



CITY OF OREGON CITY LIBRARY BOARD AGENDA

**Commission Chambers, 625 Center Street, Oregon City
Wednesday, October 14, 2020 at 5:30 PM**

This meeting will be held online via Zoom; please contact dbutcher@orccity.org for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the September 9, 2020 Library Board Meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share the October 2020 Library Director's Report and review monthly statistics.

PUBLIC COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. The Library Board Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

DISCUSSION ITEMS

3. 2020 Summer Reading Program Review
4. Materials Handling Update – October, 2020

COMMUNICATIONS

FUTURE AGENDA ITEMS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the Library Board does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Staff Member prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503 657 0891

Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.

Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at www.orcity.org and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channel 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503 650 0275 for a programming schedule



City of Oregon City

Meeting Minutes

Library Board

625 Center Street
Oregon City, OR 97045
503-657-0891

Item #1.

Wednesday, September 9, 2020

Online via Zoom

5:30 PM

1. Call to Order- Scott Edwards called the meeting to order at 5:32 pm.

Members Present: Ken Hall, Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, and Scott Edwards

Members Absent: Kari Linder

Staff Present: Gregory Williams, Library Director, and Denise Butcher, Library Operations Manager represented the Library staff.

2. Approval of Minutes

David Goldberg motioned to approve the minutes from the Library Board's August 12, 2020 meeting with no changes. Cynthia Andrews seconded the motion. Ken Hall, Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, and Scott Edwards all voted aye. The motion carried.

3. Library Director's Report

Greg Williams apologized for not sending the Director's Report in advance and had just sent it to the Board. Greg shared his screen to cover highlights of the report. These highlights included a letter from the Rose City Romance Writers in appreciation of a presentation by Librarian Barratt Miller.

Greg shared photos of the new 6th Street bookdrop and reported that the increased capacity it provided allowed for 24/7 deposits of library materials. Additionally, the new bookdrop created enough capacity that staff no longer needed to empty it over the course of a three-day weekend.

Greg presented photos of a painting now on display in the Carnegie section of the library. Previously, the painting of Native Americans and pioneers had been installed at the courtroom but would not have been publicly viewable in the new Justice Facility once the courtroom moved.

Greg shared that based on the success of the Take and Make Craft Kits (introduced during Summer Reading), additional kits were being created for four target audiences: adults, adults with disabilities, children, and teens. The kits could be picked up during a holds appointment or mailed to a patron's house. As most of the 30 Children's kits had been claimed during the first ten hours of availability, twice as many kits will be made next month.

Greg said that new Readers' Advisory tools had gone live, including resource lists for parents, educators, and students, and a webform for patron to request individualized reading recommendations.

Greg stated that all LINCC libraries had agreed to a 28-day circulation period of all materials as well as going fine free for the rest of 2020. Additionally, the number of holds most patrons can have was increased from 15 to 40.

Scott Edwards expressed support for these changes and asked if there was a way that holds awaiting pick up could not be counted as part of a patron's total holds because holds sometimes arrive in clusters but patrons may not be able to pick them up for a while. Until they are checked out, those holds count towards the total number of holds patrons can place. Greg thought the increase in holds would help to minimize the impact of this situation and indicated he would look into the system set up as he did not have precise answers to this at that time.

Cynthia Andrews asked if materials were being returned on a satisfactory timeline. Greg responded that he was happy with the rate and timeline of return.

Greg shared positive patron feedback about current library services.

Greg highlighted the data from five months of library statistics and explained that although most of the categories were very similar, he had automated the process that tabulated the statistics and focused on a few metrics that he thought would provide a more useful view of library operations. Greg invited feedback for the new way the statistics were presented.

Greg shared that the circulation number currently presented, first time circulation, measures only the first time a patron checks out an item and not any subsequent renewals of the item. Greg thought presenting this statistic provided additional insight into patron use of library materials.

Greg stated that the holds numbers had been changed from the specific numbers of items to a ratio expressing the relationship between the number of holds Oregon City Public Library (OCPL) filled for other libraries and the number of OCPL holds that were filled by other libraries. The desired ratio is 50:50 and in August OCPL was very close to that.

Greg said that he had changed the patron demographic data to compare the breakdown of the month's borrowers vs the breakdown of the entire service area. Greg stated that he felt that this was a better snapshot to see if the library was serving patrons in a way that corresponded with overall service area demographics.

Nick Dierckman asked for clarification on how the demographic breakdown was presented and how it might be used. Greg explained that for each month, the percentage of library users from Oregon City and/or the unincorporated areas could be compared to the overall City/unincorporated population percentages within the library service area.

Greg shared some social media statistics and included the new Hootsuite social media report. Nick asked if the scale of the data might be reduced to the 10 or so most significant metrics as the amount of data on the Hootsuite report was overwhelming. Greg thanked Nick for the feedback and stated that he would refine the report for next month.

Greg shared that he had made the scope of the existing financial report broader and less focused on highly specific revenue sources to provide a better overall view of the library's financial situation, with regard to the library's expenditures and revenue. Nick expressed support of the broader view.

Greg stated that the programming numbers for August were forthcoming and that all programming numbers were for virtual programs. The calculation of these was still under construction and Greg was investigating State Library guidance for how to report these.

There was no meeting room data as the public was still not able to be inside the building. Greg shared that in the future, he expected to change the room statistics from number of individual sessions to the amount of time the rooms were used compared to the amount of time they were available for use.

Greg also anticipated a change to the materials processing statistics. Greg expressed a desire to shift the focus from the number of items added to the collection to a focus on whether added items were of interest to or used by patrons.

Nick expressed support for these changes and surprise that the closure had not driven virtual stats up more. Greg stated that database usage was not historically included in statistics due to difficulty getting uniform statistics, but he would investigate how such data might be included in the future.

Greg shared a document displaying LINCC libraries' holds pick up, phone, and book drop hours. Nick asked if any libraries were allowing patrons inside. Greg answered that Wilsonville allowed patrons inside to pick up holds. Scott expressed support for the expanded hours on Mondays and Thursdays and asked if expanding hours to weekends was a possibility, particularly as a matter of accessibility to patrons in the unincorporated service area. Greg stated that adding weekend hour has been considered, but with the separated circulation teams, weekend coverage presented scheduling challenges and has thus far not been feasible. The addition of weekend hours remained something Greg wanted to reimplement.

4. Public Comments

None submitted.

5. Latest REALM Results and Library Materials Handling Updates

Greg provided a recap of material handling practices. Oregon City Public Library shifted to a six-day quarantine period (processing materials on the 7th day) for returned items due to expanding timelines of virus detection on library materials from REALM Rounds 1-3 as well as for ease of operational logistics. The REALM study is designed to measure detectable levels of the virus that causes COVID-19 on materials commonly found in libraries, archives, and museums. Materials from other libraries were also being quarantined due to inconsistent handling practices across LINCC libraries and a desire to ensure patron safety.

Round four of the REALM testing simulated materials in a stacked configuration, whereas previous rounds had tested items flat and not touching other items. Round four found

detectable levels of virus after six days. As OCPL's quarantine period met this threshold, no changes were made to quarantine duration when these results were released.

After guidance from Clackamas County's Risk Management and Public Health Director, starting Friday, September 11, 2020, all LINCC libraries hold returned items for at least a six-day quarantine and have staff wearing masks while handling materials. As a result, OCPL no longer quarantines items coming from other LINCC libraries.

David Goldberg asked if there had been any staff with COVID-19. Greg responded that there had not been to his knowledge.

Scott asked if there had been any studies that had looked into library material related to disease transmission. Greg stated that to his knowledge there had not been.

6. Plans for Phased Restoration of Library Services

Greg shared with the Board the "Services" component of a living document addressing OCPL's reopening phases and stated that OCPL's reopening plan is tied into the Governor's reopening plan and the City of Oregon City's reopening plan and was based on offering the most services possible in the safest manner. The library's plan covers different types and availability of services based on what is possible under the city and state phases. Greg shared that the biggest upcoming service goal was reinstating public computer use.

Scott expressed thanks for the sharing and content of the document. Cynthia Andrews expressed support for the phases of the plan and the flexibility it offered in case a future reduction of services is necessary.

Scott asked if there were any known cases of library-related COVID-19 outbreaks or any confirmed cases of people contracting COVID-19 from library materials. Greg was unaware of any cases where libraries were a vector of transmission of COVID-19.

7. Communications

Nick shared that he had not heard from LDAC and wondered if Greg had heard anything. Greg stated that all he had heard was that it was on hiatus and did not have a timeline to resume.

Cynthia reported that the Library Foundation met on August 20 and discussed the future role that the Library Foundation should play in managing the Dolly Parton Imagination Library project and explored the possibility of partnering with other organizations and/or volunteers. The Library Foundation and Oregon City Schools Foundation agreed to partner in the delivering of Dolly Parton branded bags of books to newborns at Willamette Hospital, which built on an existing program Oregon City Schools Foundation oversaw. There will be another meeting in September to discuss next steps with the Dolly Parton Imagination Library, Board Membership, and the possible hiring of a part time Administrative Assistant.

Nick asked Cynthia what the enrollment numbers were. Cynthia did not have hard numbers offhand but said they were close to the goal numbers and offered to send the information to him.

Ken Hall was unable to give his report on Friends of the Library due to a dropped connection.

8. Future Agenda Items

David asked if there was a possibility of installing a ballot box at the library. Denise stated that historically OCPL has not had one due to the lack of a place to lock the box when the library was wholly in the Carnegie. Greg offered to look into the matter more.

9. Unfinished or New Business

Greg stated that he was going to the Historic Review Board to ask for approval on the Carl Clapp Memorial.

10. Adjournment

The meeting adjourned at 6:29 pm.



Library Director's Report for October 2020

Library Staff

- I am ***so*** proud of all the Library staff members who stepped up and pitched in to support our community during last month's wildfire crisis. Library employees played a critical role in staffing the Wildfire Information Hotline, which over the course of a week provided nearly 750 callers with much-needed information, empathy, and personal human contact during a time of tremendous uncertainty and worry. Way to go, Library and City staff!



Figure 1 – Social media recognition of OCPL staff wildfire efforts from one of our WCCLS colleagues!

Library Grounds and Facilities

- Parks and Recreation Advisory Committee Chair Karin Morey and I attended the September 30, 2020 meeting of the Historic Review Board to review the proposed installation of the Carl Clapp memorial sign. The HRB was supportive. We are now working with the Parks Department to move forward with installation; a dedication ceremony will also be scheduled and held.
- I attended the September 24, 2020 Parks and Recreation Advisory Committee meeting on September 24 to review the placement of the expanded 6th street book return. The PRAC supported the expansion.
- We are in the process of making new signs for the corners of Library Park; instead of saying "Library is closed," the new signs will remind patrons that we are available online and by appointment.



