



# CITY OF OREGON CITY LIBRARY BOARD AGENDA

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Virtual Meeting  
Wednesday, September 09, 2020 at 5:30 PM

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This meeting will be held online via Zoom; please contact [dbutcher@orcitey.org](mailto:dbutcher@orcitey.org) for the meeting link.

## CALL TO ORDER

## ROLL CALL

## APPROVAL OF MINUTES

1. Review and approve minutes from the August 12, 2020 Library Board Meeting.

## LIBRARY DIRECTOR'S REPORT

2. The Library Director will share the September, 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. Latest REALM Results and Library Materials Handling Updates
4. Plans for Phased Restoration of Library Services

## COMMUNICATIONS

## FUTURE AGENDA ITEMS

## ADJOURNMENT

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## PUBLIC COMMENT GUIDELINES

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*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.*

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### **ADA NOTICE**

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*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*

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***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](http://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.

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Wednesday, August 12, 2020

Online via Zoom

5:30 PM

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## 1. Call to Order:

Scott Edwards called the meeting to order at 5:31 PM.

*Members Present:* Larry Osborne, Cynthia Andrews, Scott Edwards, David Goldberg, and Kari Linder

*Members Absent:* Ken Hall and Nick Dierckman

*Staff Present:* Greg Williams, Library Director, Denise Butcher, Library Operations Manager, and Sabrina Tusing, Library Assistant for Youth Services

## 2. Approval of Minutes:

David Goldberg moved to approve the minutes from both the Library Board's March 11, 2020 and June 10, 2020 meetings with no changes. Cynthia Andrews seconded the motion. Larry Osborne, Cynthia Andrews, Scott Edwards, David Goldberg, and Kari Linder voted aye. The motion carried.

## 3. Teen LGBTQ Collection:

Greg Williams requested that the presentation on the Teen LGBTQ Collection happen before the Director's Report. The Board was amenable to this change.

Sabrina Tusing presented information about the creation of the Teen LGBTQ collection. This collection grew out of the realization that it was difficult to find LGBTQ library materials on the shelves and in the catalog. Additionally, the materials that were available tended to have extreme negative outcomes for the LGBTQ characters. In order to address this barrier to equitable access, planning for a Teen LGBTQ collection began. Seed money for the new collection was provided by the Library Foundation.

Discussion with and feedback from teen participants in the Living Room for LGBTQ Youth helped guide decisions about the collection. Some of these decisions included having visible spine stickering on the collection's items, shelving the collection together to increase the ease of finding the materials without staff assistance, and shelving unlabeled duplicate copies of titles throughout the general teen section to provide more discreet access to materials (the exception to this are the nonfiction materials, which are usually recognizable as LGBTQ subjects by their titles).

Sabrina shared that in 2019 the 197 books in the LGBTQ collection comprised 4% of the teen collection and each title circulated an average of 4 times. Items in the general teen collection circulated an average of 5 times in the same time period. Sabrina also briefly discussed an article about the development of the collection she and Youth Services Librarian Barratt Miller co-wrote, which was recently published in the Oregon Library Association Quarterly journal.

Based on the article, Cynthia Andrews had a question concerning applications for library accounts for students lacking school photo identification. Sabrina clarified that anyone could get a temporary card with no identification or proof of address and that any photo identification could be used for a general card application.

David Goldberg asked if there were sufficient resources to continue developing the collection and if the Living Room participants were still involved in the selection. Sabrina stated that the collection is being constantly augmented and said suggested titles for addition to the collection are always welcome.

**4. Library Director’s Report:**

Greg recognized staff’s efforts in providing library services during the COVID-19 pandemic.

Greg reviewed safety measures in place at the library, and articulated that staff health and safety was a priority. These measures include: making PPE available to staff; a daily morning staff self-health assessment; frequent sanitization of workspace surfaces; wearing masks and gloves while handling materials going to patrons; wearing masks while in the building; keeping open communication and sharing any safety concerns; and staff staying out of building if they had COVID-like symptoms. Greg shared that clear masks and face shields were recently acquired and made available to staff in order to make lip-reading easier.

Greg acknowledged that staff with school-age children will be facing challenges in the upcoming school year and that the library will work individually with staff and be as flexible in their scheduling as possible.

Greg provided an overview of the no-contact hold pick up process. Greg reported that feedback from patrons has been largely positive, but that occasionally patrons arrive for an appointment thinking they had made a reservation without having fully completed the online process. In these cases, staff try to fit these patrons in when appointment slots are available on the same day, and help patrons reschedule appointments when a same-day option is not available. Additional instructional content was being created to better support patrons in going through the online appointment process.

Greg shared that the lobby was being used as a material quarantine zone, and that, based on new test results, the quarantine period of library materials had recently increased from three days to four days. Greg reflected that the storage of quarantined items had proved to be one of the greatest operational challenges of providing service during the pandemic, due to the physical space required to quarantining materials, and having to make changes from the usual model of library operations that emphasizes the rapid turn-around of items.

Scott Edwards asked if incoming materials from other libraries were quarantined. Greg stated that all materials arriving at Oregon City Public Library were being quarantined. This was to ensure that all patron-bound items met Oregon City Public Library’s protocol of materials being handled by gloved and masked staff and quarantined for four days, as this standard of handling was not universal at all LINCC libraries.

David asked if staff were able to keep up with the daily volume of materials. Greg replied that on a weekly basis staff kept up, and explained that a general “rhythm” had developed where different circulation processes were emphasized on different days of the week. Greg shared that shelving the materials had become more challenging because more items were checked in than normal and the shelves were getting full.

Scott asked what staff were back to work in the building. Greg explained that Circulation staff operated on a weekly A/B schedule to minimize risk of COVID-19 infection, and to help ensure continuity of in-person services if staff needed to isolate. Technical Services staff were in building every day processing new materials, generally physically separate from the rest. A member of the Youth Services staff was in building one to two days per week to focus on various mailing activities and efforts. Adult Services, and Information Technology/Public Relations staff were currently in the building on a project basis.

Scott inquired as to the budget impact of the new way of working. Greg responded that since the library is primarily property tax funded, any budgetary impact of the COVID-19 pandemic likely would not be apparent until November or December. Full-time staff were working full time and on-call staff were not getting as many hours as they were before the closure, but the available hours were being distributed as equitably as possible.

Scott asked how Oregon City Public Library's operating days and hours compared to other LINCC libraries. Greg referred to a page on the lincc.org site which provided current service hours of other LINCC libraries. Some offered a weekend day and others, like Oregon City, offered evening hours. Only Wilsonville currently allows patrons inside the building, and this is in a very specific area for limited types of service.

Scott inquired if there were any plans to expand the hours for the return of items. Greg responded that the library is planning to add an additional bookdrop. Even when operating normally, the existing bookdrop needed to be checked hourly in order to prevent overflow. With the number of materials that were checked out prior to closure, the library is currently experiencing a high rate of return, necessitating the limited book drop hours. Greg projected that once the additional bookdrop arrived, 24/7 item returns should be possible.

Scott asked what the plans for reopening looked like. Greg responded that the City had a five-phase plan for reopening, and was currently operating at Phase 3. Phases 4 and 5 of the City plan correspond roughly to Phase 2 and 3 of the Governor's Reopening Plan. Phase 4 at the Library would include public computer usage, a priority based on patron feedback. As currently planned, this appointment-based computer usage would take place in the Carnegie section at physically-distanced stations that would be sanitized between appointments. Bringing people into the library would be limited based on capacity while observing physical distancing. Phase 5, as currently planned, would likely include limited browsing, but would still be subject to occupancy limits. Greg spoke to the challenge of keeping people distanced in a building designed to bring people together.

Scott asked if the library would be open for browsing in 2020. Greg stated that this was a decision for the City Manager and City Commission, but he had not heard of libraries in LINCC, most of Washington County, or Multnomah County expecting to be open to patrons soon. Greg shared that his recommendation had been not to have patrons in the building until at least moving into Phase 2 of the Governor's Reopening Plan.

Greg shared information about new programming and services, including: Anti-Racism Book Club, Library Hacks videos, and Art Kits (available by mail or picked up with holds).

Greg shared that on June 9<sup>th</sup>, the Oregon City Commission adopted Resolution 20-19 declaring Oregon City's stance against racism, discrimination, and social injustices in the country and community. Greg said the library will continue to support the Commission's efforts.

Scott requested clarification as to what this support would look like at the library level. Greg stated that this would likely be topical programming (like last year's Building Bridges film and discussion series and the current), taking equity issues into consideration, and continuing to identify and eliminate barriers to access.

Scott inquired if other perspectives would be allowed at the Anti-Racism Book Club. Greg affirmed that library's intent is to provide opportunities and safe space for respectful discourse and discussion or all points of view. Greg reiterated that a core value of libraries, and the Oregon City Public Library, is including and incorporating a variety of perspectives in the collection and in library programming.

Greg reported that through Labor Day, LINCC-wide checkout periods had been extended to 28 days and that no LINCC library would be assessing overdue fines.

Greg shared that the LINCC Library of Things project won a National Association of Counties Award and commended staff for their efforts.

**5. Public Comments:** none

**6. Expanding Capacity of 6th Street Book Drop**

Greg shared that he wanted to expand the existing 6th Street book drop by adding a second, dual-bin unit next to the existing unit. Greg explained that he checked with multiple City departments to ensure there were no permitting or code issues. He also explained that, as the library is located within a City park, he had consulted with the City Attorney to ensure that an expansion of the existing book drop would not violate the City Charter provision requiring a vote of the people when placing a non-recreational structure on park property. Having the additional unit will allow the library to keep the book drops open 24/7.

David asked if the new unit will prevent the book drop from filling up. Greg stated that they would likely still fill, but having an additional large unit would reduce the frequency with which staff would have to check and empty the book drops, and it would allow for the book drop to remain open over holidays without staff having to come in to empty it. David inquired about the estimated timeline. Greg shared that the unit had been ordered and was on the way.

**7. Clackamas County Library District-Final Distribution (FY 19-20):**

Greg reported at the end of June, the final FY 19-20 Library District Distribution had been made. The distribution came in approximately \$50,000 over the original budgeted amount.

**8. Monthly statistics:**

Greg also stated that he had not been able to prepare statistics for this meeting, but he could send them separately or present them as part of the next meeting. The Board requested sharing the library statistics at the next meeting.

**9. Communications:**

Cynthia reported that the Library Foundation met on July 15 via Zoom. Greg and Denise were in attendance. Cynthia identified two ways the Foundation might offer assistance: providing funding for mailers and updating the upholstery fabric or furniture to something more easily sanitizable than the existing cloth furniture. Cynthia reported the Foundation to be financially stable and that The Oregon City Schools Foundation donated \$500 to go towards the Dolly Parton Project. The Dolly Parton Imagination Library is now reaching nearly 200 children monthly.

Greg reported that Friends of the Library were open 3 days a week with limited hours, were making approximately 50% of pre-COVID revenue, and were experiencing some difficulty finding volunteers to staff the shop and handle the elevated number of donations. These donations are being quarantined.

**10. Future Agenda Items:** none

**11. Adjournment:**

The meeting adjourned at 6:30 PM.

