# CITY OF OREGON CITY
# LIBRARY BOARD - REGULAR MEETING
# AGENDA

**Virtual Meeting**
**Wednesday, February 09, 2022 at 5:30 PM**

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

## CALL TO ORDER

## ROLL CALL

## APPROVAL OF MINUTES

1. Review and approve minutes from the November 10, 2021 Library Board meeting.
2. Review and approve minutes from the January 12, 2022 Library Board regular meeting.
3. Review and approve minutes from the January 12, 2022 Library Board work session.

## LIBRARY DIRECTOR'S REPORT

4. The Library Director will share his February, 2022 report.

## PUBLIC COMMENTS

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

## DISCUSSION ITEMS

5. Review of Collection Development Policy
6. Strategic Plan Revisions
7. Revision to Library Board Bylaws

## COMMUNICATIONS

## FUTURE AGENDA ITEMS

8. Future Agenda Items

**ADJOURNMENT**

## PUBLIC COMMENT GUIDELINES

*Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.*

*As a general practice, the City Commission does not engage in discussion with those making comments.*

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

## ADA NOTICE

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

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

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

# CITY OF OREGON CITY
# LIBRARY BOARD
# MINUTES

**Virtual Meeting**
**Wednesday, November 10, 2021 at 5:30 PM**

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

## CALL TO ORDER

David Goldberg called the meeting to order at 5:34 pm.

## ROLL CALL

*Members Present*: David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, Larry Osborne, Elizabeth Zinter

*Staff Present*: Greg Williams, Library Director, Denise Butcher, Library Operations Manager

## APPROVAL OF MINUTES

1. Cynthia Andrews moved to accept the October 2021 Library Board Minutes without changes. Kari Linder seconded the motion. David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, Larry Osborne, and Elizabeth Zinter voted aye. The motion carried.

## LIBRARY DIRECTOR'S REPORT

2. Greg Williams shared that the Libraries in Clackamas County (LINCC) conducted their annual October purge of inactive patron accounts which resulted in a noticeable decrease of open accounts captured in the statistics.

Nick Dierckman stated that he noticed a decrease and asked if this was attributable to COVID. Greg agreed with this explanation. Denise Butcher added that fewer library cards were made in 2020 as compared to normal years.

Greg celebrated the library's status as a net lender for three consecutive months. Greg highlighted October's Halloween-centered programming, including Rocky Smith's Haunted History program, the Spooky Scavenger Hunt, BAM and general adult trivia, and book displays. Elizabeth Zinter spoke positively about her observations of staff awarding scavenger hunt prizes. Greg shared delight at the front-page coverage in the Oregon City News and acknowledged Gina Bacon's graphic used in the story.

Greg said the winners of the Park's Department 2021 Preserve Our Past Art and Poetry contest were on display in the library.

Greg stated that beginning in October, Blair Archer, program instructor, designed and assembled 30 Lego kits to enhance the LEGO lab from Home program. Greg noted that the kits had been popular, went quickly, and complemented the existing craft kits program.

Elizabeth Zinter observed that LEGO kits were high interest items, went quickly, and wondered if additional funds could be allocated for more kits to promote greater access. Greg acknowledged that funds within the existing budget could be modified and that alternatives to the existing sign-up process were being considered to promote equity.

David Goldberg inquired about the cost per kit. Denise said it was a couple dollars per kit.

Greg spoke positively about his meeting with the Teen Advisory Group (TAG) in October, their level of involvement, and their expressed support for TAG interacting directly with the Library Board. Nick inquired as to the number of the TAG group, to which Greg replied seven.

Greg thanked Heidi Blackwell for facilitating a partnership with the American Foundation for Suicide Prevention (AFSP). Joan Hoff, retired youth counselor, was scheduled to facilitate Gizmo's Pawsome Guide to Mental Health, a hybrid program based on AFSP's material to support youth mental health, in December. An accompanying book would be added to the collection for ongoing patron access.

Greg recognized Librarian Jen Giovanetti for going above and beyond to assist a patron.

Larry Osborne asked for clarification as to what the optimal number of LEGO kits would be. Elizabeth stated that she was not sure but hoped for more, possibly a test batch of 300, and expressed equity concerns with the 7 am registration time.

Greg offered to reach out to Barratt Miller, Youth Services Librarian, to gauge existing data about kit demand. Greg recognized that most existing kits sold out regardless of how many were made and it was likely that even at the increased levels that full demand was not being met. Greg observed that one of the advantages of the LEGO kits were that they were assembled by a non-staff person, whereas the in-house kits would have to be assembled by staff, which could be time intensive.

Larry asked for more information about the budget implications if the LEGO demand was met. Greg said he would come to the next meeting with cost estimates and Blair's capacity for making more kits.

Heidi Blackwell proposed a raffle among patrons registered for the LEGO program where raffle winners would receive kits. Heidi added that there was also a Spanish version of the Gizmo's Pawesome Guide to Mental Health program.

Heidi asked about the discrepancy she noticed in the statistics between library visitors in and library visitors out and asked for clarification on the date ranges of the year to date.

Greg elaborated that year to date was fiscal year to date, starting July 1. Greg stated that people counter systems were never totally accurate and that some staff movements during job duties may be throwing the counts off. Greg shared that staff name badges to make the system not count staff were in process but had not yet arrived.

Heidi clarified that her number comparison was between the numbers of patrons visiting in building versus the services area population. Greg stated that the library relied on demographic information linked to circulation statistics to evaluate active borrower distribution within the service area. Greg reviewed this statistic for the month and expressed that the data generally showed that overall usage numbers (between City and non-City residents) was in line with general service area City/non-City demographics.

## PUBLIC COMMENTS

*None*

## DISCUSSION ITEMS

3. Library District Advisory Committee (LDAC) Annual Progress Report for FY 19/20

The Library District Advisory Committee (LDAC), an advisory body comprised of citizen board members, uses an annual progress report to evaluate member library's achievement of service standards outlined in the District IGA. The individual library reports are first discussed with individual library boards, then compiled and shared with all of LDAC. Greg acknowledged that the standards contained in the annual progress report were no longer used by the Oregon Library Association (OLA), but the intergovernmental agreement (IGA) governing the Library District had not been updated to reflect OLA's newer standards, so they were still used by LDAC.

Greg summarized that Section One evaluated how well the Library Board's composition reflected the service area population's proportion of city and unincorporated residents. Greg stated that the municipal code created a board structure that allowed for this representation, although realizing parity was dependent on applicants. Greg recognized that Nick filled the at large board seat and spoke positively to Nick's focus on representing unincorporated residents.

Greg summarized that Section Two pertained to financial data and, based on feedback from LDAC, the report had become more detailed over time. Greg provided an overview of library revenue, fund balance, and expenditures. Greg noted the report included some detail concerning the $3.5 million Library fund balance as questions had arisen at prior LDAC meetings.

Greg explained allocated costs (i.e., the costs the Library pays to other City Departments for various services) were historically of interest to LDAC. Greg stated that allocation amounts for the Library were trending upwards yet remained less expensive than if separate entities were retained to provide the same services.

David Goldberg stated that the allocated costs were also offset by the City's contribution to the Library. Greg concurred.

Nick Dierckman shared that the ballot measure in 2008 established the Library District and included language around the purpose of the funds while other definitions had been codified by the Master Agreement and the IGA. Nick relayed that based on some definitions, some LDAC members felt district funds should be used solely for direct library operations, and there had been some discomfort with allocations. Nick expressed a view that OCPL's allocations were conservative in comparison to other member libraries.

Greg said there was an LDAC report question asking if the Board had concerns about allocations and Greg wanted to be sure the Board knew what allocations were and knew they had a chance to communicate any concerns to LDAC.

Nick stated that he believed OCPL's allocations were reasonable and appropriate to the organization and conservative in scale to other libraries.

David Goldberg identified the pattern of decreasing net contribution from the City to the Library as an area of concern. David voiced uncertainty if the LDAC report was the proper venue to raise that concern. David agreed with Nick's assessment that the present allocation costs were reasonable and possibly even low compared to open market costs.

Cynthia Andrews also questioned if it was better to address the concerns in the LDAC report or in another venue. David echoed Cynthia's concern.

Greg suggested that for the purposes of the LDAC report that the Board could note any concerns about the nature or reasonableness of the City's allocations and that any concerns about the balance between allocations, general fund contributions, and district revenue were probably better suited to a City budget discussion.

Cynthia voiced appreciation for having more time to delve into budget history, questions, and longer-range planning. Nick agreed with Cynthia and Greg's assessment of communication channels.

Greg noted that the library paid for debt service using a portion of district funds. Greg acknowledged there were differing interpretations regarding whether district funds should be used for capital expenses and a County task force (which was intended to facilitate discussion on this and other topics) had been paused due to COVID.

Nick noted that Oregon City residents voted to approve the use of district distribution funds to pay for bonds and thought that based on that, the use of the funds was justified. Nick also discussed differing interpretations of what constituted operational expenses.

Greg shared that in the past LINCC Directors sent a letter to LDAC expressing concerns about insufficient revenue to meet future operational needs and long-term capital expenses, and these concerns were also planned to be discussed by the Task Force. Nick shared that the Task Force had anticipated potentially needing to initiate another bond measure to fund libraries, in addition to clarifying interpretations, and that this group's work had been delayed indefinitely due to COVID.

Greg asked if there were further questions or concerns about the financial section of the report. Nick requested to talk about the fund balance, elaborating that there were effectively two fund balances: facility and library fund. Nick stated that the significant amount of the fund balances was a subject of discussion at LDAC, discussed a desire to be transparent, and recognized Greg's work with the Finance Department to optimize the balance.

Greg stated that there was approximately $3.5 million in the library fund at the end of the fiscal year. Greg and Finance's target fund balance goal was 7 months of operational expenses, 1 year of debt service payment, and a 10% contingency. For the 2019-2020 fiscal year, the target balance was about $2 million. Greg anticipated the excess to the target amount being a topic of discussion in the next LDAC meeting and Greg expected future budget discussions with the Board and community regarding the spending of it.

Heidi left the meeting at this time.[CB1]

Nick noted there was approximately $700,000 in the community-facility fund balance. Greg agreed and said this was the fund where money was placed yearly to address future capital and facility needs. Greg stated that a report for projected capital needs would be shared at the next board meeting.

David recognized that the budget would be an ongoing topic of discussion, that the meeting was running over time, and asked Greg to continue.

Greg shared that the library currently met the service standards of open hours and collection put forth in Section Three but did not meet the aspirational full time equivalent positions (FTE) of the section.

Greg voiced more concern with the FTE distribution than the overall FTE shortfall. Greg and Denise reported that the 18 FTE in the current approved budget translated to approximately 11 full-time staff and 26 part time or on call staff, which created scheduling and operational challenges. David expressed equity concerns as the library was dependent on unbenefited workers, recognized the budget challenges of benefits, and suggested working with the budget to address this. Larry Osborne voiced agreement.

Greg said that the standards referenced in Section Four were last formally reviewed by the Library Board at the end of fiscal year 2018-2019, had not been reviewed in fiscal year 2019-2020 due to COVID, and the standards had not changed.

Greg asked if there were any other comments the Board wished to include in the additional comments section. There were no suggested additions. Greg stated he had

included the change in library directors and the occurrence of a pandemic in the additional notes field.

Larry Osborne moved to submit the report as discussed in this meeting and in the document. Elizabeth Zinter seconded. David Goldberg, Cynthia Andrews, Nick Dierckman, Kari Linder, Larry Osborne, and Elizabeth Zinter voted aye. The motion carried. [CB2]

## COMMUNICATIONS

None

## FUTURE AGENDA ITEMS

4. Revisions to Library Strategic Plan
5. Budget

## ADJOURNMENT

David Goldberg adjourned the meeting at 6:39 pm.

# CITY OF OREGON CITY
# LIBRARY BOARD
# MINUTES

**Virtual Meeting**
**Wednesday, January 12, 2022 at 5:30 PM**

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

## CALL TO ORDER

David Goldberg called the meeting to order at 5:32 pm.

## ROLL CALL

*Members Present*: David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Larry Osborne, Kari Linder

*Members Excused:* Elizabeth Zitner

*Staff Present*: Greg Williams, Library Director, Denise Butcher, Library Operations Manager

## ELECTION OF CHAIR AND VICE CHAIR

1. David Goldberg welcomed Larry Osborne and Nick Dierckman to their new Library Board terms and recognized that by the bylaws a Chair and Vice Chair would need to be elected for the calendar year.

   Nick Dierckman nominated David Goldberg for Chair; Larry Osborne seconded the nomination. David accepted the nomination. Nick Dierckman, Larry Osborne, Cynthia Andrews, Heidi Blackwell, and Kari Linder voted aye. The motion carried.

   Nick Dierckman nominated Cynthia Andrews for Vice Chair; Larry Osborne seconded the nomination. Cynthia accepted the nomination. David Goldberg, Nick Dierckman, Larry Osborne, Heidi Blackwell, and Kari Linder voted aye. The motion carried.

## LIBRARY DIRECTOR'S REPORT

2. Greg Williams stated that he would take questions about the provided statistics packet. No questions were raised.

   Greg reported that there had been confirmed COVID cases among library staff, resulting in COVID positive staff and a few others quarantining at home.

Greg shared that he had been in contact with the City Manager regarding plans for future operations and the current plan was to evaluate the Library's operational capability on a day-by-day basis and adjust open hours if needed. At present, occupancy limits, partial building closures, and different delivery of services were not being considered. Occupancy counts were not being pursued because of the additional strain communication and enforcement would put on staff. Greg stated that as much notice as possible would be provided to the community and Board in the event the library's hours were modified and acknowledged the likelihood that a decision to modify hours would happen the morning of the altered day.

