

**MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD AGENDA**

Community Room

Wednesday, Jan. 18, 2023

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. Hiring Status of new position
    - b. Statistics
    - c. Updates on projects, programs, and training
    - d. Status of grants
  - 6. Committee Reports**
    - a. Technology Plan
    - b. Survey
  - 7. Old Business**
    - a. Unattended Children Policy
    - b. Review of Collection Development Policy/Reconsideration of Materials
    - c. EDGE Initiative
    - d. Review LAB by-laws, ethics and protocol policies
  - 8. New Business**
    - a. FY2023-24 Library budget proposal
    - b. OLA Public Library Standards (2021 edition)
      - i. Section 5: Technology Standards
      - ii. Section 6: Community Engagement and Advocacy Standards
  - 9. Public Presentations**
  - 10. Parking Lot**

Review progress of: Strategic Plan
  - 11. Adjournment**
- Next Meeting Date: Wednesday, Feb. 15, 2023**

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# MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD MINUTES

Community Room

Wednesday, Oct. 19, 2022

6:30pm

## 6:30pm REGULAR MEETING

1. Meeting was called to order by Chair Sharon Otte at 6:30pm.  
Members present: Sharon Otte, Jenny Aker, Bob Kister, Heather Sowa, Curt Schneider, Jackie Mills,  
Library Director  
Guests present: Jacqueline Marquez
2. **Changes or additions to the agenda:** after reviewing May's minutes, there were two items that are to be discussed at this meeting that were omitted from the agenda. Under "Old Business" will be added d. Unattended Children Policy and e. Collection Development Policy review.
3. **Approval of Minutes:** MSP (Heather/Jenny) to approve minutes as revised.
4. **Chair Report:** Sharon commented on the carpet installation in June and the volunteers who worked so hard and saved the City so much money. Carpet looks great.
5. **Library Director's Report**
  - a. **Statistics:** Jackie reviewed the statistics for end of year FY2021-22, first quarter FY2022-23. The State Report, which is normally reviewed at the October meeting, is not yet finished. Jackie will send it out via email when it is done.
  - b. **Summer Reading Program 2022:** The numbers were lower than expected but the program was a huge success. Katie did a great job with her first SRP. The survey results indicated that people were very happy with this year's program, and especially liked looking for Blueberry. There was some discussion about whether publishing the SRP log in the June 15 edition of *Our Town* was worth the \$100 cost + printing. There was a consensus that even though it was only used as a reading log by two participants, the exposure to the program was worth it. It was suggested in future to submit a press release to highlight the special programs offered that hopefully will be published in conjunction with the log.
  - c. **Hiring status of new position:** Jackie explained the evolution from a 40-hour Youth Services Coordinator (Katie didn't want to increase her hours and we want to keep Katie), to a 30-hour with full benefits Outreach and Programming Coordinator position. Eventually, Jackie will reduce her hours to cover the discrepancy in budgeted cost. Ten candidates applied; six will be interviewed with a decision planned by the end of October.
  - d. **Updates on projects, programs, and training:**

**Courtyard:** Since our May meeting, the courtyard has been paved—our tree, a Lion's Head Japanese maple, will be installed the first week in November. The tree planter will be topped with cap stones and will be painted as a book shelf by Katie in the spring. Titles will be determined by submissions from patrons. Skate board deterrents are sold in sets of 40 and are expensive, so we will see if they are needed.
- **Giving in July:** The library hosted "Giving in July" and collected socks and food for the Senior Center and Mission Benedict. The library delivered 62 pairs of socks, a pair of gloves, toiletries, a pair of shoes, and 65 food items to Mt. Angel Senior Center and Mission Benedict. We will also host "Food for Friends" in November since we no longer have fines.

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**New materials:** The library now has 8 Launchpads (preloaded themed tablets for children) and a small Russian collection available for checkout.

**Oct and Nov events:** The library hosted a Family Movie Night with the school district in October that was very well attended. The district liaison, Teresa Murphy, reached out for the collaboration. Jackie commented that computer classes (paid for by a LSTA grant pre-COVID) began in Jan and take place the first Thursday of the month.

**ARSL:** Jackie attended the Association of Rural and Small Libraries conference in Sept. Her presentation went very well and she gained some helpful knowledge RE surveys, strategic plans, and summer reading programs for teens.

- e. **Status of grants:** We are in year 2 (of 4) of the STEAM Equity Grant. This year's exhibit will be here Jan. 17-April 11, 2023, theme "Soy Super Curios@/I'm Super Curious." Six STEM Kits are now available for checkout with more to come. They are for a variety of ages (beginning at 5 years, but grant funds are mostly spent for Middle School age). The library is hosting a weekly program for girls and guys (separate) called Bird Watch, a kit from the California Academy of Sciences, that will teach participants how to collect data for eBird, a citizen science app, that will be used by scientists. We are also planning a Middle School Family Science Night on Nov. 17 in collaboration with 2 MS science teachers.

## 6. Committee Reports—none

## 7. Old Business

- a. **LAB By-laws for a Youth Representative update:** Katie is planning to start a Teen Advisory Board (first meeting in November). It is hoped that a LAB Youth Representative will organically come out of that group.
- b. **Technology Plan: Public Library Standard 9.1:** Jackie asked for examples of Technology plans in multiple places and discovered that very few libraries have them. She would like an ad hoc committee formed to help her create a plan for review. Sharon volunteered and we "volunteered" James Leahy, a teen library volunteer, to also help.
- c. **Intellectual Freedom Documents (cont.):** There are three documents mentioned in the PL Standards that the Board has not officially adopted: "Policy on Confidentiality of Library Records," "Access to Library Resources and Services for Minors," and "Library Freedom to View Statement." MSP (Curt/Bob) to adopt these standards.
- d. **Unattended Children Policy—tabled until Jan. 2023**
- e. **Collection Development Policy/Reconsideration of Materials review—tabled until Jan. 2023**

## 8. New Business

- a. **Set 2023 meeting dates—MSP (Heather/Curt)** to approve 2023 meeting dates as proposed.
- b. **Library Endowment—**New wording for the Endowment is needed since we have more than one donor involved now. MSP (Jenny Heather) to accept new wording as proposed. It will now go to City Council for approval.
- c. **Survey—**The library should be conducting a survey once a year, but has not done a survey since COVID. Jackie would like an ad hoc committee formed to help her construct a survey and determine how best to distribute. Jenny and Heather volunteered.
- d. **OLA Public Library Standards (2021 edition)** LAB evaluated the library against each indicator in Sections 3 and 4.

