



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, August 30, 2023 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orcity.org) for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. The Library Board will review and approve the minutes of the July 26, 2023 regular meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his August, 2023 report and library statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

3. Teen Advisory Committee (TAC) Bylaws
4. Collection Development Policy Updates
5. New Library Website
6. Trail News Distribution Information
7. Formation of Data Subcommittee

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

When a public comment period is included on a meeting agenda, members of the public are allowed up to three minutes to address the Library Board on any topic. Members of the Library Board do not generally engage in dialogue with those making comments but may refer any questions or issues raised to the Library Director. Any written comments or materials must be provided to the Library Operations Manager at least 48 hours prior to the meeting; please contact Denise Butcher (dbutcher@orcify.org, 503-657-8269, x1028) for more information.

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding the meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orcify.org, 503-657-8269, x1028.).

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Regular meetings and work sessions of the full Library Board are generally streamed live on Oregon City's website at www.orcify.org and available on demand following the meeting. Most meetings of the full Library Board may also be viewed on Willamette Falls Television channel 28 as a rebroadcast; please contact WPMC at 503-650-0275 for a programming schedule. Meetings of Library Board committees are generally not streamed/rebroadcast.



CITY OF OREGON CITY

LIBRARY BOARD

MINUTES

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St,
Oregon City
Meeting
Wednesday, July 26, 2023 at 5:00 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:04 pm.

ROLL CALL

Members Present: Cynthia Andrews, Heidi Blackwell, Bill Carton, David Goldberg, Lisa Oreskovich, and Larry Osborne were present in person. Nick Dierckman was present via Zoom.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

APPROVAL OF MINUTES

1. Review and approve minutes from the May 24, 2023 Library Board Meeting

Cynthia Andrews made a motion to approve the May 24, 2023 Library Board Meeting minutes as submitted. Larry Osborne seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

2. Review and approve minutes from the July 27, 2022 Library Board Meeting

Heidi Blackwell made a motion to approve the July 27, 2022 Library Board Meeting minutes as submitted. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

3. July 2023 Director's Report and Library Statistics

Greg Williams conveyed his gratitude and appreciation for the Board's efforts, time, and dedication to the Library and had spoken to this at the City's Volunteer Appreciation Dinner.

Greg highlighted that card signups for the closed fiscal year were the second highest on record, second only to the year the Library reopened with the expansion. Greg stated that foot traffic for the year was nearly 150,000 and noted that comparison to prior years was difficult due to the way prior years' traffic had been counted.

Greg shared a heat map of visitor activity and thought this might be a source of data for future discussions about open hours.

Greg mentioned he had been elected Chair of the Oregon State Library Board and Chair of LINCC Director's Group.

Greg said that the first of the benefitted part-time, internally recruited Youth Services Library Assistant IIs was posted, would close Friday, and interviews would be Tuesday.

Greg shared that the new circulation desk would be installed in the next few weeks.

Greg said most LINCC libraries reduced the overdue fees to \$0.10/day to lower barriers to access; some libraries had not been able to do this for financial reasons.

Greg stated a police report was filed for 80 unreturned video games checked out by a single person. Greg acknowledged that this was not a usual course of action, but the decision to file a complaint had been made due to the high value of the missing items..

Cynthia Andrews asked if staff thought the materials had been checked out and not returned due to content or a desire to sell them. Greg said the belief was that they had been checked out for resale. Bill Carton noted pawn shop sales were not anonymous. Denise Butcher said that it was thought that they were sold to a videogame reseller.

Greg said this occurrence led to the reconsideration of video game check out limits across the county; video game checkouts per account had been reduced to 10 video games at a time compared to the previous limit of 80 at a time.

Greg shared that the projected revenue for district funds was very close to actual revenue and credited a collaborative process between Library and Finance staff.

Greg relayed the Library would have a table at National Night Out and would have a presence at other cultural happenings. Heidi Blackwell shared that the Library, Parks Department, Oregon City School District, and Souflags would be working together to put on different cultural events.

Greg invited questions.

Nick Dierckman asked if the call for young teens was related to the Teen Advisory Committee (TAC).

Heidi said that there were roughly three openings for TAC, which was mostly high school aged, and that the recent call for applicants was for the newly formed Young Teen Advisory Committee, which was focused on middle schoolers. Heidi said that the criteria for eligibility was student residence in the service district rather than school attended. Greg said committee bylaws were in development.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

4. Library District Advisory Committee (LDAC) letter to Clackamas Board of County Commissioners

Nick Dierckman stated that the letter was written to share two years' of Annual Progress Report data and to ask the County Commissioners how they interpreted the appropriate use of Library District funds.

Greg Williams said that he thought the letter had been drafted by the LDAC Chair, who is also the Happy Valley Library Board Chair, who would provide the information to County Administrator Gary Schmidt and let County Administrator Schmidt determine the best way to share the information with the County Commissioners.

David Goldberg expressed hope that the controversy about Library capital expenses would be cleared up by the ensuing discussion.

Greg noted the wording from the first version of the letter had been changed to be specific on the language about what LDAC funds could be used for as different Cities had different definitions for the same terms.

5. Results of Survey of unincorporated residents

Greg Williams said that the survey results had been shared with the Board and were included in the packet.

Nick Dierckman expressed appreciation for the comparison. Cynthia Andrews voiced appreciation for the baseline data provided by the survey. Greg stated that he was pleasantly surprised with the overall results.

Bill Carton asked how the survey had been conducted. Greg said that the City had contracted with ETC to get a statistically valid survey. Greg noted similar general satisfaction scores to city residents. Greg noticed that selection of digital resources available had a noteworthy difference, with less satisfaction from unincorporated residents, and identified that as an issue fixable primarily through the allocation of additional funds.

Bill asked if it was possible to track if there was an unsatisfactory search or unfulfillment of a request. Greg said he would check with Network but thought it might be possible to pull data from the embedded request purchase function. Greg acknowledged that demand for ebooks outpaced available copies and that any extra funds were generally put towards reducing the holds queue.

David Goldberg asked if the copies were licensed to LINCC or the member libraries. Greg said that there were three avenues of econtent that OCPL patrons had access to. These levels were 1) the Library2Go consortium that was shared access through the state, 2) LINCC only access, and 3) library specific content. Greg said that the third level had traditionally not been used out of the spirit of increasing access across the county.

Nick Dierckman referenced an article about ebooks and asked if the ebooks expired after a certain number of circulations. Greg said that on an industry level, that was generally the case, but it was also dependent on the publisher and licensing agreement. Nick said the article implied that electronic circulation agreements were comparable to the lifetime circulation of books. Greg disagreed with the accuracy of that claim, believing that physical items were more durable than ebook publishers might claim.

Greg noted that unincorporated residents expressed higher satisfaction with computers and wifi. Bill noted that the hotspots had very long wait lists and expressed curiosity about the usage patterns regarding supplementary or primary use of the device, and by usage area. Greg acknowledged that they were constantly popular items and thought it might be possible to obtain data on residence area, but impossible to obtain data on why the item was used.

Greg noted high satisfaction with reader's advisory. Bill asked who provided reader advisory. Greg answered it was primarily staff at the reference and children's desks.

Greg identified adult programming as an area for improvement. Cynthia asked if the data reflected the content or the quantity of adult events. Greg said there was no way to know for sure, but based on the free response comments it was likely a little of both, plus location. Greg said senior programming was a similar situation.

Greg noted that there were higher satisfaction levels with teen and children's programming in unincorporated respondents, as well as higher dissatisfaction levels. Greg noted similar splits in the satisfaction ratings on ease of booking meeting rooms and outreach programs.

Greg noted differences in the ranked preferences for library services in the future, as well as how library information was received. There was general discussion of the reach of paper copies of Trail News.

Larry Osborne expressed surprise at the number of responses indicating participants were unaware of the Library's offerings or social media presence. Nick asked about the feasibility of sending a mailer with information about library services. Greg thought that might be effective.

Nick voiced support for a half page postcard mailer. Greg estimated the cost to send a onetime mailer to unincorporated residents at \$8-10k and thought that could be a good use of funds given the survey results. There was general discussion of using the mailer to acknowledge survey results and promote available library services.

Bill asked if there were statistics about the comparative library card numbers per household in city and unincorporated areas. Greg said that residence data about active users could be pulled from statistics regarding checkouts. Greg floated future discussion about what statistics would be helpful. Bill thought measuring the change in number of cards belonging to people in the unincorporated area before and after the mailers would be an informative metric of success of mailing information. Greg floated the idea of including a special ecard sign up link on the flyer to generate library card sign up data based on the follow up mailer.

Greg shared that there was no comparative city resident data for the question about satisfaction with open hours, and that most unincorporated responses were positive regarding open hours. Larry suggested looking into if there was a specific category of patron unable to access the Library during current open hours.

Greg summarized the survey results questions for reasons why patrons did not use the Library as well as prioritized next actions. Larry asked if other libraries had book lockers. Greg said that West Linn had one and it had prompted discussion among other libraries for the need to standardize the offering, should other libraries add them, to make the user experience as consistent as possible.

Greg identified that the results showed many opportunities for increasing awareness of library services.

Greg invited feedback.

Cynthia wondered how the percent of unincorporated residents not using the Library compared to city residents not using it. Greg was not sure that that question had been asked, but thought further analysis of card data could make the comparison.

6. Draft Security Camera Policy

Greg Williams shared that his goal was to have a draft policy to the Board at either the next meeting or the meeting after that and asked if there were any concerns. Greg acknowledged the challenge of balancing the library profession's need for privacy and the operational realities of providing safety and security.

David Goldberg asked if the policy was going to be reviewed by the City Attorney; Greg said yes.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said a small committee had been set up to map out the future direction of the Library District and he was on it.

Library Foundation

Cynthia Andrews said that there had been no June meeting and the next one would occur Thursday, July 27.

Friends of the Library

Larry Osborne said that a joint meeting with the Library Foundation in December had been discussed as a replacement of the dinners previously held.

Teen Advisory Committee (TAC)

Heidi Blackwell said that applications were open to August 4 for both. Nick Dierckman asked if any application for Young Teen Advisory Committee had been received. Heidi said she was unaware of any.

FUTURE AGENDA ITEMS

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:10 pm.