## PUBLIC COMMENTS

None

## COMMUNICATIONS

None

## FUTURE AGENDA ITEMS

Strategic Plan-to be discussed in following Work Session

## ADJOURNMENT

David Goldberg adjourned the meeting at 5:38pm.

# CITY OF OREGON CITY
# LIBRARY BOARD WORK SESSION
# MINUTES

**Virtual Meeting**
**Wednesday, January 12, 2022 at 5:45 PM**

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

## CALL TO ORDER

David Goldberg called the meeting to order at 5:40 pm.

## ROLL CALL

*Members Present*: David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Larry Osborne, Kari Linder

*Members Excused:* Elizabeth Zinter

*Staff Present*: Greg Williams, Library Director, Denise Butcher, Library Operations Manager

## DISCUSSION ITEMS

1. Strategic Planning Committee Update

David Goldberg shared that he, Cynthia Andrews, Greg Williams, and Denise Butcher had met several times to discuss the existing strategic plan and shared respect for the work of those who created it.

Cynthia acknowledged the work and efforts of those who worked on the last iteration of the strategic plan since the plan addressed the needs of the library at the time. Cynthia acknowledged that the world was a very different place now. Cynthia addressed the goal of separating the strategic and operational components and acknowledged the staff effort it would take to update the operational portion.

David suggested each Board Member take on a specific strategic objective to be their focus and seconded Cynthia's assessment of focusing on a multi-year strategic plan and a one-to-two year operational plan to be developed by staff, approved by the Board, and implemented. David reported that this two-part focus was the subject of the first Strategic Planning Committee meeting.

David reported that the second meeting focused on examining and revising the language of the document and reworking the strategic focuses.

Greg thanked David and Cynthia for their input and discussion in the meetings and supported separating the operational from the strategic. Greg cited the flexibility the two-part plan gave staff to adjust to changing situations.

Larry Osborne and Nick Dierckman voiced their support for the reworked document.

Nick provided context that he had suggested a tactical plan that would focus on longer term goals and actionable steps to accomplish these during the formation of the last strategic plan. Nick stated that the Riverwalk project had been ongoing at the time of the last plan's writing and had successfully used core values for communicating with community members, which was why a core values section had been included in the last version of the plan.

David discussed the process of parsing down the previous sections on mission, vision, core values and distilling these down to the purpose and aspiration of the library.

Cynthia mentioned that one of the guidelines was to make the document more succinct and approachable.

Nick spoke in support of the mission statement and the approach in which the document was revised.

David invited discussions, additions, and revisions to the strategic plan.

David spoke on reworking the wording of the five strategic focuses, noting that focus three experienced substantial changes from a focus on imagination to a focus on collection, programming, services, and staff that reflected the diverse community.

Greg spoke in favor of making the strategic plan document focus on larger scope items.

David spoke about continuing to finesse the document based on the Board's feedback and ideas, approving the plan, and working with staff to create an 18 month tactical plan to meet the strategic plan focuses.

Larry voiced a desire to retain the word comfortable in focus four and felt its inclusion was important to counter perceptions that libraries were cold places.

David suggested phrases of "safe and comfortable," "comfortable and accessible facilities," or "comfortable services".

Greg added that the removal of comfortable was in response to COVID and near post COVID era safety measures leading to the removal, rearrangement, and alteration of things that might be considered comfortable, including furniture.

There was general discussion of the word choice of "comfortable" vs "welcoming" with "safe and welcoming" agreed upon.

Greg highlighted a draft graphic of the five focuses and expressed hope that a modified version of this might be used to communicate what the strategic plan was about as well as

having a one-page summary document available for access in the library. Greg had received positive feedback on one page highlight documents in other venues for communicating large scale documents.

2. Community Room Use Policy

Greg Williams introduced the current challenge of meeting space, particularly after-hours meeting space, being very limited in availability. Greg acknowledged that at the expansion of the library, it was hoped that the library space would meet some of this need. Greg reflected that the existing policy parameters were for open hours use and available on a case-by-case basis with Director approval after-hours while not specifying what criteria to consider in making approval decisions and that this lack of clarity created potential equity and operational issues.

Greg stated that the security concerns stemmed from after-hours reservations and these had been addressed to date by having staff present. These were not budgeted staff hours, so after-hours presence had generally been Denise or the Director, who were both salaried. Greg reflected that this is manageable on an infrequent basis, but it would not be sustainable if usage picked up, even if that was just to give equitable access to City Neighborhood Associations (NAs) and County Community Planning Organizations (CPOs) within the library service area.

Kari Linder asked how many requests were submitted and if that number was slower due to COVID. Greg clarified that the room was currently not open to requests as it was still being used for furniture storage, and that safety protocols for in person programming were still being ironed out, and that historically pre-COVID the majority of requests came from NAs. Denise confirmed this and added that there were occasionally requests for birthday parties (which had been denied) and political town hall type meetings (which had been approved). Heidi Blackwell shared that her NA had been told that they could use the meeting space at the Police building.

Greg said that he had recently participated in a walk through with the insurance representative examining the City’s potential after-hours meeting spaces nd the security needs associated with each, including the Commission Chambers at Old City Hall, new Police Station, and Community Development building.

David Goldberg asked if Pioneer Center was part of the prospective meeting spaces. Greg said that as he understood it, Pioneer Center rented out their space, so the situation was a little different with their venue and his understanding was that the cost of staff present for after-hours events was built into their rental rate.

David asked if there were questions.

Nick Dierckman stated that his concern was with determining the appropriate users of the space. Nick asked if there was a current definition of public entity that could use the space under current policy.

Greg said more than public entities were eligible for using the room, and there was a priority list that prioritized library use (to include programming and Board and Friends use), City use, non-profits, and other organizations with goals of educational, cultural, intellectual, social or civic betterment of Oregon City and surrounding areas.

Kari asked about the feasibility of not offering after-hours meeting space and what staff proposed.

Greg stated that when the bond measure that funded the library was put forward, voters were told the library would have community space available after-hours and thought that a blanket policy of no after-hours meeting space would cause upset.

Denise Butcher added that at the time the vote went out, there was a promise made of after-hours meeting availability, and the security concerns of after-hours events had not been identified or considered. Denise offered an example of an occasion where a NA had an after-hours meeting during which a member of the public entered the library and refused to leave the bathroom. As community members could not be expected to be enforcers of library policy for such situations, it was determined that staff needed to remain on premise.

Larry Osborne asked if the library was prohibited from charging for the use of the room.

Greg stated that the current policy stated that there was no charge for the room and that his understanding was that most metro area libraries did not charge for use of their spaces. Greg noted the library's policy could be changed.

David voiced support for having one day a week where the library was open very late and meetings could occur during staffed hours. David noted that library hours currently ran till seven and that provided time for post work hours meetings and thought that expanding library hours would mitigate the after-hours staffing questions while providing access.

Nick pointed out that extending hours would also necessitate increased staff hours to keep services running and stated that he was not sure what the demand on staff would be.

Kari noted that staff presence did not wholly address the security concerns and Nick pointed out that a lot of the issues were also present in normal operating hours.

David brought up the hiring of the security staff member. Greg said the position was scheduled to come online soon, however the hours allotted for in that position did not encompass all hours the library was open.

Greg mentioned potentially training volunteers or designated people from the groups using the meeting rooms in policy and security expectations as a condition of using the room. Greg specified building entry and exit as a prime area of concern.

David asked if there were any City policies regarding the public's use of meeting spaces.

Greg responded that Parks and Recreation was the only other department he knew of that routinely had their meeting spaces used for public meetings and that they had a reservation procedure and policy. Greg anticipated the development of procedures for other meeting spaces the city might make available and identified establishing as much consistency with other department booking procedures as possible as a goal. Greg expressed hope that policy consistency would increase the ease of use for community members.

Nick spoke positively about a tour of the meeting facilities at the Public Works building and mentioned that the preliminary information he had received indicated that their facilities would not be available after-hours. Nick observed that Pioneer Center and the Library both felt like they should be more accessible to the public.

Nick thought that with budget considerations in the new budget, it might be possible to make after-hours access work. Nick inquired as to the possibility of finding staff to staff it. Greg thought having the budget to support staff hours would make it easier but there were still staffing challenges with the irregularity of hours and the limits of hours staff could work per week. Greg also addressed the potential challenge of staffing extra hours with a primarily on-call staff. Denise pointed out that with the current building policy, Denise and Greg could be present solo, but anyone else needed at least two staff in the building. Denise recognized that part time and on-call staff would not have the same authority that Denise or Greg would have to handle security concerns.

David pointed out that the group could take additional time to think and explore possibilities. David suggested taking staff suggestions. David echoed Kari's initial question about why it was needed and affirmed that if that was the agreement put before the community, it needed to be upheld.

Nick asked for clarification regarding building modifications to limit the accessible area around the community room.

Denise said that the exterior door in the community room had been modified from an emergency exit only door to an entrance/exit door. This was done to limit the likelihood of the sliding doors being mis-set. Nick confirmed that this had been done already.

Greg said that there was a roll down gate that blocked access past the elevator, which would normally be turned off, but left the bathrooms and an alarmed staff door accessible. Greg expressed concern with the sliding door's security. Denise expressed concern that the unlockable glass door between the two sliding doors may still be used as an exit. Denise explained that it was unlockable for fire reasons.

Heidi Blackwell added that the college and school district had after-hours meeting spaces and thought that looking at their policies and personnel might be helpful. Kari said Lake Oswego had similar building policies and had implemented no holiday usage, pricing rubrics, and implemented building monitors to provide after-hours assistance.

Greg expressed curiosity about the building monitor idea, particularly the possibility of such a position functioning across departments and possibly being a shared budget cost.

## PUBLIC COMMENTS

*None*

## COMMUNICATIONS

None

## FUTURE AGENDA ITEMS

3. Vote on the strategic plan
4. Authorize staff to generate tactical plan

## ADJOURNMENT

David Goldberg adjourned the meeting at 6:30 pm.

**Oregon City Public Library**

Greg Williams, MLIS, Library Director
606 John Adams St | Oregon City OR 97045
Ph (503) 657-8269 ext 1010

## Library Director's Report for February 2022

### Monthly Statistics Notes

- I have added a new statistic to the monthly report, "Service Desk Inquiries". We track three different kinds of service desk inquiries:
    - *Reference* – questions which meet the criteria outlined by the annual State Library statistical report:
        - "Information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements."
    - *Ready Reference* – shorter or simpler inquiries that don't meet the definition of a "Reference Question" for the purposes of the annual state statistical report.
    - *Technology Assistance* – questions or requests about using technology (Public PCs, software, ereaders, etc…)
- Our borrowed vs. lent ratio declined over the last two months; we believe this is largely due to some supply chain/processing issues with our primary vendor of DVDs/Blu-rays. Some large orders of new and popular DVDs had been significantly delayed, which meant holds for those items were being filled by other libraries. We believe the ordering issues have been resolved (but we're keeping an eye on things).
- By many measures, January 2022 was our busiest month since reopening in July.
    - FY 21/22 high for WiFi usage and internet sessions.
    - FY 21/22 high for total circulation, first-time circulation, and self-check usage.
    - FY 21/22 high for foot traffic (heat maps below).

***January 2022 - "Ins" (6th, 7th, Carnegie)***

| Day | 10a | 11a | 12p | 1p | 2p | 3p | 4p | 5p | 6p |
|---|---|---|---|---|---|---|---|---|---|
| Su | | | 294 | 229 | 210 | 195 | 156 | | |
| Mo | 193 | 154 | 145 | 164 | 184 | 209 | 156 | 96 | 72 |
| Tu | 201 | 161 | 179 | 188 | 166 | 234 | 173 | 108 | 53 |
| We | 176 | 147 | 130 | 180 | 171 | 211 | 139 | 100 | 55 |
| Th | 163 | 134 | 124 | 184 | 163 | 165 | 181 | 90 | 36 |
| Fr | 150 | 149 | 172 | 183 | 154 | 235 | 173 | 140 | 36 |
| Sa | 147 | 185 | 200 | 205 | 200 | 199 | 151 | 88 | |

***January 2022 - "Outs" (6th, 7th, Carnegie)***

| Day | 10a | 11a | 12p | 1p | 2p | 3p | 4p | 5p | 6p |
|---|---|---|---|---|---|---|---|---|---|
| Su | | | 209 | 231 | 201 | 199 | 211 | | |
| Mo | 137 | 156 | 132 | 150 | 176 | 186 | 168 | 125 | 89 |
| Tu | 120 | 174 | 169 | 183 | 171 | 202 | 185 | 123 | 95 |
| We | 109 | 146 | 133 | 165 | 168 | 217 | 142 | 115 | 87 |
| Th | 109 | 132 | 131 | 145 | 161 | 154 | 183 | 138 | 60 |
| Fr | 88 | 157 | 155 | 189 | 164 | 203 | 175 | 148 | 83 |
| Sa | 107 | 184 | 167 | 199 | 204 | 202 | 163 | 127 | |

*Figure 1 - Patron count heat maps*

**Library Operations**

- Due to the omicron variant surge, January proved to be a challenging month staffing-wise. The Library experienced two staff cases of COVID-19 (our first cases during the entire pandemic), and several other staff members were quarantined (per City policy) due to known COVID exposures. We are happy to report that everyone impacted has fully recovered!
- The Library was awarded a $4,800 Workforce Development Partnership grant from the State Library of Oregon! The funds will be used to purchase equipment which will improve the Library's remote meeting capabilities and provide patrons with access to the remote meeting technology they need to conduct job interviews, participate in small group training sessions, and complete job onboarding. Thank you to Larry Osborne for his assistance in reviewing and revising the grant application!
- Youth Services Librarian Barratt Miller recently enrolled in an 8-class training series called "Touchpoints in Libraries: Understanding Child Development and Engaging Families." The sessions are based on the Brazelton Touchpoints evidence-based approach to building strong family-child relationships from before birth through age 5. This series is specifically geared towards professionals who work in library settings and focuses on understanding a child's developmental process from birth to 6 years and connecting with families through strengths-based interactions. Thanks to Elizabeth Zinter for bringing the training opportunity to our attention!

