

State Library Board

Agenda Packet



State Library
of Oregon

November 6, 2020
Online Meeting

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Agenda and Meeting Minutes



Oregon

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October 23, 2020

FOR IMMEDIATE RELEASE

Salem, Ore – The State Library Board will meet from 9:00 a.m. to 12:00 p.m. on Friday, November 6, 2020 online. This is a public meeting; those who would like to attend should contact Cory Horton at cory.horton@slo.oregon.gov. Ann Malkin of Bend will chair the meeting.

Sign language interpretation will be provided for the public if requested 48 hours before the meeting; notice 72 hours before the meeting is preferred. Handouts of meeting materials may also be requested in alternate formats 72 hours before the meeting. Requests may be made to Cory Horton at cory.horton@slo.oregon.gov.

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

STATE LIBRARY BOARD MEETING
 November 6, 2020
 Online
 Ann Malkin, Chair

Agenda

Time	Item	Desired Outcome	Speaker
9:00 a.m.	Approval of the Minutes – August 2020 Meeting	Approval & Motion	Malkin
9:05	Reports of Board Chair & Members	Information & Discussion	Malkin
9:45	Report of the State Librarian	Information & Discussion	Patterson
10:00	Quarterly Performance Report	Information & Discussion	Patterson
10:05	Budget Report	Information & Discussion	Patterson
10:20	Strategic Plan Quarterly Report	Information & Discussion	Patterson
10:45	Open Forum**		
10:55	Break		
11:05	Ready to Read Grant appeals	Discussion & Motion	Nielsen
11:15	LSTA Advisory Council Update	Information & Discussion	Nielsen
11:25	Appointments to the Board Advisory Councils	Discussion & Motion	Nielsen/Bruton
11:30	Staff presentation: Duplication on Demand	Information & Discussion	Bruton
11:45	Board Meeting Schedule for 2021	Discussion & Motion	Malkin
12:00 p.m.	Adjournment		Malkin

** Any person may address the State Library Board at this meeting on any topic.

NOTE: The times of all agenda items are approximate and subject to change.

**State Library Board Meeting
August 14, 2020
Online, Salem, Oregon**

Board members present: Chair, Ann Malkin, Lori Wamsley, Leslie Howerton, Greg Williams, Jennie Tucker, Sean Nickerson, Ben Tate, Tina Roberts, and Jason Clary

Guests present: Angela Parsons, Rinny Lakin, and Alyssa Chatterjee

Staff present: Jennifer Patterson, Susan Westin, Caren Agata, Elke Bruton, Tamara Ottum, and Joel Henderson

Recorder: Cory Horton, Operations Support Specialist

Chair Ann Malkin called the meeting to order at 9:01 am.

Approval of the June 12, 2020 minutes – Malkin

Tucker made a motion to approve the minutes from the June 12, 2020 board meeting. Nickerson seconded. The motion passed unanimously.

Reports of Board Chair and Members – Malkin

Nickerson:

Nickerson stated that the new system at OHA (Oregon Health Authority) went live on July 6th. They completed a VEC (virtual eligibility center) pilot which included multiple call centers acting as one to help individuals with their eligibility in the systems. The launch was only for MAGI (modified adjusted gross income) Medical. Last week they launched a storefront office pilot for one office in Grants Pass, which is an office for aging and people with disabilities and an SSP (self-sufficiency program) office. This was the first time those offices were able to come together to serve Oregonians which was very exciting. Nickerson stated that this is one of the largest IT projects that OHA has ever done. The next project is to convert half of the state into the new system on October 31st.

Howerton:

Howerton stated that the Independence Library is still closed to the public but that staff have been using this time to take care of various projects, including installing new carpet. They hired a new librarian from the State Library of Idaho. He has been working on weeding the collection to help clear overflowing shelves as well as working on re-opening plans.

Tate:

Tate provided an update on his project at Higher Education Coordinating Commission (HECC). At the last meeting, two things were in pilot and are remaining in pilot. They are still working

through challenges regarding community colleges, as they are more difficult to explain than school districts in terms of the mission and the path of the students. Good conversations are taking place.

Williams:

Williams stated that at the Oregon City Library, materials handling has been the main focus. They circulated about 7,500 items through a no contact holds pickup system and that service has recently been expanded with evening times. Williams shared that July 31st was the day that all materials were due that were checked out in March, in addition to all the holds expiring on the same day. It was a lot of materials handling, with nearly 20,000 items being returned. They have ordered a new book drop to double their capacity to hopefully have book drops open 24 hours a day. They are focusing on virtual programming, keeping people engaged online, mailing craft kits, etc. They were able to mail out all summer reading books purchased with summer reading money to keep the program going.

Clary:

Clary stated that at the Commission for the Blind, they are trying to decide how to deliver education virtually which presents challenges when working with folks with low or no vision. They are halfway through summer term. The Summer Work Experience Program (SWEP) took place in June and July, which provides blindness training to high school aged individuals. It was done all virtually this year, including things such as instructor led conversations and meal prep packages, which were mailed to students' homes so they were still able to engage in those activities. Clary stated that as a leadership team, they are brainstorming ideas for a limited opening for essential services that cannot be delivered remotely.

Tucker:

Tucker stated that she has regularly been in contact with Kip Roberson at the La Grande library. There was a two week period where the library was closed due to an employee who was diagnosed with COVID. Sage put a process in place allowing patrons to request and receive books. On Tuesdays, they have an open browse during the farmers market, with tents and tables for kids, young adults, media, and adults. They have gloves and masks so people can still browse books from outside which has been well received. Tucker stated that with a staff of four, it is amazing what the La Grande Library has been able to do during this time. The Elgin Library has open hours occasionally as well.

Roberts:

Roberts stated that the Department of Education (ODE) is continuing to build momentum and capacity around the Oregon Open learning hub and open educational resources (OER). They have held an internal ODE staff pilot creation and curation sprint, where they walked people through how to find resources and add them to the hub. The hub was originally set up as a response to COVID-19, but they are now looking at the long term impact of OER. Roberts spoke with Jen Maurer about hosting a library materials group on the OER hub which will be a helpful resource.

Roberts stated that on August 11th the newest iteration of the Ready Schools, Safe Learners guidance was published with updated metrics showing how and when it is ok to go back to in-person learning. That is top of the mind for everyone at ODE right now. Roberts shared that she has been talking with Jen Maurer about conflicting guidance regarding what to do with library materials. There is one sentence that talks about cleaning, disinfecting, and quarantining, and they are still working on updating that.

Wamsley:

Wamsley stated that at Mt. Hood Community College, the classes taking place this summer have been mostly online. They will remain mostly online this fall as well, at about 80%. The other 20% will be hybrid with some in-person, and there are one or two programs that will be in-person based on required in-person components.

Wamsley shared that while enrollment numbers have been down for both summer and fall, application admissions for fall are up almost 40%. She anticipates that a lot of students are waiting to see what other universities are planning to do this fall before making their decisions. One focus is working on determining how to retain students. Many students face housing needs, food insecurity, childcare problems, internet access, etc. They have a team on campus focusing on how to best meet those needs. They also have Zoom registrations they are doing for students that are new to the college.

Malkin:

Malkin stated that Deschutes Public Library purchased twelve acres for the site of a potential new central library. The location in Bend is ideal as it is close to shopping centers and additional shopping will also be going in across the highway. There will be a \$195 million bond on the November ballot. There may also be a city transportation measure in November, so there will likely be two bond measures on the November ballot.

Malkin shared that libraries in Deschutes County are open for holds pick up and limited browsing. Staff members have done a great job of figuring out safe ways for people to enter and exit the building with minimal contact.

Report of the State Librarian – Patterson

Patterson shared that the State Library renovation is done and staff have moved into their newly renovated areas. Staff continue to work remotely for the most part but some staff members are working in the office at times and enjoying the new space. The Governor's office is being moved into the building today, and staff will be in over the next couple of weeks to unpack but will continue to work remotely. The project should be completely wrapped up at the end of August.

State agency buildings are remaining closed through October 31st, with most State Library staff working remotely and some staff working some days in the building. Staff members are practicing social distancing measures and following mask guidance. New state guidance is coming out for office spaces, so Patterson will review that and make adjustments as needed.

OLA Quarterly's upcoming issue is featuring articles written by the State Library's staff and will likely be published sometime in September. Patterson will share with the board once published.

Staff members are working on their specifically assigned initiatives as part of the Strategic Plan and the measures and deliverables for those. A timeline has been created for these items, highlighting those that are a priority at this time.

Cornelia Marvin Pierce, the first Oregon State Librarian, was a product of her time and held beliefs that are abhorrent by today's standards. Contextual statement drafts are being finalized now so the website can be updated with a more comprehensive history. Will also post a statement next to a plaque hanging in the State Library on the 2nd floor to provide additional context. Patterson had tasked an Equity, Diversity, and Inclusion (EDI) team to work to develop competencies for staff. This team is transitioning to an ongoing workgroup with broadened responsibilities and the membership will be expanded within the State Library staff.

The new Library Support and Development Services Manager, Buzzy Nielsen, will be starting on August 31, 2020. Buzzy is the current director of the Crook County Library and has ample experience with Oregon libraries. Patterson is very excited for him to be joining the library.

The Talking Book and Braille Library has fully resumed services to the 100% level. Staff led by Elke have been very creative in finding ways to do so safely for staff and patrons. Duplication on demand service is fully implemented as well.

In Library Support, the Northwest Heritage Hub proposal was accepted. They are working on this with the Washington State Library and the Oregon Heritage Commission. This is one of the strategic plan initiatives and the first step was an accepted application. The next step is a governance structure to determine how this hub will be governed.

Also in Library Support, there is a request for proposal for an online skills testing resource. Bids are being accepted now and then the Statewide Database Licensing Advisory Committee will review and select a vendor through that process. If it comes back and it is outside of the scope of the approved budget, Patterson will bring it back to the board.

In Government Information and Library Services, the Reference Librarians have been very busy. Presentations increased from 20 to 44 in the previous quarter and specialized trainings for state agencies have taken place as well.

Agata shared that Technical Services staff have been responding to COVID-19 as well, with numerous publications put out through state agencies. They have cataloged many documents to make them available in the digital collection. Agata thanked the cataloging support staff as they have been producing numbers that are very impressive.

Susan Westin will begin her new role in Operations as Chief Operating Officer on August 31st. She will then begin supervising the Operations division as well as providing agency wide support in terms of strategic planning and budget tracking.

Public Hearing on draft Oregon Administrative Rules – Malkin

Malkin opened the Public Hearing at 10:00am on the rules proposed for amendment by the State Library regarding the definition of the Statewide Summer Reading Program. Malkin shared the following comments that were received via email. No guest comments were made in the meeting. The public hearing was adjourned at 10:05am.

Comments received via email:

I am very supportive of this change to the definition of the Statewide Summer Reading Program in the Oregon Administrative Rules. This change will allow the State Library and all public libraries to have a voice in the selection of a unifying theme for the Summer Reading Program. It will also allow the State Library to be flexible and select a more competitive vendor annually.

Kate Lasky
Library Director
Josephine Community Library District

This is a note to let you know that I fully support the proposed change in the definition of the Summer Reading Program.

Kirsten Brodbeck-Kenney
LIBRARY DIRECTOR
City of Lincoln City | Driftwood Public Library

I just want to register my support for the proposed change to the statewide summer reading program definition. It allows the State Library more flexibility to change summer reading vendors. This is important for many reasons, especially because vendors should not be explicitly identified in any ORS and considering concerns about the Collaborative Summer Library Program's current and historical lack of diversity, inclusion, and equity.

Katie Anderson

Youth Services Librarian
Library & Community Initiatives Team

I am writing to state my support in amending the Oregon Administrative Rules to open the definition to any nationwide or statewide summer reading program. This would allow opportunity for change when

needed. The Collaborative Summer Library Program artwork for summer 2020 lacked cultural sensitivity. It is important for our libraries to feel confident in the producers of programming graphics and materials for our summer reading programs.

Sincerely,
Samantha Geary
Children's Librarian I
McMinnville Public Library

Hi Greta,

I am so pleased that we will have more flexibility!

Thanks,
Cheryl
[Port Orford Public Library]

Budget Report – Patterson

Patterson indicated that the state agency general fund budget reductions were passed in a legislative session that took place on Monday of this week. For the State Library, there will be a \$209,410 budget reduction for this fiscal year, which included everything on the submitted prioritized list except for Ready to Read funding. This included cuts for services and supplies savings, professional services savings, rent savings, vacancy savings from a position in Talking Books, vacancy savings from the Communications position in Operations, and some vacancy savings from the previous vacant Operations manager position.