Figure 2 – Anticipated new exterior signage

Library Operations

- Due to hazardous and unhealthful air quality, we needed to cancel all scheduled no-contact hold pickup appointments during the week of 9/14 – 9/18. Cancellations were advertised via social media, and impacted patrons were contacted by phone/email each day.
- With the start of the rainy season, we are planning to move our no-contact holds pickups indoors starting Monday, 10/19.
 - Pick up tables will be set up in the library lobby (see below for anticipated layout)



Figure 3 - Anticipated indoor holds pickup layout

- Holds pickups will continue to be appointment-based, with 10-minute blocks. Patrons who do not have appointments will be asked to make an appointment and return during their appointed time slot.
 - We are working on an electronic display so that patrons will be able to see the current time, current appointments, and upcoming appointments (using the same information which appears on hold slips).
- Traffic will be one-way through the library (entering via 6th Street and exiting via 7th Street). Entry/exit signage will be posted on interiors and exteriors of doors.
- Masks will be required (and provided for those who do not have them). Hand sanitizer will be available, and physical distancing will be required.
- At least one staff member will be at the Hello Desk to provide basic assistance and to help monitor adherence to safety protocols.
- We will post large A-frame signage outside the 6th Street entrance.



Figure 4 - Anticipated exterior signage

- We will be introducing “Book Bundles” as part of the move indoors. Youth Services staff will pre-assemble bags of themed books (e.g., 10 picture books, 10 easy reader books, etc....). Patrons picking up their holds will be able to review a “menu” of available bundles and request their desired specific bundle from a staff member on duty. The staff member will place the bundle on the table after the patron has taken a step back (to maintain required distancing).
- As we implement and refine our indoor holds pickup service, our primary priority (as it has been throughout the COVID-19 pandemic) will be to ensure the health and safety of patrons and staff. We will make any/all necessary adjustments to achieve this goal.

Library Programs and Services

- Library staff have been working to make sure OCSD teachers know about the library resources available to support students, parents, and educators during this challenging school year. Our virtual, bilingual concert featuring Nathalia (which has now been viewed more than 380 times) was recently added to the weekly curriculum for Jennings Lodge, OCSD’s K-1st Spanish immersion school (see below).

Actividades educacionales semanales ¡Todos Unidos! 1er grado Weekly Instructional Activities ¡Todos Unidos! 1st Grade 9/28-10/2					
Estas actividades son facilitadas, dirigidas y apoyadas por los maestros. Se espera que los estudiantes de primaria dediquen al menos 12.5 horas a la semana a estas actividades. Las actividades con el fondo AZUL son lecciones EN VIVO a través de Zoom. Las actividades con el fondo VERDE se requieren, pero se pueden completar en el momento elegido por la familia. Animamos que hagan las actividades con el fondo BLANCO, pero son opcionales. These activities are teacher facilitated, directed, and supported. Elementary students are expected to spend at least 12.5 hours a week on these activities. Activities with a BLUE background are LIVE lessons via Zoom. Activities with a GREEN background are required, but can be completed at a time chosen by the family. Activities with a WHITE background are encouraged, but optional.					
*Se anima a todos los estudiantes de primer grado a asistir a una de estas reuniones					
10:30-11:15	Lectura en Seesaw/Reading in Seesaw Lectura en Seesaw/Reading in Seesaw	Lectura en ZOOM/Literacy on ZOOM Lectura en ZOOM/Literacy on ZOOM	Canción de diez colores/Ten Colors Song Canción de diez colores/Ten Colors Song Concierto virtual en inglés y español con Nathalia/Virtual Bilingual Concert with Nathalia	Lectura en Seesaw/Reading in Seesaw Lectura en Seesaw/Reading in Seesaw	Lectura en ZOOM/Literacy on ZOOM Lectura en ZOOM/Literacy on ZOOM
12:15-1:00	Las horas de oficina 1er grado 1st Grade Office Hours ELD/science TBA	Las horas de oficina 1er grado 1st Grade Office Hours ELD/science TBA		Las horas de oficina 1er grado 1st Grade Office Hours ELD/science TBA	Las horas de oficina 1er grado 1st Grade Office Hours ELD/science TBA
1:15-2:15	Grupos de lectura Spanish Reading Groups TBA	Grupos de lectura Spanish Reading Groups TBA		Grupos de lectura Spanish Reading Groups TBA	Grupos de lectura Spanish Reading Groups TBA

Figure 5 - Spanish immersion weekly curriculum featuring OCPL program

- Knowing that Halloween is going to be very different this year, the Library is working to bring some extra Halloween fun to the community! Most of our recurring virtual programs such as Storytimes, Poetry Corners, and Trivia Nights (Fridays at 7pm!) will take on Halloween themes, while special programs such as Oregon City Haunted History with Rocky Smith, Halloween Mad Libs (Teens in Grades 6-12), and BAM Costume Contest (Adults with Disabilities) are also planned.



Figure 6 - OCPL Halloween programming publicity

- To help promote our virtual Halloween programming, staff member Gina Bacon created the library's first custom Instagram filter. Our followers can now create their own videos for their Instagram Stories! The filter (example below) projects an image above your selfie and spins through 15 classic Horror books, randomly landing on one that "represents" you!



Figure 7 - OCPL's first Instagram filter

- Our expanded Creative Kit program continues to be very popular, with October's Adult and Teen Kits all being claimed in less than a week. In addition, the program was recently recognized on social media by the South Metro-Salem STEM Partnership.



Figure 8 - OCPL Creative Kit program featured by South Metro-Salem STEM partnership

Library District / LINCC Cooperative

- Library District Advisory Committee (LDAC) Chair Al Matecko recently sent this message to Library Directors and LDAC Members.

Fellow LDACers, all of you are in my thoughts, prayers, and hopes as we see Clackamas County being hit hard by fires. While our libraries are truly valued places, at this time I just want you and all our patrons to be safe and able to enjoy future library visits. This has been a tough year as we've faced the COVID-19 Epidemic, an epic call for social and racial justice for those who have been neglected or mistreated, and now serious fires throughout our neighborhoods. Each one of you is truly special to me, and I value who you are and all you bring to the table. Someday, we'll resume our meetings and be able to enjoy one another's company (and I'll make sure to bring extra cookies); until then, please be safe, and if there is anything I can do, just ask. We're in this together and my love goes to all of you!

Patron Feedback

Patrons following our Instagram account commented on how important our "Guided Meditations with Sage" videos are to their lives right now. Sage's videos are shared weekly at 5PM on Mindfulness Mondays via the Library's social media platforms.

- *"These guided meditations with Sage are my favorite thing on the internet right now. I always forget about them and then find them while scrolling after the kids are in bed and it gets me off the couch, onto the floor and ultimately off my phone and feeling lighter and more sane. Thank you!"*
- *"I couldn't agree more! These meditations give me back a part of my life!"*
- *"Thank you for this!"*

Oregon City Public library
Monthly Statistical Report
Reporting period: **September, 2020**

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
<u>PATRON REGISTRATIONS</u>					
New Patron Registrations	78	191	66	295	941
Total Registered Patrons	20,828	20,828	20,759	21,010	21,010
<u>CIRCULATION (includes 1st-time circ and renewals)</u>					
Adult materials	6,562	18,980	6,238	24,194	74,602
YA materials	672	2,146	692	1,761	6,823
Children's materials	4,974	13,565	4,735	17,637	57,555
Electronic materials	5,442	17,685	6,132	4,218	13,524
Total Circulation	17,650	52,376	17,797	47,810	152,504
1st Time Circulation (Physical)	7,953	22,005	6,507	29,839	96,346
1st Time Circulation (Self-Check)	271 3.4%	680 3.1%	233 3.6%	26,076 87.4%	84,334 87.5%
Holds received from other libraries	9,861 52.6%	26,665 52.5%	8,645 49.9%	14,547 57.9%	44,402 58.4%
Holds sent to other libraries	8,899 47.4%	24,093 47.5%	8,684 50.1%	10,568 42.1%	31,585 41.6%
<u>CIRCULATION DEMOGRAPHICS</u>					
Borrowers - City Residents	727 55.6%	n/a	769 55.1%	1,963 56.0%	n/a
Borrowers - Unincorporated Residents	491 37.6%	n/a	529 37.9%	1,223 34.9%	n/a
Borrowers - Other	89 6.8%	n/a	97 7.0%	319 9.1%	n/a
Service Area Pop - City	35,570 58.3%	n/a	34,860 58.3%	34,860 58.3%	n/a
Service Area Pop - Unincorporated	25,422 41.7%	n/a	25,401 41.7%	25,401 41.7%	n/a
<u>TECHNOLOGY</u>					
Internet Sessions	-	-	-	1,765	5,772
WiFi Sessions	105	292	90	2,064	6,645
<u>SOCIAL MEDIA / EMAIL</u>					
Facebook followers	3,521	n/a	3,515	3,248	n/a
Instagram followers	1,648	n/a	1,611	1,234	n/a
Twitter followers	888	n/a	873	820	n/a
YouTube subscribers	130	n/a	124	-	n/a
YouTube unique viewers	284	n/a	286	-	n/a
YouTube views	502	1,959	605	2	2
Email newsletter subscribers	4,372	n/a	4,372	4,050	n/a
See monthly Hootsuite report for additional social media statistics					
<u>FINANCIAL</u>					
See monthly Budget to Actual report					
<u>PROGRAMMING *</u>					
Children's programming - # of progs	n/a	56	27	26	86
Children's programming - attendance/engagement	n/a	3,174	1,385	855	4,372
YA programming - # of progs	n/a	-	-	-	20
YA programming - attendance/engagement	n/a	-	-	-	179
Adult programming - # of progs	n/a	48	24	19	51
Adult programming - attendance/engagement	n/a	393	161	330	852
Virtual programming currently uses a 2-week statistical collection period; stats will be one month "behind"					
<u>MEETING ROOM USE</u>					
Revisions pending					
<u>MATERIALS PROCESSING</u>					
Revisions pending					



Library Board Report

Sep 01 - Sep 30, 2020



@ORCityLibrary



oregoncitylibrary



Oregon City Public Library

Fans 3.5K fans	New Fans 23 new fans	Posts 111 posts	Engagement > Type Reactions 280 Shares 82 Comments 34
Post Reach 33K users	Top posts > Reach Oregon City Public Library Sep 21, 17:00 Join children's musician, Nathalia, for a bilingual concert in English and Spanish today through October 4! Nathalia's South 1134 users Oregon City Public Library Sep 17, 00:59 Community Resource Share: Free Vital Records The State's Vital Records office is providing services free of charge if request is 1119 users Oregon City Public Library Sep 07, 15:45 Happy Labor Day, everyone! Library services are closed today, and we'll be back filling holds and checking in/quarantining materials 1114 users		
Post Likes 206 likes	Top posts > Reactions Oregon City Public Library Sep 13, 04:09 (Post with no description) 25 reactions Oregon City Public Library Sep 01, 01:38 Good news! Our book drops are now open 24/7, so you can return your books and A/V materials at any time!! As a reminder, we are 25 reactions Oregon City Public Library Sep 13, 02:46 (Post with no description) 13 reactions		
Followers 1.6K followers	Top Posts > Reach oregoncitylibrary Sep 09, 20:24 Wishing all our friends a safe afternoon and evening, hopefully of staying in and reading. ☐ September happens to be National 561 users oregoncitylibrary Sep 10, 21:28 Due to the escalated evacuation levels the library is cancelling all pickup appointments for today and tomorrow. To reschedule visit: 423 users oregoncitylibrary Sep 11, 17:34 REMINDER: All hold pickup appointments for today, Friday September 11, are canceled. We will keep all materials on hold and available 375 users		
Posts 43 posts	Top posts > Likes oregoncitylibrary Sep 09, 20:24 Wishing all our friends a safe afternoon and evening, hopefully of staying in and reading. ☐ September happens to be National 65 likes oregoncitylibrary Sep 10, 21:28 Due to the escalated evacuation levels the library is cancelling all pickup appointments for today and tomorrow. To reschedule visit: 31 likes oregoncitylibrary Sep 16, 20:20 There's just something so beautiful about a tower of books being quarantined. #oregoncitylibrary 30 likes		