**Library Grounds and Facilities**

- The Library, in partnership with the McLoughlin Memorial Association (MMA), is hosting a detailed, scale model of the McLoughlin House. The model, which until recently was on display at the Museum of the Oregon Territory, has already garnered many positive patron comments. We are working with the MMA to develop and display additional informational material about the model and the McLoughlin House.

*Figure 2 - McLoughlin House model*

**Library Programs and Services**

- In January, we launched the "1000 Books Before Kindergarten" program, designed to help young children develop critical early literacy skills and become lifelong readers! While most kids start public school around age five, research shows that kids' brains are undergoing an incredible amount of development long before that. The brain develops most rapidly during the first thousand days of a child's life, with toddlers' brains creating up to two million new connections every second. By age three, a child's brain has reached 80 percent of its adult volume. Developing key early literacy skills before the age of five has a lifelong impact on kids' educational and occupational success. In fact, the most important predictor of school success is being read to at home by parents or caregivers during early childhood.

Upon registration for the program, participants will receive a welcome kit including a tote bag and free book to keep. Caregivers track the number of books they read with their child using Beanstack, a free website and iOS/Android app. In addition to monthly prize drawings for active readers, every child earns an additional free book at the 500 and 1000 book milestones.

Our 1000 Books Before Kindergarten program is made possible by the generous support of the Oregon City Library Foundation and the Friends of the Oregon City Library. We are grateful for their continued support as we work to create young readers throughout our entire library service area.

*Figure 3 - 1000 Books logo and tote bag sample*

- The Library recently presented a 3-part "Find Your Psychic Self" lecture series. Both Teen and Adult participants learned about topics such as numerology, tarot cards, and dowsing. After the series, we received a very nice patron comment: *"I really enjoyed this series and was thrilled to see it! I look forward to watching the replays. I would be interested in similar future offerings if there is interest. Thanks so much!"*
- A new round of Teen Book Box subscriptions commenced on February 1. During the months of February, March, and April, Teens can pick up monthly boxes filled with 2-3 personalized library books and a few surprise goodies (which, for February, includes a custom 3D-printed *maneki-neko* fortune cat figurine, see below)! To customize the books for each teen's reading preferences, our Teen Specialist Sabrina has the teens fill out a questionnaire and then follows up with them to avoid including titles they've already read.

*Figure 4 - 3D printed maneki-neko*

- In January, the Library hosted its annual William Stafford Birthday Celebration and Poetry Reading (conducted via Zoom once again this year). The event featured poems shared by featured readers, as well as an online "open mic" where participants were free to share their own poetry or favorite works.

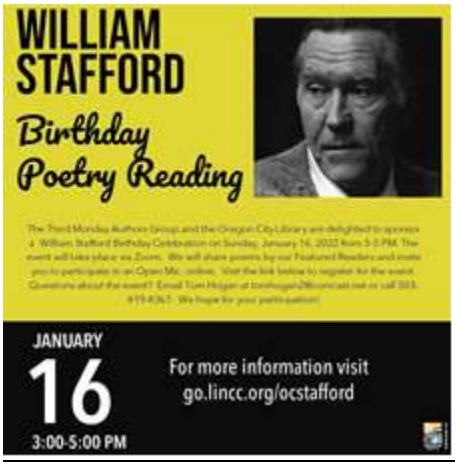



*Figure 5 - William Stafford birthday celebration*

- During the month of December, our upstairs book displays celebrated Universal Human Rights Awareness Month and International Day of Persons with Disabilities.

*Figure 6 - December book displays*

- In January, our upstairs book displays celebrated Eye Health Awareness Month and Civil Rights.

*Figure 7 - January book displays*

- In December, we held our first-ever virtual spelling bee competition for teens and adults! Kudos to Adult Services Librarian Gina Bacon for her creative use of our Crowdpurr online trivia platform (and the adorable logo)!

*Figure 8 - Spelling Bee event*

**Library Partnerships and Outreach**

- Library Operations Manager Denise Butcher and Teen Specialist Sabrina Tusing were among the City Staff members who attended Tumwata Middle School's 8th Grade "Vacant Lot" event. The event included 30 student teams who made a 90 second "pitch" for how the City might best use the lot at the corner of 12th Street and Main in Downtown Oregon City.

*Figure 9 - Tumwata Middle School event*

- In January, Buffy Rhoades from the OSU Extension Clackamas Family & Community Health Program (OSUExtFCH) visited the library to check on and provide maintenance & deep cleaning to our food preservation items in the Library of Things collection. OSUExtFCH not only helped the Library select which food preparation items we could add to the collection (e.g., pressure canning, dehydrator, boiling and food straining kits), but donated the items as well. We are grateful for the ongoing partnership with OSUExtFCH and their support, and we are looking forward to growing this partnership in the future to provide and promote food preparation resources to our community.
- On a periodic basis, the Oregon City School District reviews and updates their ELA (English Language Arts) curriculum. That process is currently underway, and our Youth Services Librarian Barratt Miller was invited to participate. Barratt has been sharing her knowledge of children's literature to help teachers evaluate the books included in each curriculum. In addition, the Library's participation has helped the Library better understand how reading is taught in OCSD classrooms, and what kinds of supplemental materials are most needed to support teachers' efforts. We are thrilled to be supporting local educators and to have developed another mutually beneficial partnership with OCSD.
- In January, As part of our B.A.M. (Because Accessibility Matters) program, the Adult Services team spent time creating an outreach book box for a local assisted living facility, River Terrace Memory Care, which specializes in serving adults with Alzheimer's and dementia. Our team will be putting together boxes of approximately 25 titles that are appropriate for people experiencing cognitive and memory issues, and Jen Giovanetti will manage material selections, reading requests, and arrange pickup and drop-off of materials. This first box contained a mix of fiction (large print), visual non-fiction, audiobooks, and graphic novels.

*Figure 10 - River Terrace memory care book box*

- In December, the Friends of the Oregon City Library hosted their annual member meeting and luncheon (with plenty of COVID-19 safety protocols in place). Friends' members, bookstore volunteers, library staff, and City Manager Tony Konkol attended the event which featured an update by Friends Board Chair Lynda Orzen, fabulous prize raffles, and a well-received presentation by Library Director Greg Williams about the Library's accomplishments in 2021 as well as some of the Library's plans and goals for 2022 (and beyond). One of Greg's slides included three sayings he felt summed up the Library's 2021 experience:
    - *"Strength doesn't come from what you can do. Strength comes from overcoming the things you thought you couldn't."*
    - *"You keep putting one foot in front of the other, and then one day you look back and you've climbed a mountain."*
    - *"They say that what doesn't kill you makes you stronger. At this point, I should be able to bench press a Buick."*

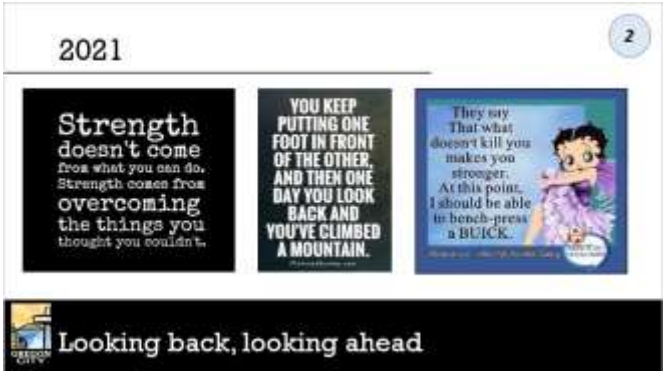



*Figure 11 - Slide from FOTL presentation*

**LINCC Updates**

- The City received the first distribution of FY 21/22 Library District revenue. The amount received ($2,409,887) tracks very well with our FY 21/22 budgeted revenue. The final district distribution will be received at the end of June, and we anticipate total annual revenue will meet or slightly exceed our budgeted amount. Please see the attached memo and spreadsheet from Clackamas County Business and Community Services for more information.
- Planning for the 2022 Summer Reading Program has already begun! Each year, LINCC libraries look for help from local teens to design the Teen Summer Reading artwork. During the month of January, young artists, ages 12-18, were encouraged to submit their original artwork for this year's theme ("Read Beyond the Beaten Path"). The winning artist will receive a $100 cash prize and their art will be used countywide on 2022 Teen Summer Reading materials.

*Figure 12 - Teen art contest notice*

**Patron Feedback**

- Stephanie Calmenson, author of "Dozens of Dachshunds", saw that we used her book for our Storytime video this week. She commented on our Instagram post.
  *"Thank you for your wonderful reading of my book, Dozens of Dachshunds!* ❤️🐾*"*

*Figure 13 - Author Instagram post*

- Children's author, Waka T. Brown, visited the Library and posted this picture of her book "While I Was Away" on our Staff Picks shelf.
  *"Honored to be an @oregoncitylibrary staff pick and to have @kimberly_brubaker_bradley and Madeline 'Engle as neighbors"*

*Figure 14 - Author Instagram post*

- In December, a patron relayed to a staff member that she couldn't leave the library until she told someone how happy she was with the service she had received from Adult Services Librarian Gina Bacon. The patron, who indicated she had difficulty seeing, had a list of items that she was looking for. She reported that Gina not only helped her find everything on her list, but that Gina was "so helpful and just the sweetest". Way to go, Gina!!
- In December, a family who frequents the library visited with staff members and gave us a card and some snacks to show their appreciation. The card reads, *"Thank you for a wonderful year at our library!"*

*Figure 15 - Patron card*

- A patron posted a wonderful online review of the Library! We are so grateful to have such a compassionate, caring, friendly staff who *always* works to provide outstanding service and support to our community! The full post reads:

  *"An amazing staff who will go way above and beyond to help you out and take time to listen, identify what you're talking about, help you research resources whether they are library or outside resources, hope [sic] you find solutions to your problem, and implement the proper course of action. I could not be more amazed no[r] shocked at any library staff. They truly care about the people who walk through their door."*

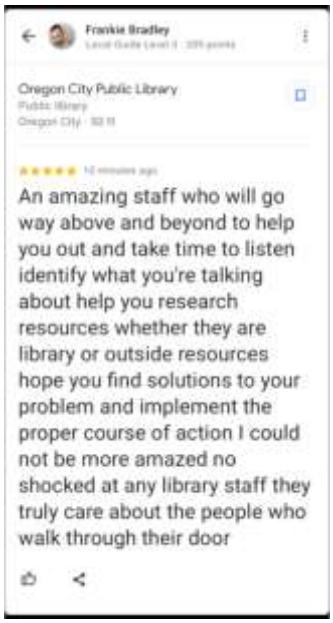



*Figure 16 - Online review*

In December, the staff of John McLoughlin Elementary sent the Library a wonderful holiday card reading *"We appreciate all you do for our community! With gratitude, John McLoughlin staff"*

*Figure 17 - Holiday greetings from John McLoughlin Elementary*

- We received a lovely card from a patron who had recently received some technology help with their new Kindle. The card was addressed to "Tech Team and all other Library Angels", and the patron wrote *"The Tech Team is so kind, so thoughtful, so appreciated. So nice of all of you. Librar[ies] are the best!"*

