Performance Report Cover

1. Federal agency and organization element to which report is submitted Institute of Museum and Library Services	2. Federal grant or other identifying number assigned by federal agency LG-43-12-0465-12	Page1	Of 16 Pages
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		3b. EIN 931018525	
4. Recipient organization (name and complete address, including zip code) Oregon Parks and Recreation Department Org. Unit: Oregon Heritage Commission 725 Summer St., Ste C Salem OR 97301-1266		5. Recipient identifying or account number	
6a. Project/Grant period start date (mo/day/yr) 10/01/2012	6b. Project/Grant period end date (mo/day/yr) 09/30/2016	7. Reporting period end date (mo/day/yr) 09/30/2015	8a. Final Report? No
8b. Project URLs if any http://www.mindyourcollections.org http://www.oregon.gov/oprd/HCD/OHC?Pages/C2C.aspx http://www.oregon.gov/oprd/HCD/OHC/pages/mentorcorps.aspx			9. Report frequency Annual
10. Please transmit the performance report as instructed by the Institute of Museum and Library Services.			
11. Other attachments: Yes Transmit accompanying documents with this cover as instructed by the Institute of Museum and Library Services			
12. Certification: By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or printed name and title of authorized certifying official Tanya Crane, Budget Managert Oregon Parks and Recreation Department		12c. Telephone (area code, number, extension) 503-986-0694	
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12b. Signature of authorized certifying official Tanya S Crane		12e. Date report submitted (mo/day/yr) 12/24/2015	
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		14. Agency use only	

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Narrative

Project Title: Oregon Connecting to Collections Implementation Project

Activities Completed During This Reporting Period: Oct. 1, 2014-Sept. 30, 2015.

1. Trainings about Disaster Preparedness and Collections Care

Most of the anticipated disaster preparedness and collections care workshops took place during the first year of the grant. Fewer were planned for this second year and generally were done by a few mentors who presented them to organizations to which they had been assigned.

However, three exceptions stand out. The first is a series of workshops on collections care and emergency management that were offered by Lane Community College in the Cottage Grove area. (See description in the MentorCorps section.)

Oregon Heritage arranged for a session at the 2015 Heritage Conference about "Taking Cover: Survival and Renewal When The Big One Comes." This featured both local and state leaders in disaster preparedness, along with a museum that had undertaken some disaster preparedness. Also, consultant Stacy Dunn provided staff and volunteers at the Shelton McMurphy Johnson House with disaster preparedness training while helping to create a disaster plan for them.

We also partnered with the Oregon Museums Association to give a workshop on engaging museums in disaster planning that was held in Springfield. Mentors and the project's assistant director assisted with the workshop.

In our final year, we will again be providing trainings around the state.

2. Oregon Heritage MentorCorps

We will soon reach the two-year mark for the Oregon Heritage MentorCorps, and it is an unqualified success. With minimal promotion and marketing of the program, a total of 52 organizations have officially or informally inquired about assistance, with most of them receiving some help. A total of 32 are museums, although their requests sometimes dealt with their archives and libraries. A total of 13 community organizations with collections such as a Lions Club, the American Association of University Women, a theatre, an arts council and a youth symphony also requested a mentor. Mentors also were requested by organizations devoted to tribal, African American, Chinese, and Greek heritage.

We have 2-3 organizations awaiting the availability of a mentor because we do not have one available in their region. Several organizations also have decided not to seek a mentor because their organization was not prepared to respond to the assistance.

The Portland Metro and Willamette Valley areas have had the most requests for mentors because of the larger number of archives, libraries and museums in those areas. Mentors are working at capacity and we have told new mentor-seekers that they will have to wait. In most rural regions, the demand has not been as strong as we expected so some mentors have not done consulting.

The existence of the MentorCorps had impact in the Lane County town of Cottage Grove. The city decided to give training on collections care for the several museums and libraries there.