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

	Current Month	FY 19/20 YTD	Last Month	Same Month Last FY	FY 18/19 YTD
<b>PATRON REGISTRATIONS</b>					
New Patron Registrations	159	2,350	281	306	2,398
Total Registered Patrons	20,460	20,460	20,338	19,187	19,187
<b>CIRCULATION (includes 1st-time circ and renewals)</b>					
Adult materials	14,913	205,630	23,817	24,504	207,626
YA materials	1,211	16,705	1,909	1,806	14,788
Children's materials	11,043	154,663	17,257	17,043	147,589
Electronic materials	5,132	41,187	4,532	4,471	35,431
Total Circulation	32,299	418,185	47,515	47,824	405,434
1st Time Circulation (Physical)	20,519	262,183	29,266	30,369	257,426
1st Time Circulation (Self-Check)	17,601	227,083	25,338	26,585	224,547
	85.8%	86.6%	86.6%	87.5%	87.2%
Holds received from other libraries	14,225	129,296	14,447	14,244	123,983
Holds sent to other libraries	9,972	92,899	10,469	9,988	87,112
	58.8%	58.2%	58.0%	58.8%	58.7%
	41.2%	41.8%	42.0%	41.2%	41.3%
<b>CIRCULATION DEMOGRAPHICS</b>					
Borrowers - City Residents	1,494	n/a	1,964	1,956	n/a
Borrowers - Unincorporated Residents	943	n/a	1,204	1,232	n/a
Borrowers - Other	234	n/a	301	286	n/a
	55.9%		56.6%	56.3%	
	35.3%		34.7%	35.5%	
	8.8%		8.7%	8.2%	
Service Area Pop - City	34,860	n/a	34,860	-	n/a
Service Area Pop - Unincorporated	25,401	n/a	25,401	-	n/a
	57.8%		57.8%	57.8%	
	42.2%		42.2%	42.2%	
<b>TECHNOLOGY</b>					
Internet Sessions	930	15,545	1,962	1,882	16,321
WiFi Sessions	1,010	17,972	2,037	2,627	36,815
<b>SOCIAL MEDIA / EMAIL</b>					
Facebook followers	3,412	n/a	3,539	3,016	n/a
Instagram followers	1,490	n/a	1,421	1,086	n/a
Twitter followers	860	n/a	854	779	n/a
YouTube views	554	558	1	1	6
Email newsletter subscribers	n/a	n/a	4,195	4,202	n/a
<i>See monthly Hootsuite report for additional social media statistics</i>					
<b>FINANCIAL</b>					
<i>See monthly Budget to Actual report</i>					
<b>PROGRAMMING</b>					
Children's programming - # of progs	5	265	39	36	249
Children's programming - attendance	588	11,633	1,648	1,529	10,436
YA programming - # of progs	1	31	2	3	22
YA programming - attendance	14	283	23	16	267
Adult programming - # of progs	5	149	22	15	129
Adult programming - attendance	71	2,628	467	218	1,848
<b>MEETING ROOM USE</b>					
<i>Revisions pending</i>					
<b>MATERIALS PROCESSING</b>					
<i>Revisions pending</i>					

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

	Current Month	FY 19/20 YTD	Last Month	Same Month Last FY	FY 18/19 YTD
<b>PATRON REGISTRATIONS</b>					
New Patron Registrations	112	2,462	159	253	2,651
Total Registered Patrons	20,611	20,611	20,460	19,447	19,447
<b>CIRCULATION (includes 1st-time circ and renewals)</b>					
Adult materials	177	205,807	14,913	23,628	231,254
YA materials	16	16,721	1,211	1,723	16,511
Children's materials	85	154,748	11,043	16,436	164,025
Electronic materials	6,113	47,300	5,132	4,063	39,494
Total Circulation	6,391	424,576	32,299	45,850	451,284
1st Time Circulation (Physical)	20	262,203	20,519	28,169	285,595
1st Time Circulation (Self-Check)	- 0.0%	227,083 86.6%	17,601 85.8%	24,819 88.1%	249,366 87.3%
Hold received from other libraries	105 28.9%	129,401 58.1%	14,225 58.8%	14,132 58.7%	138,115 58.7%
Hold sent to other libraries	258 71.1%	93,157 41.9%	9,972 41.2%	9,925 41.3%	97,037 41.3%
<b>CIRCULATION DEMOGRAPHICS</b>					
Borrowers - City Residents	31 49.2%	n/a	1,494 55.9%	1,968 57.9%	n/a
Borrowers - Unincorporated Residents	27 42.9%	n/a	943 35.3%	1,166 34.3%	n/a
Borrowers - Other	5 7.9%	n/a	234 8.8%	263 7.7%	n/a
Service Area Pop - City	34,860 57.8%	n/a	34,860 57.8%	- 57.8%	n/a
Service Area Pop - Unincorporated	25,401 42.2%	n/a	25,401 42.2%	- 42.2%	n/a
<b>TECHNOLOGY</b>					
Internet Sessions	-	15,545	930	n/a	16,321
WiFi Sessions	-	17,972	1,010	2,345	39,160
<b>SOCIAL MEDIA / EMAIL</b>					
Facebook followers	n/a	n/a	3,412	3,169	n/a
Instagram followers	n/a	n/a	1,490	1,123	n/a
Twitter followers	n/a	n/a	860	782	n/a
YouTube views	1,964	2,522	554	260	266
Email newsletter subscribers	n/a	n/a	n/a	3,879	n/a
<i>See monthly Hootsuite report for additional social media statistics</i>					
<b>FINANCIAL</b>					
<i>See monthly Budget to Actual report</i>					
<b>PROGRAMMING</b>					
Children's programming - # of progs	53	318	5	40	289
Children's programming - attendance	1,737	13,370	588	1,549	11,985
YA programming - # of progs	4	35	1	2	24
YA programming - attendance	41	324	14	29	296
Adult programming - # of progs	14	163	5	16	145
Adult programming - attendance	118	2,746	71	209	2,057
<b>MEETING ROOM USE</b>					
<i>Revisions pending</i>					
<b>MATERIALS PROCESSING</b>					
<i>Revisions pending</i>					



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

	Current Month	FY 19/20 YTD	Last Month	Same Month Last FY	FY 18/19 YTD
<b>PATRON REGISTRATIONS</b>					
New Patron Registrations	28	2,523	33	359	3,266
Total Registered Patrons	20,658	20,658	20,633	20,072	20,072
<b>CIRCULATION (includes 1st-time circ and renewals)</b>					
Adult materials	1,228	207,528	493	23,410	277,516
YA materials	122	16,884	41	2,381	20,671
Children's materials	480	155,409	181	18,204	197,860
Electronic materials	6,282	60,066	6,484	4,231	47,935
Total Circulation	8,112	439,887	7,199	48,226	543,982
1st Time Circulation (Physical)	1,553	264,345	589	31,778	345,222
1st Time Circulation (Self-Check)	121	227,218	14	27,748	301,146
	7.8%	86.0%	2.4%	87.3%	87.2%
Hold received from other libraries	1,385	131,351	565	13,790	165,600
Hold sent to other libraries	2,440	95,982	385	9,737	116,906
	36.2%	57.8%	59.5%	58.6%	58.6%
	63.8%	42.2%	40.5%	41.4%	41.4%
<b>CIRCULATION DEMOGRAPHICS</b>					
Borrowers - City Residents	222	n/a	165	2,110	n/a
Borrowers - Unincorporated Residents	174	n/a	119	1,276	n/a
Borrowers - Other	43	n/a	19	285	n/a
	50.6%		54.5%	57.5%	
	39.6%		39.3%	34.8%	
	9.8%		6.3%	7.8%	
Service Area Pop - City	34,860	n/a	34,860	-	n/a
Service Area Pop - Unincorporated	25,401	n/a	25,401	-	n/a
	57.8%		57.8%	57.8%	
	42.2%		42.2%	42.2%	
<b>TECHNOLOGY</b>					
Internet Sessions	-	15,545	-	625	18,662
WiFi Sessions	61	18,044	11	2,174	43,741
<b>SOCIAL MEDIA / EMAIL</b>					
Facebook followers	3,495	n/a	3,465	3,288	n/a
Instagram followers	1,564	n/a	1,530	1,166	n/a
Twitter followers	861	n/a	857	794	n/a
YouTube views	1,638	5,082	922	1	277
Email newsletter subscribers	n/a	n/a	n/a	4,008	n/a
<i>See monthly Hootsuite report for additional social media statistics</i>					
<b>FINANCIAL</b>					
<i>See monthly Budget to Actual report</i>					
<b>PROGRAMMING</b>					
Children's programming - # of progs	29	378	31	30	356
Children's programming - attendance	683	15,227	1,174	4,028	18,516
YA programming - # of progs	-	36	1	4	29
YA programming - attendance	-	334	10	46	348
Adult programming - # of progs	23	201	15	14	176
Adult programming - attendance	165	3,079	168	135	2,419
<b>MEETING ROOM USE</b>					
<i>Revisions pending</i>					
<b>MATERIALS PROCESSING</b>					
<i>Revisions pending</i>					

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

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
<b>PATRON REGISTRATIONS</b>					
New Patron Registrations	47	47	28	349	349
Total Registered Patrons	20,696	20,696	20,658	20,423	20,423
<b>CIRCULATION (includes 1st-time circ and renewals)</b>					
Adult materials	6,180	6,180	1,228	25,277	25,277
YA materials	782	782	122	2,651	2,651
Children's materials	3,856	3,856	480	20,405	20,405
Electronic materials	6,111	6,111	6,282	4,752	4,752
Total Circulation	16,929	16,929	8,112	53,085	53,085
1st Time Circulation (Physical)	7,545	7,545	1,553	33,753	33,753
1st Time Circulation (Self-Check)	176 2.3%	176 2.3%	121 7.8%	29,646 87.8%	29,646 87.8%
Hold received from other libraries	8,159 55.6%	8,159 55.6%	1,385 36.2%	14,759 58.8%	14,759 58.8%
Hold sent to other libraries	6,510 44.4%	6,510 44.4%	2,440 63.8%	10,337 41.2%	10,337 41.2%
<b>CIRCULATION DEMOGRAPHICS</b>					
Borrowers - City Residents	688 54.3%	n/a	222 50.6%	2,166 57.1%	n/a
Borrowers - Unincorporated Residents	496 39.1%	n/a	174 39.6%	1,317 34.7%	n/a
Borrowers - Other	83 6.6%	n/a	43 9.8%	310 8.2%	n/a
Service Area Pop - City	34,860 57.8%	n/a	34,860 57.8%	34,860 57.8%	n/a
Service Area Pop - Unincorporated	25,401 42.2%	n/a	25,401 42.2%	25,401 42.2%	n/a
<b>TECHNOLOGY</b>					
Internet Sessions	-	-	-	1,979	1,979
WiFi Sessions	97	97	61	2,339	2,339
<b>SOCIAL MEDIA / EMAIL</b>					
Facebook followers	3,510	n/a	3,495	3,333	n/a
Instagram followers	1,590	n/a	1,564	1,183	n/a
Twitter followers	865	n/a	861	803	n/a
YouTube views	852	852	1,638	-	-
Email newsletter subscribers	n/a	n/a	n/a	3,996	n/a
<i>See monthly Hootsuite report for additional social media statistics</i>					
<b>FINANCIAL</b>					
<i>See monthly Budget to Actual report</i>					
<b>PROGRAMMING</b>					
Children's programming - # of progs	29	29	29	35	35
Children's programming - attendance	1,789	1,789	683	2,324	2,324
YA programming - # of progs	-	-	-	10	10
YA programming - attendance	-	-	-	144	144
Adult programming - # of progs	24	24	23	17	17
Adult programming - attendance	232	232	165	346	346
<b>MEETING ROOM USE</b>					
<i>Revisions pending</i>					
<b>MATERIALS PROCESSING</b>					
<i>Revisions pending</i>					