*Figure 18 - Patron thanks*

Oregon City Public library
Monthly Statistical Report
Reporting period: **December, 2021**

| | Current Month | | FY 21/22 YTD | | Last Month | | Same Month Last FY | | FY 20/21 YTD | |
|---|---|---|---|---|---|---|---|---|---|---|
| **PATRON STATISTICS** | | | | | | | | | | |
| New Patron Registrations | 155 | | 1,424 | | 196 | | 77 | | 412 | |
| Total Registered Patrons | 16,636 | | 16,636 | | 16,454 | | 18,153 | | 18,153 | |
| Library Visitors (Ins) | 7,762 | | 60,453 | | 8,085 | | - | | - | |
| Library Visitors (Outs) | 7,506 | | 58,767 | | 7,809 | | - | | - | |
| **CIRCULATION (includes 1st-time circ and renewals)** | | | | | | | | | | |
| Adult materials | 13,678 | | 96,330 | | 13,681 | | 8,779 | | 43,740 | |
| YA materials | 1,837 | | 14,543 | | 1,865 | | 881 | | 4,662 | |
| Children's materials | 14,118 | | 111,503 | | 16,057 | | 7,760 | | 35,970 | |
| Electronic materials | 5,193 | | 38,546 | | 5,270 | | 5,814 | | 34,836 | |
| Total Circulation | 34,826 | | 260,922 | | 36,873 | | 23,234 | | 119,208 | |
| 1st Time Circulation (Physical) | 18,530 | | 148,447 | | 20,303 | | 10,986 | | 53,484 | |
| 1st Time Circulation (Self-Check) | 17,324 | *93.5%* | 141,347 | *95.2%* | 19,343 | *95.3%* | 149 | *1.4%* | 1,177 | *2.2%* |
| Holds received from other libraries | 11,992 | *53.5%* | 85,687 | *51.1%* | 12,052 | *51.0%* | 13,058 | *59.2%* | 65,138 | *55.8%* |
| Holds sent to other libraries | 10,430 | *46.5%* | 82,046 | *48.9%* | 11,577 | *49.0%* | 9,002 | *40.8%* | 51,608 | *44.2%* |
| **CIRCULATION DEMOGRAPHICS** | | | | | | | | | | |
| Borrowers - City Residents | 1,262 | *58.3%* | n/a | | 1,299 | *57.5%* | 765 | *56.5%* | n/a | |
| Borrowers - Unincorporated Residents | 738 | *34.1%* | n/a | | 783 | *34.6%* | 481 | *35.6%* | n/a | |
| Borrowers - Other | 163 | *7.5%* | n/a | | 179 | *7.9%* | 107 | *7.9%* | n/a | |
| Service Area Pop - City | 35,885 | *58.5%* | n/a | | 35,885 | *58.5%* | 35,570 | *58.5%* | n/a | |
| Service Area Pop - Unincorporated | 25,426 | *41.5%* | n/a | | 25,426 | *41.5%* | 25,422 | *41.5%* | n/a | |
| **TECHNOLOGY** | | | | | | | | | | |
| Internet Sessions | 544 | | 3,443 | | 498 | | - | | - | |
| WiFi Sessions | 455 | | 3,583 | | 568 | | 90 | | 617 | |
| **SOCIAL MEDIA / EMAIL** | | | | | | | | | | |
| Facebook followers | 3,936 | | n/a | | 3,933 | | 3,536 | | n/a | |
| Instagram followers | 1,900 | | n/a | | 1,883 | | 1,720 | | n/a | |
| Twitter followers | 946 | | n/a | | 943 | | 901 | | n/a | |
| YouTube subscribers | 208 | | n/a | | 203 | | 150 | | n/a | |
| YouTube unique viewers | 273 | | n/a | | 395 | | 348 | | n/a | |
| YouTube views | 379 | | 3,451 | | 625 | | 572 | | 3,972 | |
| Email newsletter subscribers | 4,364 | | n/a | | 4,369 | | 4,269 | | n/a | |
| | | | *See monthly Hootsuite report for additional social media statistics* | | | | | | | |
| **FINANCIAL** | | | *See monthly Budget to Actual report* | | | | | | | |
| **PROGRAMMING** | | | | | | | | | | |
| Children's programming - # of progs | 7 | | 34 | | 5 | | 16 | | 116 | |
| Children's programming - attendance/engagement | 351 | | 2,196 | | 270 | | 1,491 | | 9,193 | |
| YA programming - # of progs | 2 | | 13 | | 3 | | - | | 2 | |
| YA programming - attendance/engagement | 6 | | 114 | | 19 | | - | | 4 | |
| Adult programming - # of progs | 13 | | 104 | | 16 | | 19 | | 128 | |
| Adult programming - attendance/engagement | 390 | | 3,901 | | 425 | | 203 | | 1,214 | |
| Total Creative Kits Offered | 166 | | 1,380 | | 154 | | - | | - | |
| Total Creative Kits Claimed | 166 | | 1,241 | | 148 | | - | | - | |
| **ELECTRONIC RESOURCES** | | | | | | | | | | |
| Kanopy plays | 442 | | 3,595 | | 490 | | 479 | | 3,144 | |
| Kanopy cost | $ 467 | | $ 3,495 | | 472 | | $ 541 | | 3,024 | |
| Kanopy average cost/play | $ 1.06 | | $ 0.97 | | $ 0.96 | | $ 1.13 | | $ 0.96 | |
| **SERVICE DESK INQUIRIES** | | | | | | | | | | |
| Ready Reference | 504 | | 5,113 | | 642 | | - | | - | |
| Reference | 135 | | 1,072 | | 140 | | - | | - | |
| Technology Assistance | 258 | | 2,492 | | 247 | | - | | - | |

Oregon City Public library
Monthly Statistical Report
Reporting period: **January, 2022**

| | Current Month | | FY 21/22 YTD | | Last Month | | Same Month Last FY | | FY 20/21 YTD | |
|---|---|---|---|---|---|---|---|---|---|---|
| **PATRON STATISTICS** | | | | | | | | | | |
| New Patron Registrations | 217 | | 1,424 | | 155 | | 81 | | 493 | |
| Total Registered Patrons | 16,834 | | 16,834 | | 16,636 | | 18,212 | | 18,212 | |
| Library Visitors (Ins) | 9,236 | | 60,453 | | 7,762 | | - | | - | |
| Library Visitors (Outs) | 9,002 | | 58,767 | | 7,506 | | - | | - | |
| **CIRCULATION (includes 1st-time circ and renewals)** | | | | | | | | | | |
| Adult materials | 15,649 | | 96,330 | | 13,678 | | 8,049 | | 51,789 | |
| YA materials | 2,048 | | 14,543 | | 1,837 | | 793 | | 5,455 | |
| Children's materials | 16,212 | | 111,503 | | 14,118 | | 7,776 | | 43,746 | |
| Electronic materials | 5,626 | | 38,546 | | 5,193 | | 6,094 | | 40,930 | |
| Total Circulation | 39,535 | | 260,922 | | 34,826 | | 22,712 | | 141,920 | |
| 1st Time Circulation (Physical) | 23,272 | | 148,447 | | 18,530 | | 10,641 | | 64,125 | |
| 1st Time Circulation (Self-Check) | 21,977 | *94.4%* | 141,347 | *95.2%* | 17,324 | *93.5%* | 90 | *0.8%* | 1,267 | *2.0%* |
| Holds received from other libraries | 12,960 | *53.1%* | 85,687 | *51.1%* | 11,992 | *53.5%* | 12,547 | *57.8%* | 77,685 | *56.1%* |
| Holds sent to other libraries | 11,433 | *46.9%* | 82,046 | *48.9%* | 10,430 | *46.5%* | 9,166 | *42.2%* | 60,774 | *43.9%* |
| **CIRCULATION DEMOGRAPHICS** | | | | | | | | | | |
| Borrowers - City Residents | 1,321 | *57.5%* | n/a | | 1,262 | *58.3%* | 763 | *56.8%* | n/a | |
| Borrowers - Unincorporated Residents | 791 | *34.4%* | n/a | | 738 | *34.1%* | 478 | *35.6%* | n/a | |
| Borrowers - Other | 187 | *8.1%* | n/a | | 163 | *7.5%* | 103 | *7.7%* | n/a | |
| Service Area Pop - City | 35,885 | *58.5%* | n/a | | 35,885 | *58.5%* | 35,570 | *58.5%* | n/a | |
| Service Area Pop - Unincorporated | 25,426 | *41.5%* | n/a | | 25,426 | *41.5%* | 25,422 | *41.5%* | n/a | |
| **TECHNOLOGY** | | | | | | | | | | |
| Internet Sessions | 567 | | 3,443 | | 544 | | - | | - | |
| WiFi Sessions | 700 | | 3,583 | | 455 | | 67 | | 684 | |
| **SOCIAL MEDIA / EMAIL** | | | | | | | | | | |
| Facebook followers | 3,960 | | n/a | | 3,936 | | 3,820 | | n/a | |
| Instagram followers | 1,912 | | n/a | | 1,900 | | 1,733 | | n/a | |
| Twitter followers | 950 | | n/a | | 946 | | 905 | | n/a | |
| YouTube subscribers | 215 | | n/a | | 208 | | 159 | | n/a | |
| YouTube unique viewers | 335 | | n/a | | 273 | | 468 | | n/a | |
| YouTube views | 512 | | 3,451 | | 379 | | 702 | | 4,674 | |
| Email newsletter subscribers | 4,375 | | n/a | | 4,364 | | 4,267 | | n/a | |
| | | | *See monthly Hootsuite report for additional social media statistics* | | | | | | | |
| **FINANCIAL** | | | *See monthly Budget to Actual report* | | | | | | | |
| **PROGRAMMING** | | | | | | | | | | |
| Children's programming - # of progs | n/a | | 34 | | 7 | | 13 | | 129 | |
| Children's programming - attendance/engagement | n/a | | 2,196 | | 351 | | 695 | | 9,888 | |
| YA programming - # of progs | n/a | | 13 | | 2 | | - | | 2 | |
| YA programming - attendance/engagement | n/a | | 114 | | 6 | | - | | 4 | |
| Adult programming - # of progs | 20 | | 104 | | 13 | | 20 | | 148 | |
| Adult programming - attendance/engagement | 521 | | 3,901 | | 390 | | 747 | | 1,961 | |
| Total Creative Kits Offered | 215 | | 1,380 | | 166 | | - | | - | |
| Total Creative Kits Claimed | 178 | | 1,241 | | 166 | | - | | - | |
| **ELECTRONIC RESOURCES** | | | | | | | | | | |
| Kanopy plays | 506 | | 3,595 | | 442 | | 508 | | 3,652 | |
| Kanopy cost | $ 521 | | $ 3,495 | | 467 | | $ 560 | | 3,584 | |
| Kanopy average cost/play | $ 1.03 | | $ 0.97 | | $ 1.06 | | $ 1.10 | | $ 0.98 | |
| **SERVICE DESK INQUIRIES** | | | | | | | | | | |
| Ready Reference | 640 | | 5,113 | | 504 | | - | | - | |
| Reference | 149 | | 1,072 | | 135 | | - | | - | |
| Technology Assistance | 334 | | 2,492 | | 258 | | - | | - | |

# Biennium Budget Report Y1 by Cate

Through 1/31/2022

| | 2021-2022 Budget | February 2021-2022 Month Activity | 2021-2022 Year Activity | 2021-2022 Encumbrance | Year 1 Difference | 2022-2023 Budget | 2022-2023 Year Activity | Biennium Difference |
|---|---|---|---|---|---|---|---|---|
| **4 - Revenue** | | | | | | | | |
| 43 - Intergovernmental Revenues | 2,581,190.00 | 0.00 | 11,548.73 | 0.00 | 2,569,641.27 | 2,658,700.00 | 0.00 | 5,228,341.27 |
| 44 - Charges for Services | 2,520.00 | 0.00 | 76.45 | 0.00 | 2,443.55 | 3,020.00 | 0.00 | 5,463.55 |
| 46 - Fines & Forfeitures | 15,000.00 | 0.00 | 7,050.20 | 0.00 | 7,949.80 | 25,000.00 | 0.00 | 32,949.80 |
| 47 - Miscellaneous Income | 25,000.00 | 0.00 | 6,945.01 | 0.00 | 18,054.99 | 30,000.00 | 0.00 | 48,054.99 |
| 49 - Other Financing Sources | 150,000.00 | 0.00 | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 | 150,000.00 |
| **4 - Revenue Totals:** | **2,773,710.00** | **0.00** | **175,620.39** | **0.00** | **2,598,089.61** | **2,866,720.00** | **0.00** | **5,464,809.61** |
| **5 - Expense** | | | | | | | | |
| 51 - Salaries and Wages | 1,052,610.00 | 0.00 | 589,126.91 | 0.00 | 463,483.09 | 1,099,977.00 | 0.00 | 1,563,460.09 |
| 52 - Benefits | 623,600.00 | 0.00 | 321,824.21 | 0.00 | 301,775.79 | 651,683.00 | 0.00 | 953,458.79 |
| 60 - Professional & Technical Services | 2,000.00 | 0.00 | 275.00 | 0.00 | 1,725.00 | 2,000.00 | 0.00 | 3,725.00 |
| 61 - Repair & Maintenance Services | 144,600.00 | 0.00 | 76,089.81 | 25,702.58 | 42,807.61 | 144,600.00 | 0.00 | 187,407.61 |
| 62 - Other Services | 1,750.00 | 0.00 | 0.00 | 0.00 | 1,750.00 | 1,750.00 | 0.00 | 3,500.00 |
| 63 - Employee Costs | 10,000.00 | 0.00 | 1,009.00 | 200.00 | 8,791.00 | 10,000.00 | 0.00 | 18,791.00 |
| 64 - Operating Materials & Supplies | 244,000.00 | 2,578.76 | 94,545.25 | 38,488.54 | 110,966.21 | 244,000.00 | 0.00 | 354,966.21 |
| 65 - Office & Administrative Supplies | 43,250.00 | 0.00 | 7,730.18 | 2,186.90 | 33,332.92 | 37,250.00 | 0.00 | 70,582.92 |
| 66 - Special Programs | 32,700.00 | 0.00 | 6,766.95 | 1,280.00 | 24,653.05 | 36,700.00 | 0.00 | 61,353.05 |
| 68 - Community Programs and Grants | 0.00 | 0.00 | 264.17 | 0.00 | -264.17 | 0.00 | 0.00 | -264.17 |
| 69 - Internal Service Charges | 102,092.00 | 0.00 | 51,046.02 | 0.00 | 51,045.98 | 102,092.00 | 0.00 | 153,137.98 |
| 80 - Debt Service | 415,371.00 | 0.00 | 67,681.98 | 0.00 | 347,689.02 | 415,371.00 | 0.00 | 763,060.02 |
| 98 - Transfers | 20,000.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 20,000.00 | 0.00 | 30,000.00 |
| **5 - Expense Totals:** | **2,691,973.00** | **2,578.76** | **1,226,359.48** | **67,858.02** | **1,397,755.50** | **2,765,423.00** | **0.00** | **4,163,178.50** |

# Library Board Report

## Jan 01 - Jan 31, 2022

@ORCityLibrary

oregoncitylibrary

Oregon City Public Library

## Fans

3.6K
fans

## New Fans

25
new fans

## Posts

74
posts

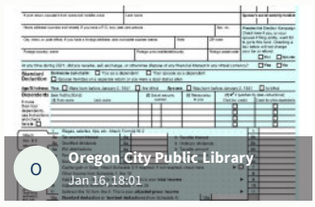
## Engagement > Type

| | |
|---|---|
| Reactions | 294 |
| Shares | 29 |
| Comments | 15 |

## Post Reach

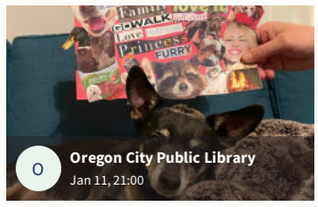
27K
users

## Top posts > Reach




Just a note that the Library has not yet received tax forms or booklets. We'll let you know when we do. In the meantime, we have

**2066** users




We still have some January Creative Kits for Kids left! This month we're making collages (or you can do it vision board- style like

**1157** users

**Oregon City Public Library**
Jan 18, 21:15

Starts at 2PM! Register here!!