### i. Section 3: Materials Standards

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MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD MINUTES

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ii. Section 4: Services and Programs Standards

9. Public Presentations—none

10. Parking Lot

**Review progress of: EDGE Initiative (will review in Jan.), Strategic Plan**—There are still several groups that need to be heard from. Jackie told the committee about a donation from LIBROS of Oregon (where our grant for Spanish materials came from last spring) that must be used for programing/services for Spanish speaking patrons. She wants to use those funds to host a dinner and loteria at St. Mary Catholic Church.

**Bob Kister** submitted his resignation from the LAB because he and his wife are in the process of moving away from Mt. Angel. All members of the LAB expressed their thanks for his years of service to the library and community. He will be missed.

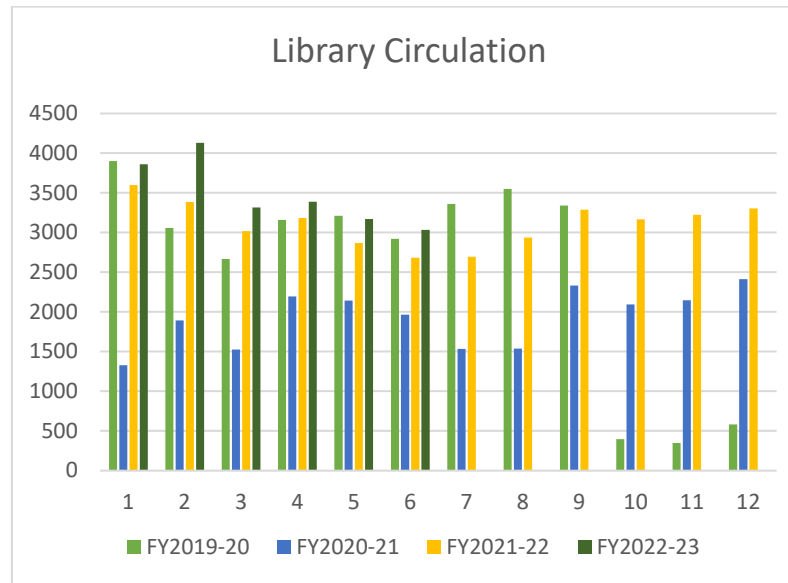
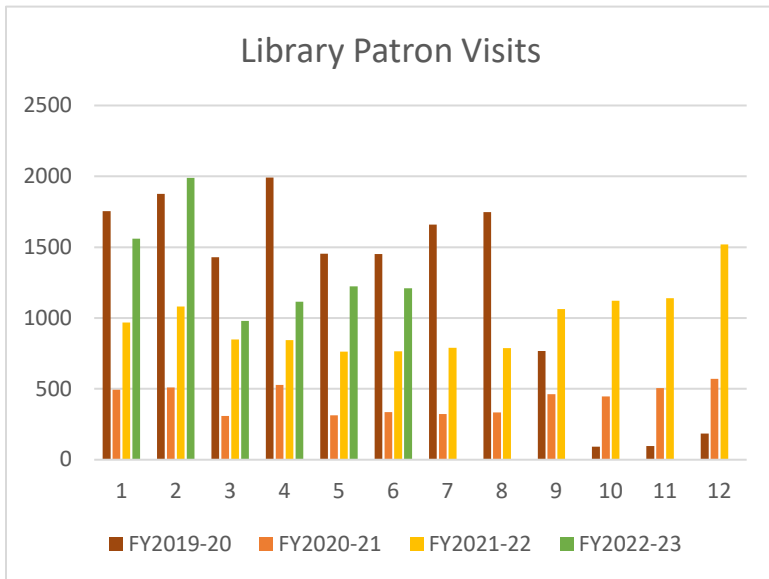
11. Adjournment at 8:07pm

**Next Meeting Date: Wednesday, Jan. 18, 2023**

<b>FY2022-23</b>	<b><u>July</u></b>	<b><u>Aug</u></b>	<b><u>Sept</u></b>	<b><u>Oct</u></b>	<b><u>Nov</u></b>	<b><u>Dec</u></b>	<b><u>Jan</u></b>	<b><u>Feb</u></b>	<b><u>Mar</u></b>	<b><u>Apr</u></b>	<b><u>May</u></b>	<b><u>June</u></b>	<b><u>Totals</u></b>
<b>Patron Visits (In-Person)</b>	1560	1989	980	1115	1224	1211							8079
<b>Total Circulation</b>	3859	4123	3316	3389	3170	3033							20890
<b>Volunteer Hours</b>	97.5	143	83	89.5	95.25	66.25							574.5
<b>Total # of Volunteers</b>	16	16	11	17	15	11							
<b>New Users</b>	19	23	18	13	34	8							115
<b>Reference Questions</b>	171	216	127	164	167	163							1008
<b>Phone Calls</b>	62	106	64	48	57	59							396
<b>Adult Programs</b>	3	5	7	6	6	5							32
<b>Adult Attendance</b>	11	24	30	18	26	32							141
<b>Teen Programs</b>	4	2	1	5	4	2							18
<b>Teen Attendance</b>	33	17	0	12	6	20							88
<b>Children's Programs</b>	19	18	10	10	13	13							83
<b>Children's Attendance</b>	252	483	145	132	163	218							1393
<b>Outreach Programs</b>	0	1	0	2	4	2							9
<b>Outreach Attendance</b>	0	164	0	548	148	25							885
<b>Passive programs</b>	3	1	2	1	1	2							10
<b>Passive participation</b>	186	79	297	20	15	46							643
<b>Total Programs</b>	29	27	20	24	28	24	0	0	0	0	0	0	152
<b>Total Program Attendance</b>	482	767	472	730	358	341	0	0	0	0	0	0	3150
<b>Items added</b>	170	182	204	185	246	178							1165
<b>Items discarded</b>	79	41	189	103	189	191							792
<b>ILLs fulfilled</b>	2	0	2	2	0	2							8
<b>Cultural Passes</b>	4	2	2	3	3	4							18
<b>Mobile Wifi Device **</b>	7	3	2	0	0	0							12
<b>Wifi Sessions</b>	1209	1333	4258	703	1275	1329							10107
<b>Patron Computer Sessions</b>	14	62	32	26	30	21							185
<b>Patron Computer Time</b>	4.56	28.19	12.56	12.52	11.27	5.54							74.64
<b>Community Room events</b>	12	15	12	12	7	7							65
<b>Home Delivery</b>	14	14	12	14	10	15							79
<b>Total Items</b>	28651	28868	28883	29055	29296	29355							174108

