

## ANALYSIS

### Item 74: State Library of Oregon Digital Documents

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**Analyst:** Kim To

**Request:** Increase Other Funds expenditure limitation by \$200,000 and establish one limited duration, full-time State Library Specialist 2 position (0.63 FTE) for the State Library to inventory and catalog federal publications and migrate to a new software program.

**Analysis:** Since its designation as a Federal Depository Library in the early 1900s, most federal government publications brought into the State Library have not been digitized and added to the digital catalog. In addition, neither an exact count nor an accurate inventory of these federal publications exists, but half of the materials at the State Library are estimated to be federal publications. The State Library also estimates that 70% of the federal publications in its possession are not cataloged and are therefore not found in an online search of the catalog. The State Library does not have staffing capacity to reduce this large backlog. This collection of federal government publications contains historical data and reports about topics ranging from environmental protection to social, economic, and demographic data about Oregon and the Pacific Northwest. The material is valuable to state agency officials and researchers seeking to understand the past as they work to design solutions to contemporary problems.

A fully cataloged collection at the State Library will also support other Oregon libraries that participate in the Federal Depository Library Program, including Portland State University, University of Oregon, and Oregon State University, allowing them to evaluate, compare, and manage their own collections of federal publications once the State Library has an accurate inventory. The State Library requests a full-time, limited duration State Library Specialist 2 position (0.63 FTE) to reduce the backlog of uncatalogued material in order to manage the collection more effectively and make the collection more visible and accessible to Oregonians. This position is expected to last 15 months, from April 2024 through June 2025, with an expected cost of \$110,000. After taking full inventory of the backlog, the State Library anticipates submitting an additional request during the 2025-27 budget cycle to continue the work of digitizing its federal publications collection.

Additionally, Islandora, the open-source software that the State Library currently uses to provide public access to digital Oregon government publications, will be discontinued in April 2024. In August 2023, the State Library completed a request for proposal process and identified a new vendor, Recollect, for this service. In total, the cost for this new software for the current biennium is \$90,000. This amount includes a one-time cost of \$27,000 for migrating to this new service and a \$63,000 subscription cost.

**Recommendation:** The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend including an increase of \$200,000 in the Other Funds expenditure limitation and authorizing the establishment of one limited duration, full-time State Library Specialist 2 position (0.63 FTE) for the State Library in a budget reconciliation bill during the 2024 legislative session to digitize and catalog federal publications and support the migration to a new software program to provide public access to digital Oregon government publications

**Request:** Increase Other Funds expenditure limitation by \$200,000 and establish one limited duration, full-time State Library Specialist 2 position (0.63 FTE) for digital accessibility to the State Library digital catalog.

**Recommendation:** Approve the request during the 2024 Legislative Session.

**Discussion:** As part of the State Library of Oregon's (SLO) mission and legislative mandate, the agency provides permanent public access to Oregon government publications. SLO learned the open-source software utilized to provide access to digital Oregon government publications, including state agency reports for the public, will be discontinued in April 2024. In preparation for the software discontinuance, SLO completed the Request for Proposal process in August 2023, to identify a new vendor to provide the service. The selected vendor is significantly more expensive, and the one-time migration costs to this new service is an additional \$27,000. In total, the cost for this new software for the 2023-25 biennium is \$90,000.

SLO continues to work on a long-term project to improve access to federal government publications by adding items to the online inventory of materials the agency manages. The federal government publications collection contains a wealth of historical data and reports about topics ranging from environmental protection to social, economic, and demographic data about Oregon and the Pacific Northwest. It is valuable to legislators, state agency officials, and researchers seeking to understand the past as they work to design solutions to contemporary environmental, economic, and social problems. Since its designation as a Federal Depository Library in the early 1900s, most federal government publications brought into the State Library were not added to the catalog. SLO estimates that 70 percent of the federal publications at the State Library are not cataloged and are therefore not found in an online search of the catalog. Current SLO staff do not have the capacity to reduce this large backlog and maintain their daily workload. A full-time, limited duration State Library Specialist 2 (SLS2) position solely focused on reducing the backlog of uncatalogued material will allow staff to manage the collection more effectively and make the collection more visible and accessible to Oregonians. A fully cataloged collection at the State Library will also support other Oregon libraries that participate in the Federal Depository Library Program.

