

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, June 15, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

- 6:00 I. CALL TO ORDER** **Dielman**
- II. Additions/deletions from the agenda (ACTION)** **Dielman**
- III. Conflicts or potential conflicts of interest** **Dielman**
- IV. Approval of minutes from previous Board Meeting & Budget Committee meeting (ACTION)** **Dielman**
Related documents (2): Board Meeting Minutes 5/11/15; Budget Committee Minutes 5/27/15
- V. Open forum for general public, comments & communications**
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.
- VI. PREVIOUS BUSINESS**
None
- 6:10 VII. ANNUAL / RECURRING BUSINESS**
- i. BCLD/Sage-Hood River Intergovernmental Agreement (ACTION)** **Stokes**
Related documents: a) BCLD-HRCLD IGA; b) HRCLD Sage fund
- ii. 2015-16 budget approval (ACTION)** **Stokes**
Related documents: a) Resolution No. 2014-15.007; b-i) Legal budget (8)
- iii. Discussion of 2015-16 board officers & regular meeting day/time** **Dielman**
Related document: 2015-2016 schedule options
- iv. Election report** **Stokes**
Related document(s): Certificate & election detail reports, Dielman & Forrester; Notification letter.
- 6:45 VIII. NEW BUSINESS**
None
- 7:00 IX. BOARD TRAINING**
- i. Discussion of [ALA State of America's Libraries 2015 report](#)** **Stokes**
- 7:30 X. ADMINISTRATIVE REPORTS**
- i. Director's Report** **Stokes**
Related documents: To be distributed at meeting.
- ii. Business and Financial Report** **Hawes**
Related documents: To be distributed at meeting.
- XI. Agenda items for next regular meeting: July 13, 2015 6:00pm** **Dielman**
- 8:00 XII. ADJOURNMENT** **Dielman**

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

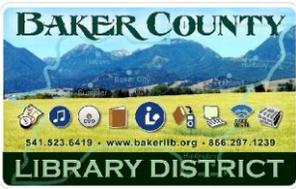
ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, May 11, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

- | | | |
|------|---|----------------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |

Attachments:

- IV.a. Board Meeting Minutes, 5/11/15
- IV.b. Budget Committee Minutes, 5/27/15

V. **Open forum for general public, comments & communications**

VI. **PREVIOUS BUSINESS**

None

VII. **ANNUAL / RECURRING BUSINESS**

- | | | |
|----|---|--------|
| i. | BCLD/Sage-Hood River Intergovernmental Agreement | Stokes |
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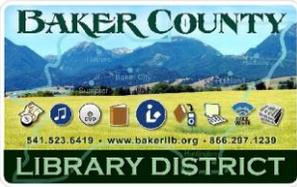
Attachments:

- VII.i.a. IGA between BCLD/Sage Library System & Hood River County Library District to provide Systems Librarian
- VII.i.b. HRCLD Sage Library System fund draft

This Intergovernmental Agreement is between Baker County Library District as fiscal agent for Sage and Hood River County Library District. The IGA sets the terms and conditions for HRCLD to continue hosting an employee who works on behalf of all Sage libraries. His name is Brent Mills, and his position is Sage Systems Librarian. He works out of Hood River Library one day a week and remotely from his home the other days. Sage Systems Manager Beth Longwell primarily directs his work, per the contract. The position is full-time.

This intergovernmental agreement has no direct financial impact on BCLD; all costs associated with the position are reimbursed to HRCLD by Sage. These include salary, health benefits, retirement, workers' compensation, and payroll taxes. Travel and conference costs are paid through Sage as well. HRCLD has adopted a new Sage Library System fund in its 2015-16 budget to better isolate the costs of this position while not skewing the costs of operating the District's own direct services.

Sage pays for the financial services of BCLD staff Christine Hawes at 5 hours per week. There are some additional indirect costs related to administration of Sage staff by both HRCLD & BCLD, such as conducting evaluations and reviewing expenditures and timesheets. However, HRCLD director Buzzy Nielsen and I both feel that the benefits of hosting Sage outweigh the costs. Brent and Beth often will test fixes and improvements to software on our libraries' operations, meaning that we get bleeding edge improvements before many other Sage libraries.



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ii. 2015-16 budget approval

Stokes

Attachments:

- VII.ii.a. Resolution No. 2014-15.007
- VII.ii.b. LB-20 Resources
- VII.ii.c. LB-30 Requirements summary
- VII.ii.d. LB-31 Personnel Services
- VII.ii.e. LB-31 Materials & Services
- VII.ii.f. LB-10 Other Funds
- VII.ii.g. LB-10 Sage Fund
- VII.ii.h. LB-1 Notice of Budget Hearing
- VII.ii.i. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2015-16 budget, as approved by the Budget Committee at their May 27 meeting, is included in this meeting packet. There are no additional proposed changes from what the Budget Committee approved, unless Board members have recommendations. Final 2015-16 budget approval requires passage of Resolution 2014-15.007. Following approval, I submit the proper paperwork to the County.

iii. Discussion of 2015-16 board officers & regular meeting day/time

Stokes

Attachments:

- VII.iii. 2015-16 meeting schedule options

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those positions.

Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Monday of the month at 6.00p. The Board will discuss the best meeting times so that a resolution can be passed during the July meeting.

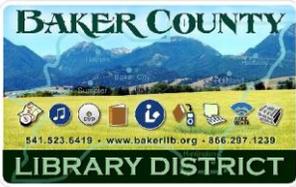
iv. Election report

Stokes

Attachments:

- VII.iv.a. Election detail report – Dielman
- VII.iv.b. Certificate of Election -- Dielman
- VII.iv.c. Election detail report – Forrester
- VII.iv.d. Certificate of Election – Forrester
- VII.iv.e. Notification Letter

Official documents from the Baker County Clerk have been received certifying the election of Gary Dielman to Position 4 and Nellie Forrester to Position 5. I have sent in certification in return confirming that both are qualified to serve in their positions.



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Gary Dielman, President

VIII. NEW BUSINESS

- i. None

IX. BOARD TRAINING

- i. **Discussion of ALA State of America's Libraries 2015 report** Stokes

Attachments:

- IX.i. State of America's Libraries Report 2015 – [Executive Summary](#)

This is an annual report by the American Library Association I encourage each Board member to read the [full report](#). Staying familiar with national issues and trends in libraries will help with strategic planning discussions, policy development, and opportunities you may have to advocate for libraries in our community.

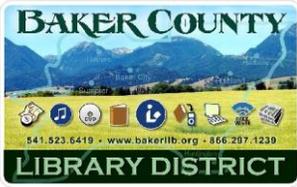
The report this year emphasizes libraries as “community anchors” enabling public participation in culture through technology, materials & programs & the importance of libraries to democratic government. Growing attendance to library programs is reported, and new forms of programming such as makerspaces and increased teen programs. Libraries have a vital role in supporting diversity & helping children make cross-cultural connections, according to the report, and pushback to that diversity is seen in the Top Ten Banned & Challenged Books list. A large percentage of challenged books involve diverse content. If you read items of particular interest you would like to discuss, please share with the board at the meeting.

X. ADMINISTRATIVE REPORTS

- i. **Director's Report** Stokes

- Reports of computer issues are now all being submitted through the SysAid program. This replaces paper forms and is intended to improve the reporting process for both staff and Jim. Staff will have the ability to check on the status of reported issues and communicate with Jim. Jim has improved ability to collect information about computer issues, track a workstation's issue history, and compile comprehensive asset data including workstation hardware and software details.
- The District's website is being migrated to a different host provided by the Oregon State Library for the coming year. State-library support for Plinkit, which was designed specifically for libraries to help get them online, is being discontinued. In July 2016, OSL will stop funding website hosting and the District will need to assume payment. Some plan to continue with the Plinkit platform, others are exploring alternatives such as WordPress, a popular open source website management system. Exploring options will be a priority project for the coming year.
- I am also exploring a cloud-based platform option for a Staff Intranet called [lgloo](#) which uses blogs, calendars, file sharing, forums, task management and wikis, to allow teams to work better together.

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Gary Dielman, President

- I purchased a Smart Signage 48” monitor from Costco for \$600 and a wall mount for \$90. The monitor was on sale for \$300 off. It will be mounted above the staff desk and help promote library programs, services and policies. The kit includes design software for the monitor slides.
- The oversize 24” monitor at the digital microfilm reader (ScanPro 2000) has died. Jim is searching for a replacement which is estimated at \$300.
- Evergreen, the software we use to run the library, was upgraded to a new version three weeks ago. Patrons should see improvements to the search speed and relevance of search results. There were also several back-end improvements that staff will appreciate. Also, last week a new version of the catalog homepage was launched featuring a scrollbar of book jacket images for “Recently Added Items”.
- There is transition of the Branch Lead position for Richland. Paula Geddes is moving out of the area and turning the job over to Reb Wilson, who had been both co-leading Richland with Paula and doing Bookmobile runs. We are now looking at bundling the open Mon/Fri Baker branch shifts with Bookmobile positions. The Bookmobile position will be posted for staff and the public when revision is complete.
- Summer Reading Programs begin this week. We are growing the program and therefore starting one week earlier than in the past. Large book orders for items related to the Every Hero Has a Story theme have been placed with Ingram and Perma-bound.
- Bestselling author Craig Johnson (Longmire series) visits Baker City on June 23. The event will be at Crossroads Arts Center.
- A new database has been added to BCLD services -- Basic ESL for Libraries. It is available to public libraries at no charge. Users can select from 18+ native language courses and either register an account to have progress tracked or use without saving classes.
- I am reviewing recommendations from SDAO Loss Control report. Development and adoption of a Loss Control Plan is a high priority recommendation. I will aim to have that to present to the board at the July meeting.
- SDAO is bringing a Board & Management Staff Training to Baker City on 9/14/15, 8:30am – 5:00pm. This is an opportunity to have all board members attend. However, that is the same day as the regular board meeting. I recommend discussion of keeping the board meeting that same evening or moving it.

ii. Business and Financial Report

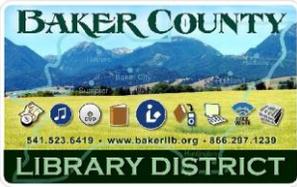
Hawes

Related documents: To be distributed at meeting.

XI. Agenda items for next regular meeting: July 13, 2015

Dielman

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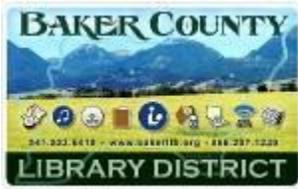


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- Swearing in of re-elected Board members
- Board officer elections
- Resolution establishing regular meeting time
- Fines & Fees Schedule
- Personnel Policy revisions
- Loss Control Plan
- Measure 91 FAQ staff guide
- Proposal to provide Sick Leave benefits to part-time staff

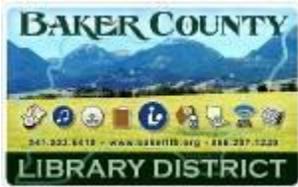
XII. ADJOURNMENT

Dielman



Baker County Library District
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 Monday, May 11, 2015, 6:00 – 8:00 pm

Call To Order	Gary Dielman, President called the meeting to order at 6:10pm . The meeting was held in the Riverside meeting room. Directors present were: Gary Dielman , Della Steele , Nellie Forrester , and Betty Palmer . Others present were Perry Stokes , Library Director, and Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. Stokes had one addition under New Business – Director Joins Rotary. No other changes were made.
Minutes Approved	Dielman asked for corrections to the minutes. There were no changes to the minutes. Steele made a motion to approve both the Agenda as amended and the April 13, 2015 Regular Meeting Minutes as presented; Palmer seconded; motion passed unanimous.
Conflicts or potential conflict of interest	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
Open Forum	Dielman stated for the record that there were no members of public present. Stokes had no correspondence to share.
Previous Business: Opposite-Sex Domestic Partner Benefits	<p>Stokes said that at last month’s meeting, the board requested more information on what it takes to qualify for the domestic partner benefits. Kevin Bell provided a sample affidavit included in the board packets that qualifies the coverage. If the board approves this coverage, SDIS will need to recalculate district rates as this would increase liability.</p> <p>Bell checked with the school district and the County; neither offers this coverage. Shelly Barker with SDIS recommends districts not offer it due to increased cost. Palmer added that most school districts around the State do not offer this coverage. Hawes passed out a report having calculated the maximum cost exposure requested by the board last month. If the coverage was approved, the maximum potential cost to the District is \$17,780.40. Stokes said that Bell submitted the insurance renewal documents without opting into the coverage, but that can be changed should the board wish to adopt it tonight.</p> <p>With no further discussion, Forrester made a motion that BCLD not change its current insurance election, meaning opposite-sex domestic partner benefits will not be offered; Palmer seconded; motion passed unanimous.</p>
Personnel Policy Revisions	<p>Stokes said there were several changes he and Hawes propose for the Personnel Policy. Hawes has read through the policy finding housekeeping changes and adding the topic of Workplace Bullying to the policy. He has worked on the Drug-Free Workplace section.</p> <p>Hawes began by presenting her proposed policy changes. Starting in Article 1.1,</p>

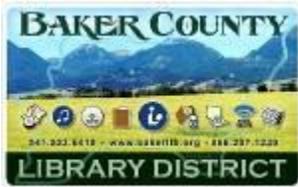


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correcting the reference to staff procedures manual in paragraph 3; In Article 3 a Workplace Bullying policy is being added to the existing Harassment policy; In Article 5.4, removal of redundant benefit references that are already stated in Article 12, and cleaning up policy on hiring retirees; In Article 7.4, adding the Business Manager allowing her to respond to employment related requests; In Article 9.1 they are removing a redundant reference to sick leave policy already stated in Article 12; Article 12 – Benefits was overhauled, splitting the original section 12.3 Eligibility into two sections: 12.3 Benefit Eligibility and 12.5 Group Health and Life Insurance, and moving 12.5 Waiting Periods up to 12.4 so the policy flows better. The entire Article was renumbered from 12.3 to the end. They have also removed the paragraph on “In Lieu Benefits”, previously in 12.3 paragraph 3, as this benefit is being discontinued and is also no longer allowed by law. At the April meeting, Rohner-Ingram had recommended clarifying definitions for how a person qualifies for benefits. The changes clean up the article per her recommendation; In Article 13.3.3 the ODHS phone number is updated and 13.3.6 the statement is clarified. For Appendix E the 2007 travel reimbursement reference is removed, moving up the current policy adopted in 2011; and finally, Appendix F – Vacation Scheduling was also overhauled. Hawes said that she gave the policy to Carmen Wickam, the administrative assistant in charge of staff scheduling to review. It was updated to reflect current practice. Some of the policy was no longer applicable.

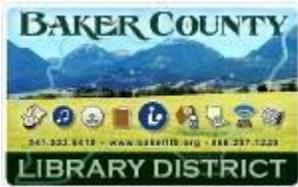
Dielman referred to the workplace bullying policy in Article 3.3, asking what the word “manipulation” meant, in the last sentence of that paragraph. Hawes said it was a broad statement including work-related harassment, such as unrealistic deadlines. Dielman recommended replacing that word with definitive words. [The word “manipulation” was replaced with “work-related harassment (work overload, unrealistic deadlines, excessive monitoring). This list is not meant to be exhaustive and is only offered by way of a few examples.] Palmer suggested italics for the word “not” describing what bullying isn’t. Stokes proposed that the individual Articles be dated as to when they were last updated rather than a date on the entire policy. He felt the dating would be useful to keep track of how long it had been since a particular section had been reviewed. Everyone agreed this was a good idea. Hawes made note of these changes for the final version.