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

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
<b>PATRON REGISTRATIONS</b>					
New Patron Registrations	66	113	47	297	646
Total Registered Patrons	20,759	20,759	20,696	20,724	20,724
<b>CIRCULATION (includes 1st-time circ and renewals)</b>					
Adult materials	6,238	12,418	6,180	25,131	50,408
YA materials	692	1,474	782	2,411	5,062
Children's materials	4,735	8,591	3,856	19,513	39,918
Electronic materials	6,132	12,243	6,111	4,554	9,306
Total Circulation	17,797	34,726	16,929	51,609	104,694
1st Time Circulation (Physical)	6,507	14,052	7,545	32,754	66,507
1st Time Circulation (Self-Check)	233 3.6%	409 2.9%	176 2.3%	28,612 87.4%	58,258 87.6%
Holds received from other libraries	8,645 49.9%	16,804 52.5%	8,159 55.6%	15,096 58.6%	29,855 58.7%
Holds sent to other libraries	8,684 50.1%	15,194 47.5%	6,510 44.4%	10,680 41.4%	21,017 41.3%
<b>CIRCULATION DEMOGRAPHICS</b>					
Borrowers - City Residents	769 55.1%	n/a	688 54.3%	2,142 57.6%	n/a
Borrowers - Unincorporated Residents	529 37.9%	n/a	496 39.1%	1,276 34.3%	n/a
Borrowers - Other	97 7.0%	n/a	83 6.6%	299 8.0%	n/a
Service Area Pop - City	34,860 57.8%	n/a	34,860 57.8%	34,860 57.8%	n/a
Service Area Pop - Unincorporated	25,401 42.2%	n/a	25,401 42.2%	25,401 42.2%	n/a
<b>TECHNOLOGY</b>					
Internet Sessions	-	-	-	2,028	4,007
WiFi Sessions	90	187	97	2,242	4,581
<b>SOCIAL MEDIA / EMAIL</b>					
Facebook followers	3,515	n/a	3,510	3,216	n/a
Instagram followers	1,611	n/a	1,590	1,210	n/a
Twitter followers	873	n/a	865	811	n/a
YouTube views	605	1,457	852	-	-
Email newsletter subscribers	4,372	n/a	n/a	3,994	n/a
<i>See monthly Hootsuite report for additional social media statistics</i>					
<b>FINANCIAL</b>					
<i>See monthly Budget to Actual report</i>					
<b>PROGRAMMING</b>					
Children's programming - # of progs	n/a	29	29	25	60
Children's programming - attendance	n/a	1,789	1,789	1,193	3,517
YA programming - # of progs	n/a	-	-	10	20
YA programming - attendance	n/a	-	-	35	179
Adult programming - # of progs	n/a	24	24	15	32
Adult programming - attendance	n/a	232	232	176	522
<b>MEETING ROOM USE</b>					
<i>Revisions pending</i>					
<b>MATERIALS PROCESSING</b>					
<i>Revisions pending</i>					



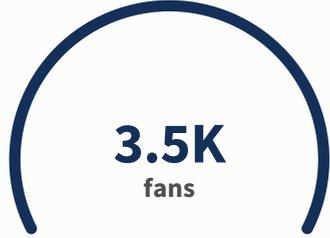
# Mixed Overview

Aug 01 - Aug 31, 2020

 @ORCityLibrary

 oregoncitylibrary

 Oregon City Public Library

<p><b>Fans</b></p>  <p><b>3.5K</b> fans</p>	<p><b>Fans</b></p> 	<p><b>New Fans</b></p> <p><b>18</b> new fans</p>	<p><b>Lost Fans</b></p> <p><b>13</b> unlikes</p>																		
<p><b>Engagement</b></p> <p><b>601</b> engagements</p>	<p><b>Engagement &gt; Type</b></p> <table border="1"> <tr> <td>Reactions</td> <td><b>442</b></td> </tr> <tr> <td>Shares</td> <td><b>116</b></td> </tr> <tr> <td>Comments</td> <td><b>43</b></td> </tr> </table>	Reactions	<b>442</b>	Shares	<b>116</b>	Comments	<b>43</b>	<p><b>Page Views &gt; Type</b></p> <table border="1"> <tr> <td>home</td> <td><b>775</b></td> </tr> <tr> <td>profile_home</td> <td><b>111</b></td> </tr> <tr> <td>tab_home</td> <td><b>74</b></td> </tr> <tr> <td>Other</td> <td><b>364</b></td> </tr> </table>	home	<b>775</b>	profile_home	<b>111</b>	tab_home	<b>74</b>	Other	<b>364</b>	<p><b>Negative Actions &gt; Type</b></p> <table border="1"> <tr> <td>Hide</td> <td><b>56</b></td> </tr> <tr> <td>Hide all</td> <td><b>4</b></td> </tr> </table>	Hide	<b>56</b>	Hide all	<b>4</b>
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### Referral Traffic > Type

TYPE	Count
www.google.com	38
www.bing.com	2
www.bing.com/entityexplore?q=ore...	1
lincc.ent.sirsi.net/client/en_us/lincc/...	1

### Page Content Clicks

**1.5K** clicks

### Total Reach

### Total Reach > Age

### Total Reach > Gender

### Followers

**1.6K** followers

### Followers

### Posts

**47** posts

### Engagement > Type

Photo	<b>476</b>
Carousel album	<b>118</b>
Video	<b>28</b>

### Post Likes

**594** likes

### Top posts > Likes

**59** likes

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

**36** likes

LEGO Lab From Home We're doing LEGO Lab from home on Saturdays! Today's challenge is to build something that starts with the

**35** likes

Thank you, patrons, for all of your returned materials! Baby Yoda wants us to remind you that we are doing everything we can to

### Post Impressions

**14K** impressions

### Top Posts > Reach

**493** users

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

**418** users

Want to help us name this returns bin? We were thinking "Quarantinuopia". We'd love to see your ideas in the comments! As a

**406** users

LEGO Lab From Home We're doing LEGO Lab from home on Saturdays! Today's challenge is to build something that starts with the

<p><b>Post Comments</b></p> <p><b>24</b> comments</p>	<p><b>Posts &gt; Type</b></p> <table border="1"> <tr> <td>Photo</td> <td><b>38</b></td> </tr> <tr> <td>Carousel album</td> <td><b>6</b></td> </tr> <tr> <td>Video</td> <td><b>3</b></td> </tr> </table>	Photo	<b>38</b>	Carousel album	<b>6</b>	Video	<b>3</b>	<p><b>Posts &gt; Topics</b></p> <table border="1"> <tr> <td>book 15.61%</td> <td>reading 6.94%</td> <td>Virtual 6.36%</td> <td>build 5.78%</td> <td>challenge 5.78%</td> </tr> <tr> <td></td> <td>Trivia 6.36%</td> <td>visit 6.36%</td> <td>Night 4.62%</td> <td>materials 4.62%</td> </tr> <tr> <td></td> <td></td> <td></td> <td>app 4.62%</td> <td></td> </tr> </table>				book 15.61%	reading 6.94%	Virtual 6.36%	build 5.78%	challenge 5.78%		Trivia 6.36%	visit 6.36%	Night 4.62%	materials 4.62%				app 4.62%	
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**Top Tweets > Replies**

 <p><b>@ORCityLibrary</b> Aug 17, 18:22</p> <p>Making Face Mask at home   No Sew Face Mask   Easy DIY Face Mask No Sewing <a href="https://youtu.be/YthnnqEEqBc">https://youtu.be/YthnnqEEqBc</a> via @YouTube</p> <p><b>1</b> reply</p>	 <p><b>@ORCityLibrary</b> Aug 31, 22:20</p> <p>Check out: "Elevated Readers Book Club" <a href="https://orcity-library.libcal.com/calendar/events/elevated-club">https://orcity-library.libcal.com/calendar/events/elevated-club</a></p> <p><b>0</b> replies</p>	 <p><b>@ORCityLibrary</b> Aug 31, 21:48</p> <p>September - E-Trail News - <a href="https://mailchi.mp/1bed274b585c/october-news-and-events-4568892">https://mailchi.mp/1bed274b585c/october-news-and-events-4568892</a></p> <p><b>0</b> replies</p>
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## LINCC LIBRARY OPERATIONS (9/3/20)

LIBRARY	STAFF PHONE ASSISTANCE	HOLDS PICKUPS	BOOK DROPS
Canby	M - F: 10 - 4	<ul style="list-style-type: none"> <li>• M,W,F: 11 - 3</li> <li>• Tu, Th: 3 - 6</li> </ul>	24/7
Estacada	M - F: 10 - 5	M-F: 10 - 12 & 2 - 4	24/7
Gladstone	M - Sun: 10 - 6	M - Sat: 10 - 5:30	24/7
Happy Valley	<ul style="list-style-type: none"> <li>• Su-M: 10 - 6</li> <li>• Tu, W, Th: 10 - 8</li> <li>• F, Sat: 10 - 6</li> </ul>	By appointment ( <i>exact hours not specified</i> )	24/7
Hoodland	<ul style="list-style-type: none"> <li>• M: 10 - 12:30</li> <li>• Tue - F: 10 - 2</li> </ul>	<ul style="list-style-type: none"> <li>• M: 10 - 12</li> <li>• Tue - F: 12 - 2</li> </ul>	24/7 (?)
Lake Oswego	<ul style="list-style-type: none"> <li>• M - Sat: 10 - 5</li> <li>• Sun: 1 - 5</li> </ul>	• M - Sat: 10 - 5	24/7
Milwaukie	• M - Sat: 9 - 5:30	• M - Sat: 9 - 5:30	24/7
Molalla	• M - F: 9 - 3:30	"We offer curbside service Tuesday through Saturday"	24/7 (?)
Oak Lodge	M - Sun: 10 - 6	M - Sat: 10 - 5:30	24/7
Oregon City	<ul style="list-style-type: none"> <li>• M, Th: 9 - 8</li> <li>• Tue,W,F: 9 - 5</li> </ul>	<ul style="list-style-type: none"> <li>• M, Th: 11 - 7</li> <li>• Tue,W,F: 11 - 4</li> </ul>	24/7
Sandy	<ul style="list-style-type: none"> <li>• M - Th: 10 - 6</li> <li>• F - Sat: 10 - 5</li> <li>• Sun: 12 - 5</li> </ul>	<ul style="list-style-type: none"> <li>• M - Sat: 10 - 4</li> <li>• Sun: 12 - 4</li> </ul>	24/7 (?)
West Linn	• M - F: 10 - 6	<ul style="list-style-type: none"> <li>• M, Tue: 1 - 7</li> <li>• W, Th, F: 11:30 - 4</li> </ul>	24/7
Wilsonville	<ul style="list-style-type: none"> <li>• T, Th, F, Sat: 10 - 4</li> <li>• W: 2 - 8</li> <li>• Sun: 12 - 5</li> </ul>	<ul style="list-style-type: none"> <li>• T, Th, F, Sat: 10 - 4</li> <li>• W: 2 - 8</li> <li>• Sun: 12 - 5</li> </ul>	24/7



## SAMPLE BUDGET TO ACTUAL REPORT

	2019-2020 Budget	2019-2020 Balance	Year 1 Difference	2020-2021 Budget	August 2020-2021 Activity	2020-2021 Balance	2020-2021 Encumbrance	Biennium Difference
<b>4 - Revenue</b>								
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	97,361.22	-47,361.22	50,000.00	0.00	0.00	0.00	2,638.78
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
<b>4 - Revenue Totals:</b>	<b>2,597,051.00</b>	<b>2,770,481.86</b>	<b>-173,430.86</b>	<b>2,658,515.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,485,084.14</b>
<b>5 - Expense</b>								
51 - Salaries and Wages	929,069.00	861,279.11	67,789.89	917,766.00	0.00	68,249.59	0.00	917,306.30
52 - Benefits	530,822.00	417,906.15	112,915.85	556,618.00	0.00	35,222.80	0.00	634,311.05
60 - Professional & Technical Services	2,540.00	1,337.50	1,202.50	2,540.00	0.00	0.00	0.00	3,742.50
61 - Repair & Maintenance Services	142,557.00	134,592.89	7,964.11	127,057.00	5,716.18	11,725.43	20,460.51	102,835.17
62 - Other Services	653.00	1,480.16	-827.16	653.00	0.00	103.46	1,324.76	-1,602.38
63 - Employee Costs	13,700.00	3,544.85	10,155.15	13,700.00	0.00	0.00	200.00	23,655.15
64 - Operating Materials & Supplies	310,750.00	211,769.03	98,980.97	229,250.00	3,973.53	15,560.76	22,475.73	290,194.48
65 - Office & Administrative Supplies	49,712.00	34,828.86	14,883.14	49,712.00	323.10	853.79	7,356.56	56,384.79
66 - Special Programs	31,150.00	38,320.04	-7,170.04	31,150.00	0.00	0.00	0.00	23,979.96
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	0.00	0.00	0.00	46,100.00
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	0.00	0.00	0.00	20,000.00
<b>5 - Expense Totals:</b>	<b>2,500,765.00</b>	<b>2,195,879.45</b>	<b>304,885.55</b>	<b>2,409,916.00</b>	<b>10,012.81</b>	<b>131,715.83</b>	<b>51,817.56</b>	<b>2,531,268.16</b>

**Library Director's Report for September 2020**

**Library Staff**

- Youth Services Librarian Barratt Miller recently gave a presentation to the Rose City Romance Writers. I wanted to share the note of appreciation I received from the organization's president.