Library Director's Report for August 2023

Monthly Statistics Notes

- There were a few notable stats milestones in July:
 - We had **373** new cardholders last month, which is our 4th-highest monthly total ever (and only 14 shy of our all-time record of 384).
 - We had **15,081** visitors in July! That is our highest total in the post-COVID era, and the first time since re-opening we've broken 15,000.
 - Our monthly first-time circs (**32,258**) and total circs (**46,108**) are both post-COVID highs.
 - Internet PC usage hit a post-COVID high of **948** sessions.
 - Circulation of electronic materials hit an all-time high of **7,668**.
 - We had **20,241** Childrens circs, which is a post-COVID high and the 2nd -highest monthly total ever.
 - We had **2,511** YA circs, which is the 2nd-highest post-COVID total, and the 3rd-highest monthly total ever.
 - We had **15,688** Adult circs, which is our 2nd-highest post-COVID total.
 - Facebook followers (**4,572**), Instagram followers (**2,265**), and email newsletter subscribers (**5,095**) are all-time highs!
- WiFi usage showed a significant decrease in July.
 - We believe this is due to the installation of new WiFi equipment at the end of June. With the new equipment, in order to improve network security, a password is now required to use the WiFi. Some users who had previously been able to access the WiFi (particularly from outside the building) may not have known about the new password requirement. We anticipate that as people update their devices with the WiFi password, usage will start to return to prior levels.
- July patron traffic heat maps are below.

<u>Jul 2023 - TOTAL Entry Counts (6th, 7th, Carnegie)</u>									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			456	293	297	301	151		
Mo	475	393	359	356	306	303	271	211	131
Tu	437	425	308	205	229	155	201	129	93
We	360	332	272	297	275	301	227	129	95
Th	298	324	291	246	259	225	217	197	85
Fr	369	254	252	272	314	237	210	171	123
Sa	303	310	293	237	249	218	195	159	

Jul 2023 - AVERAGE Entry Counts (6th, 7th, Carnegie)									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			30.4	19.53	19.8	20.07	10.07		
Mo	31.67	26.2	23.93	23.73	20.4	20.2	18.07	14.07	8.73
Tu	36.42	35.42	25.67	17.08	19.08	12.92	16.75	10.75	7.75
We	30	27.67	22.67	24.75	22.92	25.08	18.92	10.75	7.92
Th	24.83	27	24.25	20.5	21.58	18.75	18.08	16.42	7.08
Fr	30.75	21.17	21	22.67	26.17	19.75	17.5	14.25	10.25
Sa	20.2	20.67	19.53	15.8	16.6	14.53	13	10.6	

Library Staff

- We are pleased to announce that Melissa Hutton-Baglien was the successful candidate for our new 30 hour/week Library Assistant II position in Youth Services. This is the first of the new benefitted positions included in the adopted 2023-2025 budget.

Library Grounds and Facilities

- The installation of the new Circulation Desk has been delayed until September 9th; one of the components arrived damaged and a replacement had to be ordered from the manufacturer.
- Library Director Greg Williams and Library Operations Manager Denise Butcher met with Facility Manager Kyle Christoph to review and start planning for capital/facility projects scheduled for the 23-25 biennium.

Library Operations

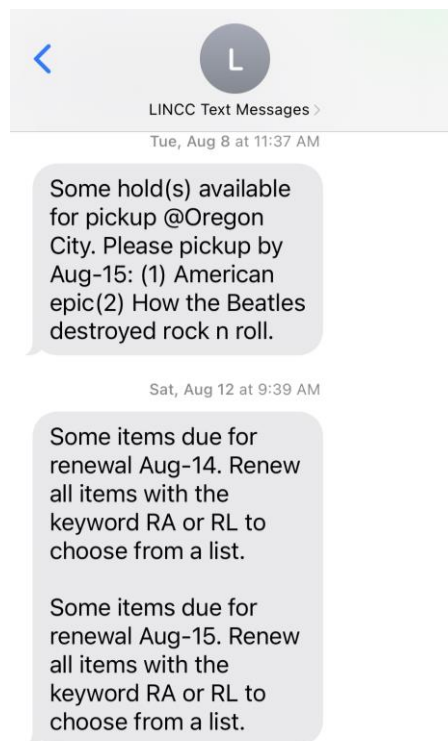
- The Library will be closing from 10:00 AM – 2:00 PM on Thursday, September 14. The first portion of the closure will be used for all-staff meetings and training, after which all Library staff will have the opportunity to attend the City's annual employee picnic. Information about the closure will be publicized via social media and library signage.

Library District / LINCC Cooperative

- LINCC population served numbers for FY 23-24 were recently distributed by Clackamas County. Our total service area population (61,538) is 2nd-highest within LINCC (after Happy Valley), with City residents making up approximately 61.4% of our population served, and unincorporated residents making up approximately 38.6%.

Clackamas County Library District					
Fiscal Year 2023 - 2024 Distribution Formula Population Data					
	City Population	Unincorporated Population Served	Total Service Area Population	City Pop. Pctg.	Unincorp Pop. Pctg.
Canby	18,979	6,680	25,659	74.0%	26.0%
Estacada	5,373	14,661	20,034	26.8%	73.2%
Gladstone	12,170	9,540	21,710	56.1%	43.9%
Happy Valley	26,689	35,857	62,546	42.7%	57.3%
Lake Oswego	38,524	4,860	43,384	88.8%	11.2%
Milwaukie	21,305	20,676	41,981	50.7%	49.3%
Molalla	10,298	15,396	25,694	40.1%	59.9%
Oregon City	37,786	23,752	61,538	61.4%	38.6%
Sandy	12,991	15,385	28,376	45.8%	54.2%
Hoodland	0	5,815	5,815	0.0%	100.0%
West Linn	27,420	2,552	29,972	91.5%	8.5%
Wilsonville	25,274	2,664	27,938	90.5%	9.5%
Oak Lodge	0	32,118	32,118	0.0%	100.0%
Total	236,809	189,956	426,765		

- LINCC staff members are currently testing text message notifications! The new system (which uses the same platform used by Multnomah County) will alert patrons to holds, allow renewals, and more. We anticipate this new capability will be rolled out to patrons by the end of the calendar year.



Oregon City Public library
Monthly Statistical Report
Reporting period: **July, 2023**

PATRON STATISTICS

	Current Month	FY 23/24 YTD	Last Month	Same Month Last FY	FY 22/23 YTD
New Patron Registrations	373	373	312	286	286
Total Registered Patrons	18,454	18,454	18,085	18,444	18,444
Library Visitors (Ins)	15,081	15,081	14,216	12,781	12,781
Library Visitors (Outs)	14,861	14,861	14,081	12,624	12,624

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	15,688	15,688	14,955	14,602	14,602
YA materials	2,511	2,511	2,270	2,106	2,106
Children's materials	20,241	20,241	19,296	19,004	19,004
Electronic materials	7,668	7,668	7,498	6,561	6,561
Total Circulation	46,108	46,108	44,019	42,273	42,273

1st Time Circulation (Physical)	24,590	24,590	24,211	23,651	23,651
1st Time Circulation (Self-Check)	22,813	22,813	22,681	22,253	22,253

Holds received from other libraries	13,695	52.9%	13,695	52.9%	12,650	53.2%	11,957	50.2%	11,957	50.2%
Holds sent to other libraries	12,171	47.1%	12,171	47.1%	11,122	46.8%	11,854	49.8%	11,854	49.8%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,878	57.2%	n/a	1,798	57.8%	1,594	56.7%	n/a
Borrowers - Unincorporated Residents	1,129	34.4%	n/a	1,050	33.8%	1,013	36.0%	n/a
Borrowers - Other	275	8.4%	n/a	261	8.4%	203	7.2%	n/a

Service Area Pop - City	37,786	61.4%	n/a	37,737	61.4%	37,737	61.7%	n/a
Service Area Pop - Unincorporated	23,752	38.6%	n/a	23,424	38.6%	23,424	38.3%	n/a

TECHNOLOGY

Internet Sessions	948	948	762	649	649
WiFi Sessions	601	601	931	922	922

SOCIAL MEDIA / EMAIL

Facebook followers	4,572	n/a	4,553	4,133	n/a
Instagram followers	2,265	n/a	2,258	1,992	n/a
Twitter followers	889	n/a	952	953	n/a
YouTube subscribers	367	n/a	366	338	n/a
YouTube unique viewers	279	n/a	235	310	n/a
YouTube views	333	333	299	489	489
Email newsletter subscribers	5,095	n/a	5,056	4,543	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	262	262	248	243	243
Kanopy cost	\$ 298	\$ 298	236	\$ 252	252
Kanopy average cost/play	\$ 1.14	\$ 1.14	\$ 0.95	\$ 1.04	\$ 1.04

SERVICE DESK INQUIRIES

Ready Reference	1,050	1,050	1,107	857	857
Reference	105	105	86	148	148
Technology Assistance	206	206	182	189	189

FACILITIES

Conference Room - Bookings	38	38	32	44	44
Conference Room - Hours Available	230	230	227	230	230
Conference Room - Hours Booked	62	62	58	83	83
Conference Room - Occupancy Pctg	27.0%	27.0%	25.6%	36.1%	36.1%

Community Room - Bookings	37	37	43	-	-
Community Room - Hours Available	230	230	227	-	-
Community Room - Hours Booked	60	60	79	-	-
Community Room - Occupancy Pctg	26.1%	26.1%	34.8%	0.0%	0.0%

Library Program Attendance - 7/1/2023 through 7/31/2023

Date	Program	Primary Audience	Type	Adults	Kids	Teens	Total
7/5/2023	Art Lab Session A	Ages 6-11	Live/Hybrid-Onsite	8	12	0	20
7/5/2023	Art Lab Session B	Ages 6-11	Live/Hybrid-Onsite	12	18	0	30
7/6/2023	Elevated Readers Book Club The Code Breaker	Ages 18+	Live/Hybrid-Onsite	8	0	0	8
7/8/2023	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	9	11	0	20
7/8/2023	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	6	7	0	13
7/10/2023	B.A.M. Adult LEGO Lab	Ages 18+	Live/Hybrid-Onsite	42	0	0	42
7/10/2023	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	35	0	0	35
7/11/2023	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9	0	0	9
7/11/2023	Touch-a-Truck	General Interest	Live/Hybrid-Onsite	200	400	0	600
7/14/2023	Family Movie Sing-A-Long Sing	Ages 6-11	Live/Hybrid-Onsite	1	3	0	4
7/16/2023	Opera a'la Carte	General Interest	Live/Hybrid-Onsite	40	35	15	90
7/19/2023	B.A.M. Trivia	Ages 18+	Live-Virtual ONLY	15	0	0	15
7/19/2023	Music & Movement 4-Week Class	Ages 0-5	Live/Hybrid-Onsite	13	13	0	26
7/20/2023	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	10	12	0	22
7/21/2023	Maker Lounge DIY Cup Coasters	Ages 12-18	Live/Hybrid-Onsite	0	0	8	8
7/22/2023	Art Gym	Ages 18+	Live/Hybrid-Onsite	8	0	0	8
7/24/2023	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	33	0	0	33
7/24/2023	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	21	0	0	21
7/25/2023	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	6	0	0	6
7/25/2023	A.M. Book Chat	Ages 18+	Live/Hybrid-Onsite	4	0	0	4
7/26/2023	Music & Movement 4-Week Class	Ages 0-5	Live/Hybrid-Onsite	10	13	0	23
7/27/2023	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	8	10	0	18
7/28/2023	Dance Dance Oregon City Hula Dancing	General Interest	Live/Hybrid-Onsite	60	60	0	120
7/30/2023	Chess Drop-In	General Interest	Live/Hybrid-Onsite	10	5	0	15
TOTALS	24 Programs			568	599	23	1190



Biennium Budget Report Y1 by Category

Item #2.