Moving on to Article 4 – **Drug-Free Workplace policy**, Stokes said that he threw out the version proposed at the last meeting. He took Rohner-Ingram’s concerns of requiring the reporting and also got some feedback from SDAO counsel. Stokes revised the policy to include restriction of marijuana and tobacco use in the workplace as equivalent to alcohol and other controlled substances. He retained the statement addressing individuals who are authorized to use medical marijuana—being impaired by a controlled substance while at work is prohibited. The paragraphs covering illness and abuse were read. On the second page of the policy, he revised the termination section to include an expanded list of immediate dismissal actions constituting gross misconduct. Dielman had



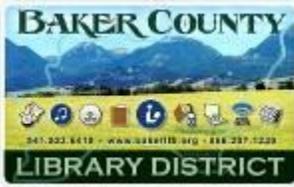
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	<p>commented that he felt the last two items (9.6.1.h. & i.) in the list are vague. Stokes replied that a legal dictionary does define those terms. A disclaimer paragraph was added stating that all gross misconduct situations cannot be defined. The paragraph states if in doubt “it is the employee’s responsibility to ask their supervisor before acting.”</p> <p>Palmer made a motion to approve the presented revisions to the current Personnel Policy Manual, with the changes as discussed; Forrester seconded; motion passed unanimous.</p> <p>Stokes said that he and Hawes are developing an expansion of the sick leave benefits policy to include all part-time employees, no matter how much they work, in anticipation of new Oregon state legislation advancing through committees. <i>They will postpone publishing the full Personnel Policy as revised until that change is made.</i> Hawes suggested making the revised policy available on the website in the interim.</p>
<p>Technology Use Policy</p>	<p>Dielman asked Stokes about the Technology Use Policy. Stokes said that he re-wrote the previous policy titled Internet & Computer Use Policy replacing it with a new policy titled Technology Use Policy that is more like Term of Use agreements for websites. The packet contains three versions: the current policy, a marked up copy and the proposed policy as it would appear, if approved.</p> <p>After the intro describing purpose, the policy cites compliance with the Child Internet Protection Act (CIPA). The District employs a content filter to block obscenity, child pornography and content deemed “harmful to minors”, as defined by law. CIPA requires Internet safety policies and technology that blocks or filters certain content from being accessed through the Internet. Compliance with CIPA enables libraries to be eligible for discounts or reimbursement for a portion of technology costs.</p> <p>CIPA contains an exception for adults who are using the Internet for “bona fide” research purposes. They have to ask the librarian to disable the filter temporarily or on a site, and the library may decide not to grant it. The Supreme Court recognized that CIPA interferes with the First Amendment rights of adults, but upheld the law based on the supposed “bona fide research” exemption.</p> <p>In addition, a 2012 federal district court ruling on a Washington library policy determined that filter removal on a site is not required if blocking that site is in accord with the library’s mission and collection development policies. The court’s ruling upheld the library’s policy of selectively allowing or refusing adult users’ requests to unblock filtered websites, even when the sites contain constitutionally protected speech that is legal for adults to view. US District Judge Edward Shea agreed that the library could employ filtering as a form of content selection and said that the library’s policies were justified by the</p>



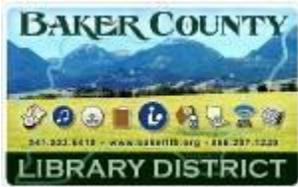
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	<p>conditions imposed by CIPA. (Filtering and the First Amendment: When is it okay to block speech online? By Deborah Caldwell-Stone. American Libraries. April 2, 2013. http://americanlibrariesmagazine.org/2013/04/02/filtering-and-the-first-amendment)</p> <p>The revised BCLD policy states that the library cannot disable the entire filter-- which is due to technical limitations. Since the District uses a cloud-based filtering system and it is applied to the entire network, disabling the filter for one would mean disabling it for all. IT staff can, however, unblock select sites. Therefore, a patron may request that a specific site be unblocked. When a site is blocked by the filter, the user is presented with a link to request it be unblocked. IT and authorized library staff will apply rational review to the request and decide to unblock a site when it meets library policy (Not all requested sites are unblocked.). The patron is informed of the library’s determination if they have submitted contact information.</p> <p>The list of prohibited activities is expanded to include public exhibition of graphic violence and various malicious, unlawful and injurious activities such as hacking, SPAM, “resource-intensive programs”, or distribution of pirated copyright materials. Stokes said this is the policy patrons must agree to in order to access the library’s network, including the Wi-Fi network. There was some discussion on different points of interest. Two typing errors were noted for correction (Page 1, first sentence “in an effort” and page two, 11th bullet, the word Internet needs capitalized).</p> <p>Steele made a motion to adopt the newly revised Technology Use Policy; Palmer seconded; motion passed unanimous.</p>
<p>New Business: FY2014-15 Budget Year-End Revisions</p>	<p>Stokes said that the board talked about the current fiscal year budget and goals for the upcoming fiscal year budget at last month’s meeting. The budget sheets included in the board packets contain added columns with both proposed changes for the current fiscal year-end and the draft of the next fiscal year.</p> <p>Starting with revisions for the current fiscal year, referencing Form LB-20 Resources, he has added two columns next to the original adopted budget fiscal year 2014-15 showing the revised amounts with the net change in the next column and totals at the bottom. Resources are anticipated to be up by \$32,177 due to a higher county valuation than budgeted. Combined with the other changes, the net increase in Resources is \$10,172. Turning the page to Form LB-30 – Requirements, salaries are decreased (\$21,546) due to hiring delays that also decreases corresponding benefits by (\$18,991). From these savings, \$34,000 is being added to the Collections budget bringing that up to \$99,500 (10.7% of budget). Operating Contingency is being increased by \$15,009. The next page, Form LB-30 Personnel Services, was reviewed line by line, with a net</p>



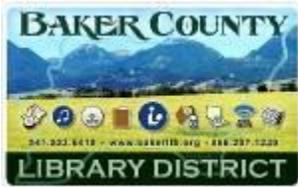
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	<p>decrease of \$39,337 again due to hiring delays for the cataloging position and an unexpected retirement March 1. Form LB-31 Materials & Services, was also reviewed line by line with a net increase of \$36,000. The majority of this increase was \$34,000 savings from Personnel that is being used to increase in the book budget. The Other Funds budget had no changes for the current fiscal year. The Sage Fund budget changes shown here were approved by the Sage Council at a recent meeting.</p> <p>After some discussion, Palmer made a motion to adopt Resolution No 2014-15.006 Resolution Adopting Supplemental Budget 1, with balancing adjustments in departments shown on attached budget sheets; Steele seconded; motion passed unanimous.</p>
<p>FY2015-16 Budget Draft Proposal</p>	<p>Stokes next reviewed the proposed budget for the upcoming fiscal year 2015-16. The General Fund Form LB-20 Resources shows a healthy increase of revenue to the budget. The largest contributing factors include beginning cash which is estimated at a higher level and increased anticipated tax revenues in the coming fiscal year.</p> <p>General Fund LB-30 Requirements, salaries are increasing 8% next year primarily due to filling the cataloging position at a higher salary rate, planned branch staff step increase, children’s services reclassification and business manager step increase. He is recommending that the director wage line receive only the cost-of-living increase and defer the final step increase perhaps to his 10-year anniversary. The economy was in good shape when the projection was made for the new director salary. The economy hasn’t been good since then with the recession. Comparing his salary with peer-library director salaries, his is in the middle of the range. In comparison, he reported that the district’s librarian pay is on the low end of the scale. Even with the increase, salary for the new catalog librarian is on the lower end of the salary range. Starting salary for that position was increased from \$13.30 an hour to \$17.40 due to professional MLIS qualifications. The branch staff wages are also on the low end of the scale and he is proposing to reclassify them this year to at least be on parity with the main branch staff.</p> <p>In Materials & Services, he had to give up desired expansion of the custodial services contract. He had wanted to put the service out for RFP and also increase the level of service at the Baker Library. He has increased it slightly to allow for some additional services. The Collection budget will start at \$92,500 (9% of budget), a healthy level. This budget line is historically increased as the fiscal year progresses. It is \$27,000 higher than the FY14-15 original budget and just \$7,000 less than the final budget. The Facility and IT maintenance lines had to be increased to address deferred facility maintenance projects. Technology investment is increased for planned upgrades of the adult lab computers and new service of making tablet computers available for public use. The network</p>



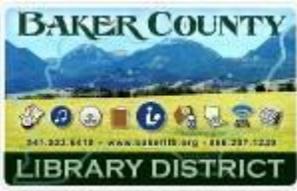
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	<p>hardware is planned to be upgraded with E-rate grant funds. The building will again need the eves repaired due to the faulty drainage system. The Facilities maintenance plan consists of several projects including installation of a new HVAC system in Richland, repair of the Huntington ramp approach, resurfacing the parking lots and tree pruning at the Baker branch. Stokes will prioritize projects according to safety needs. There are minor changes to Corporate Costs. The Travel & Training budget will be kept high at \$4,500; the investment in staff training, he feels, results in more consistent and improved district services and operations. The Insurance budget covers liability insurance, boiler, flood and new financial officer bond insurance added this fiscal year. That line is being budgeted to cover the current actual expense and a slight increase. The Youth Programs budget is being increased to allow a grant to run through this line and programs being expanded to branches. The Transfers will remain unchanged. Operating Contingency is budgeted at \$220,000. This line historically includes \$15,000 for health insurance deductible contingency. There have been no claims this fiscal year- to-date which concerns him. He wonders if people are putting off claims. He has budgeted \$5,000 under the insurance benefit in Personnel Services to cover typical claims.</p> <p>The Other Funds and Sage budgets have no significant changes to report. The Sage Fund has already been adopted by the Sage Council. What is presented was approved by them.</p> <p>Overall, Stokes said that he is pleased to present a healthy budget outlook and plan. He asked for a motion to approve this budget to be presented to the budget committee. Palmer made a motion to approve for submission, the fiscal year 2015-16 draft budget as reviewed, to the budget committee; Steele seconded; motion passed unanimous.</p>
<p>ALA State of America's Libraries 2015 Report</p>	<p>The ALA State of America's Libraries Report was tabled to another meeting.</p>
<p>Director Joins the Rotary Club</p>	<p>Stokes said that he and his wife have joined the Rotary Club of Baker City. They chose this club over others available in the community (such as the Lions Club) mostly due to the international focus. He said that often employers will pay the dues for clubs like this; dues are \$25 a month (\$300 annually). He asked the board for their input. Palmer voiced support for district sponsorship of the Director's membership to Rotary. The group all agreed.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes reported replacement of a tree in the south parking lot. A maple at the entrance to the staff parking area had been damaged to the point that the bark was peeling and it had been pruned incorrectly last year. Clair Button (who is on the tree board) noticed the problem and arranged for the City to take it out when they removed trees that had died along Resort. Button coordinated the</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, May 11, 2015, 6:00 – 8:00 pm

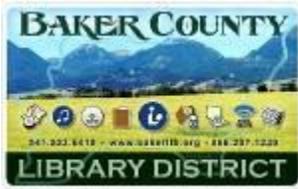
	<p>project with the City to also obtain and plant a replacement tree. Steele asked about the new Facility Maintenance staff. Stokes replied that having the position has greatly improved facility conditions. Unfortunately, given the low hours and pay rate, the position has a high-turnover risk. That may need to be addressed as future budgets allow.</p> <p>The topic of book donations was discussed. Steele said that she had a volunteer report concern for the large quantity of donations stacked by the back door. Stokes said that this is a huge job that is overwhelming to staff at times. The volume of book donations seems larger than ever, perhaps due to people shifting from print collections to digital. When possible, volunteers and job training personnel are directed to evaluate and process donations. Staff have been recruiting additional help from Friends group volunteers but more are needed. Recently we have lost a couple of people who were working on donations and even more donations are received the closer we get to Miners’ Jubilee. He encouraged board members to let people know of this volunteer project opportunity.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures, stating with Stokes having reviewed the year-end budget, her report will be short.</p> <p>The General Fund received \$7,063.96 in tax revenues. Anticipated E-Rate refunds of \$2,796 will be filed in June for the last six-months of the fiscal year. A check of \$1,260.36 was received from the Oregon Trail Library for a recent Technology Specialist visit. The Personnel Services budget percentage is low. Stokes has already thoroughly covered this area. Notable checks include Ingram \$2,591.14, GF Visa totaled \$4,503.13, Clarke & Clarke \$350 for financial officer bonding, and City of Baker City \$1,000 for the May debt payment.</p> <p>Other Funds – Memorial funds received 2 additional donations in memory of John Burgess totaling \$110. The April Amazon book sales totaled \$235.38 bringing the fiscal year book sales to \$3,061.69. A check to the Visa for \$26.69 was for postage to mail book sales.</p> <p>Sage Fund – This fund had no new revenues and wrote 8 checks totaling \$2,601.42 for courier services.</p> <p>That concludes the financial report.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be June 15, 2015 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 8:31pm.</p>



Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, May 11, 2015, 6:00 – 8:00 pm

	<p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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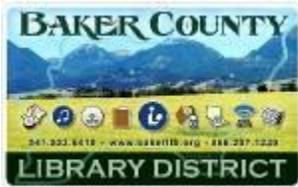
DRAFT



Baker County Library District
 2015-2016 Budget Committee
Meeting Minutes

Wednesday, May 27, 2015, 6:00 – 8:00 pm

<p>Call To Order</p>	<p>Gary Dielman, Board President called the meeting to order at 5:05 pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>Board of Directors present: Gary Dielman, Nellie Forrester, Betty Palmer, Kyra Rohner-Ingram, and Della Steele, Directors. Budget Committee Members present: Aletha Bonebrake, Linda Collier, Joy Leamaster, and Maryalys Urey. Others present: Perry Stokes, Budget Officer and Library Director; and Christine Hawes, Business Manager.</p>
<p>Elect Budget Committee Chair</p>	<p>Dielman asked for nominations for the Chair position. Stokes stated for the record that the Chair last year was Aletha Bonebrake. Bonebrake nominated Betty Palmer as the meeting. There were no further nominations. Palmer was unanimously elected as the Chair.</p>
<p>Agenda</p> <p>Conflicts of Interest</p>	<p>Palmer asked for any additions or changes to the agenda. None were given.</p> <p>Palmer said that this was the time for anyone to declare conflicts of interest. There were none.</p>
<p>Presentation of Proposed Budget by Budget Officer</p>	<p>Palmer asked Stokes to present the proposed budget.</p> <p>Stokes said that he wanted to read through most of the Budget Message and highlights of the budget. Then he will review the budget details. He invited the committee to ask questions at any time. Starting under Overview (page 1), Stokes began reading through the budget message highlighting the fact that the Library District has achieved a “new record of four staff with library degrees or para-professional certifications.” Equally noteworthy, the branch lead staff are being reclassified to reflect the level of responsibilities equal to that of the main branch staff. Training and duties have increased significantly in recent years. They are well-deserving of the step increase in pay, he stated.</p> <p>The summary of 2015-16 budget goals (page 2) included estimating revenue using a conservative approach, the budget will be based on a 3.5% growth rate (prior year 4.4%) of property values. Current service hours will be maintained. Employee salaries and benefits increase by 13% overall; which is 69.6% of budget and is in the target range (65%-70%). There was some discussion about compression due to Measure 5 limits noting that it is estimated that the library will lose \$90,598 in operating funds next fiscal year as compared to the current year loss of \$88,629.</p> <p>Under Personnel Services (page 5), it was noted that core positions are being restored (mainly the catalog specialist position being filled), merit-based promotions, and all staff will receive a 1% cost-of-living increase. There was a one-time large savings on health insurance this year because Special Districts</p>



Baker County Library District

2015-2016 Budget Committee

Meeting Minutes

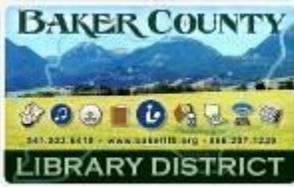
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negotiated a contract with a new carrier. And with new regulations in the Affordable Care Act, the district is eliminating the in-lieu payments previous available to staff getting health insurance elsewhere. The proposed budget does retain \$5,000 from the savings in this change to cover deductibles at \$1,500 per employee.

Under **Materials & Services** (page 6), there will be an increase in consortium membership fees. Sage has had to discontinue the interlibrary loan service previously provided by Eastern Oregon University. BCLD will opt into its own interlibrary loan subscription with OCLC for an additional \$800. Even with the reduction, the book budget is still close to 10% of the operating budget (starting at 9.6%, \$92,500) which he feels shows budget health. There will be a focus on building and grounds in this new budget as the district addresses several deferred maintenance projects. Computer maintenance will be increased to cover planned special projects. Children's Programs are being increased to include early literacy programs and Storytime expanded to the branches. Debt Service is budgeted at \$2,000 annually for the Resort Street Improvement Project that will take about 13 years to pay off. The Operating Contingency of \$215,704 includes a reserve to replace the need for a Tax Anticipation Note (TAN), having achieved the \$205,000 goal, plus \$10,704 for general reserve. The new TAN fund target is being increased to \$250,000 that goal will be incrementally increased in the coming years. There was discussion on the need for a TAN and growing the fund.

Leamaster wanted to know about the book budget, asking what the appropriate collection size should be for the community. Bonebrake (retired Library Director) said that Oregon Library Association (OLA) set a standard years ago of a percentage per capita, although she couldn't recall the rate. Smaller communities usually need a higher rate per capita. BCLD has around 160,000 physical volumes plus another 50,000 downloadable units, so approximately 210,000 total volumes offered—not counting materials available through Sage partners. That equates to over 13 items per capita. The traditional tool used by BCLD is the national standard ratio of 10%-15% of operations budget (total budget less contingency & reserves) dedicated to collections.

