

MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD AGENDA

Community Room

Wednesday, Oct. 19, 2022

6:30pm

6:30pm REGULAR MEETING

1. **Call to Order & Introductions**
 2. **Changes or additions to the agenda**
 3. **Approval of Minutes**
 4. **Chair Report**
 5. **Library Director's Report**
 - a. **Statistics, end of year FY2021-22, first quarter FY2022-23**
 - b. **Summer Reading Program 2022**
 - c. **Hiring status of new position**
 - d. **Updates on projects, programs, and training**
 - e. **Status of grants**
 6. **Committee Reports**
 7. **Old Business**
 - a. **LAB By-laws for a Youth Representative update**
 - b. **Technology Plan: Public Library Standard 9.1**
 - c. **Intellectual Freedom Documents (cont.)**
 8. **New Business**
 - a. **Set 2023 meeting dates**
 - b. **Library Endowment**
 - c. **Survey**
 - d. **OLA Public Library Standards (2021 edition)**
 - i. **Section 3: Materials Standards**
 - ii. **Section 4: Services and Programs Standards**
 9. **Public Presentations**
 10. **Parking Lot**

Review progress of: EDGE Initiative, Strategic Plan
 11. **Adjournment**
- Next Meeting Date (proposed): Wednesday, Jan. 18, 2022**

Mt. Angel Community Meeting Room is handicapped accessible. If special accommodations are required please contact City Hall at least one business day in advance at 503-845-9291. Hearing Impaired may call TTY (800) 648-3458. Interpretive services may be available with sufficient prior notice of need.

MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD MINUTES

Community Room

Wednesday, May 18, 2022

6:30pm

6:30pm REGULAR MEETING

1. Call to Order at 6:31 pm

Members Present: Robert Kister via phone, Curt Schneider, Jenny Aker, Heather Sowa, Sharon Otte and Jackie Mills

2. Approval of Minutes—approved as written

3. Chair Report—

- a. A group of volunteers dismantled the STEAM Equity exhibit on Sat. May 7th. It is now on to New Mexico.
- b. We need to elect a new Chairperson who will start in the fall. Jenny nominated Sharon, Curt seconded. Passed unanimously.

4. Library Director's Report

- a. **Statistics**—Jackie noted the increase in patrons and circulation since live programming with no masks resumed in March. ILLs also resumed in March.
- b. **Updates on projects, programs and training**
 - i. City Council voted on May 2, 2022 to make the library fine-free. LAB reviewed the policy in case anyone asks them about the rationale. There is an article in the May 15 edition of *Our Town* regarding this decision. Heather brought up the suggestion that the library find an alternative for “Food for Fines”—maybe a sock drive in July?
 - ii. Summer Reading Program will start on June 16 thru Aug. 31. Theme is: Read Beyond the Beaten Path for all ages. LAB reviewed the calendar for June.
 - iii. If the weather permits, the Platz will be paved next week.
 - iv. New carpet, paid for with ARPA funds, will be laid June 6-7. Volunteers will come on Saturday, June 4 (9:00-12:00) to move necessary books and remove the lowest shelves. The library will be closed on June 7-8 when volunteers again will be needed to put the library back together.
 - v. **Training:** Jackie attended the PLA conference at the Portland Convention Center in March. Because she was local and could transport them, she was given many free books and then won \$500 in reference books. She also attended FEMA ICS training in April and again next week, so that she is trained to work on an Emergency Response Team if needed.
- c. **Status of grants**—The only grant the library currently has is the STEAM Equity grant. Jackie is waiting to catalog the STEAM Kits that will be available for checkout as soon as the CCRLS cataloger is available. The CCRLS cataloger is currently working on bringing a new library, Confederated Tribes of Grand Ronde, on board and will be available after June 8.

5. Committee Reports: The Ad Hoc LAB Bylaws Committee, made up of Heather Sowa, Jenny Aker and Jackie Mills, met on May 17, 2022 at 11:00. They presented some changes to the LAB Bylaws to include wording for a Youth Representative and other grammatical changes. MSP (Bob/Sharon) to amend the Bylaws today as agreed by discussion and consensus rather than waiting until the fall. MSP (Sharon/Heather) to add Article II, Section 2; add Article IV Section 2, b & d; and other changes indicated in red. MSP (Sharon/Jenny) to make suggested changed highlighted in yellow to the Library Donation Policy.

6. Old Business

- a. **Language to LAB By-laws for a Youth Representative**—See Committee Reports above.