The presence and ability of mentors to present on these topics for free enabled Lane Community College to offer them monthly trainings during the summer on collections care and management. The workshops each drew 15-25 people from as far as two hours away. The sessions were so successful that the college offered a fall series that addressed disaster preparedness and other organizational sessions. (The names of these organizations have not been included in our list of participants, unless they have participated in our project in some other fashion.)

We offered mentors travel, lodging and registration to attend the 2015 Oregon Heritage Conference in Coos Bay-North Bend. More than a dozen mentors took advantage of the funding, while others participated using their own organizational funds. We provided specialized training on adult learning techniques at a special session for them. In addition, the mentors attended sessions related to collections and emergencies.

Because mentors will shortly have completed two years of service, we plan to recruit a new cadre in early 2016. Current mentors will be given the ability to opt in to the new cadre. There will be training for the new cadre at the 2016 Oregon Heritage Conference.

3. Establishment of Web page

Our **primary** website was fully developed this year. We began by identifying the subpages: MentorCorps, Collections Care, Oregon's Treasures and Emergencies. Made decision not to host material, but to link.

As we indicated in our grant application, the site focuses on resources developed or located in Oregon. The MentorCorps pages describe the services it offers and how it can be contacted. The Collections Care webpage divides the resources into categories: General, Audio, Digital, Paper, Textiles, and Policies and Plans. Although our first highlighted resource is the ConnectingtoCollections.org website, all of the remaining resources are located in the Pacific Northwest, with a heavy emphasis on materials Oregon Heritage has developed.

The Emergencies webpage also includes resources specifically for Oregon, including disaster plans developed by some Oregon organizations, including two created or revised because of this grant.

Our newest subpage is the Oregon's Treasures webpage. We created this page for two reasons: to highlight some of the great items in the museum, archives and libraries of the state, and to draw attention of the general public to the collections. In our descriptions of these treasures, we also talk about the challenges of caring for them.

During September 2015, we had 212 visitors to the site who averaged looking at two pages. More than half of the page views were looking at the collections care pages; there were 45 looks at the emergencies page.

Changes

Personnel

Oct. 18, 2014	Approval of Mike Gushard to replace Cara Kaser as coordinator. (request made Sept. 25, 2014).
March 30, 2015	Approval of Stacy M. Burr (representing Stacy M. Burr Consulting, LLC) and John Reid (representing Incident Knowledge Resources Consulting) as consultants. (Request made Feb. 12, 2015.)

March 30, 2015 Approval of Tanya Crane to replace Roger Roper as Authorizing Official. (Request made Feb. 13, 2015.)

Key schedule change:
Oct. 24, 2015 Extension of final grant deadline by one year to Sept. 30, 2016. (Request made Sept. 21, 2015)

Findings:

1. **Most planned impacts have been made**. Our grant application included seven anticipated impacts. We have accomplished all but two, and those two may not be good measures of improved collections care. We have provided knowledge and training about collections care to more than 150 organizations (compared with 100 in our initial proposal), created a statewide web portal for collections care information, generated a network to give better care to collections, and served all regions of the state.

We have fewer than 10 organizations that have created disaster plans and fewer than 20 organizations that have accomplished Pocket Response Plans (PREPs). We got closer to our goal by offering small incentives for collections/emergency supplies to organizations that completed a PReP ($100) or disaster plan ($500).

We decided to seek an extension to have additional time to increase those totals to the 10 disaster plans and 30-50 PRePs we anticipated in the grant application.

2. Face-to-face outreach is critical. When we talk directly with people about Connecting to Collections activity, we have stronger interest in the mentors, training, incentives and grants. Having service four options makes it easier for organizations to want to improve collections care and disaster planning. Paper and online information, including social media, do not have nearly the impact as face-to-face outreach.