Returning to the Budget Message, Stokes said that he talked with Kent Bailey (District Auditor) about the County assessed value growth rate. He agreed with budgeting at the 3.5% growth rate. Bailey felt that the economy is recovering and the growth rate will probably be a little higher. Referencing the Revenue Considerations found on page 2. Bonebrake asked if he will increase the Sage Administration Fee in General Fund revenues \$300 (\$7,300 less \$7,000 in Sage to cover Business Manager salary). Stokes made that change throughout the budget documents. The E-Rate program is changing, they are funding infrastructure and decreasing support for telephone service. The Internet funding remains the same. The table showing property tax growth (page 3),



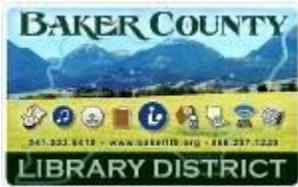
Baker County Library District

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	<p>projecting a 3.5% growth rate, puts us in a good position to get more revenue than expected. As for compression, talk of reforming Measure 5 periodically comes up. Should that ever happen it would be a great boon for services in our County and a tremendous benefit to the Library. The Prior Year Taxes were decreased by \$2,500 to \$40,000 after talking with Kent Bailey. He continued through pages 2 and 3, reviewing each paragraph. Under Personnel Services (page 5), Stokes commented that he had to reduce contingency by \$10,000 to cover the increase in personnel due to a couple errors he found. Under Materials & Services (page 6), Stokes commented on special computer projects: makerspace, public tablets and network upgrade. He explained the concept of a Makerspace. The District has ambitions to provide a 3D scanner & printer for public use. Jim is collaborating with School District IT staff in preparation for setting up the space. Leamaster commented that the school has six 3D printers. She also asked about the severance payout and the PERS portion. Aletha explained about the PERS reporting and the perspective behind the benefit accrual payout. Finally moving on to Conclusion and Acknowledgements (page 8), Stokes read through the entire page covering the fiscal agency transfer for Sage and the concluding comments. In Acknowledgements, Stokes thanked the Business Manager, the department heads and staff that contribute to the development of the budget, and his mentor Aletha Bonebrake. He stated that the budget is “based on a Strategic Investment approach” that focuses on expanding early literacy programs, tackles some facility maintenance issues, and collection development strategies.</p>
	<p>Looking at the detail sheets, starting with Form LB-20 Resources, Stokes reviewed the revenue detail, adding a line for Sage Fiscal Agency Fee.</p> <p>Form LB-30 Requirements, the category increases and decreases were previously discussed. He added \$300 to the operations contingency to balance.</p> <p>Form LB-31 Personnel Services, Bonebrake noted a typing error on line 3; Stokes made the correction. There was discussion on the Director’s salary. There is a schedule included in the packets giving Library Salary Survey. He explained that the salary was created during a boon time, before the recession. The survey was provided by the Hood River Library. The Director’s salary is right in the middle. Library managers are in the lowest range while Library Assistants are in the first quartile. Bonebrake said that she wanted to explain the reason behind the schedule for the Director salary schedule. The schedule to increase the Director’s salary was set to bring the position up to the peer standards. During her tenure as the Director, she was in the lower salary rate. The salary schedule set before she retired was presented as a goal to bring the salary up to par comparatively, and had nothing to do with the economy at the time. The District wants to retain the Director for the long-term. Stokes said that deferring the Director salary increase enables the district to bring up other salaries in more need of increase. Bonebrake said she can agree with that. Dielman had</p>



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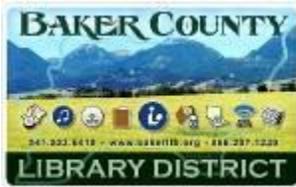
also talked with Stokes about deferring the salary increase; he wanted him to take the increase. Bonebrake said the schedule brings the salary up to the middle range; she wants to go on record saying that he is not overpaid, but rather an equitable salary for his position.

As there were no further questions on this detail sheet, discussion moved to the next page, Form **LB-31 Materials & Services**, Stokes pointed out that most lines are increasing some for inflation with the exception of the collection line. No further discussion.

Other Funds Form LB-10 detail sheet was reviewed. The grants line is an estimate of anticipated grant applications. The Library typically applies for a Leo Adler grant for a project. Forrester asked for an explanation for book donations and books sold through Amazon. Stokes said the Library receives a large volume of book donations. They are sorted, with some being pulled to add to the collection, some being sold through Amazon, with the majority going to the summer book sale. For the books sold through Amazon, the district has recovered about \$4,000 annually on the sales, with 20% of the proceeds being paid to those who make the listings, on a volunteer basis. Pearson also takes advantage of a work experience program and keeps the books moving with the program. The sales are transferred to the General Fund to support the book budget. There were no further questions. Stokes said the Technology Department will spend about \$6,000 on a building wiring project using grant funds available through the E-Rate program. This fund has no personnel.

Sage Library System Fund LB-10 detail sheet was reviewed. This budget was approved by the User Council but the Budget Committee or Library Board may still make changes or needed adjustments to the fund. Stokes pointed out two highlighted lines; the way Hawes is paid from this fund is changed. It had been budgeted in Materials & Services as a contractor, but is being moved to the Personnel line as another staff position for Sage. Bonebrake said that addition of a transfer line is needed or addition of the \$300 to the expense line. She also added that makes a change in General Fund, changing it from a transfer in to miscellaneous revenue. Stokes made the correction in both funds calling the line Fiscal Agency Fee \$300. Palmer agreed that she liked the term “fee” better than other options.

Stokes completed the presentation of the proposed budget, he has provided a tax revenue projection, salary worksheets, salary schedule, a COLI graph, and director salary schedule in the committee packets. Referencing the COLI report, Bonebrake asked if wages still compare to the County. Stokes said he called the County. Per Union agreement, they have given a 2% COLI the past 3 years. The Library gave 1% this fiscal year, none the year before that and 1% the previous 3 fiscal years. Bonebrake said one reason BCLD tries to stay on track with the County is that the County is unionized and the library is not. She explained the



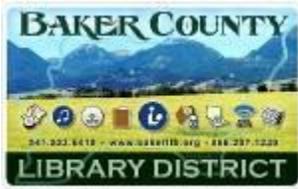
Baker County Library District

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	<p>history and flexibility of being non-union. Library staff opted to not unionize when the library broke away from the County. She explained the flexibility with being non-union. She encouraged Stokes to try to catch up with the COLI shortfall as the budget allows. Part of the reason the Library has long-time staff is due to paralleling with County pay rates as she described. Bonebrake suggested giving more than 2% to catch up at some point. Stokes presented the committee with different COLI options he explored (1%, 1.5%, 2%) and explained his determination that 1% was the most affordable at this time. An increased rate would force reduction of the operating contingency or other line item but the budget committee can certainly make that change. He re-iterated the long overdue fair pay achievements included in this budget. With those goals in place, he does intend in future years for the COLI to be increased to restore parity. Bonebrake added that she is advocating the COLI correction for future years and would not want to upset the numbers at this time and that Stokes has done a good job. There was no further discussion on the budget.</p>
<p>Public Comment</p>	<p>Palmer noted for the record that there were no members of the public present. She asked Stokes if he had any correspondence to share. He had none.</p>
<p>Budget Committee Deliberations</p>	<p>Palmer said that this is the time for the committee to ask questions and further discussion. There were no further questions or comments. Urey said that Stokes has done a good job.</p>
<p>Approval of Budget</p>	<p>Palmer called for a motion to approve the budget. Leamaster asked about the purpose of adopting the tax rate when it is already set. Palmer said that it was a formality showing acceptance of the tax rate. Bonebrake added that local budget law requires it and that agencies are given the option to approve a lesser rate than the maximum allowed.</p> <p>Leamaster moved to approve the Baker County Library District budget for the 2015-16 fiscal year for the total amount of \$1,835,168 and the amounts per fund as shown: General Fund \$1,249,527, Other Fund \$177,750, Sage Library System Fund \$407,891, Totaling \$1,835,168 as corrected. She also moves to approve the tax rate of \$0.5334 per \$1,000 of assessed value in support of the General Fund, and a tax rate from the Local Option Levy of \$0.249 per \$1,000 of assessed value in support of the General Fund; Urey seconded; motion passed unanimous.</p> <p>Palmer said she will sign the resolution later. The official motion form will be corrected and signed at the next board meeting.</p>
<p>Next Meeting Date</p>	<p>The additional budget committee meeting scheduled on June 2, 2014, 5:00 pm is not needed. Budget Committee members and the public are welcome to attend the regular Board of Directors meeting to be held June 15, 2015 at 6:00pm where the budget will be adopted.</p>



Baker County Library District

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	<p>Palmer said this concludes our official budget presentation tonight. She thanked Stokes and Hawes for their hard work. She thanked the committee members for being a part of the budget process for the Library.</p>
Adjourn	<p>The meeting was adjourned at 6:35 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BAKER COUNTY LIBRARY DISTRICT
(on behalf of Sage Library System)
AND
THE HOOD RIVER COUNTY LIBRARY DISTRICT
FOR LIBRARY DISTRICT EMPLOYEE SERVICES**

DATE: June 16, 2015

PARTIES: BAKER COUNTY LIBRARY DISTRICT (“BCLD”)
2400 Resort Street
Baker City, OR 97814

HOOD RIVER COUNTY LIBRARY DISTRICT (“HRCLD”)
502 State Street
Hood River, OR 97031

THIS AGREEMENT by and between **BAKER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board on behalf of Sage Library System (hereinafter “BCLD”), and the **HOOD RIVER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board (hereinafter “HRCLD”).

RECITALS:

WHEREAS, ORS 190.010 authorizes governmental entities to enter into written agreements for the performance of any or all functions and activities that either party, its officers, or agencies has the authority to perform on its own; and

WHEREAS, the Sage Library System has funds available to hire a Systems Librarian; and

WHEREAS, BCLD acts as Sage Library System's fiscal agent; and

WHEREAS, HRCLD currently hosts Sage's Systems Librarian; and

WHEREAS, Sage Library System wishes to continue hiring the Systems Librarian position through HRCLD.

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms, and provisions set forth below, the parties agree as follows:

I. PURPOSE. The purpose of this Agreement is to establish the responsibilities of the parties with respect to the hiring and compensation of a full-time HRCLD employee that will provide services on behalf of Sage Library System. This Agreement sets forth the responsibilities of the parties herein

and the conditions under which the Agreement shall be executed.

2. DURATION AND EFFECTIVE DATE. The term of this Agreement shall commence on July 1, 2015 and shall terminate on June 30, 2016. The Agreement may be extended by mutual written agreement of the parties.

3. BCLD OBLIGATIONS:

- A. BCLD, on behalf of Sage Library System, shall compensate HRCLD for the cost of hiring a Systems Librarian, including the employee's salary, benefits, payroll taxes, and workers' compensation. The amount of salary and benefits are to be set by HRCLD and agreed to by BCLD and the Sage Library System User Council
- B. BCLD shall reimburse HRCLD for any direct ancillary expenses incurred as a result of hosting the Systems Librarian, including but not limited to professional association memberships, travel, and training registrations.
- C. Reimbursements to HRCLD for the items delineated in sections A and B not to exceed \$65,875 total for the duration of the agreement, as delineated in Appendix B, HRCLD Budget for the Sage Systems Librarian.

4. HRCLD OBLIGATIONS:

- A. HRCLD shall provide a full-time Systems Librarian, who shall work to benefit all Sage Library System members.
- B. The employee is an employee of HRCLD and not an employee of BCLD. HRCLD is responsible for all employee personnel functions including but not limited to final determinations on hiring, firing, and employee evaluations. HRCLD agrees to solicit input from the Sage Library System User Council when making these decisions.
- C. The employee shall work under the supervision of the Library Director of HRCLD.
- D. HRCLD shall consult with the Sage Systems Manager, an employee of BCLD, before incurring any ancillary expenses on behalf of the Systems Librarian.
- E. HRCLD shall provide suitable office space, supplies, and technology for the employee.
- F. The employee shall perform work as outlined in the Job Description, attached hereto as Exhibit A and incorporated herein by this reference.

5. TERMINATION. This Agreement may be terminated in whole or in part as to any party hereto on thirty (30) days written notice by that party given to the other party.

6. MISCELLANEOUS:

- A.** Nothing in this Agreement, express or implied, is intended or shall be construed to confer on any person, other than the parties to this Agreement any right, remedy, or claim under or with respect to this Agreement.
- B.** This Agreement may be amended only by an instrument in writing executed by the parties, which writing must refer to this instrument.
- C.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.
- D.** This Agreement shall be governed and construed in accordance with the laws of Baker County, Hood River County, and the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon.

IN WITNESS WHEREOF, the County and Library District have caused this Agreement to be executed by their respective principal officers on the day and year written below.

BCLD:

BAKER COUNTY LIBRARY
DISTRICT BOARD

By _____
Gary Dielman, Board President

Date: _____, 2015

HRCLD:

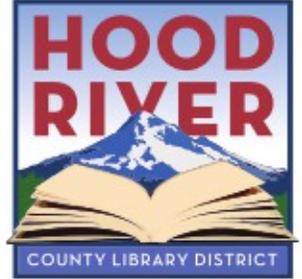
HOOD RIVER COUNTY LIBRARY
DISTRICT BOARD

By _____
Suzanne VanOrman, Board President

Date: _____, 2015

EXHIBIT A

Job Description Sage Library Systems Librarian



Summary

Provides technical support and services to Sage Library System member institutions. Works closely with the Sage Library System Manager to manage, configure, and train member institutions to use Sage's integrated library system (ILS).

Classification: Librarian I

Essential duties and responsibilities

1. Troubleshoots technical problems related to the integrated library system (ILS) and other consortium-related technology with Sage member institutions.
2. Creates and runs reports in the ILS.
3. Configures users, permissions, and settings in the ILS for Sage member institutions.
4. Trains Sage member institutions to use the ILS and other consortium-related technology.
5. Assists in migration and setup of consortium-related technology for new Sage member institutions.
6. Writes, organizes, and disseminates technical information to Sage member institutions.
7. Assists in cleanup, standardization, and cataloging of database records within the ILS.
8. Assists Sage Library System Manager to monitor and maintain Sage system servers.
9. Assists Sage Library System Manager in designing, updating, and maintaining the Sage Library System public catalog.
10. Recommends and implements changes to Sage technology systems and services.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Attends relevant Sage Library System committee and Council meetings.
3. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Library Director, who assigns and reviews work to serve all Sage Library System member institutions. Works closely with the Sage Library System Manager, who may assign projects with input from the Library Director and Sage Library System User Council, prioritized by overall impact to the Sage consortia.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers.

Desired minimum qualifications

Education and experience:

1. Master's degree in library and information science from an American Library Association-accredited institution, or a master's degree in a technology-related field.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

2. One year experience working with database and customer management software, preferably integrated library systems.
3. Two years experience working in technology support, preferably in a library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Experience in technology troubleshooting for a wide variety of hardware and software. Experience using Linux-based operating systems preferred.
2. Experience using integrated library system software, public catalogs, and bibliographic utilities.
3. Knowledge of MARC and AACR2 metadata standards. Familiarity with Dublin Core and RDA standards desirable.
4. Understanding of basic programming structures demonstrated by ability to outline the flow of simple routines.
5. Understanding of database fundamentals, including field, record, and index concepts.
6. Ability to type 35 words per minute.
7. Familiarity with the Internet and basic office applications, especially word processors.
8. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
9. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
10. Ability to communicate effectively vocally to the public and staff.
11. Ability to communicate technical information simply, clearly, and understandably.
12. Ability to perform basic mathematical functions.
13. Ability to respond to a wide variety of practical problems and unpredictable circumstances.
14. Ability to possess a driver's license valid in the State of Oregon.
15. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
16. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Internet, general office applications, design software, and integrated library system; computer hardware and peripherals; book carts; copy machine; telephone; typewriters; fax machines; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 50% of the time.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. May be asked to travel to other libraries within the Sage Library System.
5. Stares at computers screens and monitors regularly while carrying out essential job functions.
6. Normal office exposure to noise, stress, and disruptions.
7. Full-time position, 40 hours per week. Some weekend and evening hours are required.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related

tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Library Director

Approval: _____
Board President

Approval: _____
Sage User Council Chair

Effective Date: June 17, 2014

Last revised: June 17, 2014

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-16		
	Actual			Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2012-13	First Preceding Year 2013-14	YTD 3/31/2015					
1					RESOURCES			
2	-	-	-	-	- Cash on hand	-		
3	-	-	-	-	- Intergovernmental revenue	65,875	65,875	
4								
5	-	-	-	-	- TOTAL RESOURCES	65,875	65,875	-
6								
7					REQUIREMENTS			
8					Personal Services			
9					<i>Salaries</i>			
10	-	-	-	-	- Librarian I	40,953	40,953	
11								
12					<i>Benefits</i>			
13	-	-	-	-	- Retirement	3,686	3,686	
14	-	-	-	-	- FICA	3,133	3,133	
15	-	-	-	-	- Workers' compensation insurance	66	66	
16	-	-	-	-	- Health insurance	6,000	6,000	
17	-	-	-	-	- Unemployment insurance	737	737	
18								
19	-	-	-	-	- Total personal services	54,575	54,575	-
20								
21					Materials and services			
22	-	-	-	-	- Membership dues	300	300	
23	-	-	-	-	- Travel	3,000	3,000	
24	-	-	-	-	- Training	1,000	1,000	
25	-	-	-	-	- Other materials and services	2,000	2,000	
26								
27	-	-	-	-	- Total materials and services	6,300	6,300	-
28								

29	-	-	-	-	Contingency	5,000	5,000	
30								
31	-	-			Ending balance (prior years)			
32					- UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
33	-	-			- TOTAL REQUIREMENTS	65,875	65,875	-

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2014-15.007

**Resolution adopting the budget, making appropriations,
imposing taxes, and categorizing taxes**

June 15, 2015

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Baker County Library District hereby adopts the budget for the fiscal year 2015-16 in the total of **\$1,835,168**, now on file in the Baker County Public Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2015, are hereby appropriated for the purposes shown in Exhibit A.