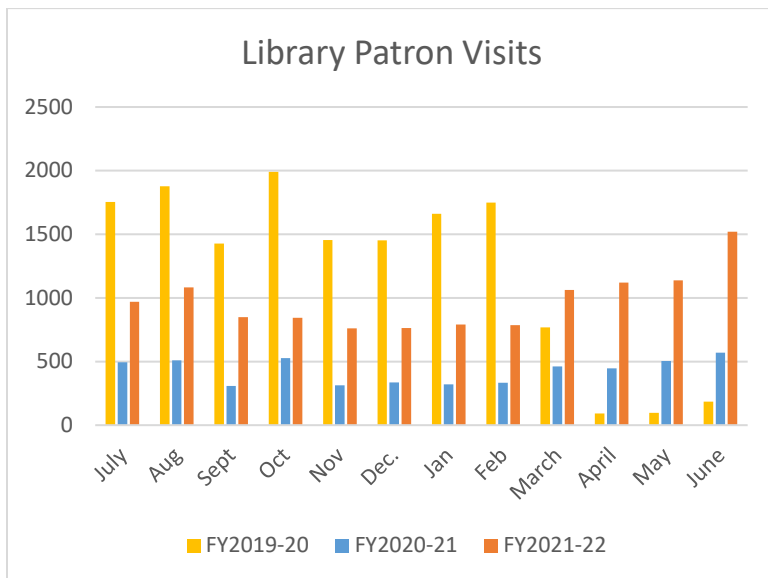
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- b. **Technology Plan: Public Library Standard 9.1**—Tabled until October meeting.
 - c. **FY 2022-23 Budget progress**—The budget has been approved by the Budget Committee. Next step is the June 6 City Council meeting. So far, all the library proposals have been approved.
7. **New Business**
- a. **Unattended or Lost Children Policy**—LAB likes the wording of this document but has some questions about children 8+. Jackie will talk to Chief Daniel and report back in October.
 - b. **Review of policies schedule**—The LAB needs to review the library’s policies on a rotating basis. Will review the Circulation Policy/Reconsideration of Materials Policy/Procedure in October.
 - c. **Review Intellectual Freedom documents**—LAB members discussed the importance of the freedom to read and access information. Jackie was asked how she ensures that “all sides of an issue” are represented. Jackie realized that one more document needs to be included in future: “ALA Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights.”
 - d. **OLA Public Library Standards (2021 edition)**—LAB evaluated the library against each indicator in Sections 1 & 2.
 - i. **Section 1: Governance Standards**
 - ii. **Section 2: Staff Standards**
8. **Public Presentations**—Jackie shared some of the information she received in a webinar last week about “First Amendment Audits”. Heather and Jenny helped her do a role play to better equip LAB members in case a citizen has these kinds of questions.
9. **Parking Lot**
Review progress of: **EDGE Initiative, Strategic Plan**
10. **Adjournment at 9:03**
Next Meeting Date: Wednesday, Oct. 19, 2022

Mt. Angel Public Library

Statistics FY2021-22

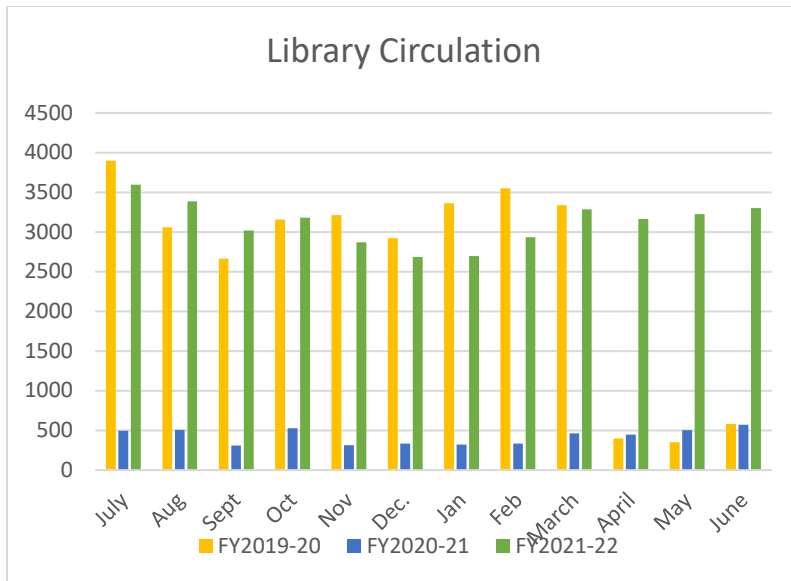
FY2021-22	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Patron Visits (In-Person)	807	922	716	820	758	764	790	787	1063	1121	1139	1519	11206
Total Circulation	3597	3386	3019	3181	2869	2632	2696	2935	3287	3166	3224	3303	37295
Volunteers	12	10	9	15	10	11	12	20	13	15	23	23	34
Volunteer Hours	73.75	65.25	55.00	83.50	65.75	78.50	86.00	89.75	95.50	109.25	133.75	144.50	1080.50
New Users	25	16	10	12	6	11	11	14	14	18	30	30	197
Reference Questions	284	273	278	261	279	155	164	148	211	164	203	201	2621
Phone Calls	137	102	80	70	65	34	62	74	52	63	89	77	905
Adult Programs	3	3	1	3	1	1	3	1	3	4	4	4	31
Adult Attendance	14	20	3	10	1	4	9	3	4	11	22	11	112
Teen Programs	3	2	0	1	1	1	4	2	1	2	4	1	22
Teen Attendance	27	7	0	4	56	4	13	8	2	5	30	10	166
Children's Programs	8	7	5	5	5	3	3	2	4	11	13	12	78
Children's Attendance	236	101	34	44	62	27	19	23	29	175	119	335	1204
Outreach Programs	1	0	0	0	2	1	2	0	2	1	2	2	13
Outreach Attendance	339	0	0	0	70	245	45	0	33	12	27	358	1129
Passive programs	2	3	1	3	2	4	2	3	2	2	1	0	25
Passive participation	46	174	12	892	36	65	52	147	91	102	11	0	1628
Total Programs	17	15	7	12	11	10	14	8	12	20	24	19	169
Total Program Attendance	662	302	49	950	225	345	138	181	159	305	209	714	4239
Items added	85	184	178	121	202	278	184	140	189	223	255	136	2175
Items discarded	28	35	94	248	35	69	54	79	95	134	103	107	1081
ILLs fulfilled	0	0	0	0	0	0	0	0	1	4	2	0	7
Cultural Passes	3	2	0	1	0	1	1	0	2	2	0	3	15
Mobile Wifi Device	5	4	4	3	7	2	1	2	4	4	7	3	46
Wifi Sessions	1352	1370	1514	1637	1699	1574	1379	801	1641	1431	1439	1320	17157
Patron Computer Sessions	23	27	28	32	22	14	21	21	28	24	22	36	298
Patron Computer Time	10.14	14.17	13.32	13.45	10.43	9.51	17.90	36.20	21.20	11.14	7.57	23.18	188.21
Home Delivery	12	11	9	9	11	20	13	15	13	13	17	12	155
Total Items	27515	27671	27836	27968	28135	28097	28236	28252	28382	28480	28535	28524	