Going into the 2021-23 budget, Patterson submitted the agency request budget which was sent to the board for review. This included the policy option package for Ready to Read funding. There will be a significant budget gap, so state agencies are expecting budget reductions in the 2021-23 biennium.

Customer Satisfaction Survey Results – Patterson

Tamara Ottum, Caren Agata, and Joel Henderson presented the 2020 Customer Satisfaction Survey results.

Board questions:

Clary asked if there was anything in the survey that asked about accessibility. Henderson stated that there was one question that speaks to getting information from the library but not accessibility specifically.

Open Forum

Malkin began the Open Forum at 10:45 a.m.

Rinny Lakin, OLA Support Staff Division Treasurer and an AFSCME Local 88 member, addressed the Board regarding the Multnomah County Library layoffs. Rinny's statement is below:

Hello, I am Rinny Lakin. I am coming to you as the Treasurer of OLA's Support Staff Division. I am also a member of AFSCME's Local 88, which covers Multnomah County, but I care about all of the libraries in Oregon.

COVID has changed the way libraries are operating and how we are able to provide services to our communities. Multnomah County patrons are using Answerland at a rate 2.5 times higher than this time last year. We have been creating digital content, programming and storytimes, working in the libraries, elections, shelters and the Emergency Operations Center. More is being asked from library staff and we are rising to the occasion.

Libraries have an opportunity to develop and expand innovative ways of providing access, reaching and supporting our marginalized communities. This would be a good time to look at the type of statistics the state collects to capture this new stream of activity and help tell the story of what libraries are doing and how important we still are in our communities to help us tell the story to the public. When our doors are closed, it is harder for the public to see our value, but the decision to keep our doors closed is the safest for both staff and our community.

I am watching the layoffs at Multnomah County Library closely. I heard in this meeting today that there is heavy economic pressure on libraries now and that will mean our very small Oregon library community will be hurting together. I encourage our professional networks whose membership is reliant on active library employment to remove that as a barrier to participation. The State library has an opportunity to see the larger picture that will be harder for libraries to do on their own, especially as staff are spread thin and libraries face closure.

Multnomah County is a leader in Oregon libraries and across the Nation. I believe the decision to layoff rather than innovate when we have a dedicated district and a secure budget through June 30th, 2021 will influence other leaders in our State and beyond to follow. In particular, I believe Municipal leaders facing economic pressure who do not have a strong understanding of how libraries are important in our communities, particularly during a crisis and economic downturn, and are looking for places to tighten their budgets will target library services. This is short sighted. Libraries help businesses and the economy. This is a good time to bring out that research again and remind the public of the power of libraries through crisis and in recovering. Libraries help job seekers, people navigating unemployment and the census.

Multnomah County is choosing to lay off staff now, citing COVID as forcing their hand based on building capacity, not budget. This shows a lack of creativity and problem solving. Staff have been eagerly innovating ideas that have been blocked, such a digital program to help patrons fill out the census in Spanish and conducting book groups online. The total number of positions cut as of today is 122, and 6 positions will have reduced hours in a library system of about 580

staff. You may have heard the number 79. That is how many of the 122 positions are actually occupied after a first wave of incentives for voluntary retirements occurred and vacancies were held unfilled. You may have also heard only 4 positions with a special KSA such as bi-lingual Spanish and Black Culture Library Advocate are being cut, but when you add the vacant positions, the number comes up to at least 12.

Last week, we learned exactly which positions are being cut in Multnomah County and it will clearly undermine even the current services we are providing by cutting the very staff who are doing them now. We are losing 17 librarians, leaving many locations without a youth librarian and librarians working on important digital content to support teachers and families, including our digital equity librarian. This comes at a time when families are suddenly finding themselves expected to become “learning coaches” for online education. Librarians are the most able to create online content and engage patrons online and to be able to do so from home. Experienced Answerland staffing is being cut, one of the very services we need to be providing in this new normal. This will leave 43 librarians in the entire 19 branch system to serve over 850,000 residents of the County. The workload inside libraries is already so high with materials movement that librarians, managers and supervisors are doing this work to fill in the gaps, yet the deepest cuts are to staff who do materials movement. After these cuts, it will not be possible to continue curbside and remain open with our current hours. Curbside is labor intensive service that doesn’t reach our marginalized communities, let alone more race centered services.

It appears the leaders of Multnomah County can automate our way out of this with AMH and Book-o-mats, but those great products help staff, not replace them.

In recent years, Multnomah County has championed changes in our hiring practices to attract BIPOC talent and build trust in marginalized communities. This effort has been widely praised such as in the GARE report and put forth as a model for other libraries to follow. This puts a majority of our BIPOC staff at the bottom of the seniority list, and will be laid off. To be BIPOC at this point in time, when COVID is infecting BIPOC communities at higher rates and then has a death rate 4 times that of Caucasians, when we are at 70+ days of protests because Black Lives Matter. To have built tentative trust with a government institution in these marginalized communities only to break it once again. It is made most heartbreaking by the fact that it is so unnecessary and comes down to a lack of vision, creativity and leadership. I encourage the State Library to look at the impact these decisions will have on BIPOC staff in the library profession and the communities we serve.

Library leaders across Oregon are facing decisions about services and staffing due to this new normal. I encourage leaders to seek innovative ways to continue to serve our communities and be relevant.

I think there is an opportunity for the State library to put together information that will help decision makers who are not familiar with libraries understand what the impact of library layoffs are on communities. If you were able to capture that data and the impact on the

communities from past library closures and reductions, this is a good time to share that. Were literacy rates impacted? Are there other measurements you can look at to help leaders understand the full impact of library layoffs and closures in this difficult time we are facing together as a library community. Thank you for giving me time today.

The Open Forum was closed at 10:53 a.m.

Proposed Changes to OAR, Chapter 543 – Westin

Malkin stated that on July 1, 2020, the State Library issued an announcement of a comment period through August 14, 2020 and a public hearing at the August 14, 2020 State Library Board meeting regarding adoption of a revision to Oregon Administrative Rules, Chapter 543, more specifically rule 543-040-0010 (5).

The State Library is proposing to change the definition of Statewide Summer Reading Program from “Means the Collaborative Summer Library Program Annual Summer Reading Program funded by the State Library for Oregon public libraries” to “Means any national or statewide annual summer reading program provided by the State Library for Oregon public libraries”.

This change will allow the State Library more flexibility in selecting a statewide program.

The State Librarian recommends that the Board adopt the proposed changes to the Oregon Administrative Rules, Chapter 543.

Tucker made a motion to approve the Proposed Changes to Oregon Administrative Rules, Chapter 543. Wamsley seconded. The motion passed unanimously.

CARES Act funding plans – Westin

Westin reviewed the proposal for the distribution of the CARES Act funds. She indicated that each eligible library would receive a \$2,000 base and then additional funds added based on service population. This application period will open on September 21st.

Board comments and questions:

Tucker stated that she feels this is great use of those funds and is supportive.

Malkin added that the criteria used is thoughtful and the process looks good. If people don't apply for the full amount, what is done with the money not requested? Westin stated that they have started conversations on that topic and are looking at options, but have not developed a firm plan. It will depend on how much money is remaining.

Clary asked for clarification regarding the PPE line item and why it is included in this budget. Westin indicated that this was based on IMLS guidance and will help libraries continue services and operate successfully. Williams added that PPE is a challenge and keeping a supply of necessary materials is difficult and can be expensive. This is a great way to provide libraries what will be critical to them reopening.

Malkin asked if past purchases can be put towards these funds. Westin stated that yes, she believes it will be effective for purchases made back to April 21st.

Wamsley asked if there will be State Library staff to help libraries apply for the grants. Some libraries are so small, it can be challenging for them to complete a task like this. Westin stated that yes, there will be staff available to assist. The application is also stripped down to basic information that should be easy and fast to complete. The application will be opened on September 1, 2020 and libraries will have until October 15, 2020 to apply which should give them time to think about how they want to use the funds and complete the paperwork.

Malkin asked how many people this would potentially benefit based on the service population data. Westin stated that the total number of people is 687,042.

Tucker made a motion to approve the CARES Act Funding Plan as proposed. Roberts seconded. The motion passed unanimously.

State of Broadband and Oregon Libraries – Patterson

Patterson stated that broadband access is critical to library service, both providing access to the community, but also to provide modern library services. Patterson reviewed the information provided in the board packet.

Tate asked regarding the funding available through Link Oregon, were libraries aware that was available? Patterson stated that yes, the State Library sent out communication regarding this.

Tate asked regarding e-rate, do you know if surveys have been done in the past to show how many are not doing it for philosophical reasons versus not understanding the process? Patterson stated that no, but she will look into this further.

State Librarian 360 Review Results – Patterson

Patterson reviewed the results of the leadership surveys sent to State Library staff members and external stakeholders.

Board comments:

- Chatterjee stated that she is very excited that this process is complete and this is a great example of how Governor appointed positions can be evaluated broadly.
- Malkin stated that she is very pleased with the results. The internal focus has been very appropriate in building relationships with staff and understanding the needs of the organization.
- Wamsley agreed that the internal focus was appropriate and allowed Patterson to create the management structure that will support her in doing the external piece of the job.

The board meeting was adjourned at 12:08 p.m.

Action Items

- Patterson to update the November 6, 2020 Board meeting calendar invitation to include Zoom information.

DRAFT

Reports of the State Librarian and staff

State Library operations

The State Library building, along with most state agency buildings, will remain closed to the public through December 31 and we continue to serve users by phone, email, and online. Most State Library staff continue working remotely, and those working in the building continue practicing social distancing measures.

Management team

Buzzy Nielsen started on August 31 as the new Library Support and Development Services Program Manager and has been a welcome addition to the agency and the management team. His background and experience have allowed him to hit the ground running. Susan Westin has transitioned to her new Chief Operating Officer role and brings her depth and breadth of experience at the State Library to this new role. It's great to have a full management team in place.

State Library staff featured in recent articles

Buzzy Nielsen was interviewed for a recent article in the *Oregonian* about Banned Books Week and Arlene Weible was interviewed for a recent article in *American Libraries* about libraries offering ballot drop boxes. Both articles are included in the last section of this board packet. In addition, the *OLA Quarterly* summer issue featuring articles written by State Library staff has been published and is available at <http://journals3.library.oregonstate.edu/olag>.

E-rate Funding

The state of broadband in Oregon libraries was discussed at the last board meeting. A question was raised regarding whether we have surveyed libraries to learn more about the reasons why some libraries in Oregon are not taking advantage of e-rate funding. The State Library conducted an E-rate survey in 2016. Highlights from the survey are below.

Of the 97 respondents, 60% (58 libraries) indicated they had never participated in the E-rate program. The reason for non-participation broke down into four general categories:

- 16 indicated their library didn't have the necessary staff/resources to prepare the various forms required for participation in the E-rate program
- 10 indicated their library did not need any additional funding support for services covered by the E-rate program
- 2 indicated that the program had become too difficult
- 30 indicated "other" as the reason including the following:
 - 6 indicated they didn't participate because of filtering requirements,

- 13 indicated that they were new or didn't have an understanding of the program or its benefits
- 4 indicated their service was provided by some other entity
- 2 indicated they didn't have sufficient time/staff to prepare the applications
- 2 indicated applications were filed on their behalf by other entities
- 3 Indicated individual library reasons.

When applicants were asked about their biggest concerns about the E-rate process and their participation in it:

- 50% indicated the process was too complex
- 47% indicated the time required
- 39% indicated CIPA requirements
- 30% indicated they didn't know how to navigate the process

It's been four years since this assessment was conducted and it's likely that the landscape has changed since that time. We will keep this topic in mind as we conduct an upcoming continuing education needs assessment as well as the development of the next LSTA five-year plan (2023-2028). We provide e-rate information and resources on our [website](#) and Darci Hanning, Public Libraries Consultant, is available to answer questions from libraries and connect them with resources.

Follow-up to open forum comments

At the August State Library Board meeting, Rinny Lakin addressed the Library Board regarding proposed layoffs at the Multnomah County Library during the open forum. Since that meeting, Multnomah County Library concluded their workforce adjustment process avoiding significant layoffs, as announced on their [website](#).

The State Library has no authority over local library staffing decisions, and as a government agency, it is not our role to advocate for library workers in a situation such as this. The Oregon Library Association (OLA) was also contacted by Multnomah County Library staff about the proposed layoffs, and OLA's role provides them with more opportunity to advocate for library workers. They issued a [statement against library layoffs](#) in August.