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Baker County Library District hereby imposes the ad valorem property taxes as provided for in the adopted budget at rates of:

\$0.5334 per \$1,000 of assessed value for permanent rate tax;
\$0.249 per \$1,000 of assessed value for local option tax; and

that these taxes are hereby imposed and categorized for the tax year 2015-16 upon the assessed value of all taxable property within the District as follows:

	Categorizing the tax	
	<u>General government limitation</u>	<u>Excluded from limitation</u>
<i>Permanent Rate Tax</i>	\$0.5334 / \$1,000	\$0.00
<i>Local Option Tax</i>	\$0.249 / \$1,000	\$0.00

Adopted by the Board of Directors of Baker County Library District this 15th day of June, 2015.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD

Resolution No. 2014-15.007

Resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes

June 15, 2015

EXHIBIT A. Fund Appropriations

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$710,303	\$310,420	\$100	\$2,000	\$11,000	\$215,704	\$0	\$0	\$1,249,527
Other Uses Fund	\$0	\$172,250	\$0	\$0	\$5,500	\$0	\$0	\$0	\$177,750
Sage Library System Fund	\$85,040	\$205,144	\$21,000	\$11,000	\$0	\$0	\$0	\$85,707	\$407,891
TOTALS	\$795,343	\$687,814	\$21,100	\$13,000	\$16,500	\$215,704	\$0	\$85,707	\$1,835,168

REQUIREMENTS SUMMARY

**FORM
LB-30**

BY FUND, ORGANIZATIONAL UNIT OR PROGRAM

ATTACHMENT VII.ii.b

General Fund

BAKER COUNTY LIBRARY DISTRICT

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>15/16</u>			
	Actual		Revised Budget This Year <u>14/15</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding <u>12/13</u>	First Preceding <u>13/14</u>						
				PERSONNEL SERVICES				
1	457,831	461,942	442,150	1 Salaries	504,230	504,230	504,230	1
2	177,504	187,037	181,900	2 Benefits	203,223	203,223	203,223	2
3	5,472	0	3,800	3 Special Contracts - Tech Support, Job Training	2,800	2,800	2,800	3
4	0	9,296		4 Severance				4
5		0	500	5 Payroll Expenses	50	50	50	5
6				6				6
7	640,807	658,275	628,350	7 TOTAL PERSONNEL SERVICES	710,303	710,303	710,303	7
	13.9	14.5	13.9	Total Full-Time Equivalent (FTE)	14.0	14.0	14.0	
				MATERIALS AND SERVICES				
8	95,987	100,468	99,500	8 Collection Development (Books, audiovisual, digital, etc)	92,500	92,500	92,500	8
9	10,109	10,477	10,800	9 Library Consortium (Sage)	12,250	12,250	12,250	9
10	57,665	57,869	63,100	10 Facilities & IT Maintenance	72,000	72,000	72,000	10
11	34,617	30,837	42,265	11 Corporate Costs (Ins., audit, admin fees, election, etc)	42,400	42,400	42,400	11
12	84,072	86,227	82,400	12 Library Operations (travel, bkmb, programs, supplies, utilities)	91,270	91,270	91,270	12
13	952	0	2,000	13 Debt Service	2,000	2,000	2,000	13
14	283,402	285,878	300,065	14 TOTAL MATERIALS AND SERVICES	312,420	312,420	312,420	14
				CAPITAL OUTLAY				
15	0	24,500	100	15 Capital Outlay	100	100	100	15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	24,500	100	21 TOTAL CAPITAL OUTLAY	100	100	100	21
				TRANSFERRED TO OTHER FUNDS				
22	1,000	2,500	2,500	22 Transfer - Technology & Election	1,000	1,000	1,000	22
23	10,000	10,000	10,000	23 Transfer - Severance Liability	10,000	10,000	10,000	23
24				24				24
25	11,000	12,500	12,500	25 TOTAL TRANSFERS	11,000	11,000	11,000	25
26			231,630	26 OPERATING CONTINGENCY	215,404	215,704	215,704	26
27	162,647	163,287		27 Ending balance (prior years)				27
28				28 UNAPPROPRIATED ENDING FUND BALANCE				28
29	1,097,856	1,144,440	1,172,645	29 TOTAL REQUIREMENTS	1,249,227	1,249,527	1,249,527	29

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

BAKER COUNTY LIBRARY DISTRICT

Historical Data			Revised Budget This Year <u>14/15</u>	RESOURCE DESCRIPTION	Budget for Next Year <u>2015-16</u>			
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year <u>12/13</u>	First Preceding Year <u>13/14</u>							
1			1	Available cash on hand* (cash basis) or				1
2	162,647	163,287	190,000	2 Net working capital (accrual basis)	227,146	227,146	227,146	2
3	37,689	37,594	35,000	3 Previously levied taxes estimated to be received	40,000	40,000	40,000	3
4	9,442	9,695	11,100	4 Interest	11,500	11,500	11,500	4
5	0	15,027	4,000	5 Transferred IN, from other funds	5,500	5,500	5,500	5
6				6 OTHER RESOURCES				6
7	17,238	17,888	17,000	7 Fines & Fees	17,000	17,000	17,000	7
8	5,838	6,564	7,045	8 State revenue (R2R Grant)	7,450	7,450	7,450	8
9	1,630	3,046	3,500	9 Other Tax Revenues	3,500	3,500	3,500	9
10	6,185	4,469	4,000	10 Federal revenue (E-rate)	3,000	3,000	3,000	10
11	1,768	1,510	3,900	11 Tech Support Contracts	3,200	3,200	3,200	11
12	5,361	0	50	12 Job Training Programs	50	50	50	12
13	150	828	1,050	13 Donations & Misc	950	950	950	13
14		24,500	0	14 Capital financing	0	0	0	14
15				15 Fiscal agency fee (Sage)		300	300	15
16				16				16
17	247,948	284,408	276,645	17 Total resources, except taxes to be levied	319,296	319,596	319,596	17
18			896,000	18 Taxes estimated to be received	929,931	929,931	929,931	18
19	850,548	854,869		19 Taxes collected in year levied				19
20	1,098,496	1,139,277	1,172,645	20 TOTAL RESOURCES	1,249,227	1,249,527	1,249,527	20

DETAILED REQUIREMENTS

**FORM
LB-31**

ATTACHMENT VII.ii.d

General Fund - Personnel Services

Baker County Library District

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year <u>2015-2016</u>			
	Actual		Revised Budget This Year <u>14/15</u>				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>12/13</u>	First Preceding <u>13/14</u>								
1	71,014	71,098	71,720	1 Library Director	1.0	MGT4	74,265	74,265	74,265	1
2	18,248	18,262	18,600	2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	19,110	19,110	19,110	2
3	20,099	20,953	23,250	3 Finance + HR Administrator	0.6	14/5	27,553	27,553	27,553	3
4				4 Library Asst I - Public Services (Weekend)		5/5				4
5	36,962	38,867	41,000	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/5	41,575	41,575	41,575	5
6	1,380	5,539	6,412	6 Library Asst I - Public Services	0.4	3/3	7,150	7,150	7,150	6
7	30,409	30,454	30,750	7 Library Tech II - Coll Mgmt / Serials Specialist	1.0	7/5	31,029	31,029	31,029	7
8	23,628	24,239	24,250	8 Library Asst II - Public Services / Children & Teen Specialist	0.9	7/5	26,374	26,374	26,374	8
9	28,699	25,085	5,250	9 Library Tech II - Coll Mgmt / Cataloging Specialist	1.0	11/4	35,903	35,903	35,903	9
10	8,584	2,680		10 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.0	5/5				10
11	14,365	14,031	13,750	11 Library Asst I - Public Services	0.4	3/3	8,103	8,103	8,103	11
12	16,146	15,514	15,500	12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.6	5/5	16,175	16,175	16,175	12
13	10,757	11,642	12,318	13 Library Asst I - Coll Mgmt / Processing	0.7	3/5	18,945	18,945	18,945	13
14	17,376	17,720	18,600	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.9	5/5	23,910	23,910	23,910	14
15	29,432	28,319	28,500	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	31,110	31,110	31,110	15
16	5,966	13,399	6,200	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	5/5	8,525	8,525	8,525	16
17	6,352		4,750	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.4	5/4	6,270	6,270	6,270	17
18	5,676	9,168	6,510	18 Facilities Maintenance	0.4	3/3	9,723	9,723	9,723	18
19	4,814	0	0	19 Job Training Intern / Library Page I	0.0	3/3				19
20	46,516	46,823	44,340	20 IT Network and Systems Administrator	1.0	16/5	46,169	46,169	46,169	20
21	658	0	3,800	21 Tech Support Contracts		16/5	2,800	2,800	2,800	21
22	6,834	8,458	9,650	22 Vacation Subs + Wkend Assistants	0.3	X	8,114	8,114	8,114	22
23	59,388	57,361	59,050	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	5/4-5	61,226	61,226	61,226	23
24		2,537	1,750	24 Staff training			3,000	3,000	3,000	24
25	47,991	49,362	46,500	25 Retirement (PERS)			59,791	59,791	59,791	25
26	34,956	35,724	34,000	26 Social Security (FICA)			38,724	38,724	38,724	26
27	430	466	500	27 State Unemployment Tax (SUTA @ .001) + Payroll Exp			506	506	506	27
28	91,199	97,606	98,200	28 Group Health Insurance			101,066	101,066	101,066	28
29	1,998	2,640	1,950	29 Workers Comp Insurance			2,328	2,328	2,328	29
30	929	882	750	30 Life Insurance			808	808	808	30
31		9,296		31 Severance						31
32				32 Payroll expenses			50	50	50	32
33				33 Ending balance (prior years)						33
34				34 UNAPPROPRIATED ENDING FUND BALANCE						34
35	640,807	658,127	627,850	35 TOTAL REQUIREMENTS	14.0		710,303	710,303	710,303	35

* include a schedule of pay ranges

*Include schedule of pay ranges

DETAILED REQUIREMENTS

ATTACHMENT VII.ii.e

**FORM
LB-31**

General Fund - Materials & Services

Baker County Library District

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year <u>2015-2016</u>			
	Actual		Revised Budget This Year <u>14/15</u>		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>12/13</u>	First Preceding <u>13/14</u>						
1	95,987	100,468	99,500	1 Collection Development (Books, audiovisual, digital, etc)	92,500	92,500	92,500	1
2	10,109	10,477	10,800	2 Library Consortium (Sage)	12,250	12,250	12,250	2
3	25,911	26,793	25,800	3 Facilities Maintenance	33,000	33,000	33,000	3
4	10,320	9,460	10,500	4 Janitorial Contract	11,000	11,000	11,000	4
5	1,953	2,013	2,600	5 Janitorial Supplies	3,000	3,000	3,000	5
6	3,262	2,668	2,500	6 Equipment Maintenance Services / Lease	2,500	2,500	2,500	6
7	16,219	16,935	21,700	7 Computer Maintenance	22,500	22,500	22,500	7
8	7,692	8,098	7,300	8 Bookmobile Operations	8,000	8,000	8,000	8
9	13,106	13,888	15,820	9 Insurance	16,525	16,525	16,525	9
10	2,791	2,997	5,295	10 Travel and Training	4,500	4,500	4,500	10
11	5,989	0	3,300	11 Election	3,500	3,500	3,500	11
12	7,280	7,475	7,675	12 Audit	7,800	7,800	7,800	12
13	1,568	835	800	13 Bookkeeping	900	900	900	13
14	958	1,579	3,000	14 Dues and subscriptions	2,750	2,750	2,750	14
15	952	0	2,000	15 Debt Service	2,000	2,000	2,000	15
16	1,104	1,215	1,600	16 Publication	1,600	1,600	1,600	16
17	804	928	1,075	17 Financial Mgt Fees	1,075	1,075	1,075	17
18	200	250	200	18 Legal Administration	250	250	250	18
19	393	808	2,500	19 Public Programs	2,500	2,500	2,500	19
20	2,544	3,221	2,750	20 Branch Mileage	3,000	3,000	3,000	20
21	12,557	14,153	13,000	21 Library Services Supplies	14,500	14,500	14,500	21
22	2,967	3,443	5,000	22 Youth Programs (Summer Reading, storytime, teen)	8,120	8,120	8,120	22
23	1,457	1,476	1,550	23 Postage/Freight	1,800	1,800	1,800	23
24	43,945	43,548	40,000	24 Utilities	42,665	42,665	42,665	24
25	12,910	12,288	12,800	25 Telecommunications	13,185	13,185	13,185	25
26	424	862	1,000	26 Tech Support Contract - Travel	1,000	1,000	1,000	26
27				27 Miscellaneous				27
28				28				28
29				29				29
30				30				30
31				31 Ending balance (prior years)				31
32				32 UNAPPROPRIATED ENDING FUND BALANCE				32
33	283,402	285,878	300,065	33 TOTAL REQUIREMENTS	312,420	312,420	312,420	33

* include a schedule of pay ranges

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

	Historical Data		Adopted Budget This Year <u>14-15</u>	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2015-2016</u>			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>12-13</u>	First Preceding Year <u>13-14</u>						
				RESOURCES				
1	52,655	147,917	154,000	1 Cash on hand * (cash basis), or	150,000	150,000	150,000	1
2				2 Working Capital* (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	292	687	600	4 Interest	750	750	750	4
5	11,000	12,500	11,000	5 Transferred IN, from other funds	11,000	11,000	11,000	5
6	15,000	0	17,800	6 Grants and Loans	10,000	10,000	10,000	6
7	64,841	604	2,500	7 Donations	1,000	1,000	1,000	7
8	4,806	4,931	4,000	8 Book Sales online	5,000	5,000	5,000	8
9	148,594	166,639	189,900	9 Total Resources, except taxes to be levied	177,750	177,750	177,750	9
10				10 Taxes estimated to be received				10
11				11 Taxes collected in year levied				11
12	148,594	166,639	189,900	12 TOTAL RESOURCES	177,750	177,750	177,750	12
				REQUIREMENTS				
1				1 PERSONNEL SERVICES				1
2		0	0	2 Sage Cataloger (Clean Slate LSTA grant)				2
3		0	0	3 TOTAL PERSONNEL SERVICES				3
4				4				4
5				5 MATERIALS AND SERVICES				5
6	598	2,576	115,550	6 Memorial & Grants Dept.	99,900	99,900	99,900	6
7			1,500	7 Election reserve	1,500	1,500	1,500	7
8	11	1	500	8 Literacy Dept.	500	500	500	8
9	13	11	12,000	9 Technology Dept. Reserve	9,000	9,000	9,000	9
10			6,000	10 Capital Projects Dept. Contingency	1,000	1,000	1,000	10
11	55	26	50,000	11 Severance Liability Dept. Contingency	60,000	60,000	60,000	11
12			350	12 Corporate Costs (Bank & sales fees)	350	350	350	12
13	677	2,614	185,900	13 TOTAL MATERIALS AND SERVICES	172,250	172,250	172,250	13
14				14				14
15				15				15
16	0	15,027	4,000	16 Operating Transfer OUT	5,500	5,500	5,500	16
17	147,917	148,998		17 Ending balance (prior years)				17
18				18 UNAPPROPRIATED ENDING FUND BALANCE				18
19	148,594	166,639	189,900	19 TOTAL REQUIREMENTS	177,750	177,750	177,750	19

*Includes ending balance from prior year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Sage Library System Fund**