Mt. Angel Public Library

Statistics FY2021-22

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Activity Packets Teens	20	20	20	25	25	10	20	14	12	15	20	6	207
Activity Packets Elem	224	30	81	50	70	72	40	54	78	26	18	3	746
1000 Bks before Kind.	3	1	1	2	1	4	1	8	1	9	0	2	33
Job Search (start Sept)			1	0	0	0	1	0	1	0	1	1	
Prizes	12	0	0	0	0	0	0	0	0	0	0	0	12
Browsing by Appointment	30	0	0	0	0	0	0	0	0	0	0	0	30
Computer by Appointment	1	0	12	0	0	0	0	0	0	0	0	0	13
Patron Visits (In-Person)	807	922	716	820	758	764	790	787	1063	1121	1139	1519	11206
Curbside Holds	119	160	121	25	4	1	3	4	1	0	0	0	438
Total Patron Visits	969	1082	849	845	762	765	793	791	1064	1121	1139	1519	11699
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Total Patron Visits	969	1082	849	845	762	765	793	791	1064	1121	1139	1519	11699
Total Circulation	3597	3386	3019	3181	2869	2632	2696	2935	3287	3166	3224	3303	37295
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Home Delivery	12	11	9	9	11	20	13	15	13	13	17	12	155
Total Programs	17	15	7	12	11	10	14	8	12	20	24	19	169
Total Program Attendance	662	302	49	950	225	345	138	181	159	305	209	714	4239
Food for Fines (Nov)					58								58
Exploration Space						16	9	8			59	65	157
STEAM Exhibit							0	20	76	87			183
Buttons													\$6
Laminating													\$4





Mt. Angel Public Library Summer Reading Comparison

2019, 2020, 2021, 2022

2022 SUMMER READING PROGRAM WRAP-UP

Total # Registered

	<u>2022 (Normal Programming)</u>	<u>2021 (Outdoor Programing Only)</u>	<u>2020 (COVID)</u>	<u>2019 (Normal Programming)</u>
Pre-K (0 - 5)	78	90	29	82
Youth (6 - 12)	121	123	44	185
Teen (13 - 17)	27	38	10	18
Adult (18 & up)	62	84	53	76
TOTAL	288	335	136	381

Total # of Minutes Read

	<u>2022 (Normal Programming)</u>	<u>2021 (Outdoor Programing Only)</u>	<u>2020 (COVID)</u>	<u>2019 (Normal Programming)</u>
Pre-K (0 - 5)	48,540	19,611	3976	16800
Youth (6 - 12)	53,642	32,265	17669	31080
Teen (13 - 18)	12,060	10,280	12000	840
Adult (18 & up)	23,420	24,373	29700	23760
TOTAL	137,662	86,529	61,545	106,140

Total # of Participants Completed

	<u>2022 (Normal Programming)</u>	<u>2021 (Outdoor Programing Only)</u>	<u>2020 (COVID)</u>	<u>2019 (Normal Programming)</u>
Pre-K (0 - 5)	26	31	1	38
Youth (6 - 12)	43	50	9	64
Teen (13 - 18)	10	12	1	2
Adult (18 & up)	19	24	15	41
TOTAL	97	117	26	145

Total # of Programs

	<u>2022 # of programs</u>	<u>2022 Total Attendance</u>	<u>2021 # of programs</u>	<u>2021 Total Attendance</u>	<u>2020 # of programs</u>	<u>2020 Total Attendance</u>	<u>2019 # of programs</u>	<u>2019 Total Attendance</u>
In-person	64	1128	18	716	0	0	53	1130
Live Virtual	0	0	15	106	1	11	0	0
Recorded Virtual	0	0	11	22	1	5	0	0
Total Programs	64	1128	44	844	2	16	53	1130
Passive Programs	6	562	5	240	4	173	0	0
Activity Packets Distributed	81	X	429	X	1036	X	0	X