*From: President, Rose City Romance Writers <president.rcrw@gmail.com>  
Sent: Saturday, August 1, 2020 11:04 AM  
To: Greg Williams <gwilliams@orc.org>  
Subject: In Appreciation of Barratt Miller*

*Greetings Mr. Williams,*

*My name is Jessie Smith and I'm the president of a local writing support group called the Rose City Romance Writers. Last month we invited Barratt Miller to be our guest speaker to discuss our local library system and its connection to the Overdrive system.*

*Her presentation went Above and Beyond expectations. Her knowledge of libraries and respect for authors was appreciated by everyone in attendance. I would like to thank her library for allowing her to spend time with our writers.*

*I also wish your library the best of luck adapting to this pandemic and finding ways to provide access to stories to your community in this time of need.*

*Sincerely,*

--

*Jessie Smith  
President, Rose City Romance Writers*

**Library Grounds and Facilities**

- Our additional book drop unit arrived and has been placed on 6<sup>th</sup> street. Library book drops are now open 24/7.



Figure 1 - expanded 6th street book drop

- A painting by local artist Leland John (which had been hanging in the Oregon City courtroom) has been relocated to the Library. Due to the painting's size, it wasn't feasible to place the painting in the new public safety building in a location where the public could have enjoyed it. Accordingly, City staff worked to move the painting to the Library. It is a wonderful addition to the Carnegie area (above large print and to the left of the fireplace), and we are thrilled that when the Library can safely reopen to the public, the painting will continue to be viewed and enjoyed by the community. Thanks to OCPD, Public Works, and Parks for their assistance!



Figure 2 - "New" painting in Carnegie

## Library Operations

- On August 18, 2020, the federally-funded REALM (Reopening Archives, Libraries, and Museums) Project released results of their third round of materials testing. During this round, the project tested additional types of library materials (including the type of hard plastic of which crates are made, as well as media discs in DVDs, CDs, and Audiobooks) to determine how long the SARS CoV-2 virus (the virus that causes COVID-19) can survive on these materials. On September 3, 2020, the REALM Project released results of the fourth round of testing, which tested common library materials in a stacked configuration. The results of these tests have been provided in a separate staff report for later discussion during the meeting.
- I have included library statistics for the past few months. You'll notice a few changes in the report. Behind the scenes, I have updated the reporting spreadsheet to make data collection and report production much less time-consuming. There are also some statistics I'd like to report a little differently. We can review these changes during the meeting. In addition, based on the request at the last meeting, I have also included a chart which shows the services/hours currently being offered by LINCC libraries.

### Library Programs and Services

- The Library's B.A.M. (Because Accessibility Matters) program helps our Disability Community to connect, have fun, and learn from each other. We have created a new, official B.A.M. Facebook Group, where members can participate in virtual programs and activities, as well as share relevant and interesting articles and stories. Having a dedicated Facebook group page provides an additional avenue to continue to connect with our patrons, facilitates the sharing of free, Portland-metro based resources & events that would be of interest to the disability community, and helps us further address accessibility goals in our Strategic Plan.
- Our 2020 Online Summer Reading program wrapped up on 8/31. Staff from the Youth Services and Adult Services departments will be providing a review of this year's program at next month's Library Board meeting.
- Following the popularity of our Summer Reading Program's Take & Make Craft Kits, we will now offer monthly Creative Kits for Adults, Adults with Disabilities, Kids (ages 2-9) and Teens (grades 5-12). Patrons have the choice of picking up their kits with their next holds pickup appointment, or they will be mailed after registration closes (15th of every month).
- As part of our readers advisory service, the Library now offers readers advisory webforms specific to readers age **0-12** or age **13-17** to go along with the form for **adults**. Readers fill out the form and receive a customized list of books recommended by our Youth and Adult Services Librarians.
- The Library is working to support parents, students, and educators throughout the upcoming school year. We have developed (and will continue to augment/update) a list of learning support resources and are working with the School District to ensure the information gets out to District teachers.

### Library District / LINCC Cooperative

- All LINCC libraries have agreed to extend circulation periods on all items to 28 days through the end of the year (12/31/2020).
- All LINCC libraries have agreed to check in materials fine-free through the end of the year (12/31/2020).
- Most cardholders are now able to place 40 items on hold at any one time, an increase from 15. This change is expected to be permanent.

### **Patron Feedback**

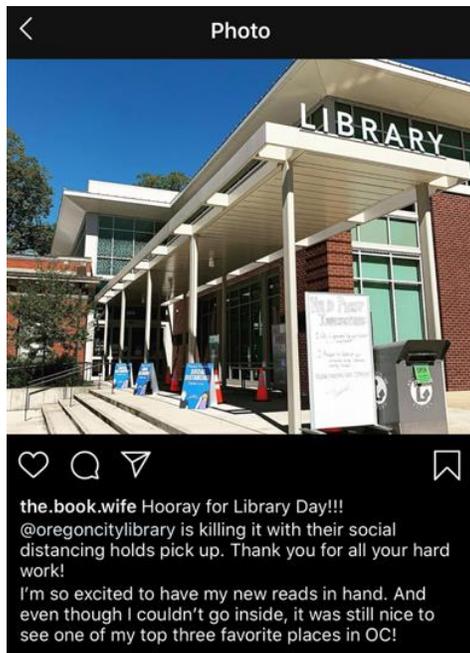
Finally, I wanted to share some positive feedback we've received via social media over the last month!

---

*"Hooray for Library Day!!!*

*@oregoncitylibrary is killing it with their social distancing holds pick up. Thank you for all your hard work!*

*I'm so excited to have my new reads in hand. And even though I couldn't go inside, it was still nice to see one of my top three favorite places in OC!"*



*"Thank you all for how much you are doing for our community! ❤️"*

*"Thanks you! I was tearful at our first pick up two weeks ago."*

*"We love seeing all these books being read!! 📖"*

*"This picture makes me so happy!!! So many brain cells soaking up words and worlds 🧠"*



**oregoncitylibrary**  
Oregon City Public Library

**oregoncitylibrary** Want to help us name this returns bin? We were thinking "Quarantinucopia". 😊 We'd love to see your ideas in the comments! As a reminder, it may take up to a week for us to check in materials while they quarantine. They will remain on your account until then (checked in fine-free of course).

Liked by alohacommunitylibrary and 31 others

1 DAY AGO

Add a comment... [Post](#)

*"Our local library is doing SUCH a good job with digital content while they're closed! Art projects, online read alouds, an antiracism bookclub and guided meditation. Thank you @oregoncitylibrary for continuing to be a positive presence in the community!"*

Mentions · campfirefarms 2h

Guided Meditation with Sage — Building Trust & Trusting Intuition ▾

**oregoncitylibrary** 17h



Our local library is doing SUCH a good job with digital content while they're closed! Art projects, online read alouds, an antiracism bookclub and guided meditation.

Thank you @oregoncitylibrary for continuing to be a positive presence in the community! ❤️

Add This to Your Story >



# 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:** 09/09/2020

### **SUBJECT:**

Latest REALM Results and Library Materials Handling Updates

### **STAFF RECOMMENDATION:**

n/a – Informational only

### **EXECUTIVE SUMMARY:**

The Library Director will share information with the Board regarding the latest REALM Project testing results and will provide updates on LINCC-wide materials handling procedures.

### **BACKGROUND:**

The federally-funded REALM (Reopening Archives, Libraries, and Museums) Project (<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>) has been conducting laboratory research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. Since June, the project has completed four rounds of materials testing.

The results from Round 3 of testing were released on August 18, 2020 (see attached). This round of testing looked at additional library materials, including the plastic used in delivery/storage containers, as well as the media discs in DVDs, CDs, and Audiobooks. Results of this round of testing indicated a 5-day quarantine was required for media discs. Virus was detectable on the storage containers after 5 days.

The results from Round 4 of testing were released on September 3, 2020 (see attached). This round of testing utilized many of the same, common library materials which were tested in Round 1 (including a hardcover book cover, a softcover book cover, a plastic protective cover, and a DVD case), but in this round, the materials were stacked to simulate storage in a book drop, bin, or on shelves. Results of this round of testing show that after six days of quarantine the SARS-CoV-2 virus was still detected on all materials tested. When compared to Round 1 (which resulted in nondetectable

virus after three days on an unstacked hardcover book, softcover book, plastic protective cover, and DVD case), the results of Test 4 highlight the effect of stacking and its ability to prolong the survivability of the SARS-CoV-2 virus (see attached graphic).

The Library is currently quarantining incoming library materials for 6 days. In addition, LINCC-wide guidelines/procedures are being updated as well.

The Library Director will review the latest REALM findings with the Board and will provide the latest updates on LINCC-wide materials quarantine procedures.

**OPTIONS:**

n/a – Informational only

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

## Test 3: Natural attenuation as a decontamination approach for SARS-CoV-2 on five plastic-based materials

In response to the COVID-19 pandemic, the Institute of Museum and Library Services (IMLS) and OCLC are working in partnership with Battelle to distribute science-based information designed to help reduce the risk of transmission of COVID-19 to staff and visitors who are engaging in the delivery or use of archive, library, and museum services. This [REopening Archives, Libraries, and Museums \(REALM\)](#) project is studying how long the SARS CoV-2 virus (the virus that causes COVID-19) survives on common materials and methods to mitigate exposure.

As part of the project’s Phase 1 research, Battelle has conducted three natural attenuation studies to provide information on how long some commonly handled library materials would need to be considered for quarantine prior to being put back into use. The results of [Test 1](#) and [Test 2](#) were released on June 22 and July 20, 2020, respectively; Test 3 began on July 10, 2020. The studies were conducted by applying the virulent SARS-CoV-2 virus on five materials held at standard room temperature (68°F to 75°F) and relative humidity conditions (30 to 50 percent). The materials in Test 3 included the five items listed in Table 1.

**Table 1.** Test 3 items examined.

Item	Material type	Use
<b>Talking book, USB cassette*</b>	Acrylonitrile butadiene styrene (ABS), specific blend	Cartridges are used in talking book readers available through the National Library Services for the Blind and Disabled
<b>DVD**</b>	Polycarbonate	Digital data storage (also includes CDs). Note: A polypropylene DVD case was tested in <a href="#">Test 1</a> .
<b>Storage bag (flexible plastic)**</b>	Low-density polyethylene (LDPE), recycling #4	Storage, library and museum kits, gift shop packaging
<b>Storage container (rigid plastic)**</b>	High-density polyethylene (HDPE), recycling #2	Transporting and storage of items
<b>Plexiglass ***</b>	Acrylic	Display cases, partitions

Items were provided by the National Library Service for the Blind and Print Disabled, Library of Congress\*; Columbus Metropolitan Library\*\*; and the National Archives and Records Administration\*\*\*. Samples from each item were inoculated and placed on top of a stainless steel rack. In contrast to Test 2, these items were *not* tested in a nested (or stacked) configuration to mimic common operating procedures.