Followers 888 followers	Net New Followers > Acco... @ORCityLibrary 15	Tweets 98 tweets	Engagement > Type Likes 36 Retweets 10 Replies 1
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Budget Report - by Category Item #2. (through 9/30/2020)

	2019-2020 Budget	2019-2020 Balance	Year 1 Difference	2020-2021 Budget	September 2020-2021 Activity	2020-2021 Balance	2020-2021 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,357,051.00	2,481,216.44	-124,165.44	2,418,515.00	0.00	0.00	0.00	2,294,349.56
44 - Charges for Services	0.00	3,430.86	-3,430.86	0.00	0.00	0.00	0.00	-3,430.86
46 - Fines & Forfeitures	40,000.00	38,473.34	1,526.66	40,000.00	0.00	0.00	0.00	41,526.66
47 - Miscellaneous Income	50,000.00	88,006.36	-38,006.36	50,000.00	1,869.19	4,906.58	0.00	7,087.06
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	0.00	150,000.00	0.00	0.00
4 - Revenue Totals:	2,597,051.00	2,761,127.00	-164,076.00	2,658,515.00	1,869.19	154,906.58	0.00	2,339,532.42
5 - Expense								
51 - Salaries and Wages	929,069.00	854,273.44	74,795.56	917,766.00	76,797.81	215,183.15	0.00	777,378.41
52 - Benefits	530,822.00	489,850.09	40,971.91	556,618.00	37,624.47	108,514.84	0.00	489,075.07
60 - Professional & Technical Services	2,540.00	1,337.50	1,202.50	2,540.00	250.00	250.00	0.00	3,492.50
61 - Repair & Maintenance Services	142,557.00	134,592.89	7,964.11	127,057.00	11,021.22	25,230.49	19,273.88	90,516.74
62 - Other Services	653.00	1,480.16	-827.16	653.00	133.74	329.16	1,099.06	-1,602.38
63 - Employee Costs	13,700.00	3,962.55	9,737.45	13,700.00	0.00	200.00	200.00	23,037.45
64 - Operating Materials & Supplies	310,750.00	211,877.38	98,872.62	229,250.00	10,352.73	30,724.68	21,715.28	275,682.66
65 - Office & Administrative Supplies	49,712.00	34,828.86	14,883.14	49,712.00	8,004.16	14,335.95	5,007.21	45,251.98
66 - Special Programs	31,150.00	38,320.04	-7,170.04	31,150.00	796.47	1,251.41	225.00	22,503.55
68 - Community Programs and Grants	8,741.00	9,749.84	-1,008.84	0.00	0.00	0.00	0.00	-1,008.84
69 - Internal Service Charges	45,700.00	45,700.00	0.00	46,100.00	3,841.66	11,524.98	0.00	34,575.02
70 - Capital Outlay	0.00	0.00	0.00	0.00	9,761.00	9,761.00	0.00	-9,761.00
80 - Debt Service	415,371.00	415,371.02	-0.02	415,370.00	0.00	0.00	0.00	415,369.98
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	1,666.67	5,000.01	0.00	14,999.99
5 - Expense Totals:	2,500,765.00	2,261,343.77	239,421.23	2,409,916.00	160,249.93	422,305.67	47,520.43	2,179,511.13



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 10/14/2020

SUBJECT:

2020 Summer Reading Program Review

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

Adult Services Librarian Gina Bacon and Youth Services Librarian Barratt Miller will provide a review of the Oregon City Public Library's 2020 Summer Reading Program.

BACKGROUND:

Due to the onset of the COVID-19 pandemic in March 2020, the Oregon City Public Library conducted its 2020 Summer Reading Program entirely online. Adult Services Librarian Gina Bacon and Youth Services Librarian Barratt Miller will review some of the challenges staff faced designing and implementing an online Summer Reading Program from scratch in a very short period of time, present selected participation data and participant feedback, and discuss how this year's experiences developing and presenting an online Summer Reading Program may influence future SRP planning.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

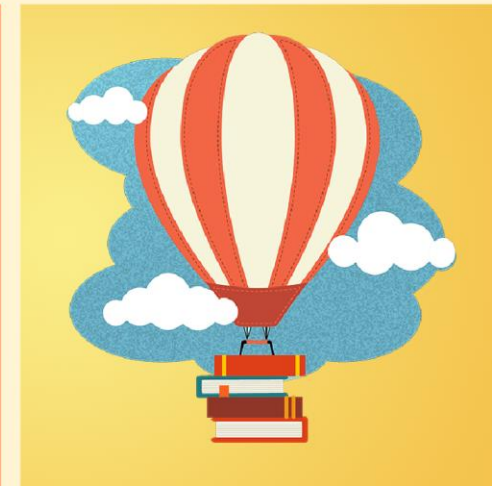
Amount: \$18,663

FY(s): FY 19-20, 20-21

Funding Source(s): Approved FY 19-21 Library Biennial Budget, Ready to Read Grant, Friends of the Library, Mike's Drive-In

Imagine Your Story

Summer Reading for Kids, Teens, and
Adults at Oregon City Public Library



SUMMER READING REPORT 2020

CHANGES IN 2020

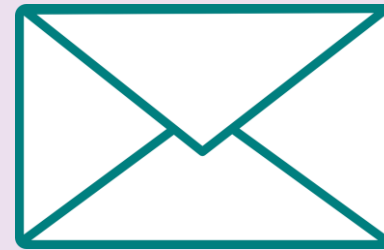
Item #3.



581 people participated in online-only program using Beanstack website and app for all ages (optional print-at-home PDFs for kids & teens)



\$1,850 in prizes distributed through prize drawings for all ages (no coupons or treasure chest prizes for kids & teens)



1,030 free books, tote bags, and take & make craft kits distributed by mail or no-contact pickup



2,352 people watched or attended our 26 virtual programs including family concerts, fairy tale videos, virtual escape rooms, trivia, and bingo

BUDGET

Item #3.

\$7,655

Ready to Read grant from State Library for 2,500 prize books to distribute to kids and teens in OCPL service area

\$3,500

Friends of the Library donation for Virtual Family Concert series

\$7,253

Library budget for Beanstack (\$2,195), prize drawing gift cards (\$1,850), tote bags (\$1,215), mailings (\$1,503), and young teen crafts (\$490)

\$250

Mike's Drive-In donation of gift cards for Youth SRP prize drawing

TIMELINE

Item #3.

APRIL						
MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2020

reviewed 5 software options and signed contract with Beanstack

MAY						
MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 2020

designed challenges in Beanstack and prepared optional print-at-home reading logs, book suggestion lists, etc.

JUNE						
MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2020

made instructional videos, trained staff, and promoted program online for June 15 release date

AUGUST						
MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

program ended August 31 and prize drawing winners were selected

PROGRAM OVERVIEW

Item #3.



Daily Reading Challenge (Age 0-17)

Set a daily reading goal and keep track of how many days you reach your goal



Book Badge Challenge (Age 0-17)

Read up to 24 books of your choosing in categories selected by library staff



Design Your Own Challenge (Age 0-17)

Set your own reading goal to track offline and report back at the end of the summer

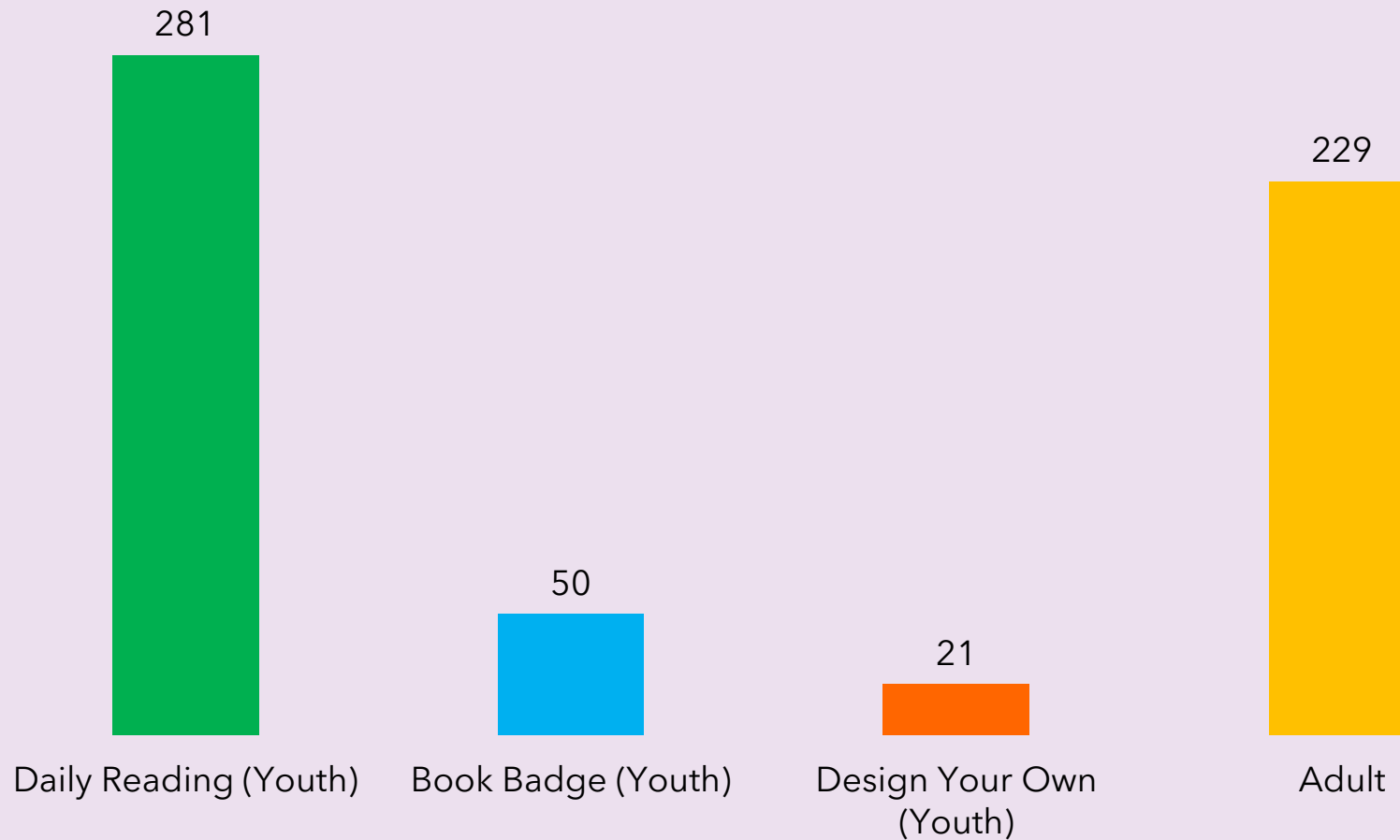


Adult Summer Reading (Age 18+)