\*\* Grant ended Sept. 2022

<b>FY2022-23</b>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>Totals</u>
<b>Activity Packets Teens</b>	0	0	0	0	0	0							0
<b>Activity Packets Elem</b>	12	0	0	107	0	65							184
<b>1000 Bks before Kind.</b>	0	0	0	4	1	0							5
<b>Job Search</b>	1	1	1	0	2	0							5
<b>Curbside Holds</b>	0	0	0	0	0	0							0
<b>Exploration Space</b>	86	57	3	0	0	0							146
<b>STEAM Exhibit</b>	0	0	0	0	0	0							0
<b>STEM Kits (begin Oct.)</b>	0	0	0	4	4	12							20
<b>Launchpads (begin Aug.)</b>	0	2	5	4	1	3							15
<b>Cooling Center</b>	10	0	0	0	0	0							10
<b>Buttons</b>	0	0	0	0	0	0							0
<b>Laminating</b>	0	0	1	0	1	1							3
<b>Hold locker</b>	0	7	0	0	0	0							7





**STEM** Science, Technology,  
Engineering, Mathematics

**KITS**

**now Available:**

1	Astronomy Binoculars	6+ years
2	Astronomy Telescope	8+ years
3	Chicken Anatomy	8+ years
4	Oregon Birds & Animals	6+ years
5	Oregon Plants & Bugs	5+ years
	Coding 2: Botley Coding Robot	5+ years
6	Robot	5+ years
7	Circuits 1: Snap Circuits	8+ years
8	Atoms	10+ years
9	Molecules	10+ years

# UNATTENDED OR LOST CHILDREN POLICY

## 1. Unattended or Lost Children Policy

### **Statement of Purpose**

It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that the Mt. Angel Public Library provides a safe and pleasant experience for all who use it. This policy is to be implemented when children are lost, frightened, stranded or otherwise need assistance because they are alone.

### **Policy Statement**

Children age seven and under may not be left alone in the Library. Parents/caregivers are responsible for children's behavior.

### **Child Left Unattended During Open Hours**

If it is determined that a child is lost or left unattended, a staff member should try to identify and locate the parent/caregiver, according to the following procedure:

1. Children left unattended are often frightened and crying and should be reassured by the staff.
2. Walk around the library with the child, looking for the parent/caregiver and informally asking for assistance. Often other people in the area can provide information.
3. When an adult is located, gently remind him/her about the Library policy on unattended children. For example, "Your child was scared. The Library thinks it's important that an adult stays with a child under age 8."
4. If the parent/caregiver is not found in the building, a staff member should stay with the child until someone can be located, through searching the computer database, phone book, city directory, etc.
5. If, after making an attempt, the parent/caregiver has not been located, the staff member will call the police (911). Explain to the child that no-one is in trouble but that we want to make sure the child gets home safely.
7. Under no circumstances will a staff member take the child out of the building.

### **Child Left Unattended at Closing**

1. Check through the building and look for the child's parent/caregiver.



2. If the parent/caregiver is not in the building, two staff members should stay with the child until someone can be located. Normal efforts to locate parents, relatives, neighbors/family friends, etc. should be made, using information from the child. The computer database, phone book, and city directory may be used if necessary.
3. If, after making an attempt, the parent or another responsible adult has not been located, call the police (911). Explain to the child that no-one is in trouble but that we want to make sure the child gets home safely.
4. Under no circumstances will a staff member take the child out of the building.

### **Child Reported Lost or Missing**

If a parent/caregiver reports a child missing, staff will follow this procedure:

1. Obtain name, age and description of the child.
2. Ask staff for their assistance in locating the child. Provide a name and/or description of the child. Watch exits.
3. Check all areas thoroughly, including bathrooms, offices and storerooms.
4. Check outside the Library.
5. Call the police (911) if unable to locate the child.
6. If the child is found, make an announcement that the child has been found.

*Timelines and actions may vary with the maturity of the child, the time of year, the weather and staff availability. The goal is to be helpful and to keep library patrons safe.*

[Code Adam \(missingkids.org\)](http://missingkids.org)

## **Children's Code of Conduct**

- Children 0 through 6 years old MUST be accompanied and supervised by a responsible caretaker at all times
- Children 7 through 9 years old MUST have a responsible caretaker somewhere in the library during their visit
- WALK, DON'T RUN
- USE INSIDE VOICES
- Treat library materials respectfully

Books not checked out should be left stacked neatly on a table.

Puppets, puzzles, and other active toys should be picked up, placed in their containers and returned to their proper spaces so the next child can enjoy them.

If children are left unattended at the library and no responsible caregiver can be found or contacted, the Mt. Angel Public Library staff must, by law, contact the Police Department. An officer will come to pick up the child and continue to try to contact the caregiver. This is for your child's safety and well-being.

# COLLECTION DEVELOPMENT POLICY

## MT. ANGEL PUBLIC LIBRARY

### LIBRARY MISSION

The mission of Mt. Angel Public Library is: Empowering our community to learn, explore, create, and connect.

Mt. Angel Public Library's collection development policy reflects the mission of public libraries to provide access to information and support diversity, democracy and intellectual freedom.

It is the goal of the library to provide free, equal, and equitable access to a high quality collection of information resources in a variety of formats, reflective of the diversity of the community. Materials available in the library present a diversity of viewpoints, enabling the community to make the informed choices necessary in a democracy.

### INTELLECTUAL FREEDOM

The library fully endorses the principles documented in the American Library Association's [\*Library Bill of Rights\*](#), the [\*Freedom to Read Statement\*](#), and the [\*Freedom to View Statement\*](#).