3. Most people who want to improve collections care find that leaping to prepare a disaster plan is an impossible reach. Even when offered training and/or financial incentives, few organizations have made that leap. The analogy is that people just learning to walk shouldn't be expected to immediately run a marathon. Even if their organization is offered a financial incentive such as funds for collections care/emergency supplies when completing a PReP, many have not responded. Offering training and/or incentives gives an organization a choice on how to best achieve a disaster plan.

4. Digital collections have become part of the conversation. The 2006 Heritage Health Index paid little attention to digital collections. Now, we are training organizations that digital collections require the same considered care as traditional collections care.

5. Mentors are motivated more by passion than by money. Only a fraction of the volunteers have accepted honorariums that had been a major part of the grant. A higher percentage of mentors are requesting reimbursement for their travel costs. These savings, along

with managing the grant ourselves instead of contracting it as originally planned, are enabling additional workshops during 2016.

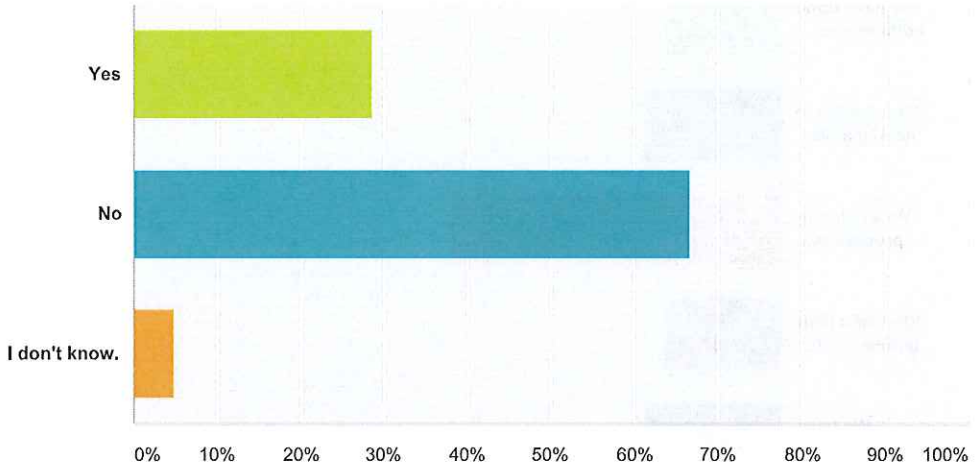
6. Fourteen projects have received grants from the Heritage Commission for collections or emergency preparedness since the project began. This shows that the organizations followed up on information they gained from our initial collections workshops or in contacts with mentors. Grant proposals from organizations that received assistance from mentors tend to be better planned and written than others. We expect more proposals from project participants when applications begin in January for Oregon Museum grants. (These grant funds have not been included in the Oregon Heritage Commission's match for this IMLS grant.)

7. This project has created stronger, yet unanticipated links between the state's emergency and cultural agencies, including Oregon Heritage. Because of contact with this project's director, staff at the state's Office of Emergency Management (OEM) created a dashboard about emergencies at cultural resource locations on their website. The Oregon Heritage Commission also was asked by OEM's contractor to help draft the cultural and natural resource mitigation plan for the state's emergency management plan. The State Historic Preservation Office, following introductions to OEM by project staff, is also a recipient of a FEMA subgrant to the OEM that will create a GIS layer of museums and historic buildings for the OEM's statewide online emergency management system.

 Survey done Nov. 2015

Q1 Prior to attending the workshop in 2013, did your organization have a disaster preparedness plan?