Log books and complete activities to earn prize drawing tickets

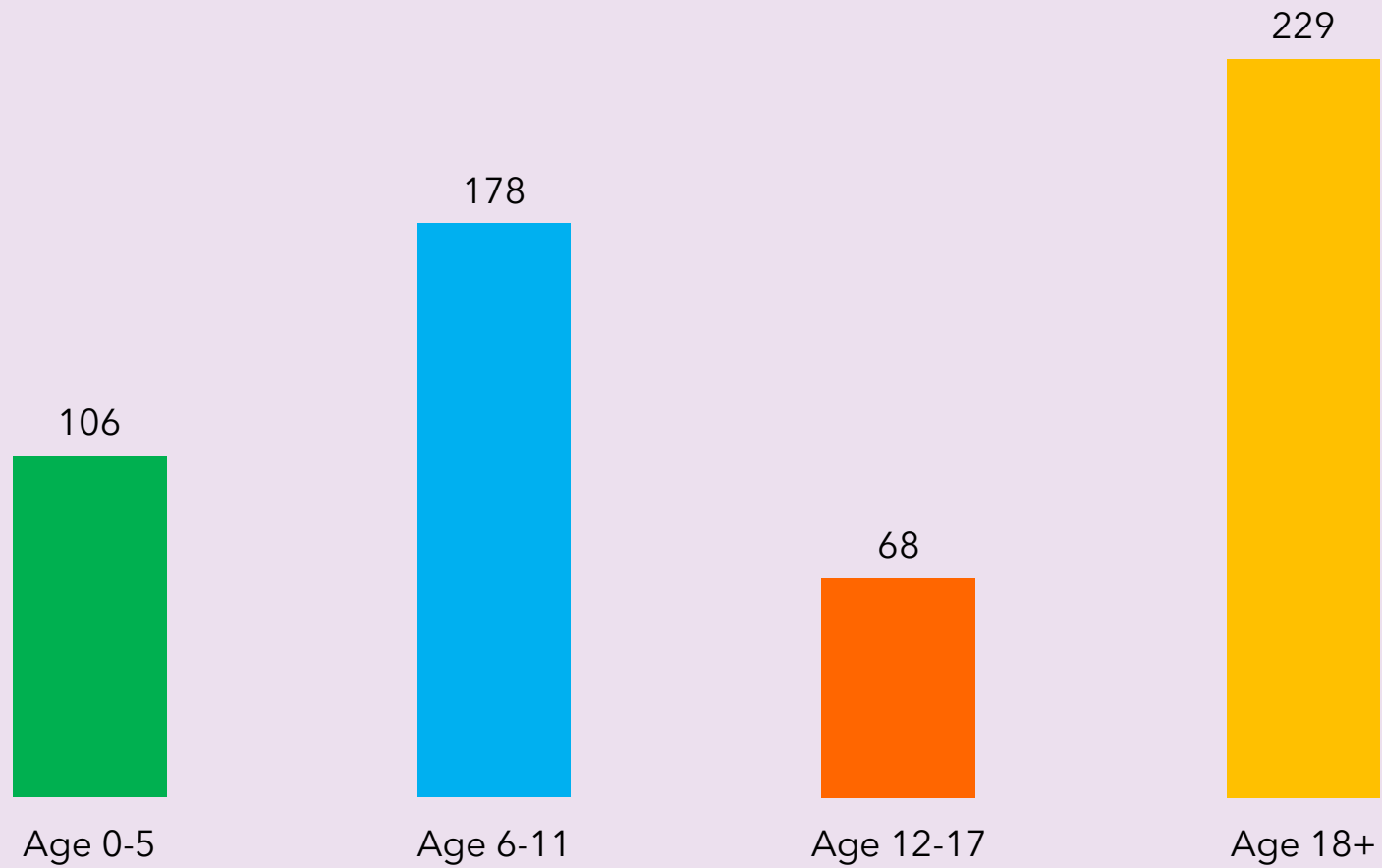
REGISTRATION BY CHALLENGE

Item #3.



REGISTRATION BY AGE

Item #3.



DAILY READING CHALLENGE

Item #3.

Set a daily reading goal. You can choose 1 story, song, or rhyme each day (best for kids age 4 and younger), 25 minutes of reading/listening each day (best for kids age 5 and older), or your own goal.

281

registered for
challenge

213

logged at least
one day of
reading

65

read on all 60
days

28

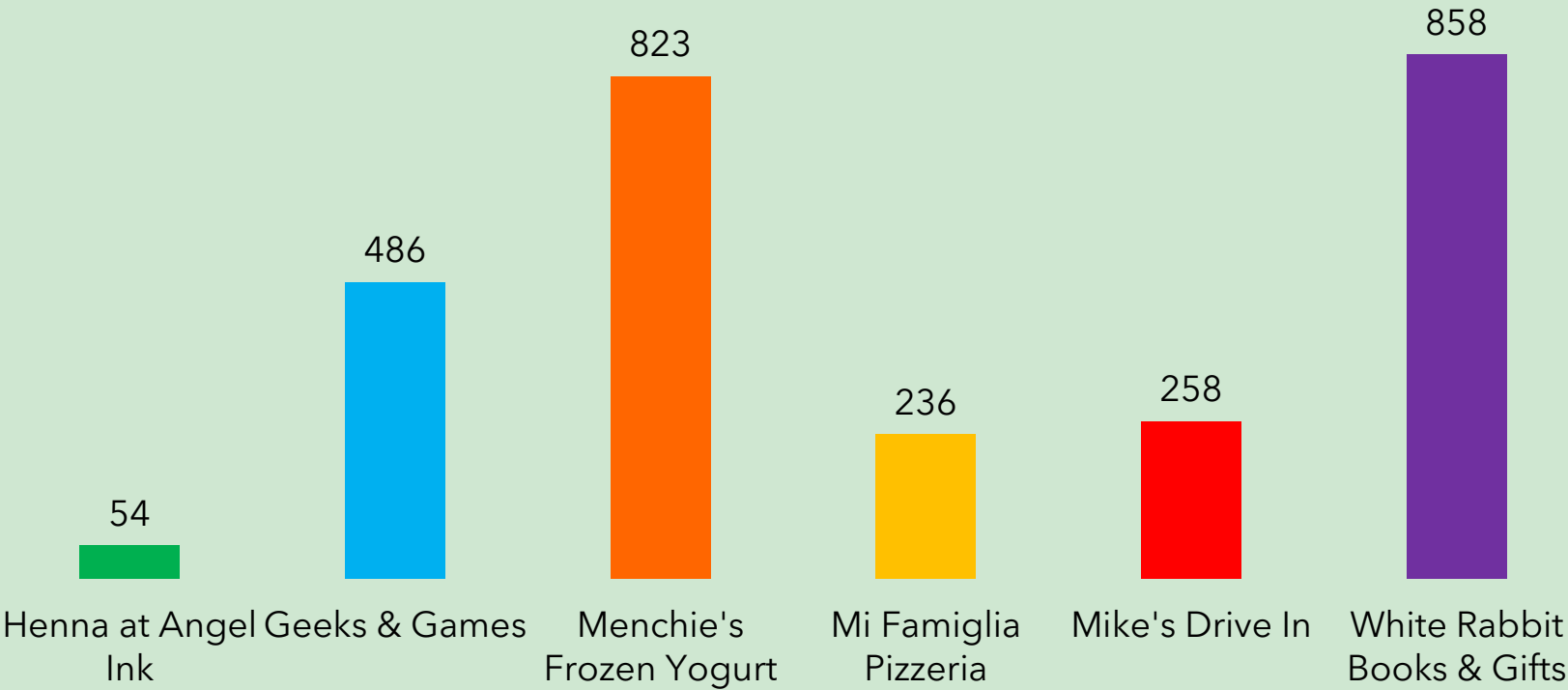
average days
read by each
reader

7,981

total days read
by all readers

DAILY READING CHALLENGE

Earn 2 prize drawing tickets for every day of reading (up to 60 days) for a maximum of 24 tickets.



BOOK BADGE CHALLENGE

Item #3.

Read one book in each of the following categories (e.g. fantasy or science fiction book, a book that makes you smile, a poem, etc.). Print books, e-books, audiobooks, and graphic novels all count as reading.

50

registered for
challenge

25

read at least
one book

8

read 24 books

9

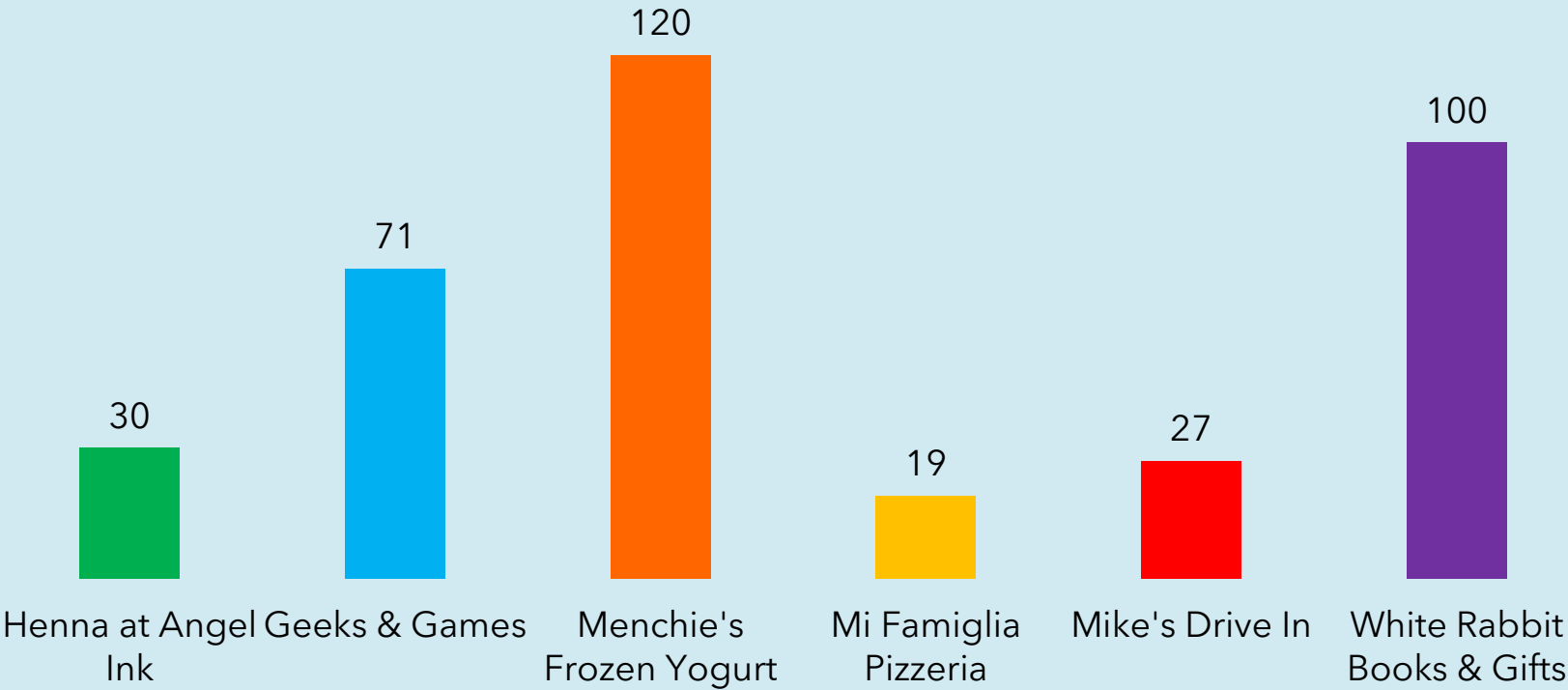
average books
read by each
reader

440

total books
read by all
readers

BOOK BADGE CHALLENGE

Earn 1 prize drawing ticket for each book read (up to 24 books) for a maximum of 24 tickets.