BAKER COUNTY LIBRARY DISTRICT

Historical Data		2014-2015	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16			
Actual		REVISED		Approved by Sage User Council 3/17/2015	Approved By Sage User Council	Adopted By Governing Body	
Second Preceding Year _____	First Preceding Year _____	Suppl Budget 001 <small>Approved by Sage User Council 11/18/2014</small>					
RESOURCES							
		\$102,200	1 Cash on hand * (cash basis), or	\$114,856	\$114,856	\$114,856	1
		\$194,000	2 Membership dues	\$197,381	\$197,381	\$197,381	2
		\$250	3 Interest	\$250	\$250	\$250	3
		\$117,571	4 Restricted grants	\$95,404	\$95,404	\$95,404	4
			5 Miscellaneous revenue				5
			6				6
			7				7
			8				8
0	0	\$414,021	9 Total Resources, except taxes to be levied	\$407,891	\$407,891	\$407,891	9
			10 Taxes estimated to be received				10
			11 Taxes collected in year levied				11
0	0	\$414,021	12 TOTAL RESOURCES	\$407,891	\$407,891	\$407,891	12
REQUIREMENTS							
			13 PERSONNEL SERVICES				13
			14 Salaries				14
		\$49,641	15 Systems administrator	\$55,984	\$55,984	\$55,984	15
			16 Administrative services (BCLD)	\$7,600	\$7,300	\$7,300	16
		\$49,641	17 Total salaries	\$63,584	\$63,284	\$63,284	17
			18				18
			19 Benefits				19
		\$6,553	20 Retirement	\$7,909	\$7,909	\$7,909	20
		\$3,798	21 Social Security	\$4,659	\$4,659	\$4,659	21
		\$228	22 Worker's compensation	\$280	\$280	\$280	22
		\$11,629	23 Health insurance	\$8,039	\$8,039	\$8,039	23
		\$44	24 Unemployment insurance	\$61	\$61	\$61	24
		\$844	25 Life insurance	\$808	\$808	\$808	25
		\$23,096	26 <i>Total benefits</i>	\$21,756	\$21,756	\$21,756	26
		\$72,737	27 TOTAL PERSONNEL SERVICES	\$85,340	\$85,040	\$85,040	27
			28				28
			29 MATERIALS AND SERVICES				29
		\$550	30 Telecommunications	\$240	\$240	\$240	30
		\$4,500	31 Technology	\$4,500	\$4,500	\$4,500	31
		\$2,900	32 Accounting and auditing	\$1,500	\$1,500	\$1,500	32
		\$6,104	33 Administrative services (BCLD)		\$300	\$300	33
			34 System support (HRCLD)	\$51,000	\$51,000	\$51,000	34
		\$104,789	35 Technical services	\$52,704	\$52,704	\$52,704	35

	Historical Data		2014-2015	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16			
	Actual		REVISED		Approved by Sage User Council 3/17/2015	Approved By Sage User Council	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _____	Suppl Budget 001 <small>Approved by Sage User Council 11/18/2014</small>					
36			\$100	36 Legal services	\$50	\$50	\$50	36
37			\$500	37 Dues and subscriptions	\$1,100	\$1,100	\$1,100	37
38			\$60	38 Postage/freight	\$50	\$50	\$50	38
39			\$50	39 Printing	\$50	\$50	\$50	39
40			\$50	40 Supplies, Office	\$50	\$50	\$50	40
41			\$3,000	41 Travel	\$2,500	\$2,500	\$2,500	41
42			\$1,500	42 Training	\$4,500	\$4,500	\$4,500	42
43			\$225	43 Miscellaneous				43
44			\$100	44 Furniture and equipment	\$100	\$100	\$100	44
45			\$102,000	45 Courier	\$86,500	\$86,500	\$86,500	45
46				46				46
47			\$226,428	47 TOTAL MATERIALS AND SERVICES	\$204,844	\$205,144	\$205,144	47
48				48				48
49			\$21,000	49 Capital outlay	\$21,000	\$21,000	\$21,000	49
50				50				50
51			\$11,000	51 Contingency	\$11,000	\$11,000	\$11,000	51
52				52				52
53				53 Ending balance (prior years)				53
54			\$82,856	54 UNAPPROPRIATED ENDING FUND BALANCE	\$85,707	\$85,707	\$85,707	54
55	0	0	\$414,021	55 TOTAL REQUIREMENTS	\$407,891	\$407,891	\$407,891	55

Total fund less unappropriated ending balance: \$322,184

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Baker County Library District will be held on June 15, 2015 at 6:00 pm PST at Baker County Public Library located at 2400 Resort Street, Baker City, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Baker County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Baker County Public Library (2400 Resort St, Baker City), during regular library hours or viewed online at http://bakerlib.org/about-us/budget.html. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as than used the preceding year.

Contact: Gary Dielman (Board Pres.); Perry Stokes (Library Director) Telephone: 541-523-6419 Email: tubingen@eoni.com; librarian@bakerlib.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013-2014	Adopted Budget This Year 2014-2015	Approved Budget Next Year 2015-2016
Beginning Fund Balance/Net Working Capital	311,204	446,200	492,002
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	19,398	214,900	217,881
Federal, State and all Other Grants, Gifts, Allocations and Donations	12,465	149,966	117,804
Revenue from Bonds and Other Debt	24,500	0	0
Interfund Transfers / Internal Service Reimbursements	27,527	15,000	16,500
All Other Resources Except Current Year Property Taxes	55,953	54,500	61,050
Current Year Property Taxes Estimated to be Received	854,869	896,000	929,931
Total Resources	1,305,916	1,776,566	1,835,168

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	658,275	701,087	795,343
Materials and Services	288,492	640,893	616,314
Capital Outlay	24,500	21,100	21,100
Debt Service	0	2,000	2,000
Interfund Transfers	27,527	16,500	16,500
Contingencies		80,500	82,500
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	312,285	314,486	301,411
Total Requirements	1,311,079	1,776,566	1,835,169

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Library Services	658,275	628,350	710,303
FTE	15	14	14
Grant Project - Sage Cataloging		45,471	52,704
FTE		1	1
Sage Library System		132,055	136,040
FTE		2	2
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	658,275	805,876	899,047
Total FTE	15	17	17

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Growth of beginning cash resources, fees (membership), and grants is primarily due adoption of fiscal agency for the Sage Library System, a special fund of the district as of FY14-15. BCLD has financial oversight of Sage but that organization--an association of eastern Oregon libraries for the purpose of shared cataloging and interlibrary loans--operates independently with its own revenue and cash reserves. Sage fund resources includes beginning cash (\$114,856), membership fees (\$197,381), grants (\$95,404), and interested (\$250). A full time Cataloger/Trainer will be contracted for the 2nd year of the Sage Cataloging Project grant through the Sage Fund. BCLD tax revenues for FY15-16 are projected to increase by 3.5%. FY15-16 growth in Personnel is due to restoration of positions left unfilled for much of FY14-15 through attrition, promotions for staff with increased duties, and increased PERS costs. Materials & Services growth is due to the Sage fund. Outstanding debt incurred in the amount of \$24,500 in FY13-14 is from Baker City Resort Street Improvement Project.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2013-2014	Rate or Amount Imposed This Year 2014-2015	Rate or Amount Approved Next Year 2015-2016
Permanent Rate Levy (rate limit 0.5334 per \$1,000)	0.5334	0.5334	0.5334
Local Option Levy	0.249	0.249	0.249
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$22,500	
Total	\$22,500	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

FORM LB-50 2015-2016

To assessor of Baker County

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Baker County Library District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Baker County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>2400 Resort St</u>	<u>Baker</u>	<u>OR</u>	<u>97814</u>	<u>6/16/2015</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Perry Stokes</u>	<u>Library Director/CEO/Budget Officer</u>	<u>541-523-6419</u>	<u>director@bakerlib.org</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits	
		Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	0.5334	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2.	Local option operating tax	0.249	
3.	Local option capital project tax		
4.	City of Portland Levy for pension and disability obligations		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001		5a.
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001		5b.
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	0	5c.

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	0.5334
7.	Election date when your new district received voter approval for your permanent rate limit	
8.	Estimated permanent rate limit for newly merged/consolidated district	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

BAKER COUNTY LIBRARY DISTRICT

LIBRARY BOARD REGULAR MEETING 2015-2016 Schedule Options

Board meetings are intended to be held around mid-month to accommodate billing & payroll cycles. In 2015-2016, three months begin on Monday the 8th or 9th which makes the 2nd Monday early for those purposes.

On months when the 2nd Monday falls on an early date, the board may consider moving the meeting to the 3rd Monday.

		Regular Schedule	
		2nd Monday	Alternative
2015	July	13	
	August	10	
	September	14	
	October	12	
	November	9	16
	December	14	
2016	January	11	
	February	8	15
	March	14	
	April	11	
	May	9	16
	June	13	

Precincts Reporting: 17

Office: Baker County Library District Position 4
Vote For One, 4 Year Term

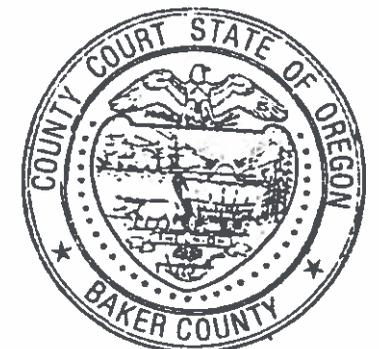
Candidate:	Precinct	Gary Dielman	Write in	Overvotes	Undervotes
	1 Baker #1	236	15		135
	2 Baker #2	176	13		113
	3 Baker #3	223	21		141
	4 Baker #4	244	22		177
	5 Baker #5	330	28		183
	13 Baker Country	177	20		148
	14 Durkee	22	2		15
	15 Eagle Valley	134	1		83
	17 Haines	161	8		103
	18 Hereford	20	0		24
	19 Huntington	55	3		18
	20 Irondyke	24	0		6
	21 Keating	33	1		39
	22 Pine Valley	197	0		91
	24 Poco-Wing	201	9		180
	25 Sumpter	68	2		40
	26 Unity	30	1		26
	Total	2331	146	0	1522

Total
3999

I Cindy Carpenter, Baker County Clerk do hereby certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Cindy Carpenter
Cindy Carpenter, Baker County Clerk

6/3/2015
Date of Abstract



Precincts Reporting: 17

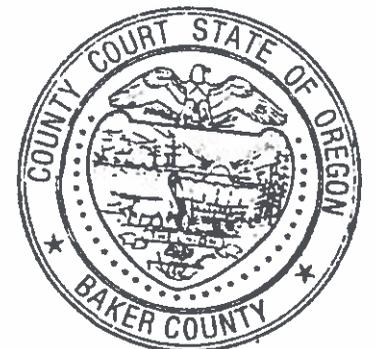
Office: Baker County Library District Position 5
Vote For One, 4 Year Term

Candidate:	Precinct	Nellie E Forrester	Write in	Overvotes	Undervotes	
	1 Baker #1	250	3		133	
	2 Baker #2	193	4		105	
	3 Baker #3	251	4		130	
	4 Baker #4	283	7		153	
	5 Baker #5	346	3		192	
	13 Baker Country	203	0		142	
	14 Durkee	23	0		16	
	15 Eagle Valley	149	1		68	
	17 Haines	185	0		87	
	18 Hereford	22	0		22	
	19 Huntington	56	0		20	
	20 Irondyke	28	0		2	
	21 Keating	39	0		34	
	22 Pine Valley	238	1		49	
	24 Poco-Wing	234	1		155	
	25 Sumpter	67	0		43	
	26 Unity	31	0		26	
	Total	2598	24	0	1377	Total 3999

I Cindy Carpenter, Baker County Clerk do hereby certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Cindy Carpenter
Cindy Carpenter, Baker County Clerk

06/03/2015
Date of Abstract



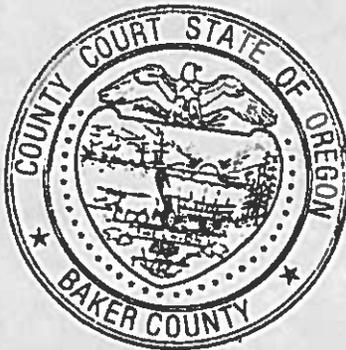
CERTIFICATE OF ELECTION

STATE OF OREGON
County of Baker } ss.

I, *Cindy Carpenter, Baker County Clerk, and ex-officio Clerk of the County Court of said State and County, do hereby certify that a Special District Election held in said County on the 19th day of May, 2015. Nellie E. Forrester was duly elected to the office of Baker County Library District, Position 5, 4 Year Term in and for the County of Baker State of Oregon.*

Witness my hand and the seal of the Board of County Commissioners

3rd day of June, 2015.



Cindy Carpenter
Cindy Carpenter, Baker County Clerk

Notification Letter

May 19, 2015, Special District Election

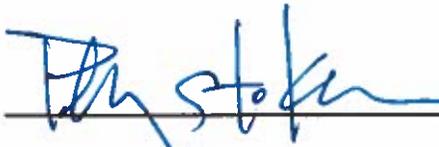
ORS 255.295 (2) A certificate of Election shall be issued by the County Clerk only after the district election authority has notified the County Clerk in writing of the result of the election. The notification to the County Clerk shall contain a statement indicating whether any candidate elected to District Office is qualified to hold the office.

To whom it may concern:

I, PERRY STOKES, District Election Authority for the BAKER CO. LIBRARY DISTRICT (Name of District)

do hereby notify the Baker County Clerk that I have reviewed the Special District Election Abstract(s) and the following candidates elected are qualified to hold the following positions.

Candidate Name	Position
<u>GARY DIELMAN</u>	<u>4</u>
<u>NEWIE FORRESTER</u>	<u>5</u>
_____	_____
_____	_____


Signature of District Election Authority

6/4/15
Date

American Libraries

SPECIAL ISSUE

THE MAGAZINE OF THE AMERICAN LIBRARY ASSOCIATION

The State of AMERICA'S LIBRARIES

A REPORT FROM THE AMERICAN LIBRARY ASSOCIATION

2015

- Top 10 Frequently Challenged Books
- Libraries as Community Anchors



The State of America's Libraries

A REPORT FROM THE AMERICAN LIBRARY ASSOCIATION

2015

Edited by Kathy Rosa, Ed.D., MSLS
Office for Research and Statistics
American Library Association



ABOUT ALA The American Library Association (ALA), the voice of America's libraries, is the oldest, largest and most influential library association in the world. Its approximately 56,000 members are primarily librarians but also trustees, publishers and other library supporters. The Association represents all types of libraries; its mission is to promote the highest quality library and information services and public access to information.

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Perkins, 800-545-2433 x4286.

published

American Libraries (ISSN 0002-9769) is published 6 times
yearly with occasional supplements by the American
Library Association (ALA). Printed in USA. Periodicals
postage paid at Chicago, Illinois, and additional mailing
offices. POSTMASTER: Personal members: Send address
changes to *American Libraries*, c/o Membership Records,
ALA, 50 E. Huron St., Chicago, IL 60611. ©2015 Ameri-
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THE STATE OF AMERICA'S LIBRARIES
Special Issue April 2015 | ISSN 0002-9769

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EXECUTIVE SUMMARY



Libraries provide people of all ages and backgrounds with unlimited possibilities to participate in a media- and technology-enriched society. As community anchors, libraries touch people's lives in many ways and stand as protectorates of the tenets of a democratic government. This report discusses current issues, developments, and practices of academic, school, and public libraries.

Academic libraries provide resources and services to support the learning, teaching, and research needs of students, faculty, and staff. [Surveys](#) show that both students and faculty value high-quality digital and print collections and the instructional support that helps them use these resources. Academic librarians are finding creative ways to repurpose library spaces and make optimal budgeting choices.

School libraries provide learning environments that enable students to acquire the reading, research, digital literacy, and citizenship skills necessary for college and career readiness. Certified school librarians ensure that [21st-century information literacy skills](#), dispositions, responsibilities, and assessments are integrated throughout all curriculum areas.

Public libraries serve as community anchors that address economic, educational, and health disparities in the community. They offer educational programs, print and

digital books, access to databases, meeting spaces, and instruction on how to use new technologies. More than two-thirds of Americans [agree](#) that libraries are important because they improve the quality of life in a community, promote literacy and reading, and provide many people with a chance to succeed.

Issues and trends

Libraries demonstrate their value as community anchors by responding to issues and identifying trends that impact the community. Free library programs provide learning opportunities and entertainment for children as well as adults. Books and digital resources support educational goals from early literacy through lifelong learning. Library collections include books and resources that represent the diversity of people, cultures, and the faraway places that make up the world we live in. Librarians help protect

people's rights by proactively supporting equitable access and intellectual freedom. A high standard of education helps librarians respond to many issues and trends.

Traditional library programs, from story times to author talks, have always been popular with patrons. New forms of programming today, from makerspaces to drop-in craft activities reflect our changing world. In 2012, there were 92.6 million attendees at the [4 million programs](#) offered by public libraries. This represents a 10-year increase of 54.4% in program attendance.

In addition to programs, libraries engage our nation's youth, from preschool through the teen years, with books and digital resources. Early literacy materials include books and e-resources that introduce words and concepts. Children benefit from story-time, homework assistance, and diverse books. Many libraries provide a space for teens to hang out, read, do homework in groups, and try out new technologies. Young adult collections and teen programs have flourished in libraries in the past decade.