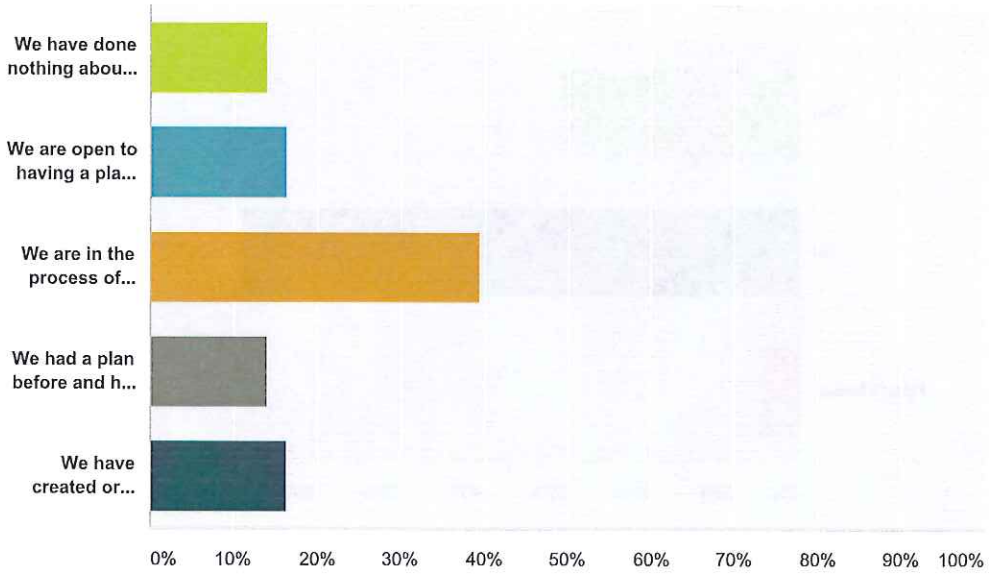
Answered: 42 Skipped: 1



Answer Choices	Responses	
Yes	28.57%	12
No	66.67%	28
I don't know.	4.76%	2
Total		42

Q2 Since attending the workshop, has your organization created a disaster plan?

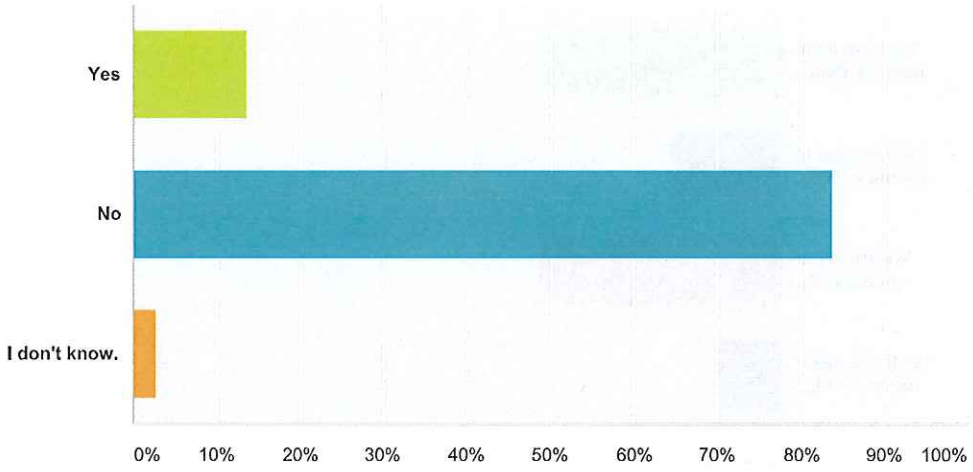
Answered: 43 Skipped: 0



Answer Choices	Responses	
We have done nothing about creating a plan.	13.95%	6
We are open to having a plan but need help getting started.	16.28%	7
We are in the process of developing a plan.	39.53%	17
We had a plan before and have done nothing since the workshop to update it.	13.95%	6
We have created or updated our plan and are ready for the worst.	16.28%	7
Total		43

Q3 Prior to attending the workshop in 2013, did your organization have a pocket response emergency plan (PREP)?