Through July, 2023

	2023-2024 Budget	July 2023-2024 Month Activity	2023-2024 Year Activity	2023-2024 Encumbrance	Year 1 Difference	2024-2025 Budget	2024-2025 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	0.00	0.00	0.00	2,744,700.00	2,819,900.00	0.00	5,564,600.00
44 - Charges for Services	3,900.00	261.30	261.30	0.00	3,638.70	4,000.00	0.00	7,638.70
46 - Fines & Forfeitures	0.00	1,512.28	1,512.28	0.00	-1,512.28	0.00	0.00	-1,512.28
47 - Miscellaneous Income	39,500.00	20,007.22	20,007.22	0.00	19,492.78	33,500.00	0.00	52,992.78
49 - Other Financing Sources	290,000.00	24,166.67	24,166.67	0.00	265,833.33	290,000.00	0.00	555,833.33
4 - Revenue Totals:	3,078,100.00	45,947.47	45,947.47	0.00	3,032,152.53	3,147,400.00	0.00	6,179,552.53
5 - Expense								
51 - Salaries and Wages	1,295,300.00	92,486.04	92,486.04	0.00	1,202,813.96	1,357,500.00	0.00	2,560,313.96
52 - Benefits	861,300.00	58,645.74	58,645.74	0.00	802,654.26	913,200.00	0.00	1,715,854.26
60 - Professional & Technical Services	6,400.00	0.00	0.00	0.00	6,400.00	16,400.00	0.00	22,800.00
61 - Repair & Maintenance Services	174,300.00	240.13	240.13	16,456.36	157,603.51	172,800.00	0.00	330,403.51
62 - Other Services	4,500.00	44.35	44.35	300.00	4,155.65	4,500.00	0.00	8,655.65
63 - Employee Costs	7,200.00	0.00	0.00	100.00	7,100.00	7,200.00	0.00	14,300.00
64 - Operating Materials & Supplies	269,700.00	10,165.83	10,165.83	22,627.74	236,906.43	275,700.00	0.00	512,606.43
65 - Office & Administrative Supplies	39,000.00	998.84	998.84	3,397.56	34,603.60	43,000.00	0.00	77,603.60
66 - Special Programs	42,400.00	400.00	400.00	3,705.00	38,295.00	42,400.00	0.00	80,695.00
69 - Internal Service Charges	205,100.00	17,091.66	17,091.66	0.00	188,008.34	211,700.00	0.00	399,708.34
80 - Debt Service	415,400.00	0.00	0.00	0.00	415,400.00	415,400.00	0.00	830,800.00
5 - Expense Totals:	3,320,600.00	180,072.59	180,072.59	46,586.66	3,093,940.75	3,459,800.00	0.00	6,553,740.75

Library Board Report

Jul 01 - Jul 31, 2023

Post engagement

670
engagements

Top posts > Likes



Happy 7th birthday, New Addition!

138 likes



We had a blast at our annual Touch-a-Truck! Always a wonderful time for community, and we're so appreciative every year for the all

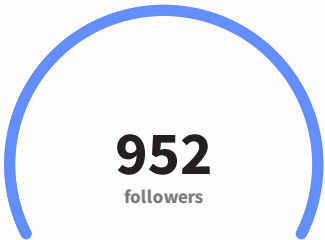
94 likes



A beautiful Sunday here at the Library was made even more beautiful, as the @portlandopera visited us. We were happy

74 likes

Followers



952
followers

Tweets

78
tweets

Mentions

4
mentions

Engagement > Type

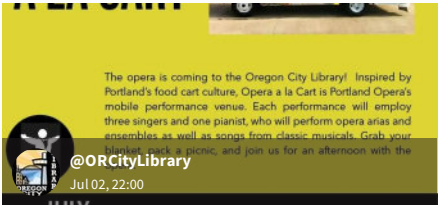
Likes 18

Retweets 4

Quote tweets 0

Replies 0

Top tweets > Engagements



The @portlandopera is coming to Oregon City Library! Inspired by Portland's food cart culture, Opera a la Cart is Portland Opera's mobile performance venue.

7 engagements



Oregon City street sweeper gets clever name inspired by robot from a galaxy far, far away
<https://www.oregonlive.com/news/2023/07/oregon-city-street-sweeper-gets-clever-name-inspired-by-robot-from-a-galaxy-far-far-away.html>

5 engagements



Opera a la Cart pops up around Portland starting July 6
[https://www.portlandtribune.com/lifestyle/opera-a-la-cart-pops-up-around-portland-starting-july-6/article_2041c8de-1bff-11ee-a53b-fb42d3cd9245.html?utm_medium=social&utm_source=twitter&utm_campaign=user-share via @theportlandtrib](https://www.portlandtribune.com/lifestyle/opera-a-la-cart-pops-up-around-portland-starting-july-6/article_2041c8de-1bff-11ee-a53b-fb42d3cd9245.html?utm_medium=social&utm_source=twitter&utm_campaign=user-share%20via%20theportlandtrib)

5 engagements

Report sources

Item #2.

 Oregon City Public Library

 @ORCityLibrary

 oregoncitylibrary



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/30/2023

SUBJECT:

Teen Advisory Committee (TAC) Bylaws

STAFF RECOMMENDATION:

1. Approve the TAC bylaws, as submitted.

EXECUTIVE SUMMARY:

The Library Board will consider updates to the Library's Collection Development Policy.

BACKGROUND:

At the 7/27/22 regular meeting, the Library Board approved the formation of the Teen Advisory Committee (TAC) as a committee of the Library Board, per Library Board bylaws Article IV, Section 6.

While the TAC was active during the 2022-23 school year, they did not have formal bylaws. In advance of the 2023-24 school year, Library staff are submitting proposed TAC bylaws to the Library Board.

In addition, Library staff will discuss the envisioned Young Teen Advisory Committee (YTAC), a subcommittee of TAC. Both our Teen Librarian (Sabrina Tusing) and Youth Services Librarian (Barratt Miller) will be available to answer questions and to receive Library Board feedback.

OPTIONS:

1. Approve the TAC bylaws, as submitted.
2. Approve the TAC bylaws, with any desired changes.
3. Do not approve the TAC bylaws and provide additional direction to staff.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Oregon City Public Library Teen Advisory Committee Bylaws

Purposes

The purposes of the Teen Advisory Committee (TAC) are:

- A. To discuss and explore ways that the Library can provide a welcoming and inclusive environment for all teens in our community.
- B. To provide perspective and feedback to library staff and library board members.
- C. To provide opportunities to develop leadership skills through planning and organizing teen projects and events.

Membership

The TAC shall consist of up to 13 members.

- A. Members of TAC shall, by September 30th of the year in which they are being appointed, be a current high school student (9th through 12th grade) and shall reside and/or go to school within the Oregon City Public Library service area.
- B. The term of service will be from initial appointment through June 30th of the member's twelfth-grade year.
- C. Recruitment, selection, and appointment of TAC members shall be conducted by the Teen Librarian with the advice of the Library Board's appointed TAC liaison.

Officers

At the September meeting, members of TAC shall elect a Chairperson, Vice Chairperson, and Scribe. The Chairperson and Vice Chairperson shall be in or entering grade 11 or 12 and have been a member of TAC for a minimum of one year. The Scribe may be in any grade and there is no minimum service required. Officer terms of service will be one year.

Chairperson

The Chairperson is responsible for running the TAC meeting, acting as the liaison from TAC to the Library Board, assigning tasks to TAC members and committees, and working with the Teen Librarian to set the upcoming agendas.

Vice Chairperson

The Vice Chairperson will normally be the acting liaison to the Young Teen Advisory Committee (YTAC) and will attend their group meetings which are to take place quarterly. The Vice Chairperson shall take over the duties of the chair in the chair's absence.

Scribe

The Scribe is responsible for taking meeting minutes in accordance with these bylaws.

Responsibilities & Expectations

- A. Members shall participate in goal-setting discussions at the beginning of each school year (September – June).
- B. Members shall be responsible for completing tasks and projects as assigned.
- C. Members will have the opportunity to volunteer at the library on an “as needed” basis.
- D. Members are expected to attend all scheduled meetings. Members may have no more than two unexcused absences during each school year (September – June). An absence shall be considered excused if notice is provided prior to the meeting to the Teen Librarian. If a member has more than two unexcused absences in a school year, TAC members may vote to remove the member from TAC.

Date, Time and Location of meetings

- A. A minimum of 4 regular meetings shall be scheduled during the school year (September through June). Notwithstanding this minimum, meetings are ordinarily held more frequently, on a monthly basis.
- B. TAC meetings shall be held at a time and place agreed upon by the committee.
- C. A majority of the members of TAC shall constitute a quorum.

Agendas, Minutes, and Decisions

- A. The Teen Librarian shall prepare TAC agendas in consultation with the chair and Library Board liaison.
- B. Minutes shall be prepared for each meeting in accordance with Oregon Public Meetings Law.
- C. Minutes shall be approved at a subsequent meeting by a vote of TAC. If amendments are requested by any member of TAC, those amendments must be approved by TAC at the time of adoption. TAC may request the minutes be returned after any amendments are incorporated for further review and approval.
- D. Official Actions – TAC may utilize the following methods of making formal actions (reports, recommendations, requests, recognitions)
 - a. Letters to be signed by the Chairperson
 - b. TAC approval of the document in question

Subcommittees

TAC shall have a standing Young Teen Advisory Committee (YTAC). Please see Appendix A for additional information about YTAC.

The Chair, with the approval of TAC, may establish other special committees. Committee objectives and/or purposes shall be expressly stated.

Accessibility

- A. The Teen Librarian will attempt to accommodate any accessibility issues as they arise to improve access and participation for all.

Revisions of the Bylaws

- A. From time to time, TAC may review and recommend changes to its bylaws
- B. Any revisions to the TAC bylaws shall be approved by the Library Board.

Parliamentary Procedure

The parliamentary procedure for meeting and operations of TAC shall be the responsibility of the Chair and Teen Librarian. In the event there is a disagreement or objection to the procedures pursued, Roberts Rules of Order, Newly Revised, shall constitute the authority.