The library selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

### OBJECTIVES

Mt. Angel Public Library's vision is to provide materials, programs, and services to help community residents of all ages and cultural backgrounds meet their informational, educational, professional, and recreational needs. The library supports:

- Inquisitive preschoolers
- Successful Students
- Skilled Workers and Entrepreneurs
- Engaged Citizens and Critical Thinkers
- Lifelong Learners and Creators

The collection supports the core library services that include creative programming for all ages, reference services, reader's advisory assistance, outreach activities, and technology/computer/Wi-Fi access. The collection includes materials for patrons to check out including children's, large print, nonfiction, music, DVDs, popular fiction, graphic novels,

## COLLECTION DEVELOPMENT POLICY MT. ANGEL PUBLIC LIBRARY

magazines, Spanish language materials, toddler totes, audiobooks, graphic novels, and eBooks. The Library has joined with surrounding libraries by participating in the Chemeketa Cooperative Regional Library Service [CCRLS] to share resources. Our patrons have access to over 1 million items through our partner libraries in CCRLS, as well as 24-hour online access to digital downloads, databases, videos, and other electronic resources.

The Mt. Angel Public Library is a “popular materials” library and maintains a varied and current collection covering a wide range of subjects and containing multiple points of view. The library's collection is dynamic, with an emphasis on up-to-date and in-demand materials. The library provides information resources in physical and electronic formats in an effort to deliver the broadest possible access to content both within and beyond the library's walls.

The majority of the library's collection development activities will be conducted to create a collection of popular and informational works that is evaluated continually. The collection embraces broad fields of knowledge with basic, representative works in many subject areas, emphasizing materials that are useful for the general public. Textbooks and materials of a highly technical or specialized nature of limited community interest will generally not be collected. Access to other specialized and comprehensive collections that exist elsewhere in CCRLS or in the state of Oregon is provided through cooperative networking, interlibrary loan via Worldcat, and direct referral.

### RESPONSIBILITY FOR SELECTION

Selection and collection maintenance of library materials is under the authority and at the discretion of the Library Director, with input from staff and patrons.

### SELECTION CRITERIA

In selecting materials and developing collections for adults, children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial and socio-economic diversity not only of the region it serves, but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection rather than censorship. Furthermore, the selection of a given item for a library's collection should not be interpreted as an endorsement of a particular viewpoint.

## COLLECTION DEVELOPMENT POLICY MT. ANGEL PUBLIC LIBRARY

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable, nor is this an exhaustive list.

- Subject
- Popular Demand/Usage Potential
- Quality/Accuracy
- Core Collections
- Balance within the collection of diverse viewpoints
- Author or Publisher
- Format and ease of use
- Cost/Value & availability
- Appropriateness and readability for intended audience
- Date of publication
- Local interest/historical value
- Contemporary significance
- Timeliness of information
- Creative, literary or technical quality
- Relationship to other materials and adequacy of coverage in a subject area
- Professional reviews from a variety of sources
- Physical appearance and condition
- Space limitations

### SUGGESTIONS FOR PURCHASE

The library encourages input from its community concerning the collection. A “Suggest A Purchase” form (See APPENDIX A) enables the community to request that a particular item or material on a certain subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library’s intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community.

### SELECTION OF CONTROVERSIAL MATERIALS

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library’s collection.

All public libraries contain materials that some patrons may find objectionable. Likewise, library collections might lack materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

# COLLECTION DEVELOPMENT POLICY

## MT. ANGEL PUBLIC LIBRARY

### SPECIAL COLLECTIONS

Mt. Angel Public Library has one Special Collection made up of well-loved classic titles that are not in pristine condition. They remain in the collection because they are beloved by certain patrons. This collection may be weeded annually based on lack of circulation.

### GIFTS AND DONATIONS

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine whether and how best to incorporate such materials into the existing collections. Donations that do not meet selection criteria will be donated to the Friends of the Library for sale, or donated or disposed of at the discretion of the Library Director.

### COLLECTION MAINTENANCE AND WEEDING

In an effort to maintain a relevant, popular, and appealing collection, the library engages in ongoing evaluation of owned materials. This policy's selection criteria, the [CREW method](#), and other best practices are used when evaluating collections.

### DISPOSITION OF WITHDRAWN MATERIALS

Materials that have been withdrawn may be first offered to local schools. Items withdrawn from the collection will be donated or disposed of at the discretion of the Library Director.

### POLICY REVISION

The Collection Development Policy should be evaluated and approved by Mt. Angel City Council at least every three years.

### RECONSIDERATION

The library fully endorses the principles documented in the [American Library Association's Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable

## COLLECTION DEVELOPMENT POLICY MT. ANGEL PUBLIC LIBRARY

to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the Library Director. If the patron is not satisfied with the response to their request, the Director will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn materials are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Materials that are not sold will be disposed of at the discretion of the Friends of the Library.

### **Mt. Angel Public Library Procedures for Handling Formal Complaints**

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library Director.
3. The Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 21 calendar days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 14 calendar days to the Library Advisory Board via the Library Director or City Manager.
6. The Board may address the appeal at their regularly scheduled Board meeting or schedule a special meeting, providing 7 calendar days' notice. The individual will be notified of when and where the meeting will be held as an invitation to attend.
7. Public comments will be limited to 3 minutes per person.
8. When addressing the appeal, the Board will follow an amended version of the "Guidelines for Reconsideration Committees" and "Conducting a Challenge Hearing" published by the American Library Association as outlined below.
9. The decision of the Board will be determined by a majority vote. A tie results in the resource remaining in the collection. The decision of the Board is final.

NOTE: The Library Advisory Board usually functions exactly as that, an advisory board. In this specific role only, the Library Advisory Board acts on the behalf of and with the authority of the Mt. Angel City Council. See Appendixes B-E for guidelines governing Reconsideration Committees, Conducting a Challenge Hearing, and Intellectual Freedom Core Documents.

COLLECTION DEVELOPMENT POLICY  
MT. ANGEL PUBLIC LIBRARY

**Mt. Angel Public Library**  
**Reconsideration of Materials Form**

The Mt. Angel City Council has established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_\_

Or an organization? \_\_\_\_\_

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording

\_\_\_ Digital Resource \_\_\_ Game \_\_\_ Newspaper \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_



COLLECTION DEVELOPMENT POLICY  
MT. ANGEL PUBLIC LIBRARY

6. What action are you requesting the committee to consider?

\_\_\_\_\_

APPENDIX A

Suggest a Purchase

Date \_\_\_\_\_

What format would you like purchased (circle one)?