Rinny had some specific suggestions for the State Library in her comments. She suggested that the State Library review the statistics we collect and revise them to capture the ways in which libraries have adjusted their programs and services during the pandemic. The State Library administers an annual Oregon Public Library Statistical Report as part of a national survey effort led by the Institute of Museum and Library Services (IMLS). IMLS developed new survey [questions related to COVID-19](#) that have been added to the survey this year. The current survey reporting period is July 1, 2019 through June 30, 2020, so this survey will only capture the early months of the pandemic period, but we are eager to see the results of these new survey

questions. The survey is currently open with a deadline of October 31. Once the results are analyzed, we can share highlights with the Library Board.

For the 2020 – 2021 statistical report, we are planning to include additional questions on topics such as:

- Synchronous and asynchronous virtual programs (program numbers and attendance/views) and grab-and-go programs
- Curbside visits or other kinds of scheduled services for patrons

Rinny also suggested that the State Library could pull together information that helps decision makers who are not familiar with libraries understand the impact that libraries have in their communities. This suggestion aligns nicely with our strategic plan initiative to “empower libraries across Oregon to demonstrate their current and future value through the use of data and stories” and we look forward to beginning work on this initiative in 2021.

Talking Book & Braille Library

- **Book Recording:** The first book has been recorded using the State Library’s recording booth and was sent to the National Library Service (NLS) BARD (Braille and Audio Reading Download) for approval. In spite of the State Library’s building closure keeping us from allowing volunteers into the building to record books, Joel Henderson was able to record the children’s book *Apples to Oregon* by Deborah Hopkinson. Once the title is approved by NLS BARD it will be available for any Talking Book Library user in the country to download and borrow.
- **Oregon Battle of the Books:** All but two of the forty-four statewide Oregon Battle of the Books (OBOB) titles are available in the Talking Books’ collection. Every year we create an easy to access bibliography for our students to encourage them to get involved with OBOB at their school. Joel Henderson is currently recording one of the unavailable titles as our second locally produced book! The book is *Before They Were Authors* by Elizabeth Haidle. The other unavailable title is a graphic novel and is not suitable for recording at this time; NLS is currently working on best practices for making graphic novels accessible when recorded in audio.
- **Large print calendars:** The large print calendars have been mailed to our patrons. 2020 is the 20th year that Talking Books has created and distributed the large print calendar so we selected a beautiful green cover to honor the “emerald anniversary.” This year the calendar is marking “heritage months” in addition to a diverse array of holidays celebrating many cultures and religions.

Library Support and Development Services

- To assist libraries in their continuing efforts to respond to the COVID-19 pandemic, staff sought the advice of the Oregon Health Authority (OHA) on how to properly handle and quarantine library materials. Many libraries have based their practices on the results of the [REopening Archives, Libraries, and Museums \(REALM\) study](#), which has been providing data on the virus's survivability on surfaces typically found on library materials. REALM does not provide advice on interpreting their results. OHA staff reviewed the results of REALM and other studies. Their [updated advice](#) suggested that a 24-hour quarantine was sufficient to help mitigate the virus' spread on surfaces, a shorter period than most libraries were using. Several libraries have changed their practices due to the advice.
- After a long procurement process, and at the recommendation of the Statewide Database Licensing Advisory Committee, Electronic Resources Consultant Arlene Weible is finalizing a contract for LearningExpress Library, the statewide testing and career preparation resource. In addition to the modules that patrons currently use (LearningExpress Library complete, Job & Career Accelerator, and Computer Skills Center), the new contract adds three additional modules: Personal Success Skills Center, PrepSTEP Academic, and PrepSTEP High School. The latter two modules allow those institutions to better integrate LearningExpress resources into instruction. The new contract is for five years, with an option to extend to an additional five.
- The American Psychological Association (APA) updated to the 7th edition of their publication manual near the end of 2019. As a result, Jen Maurer, School Library Consultant, worked with Marlene Lee, OSLIS Committee Chair, and a vendor to overhaul the [APA Citation Maker](#) on the [Oregon School Library Information System \(OSLIS\)](#). On September 8th, the team went live with the updated version, which aligns with the newest APA guidelines and consolidates 26 source templates down to 10. Library Support would like to recognize Marlene's tremendous contribution to the project. She volunteered over 300 hours over the course of 6 months!
- As part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the State Library of Oregon received \$381,108 to help libraries support their patrons during the COVID-19 pandemic. The funds are focused primarily on improving digital inclusion and related matters and secondarily on pandemic relief/response. Library Support is using the money to distribute grants to up to 55 public, community college, and tribal libraries in areas of high need, as measured by high participation in the Supplemental Nutrition Assistance Program (SNAP), high unemployment, and low broadband availability. The applications received thus far include projects to check out mobile hotspots and equipment, purchase materials and equipment for outreach and remote services,

update digital resources, and more. Additional information can be found in the [CARES Act Grants LibGuide](#).

- While the recent search for a Digital Projects Consultant was unsuccessful, it hasn't stopped the division from moving forward with key projects such as the Northwest Heritage Hub. Some staff responsibilities will be shifting to build capacity for these projects. Data and Federal Programs Consultant Ross Fuqua will take on some duties in digital project consulting, a change which takes advantage of his talents. He'll retain his oversight of the public library statistics program. Reference and Grants Coordinator Tamara Ottum will ably take on the LSTA Coordinator duties, which dovetails well with the responsibilities she already has coordinating the competitive grant program. Finally, the division will seek to hire a part-time person to coordinate the statewide chat reference service Answerland, which has seen an uptick in use since the pandemic. These changes are anticipated to occur in January.

Government Information and Library Services

- The recruitment for the position of Systems and Web Services librarian was halted due to budgetary constraints. This position will remain vacant until we know more about our 2021-23 biennium budget.
- The statistics for the number of Oregon Documents added to the collection have continued to rise. Our cataloging team has been working hard, especially with the large number of documents that continue to be published associated with the COVID-19 pandemic.
- Sarah Cunningham, Assistant Cataloger, recently presented in the webinar Metrics That Matter, Social Media Analytics for Libraries discussing the social media statistics we collect at the State Library. The webinar was recorded and available [online](#). Sarah has taken the initiative to improve our social media data collection efforts and she received high praise from the webinar coordinator for her presentation and contributions to this webinar.
- Heather Pitts, Cataloging Services and Digital Collections Librarian, worked with Cam Amabile, Volunteer and Operations Coordinator, to develop a new volunteer position to support the Oregon Index OCR project. We received a great deal of interest in this new volunteer opportunity, and now have five volunteers who are working remotely to help us continue our work on this project. This project is an example of creatively utilizing volunteers during the State Library building closure and the training Heather has provided to the volunteers will ensure the project's success.
- Thanks go to Jerry Curry, Outreach Services Librarian, for publishing the monthly Letters to Libraries Online (LTLO) newsletter over the last year while the communications

position has been vacant. Joel Henderson, Talking Books User Accounts Coordinator, will be taking on this responsibility for the next year, with the Communications WorkGroup providing additional newsletter content support.

Operations Division

- Cam Amabile, Volunteer and Operations Coordinator, spent three weeks in September working in the Food Unit at the Holiday Farm Fire in Eugene. Cam, while working for the Oregon Department of Forestry, developed the knowledge and skills to work in the Food Unit. The Food Unit provides three meals a day to all of the personnel working the Holiday Farm Fire. Cam was a great ambassador for the State Library and was able to inform employees of many different state agencies of the services available to them through the State Library.
- In October, the State Library successfully migrated to Microsoft 365 (M365). This migration updated our email system (Outlook to Exchange online) and provides access to Microsoft Teams and OneDrive. During the migration process, we were also able to update to the newest version of Microsoft Office Suite. Due to the upgrade to M365, the State Library has a new email domain, @slo.oregon.gov, and all staff emails have changed to reflect the new domain.

Agenda Item - Quarterly Performance Report

Background and Summary

The Quarterly Performance Report for the fourth quarter of the 2019-21 biennium is attached. Highlights from the report include:

- With libraries and schools largely closed during the fourth quarter (April through June 2020), the use of OSLIS and LSTA funded databases dropped dramatically from the previous quarter.
- Average daily visits to Answerland, the statewide online reference service available 24 hours a day 7 days a week, increased 22% from the previous quarter.
- The number of registered Talking Book and Braille Library patrons increased slightly over the previous quarter. Talking Books temporarily discontinued circulation from March 25 through May 17 due to the Governor's stay at home order and out of an abundance of caution. This accounts for the decreased circulation this quarter in comparison with last quarter.
- Although reference transactions for state employees decreased significantly this quarter over last quarter, the number of new registrations, outreach presentations, and documents delivered to state employees all increased.
- The number of Oregon documents added to our collection increased 20% in comparison to the previous quarter.
- Although the State Library building is closed and volunteers are not able to work in the building, the number of volunteer hours and the total number of volunteers have increased significantly due to the efforts of our new Volunteer Coordinator, Cam Amabile. Many of these volunteers are staffing the Answerland online reference service, which saw increased demand during this quarter.

STATE LIBRARY QUARTERLY PERFORMANCE REPORT

Quarter: April - June, 2020

	<i>Total This Quarter</i>	<i>Total Last Quarter</i>	<i>Variance to Last Quarter</i>	<i>Total 19-21 thru 4th QRT</i>	<i>Total 17-19 thru 4th QRT</i>	<i>Variance to Date</i>	<i>% Variance to Date</i>
<i>Library Support and Development Services</i>							
Average daily visits to OSLIS	953	2,723	-1,770	1,735	2,193	-458	-20.9%
Total retrievals of LSTA funded databases	334,283	648,076	-313,793	1,994,114	2,207,953	-213,839	-9.7%
Average daily visits to Answerland	77	60	17	56	43	13	29.7%

Talking Book and Braille Library

Registered individuals*	5,004	4,993	11	5,004	5,304	-300	-5.7%
Items circulated	76,127	83,383	-7,256	347,109	378,476	-31,367	-8.3%
Percentage of circulated items that are digital cartridges	59%	65%	-6%	59%	75%	-16%	-21.3%
Percentage of circulated items downloaded from BARD	41%	34%	7%	41%	23%	18%	78.3%

**Figure represents total on the last day of the quarter.*

Government Information and Library Services

Reference transactions for state government employees	357	698	-341	1,559	2,928	-1,369	-46.8%
Document delivery **	1,559	1,252	307	5,903	6,116	-213	-3.5%
New Registrations	301	212	89	1,074	553	521	94.2%
Percentage of state employees registered for Government Information Services*	23.9%	21.1%	2.8%	23.9%	21.3%	2.6%	12.2%
Outreach and training presentations	44	22	22	120	67	53	79.1%
Outreach and training presentation attendees	271	320	-49	1,637	897	740	82.5%
Oregon documents added	3,370	2,697	673	12,137	13,173	-1,036	-7.9%
Average daily searches of electronic resources	604	591	13	612	570	42	7.3%
Average daily actions of electronic resources	694	713	-19	612	283	329	116.3%
Average daily downloads of electronic resources	123	181	-58	184	161	23	14.0%
Eclips (total number of articles viewed)	120,411	142,326	-21,915	489,866	543,345	-53,479	-9.8%

**Figure represents total on the last day of the quarter.*

*** Total 17-19 to Date - includes both direct delivery of documents (from Reference Librarians), as well ILL/ILLIAD documents beginning in January 2018*

Operations

Number of volunteer hours	194.38	161.25	33.13	920	2,057	-1,137	-16.4%
Number of volunteers*	23	13	10	23	39	-16	-16.4%
Number of intern hours **	0	0	0	33	57	-24	-16.4%

**Figure represents total on the last day of the quarter.*

Agenda Item – Budget Report

Background and Summary

Attached is the budget report for July 2019 through August 2020.

2019-21 Budget Report

Highlights from the report include:

- The State Library has spent 52.09% of its overall budget and is under the target percentage of 58.33% fourteen months into this biennium.
- The budget report reflects the 5% general fund budget reduction (\$209,410) taken in July.
- Three of the four divisions are below the target percentage due to vacant positions being held open through the end of the biennium.

2021-23 Budget

- The State's September revenue forecast was released with a surprisingly positive outlook. The forecast anticipates that the 19-21 biennium will end with a positive balance of \$1.7 billion and that the budget gap for the 21-23 biennium is anticipated to be approximately \$1 billion rather than the previously estimated gap of \$3.7 billion. The next revenue forecast comes out in November and the Governor's recommended budget will balance to that forecast.
- The Chief Financial Office is reviewing the 21-23 agency request budget submitted in July and making recommendations to the Governor. The Governor will be releasing the Governor's Recommended Budget by December 1st.