Appendix A – Young Teen Advisory Committee (YTAC)

Purposes

The purposes of the YTAC are:

1. Promote involvement in the library for young teens
2. Earn volunteer hours through weekly volunteer assistance at the library
3. Practice skills young teens will need for their first job
4. Develop leadership ability and library knowledge to prepare to serve on the Teen Advisory Committee (TAC) as a high school student

Membership

- A. Members of YTAC shall, by September 30th of the year in which they are being appointed, be a current middle school student (6th through 8th grade) and shall reside and/or go to school within the Oregon City Public Library service area.
- B. The term of service will be from initial appointment through June of the member's 8th grade year.
- C. Recruitment, selection, and appointment of YTAC members shall be conducted by the Youth Services Librarian with the advice of the Library Board's appointed TAC liaison.
- D. Members are expected to attend all scheduled meetings. Members may have no more than two unexcused absences during each school year (September – June). An absence shall be considered excused if notice is provided prior to the meeting to the Youth Services Librarian. If a member has more than two unexcused absences in a school year, the Youth Services Librarian with the advice of the Library Board liaison may remove the member from YTAC.

Meetings

- A. A minimum of 2 regular meetings shall be scheduled during the school year (September through June).
- B. YTAC meetings shall be held at a time and place agreed upon by the committee.
- C. The Youth Services Librarian will take and post minutes.



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/30/2023

SUBJECT:

Collection Development Policy Update

STAFF RECOMMENDATION:

1. Approve the updated Collection Development Policy, as submitted

EXECUTIVE SUMMARY:

The Library Board will consider updates to the Library's Collection Development Policy.

BACKGROUND:

The Library Board has a goal of reviewing and updating (as necessary) the Library's collection development policy every three years. The last update was approved by the Library Board in July, 2019.

At the 8/24/22 Library Board Work Session, the Board reviewed and provided feedback on an initial draft update of the Collection Development Policy.

The Library Director will present the latest draft update of the Collection Development Policy. Much of the updated policy retains language from the prior version (although some reorganization has been done). The more significant proposed updates include:

- Clearer relationship between the collection development policy, Oregon Administrative Rule (OAR), and American Library Association (ALA) guidelines.
- Revisions to the materials reconsideration request process and form.
- Additional sections to more closely align with current Oregon Library Association (OLA) Public Library Standards.

OPTIONS:

1. Approve the updated Collection Development Policy, as submitted.
2. Approve the updated Collection Development Policy, with any desired changes.
3. Do not approve the updated Collection Development Policy and provide additional direction to staff.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Oregon City Public Library Collection Development Policy

SUMMARY

This policy outlines the principles, practices, and processes employed by the Oregon City Public Library in the evaluation, development, and maintenance of the Library's collections. The policy also outlines the process and criteria the Library and Library Board will utilize to evaluate and address any materials reconsideration requests.

DEFINITIONS

- "Collection Development" is the ongoing process undertaken by staff to ensure that the library provides high-quality print and non-print materials and resources which meet the informational, cultural, and recreational needs of our community.
- "Weeding" refers to withdrawal of items from the collection that are worn, outdated, no longer in demand, or do not meet other current criteria for inclusion in the Library's collection.
- "LINCC" stands for Libraries in Clackamas County, and refers to the 13 member libraries of the Library District of Clackamas County. LINCC libraries utilize a common catalog, share materials and resources, and work collaboratively to provide a consistent library user experience throughout Clackamas County.
- "Selectors" are designated library staff members who are responsible for overall evaluation and management of specific portions of the Library's collection.

SECTION 1: Minimum Conditions and Standards

The Library's collection development activities and procedures shall adhere to the following requirements and standards.

State of Oregon Minimum Conditions for Public Libraries

Per Oregon Revised Statute (ORS) 357.405, the Oregon State Library Board has the authority to establish minimum conditions that public libraries in Oregon must meet. These minimum conditions are outlined in Oregon Administrative Rule (OAR) 543-010-0036.

Section 2(h) of this OAR requires that public libraries in the state of Oregon "have basic **policies in place** and accessible online **for collection management**, circulation, and patron confidentiality **that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.**" [emphasis added]

In order to meet the requirements prescribed in OAR, the Oregon City Public Library Collection Development policy fully incorporates relevant American Library Association (ALA) professional ethical codes, rules, and guidelines (see below).

American Library Association (ALA) Codes, Rules, and Guidelines

Per OAR 543-010-0036(2)(h), and based on guidance from the State Library of Oregon and the Oregon Library Association, the Oregon City Public Library Collection Development policy fully incorporates the following American Library Association (ALA) professional ethical codes, rules, and guidelines (see Appendices):

- ALA Freedom to Read Statement
- ALA Freedom to View Statement
- Library Bill of Rights
- ALA Code of Ethics

In addition, the American Library Association has published specific guidelines entitled *Interpretations of the Library Bill of Rights*, which address in more detail various aspects of collection development. The Oregon City Public Library Collection Development Policy fully incorporates the following Interpretations of the Library Bill of Rights:

- Access to Library Resources and Services for Minors
- Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation
- Challenged Resources
- Diverse Collections
- Evaluating Library Collections

In implementing this policy, the library may also consult and utilize additional ALA Policies and Interpretations of the Library Bill of Rights documents in collection development activities, as applicable. The additional policies and interpretations are not thereby incorporated into this policy but, instead, recognized as potentially useful guidance on how other entities view and interpret the policies. Consultation and utilization of these additional policies and interpretations is consistent with minimum condition requirements specified in OAR 543-010-0036(2)(h).

Oregon Library Association (OLA) Public Library Standards

The Public Library Division of the Oregon Library Association maintains and regularly updates Public Library Standards. While adherence to these standards is not required by ORS or OAR, The Oregon City Public Library recognizes it is in the best interests of our patrons to strive to meet any and all applicable OLA collection development standards to the highest degree practicable.

For purposes of this Collection Development Policy, the Library strives to meet each of the following standards (referred to as “attributes” in the standards document) in Section 3 (“Materials Standards”) of the OLA Public Library Standards (see Appendix L).

- The collection management plan includes policies and procedures for materials selection.
- The collection management plan includes policies and procedures for materials removal.
- The collection management plan includes policies and procedures for reconsideration of materials.

- The collection management plan includes policies and procedures for materials preservation.
- The collection management plan includes policies and procedures for donations of books and other materials.
- The collection management plan includes policies and procedures for special collections.
- The collection management plan is reviewed at least every three years.

SECTION 2: Policies and Procedures

Collection Development Authority

Ultimate responsibility for selection of library materials lies with the Library Director. Day-to-day collection development activities will be delegated to Librarians or other staff as assigned (consistent with position duties and employee experience/training).

General Collection Development Principles

- The library's collection will include material on many subjects, incorporate various viewpoints, reflect a diversity of opinion and experience, and offer a wide selection of genres, themes, and items of general and special interest to the community.
 - To develop and maintain a diverse collection, items that represent minority viewpoints, opinions and perspectives will be included in the Library's collection.
 - Library materials shall not be excluded because of the political, social or religious views of the author or artist, or due to characteristics that make them part of a protected class under Federal or Oregon state law. (More information: http://www.oregon.gov/boli/CRD/pages/c_crprotoc.aspx).
- Any item considered for the collection shall be considered in terms of its own merit and considered as a whole, not by selected passages or portions.
- The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions.
 - The Oregon City Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item.
 - Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. However, these items may be meaningful and significant to other users.

Selection Criteria

- General criteria for selection of items include (no priority implied):
 - Meets or anticipates the needs and interests of the community.
 - Appears on bestseller lists or is highlighted by popular media.

- Popular appeal of an author or series.
 - Encourages the enjoyment of reading.
 - Artistic, literary, historic, and/or scientific merit.
 - Contemporary significance.
 - Supplements, expands on, or supports the existing collection, including collections at other LINCC libraries.
 - Accuracy of content and competence of author.
 - Clarity and accuracy of information.
 - Availability, format, and durability.
 - Budgetary and space considerations.
 - Particular local significance, interest, or history.
 - Materials of varying complexity which meet the needs of a wide range of ages, reading skills, and educational backgrounds.
- Reviews in professionally-recognized publications are a primary source for materials selection. Examples of such sources include (but are not limited to) Booklist, Library Journal, Publisher's Weekly, School Library Journal, Video Librarian, and AllMusic. Other sources, including but not limited to recommended title lists, newspaper reviews, or expert recommendations may be used.
 - Patrons may request the Library to consider purchase of any item for its collection, and their suggestions will be considered according to the Library's selection policy.
 - The Library purchases self-published books very selectively. Self-published books will be subject to the same criteria as other materials, with additional emphasis on local interest or local media attention.
 - The Library does not acquire material in very specialized areas, material of a highly technical nature, textbooks, or other curriculum-related material unless such materials also meet the needs of the general public.
 - Spanish language materials are selected for the adult and teen collection, and Spanish and Russian language materials are selected for the children's collection utilizing the same criteria outlined in this policy.
 - While no other non-English language materials are currently added to the collection, materials in other languages may be considered for inclusion based on the changing needs and demographics of the Oregon City Public Library service area.
 - Selectors consider prospective additions to the collection based on these selection criteria regardless of their personal taste. These standards apply equally to purchased and donated materials.
 - The Library strives to maintain a generally equal ratio between materials borrowed from other LINCC libraries and materials lent to other LINCC libraries. Quantities of copies ordered of certain titles and budget allocations may be influenced by this consideration.

Weeding

In order to keep the collection vital and useful, the library will regularly withdraw ("weed") items from the collection that are worn, outdated, or no longer in demand. The Library

maintains a weeding schedule and strives to examine each area of the collection for potential weeding on an annual basis.

The Library generally utilizes the weeding principles and methods outlined in "CREW: A Weeding Manual for Modern Libraries" produced by the Texas State Library and Archives Commission. In general, materials selected for potential weeding include:

- Unused or underused materials
- Materials in poor physical condition
- Materials with obsolete or outdated content

Withdrawn items in salable condition may be given to the Friends of the Library to be sold (by the Friends or third-party vendors selected by the Friends) for the benefit of the Library.

Withdrawn items which are not suitable for resale by the Friends may be:

- Given away to Library patrons on a non-preferential, first-come-first-served basis.
- Donated to government agencies or non-profit organizations which make books more readily available or advance literacy within the library service area or the County.
- Recycled or discarded.

Preservation

The library is committed to preserving its collections through appropriate care. The library strives to maintain and preserve materials through proper storage and handling. Basic remedial treatment of damaged items may be undertaken, however, repair efforts will be limited to only those materials where repair efforts are likely to significantly extend the useful life of materials without requiring an excessive investment of human or financial resources.

In cases of rare or irreplaceable items, additional preservation measures may be taken (including consideration of transferring ownership of the item to another institution better able to provide necessary levels of care and maintenance). In addition, the library may employ alternative packaging for some materials (such as Library of Things items) which may reduce breakage and/or loss of individual parts of multi-component items.

Gifts and Donations

The Library may, at its sole discretion, accept donations of materials or donation of funds for the purchase of materials.

- Donations of materials to the Library must be arranged in advance with the Library staff member responsible for collection development in the appropriate area (Adults, Teens, Childrens).
- Any donated materials considered for acceptance will be subject to the same selection criteria as purchased items.