Book          Audio          DVD          Large print          Other \_\_\_\_\_

Title:

\_\_\_\_\_

Author's Name:

\_\_\_\_\_

Publisher (optional): \_\_\_\_\_ ISBN (optional): \_\_\_\_\_

Copyright year: \_\_\_\_\_ How did you become aware of this item? \_\_\_\_\_

Do you wish to be notified if the Library purchases this item (circle one)?          Yes          No

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_ Library card number \_\_\_\_\_



APPENDIX B

Guidelines for Reconsideration Committees

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than on defense of individual materials. The freedom to read is essential to our democracy.

COLLECTION DEVELOPMENT POLICY  
MT. ANGEL PUBLIC LIBRARY

- Read all materials referred to you including the full text of the material in question and read available reviews.
- Review library mission statement, policies, and professional guides.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- While there may be a need for public comments to be heard, the reconsideration committee meeting should be closed.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's collection policy.
- The Reconsideration Committee Report (see below), presenting both majority and minority opinions, should be completed and presented to the Library Director with a determination to retain the material in its original location, to relocate the material to an advisory location, or to remove the material.
- Establish a procedure for communicating the committee's determination to the Library Director and to the person who made the formal reconsideration request.

**Reconsideration Committee Report** (add space as needed)

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Has every member of the committee read the material entirely? If not, why?

---

Resources consulted: (include policies, articles, reviews etc.)

---

Reconsideration committee recommends:

---

Justification and comments: (include majority and minority positions)

---

Signatures of Reconsideration Committee Members:

Date:

---

Source: <http://www.ala.org/tools/challengesupport/reconsiderationcommittees>

# COLLECTION DEVELOPMENT POLICY

## MT. ANGEL PUBLIC LIBRARY

Magi, Trina J., Martin Garnar, and American Library Association. 2015. *Intellectual Freedom Manual*. Ninth Edition. Chicago: ALA Editions, An imprint of the American Library Association.

### APPENDIX C

## Guidelines for Conducting a Challenge Hearing

### *Before the Hearing:*

Each member of the Library Advisory Board should review:

- The library collection development policy
- How the library has responded to the challenge and the decision made
- Policies and procedures (including open meeting laws) that should be followed

Have all members of the Library Advisory Board read, view, or listen to the challenged resource in its entirety.

Decide ahead of time on the length of the hearing and set definite beginning and ending times.

Announce the hearing at least 7 calendar days before the event.

Prepare a news release covering the facts, and make it available to media representatives who attend or ask questions, along with a copy of the Library Bill of Rights and your library's collection development policy. It is important that the media and the public understand that the library's decisions are not arbitrary, but based on a great deal of work, thought, and consultation.

If desired, seek support from groups and individuals who can speak in support of the freedom to read, view, and listen, or who can send written expressions of support (e.g., attorneys, educators, students, librarians, ministers, people from the media, your state intellectual freedom committee, local colleges and universities, educational groups).

### *At the Hearing:*

Distribute copies of the Library Bill of Rights and your library's collection development policy.

Ask people who wish to speak to sign in.

Have the Chair of the Library Advisory Board preside. At the beginning of the hearing, she/he should explain the process the Library Advisory Board will follow and when it will issue its decision.

Have individuals speak in the order they signed in, and appoint a timekeeper to limit each speaker to 3 minutes.

Once everyone who wishes to speak has done so, close the meeting for deliberations.

# COLLECTION DEVELOPMENT POLICY

## MT. ANGEL PUBLIC LIBRARY

Sources:

<http://www.ala.org/tools/challengesupport/hearing>

Magi, Trina J., Martin Garnar, and American Library Association. 2015. *Intellectual Freedom Manual*. Ninth Edition. Chicago: ALA Editions, An imprint of the American Library Association.

## APPENDIX D

### Intellectual Freedom Core Documents

*Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries –American Library Association*

#### First Amendment

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

#### Library Bill of Rights and Interpretations

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

#### Code of Ethics of the American Library Association

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

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

# COLLECTION DEVELOPMENT POLICY

## MT. ANGEL PUBLIC LIBRARY

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

### 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

# COLLECTION DEVELOPMENT POLICY

## MT. ANGEL PUBLIC LIBRARY

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.*

## COLLECTION DEVELOPMENT POLICY MT. ANGEL PUBLIC LIBRARY

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.

a. **Review EDGE Initiative Progress**

Of the eleven action items from the EDGE Initiative, the following have been accomplished:

- 2.1 **Ensure photo editing software is available in at least 50% of locations. (Level 2)** Four “Photoshop Elements 2019 ESD (multi-language)” licenses have been purchased from TechSoup for the public computers. Installation will occur soon. (Still pending) **2023 NOTE: This technology is now readily available for free.**
- 8.2 **Library staff assigned to assist patrons are responsible for maintaining technology competencies. All staff completed a Tech Skills Checklist for Public Library Supervisors and Staff.**  
Review technology related performance as part of annual employee evaluations. (Level 2) **Staff is responsible for acquiring training to “fill in the gaps” in the Checklist referenced above.**  
Include expectations for technology performance in annual goal setting for public services staff. (Level 3) **Staff is evaluated regarding training they complete during the year. They are required to “attend” at least one training per month, including technology.**
- 4.1 **Deliver a presentation about library technology to community group(s) at least annually. (Level 2)** Jackie presented at Mt. Angel Chamber of Commerce on Jan. 8, 2020. **2023 Update: No presentations have been made since COVID. Jackie will put it on her “to-do” list and work with KB on making this happen soon.**

In progress:

- 11.1 **The library accommodates users with disabilities.**  
Provide at least one public terminal with equipment or programs that enable use by the visually impaired and by people with motor and dexterity impairments. (Level 1) Jackie has compiled a list of equipment and will request its purchase by the Friends of the Library (annual meeting postponed). **2023 Update: Jackie will request this purchase from the Friends of the Library at their annual meeting in April.**

Awaiting a new website, which is in progress (but currently on hold):

