SCR)	Treasury Fund #/Name	Category/Description	Constitutional and/or statutory reference	In LAB	Revised	In CSL	Revised	Comments
						Combined	Combined	Combined	
Limited	001-00-00-00000	5430000401 OF	Assessments (F0410)	357.203	$1,029,446.00	$1,127,888.00	$1,098,616.00	$1,284,651.00	
Limited	001-00-00-00000	5430000401 OF	Rental Income (F0405 - P 4***)	357.200	$20,000.00				
						$27,163.00	$0.00	$0.00	
Limited	002-00-00-00000	5430000443 Donation	Database licensing Reserve (F0321 - P2898)	357.200					
Limited	002-00-00-00000	5430000401 OF	Misc. Receipts (F0400 - P 1***)	357.200					
					Combined	Combined	Combined	Combined	
					$237,588.00	$623,684.00	$650,863.00	$656,529.00	
Limited	003-00-00-00000	5430000443 Donation	Donations (F0308)	357.195					
Limited	003-00-00-00000	5430000443 Donation	Endowment Interest (F0300 - P3100)	357.195					
Limited	003-00-00-00000	5430000443 Donation	Endowment (F0301)	357.195		$1,694,596.00			Not in ORBITS - Non-spendable
		5430000443 Donation	Endowment: OITP@ Treasury	357.195		$1,647,695.00			Not in ORBITS - Funds are in the OR Intermediate Term Pool (OITP) - Non-spendable
					Combined	Combined	Combined	Combined	
					$442,702.00	$897,092.00	$1,923,072.00	$1,676,468.00	
Limited	004-00-00-00000	5430000443 Donation	Long & Moses Endowment (F0302 - F0303)	357.195		$7,000.00			Non-spendable
Limited	004-00-00-00000	5430000443 Donation	Long & Moses Interest (F0306 - F307)	357.195		$9,831.26			
Limited	004-00-00-00000	5430000401 OF	Misc. Receipts (F0400 - P 4***)	357.200					
Limited	004-00-00-00000	5430000401 OF	Rental Income (F0405 - P 4***)	357.200					
Limited	004-00-00-00000	5430000401 OF	Assessments (F0410)	357.203					

Objective: **Provide updated Other Funds ending balance information for potential use in the development of the 2025-27 legislatively adopted budget.**

Instructions:

Column (a): Select one of the following: Limited, Nonlimited, Capital Improvement, Capital Construction, Debt Service, or Debt Service Nonlimited.

Column (b): Select the appropriate Summary Cross Reference number and name from those included in the 2023-25 legislatively approved budget. If this changed from previous structures, please note the change in Comments (Column (j)).

Column (c): Select the appropriate, statutorily established Treasury Fund name and account number where fund balance resides. If the official fund or account name is different than the commonly used reference, please include the working title of the fund or account in Column (j).

Column (d): Select one of the following: Operations, Trust Fund, Grant Fund, Investment Pool, Loan Program, or Other. If "Other", please specify. If "Operations", in Comments (Column (j)), specify the number of months the reserve covers, the methodology used to determine the reserve amount, and the minimum need for cash flow purposes.

Column (e): List the Constitutional, Federal, or Statutory references that establishes or limits the use of the funds.

Columns (f) and (h): Use the appropriate, audited amount from the 2023-25 legislatively approved budget and the 2025-27 current service level at Governor's Budget.

Columns (g) and (i): Provide updated ending balances based on revised expenditure patterns or revenue trends. The revised column (i) should assume 2025-27 current service level expenditures, considering the updated 2023-25 ending balance and any updated 2025-27 revenue projections. Do not include adjustments for reduction options that have been submitted. Provide a description of revisions in Comments (Column (j)).

Column (j): **Please note any reasons for significant changes in balances previously reported during the 2023 session.**

Additional Materials: If the revised ending balances (Columns (g) or (i)) reflect a variance greater than 5% or $50,000 from the amounts included in the LAB (Columns (f) or (h)), attach supporting memo or spreadsheet to detail the revised forecast.