- The Library reserves the right to add to the collection only selected items from a donation.
- Acknowledgement of donated items or funds for memorial purposes may be available at the discretion of the Library Director.
- Donated material may subsequently be retained or disposed of without consulting the original donor unless otherwise agreed.
- Unless otherwise agreed with the donor, funds donated for the purchase of items may be used to purchase any items consistent with the Collection Development Policy.
 - Under no circumstances will the Library accept a donation conditioned on the purchase of materials in violation of this policy.
- The library will not appraise gifts. Gift receipts in which the donor can indicate the number and type of items being donated are available upon request.

Materials not accepted for donation by the Library may be donated to the Friends of the Library at the Friends Bookstore at 814 7th Street, Oregon City OR 97045. The library does not accept donations on behalf of the Friends; please check with the Friends of the Library Bookstore for current donation procedures and needs.

Special Collections

The Library currently has a single designated special collection, our Heritage Collection (which includes print materials as well as microfilm/microfiche). The purpose of the Heritage Collection is to collect and make available materials which document and preserve the history, culture, and traditions of the peoples associated with Oregon City and Clackamas County.

While this collection development policy generally applies to the Heritage collection, criteria related to the historical nature and special purpose of the collection may be given greater weight when making selection and removal decisions.

Digital Collections and Online Resources

Items in the e-book and digital audiobook collections are generally selected for the entire LINCC cooperative by a committee of LINCC Library Services staff members. Collection development for this shared collection may follow different collection development guidelines. Patrons may submit purchase suggestions for these collections. Instructions to do so can be found at: <https://help.overdrive.com/en-us/0860.html>.

Databases or other materials accessed in electronic form may be selected on a LINCC-wide cooperative basis, or on an individual library-by-library basis. LINCC-wide resources are evaluated and selected cooperatively by designated LINCC-wide committees, made up of representatives from individual LINCC libraries.

Databases selected for local use by Oregon City patrons will be selected for usefulness and value of information or quality of content similar to other materials selected for the collection.

Licensing terms, vendor requirements, and overall costs of electronic content differ greatly from print materials; these factors may impact collection development activities and decisions for digital materials to a greater degree than with print materials.

Collection Evaluation

Per the OLA Standards for Public Libraries, both the collection and community feedback regarding the collection (including feedback by the Library Board) are regularly evaluated by selectors and the Library Director to ensure the collection is contemporary, dynamic, reflects the community's needs, reflects the community's interests, reflects the community's standards, reflects the community's diversity, and represents a wide variety of viewpoints.

As new non-print formats are developed, they will be given consideration for addition to the collection. The Library may weed or remove materials in obsolete formats.

Access

Unless noted otherwise in the "Special Collections" section of this policy, all materials will be freely and easily accessible to the public. Users are free to select or reject for themselves or their own children any item in the collection. Children are not limited to use of the materials in the children's or teen areas. Responsibility for a child's selection or reading rests solely with their parent or guardian. The library will not limit access to materials based on content, and selection will not be inhibited by the possibility that children may inadvertently use such items.

In certain cases, physical access to high-cost items (such as video game cartridges or discs, or circulating laptop computers) may be staff mediated. Access procedures for these items will be developed to minimize barriers to patron access.

Organization

Selectors use their experience, judgment, and professional reviews to determine where materials will be located.

- Materials which primarily serve the needs of children from birth through 8th grade will be located in the Children's Room.
- Materials which primarily serve the needs of teens from 9th through 12th grade will be located in the Teen area.
- Materials which primarily serve the needs of adults 18 and older will be located in the Adult area.

New materials (for all age groups and of all types) may be located in new materials sections/displays.

Selectors may purchase additional copies of new and popular items for the Lucky Day collection at their discretion. While designated as Lucky Day materials, these items will not be holdable, and will be available on a first-come, first-served basis. At least one holdable copy of any Lucky Day title will also be available in the general collection.

SECTION 3: Requests for Reconsideration

Residents of the Oregon City Public Library service area who express concerns about the presence of an item in the collection or in a certain area of the Library are given serious consideration. The following process will be followed to answer questions, address concerns, and evaluate formal requests for reconsideration of materials.

- 1) Concerns relayed by a resident of the Oregon City Public Library service area will first be referred to the lead Librarian in charge of day-to-day selection for the appropriate collection. Residents of other library service areas (within or outside of Clackamas County) should contact their local library to discuss their concerns.
- 2) The lead Librarian will attempt to make contact with the person submitting the question or concern, and will engage the person in a discussion about the item and how the item's inclusion in the collection or placement within the library does or does not align with this policy.
- 3) If, after this initial discussion, the lead Librarian believes reconsideration is in order, the lead Librarian will implement such local cataloging/shelving changes necessary to ensure the item resides within the appropriate collection at the Library. The lead Librarian may also submit any bibliographic record update recommendations to the LINCC Library Services office (which is in charge of centralized cataloging and maintenance for the LINCC Cooperative), so LINCC cataloging librarians may consider changes to the bibliographic record.
- 4) If, after this initial discussion, the lead Librarian does not believe a reconsideration is order, they will notify the patron and provide instructions on submitting a formal "Materials Reconsideration Request Form" (Appendix A).
- 5) If the patron wishes to request formal reconsideration of an item, the patron shall completely fill out the "Materials Reconsideration Request Form" and submit it to the Library Director. A "Materials Reconsideration Request Form" must be filled out for each individual item for which reconsideration is being requested. If the reconsideration request is missing information, the Library Director will return it to the requestor for completion before any further action is taken. If a requestor submits a Materials Reconsideration Request Form without having undertaken the consultation outlined in Step 2, the Library Director may elect not to review the "Materials Reconsideration Request Form" until this consultation has taken place. If the Library Director makes such an election, the requestor will be notified in writing.
- 6) The Library Director will examine the item in question and determine whether the item and/or its placement within the library aligns with this policy, and what changes (if any) will be made. The Library Director will communicate this determination in writing to the

individual requesting reconsideration (requestor) within 10 calendar days of receipt of the reconsideration request.

- 7) If the requestor is not satisfied with the Library Director's decision, they may submit to the Library Director a written request to appeal the decision to the Library Board.
- 8) If the Library Board has already considered an appeal for the same item within the past 36 months, the Library Director will inform the requestor of the Library Board's previous determination. The Library Director will also inform the Library Board that a reconsideration request and subsequent appeal was received, but that since the item in question has already been the subject of a prior Library Board review, the appeal was not forwarded.
- 9) Appeals eligible for Library Board review will be placed on the agenda of the next scheduled regular Library Board meeting that takes place at least 10 calendar days after receipt of the completed appeal. The requestor's original reconsideration request as well as the Library Director's written determination will be provided to the Library Board. During the designated portion of the meeting, the requestor may have up to 5 minutes to address the Library Board before the Library Board's discussion/review. During the review, the Library Board may (but is not obligated to) ask questions of the Library Director, library staff, or requestor. Members of the public may provide verbal or written testimony related to the appeal in accordance with the guidelines for general public comments outlined on the Library Board meeting notice. **The item subject to reconsideration will remain available in the library collection during this process.**
- 10) During the scheduled Library Board meeting, the Library Board will review and consider the reconsideration request and the Library Director's decision. The Library Board may make a final recommendation at that meeting, or postpone a final recommendation pending further review.
- 11) If a majority (more than 50%) of the Library Board does not recommend upholding the appeal, the requestor will be notified in writing of the Library Board's denial. A summary of the reconsideration request, the Library Director's determination, and the Library Board's recommendation will be forwarded to the City Manager who may (at their discretion) communicate the Library Board's appeal denial to the City Commission. No further action will be taken by the Library Board or Library Director with regards to the reconsideration request.
- 12) If a majority (more than 50%) of the Library Board does recommend upholding the appeal, a staff report including the Library Board's recommendation, the patron's reconsideration request, and the Library Director's original determination will be forwarded to the City Recorder for inclusion on the next available City Commission regular meeting agenda. As the Governing Body of the City, the City Commission has final authority to mandate a

relocation or removal of an item from the Library's collection. **The item subject to reconsideration will remain available in the library collection during this process.**

- 13) If the City Commission approves the appeal, the item will be removed from the Oregon City Public Library's collection, or relocated as per direction from the Commission. **Any removal or relocation does not impact copies owned by and available from any other LINCC library.** The Oregon City Public Library may offer the item to another LINCC library to add to their collection. If any Oregon City copies of the item are currently in use by a patron, the patron will be permitted to keep the item until its due date (including any renewals).

APPENDIX A: MATERIALS RECONSIDERATION REQUEST FORM

Item Title _____

Item Author(s) _____

Item Barcode _____

Have you read, viewed, or listened to the entire work?

☐ Yes

☐ No

Have you met with one of our lead Librarians to discuss your questions or concerns about this item?

☐ Yes

☐ No

How does the inclusion of this item in the Library's collection, or its location within the Library, not align with this Collection Development Policy? Please be as specific as possible.

What specific action(s) do you believe the Library should take regarding this item to be in alignment with this Collection Development policy?

Your name _____

Your address _____

Your phone number _____

Your email address _____

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftfrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only

their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ "[Libraries: An American Value](#)," adopted on February 3, 1999, by ALA Council.

⁵ "[Rating Systems: An Interpretation of the Library Bill of Rights](#)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: An Interpretation of the Library Bill of Rights

American libraries exist and function within the context of a body of laws derived from the United States Constitution and the First Amendment. The *Library Bill of Rights* embodies the basic policies that guide libraries in the provision of services, materials, and programs.

In the preamble to its *Library Bill of Rights*, the American Library Association affirms that all libraries are forums for information and ideas. This concept of forum and its accompanying principle of inclusiveness pervades the *Library Bill of Rights*.

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, gender expression, or sexual orientation:

- Article I of the *Library Bill of Rights* states that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." The Association affirms that books and other materials coming from presses that specialize in gay, lesbian, bisexual, and/or transgender subject matter; gay, lesbian, bisexual, and/or transgender authors or other creators; and materials regardless of format or services dealing with gay, lesbian, bisexual, and/or transgender life are protected by the *Library Bill of Rights*. Librarians are obligated by the *Library Bill of Rights* to endeavor to select materials without regard to the sex, gender identity, or sexual orientation of their creators by using the criteria identified in their written, approved selection policies.¹
- Article II maintains that "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library services, materials, and programs representing diverse points of view on sex, gender identity, gender expression, or sexual orientation should be considered for purchase and inclusion in library collections and programs.² The Association affirms that attempts to proscribe or remove materials dealing with gay, lesbian, bisexual, and/or transgender life without regard to the written, approved selection policy violate this tenet and constitute censorship.
- Articles III and IV mandate that libraries "challenge censorship" and cooperate with those "resisting abridgement of free expression and free access to ideas."
- Article V holds that "A person's right to use a library should not be denied or abridged because of origin, age, background or views." In the *Library Bill of Rights* and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals. Therefore, Article V of the *Library Bill of Rights* mandates that library services, materials, and programs be available to all members of the community the library serves, without regard to sex, gender identity, gender expression,

or sexual orientation. This includes providing youth with comprehensive sex education literature.³

- Article VI maintains that "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." This protection extends to all groups and members of the community the library serves, without regard to sex, gender identity, gender expression, or sexual orientation.