**Results show that after five days of quarantine in an unstacked configuration, the SARS-CoV-2 virus was not detected on the storage bag (flexible plastic) or the DVD. The storage container (rigid plastic), plexiglass, and the USB cassette all showed detectable virus at five days. Day five was the final timepoint tested.**

Compared to the results of Test 1 and 2, this data suggests that a slightly longer quarantine time for these types of plastic-based materials may be required to render SARS-CoV-2 undetectable through natural attenuation alone. **Alternatively, based on the materials' nonporous nature, suitable liquid disinfection methods may promote a more rapid decontamination than the quarantine method.**

## Test Methods

The items studied in Test 3 were not sterilized before testing. Battelle propagated the clinical isolate of the SARS-CoV-2 virus in-house, followed by characterization and testing to establish a certified titer. All testing was conducted within a [biosafety level](#) (BSL)-3 laboratory.

Test coupons (N=5) and blank (N=1), per timepoint, were excised from each of the five library materials in 1.9 cm × 7.6 cm–sized coupons. Stock SARS-CoV-2 was applied as 10 10-μL droplets (100 μL total) on each coupon and allowed to dry at ambient laboratory conditions in a Class II biosafety cabinet (BSCII), as shown in Figure 1. Once dry, a set of test coupons were collected and processed (T0 samples), and the remainder of test coupons were moved to a Class III biosafety cabinet to maintain the desired ambient environmental conditions of 22 ± 2°C and relative humidity (RH) of 40 ± 10%. Actual conditions achieved were 21.9 ± 0.61°C and 37.4 ± 0.92% RH. All material coupons, after inoculation and subsequent drying, were placed on top of a stainless steel rack and into the environmentally controlled chamber for testing.



**Figure 1.** Inoculation of SARS-CoV-2 onto Test 3 materials (left). After inoculation, the extracted test coupons were placed inside the exposure chamber to control Temp and RH (right).

At the specified time points, the test coupons were removed from the environmental chamber and placed in 50-mL conical tubes (Fisher Scientific Cat. No. 14-959-49A, Waltham, MA, USA) and extracted with 10-mL complete cell culture media (Dulbecco's Modified Eagle Medium, Corning Cat. No. 10-010-CV, Corning, NY, USA) supplemented with 2% fetal bovine serum (Gibco Cat. No. 10082147, Carlsbad, CA, USA) and penicillin-streptomycin (Gibco Cat. No. 15140122) agitated on a platform shaker at 200 rotations per minute for 15 minutes.

During the extraction process, there was a potential for chemicals from the test materials or adhesives contained within those materials, to leach into the extracted liquid. Those chemicals could have had a deleterious cytopathic effects (CPE) on the cell culture monolayer. Since cell culture monolayers are needed for the median tissue culture infectious dose [TCID<sub>50</sub>] assay to quantitatively determine infectious virus, it is important that the extractant does not have components other than the SARS-CoV-2 that will cause CPE, since this will result in false positives (i.e., presence of infectious virus).

To mitigate the potential for chemically induced CPE, the extracts were transferred to a concentrator (Spin-X UF Concentrator, Corning Cat. No. CLS431491) and centrifuged until the ~10-mL starting volume was concentrated to ~ 0.5 mL. Approximately 10 mL of fresh complete cell culture media was added to the concentrated sample (i.e., extracts) for the purpose of washing and removing any residual chemicals. The concentrator was centrifuged again and concentrated to ~ 0.5 mL. Media was added to equilibrate all washed extracts to approximately 2 mL.

The limit of quantitation (LOQ) of this assay is 13.1 TCID<sub>50</sub> units. Once below this threshold, the assay can no longer assign a quantitative value output; however, a qualitative assessment of the presence of infection can be observed through manual microscopic examination. Therefore, any values below LOQ, but positive for presence of virus, are assigned a value of 10 (indicating positive) to allow it to be resolved from 0 (indicating negative) presence of viral infection in the Vero cells.

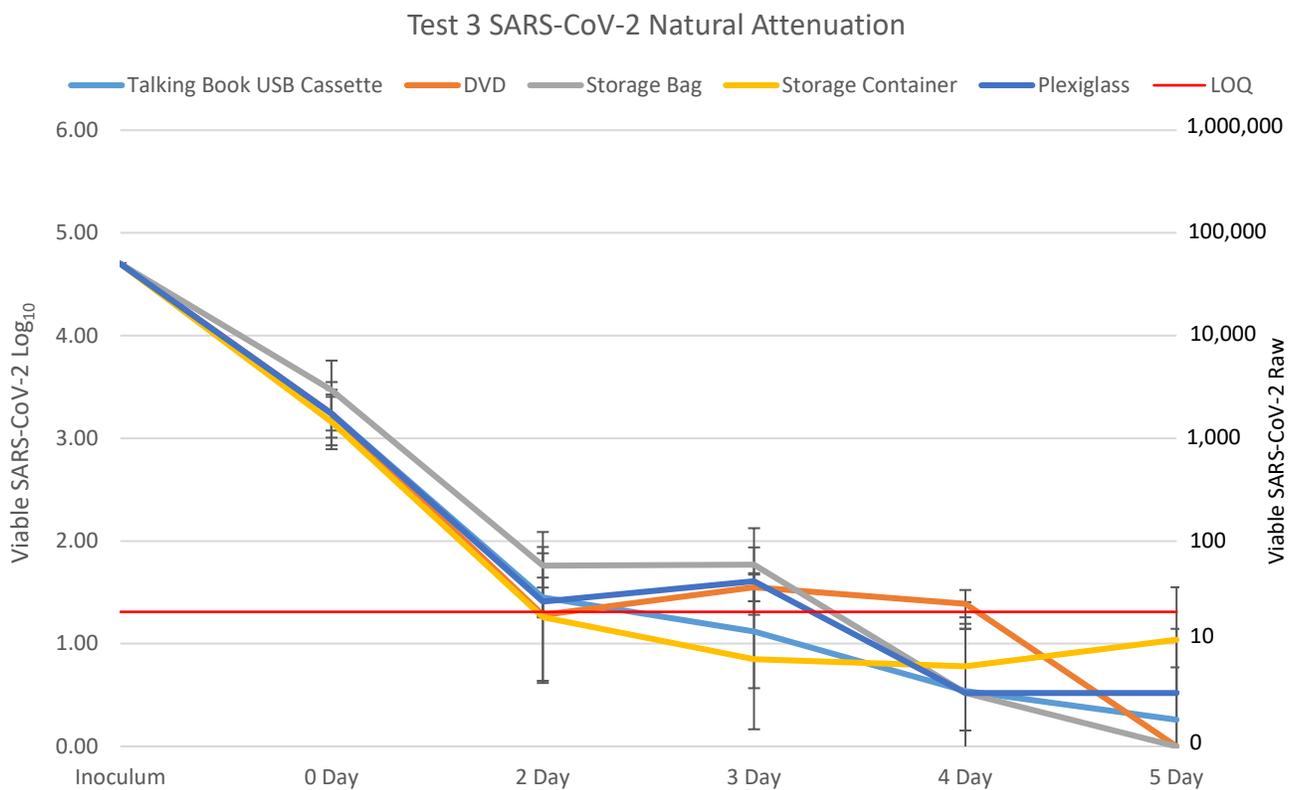
The test sample extracts were assayed in Vero E6 cells (ATCC CRL-1586, Manassas, VA, USA), and after a 72-hour incubation at 37°C with 5% CO<sub>2</sub>, the TCID<sub>50</sub> assay plates were observed for CPE. The test matrix covered five time points (T, or day): T0, T2, T3, T4, and T5. As shown in Table 2 and Figure 3, at T0, a 1.2 to 1.5 log reduction (LR) was observed on all materials. Once dry, the rate of attenuation slowed and by day 5, two materials (the storage bag and DVD) had attenuated below the level of detection for the assay, meaning no CPE was observable in the undiluted extract placed onto the Vero cells. Recoverable SARS-CoV-2 were still observable on the USB cassette, the storage container, and the plexiglass through day 5, although all were below the LOQ.

**Table 2.** Test 3 total log<sub>10</sub> SARS-CoV-2 recovered at days 0, 2, 3, 4, and 5.

Description	Inoculum <sup>1</sup>	0 Day <sup>2</sup>	2 Day	3 Day	4 Day	5 Day
Talking book, USB cassette	4.70	3.24	1.45	1.12	0.54	0.26
DVD	4.70	3.24	1.28	1.55	1.39	< LOD
Storage bag (flexible plastic)	4.70	3.47	1.76	1.77	0.52	< LOD
Storage container (rigid plastic)	4.70	3.16	1.26	0.85	0.78	1.04
Plexiglass	4.70	3.24	1.41	1.61	0.52	0.52

<sup>1</sup> Total number (log<sub>10</sub>) of virus applied to each material

<sup>2</sup> Total number (log<sub>10</sub>) of virus recovered after ~1hr dry period



**Figure 3.** Test 3 attenuation of SARS-CoV-2 at days 0, 2, 3, 4, and 5, with ± 95% confidence intervals indicated by the black vertical bars for each test date and item.

## Test 4: Natural attenuation as a decontamination approach for SARS-CoV-2 on stacked library materials and expanded polyethylene foam

In response to the COVID-19 pandemic, the Institute of Museum and Library Services (IMLS) and OCLC are working in partnership with Battelle to distribute science-based information designed to help reduce the risk of transmission of COVID-19 to staff and visitors who are engaging in the delivery or use of archival, library, and museum services. This [REopening Archives, Libraries, and Museums \(REALM\)](#) project is studying how long the SARS CoV-2 virus (the virus that causes COVID-19) survives on common materials and methods to mitigate exposure.

As part of the project’s Phase 1 and 2 research, Battelle has conducted four natural attenuation studies to provide information on how long some materials commonly handled in archives, libraries, and museums would need to be considered for quarantine prior to being put back into use. The [results](#) of Tests 1 through 3 were released on June 22, July 20, and August 18, 2020, respectively; Test 4 began on July 31, 2020.

Each study has been conducted by applying the virulent SARS-CoV-2 virus on five materials held at standard room temperature (68°F to 75°F) and relative humidity conditions (30 to 50 percent). The materials in Test 4 included four items previously examined in Test 1, but for this test they were placed in a stacked configuration. This configuration resembles the common practice used by libraries when handling book returns. In addition, expanded polyethylene foam, a commonly used material in museum settings for storing and shipping displays, was placed in an unstacked configuration. All items tested are listed in Table 1 below. Items were provided by the Columbus Metropolitan Library\* and the National Archives and Records Administration.\*\* Samples from each item were inoculated, allowed to dry, and were then inverted and placed on top of a larger piece of the same material type (to create stacking effect). A small section of book pages was used to weigh down the softcover book cover and the plastic protective cover to create a flat surface-to-surface contact. The items were then examined two, three, four, and six days after the initial T0 evaluation. Day six was the final timepoint tested.

Table 1. Test 4 items examined.

Item	Material type	Use
Hardcover book cover*	Buckram cloth	Hardcover book covering
Softcover book cover*	Coated paper	Trade paperback cover
Plastic protective cover*	Biaxially oriented polyester film	Protective layer for hardcover books
DVD case*	Polypropylene	Storage of DVD and CD media
Expanded polyethylene foam**	1-in. polyethylene foam	Storage and shipping

**Results show that after six days of quarantine the SARS-CoV-2 virus was still detected on all five materials tested. When compared to Test 1, which resulted in nondetectable virus after three days on an unstacked hardcover book, softcover book, plastic protective cover, and DVD case, the results of Test 4 highlight the effect of stacking and its ability to prolong the survivability of the SARS-CoV-2 virus.**

Based on the materials' porous cellulose composition, liquid disinfection methods may not be suitable and may result in material degradation. Longer quarantine time can be considered; or, other methods such as application of heat may promote more rapid decontamination and may warrant further investigation. A literature review that will be available in October 2020 is exploring published research on the effect of heat, UV light, and other methods of disinfection. Organizations such as the [Northeast Document Conservation Center](#) have shared information on disinfecting materials for archives, libraries and museums.