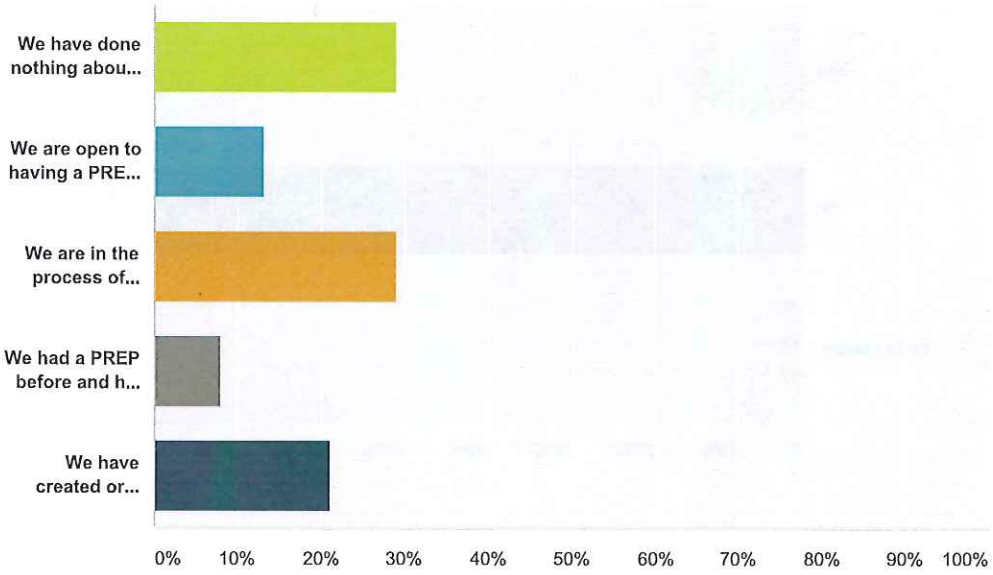
Answered: 37 Skipped: 6



Answer Choices	Responses	
Yes	13.51%	5
No	83.78%	31
I don't know.	2.70%	1
Total		37

Q4 Since that workshop, has your organization created a pocket response emergency plan (PREP)?

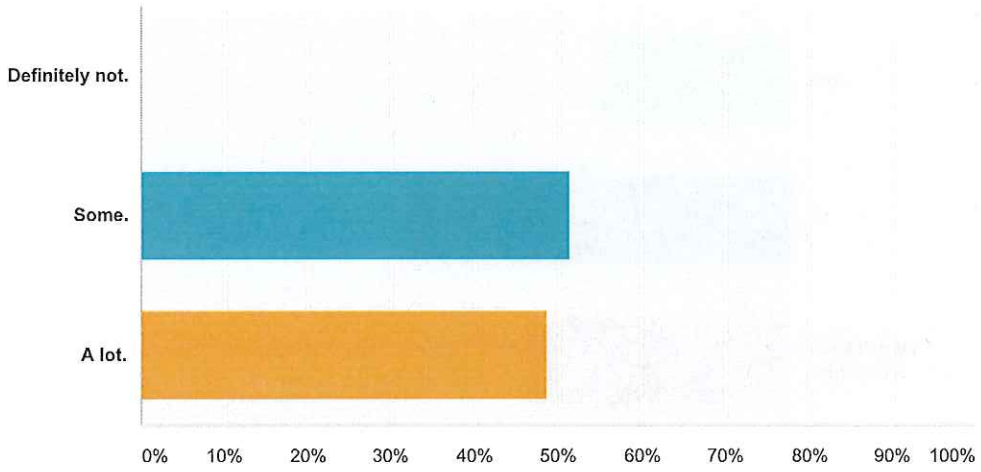
Answered: 38 Skipped: 5



Answer Choices	Responses	
We have done nothing about creating a PREP.	28.95%	11
We are open to having a PREP but need help getting started.	13.16%	5
We are in the process of developing a PREP.	28.95%	11
We had a PREP before and have done nothing since the workshop to update it.	7.89%	3
We have created or updated our PREP and our ready for the worst.	21.05%	8
Total		38

Q5 Did the workshops give your organization the knowledge and inspiration to improve emergency planning?