Youth learn about various cultures and traditions through library books and programs. Librarians have proactively called for diversity in children's literature. In his April 2014 white paper, [The Importance of Diversity in Library Programs and Material Collections for Children](#), Jamie Campbell Naidoo explores the critical role libraries play in helping children make cross-cultural connections. He calls on libraries to include diverse programming and materials for children as an essential step in meeting the needs of their communities.

Access and challenges

While most community members appreciate having a window to the world through a diverse collection of books and programs, not all do. The ALA Office for Intellectual Freedom (OIF) has been tracking a significant number of challenges to diverse titles. Authors of color, as well as books with diverse content, are disproportionately challenged and banned.

Author Malinda Lo [analyzed](#) OIF's annual Top Ten Banned and Challenged Books lists for the last decade and discovered that 52% of the books challenged or banned included diverse content. OIF analyzed the 2014 Top Ten Challenged Books and found that eight of the 10 titles included diverse content.

Out of 311 challenges recorded by the OIF, the "Top Ten Most Challenged Books in 2014" are:

1. [The Absolutely True Diary of a Part-Time Indian](#), by Sherman Alexie

Reasons: Anti-family, cultural insensitivity, drugs/alcohol/smoking, gambling, offensive language, sex education, sexually explicit, unsuited for age group, violence. Additional reasons: "depictions of bullying."

2. [Persepolis](#), by Marjane Satrapi

Reasons: Gambling, offensive language, political viewpoint. Additional reasons: "politically, racially, and socially offensive," "graphic depictions."

3. [And Tango Makes Three](#), by Justin Richardson and Peter Parnell

Reasons: Anti-family, homosexuality, political viewpoint, religious viewpoint, unsuited for age group. Additional reasons: "promotes the homosexual agenda."

4. [The Bluest Eye](#), by Toni Morrison

Reasons: Sexually explicit, unsuited for age group.

Additional reasons: "contains controversial issues."

5. [It's Perfectly Normal](#), by Robie Harris

Reasons: Nudity, sex education, sexually explicit, unsuited to age group. Additional reasons: "alleges it [to be] child pornography."

6. [Saga](#), by Brian K. Vaughan and Fiona Staples

Reasons: Anti-Family, nudity, offensive language, sexually explicit, and unsuited for age group.

7. [The Kite Runner](#), by Khaled Hosseini

Reasons: Offensive language, unsuited to age group, violence.

8. [The Perks of Being a Wallflower](#), by Stephen Chbosky

Reasons: Drugs/alcohol/smoking, homosexuality, offensive language, sexually explicit, unsuited for age group. Additional reasons: "date rape and masturbation."

9. [A Stolen Life: A Memoir](#), by Jaycee Dugard

Reasons: Drugs/alcohol/smoking, offensive language, sexually explicit, and unsuited for age group.

10. [Drama](#), by Raina Telgemeier

Reasons: Sexually explicit.

Library education

Challenges to books are one of the many situations that librarians learn to manage while studying for the professional degree in librarianship. A high standard of professional education prepares librarians to understand and respond to the needs of their communities. On February 2, 2015, the ALA Council approved the latest edition of the [Standards for Accreditation of Master's Programs in Library and Information Studies](#). The standards were developed through a multiyear research and input collaborative with the public and the profession by the ALA Committee on Accreditation. The accreditation standards benchmark the high standard of professionalism in library education.

In 2012, there were
92.6 million attendees
at the 4 million programs
offered by public libraries.

National issues and trends

Many federal government policy and regulatory issues are of importance to libraries and the people who use them. Policies related to library funding, personal privacy, workforce development, and copyright law are a few of the issues of interest to the library community.

The [Elementary and Secondary Education Act](#) (ESEA) is up for reauthorization in 2015. ESEA was signed into law in on April 11, 1965, by President Lyndon Baines Johnson and provided grants to schools serving low-income students, created scholarships for low-income college students, and created special education centers. Title II of the original act included provisions for school library resources, textbooks, and other instructional materials. But in more recent versions of the law, including the No Child Left Behind Act of 2001, library resources were excluded. The library community is lobbying to have language specifically about school libraries included in the reauthorization of ESEA.

Libraries protect patron privacy. The [USA Freedom Act](#), supported by ALA and other groups, aims at balancing personal privacy with national security. Although the bill was discussed throughout 2014, the Senate voted on November 18, 2014, to end further discussion of the measure. Advocates can still take action on the issue. Librarians, library users, and privacy supporters will come together May 1–7 to observe [Choose Privacy Week](#), ALA's annual event to promote the importance of individual privacy rights.

Federal funding in the amount of \$180.9 million was

[approved](#) to support the [Library Services and Technology Act](#) (LSTA) in FY2014. LSTA funding is the primary source of federal support for libraries. Most of the funds go directly to the states to support grants to public libraries.

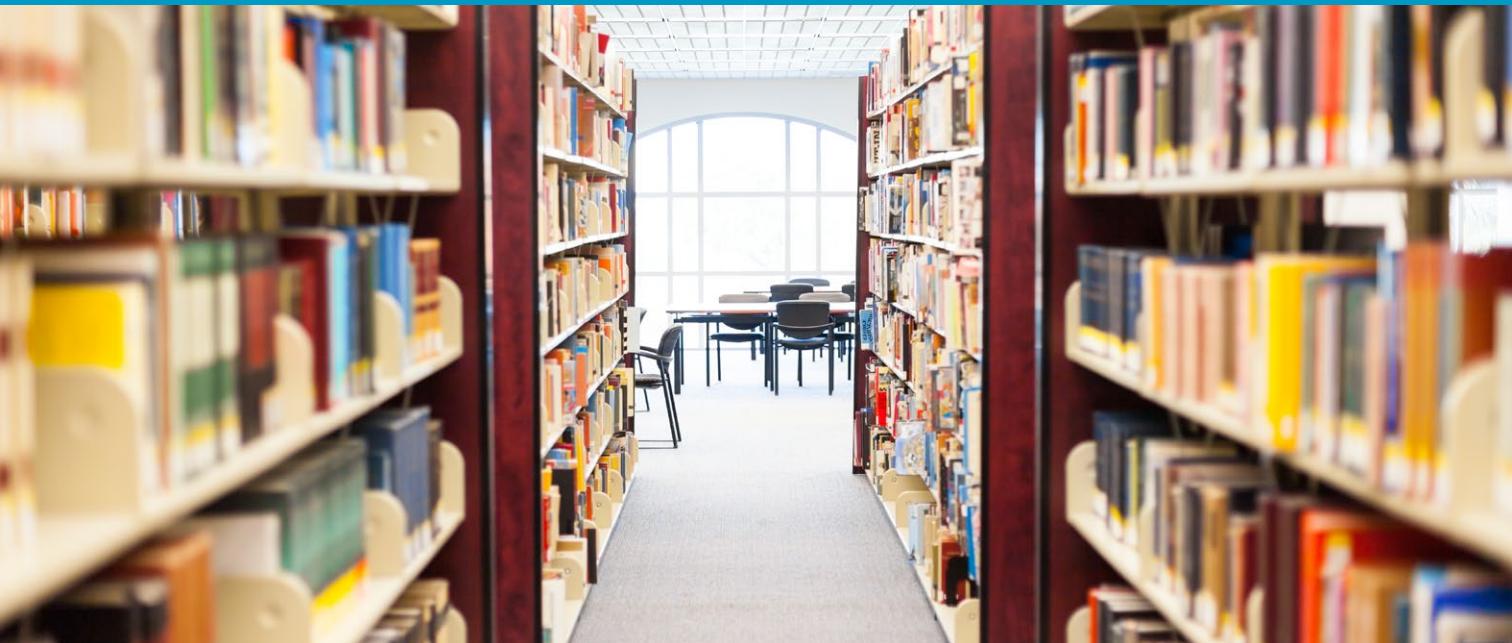
On July 22, 2014, President Barack Obama signed the [Workforce Innovation and Opportunity Act](#), a law that authorizes public libraries to be eligible providers with access to federal funding for effective job training and job search programs.

Copyright questions frequently arise in libraries. Federal court cases continue to favor reasonable fair use rights, especially those that add value to an original work or serve a different, socially beneficial purpose. In June 2014, the US 2nd Circuit Court of Appeals upheld the ruling in [Authors Guild v. HathiTrust](#), which holds that providing access to works for people with print disabilities constitutes fair use.

The Federal Communications Commission (FCC) increased the total [E-Rate](#) fund—which provides discounts to libraries and schools to help them obtain affordable internet access—from \$2.4 billion to \$3.9 billion annually. The agency also changed its policy to make it easier for libraries and schools to deploy high-speed broadband technologies and develop network infrastructures inside their facilities.

In February 2015, the FCC took action to help ensure [net neutrality](#). Its Open Internet order requires broadband internet providers to provide a fast, fair, and open internet and comply with an array of rules. ■

INTRODUCTION



A [anchor institutions](#) are defined as large, spatially immobile, nonprofit organizations that play an integral role in the local economy. In 2002, when Harvard Business School Professor Michael Porter began discussing the [potential benefit](#) of anchor institutions in the economic development of communities, he was referring, for the most part, to well-funded medical centers and universities that provided jobs and other benefits to the community. Since that time, there has been much discussion about the nature and purpose of anchor institutions.

During the 2000s, the idea gained currency that communities also have smaller organizations that serve as anchors. Today, it is recognized that community anchors include libraries, museums, faith-based institutions, community foundations, municipal entities, and other nonprofit organizations.

In addition to the economic benefits, the mission of

anchor institutions includes creating a more democratic, just, and equitable society.

In this report, we celebrate the importance of academic, school, and public libraries as proactive community anchors. Libraries are democratic community anchors with unlimited possibilities to promote education, equity, social and racial justice, place, and community. ■

ACADEMIC LIBRARIES



Academic libraries provide resources and services to support the learning, teaching, and research needs of students, faculty, and staff. Surveys show that students and faculty value academic libraries, their high-quality digital and print collections, and the instructional support that helps them use these resources. Academic librarians are finding creative ways to repurpose library spaces and make optimal budgeting choices.

Asserting the value of academic libraries

As pressure on the higher education community to demonstrate value continues, academic libraries are meeting the challenge. Some 59% of chief academic officers [rated library resources](#) and services “very effective”—more effective than on-campus teaching and instruction, online courses and programs, academic support services, research and scholarship, administrative information systems and operations, and data analysis and organizational analytics.

The impact of academic librarians on student learning can be seen in the [2014 National Survey of Student Engagement](#), which reports that 33% of first-year students agreed that their experience at their institution contrib-

uted “very much” to their knowledge, skills, and personal development in using information effectively. More impressively, 47% of college seniors agreed with the same statement.

Academic librarians are working largely with reallocated funds to transform programs and services by repurposing space, migrating collections, and redeploying staff in the digital resources environment.

Academic researchers are users of big data, extremely large data sets that are beyond the capability of most software tools to process and analyze. Academic librarians traditionally assess the research needs of academics, but big data poses new challenges. The sheer quantity and rate of accumulation of data require new skills and resources to enable researchers to share, analyze, and reuse it.

In the past three years, 62.6% of academic libraries reported repurposing space for group study, student success areas (writing/tutoring centers), quiet study space, technology learning spaces, and additional seating. Doctoral/research institutions undertook the most renovations (79.5%), followed by baccalaureate schools (60.8%), comprehensive schools (65.1%), and associate degree-granting institutions (47.3%). Within the next five years, 79% of doctoral/research institutions, 69% of comprehensive institutions, 65% of baccalaureate schools, and 45% of associate degree-granting institutions are planning additions, renovations, refurbishments, or new buildings.

A recent survey found that 15.5% of academic libraries expect library space usage to increase significantly with 27.4% of doctoral/research institutions forecasting a significant increase.

[Library expenditures](#) for collection materials averaged \$6.3 million for doctoral/research institutions, \$774,701 for comprehensive institutions, \$462,929 for baccalaureate schools, and \$144,062 for associate degree-granting institutions. The percentage of the collection materials budget spent on ongoing resource purchases (including subscription expenditures) averaged 68.7% of the total materials budget. On average, doctoral/research institutions spent 74.3% of their materials budgets on ongoing purchases in 2013, comprehensive schools spent an average of 75.4%, baccalaureate schools spent an average of 70.6%, and associate degree-granting institutions spent an average

47% of college seniors agreed that their experience at their institution contributed "very much" to their knowledge, skills, and personal development in using information effectively.

of 54.8%. Between 2000 and 2014, there were 232 new academic library buildings completed in the United States and Puerto Rico, including four new buildings in 2014.

Staffing

Doctoral/research institutions employed an average of 49.58 professional staff, comprehensive institutions employed an average of 10.8 professional staff, baccalaureate schools employed an average of 6 professional staff, and associate degree-granting institutions employed an average of 5.24 professional staff according to a [recent survey](#).

Academic libraries provided 26.3% of all jobs for new library school graduates in 2013, down from 33.3% in 2012. The most recent [survey](#) of first-year students found that 0.7% planned to become a librarian.

Salaries

Academic library expenditures for [salaries and wages](#) accounted for 55.4% of the total expenditures on average. Salaries and wages constituted 74.1% of total library expenditures for associate degree-granting institutions, 51.4% for baccalaureate, 52.3% for comprehensive schools, and 43.8% for doctoral/research institutions.

The [average salary](#) for academic librarians was \$53,000. Two-thirds of academic librarians received a [salary increase](#) of 3.4% in 2013. Although most of the raises were cost-of-living or merit pay increases, 9% of academic librarians received increases as the result of a job change. ■

SCHOOL LIBRARIES



As students strive to meet the rigor of education standards, certified school librarians play an essential part in ensuring that [21st-century information literacy skills](#), dispositions, responsibilities, and assessments are integrated throughout all curriculum areas.

College and career readiness = Reading rigor

The [National Assessment of Educational Progress \(NAEP\)](#) calls for an increasing shift to nonfiction by grade-level in order to help students prepare for the demands of college and career:

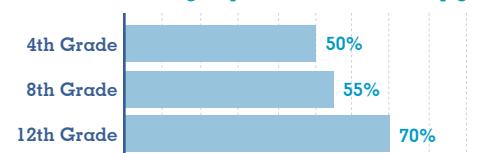
- 50% at 4th grade
- 55% at 8th grade
- 70% at 12th grade

However, research shows that students' ability to independently read complex texts decreases by grade band. The rate of students independently reading at least one book at or above their text complexity grade band drops significantly after elementary school:

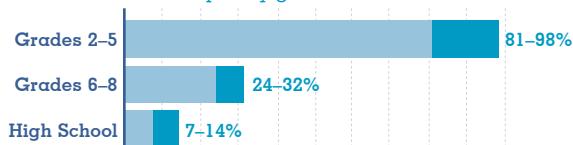
- 81–98% in grades 2–5
- 24–32% in grades 6–8
- 7–14% in high school

COLLEGE AND CAREER READINESS READING RIGOR

Non-fiction reading requirements increase by grade.



Research shows that students' ability to independently read complex texts decreases by grade. Percentage of students independently reading at least one book at or above their text complexity grade band:



College and career readiness = Inquiry learning and research

The school librarian leads in building 21st-century skills by collaborating with classroom teachers to design inquiry-based learning environments. In inquiry learning, students identify their own questions and create projects guided by the teacher and school librarian. School librarians develop engaging learning tasks that integrate key critical thinking, technology, and information literacy

skills with subject-area content.

The statistics in the section below represent student inquiry and research skills and show *good* results and responses in the current environment, *bad* results and responses, and unacceptable (*ugly*) results and responses. All of these statistics point to the preparedness or unpreparedness of students for college and careers.

THE GOOD

- 94% of education professionals report that students demonstrate improved learning, performance, and achievement when technology is used in the curriculum.
- 50% of high school students seek information online to help better understand a topic studied in class.

THE BAD

- Four of the top 10 most cited websites come from user-generated websites (Wikipedia, YouTube, Yahoo! Answers, and Answers.com).
- 54% of students say they would be less likely to cite sources if they didn't have research management tools.

THE UGLY

- 51% of college freshman have a hard time learning to navigate new tools and 43% have trouble making sense of information once sources are found.
- College freshman have the most difficulty conducting research:
 - coming up with keywords (75%)
 - sorting through irrelevant search results (57%)
 - identifying and selecting sources (51%)
 - integrating writing styles from different sources (43%)

College and career readiness = Digital literacy and citizenship

Learning is a 24/7 enterprise for students today, with the traditional school day only a small part of the overall time that students spend learning, especially using technology. Embedded in schools is a culture almost entirely based on information, shaped and defined by the student. They consume it, share it, produce it, and publish it. School librarians have an opportunity to provide truly personalized learning experiences.

- 46% of principals say that digital content—such as videos, simulations, and animations—is having the greatest impact on transforming teaching and learning.
- 52% of school librarians identify themselves as teachers of digital citizenship within their schools.

■ 40% of district administrators note the implementation of blended learning environments as having the greatest impact on transforming teaching and learning.

■ 70% of US job recruiters have rejected candidates based on their online reputations.