BOOK BADGE CHALLENGE

Item #3.

Most popular reading categories:



Readers' Choice (21)

Read any book you want



Cool Cover Art (21)

Read a book that has a cover you really like



Happiness (20)

Read a book that makes you happy



Movie or TV Show (18)

Read a book that was turned into a movie or TV show



Classic (18)

Read a book that's considered a classic

DESIGN YOUR OWN CHALLENGE

Item #3.

First, set a reading goal for yourself (example: read 10 books) and tell us about it. Then, track your goal offline. Finally, tell us how you met your goal.

21

registered for
challenge

12

set their goal

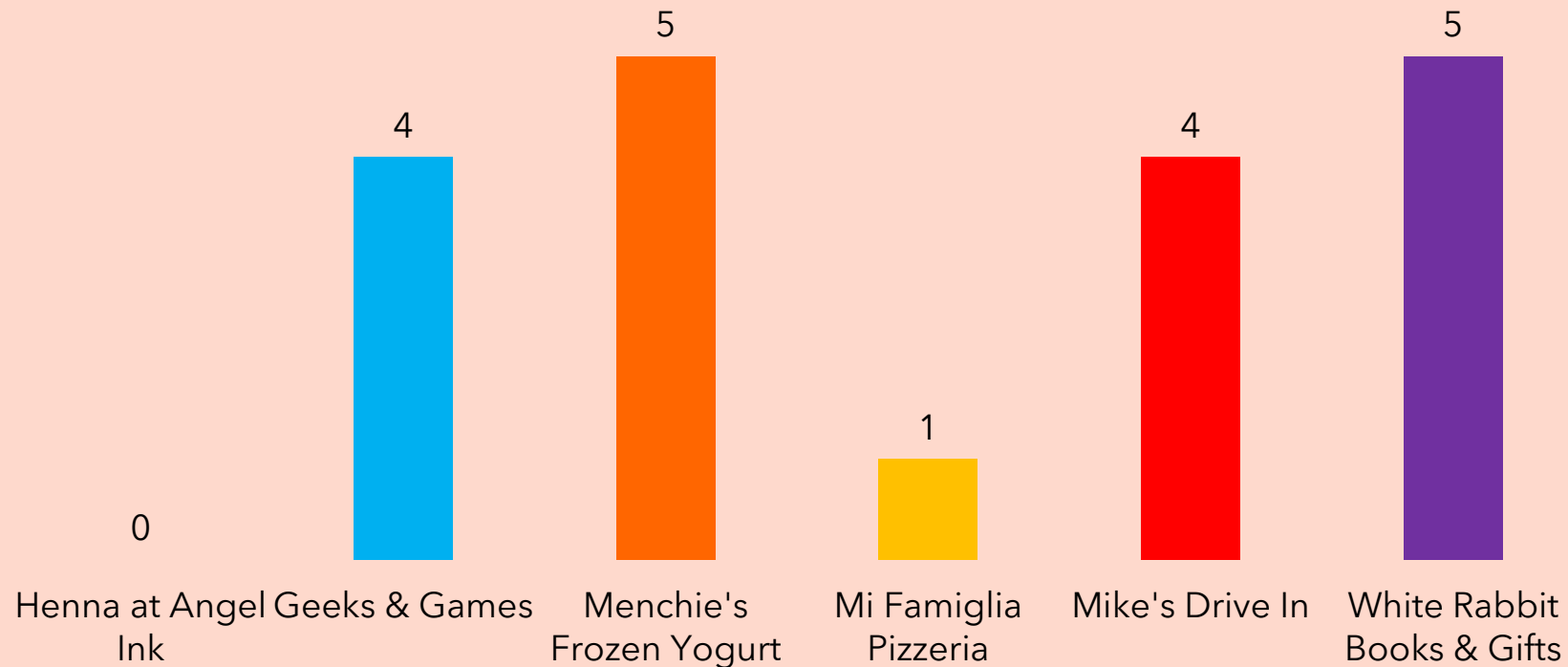
0

met their goal

DESIGN YOUR OWN CHALLENGE

Item #3.

Earn 2 prize drawing tickets for setting your goal and 22 tickets for meeting your goal.



DESIGN YOUR OWN CHALLENGE

Item #3.

Example goals from the "Set Your Goal" badge



My goal is to read at least 120 hours total this summer.



Read or listen to 30 books this summer.



To read 20 books this summer and plant a raised garden bed.

ADULT SUMMER READING

Item #3.

Log books and complete activities to earn prize drawing tickets. Participants earn one drawing ticket for every book they read or activity they complete.

229

registered for
challenge

119

read at least
one book

79

readers who
completed
activities

12

average books
read by each
reader

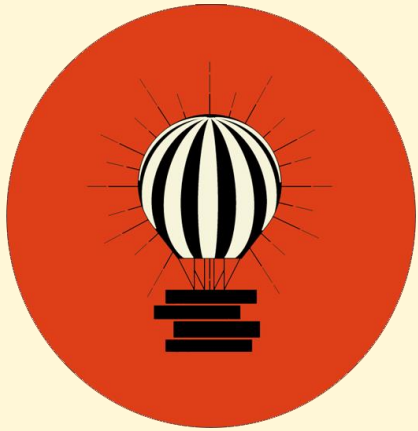
1,544

total books
read by all
readers

ADULT SUMMER READING

Item #3.

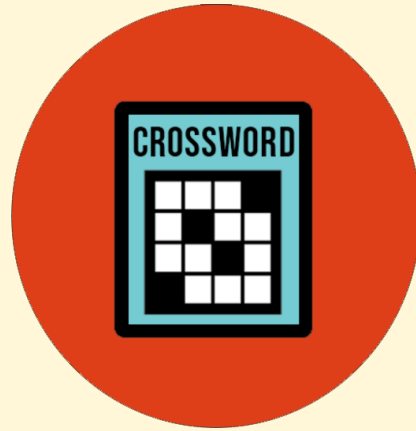
Activities that earn you prize drawing tickets:



Read a book



Bingo Card



Crossword



Wordsearch

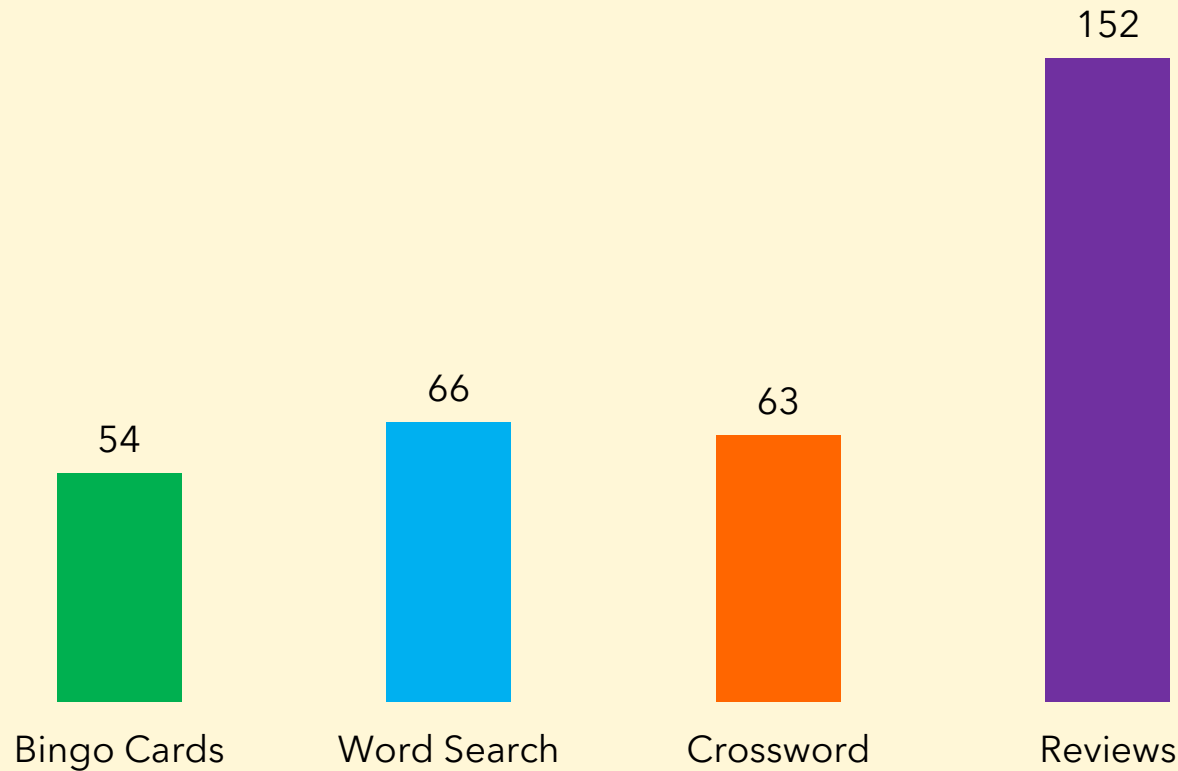


Write a review

ADULT SUMMER READING

Item #3.