- 2.2 **Monitor and update website links and content at least monthly. (Level 1) Done**  
**Review library website usage reports at least quarterly. (Level 2)**  
**Need to find out how.**  
**Perform a content inventory of the library’s website at least annually. (Level 3)**  
**This will be a task for KB.**
- 2.3 **Offer access to online interactive language learning tools through the library’s website and/or language learning software. (Level 2) Done**
- 3.3 **Provide proctoring of exam for online learners to support the use of public technology for patrons pursuing educational opportunities. (Level 3) Done**
- 5.2 **Provide and maintain a roster of community organizations to help distribute materials about library technology services and a roster of organizations that offer technology services and resources to easily refer community members in the event additional services are needed. (Level 1) Done**

Must be delayed or revised until stay-at-home orders are repealed:

- 4.2 **Conduct community-representative focus groups on the community’s technology needs to help gather feedback from your community on its public technology needs. (Level 2) Planned in Spring 2023**



4.3 The library surveys its patrons about technology use in strategic purpose areas. Survey patrons annually about public technology use and outcome in workforce development, eGovernment, Education and Health & Wellness. (Level 1) **Planned in Spring 2023**

6.2 Conduct an annual survey to gather feedback from the community and includes questions about personal importance of library technology (Level 2) and measures importance of library technology to others in the community (Level 3) **Planned in Spring 2023**

## BYLAWS OF THE MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD

### ARTICLE I NAME AND PURPOSE

This organization shall be called the “Mt. Angel Public Library Advisory Board” and shall assume and perform the functions delegated to it in Mt. Angel Municipal Code 31.20-24, Ordinance Nos. 269 and 734; 1993 Code, §1-2.1; and Amending Ordinance Nos. 582 and 442.

The Mt. Angel Public Library Advisory Board members advocate for library support, promote library services and programs, serve as liaison and representative from the community on library matters, and support the library’s vision and values, such as intellectual freedom, promotion of life-long learning and the right to access content. The Advisory Board of the Mt. Angel Public Library exists to advise, recommend, and advocate for the library to the policy-making governing body, the City Council of the City of Mt. Angel. The Advisory Board supports the Library Director in preparation of annual budget requests and provides guidance to the City Council (through the Library Director and City Manager) on the acceptance, use or expenditure of any real or personal property donated to the library. The Board promotes the work of the library and provides support and input to the Library Director, as well as leadership to the community regarding library services and resources.

### ARTICLE II MEMBERSHIP

- Section 1. The Board shall consist of five members appointed for four year terms by the mayor of the city of Mt. Angel and confirmed by the City Council. Each appointed board member may serve no longer than two consecutive terms (8 years). A past member may be appointed again by the mayor after a one year absence from the board.
- Section 2. In an effort to consider the perspective of Mt. Angel youth, the Board may add a youth library patron (grades 7-12) who is appointed to a one year term by the mayor of the city of Mt. Angel and confirmed by the City Council. The youth member may serve additional years upon reappointment. The youth member is a voting member but shall not be eligible to serve as Chairperson of the Library Advisory Board.
- Section 3. Any appointed board member can be removed from office as stated in Section 4 of Ordinance 582.
- Section 4. In the event of any vacancy by death or resignation of any member, the Mayor shall fill the vacancy by appointment for the unexpired term. Any member of the Library Advisory Board shall serve at the will of the City

Council, and any member may be removed by a majority vote for removal by the City Council.

- Section 5. The members will work to reflect the demographic diversity of Mt. Angel citizens.

### **ARTICLE III OFFICERS**

- Section 1. The officer of the Mt. Angel Public Library Advisory Board shall be a Chairperson.
- Section 2. The Library Advisory Board shall elect a Chairperson from among its members at the final meeting of the fiscal year.
- Section 3. The Chairperson shall serve a term of one year commencing with the meeting following election and ending after the meeting at which a successor is elected.
- Section 4. The Chairperson shall preside at all Board meetings, appoint all committees and generally perform all duties associated with that office.
- Section 5. In the absence of the Chairperson from a Board meeting, the members shall select a temporary Chairperson for that meeting.
- Section 6. The Secretary to the Board shall be the Library Director who shall keep a fine and accurate account of all Board meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board, and shall generally perform such duties associated with that position.

### **ARTICLE IV MEETINGS**

- Section 1. The regular meetings of the Mt. Angel Public Library Advisory Board shall be held a minimum of four times each year. The date, hour and location of the meetings shall be set by the Board at its fall meeting.
- Section 2. The order of business for the regular meetings shall include, but not be limited to, the following items which shall be covered in sequence shown as far as circumstances will permit.
- a. Call To Order
  - b. Changes or additions to the agenda
  - c. Approval of Minutes

- d. Library Director's Report
- e. Committee Reports
- f. Old Business
- g. New Business
- h. Public Presentations
- i. Adjournment

- Section 3. Special meetings may be called by the Chairperson or Secretary to the Board or at the request of two members, provided that notice is given to all members and the public at least 24 hours in advance of the special meeting.
- Section 4. A quorum is required for meeting and for library decision making. A quorum shall consist of three members of the Board, excluding the secretary.
- Section 5. Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

#### ARTICLE V COMMITTEES

- Section 1. The Chairperson shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after a final report is made to the Board.
- Section 2. All committees shall make a progress report at each Board meeting.
- Section 3. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### ARTICLE VI DUTIES

The duties of the Library Advisory Board shall be as follows:

- A. To formulate rules and policies for the governance of the library;
- B. To prepare and submit an annual budget request;
- C. To approve, or delegate to the Library Director the responsibility for approving all expenditures from the Library Endowment Fund;
- D. To accept, use or expend any real or personal property or funds donated to the library, or purchase, control, or dispose of real and personal property as necessary for the purposes of the library; except that each donation shall be administered in accordance with its terms, and all property or funds shall be held in the name of the city;
- E. To select sites for public library buildings or for the location of library facilities; and

**Commented [JM1]:** Review this paragraph. Is it necessary in light of the donation policy?

F. To carry on other activities as the Council may assign.

#### **ARTICLE VII AMENDMENTS**

The bylaws may be amended at any meeting of the Board with a quorum present by unanimous vote of the members present, provided the amendment was stated in the agenda.

Donation Policy as recorded on the library website:

## **Library Donation Policy**

### **Thank you for your donation in support of the Library!**

Materials you donate will be considered for the library collection in accordance with the Library's Collection Development Policy.

If the library cannot use the materials, they will be sold at the Friends of the Library book sale or donated to a charitable organization. Money from the book sale supports the library.

We cannot return donated items if we do not use them in our collection.