**STATE LIBRARY
2019-21 BIENNIUM BUDGET REPORT**

Report Period		Month Ending August, 2020					
Target Percentage		58.33%					
Fund Type	Budget Object Title	Budget - Reduced w/SB5723	Expenditures Biennium to Date	Remaining Budget (Match 62)	%Spent BTD	Average Spend per month to Date	Average Remaining to Spend
General Fund (80000)	PERSONAL SERVICES	\$ 1,891,956	\$ 1,028,721	\$ 863,235	54.37%	\$ 73,480	\$ 86,324
	SERVICES & SUPPIES	\$ 577,401	\$ 321,100	\$ 256,301	55.61%	\$ 22,936	\$ 25,630
	SPECIAL PAYMENTS	\$ 1,521,392	\$ 759,221	\$ 762,171	49.90%	\$ 54,230	\$ 76,217
	TOTAL	\$ 3,990,749	\$ 2,109,042	\$ 1,881,707	52.85%	\$ 150,646	\$ 188,171
Other Funds (30000)	PERSONAL SERVICES	\$ 118,162	\$ 55,127	\$ 63,035	46.65%	\$ 3,938	\$ 6,303
	SERVICES & SUPPIES	\$ 356,456	\$ 39,190	\$ 317,266	10.99%	\$ 2,799	\$ 31,727
	TOTAL	\$ 474,618	\$ 94,318	\$ 380,300	19.87%	\$ 6,737	\$ 38,030
Assessment Funds (31000)	PERSONAL SERVICES	\$ 4,296,875	\$ 2,185,491	\$ 2,111,384	50.86%	\$ 156,107	\$ 211,138
	SERVICES & SUPPIES	\$ 2,215,936	\$ 1,009,699	\$ 1,206,237	45.57%	\$ 72,121	\$ 120,624
	TOTAL	\$ 6,512,811	\$ 3,195,191	\$ 3,317,620	49.06%	\$ 228,228	\$ 331,762
Federal Funds (60000)	PERSONAL SERVICES	\$ 1,171,371	\$ 721,364	\$ 450,007	61.58%	\$ 51,526	\$ 45,001
	SERVICES & SUPPIES	\$ 1,640,653	\$ 1,221,621	\$ 419,032	74.46%	\$ 87,259	\$ 41,903
	SPECIAL PAYMENTS	\$ 2,409,495	\$ 1,097,579	\$ 1,311,916	45.55%	\$ 78,398	\$ 131,192
	TOTAL	\$ 5,221,519	\$ 3,040,564	\$ 2,180,955	58.23%	\$ 217,183	\$ 218,096
All Funds	PERSONAL SERVICES	\$ 7,478,364	\$ 3,990,703	\$ 3,487,661	53.36%	\$ 285,050	\$ 348,766
	SERVICES & SUPPIES	\$ 4,790,446	\$ 2,591,611	\$ 2,198,835	54.10%	\$ 185,115	\$ 219,883
	SPECIAL PAYMENTS	\$ 3,930,887	\$ 1,856,800	\$ 2,074,087	47.24%	\$ 132,629	\$ 207,409
	TOTAL	\$ 16,199,697	\$ 8,439,114	\$ 7,760,583	52.09%	\$ 602,794	\$ 776,058

Monday, August 31, 2020

**STATE LIBRARY
2019-21 BIENNIUM BUDGET REPORT**

Report Period		Month Ending August 2020					
Target Percentage		58.33%					
Division Name	Budget Object Title	Budget - Reduced w/SB5723	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to Spend
Operations (PRG 1 excluding 1200)	PERSONAL SERVICES	\$ 1,542,978	\$ 669,407	\$ 873,571	43.38%	\$ 47,815	\$ 87,357
	SERVICES AND SUPPLIES	\$ 572,240	\$ 204,369	\$ 367,871	35.71%	\$ 14,598	\$ 36,787
	CAPITAL OUTLAY	\$ 2,674		\$ 2,674	0.00%	\$ -	\$ 267
	Total	\$ 2,117,892	\$ 873,776	\$ 1,244,116	41.26%	\$ 62,413	\$ 124,412
Library Development (PRG 2)	PERSONAL SERVICES	\$ 1,676,369	\$ 1,018,017	\$ 658,352	60.73%	\$ 72,716	\$ 65,835
	SERVICES AND SUPPLIES	\$ 1,960,832	\$ 1,320,721	\$ 640,111	67.36%	\$ 94,337	\$ 64,011
	SPECIAL PAYMENTS	\$ 3,930,887	\$ 1,856,800	\$ 2,074,087	47.24%	\$ 132,629	\$ 207,409
	Total	\$ 7,568,088	\$ 4,195,538	\$ 3,372,550	55.44%	\$ 299,681	\$ 337,255
Talking Book and Braille Services (PRG 3)	PERSONAL SERVICES	\$ 1,261,297	\$ 692,494	\$ 568,803	54.90%	\$ 49,464	\$ 56,880
	SERVICES AND SUPPLIES	\$ 598,634	\$ 261,131	\$ 337,503	43.62%	\$ 18,652	\$ 33,750
	CAPITAL OUTLAY	\$ 9,737		\$ 9,737	0.00%	\$ -	\$ 974
	Total	\$ 1,869,668	\$ 953,625	\$ 916,043	51.01%	\$ 68,116	\$ 91,604
Government Research Services (PRG 4)	PERSONAL SERVICES	\$ 2,997,720	\$ 1,610,688	\$ 1,387,032	53.73%	\$ 115,049	\$ 138,703
	SERVICES AND SUPPLIES	\$ 1,634,553	\$ 797,278	\$ 837,275	48.78%	\$ 56,948	\$ 83,727
	CAPITAL OUTLAY	\$ 11,776		\$ 11,776	0.00%	\$ -	\$ 1,178
	Total	\$ 4,644,049	\$ 2,407,966	\$ 2,236,083	51.85%	\$ 171,998	\$ 223,608
Total		\$ 16,199,697	\$ 8,430,905	\$ 7,768,792	52.04%	\$ 602,208	\$ 776,879

Monday, August 31, 2020

**STATE LIBRARY
2019-21 BIENNIUM BUDGET REPORT**

Report Period	Month Ending August 2020
Target Percentage	58.33%

Program Code	Program Code Title	Budget Object Title	Budget	Expenditures Biennium to Date	Remaining Budget	% Spent BTD	Average Spent per Month to Date	Average Remaining to spend
1200	OSL BOARD	PERSONAL SERVICES	\$ 1,900	\$ 97	\$ 1,803	5.11%	\$ 7	\$ 180
		SERVICES AND SUPPLIES	\$ 23,210	\$ 8,112	\$ 15,098	34.95%	\$ 579	\$ 1,510
		Total	\$ 25,110	\$ 8,209	\$ 16,901	32.69%	\$ 586	\$ 1,690

Monday, August 31, 2020

**STATE LIBRARY
2019-21 BIENNIUM BUDGET REPORT**

Agency Title Report Date	OREGON STATE LIBRARY 8/31/2019	OREGON STATE LIBRARY 8/31/2020	OREGON STATE LIBRARY 08/31/19 to 8/31/20	
Accounts	Account Title	Cash Balance	Cash Balance	12 Month Change
TALKING BOOKS ENDOWMENT FUND INTEREST	CASH ON DEPOSIT WITH TREASURER 0300	\$ 38,231.25	\$ 49,606.96	\$ 11,375.71
TALKING BOOKS ENDOWMENT FUND	CASH ON DEPOSIT WITH TREASURER 0301	\$ 1,292,854.14	\$ 1,298,784.14	\$ 5,930.00
OREGON INTERMEDIATE TERM POOL (OITP)	TREASURY INVESTMENT FUND	\$ 1,525,944.87	\$ 1,606,648.84	\$ 80,703.97
LONG FUND - NON EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0302	\$ 1,000.00	\$ 1,000.00	\$ -
MOSES FUND - NON EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0303	\$ 6,000.00	\$ 6,000.00	\$ -
LONG FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0306	\$ 63.92	\$ 85.72	\$ 21.80
MOSES FUND - EXPENDABLE	CASH ON DEPOSIT WITH TREASURER 0307	\$ 8,006.60	\$ 8,297.84	\$ 291.24
TALKING BOOKS DONATION FUND	CASH ON DEPOSIT WITH TREASURER 0308	\$ 357,839.39	\$ 416,390.27	\$ 58,550.88
DATABASE LICENSING RESERVE	CASH ON DEPOSIT WITH TREASURER 0321	\$ 43,113.91	\$ 44,008.31	\$ 894.40
TOTAL		\$ 3,273,054.08	\$ 3,430,822.08	\$ 157,768.00

Monday, August 31, 2020

Agenda Item - Strategic Plan Quarterly Report

Background and Summary

A quarterly reporting process has been implemented to track progress and report on the 2020 – 2023 State Library strategic plan initiatives. Initiative owners are submitting a quarterly report form each quarter on the following schedule:

- July – September: Form completed by mid-October
- October – December: Form completed by mid – January
- January – March: Form completed by mid-April
- April – June: Form completed by mid-July

The information submitted will be compiled into a report for the State Library Board each quarter. The first quarterly report is attached and will be discussed at the November 6th State Library Board meeting. Given that there are different timelines for each of the strategic plan initiatives, only those initiatives that are in progress are included in the report.



Deliver responsive programs and services

Initiative Updates

Assist libraries with workforce development programming

- Informal discussions with local library staff about workforce development programming have been taking place this quarter.
- A library survey was developed and administered to gather information about workforce development resources and services already available in libraries and to identify needs. The overall response rate was 62%, with 68% of public libraries, 88% of community college libraries, 45% of other academic libraries, and 27% of county law libraries responding.
- Survey results are being analyzed to inform training and potential grant funding for workforce development projects.

Improve the State Library's continuing education program

- A statewide continuing education needs assessment statement of work was developed and we have contracted with InfoPeople to develop and conduct an assessment of the priority training needs of library staff throughout Oregon.
- The continuing education needs assessment will be conducted in the first quarter of 2021 to identify training needs and inform the development of a training plan.

Implement Talking Book and Braille Library Duplication on Demand

- All active patrons who receive books by mail have been converted to the duplication on demand service model.
- This project is complete with all deliverables met by July 15, 2020. The implementation process was completed in eight weeks, and five months ahead of the original, pre-COVID closures timeline.
- Outcomes of this initiative include:
 - Patrons receive up to 8 titles on a single cartridge, increasing the number of books a patron can have at one time.
 - Wait times for popular titles are eliminated because all titles are held electronically and eligible to borrow simultaneously.
 - With simultaneous lending this eliminates the six-week loan period and managing of overdue materials—a policy and process that were mandatory to ensure that patrons would have access to popular titles.

Implement Talking Book and Braille Library user engagement strategies

- The current focus is on the user engagement strategy to proactively contact and support Talking Book and Braille Library users to increase retention.

- Information is currently being gathered on users who have suspended service in the last 18 months. The data being compiled includes age of user, last circulation date, how long they had used the library, number of books they checked out, and reasons why they closed their accounts.

Record Oregon-interest books for Talking Book and Braille Library collection

- The process for orientating book recording volunteers has been developed, an audition process has been implemented, volunteers have been selected, and the collection development policy has been updated.
- Due to the State Library building closure, volunteers are not allowed in the building to record books. However, one book has been recorded and uploaded to BARD and another book is in the process of being recorded by Talking Books staff member Joel Henderson.



Enhance strategic partnerships and engagement

Initiative Updates

Collaborate with workforce development agencies and organizations

- Meetings with nine state and regional agencies and organizations have been held to share information and develop connections.
- Four actions and activities have resulted from these meetings:
 - A meeting between local library and regional workforce agency staff in the central Oregon region to share information about services
 - Regular monthly communication about WorkSource virtual workshops for job seekers for libraries to promote across the state
 - Development and promotion of [Vocational Rehabilitation Library Toolkit](#)
 - Sharing of library staff contact information and resource tools with workforce agency staff

Develop a northwest heritage network

- We have finalized an intergovernmental agreement with the Washington Secretary of State's Office (Washington State Library) as well as an agreement with the Digital Public Library of America (DPLA). A memorandum of understanding is in development with the Oregon Heritage Commission.
- Partnering organizations have agreed on a name for the hub, Northwest Digital Heritage, and Washington State Library staff have registered internet domains for the future website.
- Staffing assignments in the Library Support division are being shifting to ensure we have sustainable staffing resources to contribute to this effort.



Generate awareness of and support for Oregon libraries

Initiative Updates

Align data efforts with state open data initiatives

- Exploratory meetings have been held with Oregon's Chief Data Officer and staff at Washington State Library and University of Washington iSchool faculty.
- Information has been shared about Washington's Open Data Equity for Main Street initiative, University of Washington's Open Data Literacy project, as well as background information on Washington's open data efforts within state government.