Completed activities summary:



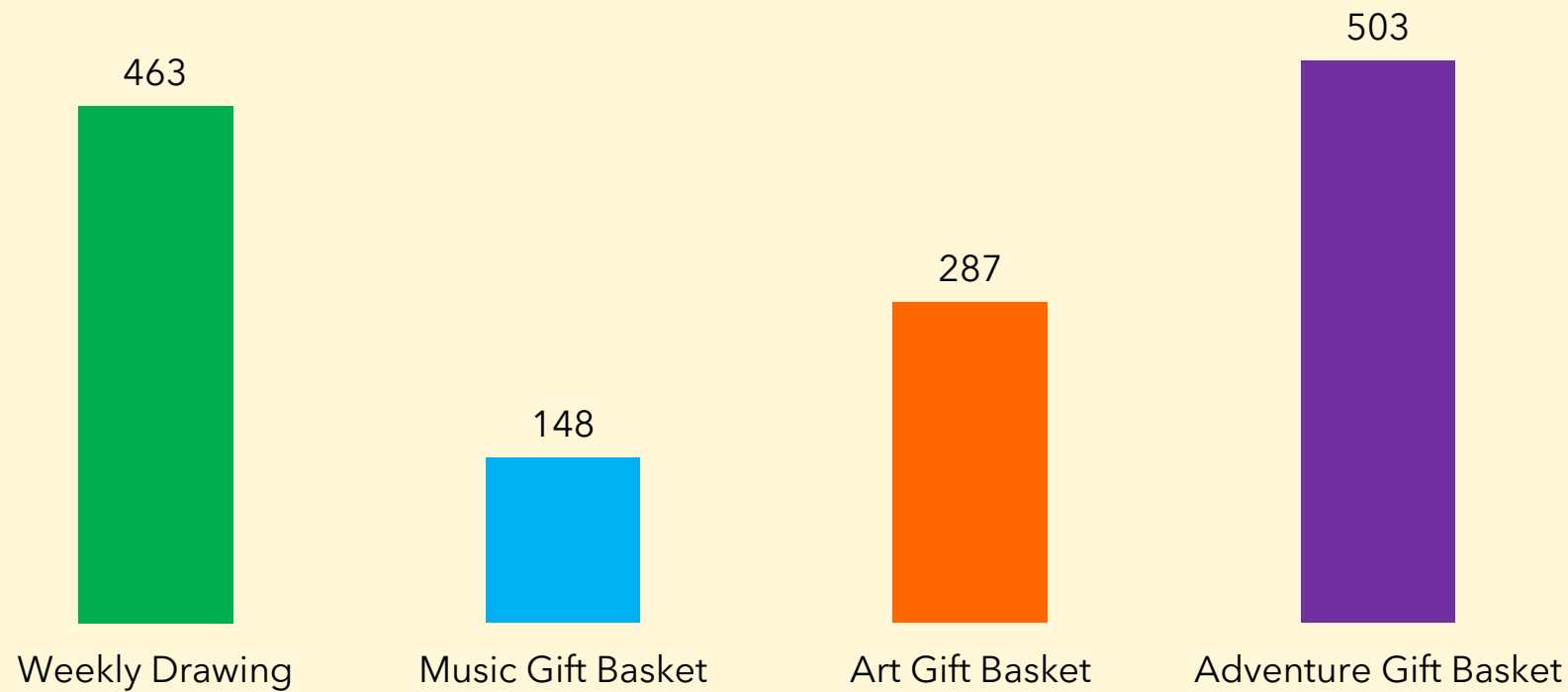
1,544

total books
read by all
readers

ADULT SUMMER READING

Item #3.

Prize drawing entries summary:

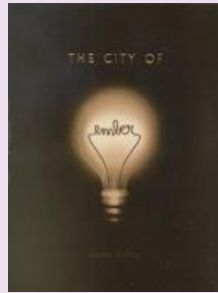


TOP 10 KIDS & TEEN BOOKS

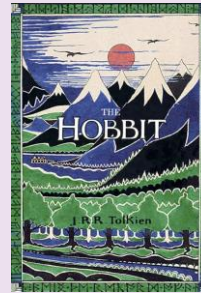
Item #3.



Brown Girl Dreaming (4)



The City of Ember (4)



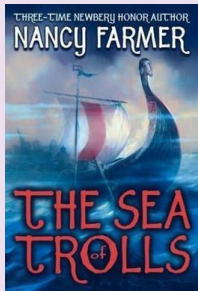
The Hobbit (4)



The Lightning Thief (4)



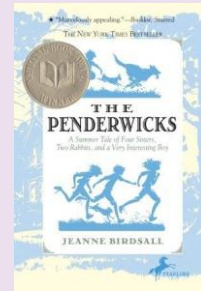
Real Friends (4)



The Sea of Trolls (4)



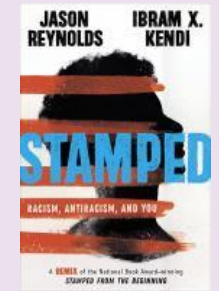
George (3)



The Penderwicks (3)



Ramona the Pest (3)



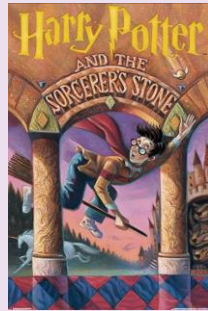
Stamped (3)

TOP 10 ADULT BOOKS

Item #3.



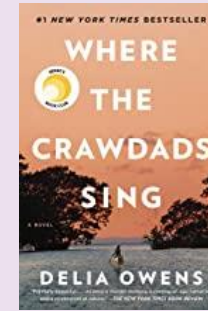
The Hate U Give (3)



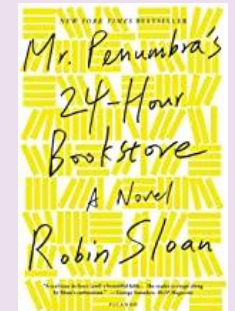
Harry Potter (3)



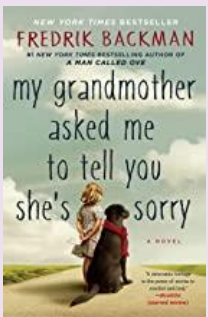
White Fragility (2)



Where the Crawdads Sing (2)



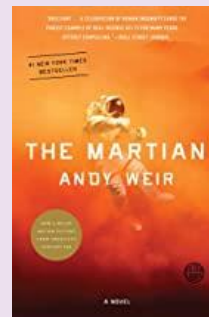
Mr. Penumbra's 24-Hour Bookstore (2)



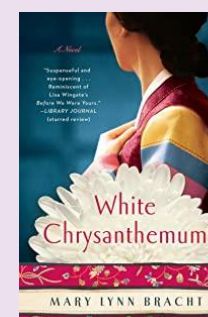
My Grandmother Asked me to tell you She's Sorry (2)



Lord of the Flies (2)



The Martian (2)



White Chrysanthemum (2)