**1108** users

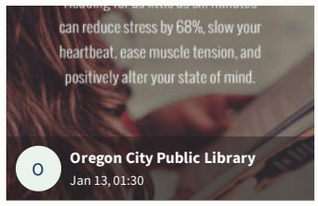
## Post Likes

87
likes

## Top posts > Reactions

Coming to the bookstore in May! We could use support from our community with letters of support for our new mural. This is

**25** reactions




If you needed a reason to read a book tonight, here it is!

**8** reactions

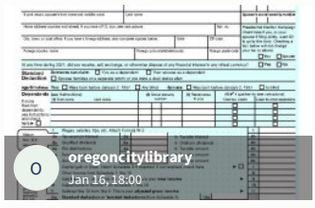
Have you started your New Year's Resolutions yet? How about adding "making a will" to that list!? Take the first step by

**8** reactions

## Followers

1.9K
followers

## Top Posts > Reach

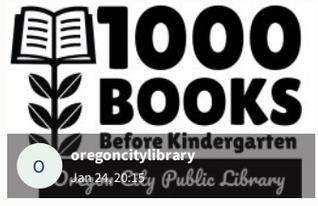



Just a note that the Library has not yet received tax forms or booklets. We'll let you know when we do. In the meantime, we have

**372** users

The "Morning Oregonian" from January 1, 1918, just happened to run across this gem the other day and thought it'd make a nice

**337** users




NEW Early Literacy Program...1000 Books Before Kindergarten! On Tuesday, January 25, we launch our new program to help

**323** users

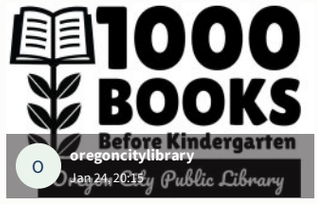
## Posts

30
posts

## Top posts > Likes

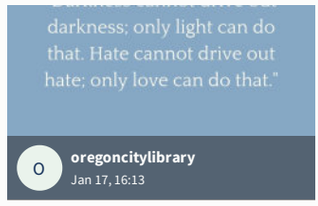
The "Morning Oregonian" from January 1, 1918, just happened to run across this gem the other day and thought it'd make a nice

**26** likes




NEW Early Literacy Program...1000 Books Before Kindergarten! On Tuesday, January 25, we launch our new program to help

**25** likes




**19** likes

**Followers**

**Net New Followers > Acco...**

| | |
|---|---|
| @ORCityLibrary | 5 |

**Tweets**

**107**
**tweets**

**Engagement > Type**

| | |
|---|---|
| Likes | 26 |
| Retweets | 7 |
| Replies | 3 |
| Quote tweets | 0 |

CLACKAMAS COUNTY

BUSINESS & COMMUNITY SERVICES
150 BEAVERCREEK ROAD
OREGON CITY, OR 97045
WWW.CLACKAMAS.US/BCS
LAURA ZENTNER, DIRECTOR

# MEMORANDUM

**DATE:** January 19, 2022

**TO:** Christa Wolfe, Finance Deputy Director

**FROM:** Eileen Stein, BCS Interim Deputy Director *ES*

**CC:** Gary Schmidt, County Administrator
Sarah Eckman, BCS Interim Director
Tracy Grambusch, BCS Financial Analyst

**RE:** Library Service District – First Distribution Payment (FY 2021/2022)

Attached please find a spreadsheet which details the first Library District distribution payment for FY 2021/2022. Following are the distribution amounts for each of the Library District cities, the City of Tualatin and the County operated Libraries (Oak Lodge Library and Gladstone Library):

| Payable to | Library | First Distribution | Payment Method |
|---|---|---|---|
| City of Canby | Canby Public Library | $ 992,879 | Investment Pool Transfer |
| City of Estacada | Estacada Public Library | $ 863,712 | Investment Pool Transfer |
| City of Happy Valley | Happy Valley Public Library | $ 3,027,596 | Investment Pool Transfer |
| City of Lake Oswego | Lake Oswego Public Library | $ 3,208,578 | Investment Pool Transfer |
| City of Milwaukie | Ledding Library of Milwaukie | $ 1,795,420 | Investment Pool Transfer |
| City of Molalla | Molalla Public Library | $ 964,814 | Investment Pool Transfer |
| City of Oregon City | Oregon City Public Library | $ 2,409,887 | Investment Pool Transfer |
| City of Sandy | Sandy Public Library | $ 1,373,725 | Investment Pool Transfer |
| City of Tualatin | Tualatin Public Library | $ 102,569 | Investment Pool Transfer |
| City of West Linn | West Linn Public Library | $ 1,694,055 | Investment Pool Transfer |
| City of Wilsonville | Wilsonville Public Library | $ 1,447,143 | Investment Pool Transfer |
| Clackamas County | Gladstone Public Library | $ 792,846 | Library District Revenue 212-500502-33160 |
| Clackamas County | Oak Lodge Public Library | $ 1,443,858 | Library District Revenue 212-500505-33160 |
| | ***Total*** | ***$ 20,117,082*** | |

Per the intergovernmental agreement, the distribution amounts for the Sandy Public Library of $1,112,210 and Hoodland Branch of $261,515 have been combined into one payment of $1,373,725, which is sent directly to the Sandy Public Library.

If you have any questions, please contact Eileen Stein at estein@clackamas.us.

Thank you.

# Clackamas County Library District
## Fiscal Year 2021 - 2022 Distribution Formula

| **Total Current Year Tax Receipts** | **$19,870,689** | **100.00%** | **Prior Year** |
|---|---|---|---|
| City Assessed Value | $10,775,875 | 54.23% | $132,930 |
| Unincorporated Population Served | $9,094,814 | 45.77% | $113,465 |

| | |
|---|---|
| Prior Year Fund Balance | $80,836 |
| Interest Earned | $2,019 |
| Delinquent Tax & Interest/Penalties | $163,540 |
| **Total** | **$246,395** |
| **Total Library District Revenues** | **$20,117,084** |

| | **Assessed Value** | **Unincorporated Population Served** | **Assessed Value Prior Interest & Delinquent Tax** | **Unincorporated Prior Interest & Delinquent Tax** | **Tualatin Distribution** | **Total Distribution** | **%** |
|---|---|---|---|---|---|---|---|
| Canby | $615,302 | $365,612 | $7,404 | $4,561 | | $992,879 | 4.94% |
| Estacada | $158,405 | $694,844 | $1,795 | $8,669 | | $863,712 | 4.29% |
| Gladstone | $355,604 | $427,456 | $4,453 | $5,333 | | $792,846 | 3.94% |
| Happy Valley | $1,248,924 | $1,741,657 | $15,287 | $21,729 | | $3,027,596 | 15.05% |
| Lake Oswego | $2,844,831 | $273,754 | $35,293 | $3,415 | $51,285 | $3,208,578 | 15.95% |
| Milwaukie | $826,510 | $946,770 | $10,329 | $11,812 | | $1,795,420 | 8.92% |
| Molalla | $255,388 | $697,572 | $3,150 | $8,703 | | $964,814 | 4.80% |
| Oregon City | $1,242,458 | $1,137,761 | $15,473 | $14,194 | | $2,409,887 | 11.98% |
| Sandy | $360,992 | $737,589 | $4,427 | $9,202 | | $1,112,210 | 5.53% |
| Hoodland | $0 | $258,293 | $0 | $3,222 | | $261,515 | 1.30% |
| Tualatin | $202,586 | $0 | $2,552 | $0 | -$102,569 | $102,569 | 0.51% |
| West Linn | $1,483,838 | $179,168 | $18,557 | $2,235 | $10,257 | $1,694,055 | 8.42% |
| Wilsonville | $1,181,036 | $208,271 | $14,210 | $2,598 | $41,028 | $1,447,143 | 7.19% |
| *Oak Lodge | $0 | $1,426,067 | $0 | $17,791 | | $1,443,858 | 7.18% |
| **Total** | **$10,775,875** | **$9,094,814** | **$132,930** | **$113,465** | **$0** | **$20,117,084** | **100.00%** |

| **Tualatin Assessed Value & Prior Year Distribution** | | **Assessed Value** | **Prior Year, Interest and Delinquent Tax** | **Total** |
|---|---|---|---|---|
| Tualatin | 50% | $101,293 | $1,276 | $102,569 |
| Lake Oswego | 25% | $50,647 | $638 | $51,285 |
| Wilsonville | 20% | $40,517 | $510 | $41,028 |
| West Linn | 5% | $10,129 | $128 | $10,257 |
| **Total** | **100%** | **$202,586** | **$2,552** | **$205,139** |

# CITY OF OREGON CITY

**Staff Report**

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

**To:** Library Board **Agenda Date:** 02/09/2022

**From:** Library Director Greg Williams

## SUBJECT:

Review of Collection Development Policy

## STAFF RECOMMENDATION:

n/a – Informational only

## EXECUTIVE SUMMARY:

The Library Director will review the Library's Collection Development Policy and materials challenge process.

## BACKGROUND:

In January 2019, the Library Board unanimously adopted the following ALA documents.

- The ALA Library Bill of Rights
- The ALA Freedom to Read Statement
- The ALA Freedom to View Statement
- The ALA Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

Adoption of these documents, is one of the "essential" attributes in the Oregon Library Association's Public Library Standards, as it helps ensure that community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.

In addition, in July 2019, the Library Board adopted the current version of the Oregon Library's Collection Development Policy. The Collection Development Policy (attached) incorporates the above-mentioned documents (see Appendix A), explains to the community how collection development decisions are made, and outlines the process for any resident of our service area to request a reconsideration of specific library materials.

Over the past few months, school and public libraries nationwide have seen coordinated efforts to challenge particular books in libraries, particularly those dealing with LGBTQ+ themes/experiences which speak to teen audiences. Two articles examining this trend (one from School Library Journal, one from the New York Times) are included with this staff report.

Given these national trends, the Library Director wanted to have an opportunity to review the Library's Collection Development Policy and materials challenge process with the Library Board, and answer any questions the Library Board might have.

**OPTIONS:**

1. n/a – Informational only

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

# From ‘Gender Queer’ to ‘New Kid’, Graphic Novels Are Targeted by Censors

by Brigid Alverson
Dec 20, 2021 | Filed in Graphic Novels

It seems to have started during Banned Books Week, ironically: Throughout the fall and winter, a steady drumbeat of book complaints and challenges, mostly in schools but a few in public libraries, has spread across the country.

This fall, *Gender Queer* by Maia Kobabe was the most challenged graphic novel—and perhaps the most challenged book—nationwide during increased calls to remove “offensive” materials from libraries. But Kobabe’s memoir is far from the only graphic novel people demand be removed from the shelves.

Whether in officially filed challenges or during speeches at school board meetings, parents and organizations nationwide brought objections to Jerry Craft's *New Kid,* Jarrett Krosoczka's *Hey, Kiddo,* Cathy Johnson's *The Breakaways*, and the graphic adaptation of Margaret Atwood's *The Handmaid's Tale*. Often, news of one book's challenge spurs a new one somewhere else.

Jonathan Friedman, director of free expression and education at the writers' organization PEN America, says graphic novels are more vulnerable to challenges, in part because they are still a relatively new and evolving medium, and older people simply are less comfortable with them. Parents also may be more uncomfortable with something depicted visually than with words alone, he says.

"There's no question that groups have formed on social media, that they are sharing excerpts from books—often under the heading that they're concerned about material and books—and they want other parents to know," says Friedman. "Sometimes that mingles with a much more insidious, skeptical, and critical point concerning schools and libraries in schools and their purpose. So it's difficult to draw the line in some cases between groups that are just concerned parents and groups that are active on other political causes."

Some of the people challenging books have also protested mask policies in the schools, for instance, while others want changes in the curriculum. No Left Turn, for example, includes "promote fact-based learning" and "promote classical education in the liberal arts and sciences" among its goals. The organization also specifically targets books and curricula that include "critical race theory" (which is not taught in elementary and secondary schools), "anti-police" attitudes, and sex education.

**Some of the people challenging books have also protested mask policies in the schools, for instance, while others want changes in the curriculum.**

"The challenges pretty consistently are concerned with books that deal with LGBTQ identities, with sexual activity, or sexual assaults, or themes of racism, immigration, diversity," Friedman says. "And in particular, anti-racism."