## Test Methods

The items studied in Test 4 were not sterilized before testing. Battelle propagated the clinical isolate of the SARS-CoV-2 virus in-house, followed by characterization and testing to establish a certified titer. All testing was conducted within a [biosafety level](#) (BSL)-3 laboratory.

Test coupons (N=5) and blank (N=1), per timepoint, were excised from each of the five library or museum materials in 1.9 cm × 7.6 cm-sized coupons. Stock SARS-CoV-2 was applied as 10 10-μL droplets (100 μL total) on each coupon and allowed to dry at ambient laboratory conditions in a Class II biosafety cabinet (BSCII), as shown in Figure 1. This method and volume of inoculum is consistent with previous attenuation testing methods developed by Battelle<sup>1</sup> and allows for a controlled method of drying to allow for a consistent starting number of virus. Once dry, a set of test coupons were collected and processed (T0 samples), and the remainder of test coupons were moved to a Class III biosafety cabinet to maintain the desired ambient environmental conditions of 22 ± 2°C and relative humidity (RH) of 40 ± 10. Actual conditions achieved were 21.8 ± 0.30°C and 38.6 ± 1.84% RH. All material coupons, after inoculation and subsequent drying, were placed on top of a stainless steel rack or stacked onto like material types and placed into a sealed, environmentally controlled chamber for testing. This chamber does not have mixing fans and does not transmit light, so the test materials were not exposed to airflow or light while in the chamber. Due to the wavy nature of the softcover book and plastic protective cover, a section of book pages was used for each, after stacking, to promote flat surface contact between the materials.

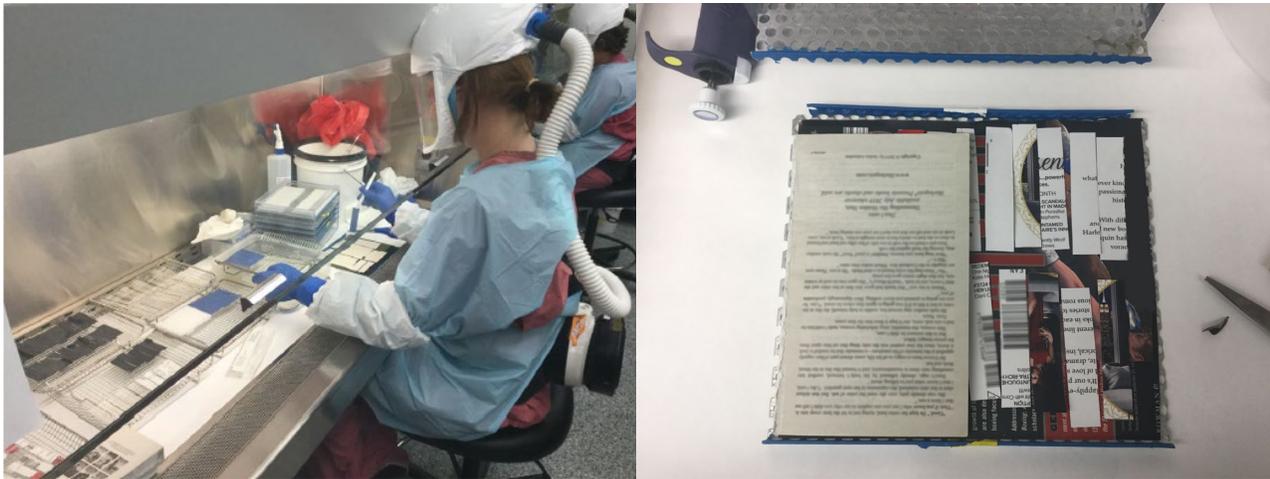
At the specified time points, the test coupons were removed from the environmental chamber and placed in 50-mL conical tubes (Fisher Scientific Cat. No. 14-959-49A, Waltham, MA, USA) and extracted with 10-mL complete cell culture media (Dulbecco's Modified Eagle Medium, Corning Cat. No. 10-010-CV, Corning, NY, USA), supplemented with 2% fetal bovine serum (Gibco Cat. No. 10082147, Carlsbad, CA, USA) and penicillin-streptomycin (Gibco Cat. No. 15140122), and agitated on a platform shaker at 200 rotations per minute for 15 minutes.

During the extraction process, there was a potential for chemicals from the test materials or adhesives contained within those materials to leach into the extracted liquid. Those chemicals could have had a

1 Richter, W.R, M.M. Sunderman, M.Q.S. Wendling, S. Serre, L. Mickelsen, R. Rupert, J. Wood, Y. Choi, Z. Willenberg, and M.W. Calfee. 2019. "Evaluation of altered environmental conditions as a decontamination approach for nonspore-forming biological agents." *Journal of Applied Microbiology* 128(4): 1050-1059. <https://doi.org/10.1111/jam.14532>.

deleterious cytopathic effects (CPE) on the cell culture monolayer. Since cell culture monolayers are needed for the median tissue culture infectious dose [TCID<sub>50</sub>] assay to quantitatively determine infectious virus, it is important that the extractant does not have components other than the SARS-CoV-2 that will cause CPE, since this will result in false positives (i.e., presence of infectious virus).

**Figure 1.** Inoculation of SARS-CoV-2 onto Test 4 materials (left). After inoculation, the test coupons were placed inside the exposure chamber and stacked onto like material (right).



To mitigate the potential for chemically induced CPE, the extracts were transferred to a concentrator (Spin-X UF Concentrator, Corning Cat. No. CLS431491) and centrifuged until the ~10 mL starting volume was concentrated to ~ 0.5 mL. Approximately 10 mL of fresh complete cell culture media was added to the concentrated sample (i.e., extracts) for the purpose of washing and removing any residual chemicals. The concentrator was centrifuged again and concentrated to ~ 0.5 mL. Media was added to equilibrate all washed extracts to approximately 2 mL.

The limit of quantitation (LOQ) of this assay is 13.1 TCID<sub>50</sub> units. Once below this threshold, the assay can no longer assign a quantitative value output; however, a qualitative assessment of the presence of infection can be observed through manual microscopic examination. Therefore, any values below LOQ, but positive for presence of virus, are assigned a value of 10 (indicating positive) to allow it to be resolved from 0 (indicating negative) presence of viral infection in the Vero cells.

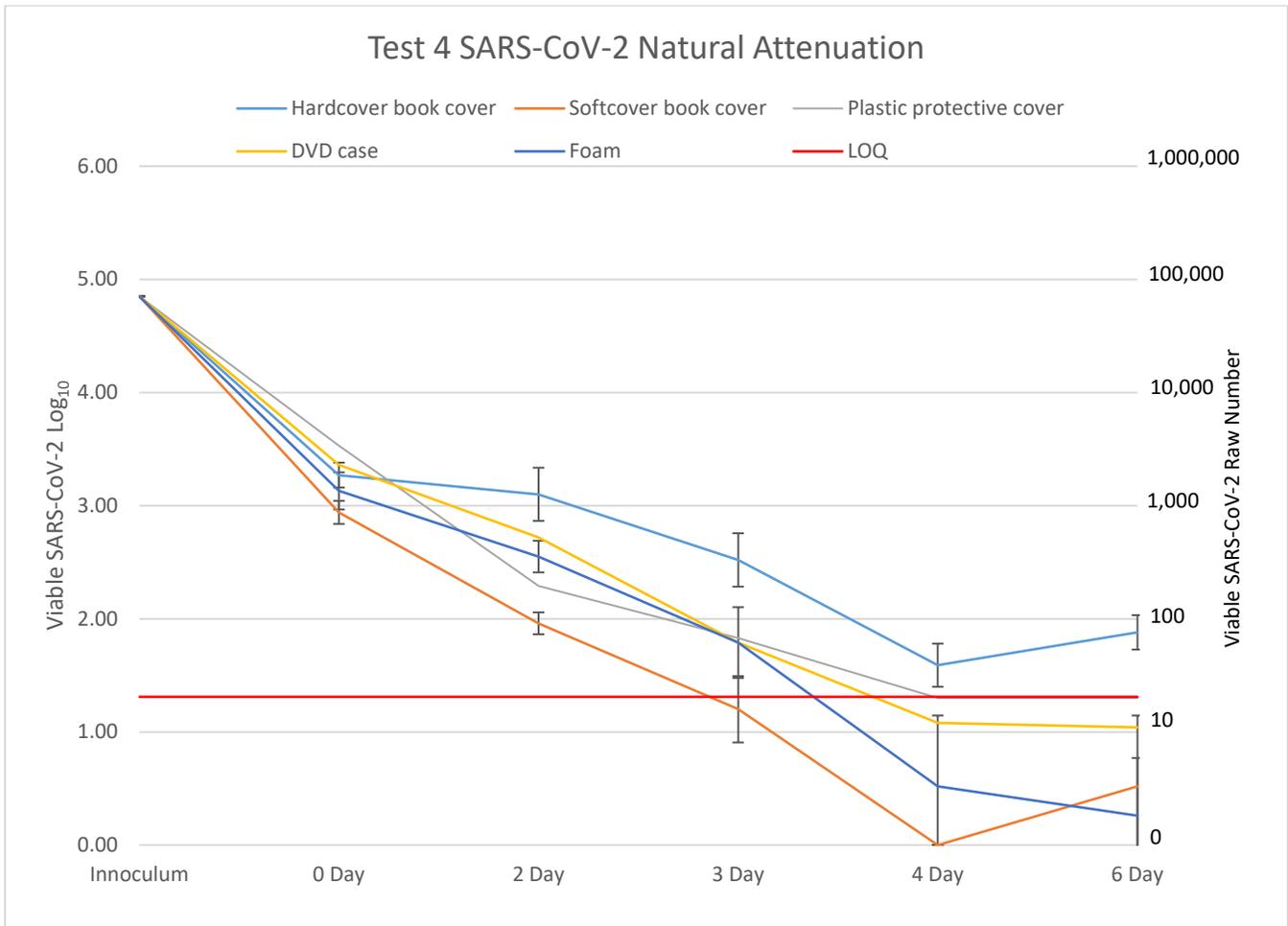
The test sample extracts were assayed in Vero E6 cells (ATCC CRL-1586, Manassas, VA, USA), and after a 72-hour incubation at 37°C with 5% CO<sub>2</sub>, the TCID<sub>50</sub> assay plates were observed for CPE. The test matrix covered five time points (T, or day): T0, T2, T3, T4, and T6. As shown in Table 2 and Figure 2, at T0, a 1.3 to 1.9 log reduction (LR) was observed on all materials. Once dry and due to the stacked nature of the material, the rate of attenuation slowed and was still detectable through day 6. The expanded polyethylene foam, although not stacked, also resulted in recoverable virus through day 6.