The American Library Association holds that any attempt, be it legal or extra-legal, to regulate or suppress library services, materials, or programs must be resisted in order that protected expression is not abridged. Librarians have a professional obligation to ensure that all library users have free and equal access to the entire range of library services, materials, and programs. Therefore, the Association strongly opposes any effort to limit access to information and ideas. The Association also encourages librarians to proactively support the First Amendment rights of all library users, regardless of sex, gender identity, gender expression, or sexual orientation.

¹ "[Evaluating Library Collections: An Interpretation of the Library Bill of Rights](#)," adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

² "[Challenged Resources: An Interpretation of the Library Bill of Rights](#)," Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019. "[User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights](#)," adopted July 2, 1991, by the ALA Council; amended June 30, 2004, July 1, 2014, and June 25, 2019; "[Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights](#)," adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 under previous name "Library-Initiated Programs as a Resource"; and June 24, 2019.

³ *ALA Policy Manual*, "[Sex Education Materials in Libraries](#)," B.8.6.2 (Old Number 52.5.2)

Adopted June 30, 1993, by the ALA Council; amended July 12, 2000; June 30, 2004; July 2, 2008; and January 28, 2020.

Challenged Resources: An Interpretation of the Library Bill of Rights

“Libraries: An American Value” states, “We protect the rights of individuals to express their opinions about library resources and services.”¹ The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Collection development applies to library materials and resources in all formats, programs, and services.

Article I of the American Library Association’s *Library Bill of Rights* states, “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II further declares, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

Freedom of expression, although it can be offensive to some, is protected by the Constitution of the United States. The “Diverse Collections: An Interpretation of the *Library Bill of Rights*” states:

Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history. Library workers should not permit their personal biases, opinions, or preferences to unduly influence collection-development decisions.²

This applies with equal force to library resources and services provided to students and minors.³

The Supreme Court has held that the Constitution requires a procedure designed to critically examine all challenged expression before it can be suppressed.⁴ Therefore, libraries should develop a procedure by which the governing body examines concerns and challenges about library resources. This procedure should be open, transparent, and conform to all applicable open meeting and public records laws. Challenged resources should remain in the collection, and access to the resources remain unrestricted during the review process. Resources that meet the criteria for selection and inclusion within the collection as outlined in the institution’s collections policy should not be removed. Procedures to review challenges to library resources should not be used to suppress constitutionally protected expression.

Any attempt, be it legal or extralegal, to regulate or suppress resources in libraries must be closely scrutinized to the end that protected expression is not abridged. Attempts to remove or suppress materials by library staff or members of the library’s governing body that are not regulated or sanctioned by law are considered “extralegal.” Examples include actions that circumvent library policy, or actions taken by elected officials or governing board members outside the established legal process for making legislative or board decisions. Actions taken by library governing bodies during official sessions or meetings pursuant to the library’s collection development policy, or litigation undertaken in courts of law with jurisdiction over the library and the library’s governing body, and actions taken by legislative bodies are considered a “legal process.”

Content filtering is not equivalent to collection development. Content filtering is exclusive, not inclusive, and cannot effectively curate content or mediate access to resources available on the internet. Filtering should be addressed in an institution’s policy on acceptable use of the internet. Acceptable use policies

should reflect the *Library Bill of Rights* and “Internet Filtering: An Interpretation of the *Library Bill of Rights*,” and be approved by the appropriate governing authority.

¹ “[Libraries: An American Value](#),” adopted February 3, 1999, by the ALA Council.

² “[Diverse Collections: An Interpretation of the *Library Bill of Rights*](#),” adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* “Diversity in Collection Development”; and June 25, 2019.

³ “[Access to Library Resources and Services for Minors: An Interpretation of the *Library Bill of Rights*](#),” adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.

⁴ *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963).

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019.

The quoted language in this interpretation from “Diverse Collections: An Interpretation of the Library Bill of Rights” (adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name “Diversity in Collection Development”; and June 25, 2019) was updated to reflect the June 2019 revision. This change was voted on by the Intellectual Freedom Committee.

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹ "[Services to People with Disabilities: An Interpretation of the *Library Bill of Rights*](#)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

²*ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* "Diversity in Collection Development"; and June 24, 2019.

Evaluating Library Collections: An Interpretation of the Library Bill of Rights

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Reasons for inclusion or removal of materials may include but are not limited to accuracy, currency, budgetary constraints, relevancy, content, usage, and community interest. The collection-development process is not to be used as a means to remove materials or deny access to resources on the grounds of personal bias or prejudice or because the materials may be viewed as controversial or objectionable. Doing so violates the principles of intellectual freedom and is in opposition to the *Library Bill of Rights*.

Some resources may contain views, opinions, and concepts that were popular or widely held at one time but are now considered outdated, offensive, or harmful. Content creators may also come to be considered offensive or controversial. These resources should be subject to evaluation in accordance with collection-development and collection-maintenance policies. The evaluation criteria and process may vary depending on the type of library. While weeding is essential to the collection-development process, the controversial nature of an item or its creator should not be the sole reason to remove any item from a library's collection. Rather than removing these resources, libraries should consider ways to educate users and create context for how those views, opinions, and concepts have changed over time.

Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason. Library workers should consider the cataloging, classification, and display of resources to ensure that they are discoverable and readily available to the populations they are meant to serve.

The American Library Association opposes censorship from any source, including library workers, faculty, administration, trustees, and elected officials. Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

See Also

- Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries," "[Collection Maintenance and Weeding](#)," ALA Office for Intellectual Freedom, January 2018.



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/30/2023

SUBJECT:

New Library Website

STAFF RECOMMENDATION:

1. n/a – Informational only

EXECUTIVE SUMMARY:

Staff will share the latest version of the Library's new website

BACKGROUND:

Per direction from the City Commission, the City has been working on updating the City's website.

Library staff will provide a brief overview of the Library's new pages within the new City website so that the Library Board is aware of the upcoming changes and may provide feedback on the new site.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/30/2023

SUBJECT:

Trail News Distribution Information

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Director will share some information on how Trail News is currently distributed.

BACKGROUND:

As part of the recent survey of unincorporated residents, a significant percentage of respondents reported that Trail News was one of their main sources of information about the Library. The result was surprising, as it was thought that Trail News was only distributed to City residents.

The Library Director has gathered, and will share with the Library Board, some information about how Trail News is (or is not) distributed throughout the Library's service area. The information should not only be useful in better understanding the recent survey results, but also in informing future discussions about communication strategies and campaigns.

OPTIONS:

n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

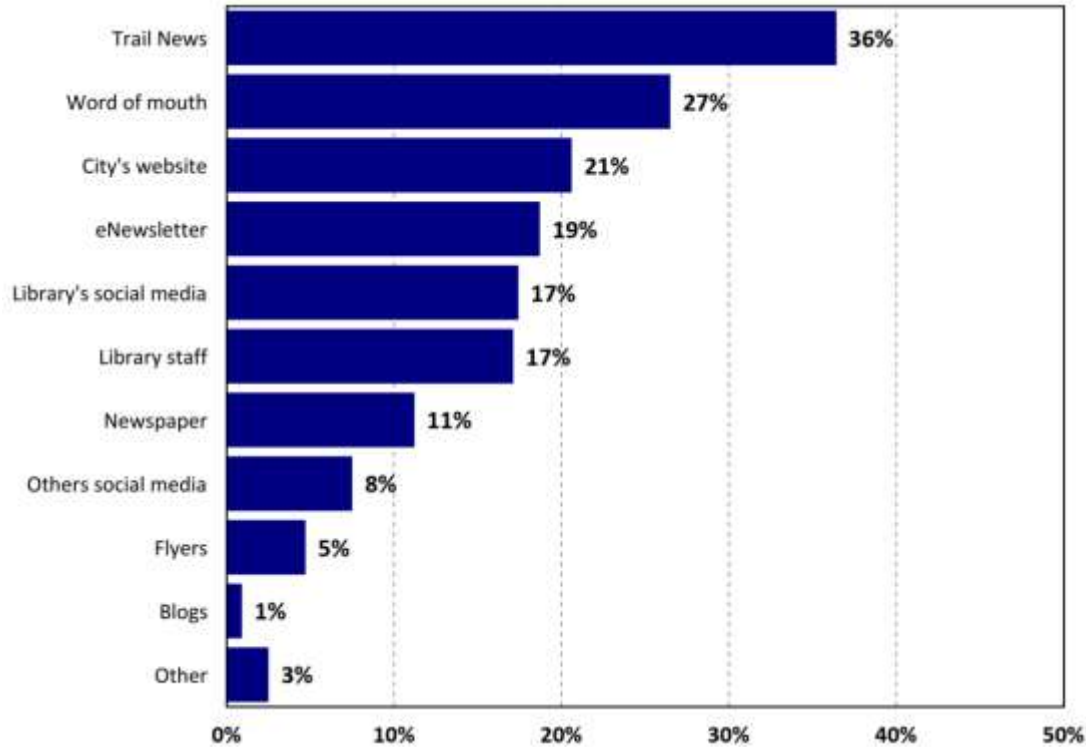
Funding Source(s): n/a

Trail News Distribution

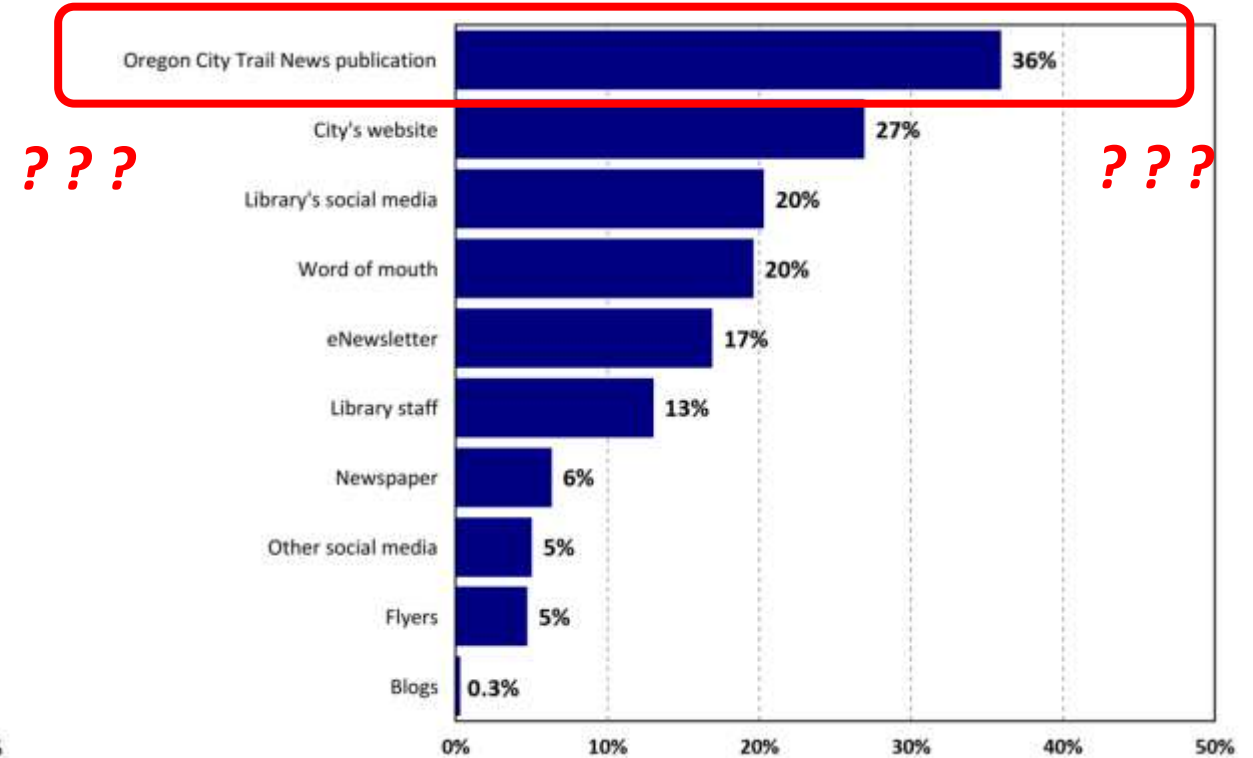
Greg Williams, Library Director
gwilliams@orccity.org

How do you get Library Info?

City



Unincorp.



Trail News Distribution

ZIP Codes in OCPL Service Area

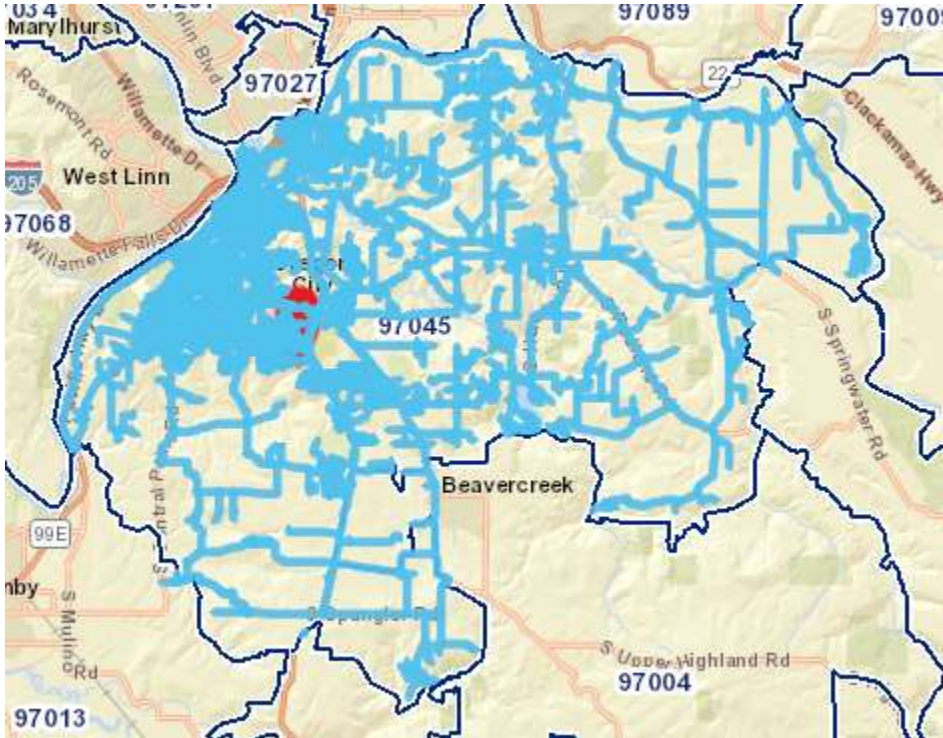


	SQUARE MILES	# HOUSEHOLDS*	TOTAL POPULATION*
97004 (Unincorporated)	16.22	973	2,687
97013 (Unincorporated)	8.25	475	1,387
97023 (Unincorporated)	1.4	92	255
97042 (Unincorporated)	2.84	108	287
97045 (Oregon City)	10.27	14,185	38,040
97045 (Unincorporated)	71.39	7,205	19,503
	110.37	23,038	62,159

** These figures are based on Esri (GIS data provider) forecasts for 2023*

(A big “thank you” to Oregon City GIS for the help in pulling this data!)

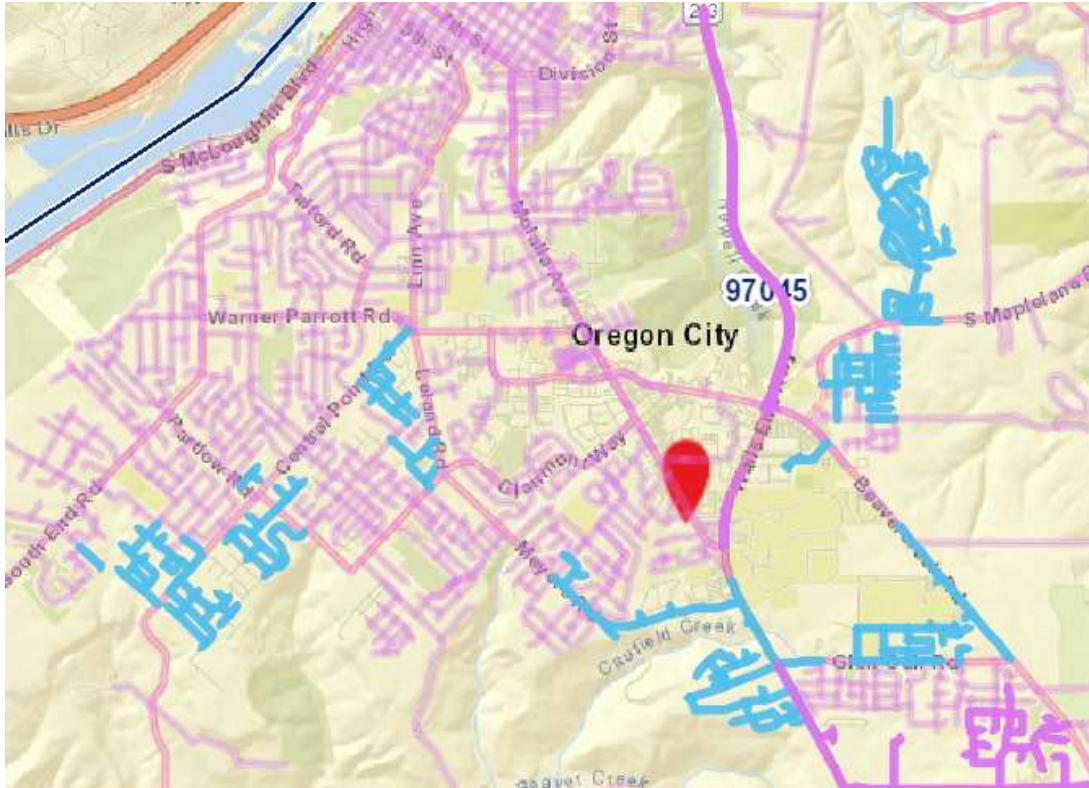
Trail News Distribution - 97045



Within ZIP Code 97045, Trail News is distributed:

- To all City postal routes (13 routes)
- To all PO Boxes at OC Post Office
- To 17 of 21 rural routes

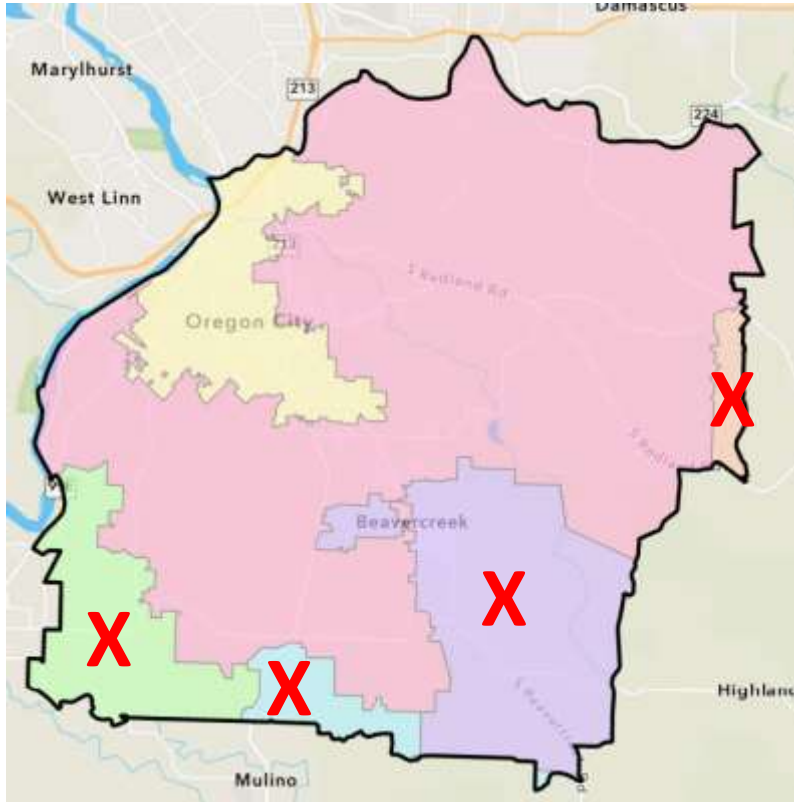
Trail News Distribution - 97045



Within ZIP Code 97045, Trail News is not currently distributed to 4 specific rural routes (R021, R022, R023, R024)

- Estimated 3,100 households
- Estimated 8,500 people

Trail News Distribution – Other ZIPs



Trail News is not distributed in any of the other ZIP codes within our service area.