In some cases, community members have also sought criminal charges against libraries or librarians for having particular books on their shelves.

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***Read more of SLJ's censorship coverage***

In East Bremerton, Washington, a parent tried to file charges against the school staff who purchased *Gender Queer* for th Olympic High School library. Kitsap County prosecutor Chad Enright reviewed the Washington obscenity statute, which includes a clause stating that it does not apply to libraries under state supervision. While the statute doesn't specifically mention school libraries, Enright told *SLJ* that in his opinion it did apply to them.

The statute requires that the book be reviewed as a whole and that in order for the images to be deemed obscene, they must have been designed for the sole purpose of sexual stimulation. "I don't think that the intent of any of these images is for sexual stimulation," Enright says, "but more importantly, the book as a whole, I don't see that it is written with the intent of sexual stimulation. This book tells a story that, I think, has very some very good redeeming qualities for the reader that is far different from sexual stimulation."

Enright declined to prosecute. Nonetheless, according to local news reports, the school removed the sole copy of the book from its library, because of its "sexually explicit images"; a spokesperson said the graphic novel "was not thoroughly reviewed before placement in the library."

## Sex Is a Funny Word

In Gillette, WY, a resident tried to press charges against the Campbell County Public Library because of five sex education books, including Cory Silverberg's graphic novel *Sex Is a Funny Word.* The county attorney's office sought assistance from an attorney in a neighboring county to review the case, and he determined it was not prosecutable.

Terri Lesley, the executive director of the Campbell County Library System, says that while she found the episode "discouraging," at least it couldn't happen again. "We went through a process and now there's an opinion on it that says that's not prosecutable," she says. "There is an exemption for public libraries and schools. They went through the different statutes methodically, so it's a pretty strong document."

Campbell County residents also filed 57 challenges, targeting 29 books, two of which are graphic novels—*Gender Queer* and *A Quick & Easy Guide to Sex and Disability,* by A. Andrews (Oni Press, 2020). The library has a well-established challenge system, which Lesley said was not used much in previous years. "It sure has been used a lot in the last six months," she said. Instead of going through the library's process, Lesley says, the patrons went directly to the county commissioners, who aren't

involved with the process of challenging a book. But once people understood the process, Lesley said, “we started to rec lot more” challenges. The library has elected to retain all the challenged books so far, although the two graphic novels were moved to the adult graphic novel section.

“That’s what a good Request for Reconsideration policy is all about,” Lesley says. “The manager reviewed the books and determined that that would have been adult content … so the manager made a decision to move the books to the adult graphic novel collection. And that happened at the meeting between the patron and the manager.”

James Lucas Jones, the publisher of Oni Press, says *Gender Queer* has always been marketed as an adult graphic novel. However, he points out, age ratings are a marketing tool. “The book won the ALA Alex Award and was an Israel Fishman nonfiction honoree, which would suggest that it had appeal beyond just being considered an ‘adult’ title,” he says.

“*Gender Queer* is an important story that will resonate with anyone that reads it,” he says. “Maia’s experience is thoughtfully crafted, heartfelt, and relatable. Eir narrative is the kind of story that teens having similar feelings and concerns need to see out there, so they know they’re not alone. That’s such an important thing—to feel like your pain and heartache isn’t this singular, isolated thing, that others have felt that way and that there’s a path through it. Seeing the joy and relief in that journey is such a big deal, too.”

A challenge often brings more attention to a book. While Jones says it’s too early to say how the challenges have impacted the sales of *Gender Queer*, he is determined to make it available in as many ways as possible, including keeping it in print and making it available on digital library platforms.

Friedman is concerned that removing books from school libraries may mean they are completely unavailable to students. “In some cases, we are talking about children or teenagers who don’t have a public library near them, and the school library is there for that reason,” he says. “So kids with privilege who want to read *The Handmaid’s Tale* or *The Lottery* can get it online, but kids without, can’t.”

**Brigid Alverson**

Brigid Alverson, editor of the “Good Comics for Kids” blog, writes “Stellar Panels” SLJ’s graphic novels column.

censorship | book challenges | graphic novels | Gender Queer | LGBTQ | LGBTQIA | Oni Press | collections | The Handmaid's Tale | New Kid | Hey Kiddo | The Breakaways | Jonathan Friedman | PEN America

# Book Ban Efforts Spread Across the U.S.

Challenges to books about sexual and racial identity are nothing new in American schools, but the tactics and politicization are.

**By Elizabeth A. Harris and Alexandra Alter**

Jan. 30, 2022

In Wyoming, a county prosecutor's office considered charges against library employees for stocking books like "Sex Is a Funny Word" and "This Book Is Gay."

In Oklahoma, a bill was introduced in the State Senate that would prohibit public school libraries from keeping books on hand that focus on sexual activity, sexual identity or gender identity.

In Tennessee, the McMinn County Board of Education voted to remove the Pulitzer Prize-winning graphic novel "Maus" from an eighth-grade module on the Holocaust because of nudity and curse words.

Parents, activists, school board officials and lawmakers around the country are challenging books at a pace not seen in decades. The American Library Association said in a preliminary report that it received an "unprecedented" 330 reports of book challenges, each of which can include multiple books, last fall.

"It's a pretty startling phenomenon here in the United States to see book bans back in style, to see efforts to press criminal charges against school librarians," said Suzanne Nossel, the chief executive of the free-speech organization PEN America, even if efforts to press charges have so far failed.

Such challenges have long been a staple of school board meetings, but it isn't just their frequency that has changed, according to educators, librarians and free-speech advocates — it is also the tactics behind them and the venues where they play out. Conservative groups in particular, fueled by social media, are now pushing the challenges into statehouses, law enforcement and political races.

"The politicalization of the topic is what's different than what I've seen in the past," said Britten Follett, the chief executive of content at Follett School Solutions, one of the country's largest providers of books to K-12 schools. "It's being driven by legislation, it's being driven by politicians aligning with one side or the other. And in the end, the librarian, teacher or educator is getting caught in the middle."

Among the most frequent targets are books about race, gender and sexuality, like George M. Johnson's "All Boys Aren't Blue," Jonathan Evison's "Lawn Boy," Maia Kobabe's "Gender Queer" and Toni Morrison's "The Bluest Eye."

"I didn't know that was something you could do, file a criminal complaint against a book," said George Johnson, author of the memoir "All Boys Aren't Blue." Bethany Mollenkof for The New York Times

Several books are drawing fire repeatedly in different parts of the country — "All Boys Aren't Blue" has been targeted for removal in at least 14 states — in part because objections that have surfaced in recent months often originate online. Many parents have seen Google docs or spreadsheets of contentious titles posted on Facebook by local chapters of organizations such as Moms for Liberty. From there, librarians say, parents ask their schools if those books are available to their children.

"If you look at the lists of books being targeted, it's so broad," Ms. Nossel said. Some groups, she noted, have essentially weaponized book lists meant to promote more diverse reading material, taking those lists and then pushing for all the included titles to be banned.

The advocacy group No Left Turn in Education maintains lists of books it says are “used to spread radical and r ideologies to students,” including Howard Zinn’s “A People’s History of the United States” and Margaret Atwood’s “The Handmaid’s Tale.” Those who are demanding certain books be removed insist this is an issue of parental rights and choice, that all parents should be free to direct the upbringing of their own children.

Others say prohibiting these titles altogether violates the rights of other parents and the rights of children who believe access to these books is important. Many school libraries already have mechanisms in place to stop individual students from checking out books of which their parents disapprove.

The author Laurie Halse Anderson, whose young adult books have frequently been challenged, said that pulling titles that deal with difficult subjects can make it harder for students to discuss issues like racism and sexual assault.

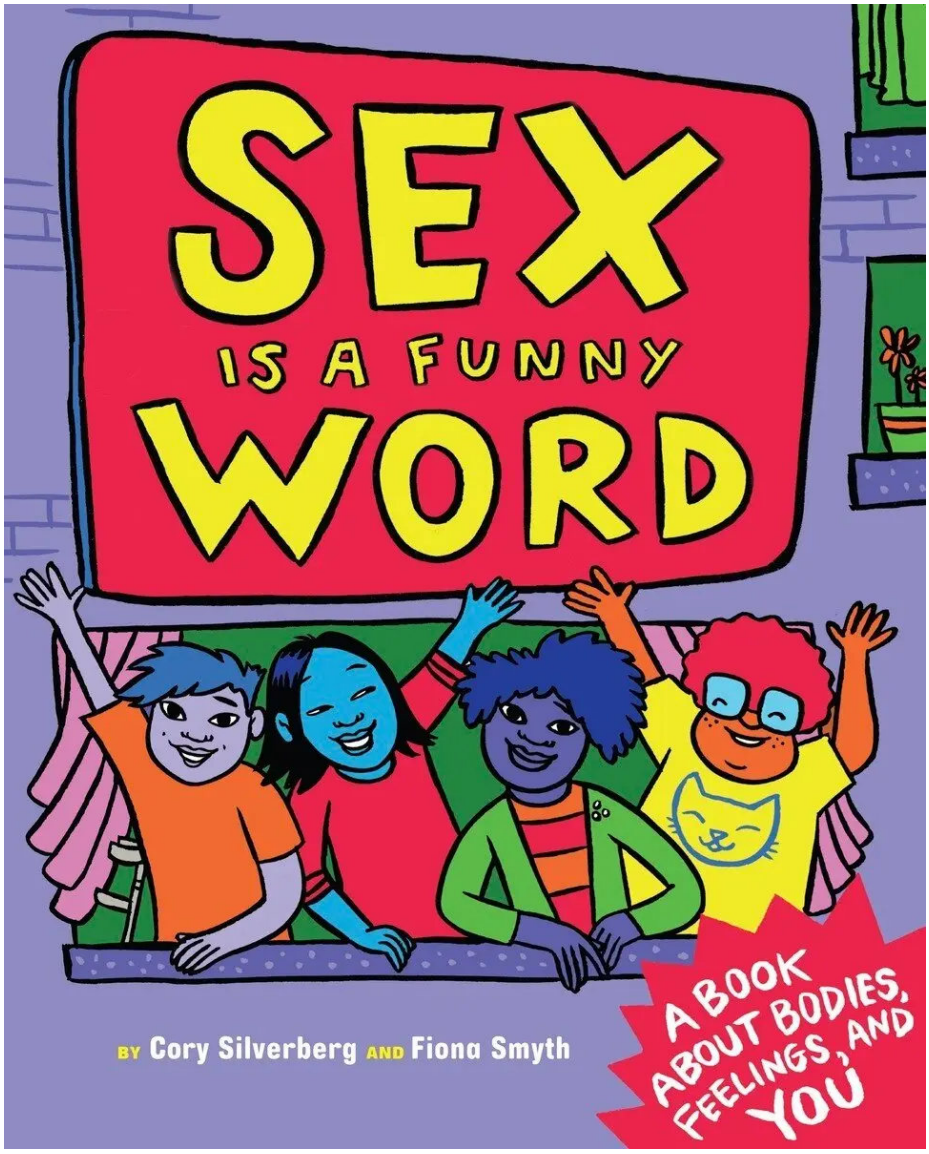
“By attacking these books, by attacking the authors, by attacking the subject matter, what they are doing is removing the possibility for conversation,” she said. “You are laying the groundwork for increasing bullying, disrespect, violence and attacks.”

Tiffany Justice, a former school board member in Indian River County, Fla., and a founder of Moms for Liberty, said that parents should not be vilified for asking if a book is appropriate. Some of the books being challenged involve sexual activity, including oral sex and anal sex, she said, and children are not ready for that kind of material.

“There are different stages of development of sexuality in our lives, and when that’s disrupted, it can have horrible long-term effects,” she said.

“The bottom line is if parents are concerned about something, politicians need to pay attention,” Ms. Justice added. “2022 will be a year of the parent at the ballot box.”

Christopher M. Finan, the executive director of the National Coalition Against Censorship, said he has not seen this level of challenges since the 1980s, when a similarly energized conservative base embraced the issue. This time, however, that energy is colliding with an effort to publish and circulate more diverse books, as well as social media, which can amplify complaints about certain titles.




"Sex Is a Funny Word" is among the books being challenged. Triangle Square Press, via Associated Press

"It's this confluence of tensions that have always existed over what's the proper thing to teach kids," Mr. Finan said.

"These same issues are really coming alive in a new social environment," he added, "and it's a mess. It's a real mess."

Book challenges aren't just coming from the right: "Of Mice and Men" and "To Kill a Mockingbird," for example, have been challenged over the years for how they address race, and both were among the library association's 10 most-challenged books in 2020.

In the Mukilteo School District in Washington State, the school board voted to remove "To Kill a Mockingbird" — voted the best book of the past 125 years in a survey of readers conducted by The New York Times Book Review — from the ninth-grade curriculum at the request of staff members. Their objections included arguments that the novel marginalized characters of color, celebrated "white saviorhood" and used racial slurs dozens of times without addressing their derogatory nature.

While the book is no longer a requirement, it remains on the district's list of approved novels, and teachers can still choose to assign it if they wish.

In other instances, efforts to ban books are more sweeping, as parents and organizations aim to have them removed from libraries, cutting off access for everyone. Perhaps no book has been targeted more vigorously than "The 1619 Project," a best seller about slavery in America that has drawn wide support among many historians and Black

and which arose from the 2019 special issue of The New York Times Magazine. It has been named explicitly in p legislation.