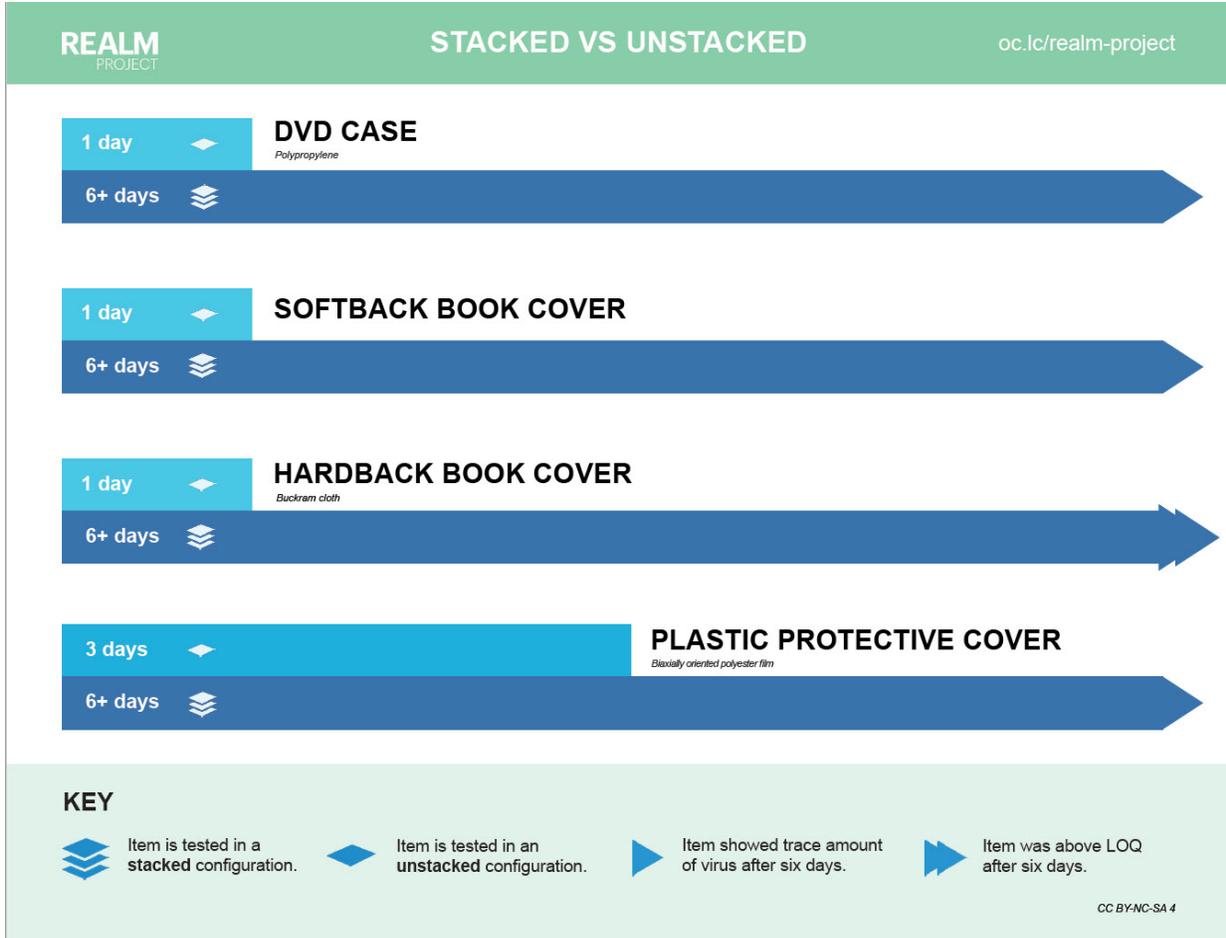
**Table 2.** Test 4 total log<sub>10</sub> SARS-CoV-2 recovered at days 0, 2, 3, 4 and 6.

Description	Inoculum <sup>1</sup>	T0 <sup>2</sup>	2 Day	3 Day	4 Day	6 Day
<b>Hardcover book cover</b>	4.85	3.27	3.10	2.52	1.59	1.88
<b>Softcover book cover</b>	4.85	2.94	1.96	1.20	0.00	0.52
<b>Plastic protective cover</b>	4.85	3.53	2.29	1.83	1.30	1.30
<b>DVD case</b>	4.85	3.36	2.72	1.79	1.08	1.04
<b>Expanded polyethylene foam</b>	4.85	3.13	2.55	1.79	0.52	0.26

<sup>1</sup> Total number of virus applied to each material  
<sup>2</sup> Total number of virus recovered after ~1hr dry period

**Figure 2.** Test 4 attenuation of SARS-CoV-2 at days 0, 2, 3, 4, and 6, with ± 95% confidence intervals indicated by the black vertical bars for each test date and item.





Source: <https://www.webjunction.org/news/webjunction/test4-results.html> (retrieved 9/3/2020)



# 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:** 09/09/2020

### **SUBJECT:**

Plans for Phased Restoration of Library Services

### **STAFF RECOMMENDATION:**

n/a – Informational only

### **EXECUTIVE SUMMARY:**

The Library Director will share the latest iteration of the Library's Phased Service Restoration Plan.

### **BACKGROUND:**

During the course of the COVID-19 pandemic, the Library has taken a phased approach to restoration of library services. This approach has been based on guidance by the State, the County, the City, public health authorities, and emerging industry best practices with the primary goal of offering as many services as possible while ensuring the safety and health of the community and library staff. To date, the library has focused on services which we have been able to offer virtually or through alternative no-contact options.

As the City, County, and State continue to navigate through the COVID-19 pandemic, we intend to continue expanding existing offerings, implement new offerings, and continue restoring library services in a phased manner. A phased reopening of the library facility is part of these plans, although no specific timeframes have been established.

**PLEASE NOTE:** The COVID-19 environment has been, and continues to be, dynamic and unpredictable. This Phased Service Restoration Plan is intended to be a "living document", and is subject to change or modification based on numerous factors, such as evolving public health guidance, City/State guidelines and directives, facility configuration/space considerations, and/or evolving industry standards/best practices.

**OPTIONS:**

n/a – Informational only

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

## COVID-19 - Return to Workplace Strategy

### SUMMARY

At the onset of the COVID-19 pandemic, City leadership took decisive action to follow the guidance presented by Public Health Agencies and to encourage/support staff to stay home and shelter in place. The City closed facilities to the public, set up employees to work from home, and scaled back to absolute minimum staffing in large work groups like Operations and Parks Maintenance. The goals of this response were to minimize potential COVID-19 exposure, to encourage citizens and employees to remain home, to help “flatten the curve”, and to ensure that critical staff stayed healthy and available to respond to emergencies.

In order to provide a framework for the City to move forward as the pandemic progresses, the City Manager has identified five (5) stages in which the City will reintroduce employees to the work place, re-open facilities, and resume the provision of City services. This document outlines those stages, as well as the anticipated milestones which will need to be reached before progressing from one phase to the next.

### RESPONSE STAGES

The City’s five COVID-19 response stages are summarized in the table below:

Stage	Staffing and service levels
1	Critical staffing and services
2	Essential staffing and services
3	Core staffing and services
4	Partial staffing and services
5	Full staffing and services

*Full framework with details is attached*

As the pandemic progresses and guidance from Public Health Agencies evolves, the City Manager will determine when it is appropriate for the City to progress from one stage to the next, or to revert back to an earlier stage.

As the City progresses through each response stage, more employees from different workgroups will be asked to report to work. While each City department has unique operations and will need to develop customized processes and procedures at every stage, the City is committed to employee health and safety at every stage of the process, and has developed the following guidance and parameters which

apply to all City departments. It is anticipated that individual departments will develop additional policies and procedures to address unique operations, work activities, and scenarios. Any such additional procedures will serve as supplements, not substitutes, for the following.

### **Designated COVID-19 Safety Officer**

The City will designate an employee to serve as Safety Officer at each City facility to provide guidance and address concerns that arise in the workplace. The Safety Officer will ensure employees are following all applicable COVID-19 safety protocols and will serve as a liaison to Human Resources (HR) when questions or concerns are presented.

### **Physical (Social) Distancing**

While State physical distancing requirements are in place, employees will take every opportunity to maintain space between themselves and all others (co-workers and customers) when at all possible. Whenever possible, employees will implement the following physical distancing measures:

- Only one employee at a time will occupy a City vehicle. A mask will be worn when more than one employee must utilize a vehicle.
- Employees will stay at least 6 feet from others.
- Employees will not gather in groups larger than permitted by applicable State guidance
- Minimize physical proximity with coworkers and customers whenever possible such as the use of technology to reduce in-person meetings.
- Reconfigure or relocate staff workspaces to maintain a minimum 6-foot distance between desks/workstations.
- Reconfigure public/customer areas to maintain a 6-foot distance between staff and customers, and between customers waiting for service. This may include modifications such as markings on the floor demonstrating appropriate spacing.
- Calculate maximum occupancy when observing 6-foot physical distancing and implement measures to prevent maximum occupancies from being exceeded.
- Restrict use of any shared items or equipment and require disinfection of equipment between uses.

### **Protective Measures**

When physical distancing cannot be achieved or assured while performing a task, departments will utilize other measures to minimize the potential transfer of the virus. Each exception will be assessed by the Safety Officer and HR to determine appropriate measures. These measures may include, but are not limited to:

- Installation of plexiglass/other barriers when 6-foot distances cannot be maintained.

- Wearing of, at minimum, a basic cloth mask.
  - The cloth face cover is meant to protect other people in case you are infected.
  - To protect mask availability, N95 masks should be reserved for first responders and health care workers.
  - Continue to maximize the amount of distance between yourself and others.
- Alternate schedules and remote work

### **PPE - Personal Protective Equipment**

Before requiring employees to report to work, the City will ensure that it is able to provide any and all PPE required to conform with these measures.

At a minimum, the City shall ensure that each facility has an adequate supply of:

- Face masks
- Disinfecting wipes and/or disinfecting spray
- Hand sanitizer and hand soap

Additional departments may require the use of additional PPE (such as rubber gloves). The COVID-19 Safety Officer will monitor adequacy and availability of PPE and immediately report any shortage to City HR. If employees prefer (elect) to wear their own cloth masks, they should be laundered or disinfected each day.

### **Masks/Face coverings**

All employees are required to wear a mask or other face covering when social/physical distancing is not possible.

When an employee is in an office, cubicle, workspace, or other area that is not accessible to the public, a mask is not required as long as 1) the employee is alone or, 2) a minimum of 6 feet physical distancing is maintained between the employee and any other employees.

Even when not required, employees are encouraged to wear masks at other times, including (but not limited to) walking through the building, accepting deliveries from vendors, traveling with a passenger in a work vehicle, and meeting in a group or one-on-one where consistently maintaining social/physical distancing is difficult.

When interacting with a member of the public in high traffic public facility spaces or working in an area generally accessible to the public, employees are required to wear masks. For example, City Hall Lobby, Community Development Lobby, Library etc.

### **Employee Hygiene**

- Employees will wash their hands thoroughly and regularly with soap and water throughout the day. Employees must wash hands for at least 20 seconds with soap and warm water.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until dry.
- Employees shall wash their hands:

- After handling materials from the public.
- Upon entering a city facility.
- Avoid touching your eyes, nose and mouth.

### **Workspace Cleaning**

Upon arriving on-site and again when ready to leave, staff will use a disinfectant wipe or spray disinfectant and a paper or cloth towel, as available, to wipe down their assigned workspace:

- Keyboard, mouse and desktop
- Arms of chair(s)
- Phone receiver and dial pad and cell phone
- City badge and lanyard
- Light switches as applicable
- Copier lids, buttons, touch screens
- Doorknobs/handles and door frames as applicable
- Interior of vehicle including - armrests, controls, equipment in vehicle (tablets, etc.), hand holds, steering wheel and outside door handles (if the work is primarily in a vehicle, wipe down should occur each time it is entered)

Shared workspaces and common areas shall be cleaned and disinfected after each use.

Additional cleaning protocols and increased cleaning frequency may be required on a department level; however, this base level will be consistently followed citywide.

### **Self-Health Screening Guidelines**

Prior to reporting to the workplace, and periodically throughout the workday, employees will conduct self-health assessments in order to reduce the spread of COVID-19 within the workplace. In accordance with guidelines from Public Health Agencies, the City of Oregon City will ask employees to adhere to the following screening protocols.

Employees will answer the following screening questions for themselves:

Am I experiencing...?

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?
4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches (myalgias) that you cannot attribute to another health condition or a specific activity (such as physical exercise)?
6. New loss of taste or smell?
7. Chills, repeated shaking with chills and a headache?

8. Other symptoms that have been recognized by Public Health Authorities as symptoms of potential COVID-19.

If an employee answers “Yes” to any of the above questions,

- The employee must notify their supervisor immediately that they need to leave the workplace, but the employee does not need to provide their manager with specific details. The employee is strongly encouraged to notify their supervisor, or Human Resources of their symptoms as a public health precaution to facilitate the protection of other City staff. The employee may not report back to work on-site until 7 days following signs of first symptoms and/or until 72 hours after the fever is gone and all symptoms have resolved, or as otherwise directed by a health care provider.
- In accordance the City’s Temporary Policy: COVID-19 Response, employees will complete the COVID-19 Leave Request Form.