% of Participants Completed

	<u>2022 (Normal Programming)</u>	<u>2021 (Outdoor Programing Only)</u>	<u>2020 (COVID)</u>	<u>2019 (Normal Programming)</u>
Pre-K (0 - 5)	33%	35%	3%	46%
Youth (6 - 12)	36%	36%	20%	35%
Teen (13 - 18)	37%	58%	10%	11%
Adult (18 & up)	31%	75%	28%	52%
AVERAGE	37%	46%	19%	40%

Average # of Minutes Read Per Person

	<u>2022 (Normal Programming)</u>	<u>2021 (Outdoor Programing Only)</u>	<u>2020 (COVID)</u>	<u>2019 (Normal Programming)</u>
Pre-K (0 - 5)	1867	633	3976	442
Youth (6 - 12)	1247	645	1963	486
Teen (13 - 18)	1206	857	12000	420
Adult (18 & up)	1233	1,016	1980	580
AVERAGE	1419	740	2367	732

34 surveys representing 82 participants

2022 Summer Reading Program Survey Results

Rate your response to the following questions:

1=strongly disagree 2 = disagree 3 = neutral 4 = agree 5 = strongly agree

- I used the following to keep track of my reading this summer:
 - READSquared app 0 * Printed reading log 34
 - Reading log found in the June 15th edition of *Our Town* 1
- If you used the READSquared app: The READSquared app was a helpful way to keep track of my summer reading.

1 2 3 (1) 17% 4 (1) 17% 5 (4) 66% NA (24)
- I enjoyed the SRP Fun programs on Thursdays

1 (1) 7% 2 3 (2) 13% 4 (2) 13% 5 (10) 67% NA 17

Circle your favorite. Put an X through your least favorite:

Tracks & Scat 2 X Backcountry Cooking 4 X Scavenger Hunt 2

Terrific Trees 1 XX 3 Little Pigs 3 Survival 1

X Camping 4 Space Camp 1 Bear Hunt 2
- I enjoyed the special SRP programs on Tuesdays

1 2 3 (1) 7% 4 (2) 14% 5 (11) 71% NA 17

Circle your favorite. Put an X through your least favorite:

Danza Azteca 2 Reptile Man 8 Raptor Lady 5

X Paradise of Samoa 1 XX Coventry & Kaluza 2
- I/my child read more this summer because I participated in the SRP.

1 2 3 (4) 13% 4 (6) 20% 5 (20) 67% 4+5=87%
- I'm a/my child is a better reader because of the SRP. 4+5=87.5%

1 2 (2) 7% 3 (2) 7% 4 (10) 31% 5 (18) 56%
- I like/my child likes reading and learning more because of the SRP.

1 2 (1) 3% 3 4 (12) 37.5% 5 (19) 58% 4+5=93.7%
- I am very satisfied with this year's Summer Reading Program

1 2 3 (2) 6% 4 (3) 10% 5 (26) 84% 4+5=94%
- Parents: I did more literacy activities with my children because of SRP.

1 2 (1) 3.5% 3 (3) 11% 4 (6) 21% 5 (18) 64% 4+5=85%

Please write any additional comments and suggestions on the back. Thank you!

Age(s) of participants _____

Please return to the Mt. Angel Public Library or bookdrop. Thank you!

Comments:

- It's confusing to remember what dates go with each week on the reading log. Maybe next year, the dates can be added on the reading log.
- We didn't make it to as many Tuesday/Thursday programs due to Oktoberfest dance practice on the same day. However, my teen was able to attend a few teen programs and loved them. The tie-dye activity was great as well.
- Please change the 4th of July BINNGO square to any Mt. Angel city event so we have more options.
- Thanks to you all.
- Through this SRP, our family was able to determine something not so right was going on with our 6 year old. He could read the words but not together. I took him to get his eyes checked and we found out his eyes weren't tracking together. He's so excited to begin vision therapy so he can "read books more!" Our 4 year old asks for books nightly and our 8 year old now has massive confidence in his reading. "I'm pretty much a professional reader." Ha! Thank you from the bottom of my heart!
- We really enjoyed reading together and coming to the library each week. We loved that we got to look forward to the weekly activities. We also loved riding bikes and looking for Blueberry. Thank you!

Please return to the Mt. Angel Public Library or bookdrop. Thank you!