■ 38% of college admission officers have discovered something online that resulted in a negative impact on their evaluation of a student.

■ 39% of teens say they have sent or posted sexually suggestive messages.

■ 86% of teens believe it's permissible to illegally download and share music.

■ \$400 is the average amount lost to online crimes reported by teens. ■

PUBLIC LIBRARIES



Public libraries are community anchors that address economic, education, and health disparities in the community. Educational programs, print and digital books, databases, meeting spaces, and instruction on how to use new technologies are among the many resources and services provided by libraries. [More than two-thirds](#) of Americans agree that libraries are important because they improve the quality of life in a community, promote literacy and reading, and provide many people with a chance to succeed.

Digital inclusion

One role of the library as a community anchor is to provide equitable access to technology and digital content. A comprehensive approach to creating digital inclusion will ensure an equal opportunity for all, regardless of geographic location, socioeconomic status, or any other factor.

The [Digital Inclusion Survey](#) found that public libraries address these disparities by providing free access to broadband, public access technologies, digital content, digital literacy learning opportunities, and a range of programming that helps build digitally inclusive communities.

The survey found that nearly all (97.5%) public libraries offer free wireless internet access. Technology training is

offered in nearly all (98.0%) public libraries, and nearly all offer education and learning programs (99.5%) and summer reading programs (98.4%). Almost 80% of libraries offer programs that aid patrons with job applications, interview skills, and résumé development. Three-fourths of libraries offer community, civic engagement, or e-government programs. Nearly all libraries offer patrons assistance in completing online government forms.

Chief Officers of State Library Agencies survey

To gain a better understanding of how public libraries are faring in the face of funding challenges, flat budgets, and

the need to supplement the nation's educational needs, the American Library Association conducts an annual survey on state library support.

Chief Officers of State Library Agencies (COSLA) members are the heads of their state library administrative agencies and leaders in statewide library development. The chief officers responded to the ALA's online survey between October 28, 2014, and December 3, 2014. The report highlights changes in support for public library funding on a state level, reductions and closures, state collaborations, and

broadband planning.

The ALA received responses from 47 of 50 states and from the District of Columbia; the West Virginia, Washington, Pennsylvania, and New York State library agencies did not respond. The following is a short summary of some of the interesting points from the survey.

Direct aid to public libraries. For states that provide direct state aid for public libraries, 45% reported no change from FY2014, 21% reported increased funding, and 17% reported decreased funding from FY2014, with Missouri and Alabama reporting cuts of 9%–10% or more.

The chief officers felt cautious about predicting changes in direct funding for public libraries; 44% felt state aid for public libraries would remain unchanged and 46% felt

that it was too soon to tell whether the funding would increase or decrease.

Branch closures. The number of states reporting library branch closures is down, from 10 states reporting knowledge of closures to only five this year. As in previous years, the number of closures in each state was between one and five libraries.

Libraries involved in collaborations and digital literacy. Many state library agencies have formal collaborations with other state agencies. Twenty states currently have statewide partnerships related to STEM (Science, Technology, Engineering, and Math) education; other states have collaborations to assist with other education initiatives, workforce development, literacy, and summer reading.

Though only 38% of state library agencies reported having a specific goal related to digital literacy through their local libraries, they did indicate a heavy involvement in digital literacy initiatives.

Helping meet America's broadband needs. Fifty-seven percent of responding states have state-specific broadband plans. The public libraries or state library agencies in only five of those 27 states are *not* involved in meeting those goals. ■

98% of public libraries offer technology training

ISSUES AND TRENDS



Librarians respond to issues and identify trends that are of importance to the community. Books and digital resources support educational goals from early literacy through lifelong learning. Free library programs provide learning opportunities and entertainment for children as well as adults. Library collections include books and resources that represent the diversity of people, cultures, and the faraway places that make up the world we live in. Librarians help protect people’s rights by proactively supporting equitable access and intellectual freedom. A high standard of professional library education helps librarians respond to many issues and emerging trends of importance to the community.

Children’s and teen services

Libraries engage our nation’s youth, from preschool through the teen years, with books, digital resources, and a wide array of programs. Early literacy materials include books and e-resources that introduce words and concepts. Lap-sit storytimes involve parents in the learning process. Homework assistance enhances learning for children, and diverse literature collections spark their imaginations. Recognizing the growing independence of young adults,

many libraries provide a space for teens to hang out, read, do homework in groups, and try out new technologies. Young adult collections and teen programs have flourished in libraries in the past decade.

Early literacy. According to the [White House](#), research shows that in the first three years of life, children from low-income families hear about 30 million fewer total words than their more affluent counterparts. This “word gap” can lead to differences not only in vocabulary size,

but also in school readiness and long-term educational and social success.

In fall 2014, the Association for Library Service to Children (ALSC), an ALA division, participated in a White House event on federal, state, and local efforts to bridge the word gap. ALSC launched a public awareness project, [Babies Need Words Every Day](#), to help the nation's libraries reach caregivers of young children outside of the library. ALSC is providing free, downloadable posters featuring colorful illustrations, rhymes, finger plays, and literacy tips. Librarians are encouraged to work with businesses and public buildings in their communities to display the posters over changing tables.

Diversity in children's literature. Last year there was an upswing in conversations and a groundswell toward activism to address the dearth of diversity reflected in children's literature—both in content and among writers and illustrators. In his April 2014 white paper, [The Importance of Diversity in Library Programs and Material Collections for Children](#), Jamie Campbell Naidoo explores the critical role libraries play in helping children make cross-cultural connections. He calls on libraries to include diversity in programming and materials for children as an important step in meeting the needs of their communities.

Continuing to push conversations toward action, ALSC, in collaboration with the Children's Book Council, planned and brought together leaders in children's literature, literacy, and youth-serving organizations in January 2015 for [Day of Diversity: Dialogue and Action in Children's Literature and Library Programming](#). This full-day event focused on strategies for increasing diversity awareness within the publishing and library communities and ensuring that all children have access to diverse literature and library programming.

Digital literacy. Digital literacy continues to grow as an important library service. Research shows that families are increasing their access to digital media, but they lack the knowledge to use it effectively in a way that enables learning. Additionally, libraries are incorporating more digital media in their programming for young children.

In 2014, ALSC, Little eLit, and the iSchool at the University of Washington [surveyed public libraries](#) to learn more about how libraries are using new media in their services for youth. A total of 415 libraries participated in the survey. Initial results showed that 71% of the respondents reported using one or more kinds of new media in their programming for young children. Some 58% of libraries plan to increase new media availability in programs and services for youth.

Teen services in school and public libraries. In Janu-

ary 2014 the Young Adult Library Services Association, an ALA division, supported by funding from the Institute of Museum and Library Services, published a report, [The Future of Library Services for and with Teens: A Call to Action](#). This document explores the current state of teen services in libraries, as well as the environmental causes that are driving the need for change. Libraries are responding by revisiting their overall teen services programs. In particular, noteworthy trends were observed in program administration, services, spaces, and staffing.

A major trend in program administration in 2014 was an emphasis on outcomes-based planning and evaluation.

Teen services have evolved from an early phase that simply emphasized the need to offer activities for teens into a purposeful approach that makes use of the unique strengths of libraries and provides targeted activities based on the particular needs of teens

in the library's community. This is achieved primarily through community assessment and outreach.

Perhaps the biggest trend in teen services in 2014 was the focus on a connected learning approach to planning and delivering activities for and with teens. Connected learning is an educational method designed to make learning relevant by focusing on the interests of the learner and connecting those interests with educational opportunities through coaches or mentors. The connected learning approach recognizes that in order for youth to be prepared for 21st-century jobs, they need to continue their learning beyond the formal classroom. Models of connected learning in libraries can be seen via the [Learning Labs](#) project funded by the Institute of Museum and Library Services and the MacArthur Foundation.

Space was another area of emphasis in 2014 and is an essential part of the connected learning method. The physical library space needs to be flexible to adapt to different learning activities and accommodate peer-to-peer learning. Makerspaces in particular are trending and provide evidence that libraries are continuing to evolve beyond the traditional focus on collections to a 21st-century emphasis on offering services and learning opportunities.

New models of staffing were tested in 2014 and the trend is likely to continue. Recognizing that teens have a variety of needs at this stage of their development and that librarians cannot and should not be experts in all things, libraries are tapping other human resources in their communities. Examples include artists-in-residence programs, hiring social workers, and making use of local experts as coaches. These new staffing models are needed to help support the connected learning approach. Another staffing trend

The test of the morality of
a society is what it does
for its children.
—Dietrich Bonhoeffer

moved librarians away from their desks so that they can provide community outreach and connect with teens wherever they happen to be.



Public programs

Libraries have always been dynamic institutions. From their earliest days, they have served numerous purposes, growing organically as new public needs arose. Their roles as community anchors, centers for academic life and research, and cherished public spaces have led many libraries to become centers of their neighborhoods' social and cultural life. As equal-access places of learning, libraries are safe and neutral spaces where all ideas might be pursued.

The breadth, variety, and number of programs presented in all types of libraries are growing tremendously. In 2012, there were 92.6 million attendees at the 4 million programs offered by US public libraries, according to *Public Libraries in the United States Survey: Fiscal Year 2012*. This represents an increase of 54.4% in attendance from 10 years ago.

Today, libraries are as likely to offer children's storytimes as museum-quality exhibitions, compelling arts offerings, and issue-based discussions. They have responded to the growth in computer technology by providing both access and training, from coding classes to 3D printing and gadget petting zoos. They offer employment and skills-building classes to help patrons cope with a changing job market, provide services to veterans and the homeless, bring hands-on arts and learning opportunities to older adults, and offer assistance in using government services.

At the same time, they continue to schedule the author talks, book discussion groups, craft instruction, film programs, and other cultural and educational programs upon which their communities have come to depend.

Libraries also address unique community needs, offering a neutral space for patrons, residents, faculty, and students to discuss and resolve critical issues. This is of particular importance during times of crisis and polarized political climates, of which there was no shortage in 2014. The fatal shooting of unarmed teenager Michael Brown on August 9 brought chaos to Ferguson, Missouri, a city of about 21,000 near St. Louis. The ensuing protests divided residents and caused schools and city services to

shut down—but the [Ferguson Municipal Public Library](#) stayed open, providing a much-needed safe haven for the community and serving as an ad hoc school. The public took note, and \$400,000 in donations poured into the library from around the world.

Both the quality and quantity of library programming is on the rise, but tight budgets demand that library professionals justify program expenses and demonstrate an impact. This is a challenge, as little data exists to indicate whether, or how, programming affects individuals and communities.

The American Library Association's Public Programs Office, with funding from the Institute of Museum and Library Services, seeks to explore this untapped area of research with the [National Impact of Library Public Programs Assessment](#) (NILPPA). During a proposed eight-year research plan, researchers will:

- map the terrain of library program types and experiences;
- collect quantitative and qualitative data to better understand programs, particularly program innovators;
- create tools and professional competencies related to library programming; and
- develop a model to explain how programming responds to change, affects the perception of libraries, and predicts change in communities.



Equitable access

The library's role of promoting equitable access to information, and being a welcoming place to all who enter its doors, continues to be critical to our communities. According to the [2013 Program for the International Assessment for Adult Competencies](#) (PIAAC), one in six American adults struggle with basic English literacy. This amounts to a staggering 36 million people ages 16–65 who struggle on a daily basis to perform such basic tasks as completing a job application, understanding a medication label, or reading a simple story to their children.

Libraries play a pivotal role in providing literacy services to individuals in their communities, and because of the innovative and effective services that they provide on an ongoing basis, libraries are premier partners in literacy nationwide. By helping individuals attain literacy skills, libraries open the doors to truly equitable access

to information.

United States Census projections show that our nation's population will continue to be increasingly diverse in the years to come, which means that our libraries will be serving increasingly diverse communities. In order to provide a welcoming place for all, it is imperative that diverse viewpoints are incorporated into all service planning and delivery.

The most effective way to include diverse viewpoints is to ensure that library staff and decision makers reflect the populations in the communities they are serving. In 2010–2011, less than 17% of ALA-accredited master's degrees were awarded to individuals from racially diverse backgrounds.

Recruitment programs must focus on bringing more individuals from diverse and underrepresented backgrounds into the library profession. Libraries must also retain and engage these professionals and provide a pipeline of diverse library leaders with relevant viewpoints and experiences attuned to serving multicultural communities. By applying this strategy, libraries can ensure equitable access to information by providing welcoming library spaces, services, and collections that are relevant to everyone in the community.



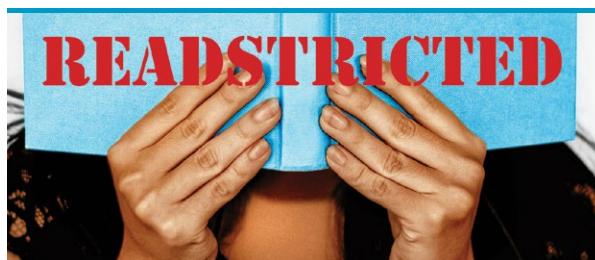
Intellectual freedom

In March 2013, the graphic novel *Persepolis* by Marjane Satrapi was removed from libraries and classrooms in Chicago Public Schools (CPS) on the grounds that it contained inappropriate language and images. Students had been reading it for their human rights unit, but a parent complained to the superintendent about its content. This [incident](#) is one example of a new and frustrating pattern of school administrations not adhering to their own policies. Thanks to an effort by CPS students and the American Library Association's Office for Intellectual Freedom (OIF), the directive was modified to affect only 7th-grade classrooms.

The superintendent of the Independent School District of Highland Park, Texas, [removed](#) seven books from the English curriculum in September 2014, ignoring the school's policy on challenges to instructional materials. Two organizations were formed by local parents to oppose the decision: HP Kids Read and Speak Up for Standards.

Both groups are debating community standards, selection policies, and opt-out alternatives. Only two of the seven titles were formally challenged and both were ultimately retained: *The Art of Racing in the Rain* by Garth Stein and *The Working Poor* by David Shipler.

At the Sussex Central High School Library in Georgetown, Delaware, *The Miseducation of Cameron Post* by Emily M. Danforth was [quietly removed](#) from the shelf in late 2014. When the act of censorship came to light, the school's Gay-Straight Alliance created its own library so students would still be able to read the book. Multiple conference calls and emails were exchanged between many First Amendment organizations to support the librarian, the book, and the freedom to read. The high school now owns four copies of the book; all are checked out and there is a waiting list to read it.



Book challenges in 2014. The OIF has been tracking an increasing number of challenges to diverse titles. Authors of color and books with diverse content are disproportionately challenged and banned. The OIF defines books with diverse content as those that include:

- Non-white main and/or secondary characters
- LGBT main and/or secondary characters
- Disabled main and/or secondary characters
- Issues about race or racism
- LGBT issues
- Issues about religion, which encompass in this situation the Holocaust and terrorism
- Issues about disability and/or mental illness
- Non-Western settings, in which the West is North America and Europe

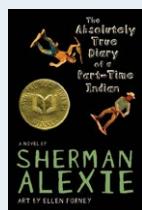
Malinda Lo [analyzed](#) OIF's list of the "Top 100 Banned/Challenged Books: 2000–2009" and the "Top Ten Challenged Books" lists for 2010, 2011, 2012, and 2013. Lo discovered that 52% of the books challenged or banned include diverse content. OIF analyzed the 2014 Top Ten Challenged Books and found that eight of the 10 titles included diverse content.

Conference panels and intellectual freedom advocacy efforts are being organized to reverse this growing trend. OIF joins the profession in promoting diverse viewpoints in library collections, to defend the First Amendment rights of their readers, and to protect these titles from censors.

New intellectual freedom resources:

2014 BOOK CHALLENGES

Out of 311 challenges recorded by the OIF, the “Top Ten Most Challenged Books in 2014” are:



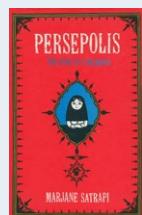
1. THE ABSOLUTELY TRUE DIARY OF A PART-TIME INDIAN

by Sherman Alexie

REASONS:

Anti-family, cultural insensitivity, drugs/alcohol/smoking, gambling, offensive language, sex education, sexually explicit, unsuited for age group, violence.

Additional reasons: “depictions of bullying.”



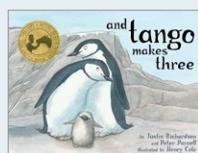
2. PERSEPOLIS

by Marjane Satrapi

REASONS:

Gambling, offensive language, political viewpoint.

Additional reasons: “politically, racially, and socially offensive,” “graphic depictions.”



3. AND TANGO MAKES THREE

by Justin Richardson and Peter Parnell

REASONS:

Anti-family, homosexuality, political viewpoint, religious viewpoint, unsuited for age group.

Additional reasons: “promotes the homosexual agenda.”