Donations in non-returnable bags or boxes are accepted during regular library hours.

### **We accept the following materials in good condition:**

- Books
- CDs
- DVDs

### **We cannot accept:**

- Encyclopedias
- National Geographic magazines
- Readers Digest condensed books
- Textbooks
- Materials that are moldy, smelly, or in poor condition
- Pamphlets/catalogs
- Magazines
- Vinyl records
- Equipment or furniture
- VHS tapes

**Please ask for a donation receipt to use at tax time. Thank you!**

# **ETHICS POLICY**

## **FOR THE**

### **MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD, LIBRARY EMPLOYEES & LIBRARY VOLUNTEERS**

The Mt. Angel Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members, employees and volunteers conduct business on behalf of the Mt. Angel Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

#### **Guiding Principles for Library Advisory Board, Library Employees and Library Volunteers:**

- Should uphold the integrity of the Mt. Angel Public Library and should perform their duties in a fair, impartial, objective, and diligent manner
- Should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system
- Must respect the confidential nature of library business and not disclose such information to anyone
- Shall support the efforts of the library in resisting censorship of library materials by groups or individuals, and also be aware of and in compliance with Freedom of Information laws and policies
- Should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being, in conflict with the best interests of the Mt. Angel Public Library
- Should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates the public's trust
- Should not use or attempt to use their position with the Mt. Angel Public Library to obtain unwarranted privileges or advantages for themselves or others
- Should not be swayed by partisan interests, public pressure, or fear of criticism
- Should not denigrate the organization or fellow Board members, employees and volunteers in any public arena
- Shall comply with all the laws, rules and regulations that apply to them and to their library
- Must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board/Library even if they disagree
- Shall immediately disqualify him/herself whenever a conflict of interest or the appearance of a conflict of interest exists
- Shall not interfere with the management responsibilities of the Director or the supervision of library staff, and shall uphold the established chain of command.

**Therefore:**

To preserve and uphold the Mt. Angel Public Library's reputation as an organization of unimpeachable integrity, each Board member, employee and volunteer will sign a Ethics statement annually (and at the commencement of his/her service) during their tenure with the Mt. Angel Public Library.

**Compliance:**

- If any Board member or the Library Director appears to be with conflict of the "Guiding Principles" above, he or she will be asked to meet with the Library Advisory Board to discuss the issue. The Board will make a recommendation to the City Council.
- Employees and volunteers who are or appear to be in conflict with the "Guiding Principles" may be subject to discipline or discharge.

**ETHICS POLICY**  
**FOR THE**  
**MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD,**  
**LIBRARY EMPLOYEES & LIBRARY VOLUNTEERS**

I have received, read and agree to abide by the Ethics Policy as stated in this document.

Further, this is to certify that I am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Mt. Angel Public Library that has resulted or could result in personal benefit to me.

A Board member shall immediately disqualify him/herself whenever a conflict or appearance of conflict of interest exists. Likewise, an employee or volunteer shall report a conflict or appearance of conflict immediately to the Library Director. Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organization having transactions with the Mt. Angel Public Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Mt. Angel Public Library position:

\_\_\_\_\_



# MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD

## Interpersonal Standards, Protocols, and Ground Rules

Length of Term:	4 years
Term Limit:	2 terms
Number of Members:	5
Residency Requirements:	Must be a resident of the City of Mt. Angel
Who Appoints:	Mayor with approval by City Council

Library Advisory Board members value a positive and productive working relationship amongst itself and with the City Council, other members of Boards and Commissions, elected officials, neighboring colleagues, City staff, and the general public. Toward that end, the Board has adopted a set of interpersonal standards, protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

### **General Protocol**

- Always conduct oneself in a professional, courteous, and respectful manner fitting of those who hold a position of public trust
- Never compromise your personal integrity or the honor and good faith of the Board, the Mt. Angel City Council, and the City of Mt. Angel
- Do not criticize in public—issues should be addressed in private when possible
- Listen attentively—avoid interrupting—be respectful
- Do not act as a committee of one—advising a library requires a team effort
- Remember, we represent all of the people, not a select few interests
- Never allow conflicts of interest to arise between your public duties and your private interests
- Deal directly with those individuals affected; attempt to resolve individual differences privately before involving Board and/or City staff
- Don't bypass the system. Stay focused on policy decisions and avoid personal involvement in the day-to-day operational decisions of the Library

### **Meetings Protocol**

- Arrive on time—be prepared for meetings—read and study your materials
- Avoid engaging in debates with members of the public
- Avoid texting, e-mailing, making or receiving calls during meetings
- Strive for consensus as an operating goal
- When a matter is brought before the Board for a vote, respect and support the majority decision regardless of how you voted
- Make recommendations on the basis of public policy and be consistent
- Be objective—consider the long-term public interest of the community as a whole when making decisions
- Don't rush to judgment—seek out the facts before drawing conclusions

- Don't make promises you cannot deliver—many decisions and actions require the approval of City Council and/or must be consistent with adopted policy
- Vote yes or no on motions. Don't abstain, except when you have a conflict of interest
- Respect the letter and the intent of the open meeting law

### **Communication Protocol**

- Be open, honest and diplomatic when communicating
- Accept and give constructive input and feedback
- Return calls and respond to inquiries in a timely manner
- Avoid surprises—notify others of issues and concerns ahead of formal meetings
- Know your neighbors—get to know other professionals and officials in local and state government as it pertains to your Board
- Don't use your title as a Board member to express your personal opinion
- The Library Director or appointed designee shall act as the official spokesperson(s) for the Library. In circumstances where it is appropriate for the Board rather than the Library Director to communicate on behalf of the Library, such communications shall be through the Chair of the Board or his/her designee and not individual Board members. The Library Director will ensure the Board spokesperson has appropriate briefing notes.

### **Removal of a Member**

Members who serve on the Library Advisory Board may be removed from the Board prior to the expiration of their term of office by the Mayor with approval of the City Council for inefficiency, neglect of duty, an unlawful act, or a violation of the above protocols, the Board Bylaws, and/or the Ethics Policy. Removal should not occur for disagreement with an official recommendation of the Board or its members.

## 5. Technology Standards

The OLA Public Library Division Technology Standards address the use of technology to connect the library to the community, helping community members gain value from their use of technology, and managing technology infrastructure in the library organization.