Build agency infrastructure and capacity

Initiative Updates

Build staff equity, diversity, and inclusion competencies

- The EDI WorkGroup with representation from all State Library divisions was established.
- A staff self-assessment survey was developed and distributed to State Library staff, with 94% of staff completing the survey.
- The survey results are being analyzed and will be used to create a baseline measurement of staff knowledge and practice of equity, diversity, inclusion, and anti-racist concepts and to determine the needs for training and resources.

Develop an equity lens

- The EDI WorkGroup is working on developing and finalizing the project plan and timeline for this initiative.

Migrate the Government Services patron database

- A statement of work was submitted and reviewed with SirsiDynix to bring state employee data from the state's WorkDay human resources system into the SirsiDynix integrated library system (ILS) to replace the State Library's aging patron database.
- The State Library has an agreement with Chemeketa Cooperative Regional Library Service (CCRLS) for access to the SirsiDynix ILS, and CCRLS is the direct customer of SirsiDynix. Given this, CCRLS has been involved in this project and they have been knowledgeable and helpful in moving this forward.
- We are currently waiting on a quote from SirsiDynix to learn more about the timing and cost for their work on this project.

Agenda Item - Ready to Read Grant appeals

Background and Summary

The Ready to Read grant program is state funding that is distributed to legally established public libraries in Oregon. The purpose of the grant is for libraries to establish, develop, and improve early literacy services for children 0-6 years old and the statewide summer reading program for youth 0-14 years old. Applications for the 2021 grant cycle were due on August 31, 2020.

Libraries may appeal the proposed allocation of grant funds for a Ready to Read Grant after the Library Support & Development Services staff has reviewed the applications and notified libraries whether they met all of the requirements.

Currently, division staff are not recommending an award to the Driftwood Public Library (Lincoln City) because the State Library had not received their complete application by the deadline. State Library staff have been working with DPL to receive a complete application since the deadline. DPL submitted all components of their application on October 19, 2020, along with a letter explaining why the grant was not completed by the deadline. The application and letter are included in this packet.

The appeals process contained in OAR 543-040-0035 states that if an appeal “cannot be resolved within 15 days of receipt, the matter will be scheduled for a public hearing and an order of the Board.” DPL will be presenting their appeal during the public forum section of the meeting. The Board will vote on the appeal later in the meeting.

October 19, 2020

Dear State Library Board,

I am writing this letter in regards to Driftwood Public Library's Ready to Read grant application, which was not completed by the grant application deadline.

Our Youth Services Librarian encountered technical issues in attempting to submit the grant budget portion of our application. She was of the belief she had submitted it correctly. While State Library staff alerted her that the application was incomplete, she was not able to respond before the deadline.

This staff member retired on October 1, 2020, and I have thus completed the Ready to Read grant application and budget. I hope that you will consider funding this program for the 2021 Ready to Read grant cycle.

Thank you so much for your time and consideration, and for everything you do for Oregonians.

Sincerely,



Kirsten Brodbeck-Kenney
Library Director, Driftwood Public Library



Driftwood Public Library Books to Babies

Ready to Read 2021

Driftwood Public Library

Kirsten Brodbeck-Kenney
801 SW Hwy 101 #201
Lincoln City
Lincoln City, OR 97367

tnelson@lincolncity.org
O: 541-996-2277

Teena Nelson

tnelson@lincolncity.org
O: 541-996-1258

Application Form

Staff Information

Grant Coordinator Name and Job Title*

The Grant Coordinator is the person at your library who completes this application and reporting process. (It's you if you're filling this out!)

Teena Nelson

Grant Coordinator E-mail*

tnelson@lincolncity.org

Grant Coordinator Phone*

5419961258

Additional Staff Member Name and Job Title*

Library staffing models vary widely. If there is another staff member who will help implement the project, please let us know here.

If the Grant Coordinator is completing this application, reporting, and will also be the primary person implementing the Ready to Read grant, please say "Same" in this box.

same

Additional Staff Member Email

If you would like a staff member besides your library director and the grant coordinator who is completing this application to receive e-mail communications about Ready to Read, please include their e-mail address below.

Application Instructions

Important Application Instructions

We are currently in an unprecedented public health emergency and our agency budget will be impacted. ***We are not able to confirm final grant amounts at this time*** because we will not receive final budget confirmation until after this application opens. For the purposes of this application, if your library received the minimum \$1000 grant last year, please plan again for a \$1000 grant. If your library received an amount over \$1000 last year, please assume your 2021 funding will be approximately 80% of that amount. As a reference for you, we have posted the 2020 Grant amounts on the Ready to Read Application Guide, as well as a draft 2021 document. As soon as final

amounts are confirmed for all libraries, we will communicate via e-mail and we will post final amounts at the guide.

Detailed application instructions are available at the Ready to Read Application Guide.

If you have any additional questions, please contact Greta at 503-378-2528.

For Library Districts Redistributing Grant Funds to Libraries within their District

If you are not a library cooperative or district redistributing grant funds, please skip ahead.

If your library is a library cooperative or district who redistributes Ready to Read grant amounts to other libraries within your service area, please answer the question and provide supporting documentation below.

This question is for the following cooperatives or districts:

- *Chemeketa Cooperative Regional Library Services*
- *Coos County Library Service District*
- *Lincoln County Library District*
- *Wasco County Library Service District*
- *Washington County Cooperative Library Services*

How will your cooperative or district work towards meeting the selected Ready to Read outcomes?

Please share how you will work during the grant cycle from August 31st, 2020, to December 1st, 2021, to support your libraries as they strive to meet Ready to Read outcomes.

Consider including:

- How district level staff will make decisions about how the grant funds will be allocated
- How staff at libraries receiving funds will communicate with the district about how the funds are being spent and how the project is going
- How district level and library level staff will work together to ensure the project meets selected outcomes
- Why the funds are being distributed in this particular way
- How this distribution supports your community needs best

Library cooperatives and districts, please upload a supporting document below.

Examples:

- Project timeline
- Meeting Outlines

- Contracts
- Statement of Community Need
- Letter of support from partnering organizations directly involved in the project
- List of contacts made or other projects visited
- Sample evaluation tools
- Other information that supports your grant narrative, e.g. information about research based models description and expertise of any consultants to be used

Supporting Document

If you have multiple documents to share, it may be easiest to save them as a single PDF first. Please save your document as *(Your Library Name) 2021 Ready to Read Supporting Document* before uploading.

Project Information & Outcomes

Project Name*

Please title your project: *(Your Library Name) 2021 Ready to Read Project.*

Driftwood Public Library Books to Babies

Outcomes*

The Ready to Read grant program strives to achieve the following outcomes:

- **Early Literacy Outcome #1:** Young children develop the six early literacy skills by the time they start kindergarten.
- **Early Literacy Outcome #2:** Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.
- **Summer Reading Outcome #1:** Youth maintain or improve their literacy skills over the summer.
- **Summer Reading Outcome #2:** Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time over the summer.
- **Summer Reading Outcome #3:** Adults enjoy spending time engaging in literacy activities with youth over the summer to help them develop literacy skills.

Please indicate which outcomes your project will work towards.

Early Literacy Outcome #1
 Early Literacy Outcome #2
 Summer Reading Outcome #1

Activities*

List and describe all project activities. **For each activity, include a description** (be as specific as possible) **and anticipated outputs** (tangibles that resulted from the activity, such as creation of a training module or report, number of programs held, number of items loaned, etc.).

If your project addresses both Early Literacy and Summer Reading outcomes, please first describe your Early Literacy activities. Then describe your Summer Reading activities.

You can see example Early Literacy and Summer Reading Activity descriptions at the Ready to Read Application Guide. <https://www.oregon.gov/Library/libraries/Pages/Ready-to-Read.aspx>

Books to Babies give free baby and young reader books to children ages 0-5 throughout the year. A big focus is with the Parents as Teachers group through Health and Human Services. This Covid time we have included free books for all ages in bags toward the finish of Summer reading goals.

The outreach drop off spots in rural areas have been stocked with free books for young children, hopefully reaching families with no transportation into Lincoln City.

Our pop up outdoor storytimes have free book giveaways.

Our school lunch drive up places in the city are also a base for us to give away books from the Books to Babies program.

The applicant described activities that will help youth achieve the outcomes of this grant.

The applicant described activities that will help caregivers achieve the outcomes of this grant.

Outcome Evaluation*

How will you know your met your outcomes and had community impact? For each outcome you are working toward, please list the ways you will measure your progress.

Typical ways outcomes are measured include surveys, observations, focus groups and/or interviews.

If your project addresses both Early Literacy and Summer Reading outcomes, please first describe your Early Literacy outcome measurement. Then describe your Summer Reading outcome measurement.

You can see examples of Early Literacy and Summer Reading outcomes and resources at the Ready to Read Application Guide.

Our early Literacy outcome shows through summer signups for our online reading program, where we give away books at the start and finish.

Our Parent as Teacher groups as well as our daycare visits have appreciated getting new books each month.

The applicant described measurements that will help them assess their outcomes.

Partners

Ready to Read funds are intended to be used in partnership with your community. A partner is a library or non-library entity that will contribute significant and specific deliverables to the project. This is different from a participant, which is an entity that will simply benefit from the project.

Typical partners libraries work with include but are not limited to: Schools and school districts, Early Learning Hubs, STEM Hubs, City or County parks, Community Recreation Centers, Community Festivals, Farmer's Markets, Museums, local businesses, local non-profits, and many other local governmental or non-governmental organizations. If your library is working with any of these to help implement your project, they count as a partner.

You can find resources for working with community partners at the Ready to Read Application Guide.

How many partnering organizations will you work with to achieve your outcomes?*

3

Please list your partnering organizations by name here and describe how you will work together.*

Lincoln City Head Start- encouraging the love of reading to small children through story time visits and parent gatherings that encourage continueing in the home

Parents as Teachers (Health and Human Services) inviting young families to take as many books into their homes as they want, surrounding themselves with the joy of reading

Friends of the Driftwood Public Library- generously supporting any youth programs as well as the biggest support for our Summer reading programs

Library names partners and describes how they will work together.

If your library receives a grant amount of less than \$5000, please skip ahead.

If your library receives a grant amount over \$5000, a letter of support from an individual or group directly involved in the project is required. Your letter of support could be from a project participant, a partner organization, or from other key community stakeholders supporting your project.*

We recognize the current public health emergency presents unique challenges and partners you normally work with may not be available at this time. Please let us know by August 1st if this requirement is a barrier for your application.

*Libraries receiving smaller grant fund amounts may choose to upload a letter of support if they wish.

*If you are a library district redistributing funds and you have already uploaded supporting documentation, you are not required to upload an additional letter of support.

Letter of Support

Please save your document as *(Your Library Name) 2021 Ready to Read Letter of Support*

This library receives a grant amount of over \$5000 and has submitted a letter of support.

Outreach to Underserved Communities

Outreach to Underserved Communities

Ready to Read grants are intended to support libraries in engaging underserved families, including community members who may not be current library users.

You can find resources for Outreach to Underserved Communities on the Ready to Read Application Guide.

How does your project engage underserved youth and families in your community?*

our pop up library programs, our Little Library program and our drop off services to shelves in laundromats, trailer parks and fishing stores in outlying rural areas.

During the school year we visit daycares, preschools, Head Start programs (2 in Lincoln City) and Early Learning Centers.

If you have any attachments supporting your outreach plan, please upload them here.

This is not required. If you have an outreach plan, a map of communities you're engaging, or any other documents your library uses to engage underserved communities, upload supporting documentation here.

Please save this as *2021 (Your Library Name) Outreach Supporting Document*.

Budget

We are not able to confirm final grant amounts at this time.

For the purposes of this application:

If your library received the minimum \$1000 grant last year, please assume that amount will be the same, plan for \$1000.

If your library received an amount over \$1000 last year, plan for 2021 funding to be approximately 80% of that amount.

To submit your budget:

1. Go to the Ready to Read Application Guidelines and download the Budget Worksheet.
2. Complete the worksheet. It is a fillable PDF. All instructions are embedded in the worksheet. *It will automatically total sums for you.*

3. Save the Budget Worksheet as *(Your Library Name) 2021 Ready to Read Budget*.
4. Upload the completed worksheet below.

A couple tech tips:

- Try downloading first before entering any info, save as “*Your Library 2021 Ready to Read Budget*.” Enter a number, save, and check if it saved.
- Try above, but print before saving, then save.
- Try saving the file extension as a Word doc.
- Use a different browser to open.