Mt. Angel Public Library

EVENT CALENDAR OCTOBER 2022

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
<p>All library programs are always FREE!</p> <p>Did you know?</p> <ul style="list-style-type: none"> You can check out a mobile hot-spot device or cultural pass from the Library. Ask us how! Online manuals to fix your car: Get the detailed information you need to tackle vehicle maintenance and repairs using ChiltonLibrary.com with your library card! Need help with your device? Make an appointment for a one-on-one session with library staff. 						<p>1 Open 12-5 <i>World Vegetarian Day</i></p>
<p>2 Library Closed <i>World Space Week (Oct. 4-10)</i></p>	<p>3 Library Closed 7:00 City Council Meeting</p>	<p>4 Open 9-6 10:30 Community Helpers Storytime 11:00 Indoor Playtime (Ages 2-5) 3:30 Stories & STEAM (Ages 6-12)</p>	<p>5 Open 11-5 3:15 STEM Girls (Gr. 5-8) <i>World Teacher's Day</i></p>	<p>6 Open 'til 7pm! 1:00 Windows 10 Basics + 4:30 Paint Night + (Teens & Tweens) 6:00 Paint Night + (Adults)</p>	<p>7 Open 11-5 3:00-4:30 LEGO Lab 6:15 Family Movie Night @ St. Mary's Elem.</p>	<p>8 Open 12-5 <i>World Octopus Day</i></p>
<p>9 Library Closed <i>Teen Read Week (Oct. 9-15)</i></p>	<p>10 Library Closed <i>Indigenous Peoples' Day</i></p>	<p>11 Open 9-6 10:30 Community Helpers Storytime 11:00 Indoor Playtime (Ages 2-5) 3:30 Stories & STEAM (Ages 6-12)</p>	<p>12 Open 11-5 1:00 Adult Crafts: Halloween Nail Art 3:15 STEM Guys (Gr. 5-8)</p>	<p>13 Open 'til 7pm! 4:30 Halloween Nail Art (Teens & Tweens)</p>	<p>14 Open 11-5 6:30 Movie: <i>Hocus Pocus</i> (PG) <i>e.e. cummings birthday</i></p>	<p>15 Open 12-5 <i>World Singing Day</i></p>
<p>16 Library Closed <i>Friends of the Library Week (Oct. 16-22)</i></p>	<p>17 Library Closed <i>Black Poetry Day</i></p>	<p>18 Open 9-6 10:30 Community Helpers Storytime 11:00 Indoor Playtime (Ages 2-5) 3:30 Stories & STEAM (Ages 6-12)</p>	<p>19 Open 11-5 3:15 STEM Girls (Gr. 5-8) 6:30 Library Advisory Board</p>	<p>20 Open 'til 7pm! 1:00 Adult Book Discussion 3:00-6:30 Virtual Reality + (Teens & Adults) 30 min. slots</p>	<p>21 Open 11-5 3:00-4:30 LEGO Lab <i>Celebration of the Mind Day</i></p>	<p>22 Open 12-5 <i>Make a Difference Day</i></p>
<p>23/30 Library Closed </p>	<p>24/31 Library Closed Oct. 31 3:00-5:00 Candy Crawl</p>	<p>25 Open 9-6 10:30 Community Helpers Bilingual Storytime 11:00 Indoor Playtime (Ages 2-5) 3:30 Stories & STEAM (Ages 6-12)</p>	<p>26 Open 11-5 1:00 Thanksgiving Card Making (Adults) 3:15 STEM Guys (Gr. 5-8)</p>	<p>27 Open 'til 7pm! 6:00-6:45 Writer's Workshop (Adults & Teens)</p>	<p>28 Open 11-5 <i>International Animation Day</i></p>	<p>29 Open 12-5 </p>

Weekly Programs:

Tuesdays @ 10:30am—Community Helpers Family Storytime & Indoor Playtime (Ages 2-5 & family members) (Bilingual on Oct. 25): Gather in person to participate in songs, activities and stories with a special guest reader, followed by **Indoor Playtime (11:00-12:00)**. Come play with toys and spend time with friends. All toys provided. Can't make it to the storytime? Recordings will be posted on READSquared at <http://mtangelreads.readsquared.com/> to enjoy whenever is best for your family!

Tuesdays @ 3:30pm—Stories & STEAM (Ages 6-12): Listen to a story about the theme of the week, join in a Science, Technology, Engineering or Art project, then make and enjoy a snack.

10/4- Get in the Halloween spirit by making your own Jack-o-lantern out of a glass jar!

10/11- Let's talk about germs! Learn how germs spread and sculpt your own with play-dough!

10/18- Join us for cookie decorating and baking tips!

10/25- Come make some Halloween crafts with us and listen to a fun spooky book!

Wednesdays @ 3:30pm—STEM Girls (1st & 3rd) STEM Guys (2nd & 4th) (Grades 5-8). Become a Bird Scout Citizen Scientist! Explore feathers, flights and the features that make birds unique. Use tools and technology to identify local species and help scientists track changes in bird distribution and abundance across the globe! Every session includes hands-on activities and active research. Snacks provided.

Special Programs:

Thursday, October 6 @ 1:00pm—Windows 10 Basics+. Gather in a small group to learn how to navigate the Windows 10 operating system, manage applications using the task manager, find and manage files and folders, save and delete files and more. Owning a computer is not required. Space is limited so registration is required. **Call 503.845.6401 to reserve your spot today!**

Thursday, October 6 @ 4:30pm (Teens & Tweens) 6:00 (Adults) — Paint Night +. Paint an autumn scene in a step-by-step class led by our own Katie! All supplies provided. Space is limited so registration is required.