**What Is the 1619 Project?**

**Acknowledging a historic moment.** In August 2019, The New York Times Magazine launched the 1619 Project, spearheaded by Nikole Hannah-Jones. The project explored the history of slavery in the United States and was released to coincide with the anniversary of a ship carrying the first enslaved Africans to the English colonies.

Political leaders on the right have seized on the controversies over books. The newly elected governor of Virginia, Glenn Youngkin, a Republican, rallied his supporters by framing book bans as an issue of parental control and highlighted the issue in a campaign ad featuring a mother who wanted Toni Morrison's "Beloved" to be removed from her son's high school curriculum.

In Texas, Governor Greg Abbott demanded that the state's education agency "investigate any criminal activity in our public schools involving the availability of pornography," a move that librarians in the state fear could make them targets of criminal complaints. The governor of South Carolina asked the state's superintendent of education and its law enforcement division to investigate the presence of "obscene and pornographic" materials in its public schools, offering "Gender Queer" as an example.

The mayor of Ridgeland, Miss., recently withheld funding from the Madison County Library System, saying he would not release the money until books with L.G.B.T.Q. themes were removed, according to the library system's executive director.

George M. Johnson, the author of "All Boys Aren't Blue," a memoir about growing up Black and queer, was stunned in November to learn that a school board member in Flagler County, Fla., had filed a complaint with the sheriff's department against the book. Written for readers aged 14 and older, it includes scenes that depict oral and anal sex and sexual assault.

"I didn't know that was something you could do, file a criminal complaint against a book," Johnson said in an interview. The complaint was dismissed by the sheriff's office, but the book was subsequently removed from school libraries while it was reviewed by a committee.

At a school board meeting where the book was debated, a group of students protested the ban and distributed free copies, while counterprotesters assailed it as pornography and occasionally screamed obscenities and anti-gay slurs, according to a student who organized the protest and posted video footage of the event.

Johnson made a video appearance at the meeting and argued that the memoir contained valuable lessons about consent and that it highlighted difficult issues that teenagers are likely to encounter in their lives.

A district committee reviewed the book and determined it was "appropriate for use" in high school libraries, but the decision was overruled by the county superintendent, who told the school board that "All Boys Aren't Blue" would be kept out of libraries, while new policies are created to allow parents to have more control over which books their children can access. Several other young adult titles that had been challenged and removed were restored.

Jack Petocz, a 17-year-old student at Flagler Palm Coast High School who organized the protest against the book ban, said that removing books about L.G.B.T.Q. characters and books about racism was discriminatory, and harmful to students who may already feel that they are in the minority and that their experiences are rarely represented in literature.

Jack Petocz with the book “All Boys Aren't Blue” at his home in Florida. Todd Anderson for The New York Times

“As a gay student myself, those books are so critical for youth, for feeling there are resources for them,” he said, noting that books that portray heterosexual romances are rarely challenged. “I felt it was very discriminatory.”

So far, efforts to bring criminal charges against librarians and educators have largely faltered, as law enforcement officials in Florida, Wyoming and elsewhere have found no basis for criminal investigations. And courts have generally taken the position that libraries should not remove books from circulation.

Nonetheless, librarians say that just the threat of having to defend against charges is enough to get many educators to censor themselves by not stocking the books to begin with. Even just the public spectacle of an accusation can be enough.

“It will certainly have a chilling effect,” said Deborah Caldwell-Stone, director of the American Library Association’s office for intellectual freedom. “You live in a community where you’ve been for 28 years, and all of a sudden you might be charged with the crime of pandering obscenity. And you’d hoped to stay in that community forever.”

She said that aggressively policing books for inappropriate content and banning titles could limit students' exposure to great literature, including towering canonical works.

"If you focus on five passages, you've got obscenity," Ms. Caldwell-Stone said. "If you broaden your view and read the work as a whole, you've got Toni Morrison's 'Beloved.'"

Elizabeth A. Harris writes about books and publishing for The New York Times. @Liz_A_Harris

Alexandra Alter writes about publishing and the literary world. Before joining The Times in 2014, she covered books and culture for The Wall Street Journal. Prior to that, she reported on religion, and the occasional hurricane, for The Miami Herald. @xanalter

A version of this article appears in print on , Section A, Page 1 of the New York edition with the headline: Politics Fuels Surge in Calls For Book Bans

**About Oregon City Public Library**

The Oregon City Public Library (OCPL) serves a service area which includes all of Oregon City and unincorporated areas outside Oregon City, as agreed to in the Inter-Governmental Agreement entered and signed in 2008. Oregon City's one library facility is in the far western portion of its service area and although located within a walkable neighborhood, many library visitors must drive to the library.

Compared to Portland and the rest of Oregon, Oregon City demographic information reveals a high percentage of residents 17 years and younger (Oregon City 24%, Oregon 20.8%), a lower percentage of residents with a bachelor's degree or higher (24.7%/32.3%), and a lower percentage of residents of Hispanic and Latino origin (6.7%/12%).

Patrons need and request access to a wide variety of educational, recreational, and cultural materials. Although the poverty level is lower (9.5%/13.2) than other parts of the state, many patrons enjoy taking advantage of both wifi and computers in the library with free access to digital information, digital technology, and high-speed Internet. Use of e-book titles is growing and time spent helping people with technology is very high.

**Library Vision**

To promote literacy and learning, celebrate curiosity and diversity, and support transformation in thriving, safe, and inclusive spaces.

**Library Mission**

We empower every Youth, Adult and Senior in our service area through:

- Innovative and varied resources and programs
- Responsive, well trained and personable staff
- Connections to other community resources and events
- Inclusive, accessible services to all
- Welcoming spaces to gather and build community

**Intellectual Freedom**

The right to read and access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association documents, listed here and found in Appendix C. These documents are a formal part of this policy.

- Libraries: An American Value http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican
- Freedom to Read www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement
- Freedom to View www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement
- Library Bill of Rights www.ala.org/advocacy/intfreedom/librarybill

- Free Access to Libraries for Minors
  http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries

**Collection Development Goals**

Strategic Focus #3 from the Oregon City Public Library Strategic Plan 2019-2024 includes the goal: "Continue to grow the collection, keeping it current, topical, attractive, and accessible."

**Collection Development Authority**

Primary responsibility for selection of material lies with the Library Director, with appeal to the Library Board. Day to day selection of materials will be delegated to the Youth and Adult Services Librarians or other staff as assigned.

**Principles of Collection Development**

The library's collection will include material on most subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Each type of material must be considered in terms of its own merit and considered as a whole, not by selected passages or portions. To develop and maintain a diverse collection, items that represent minority viewpoints, opinions and perspectives will be included. 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). Selectors consider prospective additions to the collection based on the selection criteria regardless of their personal taste. These standards apply equally to purchased and donated materials.

The Collection Development Policy serves as a guide for deselecting and maintaining the collection as well as for the selection of materials. In order to maintain an up-to-date, useful collection, worn and obsolete materials are continually removed from the collection. Withdrawal decisions are based on numerous factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception.

**Reviews**

Reviews in professionally recognized publications are a primary source for materials selection. Examples of such sources include *Booklist, The Horn Book Magazine, Library Journal, Publisher's Weekly, School Library Journal, Video Librarian, Metacritic,* and *AllMusic*. Other sources, including recommended title lists, newspaper reviews, or expert recommendations may be used.

**Criteria (no priority implied)**

- Item meets or anticipates the needs and interests of the community.
- Item 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.
- Item 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.
- Budget and space considerations.

**Protocols**

- Books, audiobooks, music, and movies designated for location in the children's room are selected to serve the needs of children from birth through age 12.
- Books and audiobooks designated for location in the teen area are selected to serve the needs of teens age 13-18.
- The library does not attempt to acquire material in very specialized areas, material of a highly technical nature, textbooks, or other curriculum-related material unless such materials also serve the general public.
- The library makes a special effort to select and retain items of local significance and history.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- The Library may enter agreements with content providers or other vendors to receive standing orders or preprocessed materials.
- The Library will make available a variety of non-print materials in formats for different age levels and interests. As new non-print formats are developed, they will be given consideration for addition to the collection. The Library reserves the right to deselect formats recognized as obsolete.
- Since the library collection cannot be completely comprehensive and some titles are no longer in publication, older series titles or esoteric titles may need to be borrowed from another library.

**Patron Suggestions**
Patrons may request the Library consider the purchase of any item for its collection. Their suggestions will be considered according to the Library's selection policy.

**Digital Resources**
Items in the e-book and digital audiobook collections are selected by LINCC Library Services librarians centrally for the entire LINCC consortium. Patrons may submit purchase suggestions for these collections. Instructions to do so can be found at https://help.overdrive.com/customer/en/portal/articles/1481221-how-to-recommend-titles-to-your-library.

**Online Research Tools**
Databases or other materials accessed in electronic form will be selected for usefulness and value of information or quality of content like other materials selected for the collection.

**Lucky Day Items**
Selectors, primarily the Youth and Adult Services Librarians, may select additional copies of new and popular items for the Lucky Day collection at their discretion. At least one copy of each Lucky Day title must also be added to the general collection.

**Non-English Language Materials**
Spanish language materials are selected for location in the adult area and Spanish and Russian language materials are selected for the children's area utilizing the same process outlined in this policy. Currently no other non-English language materials are actively selected.

**Archival Materials**
A small collection of archival materials of local historical value is available for checkout with special permission from the Library Director. This collection is not currently being developed.

**Gifts and Donations**
The library gladly accepts gifts of library materials with the understanding that gift items will be subject to the same selection criteria as purchased items.

Gifts become the sole property of the City of Oregon City. The Library reserves the right to add to the collection only selected items from a donation. Material may be retained or disposed of as deemed prudent without consulting the original donor unless otherwise agreed.

Donations of used books are accepted by the Friends of the Library at the Friends Bookstore on 7th Street. The library does not accept donations of used books on behalf of the Friends.

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. Acknowledgement of donated items for memorial purposes may be available by request.

**Self-published Submissions**

While Oregon City Public Library welcomes submissions from self-published authors, it purchases self-published books very selectively. The library is most likely to purchase books of significant local interest or which have received media attention.

In order to consider a self-published book for inclusion in the library's collection, the following information is required, either by email or through our online submission form at (https://www.orcity.org/library/webform/local-author-submission-form):

- Book title
- Author's name
- Author's address
- ISBN
- Price
- Type of binding
- Audience
- Ordering information
- Author's credentials (particularly for non-fiction titles)
- A brief summary of the book's contents
- Information about illustrations (as applicable)
- Why this book would be of interest to OCPL customers

It is also very helpful to have one or more reviews from objective online or print sources (not paid or customer reviews). Objective review sources include (but are not limited to) publications such as Kirkus, Publisher's Weekly, and Indie Reader. Due to staffing and time constraints, library staff is not able to meet with individual authors, accept review copies, or notify authors if their book is not selected. If the proposed book is selected for purchase it will be added to the catalog within two months.

**Replacement & Maintenance**

In order to keep the collection vital and useful, the library will regularly remove items from the collection that are worn, outdated, or no longer in demand.

Withdrawn items in undamaged and complete condition may be sold for the benefit of the library by the Friends of the Library or an otherwise specified retail vendor (i.e. Better World Books https://www.betterworldbooks.com/).

Items which are damaged or not suitable for resale will be recycled or donated to local non-profit organizations for usage by area citizens.

**Access**

Except for the collections noted elsewhere in 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 young adult 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.

**Request for Reconsideration of Library Material**

A singular obligation of a public library is to reflect within its collection differing points of view and a diversity of opinion and experience. 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. 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. The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered or removed from free access to patrons.

Residents of the Oregon City Public Library service area who express concerns about the presence of an item in the collection are given serious consideration. Such a concern expressed to a library staff member will be referred to the Library Director. Items may be removed from the collection under the following conditions:

1. The library director approves removal after review of an item and determines that it does not meet the selection criteria outlined in this policy.
2. The library board casts a majority vote to remove an item they agree does not meet the selection criteria outlined in this policy.

Upon request, the individual will be supplied with a copy of the Collection Development Policy, including the "Request for Reconsideration of Library Materials" form. If desired, a resident of the Oregon City Public Library service area may complete this form and return it to the library. The Library Director will examine the item in question and determine whether it conforms to the standards of this policy. The Library Director will communicate this determination to the individual.

If the individual is not satisfied with the Library Director's decision, they may make an appeal to the Library Board by either submitting a letter to be considered at the next scheduled board meeting, or by requesting, at least three work days in advance, to be on the agenda of the next scheduled board meeting. The Library Board will consider the individual's appeal and the staff recommendation and may either make a final decision at that meeting, or postpone a final decision pending further review. Material(s) subject to reconsideration will remain available in the collection during this process.

**Revision**
The Library Board will review this policy every three years.

**Appendices**
ALA Documents, Purchase Suggestion Form, Gift Receipt Form, Request for Reconsideration of Library Material Form.

**Appendix A: American Library Association Documents**

**Libraries: An American Value**
Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government. Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future.

To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- 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;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners-informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment. By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

*Adopted February 3, 1999, by the Council of the American Library Association*

**The 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 that 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.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

**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:*
*The American Library Association*
*Association of American Publishers*
*Subsequently endorsed by:*
*American Booksellers*
*Foundation for Free Expression*
*The Association of American University Presses, Inc.*

*The Children's Book Council*
*Freedom to Read Foundation*
*National Association of College Stores*
*National Coalition Against Censorship*
*National Council of Teachers of English*
*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. 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.