Activity or Program	Describe Reduction	Amount and Fund Type								Rank and Justification
1. Talking Books Professional Services budget	Reduce the Talking Books Professional Services funding by 58%. In the past, this fund has been used to bring in consultants to provide various services and staff training.	$ 20,774					$ 20,774	-	-	This reduction can be absorbed without direct impact on user services or personnel but will limit our options for providing staff training. We are implementing a new strategic plan and this reduction will limit our options for providing training related to the implementation of strategic plan initiatives, specifically with making forms and materials more accessible.
2. Government Services information resources	Cancel select information resources currently made available to State Agencies and Employees, by removing barrier-free online access to specific journals and magazines for state employees. Instead, all agencies utilizing those titles would have to request articles via interlibrary loan, a less cost-effective measure.			$ 6,928			$ 6,928			This reduction will do the least harm to information services provided to state employees. Library services would continue at a reduced level, potentially increasing wait times and costs for interlibrary loan.
3. Ready to Read	Reduce the Ready to Read funding by 12%. Ready to Read funding is distributed to officially recognized Oregon public libraries through a grant program focused on early literacy and summer reading. Public libraries use this funding for youth programs, services, and collections. Grant amounts are calculated each fiscal year based on the number of youth ages 0-14 a particular library serves (80%), and the geographical area a library covers with its services (20%). For 2024, the State Library distributed $818,461 to 140 public libraries. This is approximately $1.26 per Oregon youth aged 0-14 served by a library. If a reduction of $214,646 is taken for 2025-27, the total amount distributed would be $1,508,256 for the biennium, approximately $1.15 per child per year. By statute, libraries receive a minimum grant of $1,000. Approximately 50 libraries would continue to receive the minimum grant of $1,000, but the rest of the libraries (approximately 90) would receive a reduced grant amount at a time when library budgets are shrinking. These 90 libraries served an estimated 617,309 children in Oregon.	$ 214,626					$ 214,626	-	-	General Funds account for approximately 26% of the State Library's budget. Of the $5.4 million general fund budget for this biennium, Ready to Read funding accounts for 32% of that budget. Ready to Read funding is the primary option for general fund reductions without personnel impacts.
4. Competitive Grants to Local Libraries	Reduce the LSTA grants by 71%. Library Services and Technology Act (LSTA) funds are the only source of federal funds the State Library receives. To achieve a 10% reduction in the State Library's current service level Federal Fund budget, it would be necessary to reduce the budget for LSTA innovation and cooperation grants by an estimated $498,881. This would be equivalent to a 71.3% reduction from the current $700,000 allocated to the grant program. Such a reduction could be implemented with the current statutory and administrative rule framework.				$ 498,881		$ 498,881			The State Library considered reductions to other LSTA funded programs such as the Statewide Database Licensing Program, the statewide E-Reference program, or the Oregon School Library Information System. Reducing any of these programs by $498,881 would severely reduce or eliminate the services. The State Library determined it would be better to reduce the largest component of the LSTA program by 71.3% rather than eliminate or cripple important statewide

Position	Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Total Funds	Positions	FTE	Impact
5. Office Assistant in Talking Books	Reduce the Other Fund-Donation Talking Books Office Assistant position from .42 FTE to .231 FTE. Currently, the Student Worker in the Talking Books Division reaches out to around 70 patrons each month, targeting new users at both the 6 week and 6 month use marks, ensuring they know how to operate their machines and they are enjoying their selections. This proactive customer support work is integral to our retention efforts. This reduction in hours would reduce the number of calls per month by approximately half.			$ 35,716		$ 35,716	1	0.19	This reduction in hours would hinder efforts to enhance services to Talking Book patrons and could reduce overall customer service satisfaction, a key performance measure for the State Library. New customers would be less likely to receive a follow-up call in their first year of service.
6. Government Services State Library Specialist 2 position	Eliminate the State Library Specialist 2 position. The loss of this position would put additional pressure on the other staff members in this division and lower the ability to process and catalog materials in a timely manner for our patrons. Backlogs would increase and the time needed to provide access to materials would be impacted.			$ 218,962		$ 218,962	1	1.00	If required, we can complete the core business of the agency without this position, but key strategic plan goals and initiatives will be impacted. Processing serials, digitizing collections, and cataloging collections would be impacted causing delays in providing access to library resources.
7. Talking Books AS2 position	Eliminate the Talking Books Administrative Services 2 position. This position is responsible for the the administrative tasks within the division such as purchasing supplies, creating and distributing the newsletter, and conducting the customer satisfaction survey.Additionally, this position runs the Talking Books recording studio, which makes Oregon books available in audio format to the users of Talking Books users across the county.	$ 236,003				$ 236,003	1	1.00	While the administrative duties may be absorbed by other administrative assistants in the agency, there will be a delay in covering those duties. The recording studio would be closed put on hiatus until this position was filled, which would limit the ability of the Oregon Talking Book patrons to listen to books written by Oregon authors.
8. Communications & Operations Analyst position	Eliminate the Communications & Operations Analyst position. position is responsible for the development and coordination of agency communications and processes as well as administrative support in areas such as research, data collection and tracking, and report writing.	$ 26,904		$ 180,589	$ 28,510	$ 236,003	1	1.00	If required, we can complete the core business of the agency without this position, but key strategic plan goals and initiatives will be impacted, including ensuring that the State Library is welcoming for all, and fostering connections with other state agencies.
9. Government Services Special Collections Librarian	Eliminate the Government Services Special Collections Librarian position. This position is directly responsible for the care of the oldest, rarest, and most delicate of these documents. The loss of this position would greatly impact the reference work of the Government Services division, resulting in delays in answering reference questions for state employees and legislators. It would also affect our ability to meet our legal mandate, laid out in ORS 357.001, to collect, share and preserve Oregon government publications in perpetuity.			$ 245,421		$ 245,421	1	1.00	The reference duties of the Special Collections Librarian would be abosorbed by the other librarians on staff, creating longer wait times for agency customers, including the people of Oregon and state employees. The special collections coordinating work would be greatly diminished, increasing the risk of damage to the collection over time.

Position	Description										Impact
10. Business Operations Manager 1	Eliminate the Chief Operating Officer. This position is responsible for the fiscal management of the agency, IT management and serves as the State Library Chief Information Officer, and State Library building and safety manager.	$ 43,798		$ 293,942		$ 46,448		$ 384,188	1	1.00	The duties of the COO would be divided among the Agency Director and the other managers. This would have a significant impact on the day to day work of the agency, forward progress on strategic initiatives, and morale. The agency would be at higher risk for a loss of accountability, both in cybersecuity and fiscal controls. The COO is key to seperation of duties and the main reviewer of SPOTS card spending, federal funding draw-downs, payment requests and fiscal actuals.
Total		**$ 542,105**	**$ -**	**$ 981,558**	**$ -**	**$ 573,839**	**$ -**	**$ 2,097,502**	**6**	**5.19**	