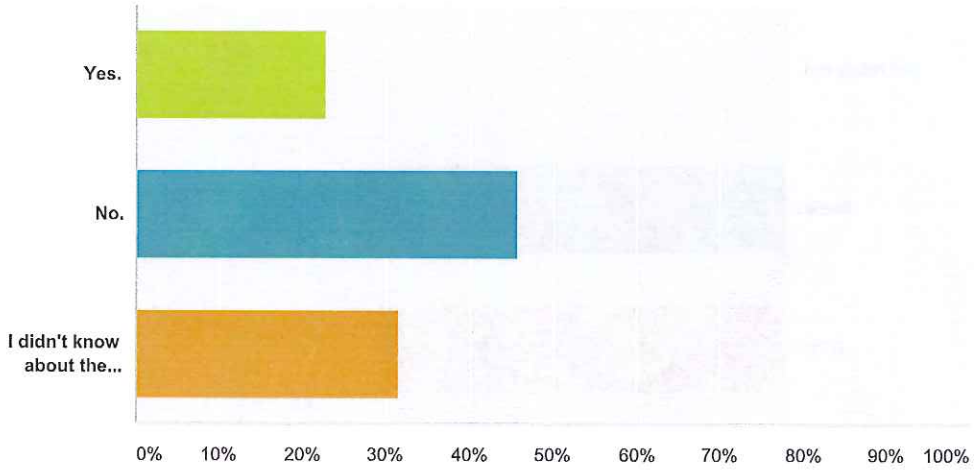
Answered: 35 Skipped: 8



Answer Choices	Responses	
Definitely not.	0.00%	0
Some.	51.43%	18
A lot.	48.57%	17
Total		35

Q6 Did the financial incentives help your organization start creating a disaster plan or PREP?

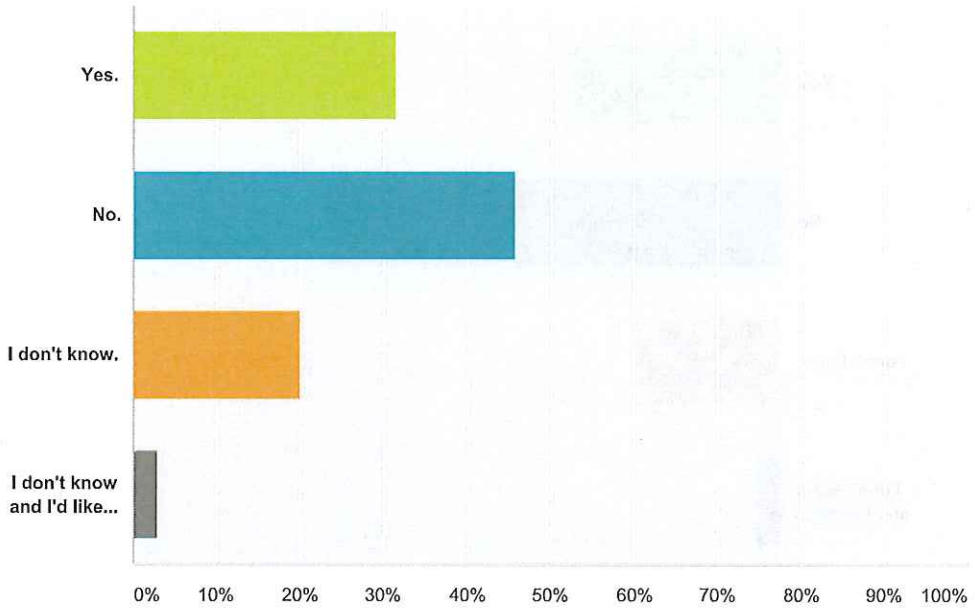
Answered: 35 Skipped: 8



Answer Choices	Responses	
Yes.	22.86%	8
No.	45.71%	16
I didn't know about the incentives.	31.43%	11
Total		35

Q7 Has your organization been assisted by a member of the Oregon Heritage MentorCorps?