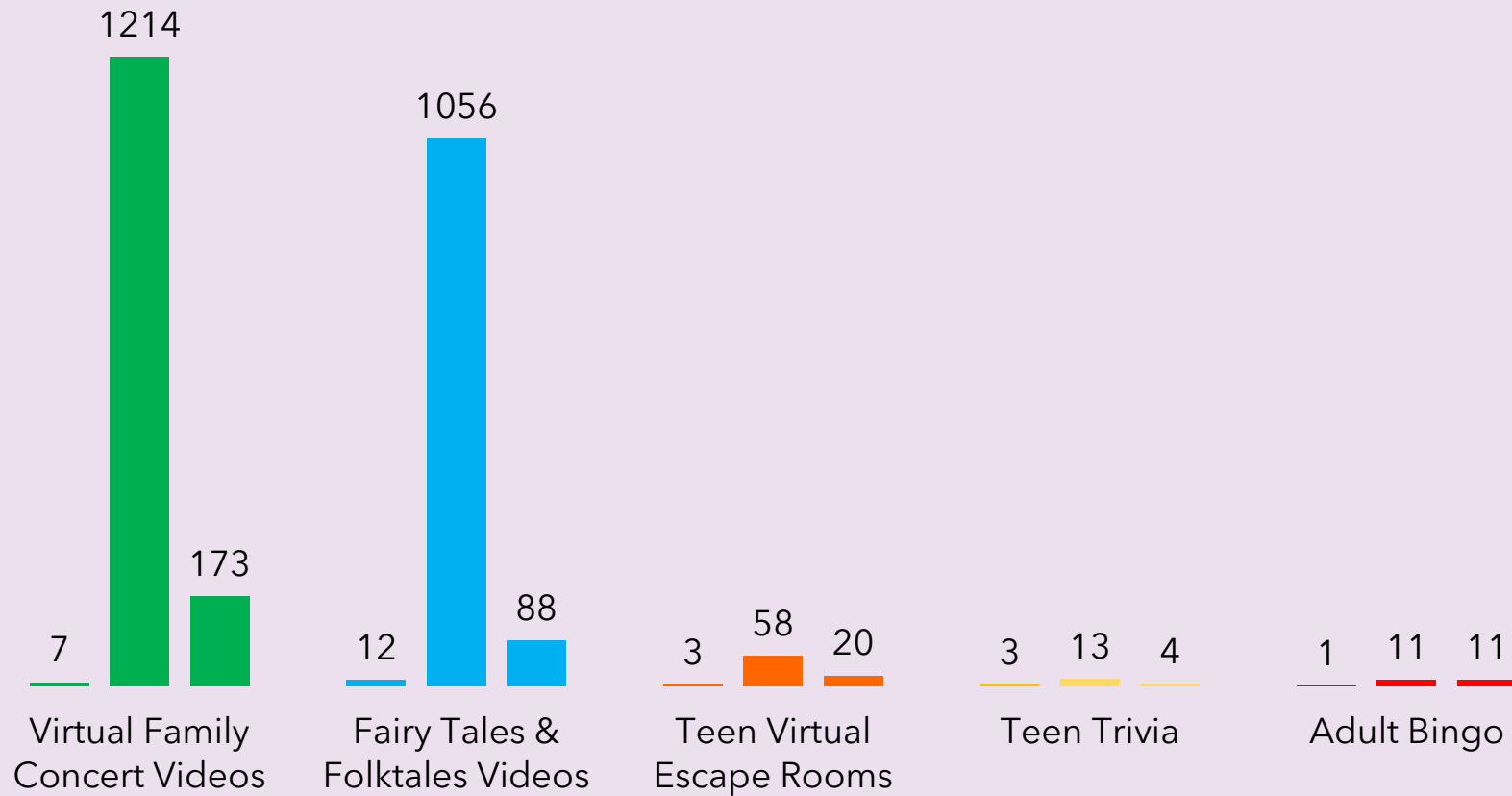


The Home for Unwanted Girls

Page 42

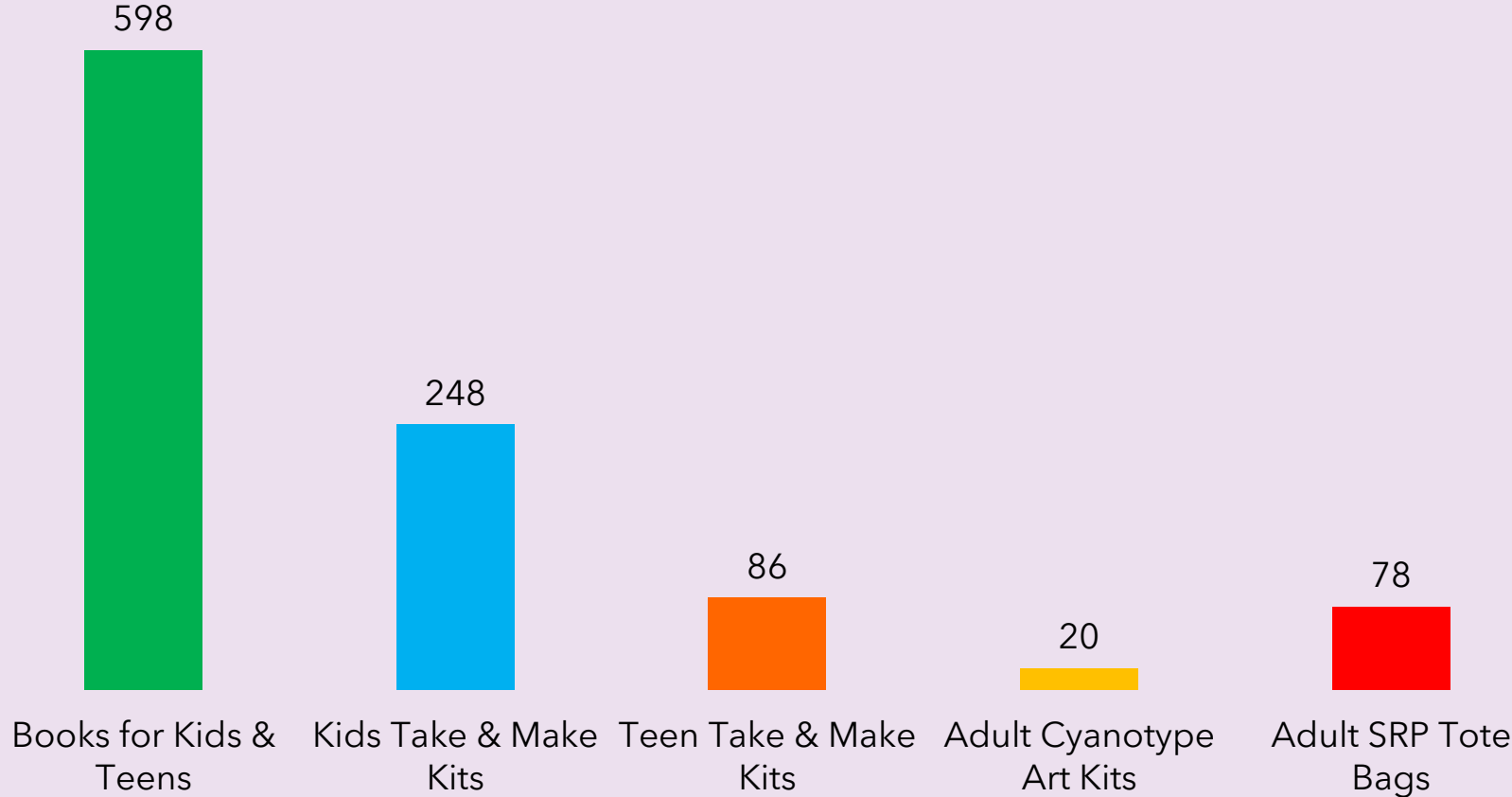
ONLINE ACTIVITIES

Item #3.



of programs/videos, total attendance/views, average attendance/views

BOOKS & KITS BY MAIL



COMMUNITY FEEDBACK

Item #3.



"The summer reading program was great...the site was user friendly and getting to pick from different themes was a challenge."



"Thank you for the craft in the mail! It has been a lifesaver on an otherwise day of my kids bored...again. 😊"



"Thank you very much for putting on the reading program and thank you in advance for sending the tote bag. I've missed the library tremendously and appreciate all you do!"



"So excited to have this to look forward to with the kids and hubby this summer! I'm so thankful I work in Oregon City, so I can utilize the gorgeous library!! Can't wait to see those shelves again!! Thank you so much for putting it all together and thanks for the free tote as well!"

Page 45

TAKEAWAYS

Item #3.



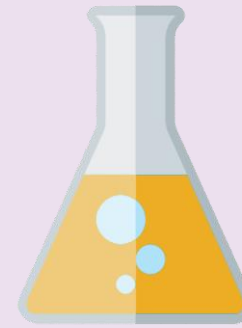
Offer online SRP for all ages through Beanstack in 2021



Evaluate & refine design of youth program based on data and feedback



Explore take & make kit options to supplement in-person craft programs for kids & teens



Experiment with Beanstack capabilities for the Adult Summer Reading Program



Investigate hybrid programming for Adult SRP and limited supplemental reading logs for Youth SRP

Imagine Your Story

Summer Reading for Kids, Teens, and
Adults at Oregon City Public Library



YOUTH SUMMER READING 2020 OVERVIEW

This year, Youth Summer Reading went online for the first time with some significant changes to the program. In the past, the library offered 2 paper-only options for children, wiggle worm and kids, and 1 for teens. Each child/teen received a free book at signup and treasure chest prizes for completing up to 3 reading logs, as well as coupons donated by local businesses. In 2020, the library offered 3 online-only challenges for youth age 0-17 using the Beanstack website/app:

- **Daily Reading Challenge:** Set a daily reading goal and keep track of how many days you meet that goal, earning 2 prize drawing tickets for every 5 days of reading on up to 60 days. Suggested goals were 1 story, song, or rhyme each day for ages 0-4 and 25 minutes of reading and/or listening each day for ages 5-17.
- **Book Badge Challenge:** Read any book you want in up to 24 categories selected by library staff, earning 1 prize drawing ticket for each book you read. A suggested reading list included one title in each category for Grades 3-5, 6-8, and 9-12.
- **Design Your Own Challenge:** Set your own goal to track offline, earning 2 prize drawing tickets for setting your goal in Beanstack and 22 tickets for sharing how you met your goal.

All Oregon City Public Library service area residents age 0-17 were eligible to receive a free book by mail whether or not they registered for Summer Reading online. These packages included a bookmark with instructions on how to redeem a free ticket to a Portland Trail Blazers basketball game when in-person attendance can safely resume. 598 books were distributed to youth in our community, including residents of other LINCC and MIX service areas. Most books were distributed by mail, but we included them in hold pickup appointments when possible.

Instead of treasure chest prizes or coupons for finishing the program, which were discontinued regionally at all LINCC and WCCLS libraries, Summer Reading participants could enter tickets in a prize drawing for a \$25 gift card to one of 6 local businesses: Henna at Angel Ink, Geeks & Games, Menchie's Frozen Yogurt, Mi Famiglia Wood Oven Pizzeria, Mike's Drive-In, or White Rabbit Books & Gifts. Although most gift cards were purchased by the library, Mike's Drive-In generously donated \$250 in gift certificates. 60 winners were selected and most gift cards distributed by mail in September 2020.

In addition to providing assistance via phone and e-mail, the library's Youth Services staff created short videos demonstrating how to sign up for the program, log reading, and enter tickets in a prize drawing on both the Beanstack website and in the app. Optional print-at-home reading logs were provided for families who wished to reduce screen time by tracking offline.

BEANSTACK STATISTICS

	Total	Daily Reading	Book Badge	Design Your Own
Registered for program	352	281	50	21
Young children registered (age 0-5)	106	93	10	3
Children registered (age 6-11)	178	147	23	8
Teens registered (age 12-7)	68	41	17	10
Logged at least one day of reading, one book, or set a goal	250	213	25	12
Read on 60 days, read 24 books, or met their goal	73	65	8	0
Average days or books read	n/a	28	9	n/a
Total days or books read by all readers in challenge	n/a	7,981	440	n/a
Tickets entered in prize drawings	3,101	2,715	367	19
Henna at Angel Ink entries	84	54	30	0
Geeks & Games entries	561	486	71	4
Menchie's Frozen Yogurt entries	948	823	120	5
Mi Famiglia Wood Oven Pizzeria entries	256	236	19	1
Mike's Drive-In entries	289	258	27	4
White Rabbit Books & Gifts entries	963	858	100	5

VIRTUAL EVENTS OVERVIEW

In addition to our ongoing virtual activities, the library offered 27 virtual events for kids and teens tied to the theme of Imagine Your Story (fairy tales, folktales, and myths). Approximately 2,700 people participated in the following events:

- The Family Concert series went virtual with 7 concerts posted on YouTube, Facebook, and Instagram for 2 weeks of on-demand viewing, beginning July 1
- Library staff read or told traditional fairy tales and folk tales in 12 videos posted on YouTube, Facebook, and Instagram between June 5 and August 21
- 3 virtual escape rooms for teens—Into the Woods, Adventure at Hogwarts, and In the World of Mount Olympus—were offered via Google Forms for 2 week periods in July and August
- 3 live virtual trivia sessions for teens—Fairy Tales, Harry Potter, and Greek Myth—were offered in July and August
- Take & Make Craft Kits (8 options for children and 3 options for teens) were distributed by mail and no-contact hold pickup in July and August

VIRTUAL EVENTS STATISTICS

	# views or attendees	# of videos or events	avg attendees
Virtual Family Concerts	1,214	7	173
OCPL Reads Fairy Tales & Folk Tales	1,056	12	88
Teen Virtual Escape Rooms	58	3	19
Teen Live Trivia	13	3	4
Kids Take & Make Craft Kits	248	1	248
Teen Take & Make Craft Kits	86	1	86

BUDGET

	Ready to Read Grant	Library Budget	Friends Donation	Community Donation
Beanstack	\$0	\$2,195	\$0	\$0
Prize books (2,500)	\$7,655	\$0	\$0	\$0
Gift cards (60)	\$0	\$1,250	\$0	\$250
Virtual Family Concerts	\$0	\$0	\$3,500	\$0
Postage	\$0	\$1,503	\$0	\$0
Teen Take & Make Craft Kits	\$0	\$490	\$0	\$0

The total amount spent on Summer Reading activities in 2020 was \$13,693. Kids Take & Make Craft Kits were assembled using extra supplies left over from previous programs at no additional cost.

FEEDBACK

Responses were collected in the annual Summer Reading Survey (9 respondents) and via e-mail from prize drawing winners:

"She is so excited [to receive her gift card] and has been working so hard on her reading all summer long :)"

-Michelle W.

"The summer reading program was great, by the way. The site was user friendly and getting to pick from different themes was a challenge."

-Ashley H.

"These kids just love this program ♡ Thank you so much!!"

-Erin S.

"Thank you for the kind reward. We love reading together as a family, and this will make it all the "sweeter!"

-Zack C.

"Thanks again for doing the Summer Reading Program- my girls enjoyed participating."

CHALLENGES

Our greatest challenge this year was not being able to sign up participants in the library due to the ongoing COVID-9 closure. In 2019, over 2,000 youth age 0-17 signed up for Summer Reading. In 2020, participation decreased by over 80%. We sign up an enormous number of children and families who learn about the program when they come to the library to check out books or attend an event, compared to those who actively seek out the program.