- Approx. 1,650 households
- Approx. 4,600 residents

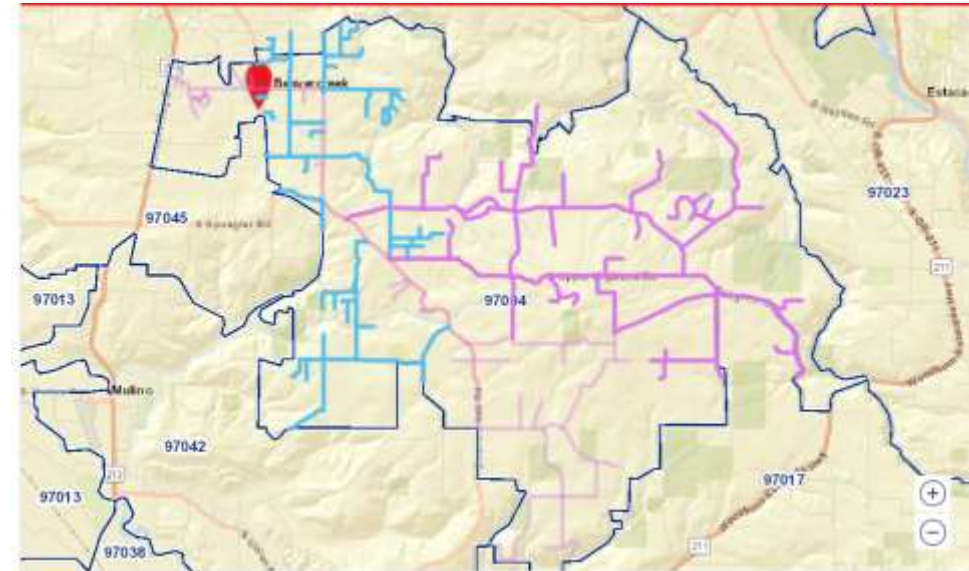


Trail News Distribution

Postal Route Info – 97004



ZIP CODE	# HOUSEHOLDS*
97004 (Unincorporated)	973



Route	Residential	Business	Total
97004-PBOX	—	—	525
97004-R001	494	5	499
97004-R003	506	3	509
97004-R005	493	11	504

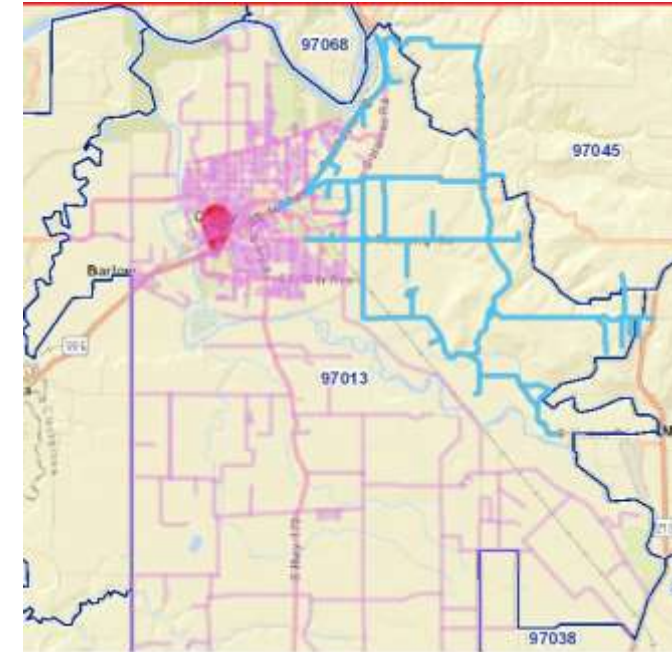


Trail News Distribution

Postal Route Info – 97013



ZIP CODE	# HOUSEHOLDS*	TOTAL POPULATION*
97013 (Unincorporated)	475	1,387

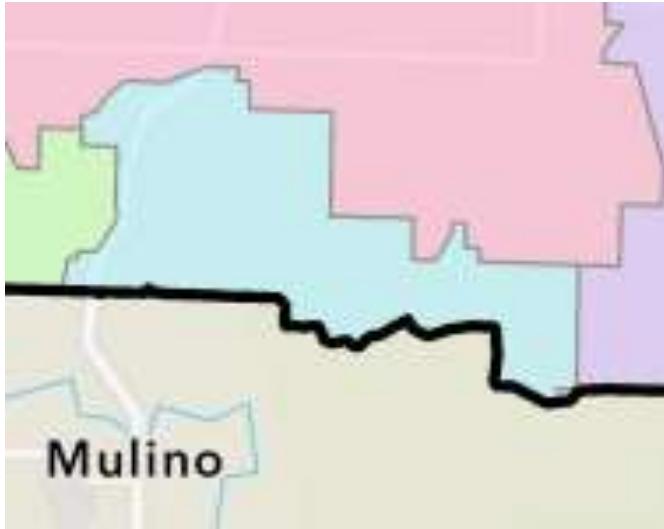


Route	Residential	Business	Total
97013-R001	595	20	615

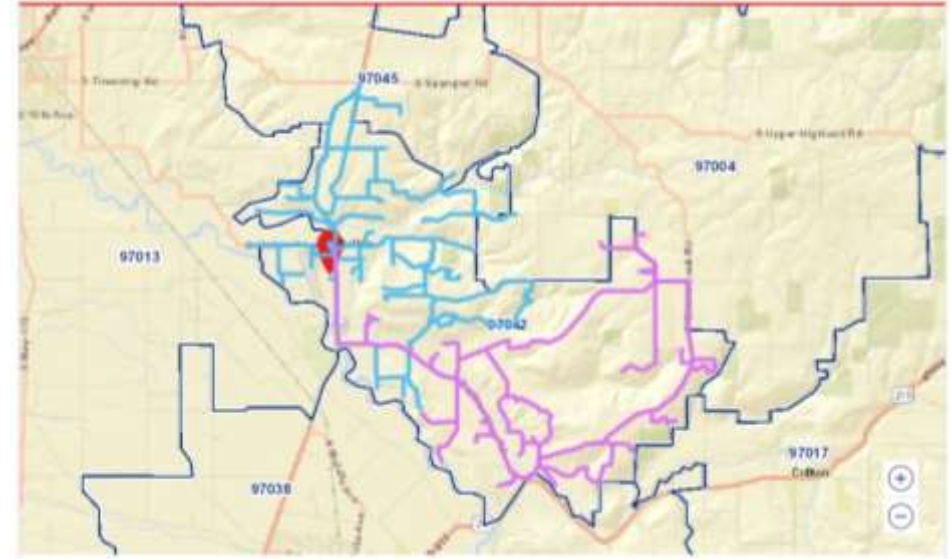


Trail News Distribution

Postal Route Info – 97042

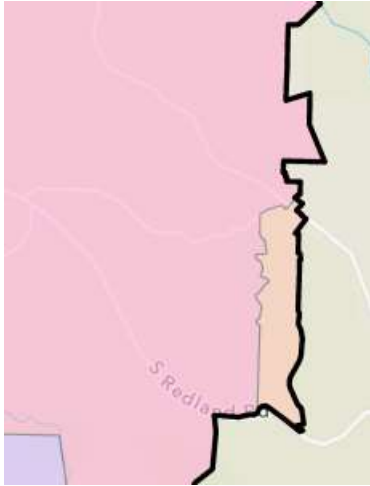


ZIP CODE	# HOUSEHOLDS*	TOTAL POPULATION*
97042 (Unincorporated)	108	287

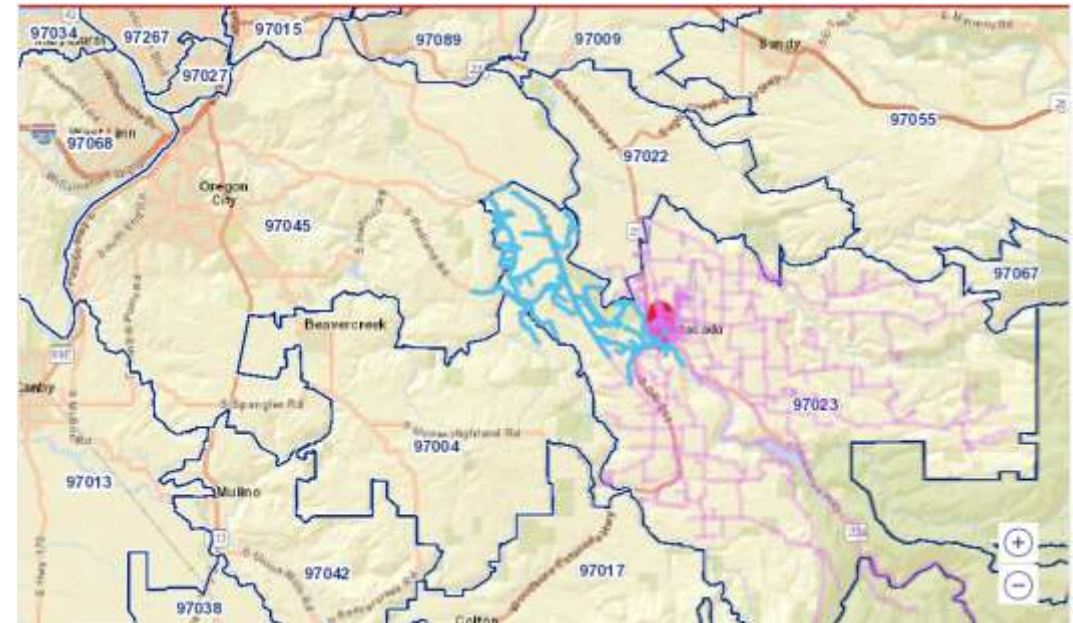


Route	Residential	Business	Total
97042-PBOX	—	—	287
97042-R021	549	7	556
97042-R022	487	8	495

Postal Route Info – 97023



ZIP CODE	# HOUSEHOLDS*	TOTAL POPULATION*
97023 (Unincorporated)	92	255



Route	Residential	Business	Total
97023-R002	570	7	577



Trail News Distribution

Additional info/discussion items



- City may reevaluate continuing to send Trail News to non-City residents of 97045.
 - Approx. 11,000 households
- Staff are investigating feasibility/cost of a Library-only “mini” Trail News (4 pages) for non-City ZIP codes.
- Cost/other considerations with ZIP codes where significant portion may be in another library’s service area.
 - ID-ing specific addresses in service area may be possible, but potentially higher postage costs



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/30/2023

SUBJECT:

Formation of Data Subcommittee

STAFF RECOMMENDATION:

1. Create a Data Subcommittee, with the purposes outlined in this staff report.

EXECUTIVE SUMMARY:

The Library Board will consider updates to the Library's Collection Development Policy.

BACKGROUND:

Per Article IV, Section 6 of the Oregon City Library Board bylaws, the Chairperson, with the approval of the Library Board, may establish special committees.

The Library Director respectfully requests the creation of a subcommittee, made up of Library Board members appointed by the Chair, to review what statistical data is currently provided to the Library Board, to evaluate what other data might be available and useful, and to recommend what changes (if any) should be made in the data and statistics library staff collect and provide to the Library Board.

OPTIONS:

1. Create a Data Subcommittee, with the purposes outlined in this staff report.
2. Do not create a Data Subcommittee at this time.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a
Funding Source(s): n/a