The amount requested includes estimated costs of the new software, a full-time, limited duration SLS2 position, and position-related Services and Supplies. If approved, assessment revenue will be used to fund the increase in Other Funds expenditure limitation.

**Legal Reference:** Increase the Other Funds expenditure limitation established by chapter 384, section 3, Oregon Laws 2023, for the State Library of Oregon for \$200,000 for the 2023-25 biennium.



# Oregon

Tina Kotek, Governor



**State Library  
of Oregon**

250 Winter St. NE

Salem, OR 97301

503-378-4243

[www.oregon.gov/library](http://www.oregon.gov/library)

**December 4, 2023**

Senator Elizabeth Steiner, Co-Chair  
Representative Tawna Sanchez, Co-Chair  
Interim Joint Committee on Ways and Means  
900 Court Street NE  
H-178 State Capitol  
Salem, OR 97301

Dear Co-Chairs:

## **Nature of the Request**

The State Library of Oregon respectfully requests an increase in the Other Funds expenditure limitation in the amount of \$200,000 to accommodate payments for costs that have increased since the legislatively adopted budget was approved, and to hire a limited duration position to make more of the materials held at the State Library findable by Oregonians.

## **Agency Action**

As part of our mission and our legislative mandate, the State Library of Oregon must provide permanent public access to the publications of Oregon state government. After the AY25 budget process was underway, the State Library learned that the open-source software utilized to provide access to digital Oregon government publications, including state agency reports for the public, will be discontinued in April 2024. In August 2023, the State Library completed a Request for Proposal process to identify a new vendor for this service. The selected vendor is significantly more expensive, and the one-time migration costs to this new service is an additional \$27,000.

In total, the cost for this new software for the current biennium is \$90,000.

Additionally, the State Library continues to work on a long-term project to improve access to the federal government publications in our collection by adding items to the online inventory of materials the State Library holds. These federal government publications collection contains a wealth of historical data and reports about topics ranging from environmental protection to social, economic and demographic data about Oregon and the Pacific Northwest. It is valuable to legislators, state agency officials and researchers seeking to understand the past as they work to design solutions to contemporary environmental, economic and social problems.

Since its designation as a Federal Depository Library in the early 1900s, most federal government publications brought into the State Library were not added to the catalog.

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

There is not an exact count of these materials, nor an accurate inventory of which federal publications are on the shelves at the State Library, but it is estimated that half of the materials at the State Library are federal publications.

It is estimated that 70% of the federal publications at the State Library are not cataloged and are therefore not found in an online search of the catalog. Currently, State Library staff do not have the capacity to reduce this large backlog and maintain their daily workload. A full-time, limited duration State Library Specialist 2 (SLS 2) position solely focused on reducing the backlog of uncatalogued material will allow staff to manage the collection more effectively and make the collection more visible and accessible to Oregonians. A fully cataloged collection at the State Library will also support other Oregon libraries that participate in the Federal Depository Library Program, including Portland State University, University of Oregon, and Oregon State University, allowing them to evaluate and manage their own collections of federal publications, once the State Library has an accurate inventory.

This one full-time limited duration SLS 2 position (0.63 FTE) is expected to last 15 months, from April 2024-June 2025, with an expected cost of \$110,000.

### **Action Requested**

The State Library requests additional Other Funds expenditure limitation of \$200,000 for this biennium, with \$65,000 for the ongoing software costs to carry forward into the budget process for AY 27.

### **Legislation Affected**

Chapter 308, 2021 Oregon Laws 2021, Section 3

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, reading "Wendy Cornelisen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Wendy Cornelisen  
State Librarian