Ready to Read Project Budget*

Driftwood Public Library Ready to Read Budget 2021.pdf

The numbers below should all come **directly** from the last page of the budget worksheet you just uploaded.

This is for reporting purposes, so we can better share how libraries leverage community support in their districts.

What is the amount of your proposed Ready to Read grant?*

While we don't have final confirmation of grant amounts yet, please enter your draft number here.

\$1,000.00

What is the amount of In-Kind funding you anticipate spending on your project?*

\$100.00

What is the amount of Other Sources funding you anticipate spending on your project?*

\$1,000.00

What is the total amount of anticipated spending for this project, including all funding streams?*

\$2,100.00

The budget is accurate in described amounts.

Everything listed in the budget is described in the application.

Library uses Ready to Read money only.

Library uses funds from Library Budget and Other Sources

Promotion

How will you share about this project with your community?*

Examples: advertising, press releases, social media, leveraging partner organizations' audiences

We promote online through social media, in person- by going into the community, promoting reading by offering storytimes and free books/items to parents, grandparents daycare providers etc.

How will you share about this project with the Oregon library community?

Examples: presenting at a local conference, writing an article or blog post, publicizing results on listservs

we document many happenings with families with photos and videos and publish them (with permission) on social media. Word of mouth is a huge plus!

Our regular families are always full of joy after library visits and the numbers increase when it's talked about!

Submission

By clicking submit:

- I affirm that the information contained in this application is true and correct and that my organization has authorized me to submit this application for Ready to Read grant funds.
- I affirm that any partners listed above have committed to supporting the proposed project as described in the application.
- I affirm that if this application were to result in my organization being awarded grant funds to carry out the project described in this application, we would comply with all state requirements for the administration of Ready to Read grants. Grant funds will supplement the library's budget from local sources to establish, develop, or improve public library early literacy services for young children and/or the statewide summer reading program.

Internal Evaluation

Partnership Piece

File Attachment Summary

Applicant File Uploads

- Driftwood Public Library Ready to Read Budget 2021.pdf



Ready to Read Grant Application

Budget Worksheet

Instructions

We are trying to best reflect how Ready to Read dollars are leveraged in Oregon communities every year. We want to better capture these leveraged dollars as well as understand the complete costs of your Ready to Read projects. Please do your best to capture the *full expenses* - whether money, time, or other resources - required to complete your Ready to Read project.

Terms and Definitions

- **Ready to Read:** The funds you are requesting through this application. Please check proposed grant amounts for the amount your library will receive, as well as additional budget resources: <https://www.oregon.gov/Library/libraries/Pages/Ready-to-Read.aspx>
- **In-Kind :** The value put on materials, equipment, staff time, or services that are given without charge to the library. You should be able to substantiate the value assigned to the contributions and how they assist the project. For example, salary for staff hours to develop and implement a summer reading program may come from the Library Budget. List items coming from the Library Budget in the In-Kind columns.
- **Other Sources :** Money that may be contributed by other public agencies and institutions, private organizations, and/or individuals. For example, from your Library Foundation or Friends group.

This budget worksheet includes the following categories with detailed descriptions under each title:

- Salaries, Wages, Benefits
- Library Materials
- Equipment, Furniture, or Fixtures
- Contracted Services
- Travel
- Supplies/Other

Please fill out your anticipated spending in each category necessary to complete your project. Check the box to note if the spending covers your Early Literacy project or your Summer Reading project. *If your project will not require funds from a certain category, it is okay to leave that category blank.*



1. Salaries, Wages, Benefits

Include all salaries, wages, and fringe benefits paid to staff directly contributing to the project, regardless of funding type (Ready to Read/In-Kind/Other Sources). Descriptions should include position titles (but not individual names) and number of hours, dollars per hour, and FTE. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



2. Library Materials

Include books, periodicals, audiovisual formats, microforms, and other library materials to add to the library's cataloged collection. Giveaway books are not considered Library Materials and should be reported under Supplies/Other. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



3. Equipment, Furniture, or Fixtures

Include single items valued at \$2,000 or more per unit; items costing \$1,999 or under are considered small equipment and are reported under Supplies/Other. This category could include shelving units or tech equipment that will live in the library and not be circulated. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



4. Contracted Services

Include project activities to be undertaken by third-party contractors or vendors, including a formal partner. Examples include summer reading performers, database purchases, reference services, maintenance of equipment and vehicles, and building equipment lease and rental. Descriptions should include type of services provided. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



5. Travel

Include costs related to project activities and incurred by staff working on the project. Costs can include mileage to and from outreach sites, etc. Descriptions should include number of travelers, position titles, and types of travel expenditures, including how costs are calculated. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



6. Supplies/Other

Include costs for small equipment (less than \$1,999 per unit), communication costs, postage, duplication, publicity, etc. Descriptions should include quantities acquired and per-unit cost. Please record the cost of giveaway books under this section. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



7. Totals

	Ready to Read	In-Kind	Other Sources	Total
Grand Totals				

When you are finished, please save this document as *(Your Library Name) 2020 Ready to Read Budget*. Upload it into the grants portal in the Budget section. You will **also** take these final summary numbers and enter them into the online grants portal budget section.

Agenda Item - Appointments to the Board Advisory Councils

Background and Summary

The Board has established three advisory councils to assist them in carrying out their responsibilities in specialized areas: the Talking Book and Braille Library (Talking Books) Advisory Council, the Library Services and Technology Act (LSTA) Advisory Council, and the Government Information and Library Services (Government Services) Advisory Council. The Board appoints new members except for the representatives of consumer groups on the Talking Books Advisory Council who are appointed by their own organizations.

There is one vacancy on the Talking Books Advisory Council, four vacancies on the LSTA Advisory Council, and no vacancies on the Government Services Advisory Council. The Board's bylaws indicate that "the State Librarian shall suggest nominees for vacant positions on the Talking Books, Government Services and LSTA Advisory Councils".

Attached is the list of nominees that was selected by the State Librarian based on suggestions from the Advisory Councils, library staff, and the library community.

On November 6th, the chair will present the list of nominees to the Board, which they will review and vote upon.

Advisory Councils
Recommendations from the State Librarian
October 2020

Library Services and Technology Act (LSTA) Advisory Council:

Public Library Representative:

Kris Wiley, Roseburg Public Library (Roseburg)

I write and manage most grants as Roseburg Public Library director, including grants for building renovations, library programming, collection development, and Dolly Parton's Imagination Library. The library received an LSTA grant for the 2021 fiscal year to implement STEAM programming. In my previous positions at New Ulm (Minnesota) Public Library from 2009 to 2018, I also wrote and managed most grants, including a memory lab grant from the (Washington) DC Public Library that focused on digital preservation and archiving.

Representative for Underserved / Under-represented Persons:

LaRee Domniguez, Albany Public Library (Albany)

LaRee is our fantastic library resources coordinator. She has extensive experience in grant writing as well as on grant advisory boards. She does an incredible job of securing funding for our library and is very aware of some of the realities of under-served and underrepresented populations both from her personal experience and through grant writing to secure funding to serve those populations' needs.

School Libraries Representative:

Jennifer McKenzie, Siuslaw School District (Florence)

I am the current OASL Teacher Librarian of the Year! I have been heavily invested in K-12 school libraries and expanding access to all resources, particularly technology, throughout my career. Please see my resume and past cover letter for more details/awesomeness!

- [Cover letter](#)
- [Current resume](#)

Library Users Representative:

No applications submitted

Library Support and Development Services staff are making further inquiries to find applicants.

Talking Book and Braille Library Advisory Council:

Public Libraries Representative:

Christy Davis, Silver Falls Library District (Silverton)

I have been serving Oregon public libraries since 1996. For many years I did Outreach Services in Klamath County, and this included helping patrons learn about and get signed up for TBABS. After becoming director there, I worked to make sure that our Outreach Services remained central and well-funded and encouraged my staff to participate at the state level in TBAB advocacy. I have worked with many print challenged patrons over the years and my own father is legally blind and receives the National Library Services for the Blind and Print Disabled in my home state of Indiana. I care about this aspect of library services and believe it to be one of the high value services we should promote. And we should always look for new and better ways of making these services available. As the current Silver Falls Library Director, I am a short drive from the capital, should we have the good fortune to avail ourselves to in-person meetings in the future. In the meantime, like most every other public library director, I am now a seasoned participant in Zoom, Go-To, Microsoft Team, and other online video conferencing interfaces. I don't feel competitive for this position. I am simply availing myself as a qualified candidate. If you need me, I would be happy to serve.

Agenda Item - Board Meeting Schedule for 2021

Background and Summary

By statute, the State Library Board meets a minimum of at least once every three months. The meeting schedule for 2020 was as follows:

- January 10
- March 6
- April 29
- June 12
- August 14
- November 6

There were more meetings in 2020 than usual due to the budget development process and the timing of the Oregon Library Association conference.

2021 Library Board Meeting Considerations

The Oregon Library Association Conference will be a virtual conference in 2021 and is scheduled for Wednesday, April 21 through Saturday, April 24. In the past, the State Library Board would meet in person at the conference location. Since the conference is virtual next year, the board will want to consider whether they want to schedule a meeting to coincide with the timing of the conference. The Library Board may want to consider meeting during the following months in 2021:

- January
- April
- June
- August
- October

Agenda Item - Miscellaneous

#1

From: Maureen Battistella
Sent: Wednesday, October 14, 2020 9:40 AM
To: Tamara Ottum <TamaraOttum@oslmail.osl.state.or.us>
Subject: Wonderful! Thank you!

Thank you so much for today! You were right on target especially so after hearing the students' questions so far in the class. I love that your "pain points" were so focused on the real problem areas in the applications, and that you were so clear on how to address these. Thank you! You are the right person to manage the LSTA grant program, Tamara.

I would like to send you a thank you card, and I know many are remote these days. Would you mind sharing an address with me? With best regards and again, my thanks, Maureen

#2

From: Daimiris Garcia
Sent: Friday, October 9, 2020 1:03 PM
To: Natalie Brant <Natalie.Brant@state.or.us>
Subject: Re: Research Help

Dear Ms. Brant,

Thank you very much for your message and help. I really appreciate it! The documents and other information you sent me were incredibly helpful! Thank you so much for your time and consideration.

Kind regards,

--

Daimiris Garcia (she/her/hers)
J.D. Candidate, Columbia Law School

#3

From: Jimmy Pearson
Sent: Thursday, October 8, 2020 2:58 PM
To: Buzzy Nielsen <Buzzy.Nielsen@state.or.us>
Subject: RE: Updated COVID-19 Materials Handling Advice

Buzzy:

This has been so appreciated. It has been daunting thinking about how to protect everyone and having the REALM Study reviewed by experts is a weight off my mind.

Jimmy

Jimmy F. Pearson(he/him/his)

Library Director

Astor Public Library

From: Buzzy Nielsen
Sent: Thursday, October 8, 2020 2:22 PM
To: libs-or@omls.oregon.gov;
Subject: Re: [PL-Directors] Updated COVID-19 Materials Handling Advice

Hi everyone,

Many of you have been asking about the commentary in *The Lancet* to which Dr. Hamade referred in his advice re: library materials handling. Here's a link, for anyone who's interested. Dr. Hamade and his OHA colleagues also reviewed the citations noted in the commentary, among other information. The relevant commentary is the second one in the link, starting near the bottom of the first page.

[https://www.thelancet.com/pdfs/journals/laninf/PIIS1473-3099\(20\)30561-2.pdf](https://www.thelancet.com/pdfs/journals/laninf/PIIS1473-3099(20)30561-2.pdf)

Please feel free to contact me if you have further questions.

Cheers!

Buzzy Nielsen, MPP, MSI
Program Manager, Library Support & Development Services,

#4

From: Timothy Cherubini
Sent: Tuesday, October 6, 2020 8:22 AM
To: jennifer.l.patterson@state.or.us
Subject: Quarantine directions to libraries

Jennifer – Your guidance was cited on the REALM Steering Committee call this morning as a good example of REALM results contributing to a broad conversation. Thought you might like to know about the recognition! On a different but related topic, the REALM website has been reworked somewhat <https://www.oclc.org/realm/home.html>. There's going to be a renewed communications push over the next couple of weeks. On Thursday, there's a webinar about collections care, sponsored by REALM. Registration is full, but they are going to livestream the event. More info is [here](#).

Tim

#5

From: Chavez, Ashlee
Sent: Tuesday, October 6, 2020 8:46 AM
To: Jennifer Patterson <Jennifer.L.Patterson@state.or.us>
Subject: RE: Updated COVID-19 Materials Handling Advice

It was MORE than helpful. It felt difficult not to follow a 7 day quarantine even though there were so many doubts raised about the study because there was nothing even quasi-official in which to do so. Now we can go back to a shorter quarantine period, which drastically improves workflow and operations.