While we heavily promoted Summer Reading on social media and in library/city e-mail newsletters, additional promotional opportunities were limited. Although we sent information to the public schools, the challenges associated with Distance Learning for All make it likely that the information was not as widely distributed as we would have liked.

Getting books and kits to kids in the community proved to be a challenge as well. We were able to set up an online request form, but experienced difficulties in generating mailing lists and integrating the requests with hold pickups. While necessary, the initiative was expensive even with media mail rates for packages of books.

Our virtual programs also experienced setbacks due to changes in Facebook's algorithm that blocked YouTube video previews and may not have been displaying those links as prominently in users' feeds. Once we began uploading videos directly to Facebook and Instagram as well as YouTube, our view counts increased substantially.

LOOKING FORWARD

Goals for next summer:

- Increase participation
- Continue to require online registration and logging via Beanstack, while exploring options for print-at-home or print-on-demand reading logs that minimize cost and waste
- Eliminate Design-Your-Own Challenge due to low participation, evaluate and refine other challenge options
- Explore ongoing Take & Make Craft options to replace and/or supplement some in-person programming and expand access to these activities
- Work with LINCC Kids Committee members and partners at WCCLS to evaluate options for reinstating coupons to local businesses



ADULT SUMMER READING 2020 OVERVIEW

This year, Adult Summer Reading went online for the first time with the Beanstack platform. The structure for the online program was essentially the same as our in-person program: the more books you read/activities you complete, the more chances you have to win prizes, and everyone who signs up is eligible for a free tote bag. The Beanstack Adult Summer Reading Challenge revolved around earning badges which in turn gave patrons tickets to enter drawings. The drawings were for three grand prize gift baskets, and one weekly prize drawing. The interface of the challenge featured tabs that corresponded to the different ways to earn badges, review logged activities and books, and enter tickets for prizes. Below are the instructions on how each tab functioned and a summary of the prizes:

- Select the '**Logging Badges**' tab to log your reading and earn a drawing ticket for every book you read (up to 50 books). Log each book individually, starting with the first badge. When you select a book badge, click on the pink 'Log Next Book' button to log your book. This is the primary way you will earn prize drawing tickets.
- Select the '**Activity Badges**' to complete the word search, crossword, or bingo card activities. You'll earn a prize drawing ticket for each activity you complete.
- Select the '**Review Badges**' tab to earn up to three (3) additional prize drawing tickets for writing book reviews.
- Select the '**Earned Badges**' tab to review which badges you've earned (this tab will appear once you have earned a badge).
- Select the '**Challenge Log**' tab to see the books you've logged.

12 weekly winners received:

\$5 gift card

Book from Book Cart

\$20 gift card (part of effort to support local businesses)

Three Grand Prize Winners

Adventure Basket: AKASO Brave 4 4K 20MP WiFi Waterproof Action Camera with accessories // Stories Behind the Images by Corey Rich

Art Basket: 186 Piece Deluxe Art Set // 1 Tabletop easel // 3 8x10 canvas // Drawing on the

Side of the Brain by Betty Edwards // How to Paint by Angela Gair

Music Basket: Karaoke System with LED Disco Lights, CD+G, USB, and Microphone //
Music Trivia Puzzles Book // Music: A Definitive Visual History by DK // Mixtape Game

STATISTICS

Registered Adults	229
Active Participants	119
Books Read	1544
Readers Who Completed Activities	79
Completed Activities	177
Bingo Cards	54
Crossword	63
Word Search	66
Readers Who Wrote Reviews	38
Reviews Written	152
Adventure Gift Basket Entries	503
Art Gift Basket Entries	287
Music Gift Basket Entries	148
Weekly Raffle Entries	463

Other Statistics:

Average of 12 books per adult

66% of participants completes activities (Average of 2 activities completed per participant)

32% of participants submitted reviews (Average of 4 submissions per participant)

78 Tote Bags sent out

16 Prize Winners

BUDGET

Tote Bags	\$1214.24
Gift Baskets	\$305.47
Dutch Brothers Gift Cards	\$60.00
Local Business Gift Cards	\$240.00
	\$1819.71

FEEDBACK

"Thank you very much for putting on the reading program and thank you in advance for sending the tote bag. I've missed the library tremendously and appreciate all you do!"

-Jackie Yi

"Thanks for offering this program virtually this year!"

-Kaeleen Grace

"So excited to have this to look forward to with the kids and hubby this summer! I'm so thankful I work in Oregon City, so I can utilize the gorgeous library!! Can't wait to see those shelves again!! Thank you so much for putting it all together and thanks for the free tote as well!"

-Tiffany Markel

Thank you!! And thank you for keeping me sane this summer!!"

-Christina Terwilliger

"My old library runs an Adult Reading program, and I always try to participate. Why should the under-18-year-olds have all the fun? I'm so glad that the Oregon City library does something similar. Thank you!"

-Judy Passman

"Thank you so much! My family misses coming to the library and thanks you for doing summer reading online this year"

-Tanya R. Riccio

"Thanks for your time and all that you lovely people do!"

-Kathryn Parker

CHALLENGES

COVID-19 caused major disruptions in library services this year, including our Summer Reading Programs. Most of the challenges experienced this year were due to our inability to physically engage with patrons.

One obvious challenge was designing an online program through Beanstack within a narrow window of time and without any prior experience using the platform. This prevented us from exploring and experimenting with Beanstack's capabilities. As a result, the structure of the program may not have been optimal. For example, creating a user-friendly interface was paramount to the online Adult Summer Reading program. Therefore, we eliminated certain aspects of Beanstack's challenge structure that interfered with usability. However, these aspects could have also provided better statistical information. With more time we may have been able to address this.

Another challenge was participation and marketing. Normally, we are able to publicize our programming at the library through signage and staff promotion, however this year we had to rely solely on online marketing for getting patrons to register and participate. Having the program promoted and ran exclusively online created barriers for patrons who do not use social media, have access to Internet, or do not regularly use the computer.

Prize and tote bag distribution was another challenge that we experienced this year due to COVID-19. Initially we had planned on mailing out tote bags and prizes, however the cost to do so was more than we had anticipate (specifically for the tote bags). Once we started using LibCal for hold pickups we were better positioned to have patrons pick up their prizes/tote bags without having to resort to mailing.

LOOKING FORWARD

Goals for next summer:

- Increase participation
- Create a hybrid online/in-person programming
- Explore Beanstack capabilities further



CITY OF OREGON CITY

Staff Report

625 Center Street
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To: Library Board
From: Library Director Greg Williams

Agenda Date: 10/14/2020

SUBJECT:

Materials Handling Update – October, 2020

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Director will share and review updated advice on handling library materials during the COVID-19 pandemic, issued by the State Library of Oregon on October 5, 2020.

BACKGROUND:

On June 4, 2020, the State Library of Oregon issued COVID-19 related guidance to libraries on a number of topics, including the safe handling of library materials. This guidance indicated libraries should follow collection safe handling recommendations from the ongoing IMLS-sponsored REALM (Reopening Archives, Libraries, and Museums) study.

Based on that guidance, libraries (including the Oregon City Public Library) implemented quarantine periods to allow time for any SARS-CoV-2 virus on library materials to attenuate. Based on successive rounds of REALM testing results, quarantine periods gradually increased. On September 11, 2020, a LINCC-wide six-day quarantine period was implemented, based on results from the latest round of REALM testing.

On October 5, 2020, the State Library of Oregon issued updated materials handling guidance (included as an attachment to this staff report). The updated guidance includes a response from the Oregon Health Authority (OHA) indicating “an overnight quarantine period of materials is likely sufficient and 24 hours is even more precautionary.”

On October 6, 2020, the Clackamas County LINCC Library Services (Library Network) office issued updated guidance to LINCC libraries that reducing the required quarantine period for any materials entering the LINCC Courier system from 6 days to 24 hours. In that updated guidance, the County noted that Dr. Sarah Present (Clackamas County Health Officer) “did not feel comfortable with us reducing the quarantine to anything shorter than 24 hours.”

The Library Director will review and discuss the updated guidance from the State Library of Oregon with the Library Board.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a



Oregon

Kate Brown, Governor

Item #4.



**State Library
of Oregon**

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October 5, 2020

Updated Advice on Handling Library Materials during COVID-19 Pandemic

In response to questions received from local libraries, the State Library of Oregon sought the advice of experts from the Oregon Health Authority (OHA) on how to handle and circulate library materials safely during the COVID-19 pandemic. Those questions arose as libraries independently interpreted the results of the REopening Archives, Libraries, and Museums (REALM) project, which studied the viability of the novel coronavirus on surfaces typically found on circulating library materials. The REALM project's intent is to provide information, not to give specific recommendations on materials handling.

OHA staff reviewed the results of tests 1-4 of the REALM project, together with studies and commentary from other experts analyzing the ongoing COVID-19 pandemic. Staff reviewing the information included Deputy State Epidemiologist Ali Hamade, PhD, DABT; Public Health Physician Claire Poche, PhD; Public Health Physician Ann Thomas, PhD; and other analysts from the Oregon Health Authority. Below is Dr. Hamade's response to the State Library's inquiry. Italics added.

"We considered the testing results, the commentary in The Lancet, and some of the studies cited therein and came to the conclusion that an overnight quarantine period of materials is likely sufficient and 24 hours is even more precautionary. This would be ideally combined with advice to library workers to wash hands with soap and water regularly especially if they are prone to touching their faces.

For this conclusion, we accounted for almost complete virus loss of viability within 1-6 days in the REALM studies despite the high amounts of viable virus used that are not reflective of most real-life scenarios.

With that in mind, when considering the relatively low amount of virus transferred to a surface, how much virus becomes nonviable within a day, how much the next person picks up, and how often they touch eye/nose/mouth, our conclusion of quarantine between overnight and 24 hours is reasonable."

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

This advice may differ from libraries' current practices, which are informed by individual interpretations of the REALM results, analysis of other research, and consultation with local public health professionals. OHA's recommendations are intended to assist libraries in making local decisions about handling and circulating materials safely. As such, the State Library recommends that libraries do the following:

- Compare above OHA's advice to current practice. Note how implementing the recommendations may change workflows, if at all.
- Share this information with library staff, decision makers, local health departments, and anyone else involved in establishing the library's pandemic protocols.
- Discuss the recommendations and determine if any changes to current practice are warranted, based on local situations and needs.

As Dr. Hamade noted, libraries can continue helping mitigate the spread of novel coronavirus by adopting policies and procedures to encourage pandemic best practices:

- Wearing masks/face coverings,
- Washing or sanitizing hands frequently,
- Avoiding touching one's eyes/nose/mouth, and
- Maintaining at least 6 feet of physical distance from others.

Libraries seeking further information and support to respond to the pandemic may access the State Library's page on COVID-19 information for Oregon libraries at <https://libguides.osl.state.or.us/coronavirus>. Questions may also be directed to Buzzy Nielsen, Program Manager for Library Support and Development Services, at buzzy.nielsen@state.or.us or 971-375-3486.