Friday, Oct. 7 & 21, 3:00-4:30pm (drop-in)—LEGO Lab (All ages): Build an original creation out of LEGOs to put on display in the library for all to see! All supplies provided.

Friday, Oct. 7 @ 6:15—Family Movie Night @ St. Mary's Elementary School (Families): Celebrate Hispanic Heritage Month with food, fun, and *Encanto* (PG).

Wednesday, Oct 12 @ 1:00pm— Adult Crafts: Halloween Nail Art: Tap into your creativity and holiday spirit by making Halloween themed nail & string art!

Thursday, Oct 13 @ 4:30pm— Halloween Nail Art (teens & tweens): Tap into your creativity and holiday spirit by making Halloween themed nail & string art! Snacks provided.

Friday, Oct. 14 @ 6:30pm—Hocus Pocus (PG) (All Ages): Watch this spooky classic on the big screen while enjoying hot popcorn. A "Next Friday" event.

Wednesday, Oct. 19 @ 6:30pm – Library Advisory Board Meeting (Open to the public). The Library Advisory Board meets four times per year and exists to advise, recommend, and advocate for the library. Any interested community member is welcome to attend.

Thursday, Oct. 20 @ 1:00pm—Adult Book Discussion (Adults). Gather to discuss the bestselling thriller, *The River at Night*, by Erica Ferencik. Copies available at the Circulation Desk. Everyone welcome!

Thursday, Oct. 20 @ 3:00-6:00pm— Virtual Reality + (Teens & Adults): Book your 30-minute slot to experience one of our virtual reality programs. **Signed release must be on record.** Call 503.845.6401 to reserve your spot or for more info.

Wednesday, Oct. 26 @ 1:00pm (Adults)—Thanksgiving Card Making: Create handmade Thanksgiving cards using our beautiful supply of rubber stamps and decorative paper. All supplies provided.

Thursday, Oct. 27 @ 6:00-6:45pm— Writing Workshop (Teens & Adults): Are you a writer or thinking about becoming one? Award-winning local author Donna Hues, will offer a workshop to explore the fundamentals of writing. Bring up to three pages of your writing and receive feedback on your work.

Monday, Oct. 31, 3:00-5:00pm—Candy Crawl: Trick-or-treat along the city streets at participating businesses—including the Library!

All Month Long:

October Storywalk®: Take a short walk around town and read the book *It's Skeleton Time!* / *Es la Hora de los Esqueletos!* by Ana Galán. Start at the Library's front door!

Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also [ALA Code of Ethics](#), Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and [Privacy: An Interpretation of the Library Bill of Rights](#).)
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.¹

¹Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

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

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

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

experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

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

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

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

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

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

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

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

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

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

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

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

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

Library Freedom to View Statement

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

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

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

Endorsed January 10, 1990, by the ALA Council

MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD
2021-2025

NAME	ADDRESS	EMAIL	CELL/WORK #	HOME PHONE	TERM
Otte, Sharon Chair	895 W. Marquam	mike_sharon1@wavecable.com sotte@ci.mt-angel.or.us	503-798-5485	503-845-6953	4 year term--06/30/24
Kister, Robert	1180 E. College St.	rfkister@gmail.com rkister@ci.mt-angel.or.us	503.269.8419		4 year term--06/30/24
Sowa, Heather	240 S. Oak St. PO Box 438	raynboestar@hotmail.com hsowa@ci.mt-angel.or.us	503-873-1207	503-951-0262	4 year term--06/30/23
Aker, Jennifer	425 Maple Ct.	jennyandseanaker@gmail.com jaker@ci.mt-angel.or.us	971.218.4010		4 year term--06/30/25
Schneider, Curtis	1150 Garten Lane	Curt.j.schneider@gmail.com cschneider@ci.mt-angel.or.us	503.891.5768		4 year term--06/30/25
Library Director Mills, Jackie	290 E. Charles St. P. O. Box 870	jmills@ci.mt-angel.or.us Jackie.mills@ccls.org	503-845-6401	704-965-2909	No expiration

Per our bylaws, regular meetings of the Library Advisory Board shall be held a minimum of four times per year. The date, hour and location of the meetings shall be set by the Board at its fall meeting.

2022 Meeting Schedule

Topics

Wednesday, January 18, 2023 @ 6:30pm
Wednesday, February 15, 2023 @ 6:30pm
Wednesday, May 17, 2023 @ 6:30pm
Wednesday, October 18, 2023 @ 6:30pm

Review LAB by-laws, ethics and protocol policies; Library budget proposal
Review State and local laws pertaining to the Library; approve budget
Review Intellectual Freedom Documents, appoint new Chair
Summer Reading Program; State Report; 2023 schedule

Library Endowment Fund (draft)

Mission Statement: Provide for Library enhancement.

Service Provided:

The Library Endowment Fund was established in 1993 with a \$10,000 donation from Mt. Angel Telecommunications, Inc. Since then, other generous donors have contributed to the fund. The annual income generated is to be used for ongoing library enhancement. The principal may only be used in exigent circumstances upon unanimous recommendation of the Library Advisory Board and City Council approval.