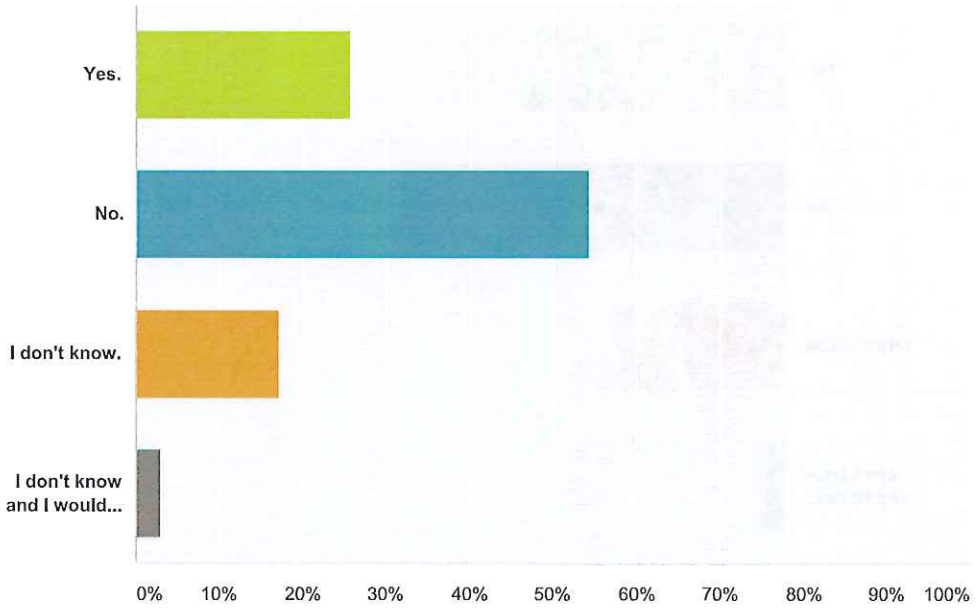
Answered: 35 Skipped: 8



Answer Choices	Responses	
Yes.	31.43%	11
No.	45.71%	16
I don't know.	20.00%	7
I don't know and I'd like to learn more about the Heritage MentorCorps.	2.86%	1
Total		35

Q8 Has a member of the Oregon Heritage MentorCorps assisted your organization in creating a disaster plan or PREP?

Answered: 35 Skipped: 8



Answer Choices	Responses	
Yes.	25.71%	9
No.	54.29%	19
I don't know.	17.14%	6
I don't know and I would like to know more about the Heritage MentorCorps.	2.86%	1
Total		35

Q9 What are your comments about this project, including the workshops, mentors, incentives and website?