In the event an employee has been in close contact with a person who is known or assumed to be COVID-19 positive at the time you had close contact with them, the employee will still report to work. Those employees must closely self monitor for symptoms and be extra diligent with the required safety measures.

### **Confirmed Positive in Workplace**

#### **Initial notification**

An initial notification may include the two following scenarios:

1. An employee with COVID-19 symptoms that is told by a medical professional that they likely have COVID-19 and who either does not meet the criteria for a test or is tested and is awaiting results.
2. An employee has tested positive or presumptive positive.

Note: Confidentially - Do not disclose the employee’s name unless permission to do so is provided in writing.

Supervisor responsibilities:

- If the employee is working at the time of notification, immediately send the person home.
- Advise the employee to not return to the workplace until they meet the City’s return to work criteria.
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and no respiratory symptoms; **AND,**
  - At least 10 days have passed since symptoms first appeared.
- OR**
- The employee’s medical doctor/professional releases them to work.
- Notify Human Resources

#### **Examine potential workplace exposures**

The supervisor, Safety Officer, and/or HR will conduct an inquiry into potential work exposures with the employee to identify steps necessary to protect other employees. The supervisor, Safety Officer, and/or Human Resources Director should document the following information from the employee:

- Locations the employee worked in the last 5 days.
- The vehicle(s) and/or equipment used by the employee.
- Other staff or customers who were in close contact with the employee. For non-public safety departments, close contact is defined by the CDC as approximately 6 feet for 10 minutes or longer.
- Whether personal protective equipment (PPE) was used and if so what.
- What degree distancing was adhered to with other staff and customers.
- Employee confidentiality must be maintained. The employee's name should not be shared with anyone including management staff, unless the employee is comfortable with that disclosure.

### **Notification**

The supervisor, Human Resources Director, or Department manager will notify the necessary parties regarding the workplace impact.

- Notify employees and customers that may have had a close contact exposure.
  - Do not disclose the employee's name unless permission to do so is provided in writing.
  - Employees are still expected to report to work.
    - Work assignments may be temporarily modified to minimize contact with the public and/or vulnerable populations.
  - Inform them the need to self-monitor for symptoms of fever, chills, repeated shaking with chills, new loss of taste or smell, unexplained dry cough, or shortness of breath or difficulty breathing, which may appear within 2 to 14 days. If they develop symptoms, they need to notify their supervisor(s), and contact their medical professional.
  - Remind them to be diligent with all suggested protective measures.
  - If the employee was working from home and had no contact with staff or customers, it may require no notice, or limited notice, to others.

If there are any concerns or a request for accommodation with regard to this set of guidelines, please contact Human Resources.

Center for Disease Control (CDC) - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Oregon Health Authority (OHA) - <https://govstatus.egov.com/OR-OHA-COVID-19>

Stage	Staffing Levels	Facilities and Operations	Requirements/Milestones
<b>Stage 1</b> Critical staffing and services	Minimal staff working on-site  Most staff working remotely	<ul style="list-style-type: none"> <li>All facilities closed to public.</li> <li>Critical functions on-call for emergency response.</li> <li>Services provided largely/entirely virtually/remotely</li> </ul>	<ul style="list-style-type: none"> <li>Initial City response.</li> </ul>
<b>Stage 2</b> Essential staffing and services	Few staff working on-site, likely in shifts.  Most staff working remotely	<ul style="list-style-type: none"> <li>Facilities closed to the public.</li> <li>Staff work involves necessary and prudent maintenance and repair of infrastructure and capital assets (e.g., PW ops, Parks).</li> <li>Most City services provided virtually/remotely.</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient inventory and reliable supply of required staff PPE</li> <li>Physical distancing plans/enforcement must be in place for all field work.</li> <li>Staff self-health assessments performed</li> </ul>
<b>Stage 3</b> Core staffing and services	Some staff working on-site  Some staff working remotely	<ul style="list-style-type: none"> <li>Some facilities may be minimally open to the public.</li> <li>In-person services may be significantly limited due to staffing constraints and/or Public Health Agency guidelines.</li> <li>Safety Monitor designated for each facility to provide guidance and address concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient inventory and reliable supply of required staff PPE</li> <li>Department operational plans fully incorporate Public Health Agency guidelines.</li> <li>Staff self-health assessments performed</li> <li>Phase 1 of Governor’s reopening has begun.</li> </ul>
<b>Stage 4</b> Partial staffing and services	Most staff working on-site  Few staff working remotely	<ul style="list-style-type: none"> <li>All facilities at least partially open to the public.</li> <li>In-person services may be partially limited due to staffing constraints and/or Public Health Agency guidelines.</li> <li>Safety Monitor designated for each facility to provide guidance and address concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient inventory and reliable supply of required staff PPE</li> <li>Staff areas (whether reconfigured or not) must comply with physical distancing requirements.</li> <li>Department operational plans fully incorporate Public Health Agency guidelines.</li> <li>Staff self-health assessments performed</li> <li>Phase 2 of Governor’s reopening has begun.</li> </ul>
<b>Stage 5</b> Full staffing and services	All staff working on-site	<ul style="list-style-type: none"> <li>All facilities open to the public to maximum extent practicable.</li> <li>Maximum level of in-person services provided, consistent with Public Health Agency guidelines.</li> <li>Resumption of events and gatherings (consistent with State Guidelines)</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient inventory and reliable supply of required staff PPE</li> <li>Staff workspaces and customer areas configured to ensure required physical distancing</li> <li>Department operational plans fully incorporate Public Health Agency guidelines</li> <li>Phase 3 of Governor’s reopening has begun.</li> </ul>



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**OCPL - Phased Service Restoration Plan (Library Services)**

	Stage 1 - CRITICAL	Stage 2 - ESSENTIAL	Stage 3 - CORE	Stage 4 - PARTIAL	Stage 5 - FULL
<b>SERVICES</b>					
<i>This section describes how/to what extent the Library's major services will be provided at each stage.</i>					
<b>General Patron Service Status</b>	Online services only	Online services	Online services, no-contact services	Online services, no-contact services, limited in-person/in-building services	Online services, no-contact services, maximum practicable in-person/in-building services
<b>Patron assistance hours</b>	<u>Phone/Email</u> M - F, 9:00 - 5:00	<u>Phone/Email</u> M - F, 9:00 - 5:00	<u>Phone/Email</u> • M, Th - 9:00 - 8:00 • Tue, W, F - 9:00 - 5:00	<u>In-Person</u> [TBD]  <u>Phone/Email</u> • TBD [expanded?]  <i>Likely able to expand hours</i>	Normal library hours [TBD]
<b>Reference Questions</b>	Email/phone	Email/phone	Email/phone	Email/phone strongly preferred (some availability of on-site staff)	Patron preference (email/phone/in-person)
<b>Account Inquiries</b>	Email/phone	Email/phone	Email/phone	Email/phone strongly preferred (some availability of on-site staff)	Patron preference (email/phone/in-person)
<b>Drop Box</b>	Closed	Closed	<u>Initial</u> • M - F - 11:00 - 4:00  <u>Expansion #1</u> • M, Th - 10:00 - 7:00 • Tu, W, F - 10:00 - 5:00  <u>Current</u> Open 24/7	Open 24/7	Open 24/7
<b>Patron Returns</b>	No	No	Yes (via drop box)	Yes (via drop box)	Yes (only via drop box while quarantine/distancing in effect)
<b>Check-in (crates)</b>	No	No	Yes (after quarantine period observed -or- standardized LINCC procedures)	Yes (after quarantine period observed -or- standardized LINCC procedures)	Yes (after quarantine period observed -or- standardized LINCC procedures)
<b>Check-in (returns)</b>	N/A	N/A	Yes (after quarantine period observed)	Yes (after quarantine period observed)	Yes (after quarantine period observed)
<b>Check-out (non-holds)</b>	No	No	No	TBD	Yes (self-check only?)

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	Stage 1 - CRITICAL	Stage 2 - ESSENTIAL	Stage 3 - CORE	Stage 4 - PARTIAL	Stage 5 - FULL
	<b>SERVICES</b>				
<b>Holds pickup</b>	Not available	Not available	Appointment-based no-contact pickup. 3 tables outside 6th street, 10-minute appointments, online/phone registration for appointments.  <u>Initial</u> • M- F - 11:00 - 4:00  <u>Current</u> • M, Th - 11:00 - 7:00 • Tu, W, F - 11:00 - 4:00  <i>(Continuously evaluate for expansion of availability)</i>	Appointment-based no-contact pickup. 3 tables outside 6th street, 10-minute appointments, online/phone registration for appointments.  <i>[Expanded availability/other options TBD]</i>	[TBD - hybrid model possible]
<b>Public Computers</b>	Not available	Not available	Not available <i>(working on Carnegie lab layout, remote support tools/procedures)</i>	Physically-distanced, available by appointment in designated area of Carnegie. Initially estimate 4 PCs.	Physically-distanced, available by appointment in designated area of Carnegie (or elsewhere)?
<b>Browsing stacks</b>	No	No	No <i>(Exploring/implementing alternative means of facilitaiting "browsing", e.g., active promotion of new materials via social media)</i>	[TBD]	Limited availability (based on distancing requirements) • Limited occupancy and monitoring of YS, AS, Carnegie • One-way aisles • Alternating empty shelf ranges (?)
<b>Meeting Room Usage</b>	No	No	No	No	• Not likely in Community Room, depending on distancing requirements and circ operations. • Not likely in small confrence room (being used for staff distancing/enhanced Teen service) • [TBD] for upstairs conference room
<b>Programming</b>	Online only	Online only	Online & "Take and Make" crafts (mail and pickup)	Online & "Take and Make" crafts (mail and pickup)	Online and "take and make". Some in-person programming <i>may</i> be possible (depending on distancing requirements/facility usage)
<b>Acquisitions / Tech Services</b>	N/A - Orders with vendors on hold	N/A - Orders with vendors on hold	Full acquisitions and processing	Full acquisitions and processing	Full acquisitions and processing
<b>Social Media</b>	Expanded use of social media and video	Expanded use of social media and video	Expanded use of social media and video	Expanded use of social media and video	Expanded use of social media and video
<b>Storytime (in-person)</b>	None	None	None	None	None (LINCC-wide decision (?))

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	Stage 1 - CRITICAL	Stage 2 - ESSENTIAL	Stage 3 - CORE	Stage 4 - PARTIAL	Stage 5 - FULL
	SERVICES				
<b>Books by mail</b>	None	One-time mass holds mailing (May, 2020)	Available upon request for vulnerable/impacted populations - not advertised	Available upon request for vulnerable/impacted populations - not advertised	More formal program for vulnerable/impacted populations [TBD]
<b>WiFi</b>	Not available	<u>Initial</u> Not available  <u>Expansion</u> On while staff in building	On while staff in building	On while staff in building	On while staff in building
<b>Patron seating</b>	Not available	Not available	Not available	Not available	Not available / limited (?)
<b>Public Restrooms</b>	Not available	Not available	Not available	Not available (?)	• TBD, depending on distancing, facility usage, etc...
<b>Printing</b>	Not available	Not available	<ul style="list-style-type: none"> <li>Working on delivering PrinterOn jobs as part of No-Contact pickup</li> <li>Printing likely free of charge (up to limit TBD)</li> </ul>	<ul style="list-style-type: none"> <li>Onsite printing available (with computer reservation)</li> <li>Print jobs can also be submitted via PrinterOn, pick up with other holds (or no-contact on-site)</li> <li>Printing likely free of charge (up to limit TBD)</li> </ul>	<ul style="list-style-type: none"> <li>Onsite printing available (with computer reservation)</li> <li>Print jobs can also be submitted via PrinterOn, pick up with other holds (or no-contact on-site)</li> <li>Printing likely free of charge (up to limit TBD)</li> </ul>