The Library Endowment funds are deposited with the local Government Investment Pool and the interest is credited to the Library Endowment Fund for enhancement of library services.

Draft revised on October 4, 2022

Original Language:

In 1993 Mt. Angel Telecommunications, Inc. donated \$10,000 for library purposes to the City of Mt. Angel, and the expressed desire of the donor is for the funds to be held for future use. The original funds may only be released with the permission of the donor, but the income generated may be used for ongoing library enhancement.

3. Materials Standards

Providing access to books and other materials and information resources is integral to the public library. The OLA Public Library Division Materials Standards address the importance of developing a collection of materials that is reflective of and responsive to the community which the library serves. In addition to outlining a strategic approach to all steps related to material acquisition, access, and assessment, the Materials Standards also acknowledge the need for a dynamic approach to technology as it affects library collections. Beyond the need to provide access to both print and electronic resources as appropriate for the community served, these standards embrace the value added by collaboration and cooperation, from allowing for material requests from members of the community to engaging in resource sharing.

3.1 Collection Management

STANDARD: The library will obtain, organize, and make conveniently available to all the people of the community educational, recreational, and informational materials in convenient forms, including print, non-print, and electronic.

<i>Indicator:</i> The library adopts a collection management plan.	Y	N
Essential		
<ul style="list-style-type: none"> The collection management plan includes policies and procedures for materials selection. 		
<ul style="list-style-type: none"> The collection management plan includes policies and procedures for materials removal. 		
<ul style="list-style-type: none"> The collection management plan includes policies and procedures for reconsideration of materials. 		
<ul style="list-style-type: none"> The collection management plan includes policies and procedures for materials preservation. 		
<ul style="list-style-type: none"> The collection management plan includes policies and procedures for donations of books and other materials. 		
<ul style="list-style-type: none"> The collection management plan includes policies and procedures for special collections. 		
<ul style="list-style-type: none"> The collection management plan is reviewed at least every three years. 		
Enhanced		
<ul style="list-style-type: none"> Contracts with primary collection vendors are reviewed at least once every three years. 		

Exemplary		
•		

Indicator: The library provides a curated, up-to-date, and diverse collection.	Y	N
Essential		
• The collection is contemporary.		
• The collection is dynamic.		
• The collection reflects the community's needs.		
• The collection reflects the community's interests.		
• The collection reflects the community's standards.		
• The collection reflects the community's diversity.		
• The collection represents a wide variety of viewpoints.		
• The collection is available onsite in physical and digital formats.		
• The collection is available remotely in physical and digital formats.		
Enhanced		
•		
Exemplary		
•		

Indicator: The library collects data and analyzes statistics to inform collection development and management and to assess collection performance.	Y	N
Essential		
• Statistics track materials for different ages (youth, teen, adult).		
Enhanced		
• Circulation statistics track collection activity by branch.		
• Circulation statistics track collection activity by turnover rates.		
• Circulation statistics track collection activity by collection.		
Exemplary		
• Trends are identified by using three to five years of statistics.		
• Statistics are used to make data-driven decisions for collection development.		
• Statistics are shared regularly with stakeholders.		

3.2 Community Access to the Collection

STANDARD: The community has access to books and other items in the library collection in a variety of formats, subjects, and viewpoints.

Indicator: The library has a digital catalog of its materials.	Y	N
Essential		
<ul style="list-style-type: none"> The digital catalog is easily accessible onsite and offsite by patrons. 		
<ul style="list-style-type: none"> The digital catalog is kept up-to-date. 		
<ul style="list-style-type: none"> The digital catalog is maintained using existing national cataloging standards. 		
Enhanced		
<ul style="list-style-type: none"> The digital catalog is mobile-friendly. 		
<ul style="list-style-type: none"> The digital catalog includes book covers or cover art. 		
Exemplary		
<ul style="list-style-type: none"> The digital catalog offers patron recommendations. 		
<ul style="list-style-type: none"> The digital catalog provides predictive results. 		

Indicator: All users have access to all materials.	Y	N
Essential		
<ul style="list-style-type: none"> New materials are made accessible to the public in a timely manner. 		
<ul style="list-style-type: none"> The library orders new materials regularly throughout the year. 		
<ul style="list-style-type: none"> The library provides interlibrary loan services. 		
<ul style="list-style-type: none"> Through its website and other sources, the library provides access to electronic resources purchased by the state. 		
<ul style="list-style-type: none"> Checking out materials is made as simple as possible for patrons. 		
<ul style="list-style-type: none"> The library provides easy and accessible ways for patrons to give feedback on collections. 		
<ul style="list-style-type: none"> If more than 10 percent of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats. 		
Enhanced		
<ul style="list-style-type: none"> The library provides access to online databases as appropriate to meet the needs of the community. 		
<ul style="list-style-type: none"> The library provides adult basic skills materials and English Language Learner (ELL) materials for a wide variety of reading levels. 		
<ul style="list-style-type: none"> If more than five percent of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats. 		