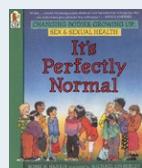
4. THE BLUEST EYE

by Toni Morrison

REASONS:

Sexually explicit, unsuited for age group.

Additional reasons: “contains controversial issues.”



5. IT'S PERFECTLY NORMAL

by Robie Harris

REASONS:

Nudity, sex education, sexually explicit, unsuited to age group.

Additional reasons: “alleges it [to be] child pornography.”



6. SAGA

by Brian K. Vaughan and Fiona Staples

REASONS:

Anti-family, nudity, offensive language, sexually explicit, and unsuited for age group.



7. THE KITE RUNNER

by Khaled Hosseini

REASONS:

Offensive language, unsuited to age group, violence.



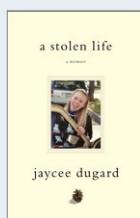
8. THE PERKS OF BEING A WALLFLOWER

by Stephen Chbosky

REASONS:

Drugs/alcohol/smoking, homosexuality, offensive language, sexually explicit, unsuited for age group.

Additional reasons: “date rape and masturbation.”

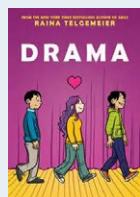


9. A STOLEN LIFE: A MEMOIR

by Jaycee Dugard

REASONS:

Drugs/alcohol/smoking, offensive language, sexually explicit, and unsuited for age group.



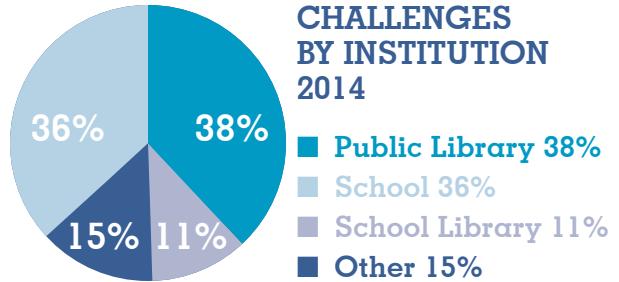
10. DRAMA

by Raina Telgemeier

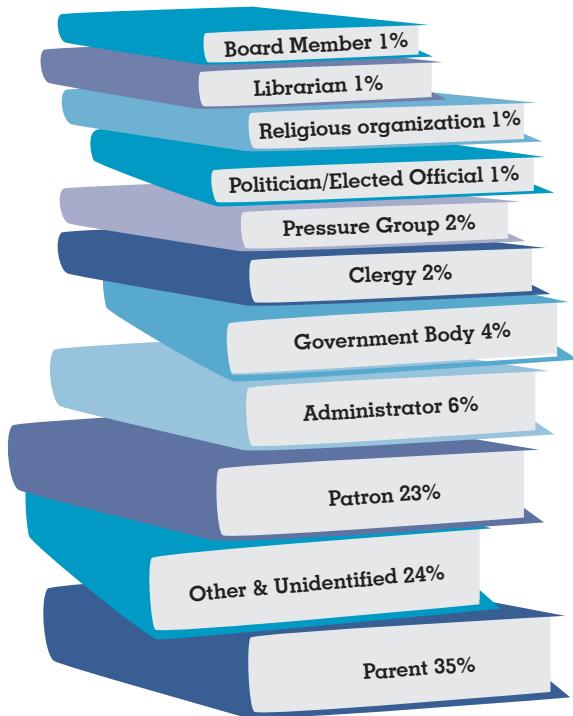
REASONS:

Sexually explicit.

UNDERSTANDING BOOK CHALLENGES



CHALLENGES BY INITIATOR 2014 Who challenges books?



REASONS FOR CHALLENGES 2014

anti-ethnic 1%; cultural insensitivity 3%; racism 2%; sexism 1%; anti-family 6%; nudity 10%; offensive language 23%; other offensive item 12%; abortion 1%; drugs, alcohol, smoking 5%; inaccurate 1%; homosexuality 6%; sex education 2%; sexually explicit 34%; political viewpoint 2%; religious viewpoint 10%; occult Satanism 2%; unsuited for age group 21%; gangs 2%; suicide 2%; violence 14%

Note: Most challenges include more than one reason.

DIVERSE* CONTENT IN TOP TEN CHALLENGED BOOKS 2005 – 2014

Year	Book 1	Book 2	Book 3	Book 4	Book 5	Book 6	Book 7	Book 8	Book 9	Book 10
2014	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2013	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2012	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2011	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2010	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2009	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2008	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2007	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2006	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖
2005	📖	📖	📖	📖	📖	📖	📖	📖	📖	📖

*Definition for diverse content from the work of Malinda Lo: non-white main and/or secondary characters; LGBT main and/or secondary characters; disabled main and/or secondary characters; issues about race or racism; LGBT issues; issues about religion, which encompass in this situation the Holocaust and terrorism; issues about disability and/or mental illness; non-Western settings, in which the West is North America and Europe.

■ The ninth edition of the [Intellectual Freedom Manual](#) will be published in April with new interpretations. For the first time in decades, the manual has been completely reformatted into a user-friendly edition.

■ [Banned Books: Challenging Our Freedom to Read](#), 2014 edition by Robert Doyle.

■ [Books Under Fire: A Hit List of Banned and Challenged Children's Books](#) by Pat R. Scales.

■ [Fencing Out Knowledge: Impacts of the Children's Internet Protection Act 10 Years Later](#) (PDF file) by Kristen R. Batch.

Choose Privacy Week. On May 1–7, librarians, library users, and privacy advocates come together to observe [Choose Privacy Week](#), ALA's annual event to promote the importance of individual privacy rights. In 2014, Choose Privacy Week featured two online events: a special webinar, "How to be a Privacy Wiz: Defense against the Dark Arts with Privacy Tools," that provided advice about protecting personal data from the dark forces online that undermine privacy; and an online colloquium, "[Libraries, National Security, and Privacy](#)," presented by the Rutgers School of Communication and Information for MLIS students and librarians. In addition, the ALA Intellectual Freedom Committee's Privacy Subcommittee introduced a new edition of the [Privacy Tool Kit](#) that highlights the effects of emerging technologies on library users' privacy.

Accreditation standards

The professional degree in librarianship continually expands with constituents' needs. Degree programs accredited by the American Library Association now offer more than 20 distinct areas of concentration beyond foundation courses, including cultural heritage, community informatics, and digital archives. Foundation curricula encompass information and knowledge creation, communication, identification, selection, acquisition, organization and description, storage and retrieval, preservation, analysis, interpretation, evaluation, synthesis, dissemination, and



management.

New ALA Accreditation Standards were adopted in 2015. The ALA [Standards for Accreditation of Master's Programs in Library and Information Studies](#) serve as a guidepost for program quality. The latest edition, developed through a multiyear research and input collaborative with the public and the field by the ALA Committee on Accreditation (COA), was approved for adoption by the ALA Council on February 2, 2015. By identifying those programs meeting the standards, the committee offers a means of quality control in the professional staffing of library and information services. Each program is evaluated for conformity to the standards, which address systematic planning, curriculum, faculty, students, administration, finances, and resources.

The number of ALA-accredited programs is also expanding, with three programs initially accredited in the last few years in the US and Canada. Two programs are currently in candidacy status for initial accreditation with visits scheduled in spring and fall 2016.

With half of the 59 accredited programs in the two-year review process conducted every three to seven years, the pool of review volunteers must also expand. Each review is conducted with a panel of three to six, depending on program size, number of campuses, and complexity. Reviewers and COA members alike describe this engagement with ALA as the most satisfying of their careers. ■

NATIONAL ISSUES AND TRENDS



Many federal government policy and regulatory issues are of importance to libraries and the people who use them. Policies related to personal privacy, library funding, workforce development, and copyright law are a few of the issues of interest to the library community.

A free and open information society today means access to electronic information resources. Libraries provide this access and stay attuned to policy and regulatory issues that affect users' rights, such as the Elementary and Secondary Education Act (ESEA), privacy, E-Rate, [net neutrality](#), and copyright.

Elementary and Secondary Education Act (ESEA) turns 50

Certified school librarians are a crucial factor in students developing 21st-century information literacy skills and dispositions. Yet school libraries remain threatened with closures and reductions in credentialed staff. This dire situation highlights the importance of the 2015 reauthorization of the Elementary and Secondary Education Act (ESEA).

On April 11, 1965, President Lyndon Johnson signed the [Elementary and Secondary Education Act](#) (ESEA) into law. Title I of ESEA was designed to distribute funding to

schools and school districts with a high percentage of students from low-income families. Title II was of particular interest to school libraries, as it provided grants to schools for library resources, textbooks, and other instructional materials.

The current reauthorization of this bill is the No Child Left Behind Act (NCLB), which was signed into law in 2001. Under No Child Left Behind, Title II is aimed at improving student achievement through the evaluation and training of teachers and principals. Resources for libraries are not included. Secretary of Education Arne Duncan is calling for a new ESEA that reflects upon lessons learned from NCLB. Parents, teachers, administrators, and librarians are lobbying to have language that specifically addresses school libraries in the reauthorization of ESEA.

In February, US Senator Jack Reed (D-R.I.) joined Senate Appropriations Committee Chairman Thad Cochran (R-Miss.) to introduce the [SKILLS Act](#) (S.312). This amendment to ESEA would:

- expand the scope of professional development to include digital literacy, reading, and writing instruction across all grade levels;
- focus on coordination and shared planning time between teachers and librarians; and
- ensure that appropriate books and materials are available for students with special learning needs, including English learners.

The American Library Association [recommends](#) that the reauthorization ensure that school libraries:

- are staffed by a state-certified or licensed school librarian;
- have up-to-date books, materials, equipment, and technology (including broadband);
- include regular collaboration between classroom teachers and school librarians to assist with development and implementation of the curriculum and other school reform efforts; and
- support the development of digital literacy skills.

Privacy

The American Library Association collaborated with other groups in several coalitions to support robust versions of the [USA Freedom Act](#) that would have meaningfully improved the balance between national security and the protection of personal privacy. A much weaker variation of that bill passed in the US House in May 2014; the US Senate, however, failed to bring a related ALA-backed bill to the floor for debate. With the scheduled expiration of key parts of the USA Patriot Act on June 1, 2015, including the library provision (Section 215), a major debate over privacy, cybersecurity, and surveillance law reform early in the 114th Congress is assured.

In March 2014, ALA and the Internet Archive, a non-profit digital library, joined forces to file a friend of the court brief in [Riley v. California](#) and [United States v. Brima Wurie](#), two appellate cases consolidated by the US Supreme Court to permit it to examine the constitutionality of warrantless cellphone searches after police arrests. In the amicus brief, both organizations argued that such searches violate the Fourth Amendment. In June, the US Supreme Court agreed, unanimously ruling that the Fourth Amendment requires police officers to obtain a warrant before they can lawfully search an arrestee's cellphone.

Federal library funding

In December 2014, President Obama signed a \$1.1 trillion omnibus spending bill and a continuing resolution—called a [cromnibus](#)—funding much of the federal government through October 2015. The continuing resolution was necessary due to the failure to pass funding bills by Octo-

ber. Programs supported by the library community received level funding or only a slight adjustment.

The Library Services and Technology Act received level funding at \$180.9 million. LSTA funding is the primary source of federal funding for libraries. It was originally authorized at \$232 million, but has never received funding at that level. Most of LSTA funding supports direct grants to states, which then determine how these funds will be allocated for programs such as job-searching databases, résumé workshops, and summer reading programs.

Under the cromnibus spending bill:

- Grants to states programs received level funding of nearly \$154 million.

- National Leadership grants received level funding of \$12 million.

- Laura Bush 21st Century Librarian grants received level funding of \$10 million.

- Grants for Native American and Native Hawaiian library services received level funding of \$3.9 million.

- Funding for the Institute of Museum and Library Services, which administers the LSTA program, received an increase of \$1 million to \$227 million. The in-

crease is largely due to anticipated costs to move the agency's office in Washington.

- Innovative Approaches to Literacy, a competitive grant program under the Department of Education that requires at least half of the funds to go to low-income school libraries, was level funded at \$25 million.

On February 2, 2015, President Obama sent to Congress his nearly \$4 trillion budget request to fund the federal government for fiscal year 2016. This year's request was sent several months earlier than the previous year. Although this is only the first step in the appropriations process, the request does indicate the president's priorities for the next year.

The president included in his request \$8.8 million in funding for a national digital platform for library and museum services, which will give Americans free electronic access to the resources of libraries, archives, and museums by promoting the use of technology. He requested an increase of nearly \$6 million for overall LSTA funding, though grants to states would drop by \$348,000. The Innovative Approaches to Literacy grant program was not funded in the proposal.

Workforce bill passes

In July, President Obama signed the [Workforce Innovation and Opportunity Act \(WIOA\)](#), a law that authorizes public libraries to be eligible providers with access to federal

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funding for effective job training and job search programs. In a statement, ALA President Courtney Young applauded the presidential signing of the act and thanked Senator Jack Reed (D-R.I.) and Representative Rush D. Holt Jr. (D-N.J.) for their efforts to include libraries in the legislation. ALA will keep a close watch on the Department of Labor's implementation of WIOA over the next year. In October, ALA hosted a webinar on "\$2.2 Billion Reasons to Pay Attention to WIOA," an interactive event that focused on how public libraries can make use of the act's provisions.

Copyright updates

There were some positive developments in the realm of copyright. The US Court of Appeals for the Second Circuit upheld the ruling in [Authors Guild v. HathiTrust](#), deciding that providing a full text search database and providing access to works for people with print disabilities constitutes fair use.

In October 2014, the US Court of Appeals for the Eleventh Circuit handed down an important decision in [Cambridge University Press et al. v. Carl V. Patton et al.](#) (the Georgia State University e-reserves case). This decision emphasizes a thoughtful analysis of fair use and a rejection of the highly restrictive guidelines promoted by many publishers. Critically, this decision affirms the importance of flexible limitations on publisher's rights, such as fair use. Overall, federal court cases continue to favor reasonable fair use rights, especially those that add value to an original work or serve a different, socially beneficial purpose.

While Congress continues to hold hearings about various aspects of copyright, the US Copyright Office and the [US Patent and Trademark Office](#) published studies on [orphan works](#), [music licensing](#), and [other topics](#) to inform decision-making.

E-Rate

The big win occurred at the Federal Communications Commission (FCC) through the adoption of two landmark orders to improve the [E-Rate](#) program, which provides financial support to libraries and K-12 schools for advanced telecommunications services. The FCC increased the total E-Rate fund from \$2.4 billion to \$3.9 billion annually and made important policy changes to make it easier for libraries and schools to deploy high-speed broadband technologies and develop the network infrastructure inside their facilities.

The American Library Association spent a considerable amount of time on E-Rate policy advocacy in 2014, working with several partners in the library sector and beyond.

Net neutrality

[Network neutrality](#) means that internet service providers should treat all websites and services the same. Without net neutrality, providers can choose to block legal content and decide the speed and quality of data transmission. In February 2015, the FCC took action to help ensure net neutrality. The agency's [Open Internet Order](#) requires broadband internet providers to provide a fast, fair, and open internet and to comply with an array of rules. What FCC Chairman Tom Wheeler calls the order's "[bright-line rules](#)" are designed to prevent providers from controlling what people have access to on the internet. Under these rules:

- internet providers cannot block access to content providers such as Netflix;
- internet providers cannot impair or degrade internet traffic on the basis of content; and
- Internet providers cannot provide higher speeds to one website over another website for any reason, especially money.

Hundreds gather for 40th annual National Library Legislative Day

Hundreds of library supporters from across the country met with their congressional representatives on May 5-6, 2014, to advocate for libraries during the American Library Association's [40th annual National Library Legislative Day](#). Senator Angus King (I-Maine) jump-started the event by addressing library advocates at the opening briefing at the Liaison Capitol Hill Hotel in Washington, D.C. Additional speakers included Maine State Librarian Linda Lord; Gabriel Rottman, legislative counsel for the American Civil Liberties Union; Shawn Daugherty, assistant director of the Scholarly Publishing and Academic Resources; and Peter Jaszi, intellectual property expert and professor of law at the American University Washington College of Law. Library supporters who could not attend the meetings connected virtually with legislators via phone calls, emails, and social media platforms.

ALA Policy Revolution

ALA launched the [Policy Revolution!](#) initiative in 2013 to reposition the library community in its national public policy advocacy. Decision makers and influencers do not have a good understanding of how contemporary libraries contribute to the array of national policy goals such as education, employment, entrepreneurship, community engagement, and individual empowerment—[The E's of Libraries](#). Thus the first goal of the initiative is to develop a national public policy agenda for the library community. A [draft agenda](#) was circulated in January 2015 for public comment. ■

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HOW TO CITE THIS REPORT

American Library Association. *The State of America's Libraries 2015: A Report from the American Library Association*. Kathy S. Rosa, ed. 2015. <http://www.ala.org/americas-libraries>

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