*Adopted by the American Film and Video Board of Directors in February 1979; updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council*

**Free Access to Libraries for Minors (an interpretation of the Library Bill of Rights)**

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the 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, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests 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 library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship 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, nonprint, or digital format. 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.[1] Librarians and 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 material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library 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.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain 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 children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

[1] See 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).

*Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008.*

**Appendix B: Purchase Suggestion Form**

Want to make a suggestion of materials for us to add to our collection? Please complete this form.

Your Email Address: email:

Library Barcode Number:

What Item Would You Like to Recommend For Purchase?:

Please Indicate the Format Desired:

- ☐ Book
- ☐ Large Print Book
- ☐ Children's Book
- ☐ Audio Book on CD
- ☐ Audio Book on MP3
- ☐ Audio Book on Playaway
- ☐ DVD
- ☐ Magazine
- ☐ Video Game (PS2)
- ☐ Video Game (Xbox)
- ☐ Video Game (Xbox 360)
- ☐ Video Game (Wii)
- ☐ Video Game (Nintendo DS)

Upload a Review in pdf (not required):

**Appendix C: Gift Receipt Form**

**Date**

Received from **Name**

on **date** a gift with the value of $____ (as determined by the donor) was donated to the Oregon City Public Library. The gift was:

**_____list items_____**

Thank you for your contribution to the Oregon City Public Library!

Maureen Cole

Library Director

This form is to be completed and given to donors of gifts $25 and over.

**Appendix D: Request for Reconsideration of Library Material Form**

**OREGON CITY PUBLIC LIBRARY**
606 John Adams, Oregon City, OR 97045
www.orcity.org/library

Pursuant to the Oregon City Public Library Collection Development Policy, which you may find online or request, the Library Director will review all submitted Request for Reconsideration of Library Material forms and respond to the applicant directly, which applicant should expect in about one week. If the applicant wants to appeal the Library Director's decision, they may do so to the Library Board. The Library Board meets on the second Wednesday of each month at 5:00 p.m. The applicant will notify the Library Director of their wish to appeal in order to get the topic placed on the agenda.

Title _____

Author _____

In this matter are you representing: _____ Self _____ Group

If representing a group, please provide its name and address: _____

_____

How did this material come to your attention? _____

_____

Have you read the entire work? Yes _____ No _____

Specifically, what is your objection to this material? Please provide page numbers or location. ____

_____

Do you feel this material is objectionable to all, or just to some segments of the public, and what is the adverse effect of reading this material? _____

_____

Have you read or heard any review of this material in the media? If so, where? _____
_____

Is there any other material you could recommend that conveys the same viewpoint, purpose, or value?

_____

What is your specific recommendation for action to be taken by the library in this matter? _____
_____

Name _____ Phone_____

Address _____

Email _____

*Thank you for your interest in the Oregon City Public Library.*

# CITY OF OREGON CITY

**Staff Report**

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

**To:** Library Board **Agenda Date:** 02/09/2022

**From:** Library Director Greg Williams

## SUBJECT:

Strategic Plan Revisions

## STAFF RECOMMENDATION:

Approve revisions to the Library Strategic Plan, as presented, and recommend staff develop the associated Tactical Plan.

## EXECUTIVE SUMMARY:

The Library Board consider revisions to the Strategic Plan, as developed by the Strategic Plan Committee and discussed at the January Library Board Work Session.

## BACKGROUND:

In 2021, the Library Board established a Strategic Plan Committee consisting of David Goldberg and Cynthia Andrews, with Library Director Greg Williams and Library Operations Manager Denise Butcher providing staff support. The purpose of the committee was to review the Library's current Strategic Plan and consider potential revisions to the plan for recommendation to the entire Library Board. This committee has met twice (October 22, 2021, and December 3, 2021); these meetings were noticed and were open to the public.

At its January 12, 2022 work session, the full Library Board reviewed the Committee's proposals which included:

- Splitting the current Strategic Plan into two documents, namely:
  - A higher-level Strategic Plan document which includes the Library's Mission, Vision, Guiding Principles, and Strategic Focuses.
  - An associated Tactical Plan, developed by staff and reviewed by the Library Board, which would include specific outcomes or goals which support the Strategic Plan, specific initiatives to meet those goals or achieve those outcomes, and quantifiable success measures.

- Edits and revisions to the Library's Mission, Vision, Guiding Principles, and Strategic Focuses.

Staff have updated the revised Strategic Plan with the modifications discussed at the work session, namely the revision of Strategic Focus #4 to include the phrase "safe and welcoming," as follows:

> *Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area.*

The Library Director would also like to discuss the possibility of another Board committee to advise on development of the Tactical Plan framework/format.

**OPTIONS:**

1. Approve revisions to the Library Strategic Plan, as presented, and recommend staff develop the associated Tactical Plan.
2. Approve revisions to the Library Strategic Plan, with amendments, and recommend staff develop the associated Tactical Plan.
3. Do not approve revisions to the Library Strategic Plan, and provide alternate recommendations to staff.

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

# OCPL STRATEGIC PLAN: 2019-2024

## *PROPOSED REVISIONS*

*02/09/2022*

# MISSION:

To promote literacy and love of reading, support lifelong learning, celebrate inclusivity, curiosity and diversity, and support individual and community enrichment and growth throughout our entire library service area.

# VISION:

Every person in our service area will have free and full access to the library services, resources, and programs they need.

# GUIDING PRINCIPLES:

- We champion intellectual freedom, offering equitable access to information from many perspectives and points of view.
- Our collections, services, and programs reflect and support the growing diversity of the community we serve.
- We conduct all interactions with respect and confidentiality
- We provide safe and inclusive spaces where community members can gather, connect, and exchange ideas.
- We are transparent in our decisions and actions, we follow through on our commitments, and we are accountable to the community we serve.
- We are forward-looking and anticipate our community's future needs.

# STRATEGIC FOCUSES

1) Create and support young readers

2) Meet the information needs of our entire service area

3) Ensure collections, programs, services, and staff reflect and engage our diverse community

4) Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area

5) Ensure appropriate and sustainable funding for operational and capital needs

# CITY OF OREGON CITY

**Staff Report**

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

**To:** Library Board **Agenda Date:** 02/09/2022

**From:** Library Director Greg Williams

## SUBJECT:

Revision to Library Board Bylaws

## STAFF RECOMMENDATION:

Recommend proposed Library Board Bylaws changes to the City Commission, as presented.

## EXECUTIVE SUMMARY:

The Library Board will consider changes to the Library Board bylaws regarding committees.

## BACKGROUND:

The Library periodically establishes unofficial advisory bodies made up of library users to provide feedback on Library collections, programs, and operations. Currently, two such bodies exist: our Teen Advisory Group (https://www.orcity.org/library/teen-advisory-group), and our B.A.M. (Because Accessibility Matters) Advisory Council (https://www.orcity.org/library/bam-program)

We would like there to be a more formal relationship between these bodies and the Library Board, to ensure that 1) the Library Board is familiar with these groups' needs, activities, and feedback, and 2) to help ensure that any advice or suggestions from these groups is evaluated and can be commented on by the Library Board, which serves as the City's official advisory body to the City Commission and the Library Director on matters pertaining to the Oregon City Public Library.

Current Library Board bylaws indicate that the Chairperson is responsible for "identification of subcommittees" but does not provide any additional information about these subcommittees.

The proposed bylaws amendments would provide additional guidelines on how committees are created, what their relationship to the Library Board is, and how appointments would be made. Briefly, the proposed amendments would:

- Permit the Chairperson, with the approval of the Library Board, to establish all standing and special committees.
- Allow membership of committees to be drawn from library staff, library users, and/or the general public.
- Outline how committee appointments are made.
    - Appointments to committees consisting solely of Library Board members (e.g., the recent Strategic Plan Committee) would be made by the Library Board Chair.
    - Appointments to committees consisting of library staff, users, or the general public (e.g., Teen Advisory Group or our BAM Council) would be made by the Library Director (or Director's staff designee), with the advice of an appointed Library Board liaison.
- Committees will deliver a formal report to the Library Board at least annually.

**OPTIONS:**

1. Recommend proposed Library Board Bylaws changes to the City Commission, as presented.
2. Recommend proposed Library Board Bylaws changes to the City Commission, with amendments.
3. Do not recommend proposed Library Board Bylaws changes to the City Commission.

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

**EXHIBIT A**

# OREGON CITY
# LIBRARY ADVISORY BOARD

## BY-LAWS

(Adopted/Amended February 2020)

## I. CREATION

The Oregon City Library Advisory Board was established by the City Commission of Oregon City to advise the City Commission and Library Director on policy matters pertaining to the Oregon City Library and such other matters as detailed in Oregon City Municipal Code 2.44.030.

## II. NAME

Title name of this organization is the Oregon City Library Advisory Board, hereinafter referred to as the LIBRARY BOARD.

## III. PURPOSE

The following lists the objectives and responsibilities relative to the purpose of the Library Board:

1. Maintain active communications with the Library Director Library Managers, Staff, and other relevant City staff.

2. Advise the City Commission and Library Director on policy matters pertaining to the city public library.

3. Assist in the preparation and presentation of the library's annual operating budget.

4. Assist in the development of short and long-term goals for the provision of library services to the community.

5. Represent the interests of the library users of the Oregon City Library service area.

6. Foster public knowledge and support of the library's role in the community and promote the use of the library by Oregon City Library service area residents.

7. Participate in network or state activities intended for library board members that promote or advance the cause of library services.

8. Perform such other related duties as requested by the City Commission.

9. Provide public meeting time for citizen input.

## IV. ORGANIZATION

1. The LIBRARY BOARD shall consist of seven (7) appointed members. They shall consist of four (4) "city" resident positions, two (2) "out of city" positions, and one (1) "at large" position. No committee member shall serve more than two consecutive terms.

2. There will be Chair and Vice-Chair positions for the LIBRARY BOARD. Each position will be for a one-year term. The LIBRARY BOARD will select members as Chair and Vice-Chair each January with a nomination and voice vote process. The vice-chair shall assume the duties of the Chair, in the absence of the Chair.

3. The Chairperson shall preside over Library Board meetings and is responsible for ~~identification of subcommittees;~~ seeing that Board vacancies are filled; and overseeing the business of the Board.

4. The Library Director or designee shall attend meetings. Their purpose is to aid the LIBRARY BOARD through information, initiation of projects, perspective, referrals, and other customary staff support services.

5. The LIBRARY BOARD encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

6. The Chairperson, with the approval of the LIBRARY BOARD, shall establish all standing or special committees. Committee charges shall be expressly stated.

   Committee membership may consist of LIBRARY BOARD members, library staff, library users, and/or the general public depending on the nature and purpose of the committee.

   For committees consisting entirely of LIBRARY BOARD members, the Chairperson shall make committee appointments.

For committees which include library staff, library users, or the general public, the Chairperson shall designate at least one LIBRARY BOARD member to act as a liaison to the committee. Recruitment and appointment of remaining committee members shall be delegated to the Library Director or the Director's staff designee, with the advice of the appointed Liaison.

Liaisons shall periodically report to the LIBRARY BOARD on the committee's activities. Committees shall deliver a formal report to the Library Board on their activities at least annually.

## V. MEMBER ELIGIBILITY

1. The Mayor of Oregon City will make appointments to the LIBRARY BOARD.

2. The terms for the LIBRARY BOARD will be four (4) years.

3. In order to establish continuity of membership, the terms will be structured so that no more than three member's terms expire during any one year.

4. If a member decides to resign, the Member's resignations will be filed with the Chairperson as soon as possible. A newly appointed member shall assume the remainder of the existing term.

5. After two (2) consecutive absences of any member of the Library Board, the Library Board may discuss the member's attendance and may, by a quorum of the Library Board, reach a decision to recommend that member's removal from the Library Board to the Mayor. The Chairperson will contact the member with the recommendation of the Library Board.

## VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee.

2. The Chairperson, Library Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.

3. A majority of the members of the Library Board will constitute a quorum

4. Library Staff shall be responsible for recording minutes for all meetings.

5. Voting will be by voice vote. No voting by proxy.

6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.

7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).

8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

## VII. AMENDMENTS

1. The Oregon City Library Advisory Board By-Laws shall be submitted to the City Commission for approval. Once the By-Laws are approved, any modification of these By-Laws must also be approved by the City Commission before they become effective.

2. The procedure to recommend modification of these By-Laws to the City Commission shall be:

   a. All recommended modifications are to be presented and discussed at a regularly scheduled LIBRARY BOARD meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.

   b. A majority vote of the LIBRARY BOARD membership present is necessary to recommend a change in the By-Laws.

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LIBRARY BOARD Approval 2/20

# CITY OF OREGON CITY

**Staff Report**

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

**To:** Library Board **Agenda Date:** 02/09/2022

**From:** Library Director Greg Williams

## SUBJECT:

Future Agenda Items

## STAFF RECOMMENDATION:

n/a – Informational only

## EXECUTIVE SUMMARY:

The Library Board will review the current list of anticipated future agenda items.

## BACKGROUND:

The following items are currently planned for inclusion on future Library Board meeting agendas:

- Conference Room Policy (revision)
- Community Room Policy (revision)
- Behavior Policy (revision)
- Computer Use and Internet Policy (revision)
- Unattended Child Policy (revision)
- Collection Development Policy (revision)
- Art Policy (new)
- Hi/Lo collection update
- LGBTQ Collection follow-up
- Library Tactical Plan development
- Library Board Engagement Plan development
- Long Term Capital Replacement and Repair
- Library District Overview for City Commission
- Kit Distribution Data and Discussion

## OPTIONS:

1. n/a – Informational only

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a