<ul style="list-style-type: none"> Libraries housing local history and archival collections follow the best practices of the Society of American Archivists¹¹. 		
<ul style="list-style-type: none"> The library provides access to federal, state, and local government documents appropriate to the community. 		
<ul style="list-style-type: none"> The library provides access to special collections appropriate to the community. 		
<ul style="list-style-type: none"> The library participates in a resource-sharing consortia. 		
Exemplary		
<ul style="list-style-type: none"> 		

¹¹ Society of American Archivists, <https://www2.archivists.org/>

4. Services and Programs Standards

These OLA Public Library Division Services and Programs Standards dictate that library offerings are free of charge to everyone in the library’s service area. Alternate methods of delivery of service are explored and provided for diverse populations including people with disabilities and those unable to come to the library facility.

4.1 Services

STANDARD: Whenever the library is open to the public, the library provides services free of charge to patrons in its service area.

Indicator: The library provides services free of charge to everyone, as defined by written policies.	Y	N
Essential		
<ul style="list-style-type: none"> The library offers services that include a circulating collection, public technology, and programming for all ages. 		
<ul style="list-style-type: none"> The library provides services that meet the needs of the community’s demographics including special populations. 		
Enhanced		
<ul style="list-style-type: none"> The library facilitates or serves as custodian of local history. 		
Exemplary		
<ul style="list-style-type: none"> The library provides notary services. 		
<ul style="list-style-type: none"> The library provides resources and services to support local economic development. 		

Indicator: The library provides services to patrons of all ages and levels of literacy.	Y	N
Essential		
<ul style="list-style-type: none"> Library services are available in person or by telephone all hours the library is open to the public. 		
<ul style="list-style-type: none"> The library provides reference services. 		
<ul style="list-style-type: none"> The library provides readers’ advisory services. 		
Enhanced		
<ul style="list-style-type: none"> Library services are available through digital means all hours the library is open to the public. 		
Exemplary		
<ul style="list-style-type: none"> Library services are available outside of the library building. 		

Indicator: The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.	Y	N
Essential		
<ul style="list-style-type: none"> • These services are available in person or by telephone all hours the library is open to the public. 		
Enhanced		
<ul style="list-style-type: none"> • These services are available through digital means all hours the library is open to the public. 		
<ul style="list-style-type: none"> • The library ensures effective communication with persons with disabilities at all service points by providing staff with training, adaptive equipment and software, and by making materials available in alternative formats. 		
Exemplary		
<ul style="list-style-type: none"> • 		

Indicator: The library encourages/invites the community to make use of library space.	Y	N
Essential		
<ul style="list-style-type: none"> • The library has access to a public meeting space which is governed by a written policy. 		
Enhanced		
<ul style="list-style-type: none"> • The library has a public meeting and community space. 		
<ul style="list-style-type: none"> • The library has a procedure for members of the public to reserve a meeting room. 		
Exemplary		
<ul style="list-style-type: none"> • The library provides a variety of meeting rooms and community spaces based on local need. 		

Indicator: The library invites patrons to provide written feedback on the library and its services.	Y	N
Essential		
<ul style="list-style-type: none"> • The library provides comment cards at customer touchpoints. 		
<ul style="list-style-type: none"> • The library solicits feedback via the library website. 		
Enhanced		
<ul style="list-style-type: none"> • The library evaluates patron satisfaction with services on a regular basis. 		
Exemplary		
<ul style="list-style-type: none"> • The library conducts outcome-based surveys on its services annually. 		

4.2 Programs

STANDARD: The library develops and hosts educational, recreational, and cultural programs designed to best meet the diverse needs and interests of their individual communities.

Indicator: The library provides free educational and cultural programs to all ages.	Y	N
Essential		
<ul style="list-style-type: none"> The library offers summer reading programs for children and young adults. 		
<ul style="list-style-type: none"> The library provides programs that enhance lifelong learning for all community members. 		
<ul style="list-style-type: none"> The library provides current information about agencies and organizations that connect programs of interest to the patrons. 		
Enhanced		
<ul style="list-style-type: none"> The library offers summer reading programs for adults. 		
<ul style="list-style-type: none"> The library offers programs outside the library building. 		
Exemplary		
<ul style="list-style-type: none"> The library collaborates with community organizations, schools, and other educational institutions to provide community programs. 		

Indicator: The library provides early literacy programming.	Y	N
Essential		
<ul style="list-style-type: none"> The library offers regular storytimes for children. 		
<ul style="list-style-type: none"> The library provides current information regarding children's, adult and/or family literacy programs. 		
Enhanced		
<ul style="list-style-type: none"> The library provides space for, or referrals to, other agencies to teach literacy classes. 		
Exemplary		
<ul style="list-style-type: none"> 		

Indicator: The library invites patrons to provide feedback on its programs.	Y	N
Essential		
<ul style="list-style-type: none"> The library provides comment cards at customer touchpoints. 		
<ul style="list-style-type: none"> The library solicits feedback via the library website. 		
Enhanced		
<ul style="list-style-type: none"> The library evaluates patron satisfaction with programs on a regular basis. 		
Exemplary		
<ul style="list-style-type: none"> The library conducts outcome-based surveys on its programs annually. 		