It's really fantastic OHA was willing to take the time to do that. So again, thank you so much for ALL of the work the State Library has been doing during the pandemic. Over and over, I'm just so appreciative of the resources and grateful for the connection point you've offered to all library staff.

Thank you,

Ashlee

From: Jennifer Patterson <Jennifer.L.Patterson@state.or.us>
Sent: Monday, October 5, 2020 5:44 PM
To: Chavez, Ashlee <Ashlee.Chavez@corvallisoregon.gov>
Subject: RE: Updated COVID-19 Materials Handling Advice

Hi Ashlee,

I'm glad to hear that this is helpful! It was great that OHA was willing to take the time to review the REALM test results and share their advice.

Best,

Jennifer

From: Chavez, Ashlee [<mailto:Ashlee.Chavez@corvallisoregon.gov>]
Sent: Monday, October 5, 2020 9:58 AM
To: Jennifer Patterson <Jennifer.L.Patterson@state.or.us>
Subject: RE: Updated COVID-19 Materials Handling Advice

I am incredibly thankful for the work on this. I have been hoping something like this would happen, so thank you!

Ashlee

Ashlee Chavez

Library Director

Corvallis-Benton County Public Library

From: Libs-Or <libs-or-bounces@omls.oregon.gov> **On Behalf Of** Jennifer Patterson via Libs-Or
Sent: Monday, October 5, 2020 9:02 AM
To: Libs-or <libs-or@omls.oregon.gov>
Subject: [Libs-Or] Updated COVID-19 Materials Handling Advice

Good morning,

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. OHA reviewed the [REALM Project](#) test results to date and offered the advice outlined in the attached document to assist libraries in making local decisions about handling and circulating materials safely. If you have questions after reviewing the attached information, you may contact Buzzy Nielsen, Program Manager for Library Support and Development Services, at buzzy.nielsen@state.or.us or 971-375-3486.

Best,

Jennifer

#6

From: Linda Keefe

Sent: Monday, September 28, 2020 9:02 AM

To: Sarah Cunningham <SarahCunningham@oslmail.osl.state.or.us>; Darci Hanning <DarciHanning@oslmail.osl.state.or.us>; Deborah Davis <debDavis@tech-talk.com>; caren.agata@state.or.us; jennifer.l.patterson@state.or.us

Subject: Sarah was great!

Hi Caren and Jennifer,

As you may know, this past week Sarah (Cunningham) participated in a Tech-Talk webinar on *Finding Metrics That Matter, Social Media Analytics for Libraries*.

It was a joy working with her on this presentation. Her ideas, expertise and example documents were a valuable contribution. Her presentation skills as a panelist were superb. The whole event was excellent, in large part because of her participation.

Thank you for lending your organization's talent to this webinar presentation. We really appreciate it!

Best,

Linda

P.S. The [webinar recording and info can be found here](#).

Tech-Talk Publications & Training

Transforming Lives Through Technology

Linda Keefe, Publisher

Deborah Davis, VP Operations

#7

From: Richard Wayne Etulain

Sent: Wednesday, August 19, 2020 3:18 PM

To: Natalie Brant <Natalie.Brant@state.or.us>

Subject: Re: Mark Hatfield photos

You have been a very helpful librarian, Natalie, the best kind of helpfulness I have also learned from wife and daughter, both librarians. You librarians are a historian's best friend.

Dick Etulain 19 August 2020

#8

From: VALDEZ AMY

Sent: Tuesday, August 4, 2020 2:34 PM

To: AGATA Caren <caren.agata@state.or.us>

Cc: COUGHENOUR Amy <Amy.Coughenour@state.or.us>

Subject: Note of appreciation/acknowledgement

Hi Caren!

I just wanted to pass a note in honor/recognition of Amy C.

Amy goes above and beyond to provide support to VR (and I would gather all State library patrons). She is quick to respond or informs how much time she needs to process a request. The quality of her work always exceeds expectations---she always takes the extra time to thoroughly provide information as well as offers additional services not initially requested, in order to address the need.

She is professional, friendly and knowledgeable, and makes my job easier every time I contact her!!!!

Thank you!

Amy Valdez, MPA, BSW, CDMS
VR Central Portland Branch Rehabilitation Counselor

#9

From: Edwin Battistella
Sent: Monday, October 19, 2020 7:47 AM
To: jennifer.l.patterson@state.or.us
Subject: Thanks to Tamara Ottum

Dear Ms. Patterson--

I'm writing to express my appreciation for Tamara Ottum, who visited my Grant Writing class last week to share her expertise and insights about the LSTA Competitive Grants. Her presentation was excellent and informative, sparked great interaction with the students, and there was much discussion afterward. Several of the students are considering careers in library science and it was inspiring for them to hear from Ms. Ottum and to learn about the work of the Oregon State Library.

Sincerely,

Edwin Battistella

Professor, English Program

Southern Oregon University

#10

From: Diedre Conkling
Sent: Tuesday, October 20, 2020 12:56 PM
To: libs-or@omls.oregon.gov
Subject: Re: [Libs-Or] OLA Quarterly Author Showcase | Courtney "Cam" Amabile | A Matriarch With Many Sides: Contextualizing Oregon's First State Librarian

I agree with Deborah. I shared this article with the ALA SRRT Feminist Task Force and ALA Committee on the Status of Women in Libraries as part of an ongoing look at women of library history.
#womenoflibraryhistory

On Tue, Oct 20, 2020 at 12:29 PM Deborah Trusty wrote:

[I read this article yesterday...well research, well-written, provocative, and thought-provoking. This re-examination could mean so much for our society going forward!](#)

Deborah

Deborah Trusty

Library Director

Toledo Public Library

From: Libs-Or [mailto:libs-or-bounces@omls.oregon.gov] **On Behalf Of** OLA Communications Committee

Sent: Tuesday, October 20, 2020 12:10 PM

To: libs-or@omls.oregon.gov

Subject: [Libs-Or] OLA Quarterly Author Showcase | Courtney “Cam” Amabile | A Matriarch With Many Sides: Contextualizing Oregon’s First State Librarian

Courtney “Cam” Amabile is the Volunteer & Operations Coordinator, Operations Division, of the State Library of Oregon. Please download and read her latest article, “A Matriarch With Many Sides: Contextualizing Oregon’s First State Librarian,” here:

http://journals3.library.oregonstate.edu/olaq/article/view/vol26_iss2_3

From Cam’s article, “Another pivotal point in societal consciousness is brewing. Statues, plaques, and other representations of the controversial values of times foregone have tumbled and awareness of the transgressions of historical figures is at an all-time high. Increased awareness has awakened a reexamination period, an acknowledgment of the necessity for a holistic narrative about the people and events we choose to honor. With this modern lens of cultural value being used to highlight the actions of past leaders, the State Library of Oregon has begun its own introspection on who we venerate and how.”

Courtney “Cam” Amabile graduated from Tulane University with a degree in Anthropology and Environmental Biology. She is a National Association for Interpretation (NAI) Certified Interpretive Guide with a background in environmental education, interpretation, volunteer coordination, community outreach, and diversity, equity, and inclusion (DEI) work. In her spare time, she enjoys hiking, camping, birding, nature journaling, and photography in Oregon’s outdoor wonderland as well as volunteering for NAI.

Thank you,

Charles Wood

OLA Quarterly Coordinator

9-14-20

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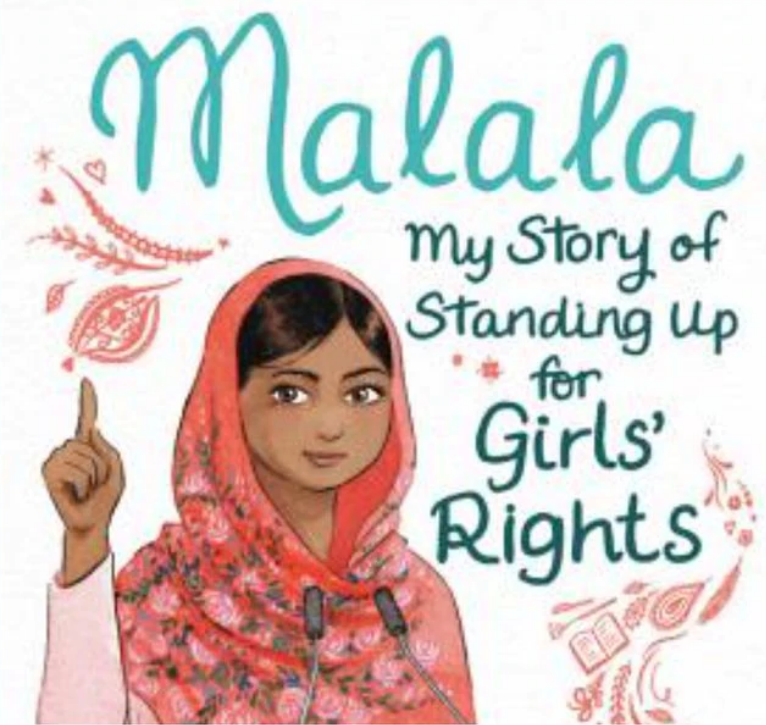
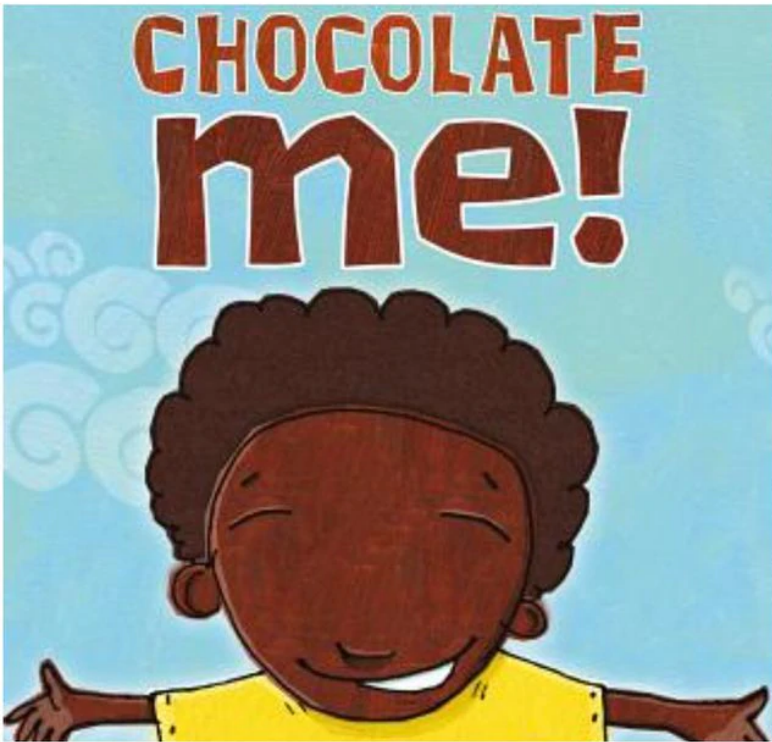
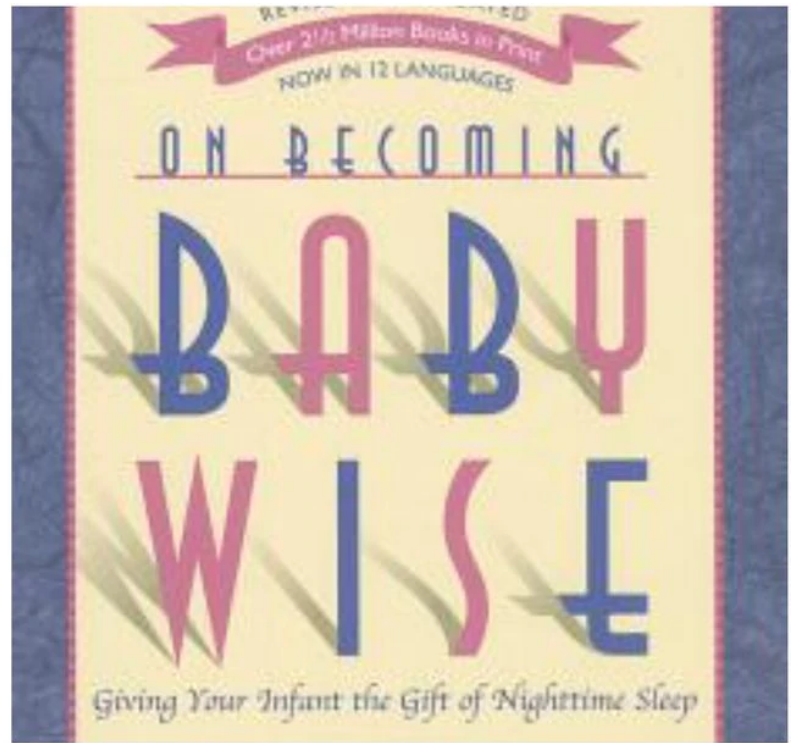
Books

Banned Books Week is here: See what books were challenged in Oregon in 2019-20

Updated Sep 27, 2020; Posted Sep 27, 2020

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Books challenged in Oregon in 2019-20 include (clockwise, from top left) "George," "On Becoming Baby Wise," "Malala: My Story of Standing Up for Girls' Rights" and "Chocolate Me!" Courtesy of the publishers

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By [Amy Wang | The Oregonian/OregonLive](#)

The freedom to read is the foundation of [Banned Books Week](#), an annual awareness

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runs Sept. 27-Oct. 3, with the theme “Censorship is a Dead End. Find Your Freedom to Read.”