Answered: 24 Skipped: 22

#	Responses	Date
1	The OHC offer of mentor assistance gave the incentive to the Genealogical Forum of Oregon to begin developing the disaster plan and PReP, and the financial incentives were instrumental in Board Approval of the Plan. The PReP had been completed and approved in January 2015. I attended the WESTPAS Webinars and in-person workshop in November, highlighted the need to revise the PReP to create separate plans for two very different sets of volunteers (immediate responders AND those dealing with disaster recovery). Our mentors were great and answered many questions, and reviewing and commentong on the PReP and Disaster Plan. The DPlan was recommended as the instrument to begin the Disaster Plan - but because the GFO is a non-profit organization, it had to be adopted to our needs. The financial incentives were announced AFTER we were well underday, but the funds allowed the purchase of many items to deal with disaster response that otherwise would not have been acquired. The website provided leads that was followed up on in developing the Disaster Plan. In conclusion, this program was very instrumental for the GFO to begin and see the development of its disaster plan to completion. But the plan is not done, because it will always need updating. THANK YOU!	12/21/2015 5:32 PM
2	I attended the workshop to increase my knowledge to care for my genealogical records, books, etc.	12/9/2015 6:18 PM
3	It is a great project. Challenges to fully implement our plan are many as we he multiple sites. It would be good to encourage multiple people from an institution to attend a meeting like this because it would be easier to complete our response plan. We keep working on bits and pieces but everything seems to be a ovine target.	12/9/2015 12:06 PM
4	The project is an excellent opportunity to start and implement a disaster plan for museums. The workshops leaders knew their material and did a good job teaching the content to us. I learned a lot about materials and how to prepare and store them collection storage to mitigate damage in a disaster. The website is useful for looking up information and to review many of the fundamentals for disaster planning for new staff.	12/4/2015 9:26 PM
5	It was very helpful to aware of the preparation and to review the old plan.	12/4/2015 8:49 AM
6	the workshop was good, but the follow-up need more attendtion	12/2/2015 11:52 PM
7	It was very insightful and informative. We are a new organization and decisions we are making now are done so with takeaway from class. Thank you!	12/2/2015 9:54 PM
8	We have learned a great deal which has helped a lot	12/1/2015 10:09 PM
9	My comments about this project, including the workshops, mentors, incentives and website are manifold and inclusive.	12/1/2015 4:53 PM
10	Process: Became somewhat disjointed by change in personnel. Product: End results could have been better. Part of our problem, and as a mentor, I have a background in Disaster Prep., which on one hand expanded expectations while diminishing planning results.	12/1/2015 2:28 PM
11	Because of health problems with both our mentor and our museum's executive director, we did not complete the process.	12/1/2015 2:06 PM
12	It was a great workshop, I learned a lot; I wish I had more time to work with our collections and address emergency preparedness.	12/1/2015 2:01 PM
13	I had attended several webinars before the program started so knew what to do already. But the project has stalled out due to a lack of staff who has had time to complete the plan.	12/1/2015 10:52 AM
14	I took the introductory disaster management workshop at Linfield College. It provided great information about preparation/response for libraries/museums. While we didn't follow-up by creating our own plan, I will be aware of many good resources if/when a disaster occurs. This knowledge will streamline our response activities.	12/1/2015 10:47 AM
15	I think it's a great program! I think more awareness can be generated. For example, my boss is a mentor and he has not been contacted once by another institution for aid or advice. My thought is that people tend to get into their daily grind and forget about resources available to them. A monthly email might remind people of this resource.	12/1/2015 9:09 AM
16	Other commitments prevented me from doing the follow-up as I had hoped. I still think it is a worthwhile effort, however, I no longer live in the community I represented.	11/22/2015 4:42 PM

17	I was an Oregon Heritage mentor which was not an option for the previous two questions. So I answered Yes, I was a mentor and I helped myself.	11/20/2015 9:22 AM
18	The workshops were very good and pushed us to get going on our plan and emergency kits. The incentives were icing on the cake. We would have done it anyway but that made us get to it probably sooner.	11/20/2015 8:55 AM
19	Health issues with both our mentor and our museum's staff sidetracked our completion of our disaster plan.	11/19/2015 5:55 PM
20	Good information! Implementation for a small useful is costly	11/19/2015 5:31 PM
21	Very valuable project. I've participated as a mentor and have worked with four or five different organizations.	11/19/2015 5:27 PM
22	Without your workshop we probably would not have begun working on a disaster plan. Thank you.	11/19/2015 4:32 PM
23	I took the class as a part of class work for my Master of Library Science degree and Archives Concentration. I would like the library system I work for to do more to prepare for emergency situations where our libraries could act as community resource and recovery centers.	11/19/2015 4:30 PM
24	I think it has been a great project. The only reason I had to say my organization has not been assisted by a mentor, is because I am one.	11/19/2015 4:22 PM