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Each day of Banned Books Week has its own theme: Read a banned book (Sunday); speak out about censorship (Monday); create something unrestricted (Tuesday); express the freedom to read in style (Wednesday); write about your rights (Thursday); watch, listen, and learn from others (Friday); and thank those who defend the freedom to read every day of the year (Saturday).

In Oregon, the best-known recent challenge to a book came during the 2018-19 season of Oregon Battle of the Books, when two school districts declined to participate in the elementary school level of the reading competition for third- through 12th-graders because the reading list included Alex Gino’s children’s novel “[George](#).” The book’s main character is a transgender girl. ([Read our 2018 story.](#))

The [Oregon Intellectual Freedom Clearinghouse](#) puts out an annual report on “challenges to intellectual freedom in Oregon libraries and schools.” Its [2020 report](#), which covers the period from July 1, 2019, to June 30, 2020, noted 19 challenges to books, movies, music, magazines or digital content. According to the report, most of the challenges involved books; half were initiated by parents on behalf of children; four occurred in school libraries and the rest in public libraries; and three of the challenged materials were either relocated or removed, while the rest were retained.

Buzzy Nielsen, the [State Library of Oregon](#)’s program manager, library support and development services, said the number of challenges dropped slightly this year

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during the pandemic. “A lot of the challenges originate from people browsing the shelves, especially the ‘new’ section, where the books are much more likely to be on display,” Nielsen said.

Books most likely to be challenged are those with sexual or LGBTQ content, Nielsen said.

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Notable in this year’s report were other instances of what Nielsen called intellectual freedom or censorship issues. “The world’s different, and suppression or chilling of speech or intellectual freedom isn’t just around materials,” he said. “We’re trying to better capture the picture.”

Banned Books Week, Nielsen said, is an opportunity for libraries to highlight the diversity of the materials they carry and to raise awareness about the challenges of running an institution that needs to find material for a vast swath of the community.

“There’s something in the library to offend everybody,” he said.

Here’s a look at the 18 challenged books in the 2020 Oregon report, along with the reasons given for objecting to them (the 19th item challenged was a DVD):

“The Beet Fields: Memories of a Sixteenth Summer,” by Gary Paulsen (incest, sexual explicitness, violence)

The Bible (religion)

“Black Widow: The Name of the Rose,” by Marjorie Liu and Daniel Acuña (nudity,

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Chocolate Mel, by Joyce Kilmer (religion)

"The Dangerous Alphabet," by Neil Gaiman and Gris Grimly (violence)

"Esto No Es Un Libro De Sexo," by Chusita Fashion Fever (sexual explicitness)

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"Everything You Need: 8 Essential Steps to A Life of Confidence in the Promises of God," by David Jeremiah (religion)

"George," by Alex Gino (LGBTQIA+ content), which was also the No. 1 challenged book nationally in 2019, according to the American Library Association

"Hedgehog: A Sharp Lesson in Love," by Ben Sutton and Dan Pinto (violence)

"Japanese American Internment Camps," edited by Bryan J. Grapes (political viewpoint)

"Letting Go," by Maya Banks (sexual explicitness)

"Malala: My Story of Standing Up for Girls' Rights," by Malala Yousafzai with Patricia McCormick (violence)

"The Mighty Heart of Sunny St. James," by Ashley Herring Blake (LGBTQIA+ content)

"Mini Weapons of Mass Destruction," by John Austin (violence) -- there are two books with this title that have different subtitles; it's not clear which title was challenged.

"On Becoming Baby Wise: Giving Your Infant the Gift of Nighttime Sleep," by Gary Ezzo and Robert Bucknam (inaccuracy)

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“Sex is a Funny Word: A Book about Bodies, Feelings, and You,” by Cory Silverberg and Fiona Smyth (gender roles, LGBTQIA+ content, sex education)

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“The True Adventures of Esther the Wonder Pig,” by Steve Jenkins, Derek Walter, and Caprice Crane (anti-family)

This post originally appeared in our Saturday Bookmarks newsletter. Subscribe [here](#).

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The Library as Ballot Box

Voters turn to libraries as nation faces a pandemic, wildfires, and uncertainty with postal service

By [Greg Landgraf](https://americanlibrariesmagazine.org/authors/greg-landgraf/) | September 28, 2020

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A ballot drop box outside the Arthur Lakes Library in Colorado School of Mines in Golden.

Many states have [increased the opportunities](https://www.pewresearch.org/fact-tank/2020/06/24/as-states-move-to-expand-the-practice-relatively-few-americans-have-voted-by-mail/) for voters to cast their ballots by mail this year as an alternative to gathering at a polling place during a pandemic. But in an environment where [some politicians](https://www.foxnews.com/politics/trump-charges-voting-by-mail-will-result-in-rigged-election) are trying to raise doubts about the

Latest Library Links

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10m



<https://americanlibrariesmagazine.org/wp-content/uploads/2020/09/ebookandbook>: Rosen writes: "Many companies and public institutions were unprepared for the pandemic and the ensuing lockdown. There was one notable, perhaps even surprising, exception: the nation's public libraries. Librarians across the country foresee institutions that will blend the physical with the digital, increasing their emphasis on their critical community role by offering free Wi-Fi and social services as well as a place where physical books and DVDs coexist with ebooks and online platforms."

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security of voting by mail and the ability of the United States Postal Service to deliver mail-in ballots, many libraries are using their unimpeachable reputations to offer stability as ballot drop-off sites.

“I think people miss the environment of the polling place, and going to a drop box helps them re-create that,” says Oregon Library Association Vice President Arlene Weible. Oregon has conducted all elections by mail since 2000, but Weible says libraries hosting ballot drop boxes is a common practice in the state.

The benefits of hosting drop boxes go beyond mere nostalgia. Drop boxes can offer a safe and secure way to vote as the nation continues to face COVID-19, wildfires, and policy changes affecting the stability of the postal system.

Arthur Lakes Library at the Colorado School of Mines in Golden has had a ballot box in front of the library for two years. “Students have been very enthusiastic about the opportunity, and it’s been well received,” says University Librarian Carol Smith. “They take their voting rights seriously, but the convenience is an issue for them since they’re so busy and focused on their studies.”

Dunedin (Fla.) Public Library provided ballot drop-off for the first time during this year’s primary elections in August. Director Phyllis Gorshe says a line of people waited to drop off their ballots the first day the drop box was in place. “We received lots of calls in appreciation, so I’m expecting the next election to be a busy time,” she adds.

Working with elections boards

Weible worked with the Oregon Library Association to prepare a [tip sheet](#)

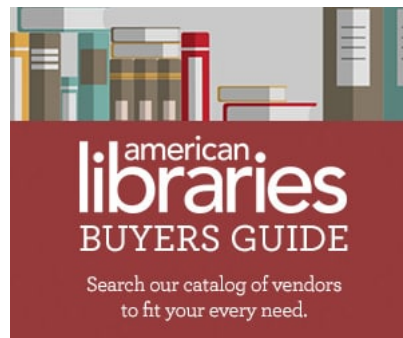
([https://www.olaweb.org/assets/Communications/2020-](https://www.olaweb.org/assets/Communications/2020-21-communications/OregonLibrariesandBallotDropOffSites%202020.pdf)

[21-communications/OregonLibrariesandBallotDropOffSites%202020.pdf](https://www.olaweb.org/assets/Communications/2020-21-communications/OregonLibrariesandBallotDropOffSites%202020.pdf)), for libraries in the state interested in serving as ballot drop sites. But there is no one-size-fits-all template for all libraries to follow because elections are administered by states and must be conducted in accordance with state and local policies. Some jurisdictions may not allow it at all: A Cuyahoga County (Ohio) Board of Elections plan to have ballot drop-off at six county libraries was [overruled](#) (<https://www.cleveland.com/open/2020/09/ohio-secretary-of-state-frank-larose-blocks-cuyahoga-county-elections-plan-offering-ballot-drop-off-sites-at-libraries.html>).

September 14 by Ohio Secretary of State Frank LaRose, who had ordered each county to offer only a single drop box, although [lawsuits](#) (<https://advertiser-tribune.com/news/279807/limit-of-1-ballot-box-per-county-reaches-ohio-appeals-court/>) challenging the order are [under way](#) (<https://www.msn.com/en-us/news/politics/ohio-judge-derides-restriction-of-1-ballot-box-per-county/ar-BB194AeQ?li=BBnb7Kz>).

In general, most of the work related to collecting ballots is done by election staff, but libraries that wish to offer the service frequently need to prepare. Washoe County (Nev.) Library System is hosting ballot drop boxes at seven of its 12 locations, even though the system is currently closed apart from hold pickups. Director Jeff Scott says the fact that many of the county’s libraries have meeting rooms with exterior access has made the partnership easier. “We installed RFID readers so election staff with the necessary tags can access those rooms without putting an undue burden on library staff,” he says. The library worked closely with elections staff generally, inviting them to tour their libraries to figure out options at sites that don’t have meeting rooms with exterior access.

Gorshe says working with the county Supervisor of Elections office was critical for her library as well. “One of their administrative outreach people did a presentation for the staff to learn what they do and their process,” she says. The supervisor of elections provided the drop box as well as the staff who monitored it and delivered ballots to the election office each day. But library staff needed to know how to respond if a voter attempts to hand a ballot to them, or how to direct voters on Election Day itself, when voters must cast their ballot at a polling place or the Supervisor of Elections office. The library also had to carefully locate the ballot boxes to make them accessible throughout the day, even though the library currently closes twice a day for cleaning and disinfecting.



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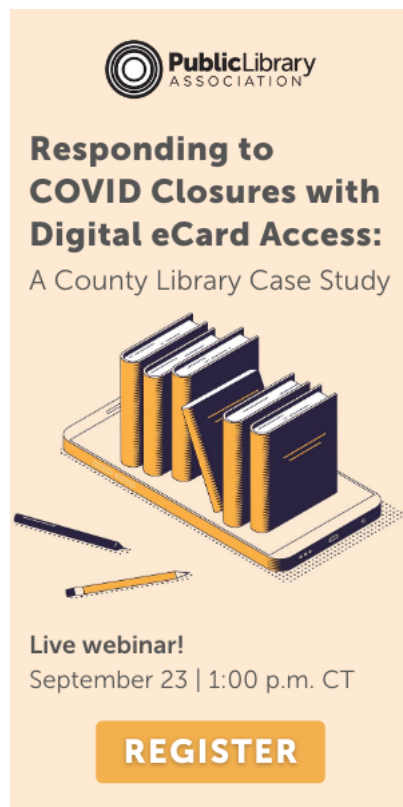
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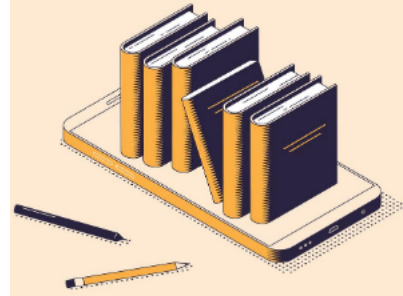
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“People have the tendency to think they can drop ballots in our book drops, so we have a lot of signage there,” Gorshe notes. The county permits ballots left in the book drop to be counted, if they are properly sealed and signed to prevent tampering and if election staff approve. But the practice is discouraged.

Again, policies in different jurisdictions will vary: Multnomah County, Oregon, designated [library book drops \(https://apnews.com/218231279af1df1d9576577eed324f18\)](https://apnews.com/218231279af1df1d9576577eed324f18) as ballot drop boxes as well because of the pandemic, deputizing librarians to separate ballots from books.

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GREG LANDGRAF is communications and marketing coordinator at Georgetown University Libraries in Washington, D.C., and a regular contributor to *American Libraries*.

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