These standards are broad enough to account for rapidly changing library technology programs and services while yet guiding libraries to a higher level of technological achievement.

These standards are based on the benchmark framework of the [Edge Initiative](#)<sup>12</sup> for public libraries. The more detailed Edge Initiative assessment is recommended for technology best practices in public libraries.

### 5.1 Technology Access and Assistance

**STANDARD:** Community members have access to software and online information at the library so they can use the digital resources they need and want, increasing the level of digital literacy in the community.

<b>Indicator:</b> The library provides technology training and/or one-on-one assistance to the public.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in basic computer skills.</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in business productivity software like word processing, spreadsheets, and presentations.</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in Internet search techniques.</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in online privacy and security issues.</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in using online library resources.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in social media.</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in multimedia applications (including photo, video, audio).</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers training or one-on-one assistance in patron-owned devices (like tablets and smartphones).</li> </ul>		
<ul style="list-style-type: none"> <li>The library offers technology training or one-on-one assistance in languages other than English in at least one location.</li> </ul>		

<sup>12</sup> Edge Initiative, [www.libraryedge.org](http://www.libraryedge.org)

<b>Exemplary</b>		
•		

<b>Indicator:</b> The library provides access to relevant digital content.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
• The library’s online catalog can be accessed onsite and remotely.		
• Statewide databases can be accessed through the library’s website.		
<b>Enhanced</b>		
• The library provides mobile-friendly access to the website and catalog.		
<b>Exemplary</b>		
•		

<b>Indicator:</b> The library enables community members to create their own digital content.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
• The library offers access to business productivity software (including word processing, spreadsheets, presentations).		
• The library offers a printer and photocopier.		
<b>Enhanced</b>		
• The library offers access to a color printer and color photocopier.		
<b>Exemplary</b>		
• The library offers access to photo editing software.		
• The library offers access to audio recording and editing software.		
• The library offers access to video recording and editing software.		
• The library offers access to web design software.		

## 5.2 Digital Content for Community Needs

**STANDARD:** The library provides curated online content to meet community members’ demand for critical information needs.

<b>Indicator:</b> The library provides technology resources to meet community members’ job-seeking and entrepreneurial needs.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
• The library selects and organizes online resources for job seeking, employment skill-building, or professional certification.		
• The library selects and organizes online resources for small business development.		

<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library offers access to online career testing preparation tools through its website and/or through career testing software.</li> </ul>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying, finding, and using online small business development resources.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library regularly organizes or hosts classes that help patrons learn to use online job-seeking and career development sites and tools, or provides one-on-one instruction as requested.</li> </ul>		
<ul style="list-style-type: none"> <li>The library regularly organizes or hosts classes that help patrons learn to use small business development resources or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library provides technology resources to meet community members' need for online government and legal information services and assistance.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online links to local, state, and federal government resources.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying, finding, and using online government resources</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library regularly organizes or hosts a classes for patrons on navigating online government resources or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library provides technology resources to meet community members' need for educational support.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Early literacy games, web-based read-along programs, and/or electronic toys or tablets are available at the library and through the library website.</li> </ul>		
<ul style="list-style-type: none"> <li>The library selects, organizes, and maintains online resources related to homework help, research, and information literacy for students.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying, finding, and using online resources about college selection and financial aid.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library organizes or hosts a class for patrons on using or navigating online educational resources at least quarterly or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library provides technology resources to meet community members' need for reliable health and wellness information.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library offers access to medical or general health and wellness databases through its website.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying and finding health and wellness resources.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library organizes or hosts a class for patrons on using or navigating online health and wellness resources at least quarterly or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library accommodates users with disabilities.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>At least one public terminal with assistive technology (like screen readers, magnification, high-contrast keyboards and displays) is available for use by persons with visual disabilities .</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library website is compliant with World Wide Web Consortium (W3C)<sup>13</sup> disability accessibility standards as evidenced by the use of an online validation service.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>Staff members are provided with training at least annually for recognizing and serving patrons with disabilities.</li> </ul>		

### 5.3 Community Engagement in Technology Decisions and Access

**STANDARD:** Libraries are a valuable community resource and a strategic partner in helping people and communities maximize their access, inclusion, and innovation in technology resources and services.

<b>Indicator:</b> The library makes strategic decisions based on community priorities for digital inclusion and innovation.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Library leaders or staff attend a regular meeting of local elected governing bodies (like the, city council, county board of supervisors, town council) that exist within their legal service area at least once annually.</li> </ul>		
<ul style="list-style-type: none"> <li>The library conducts an analysis of the social and economic conditions of the community to support decision-making related to technology.</li> </ul>		

<sup>13</sup> World Wide Web Consortium (W3C), [www.w3.org](http://www.w3.org)

<ul style="list-style-type: none"> <li>The library assesses (via survey, focus group, forum, etc.) the community’s technology needs at least once every two years.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library surveys patrons annually about public technology use and outcomes.</li> </ul>		
<ul style="list-style-type: none"> <li>Digital inclusion and technology goals are included in the strategic plan.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>In languages other than English, the library assesses (via survey, focus group, forum, etc.) the community’s technology needs at least once every two years.</li> </ul>		
<ul style="list-style-type: none"> <li>The library assesses (via survey, focus group, forum, etc.) the community’s technology needs for people with disabilities at least once every two years.</li> </ul>		

<b>Indicator:</b> The library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library engages in resource-sharing partnerships to benefit the library and its patrons.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library partners with local organizations to offer technology training in the library.</li> </ul>		
<ul style="list-style-type: none"> <li>The library partners with local organizations to offer technology training off-site.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library collaborates on grant or other funding opportunities with a community organization to maximize public access technology resources and services.</li> </ul>		

<b>Indicator:</b> The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Existing resources (like TechSoup, WebJunction, Edge) are used to help improve library technology management.</li> </ul>		
<ul style="list-style-type: none"> <li>The library supports staff development through technology programs offered by vendors, the state library, or other organizations.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>Training resources and curricula are shared with other libraries or community-based organizations.</li> </ul>		
<ul style="list-style-type: none"> <li>Network management policies and practices are shared with other libraries or community-based organizations.</li> </ul>		

<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library has a collection of technology devices available for staff development and programming purposes.</li> </ul>		
<ul style="list-style-type: none"> <li>Library has technology devices available for checkout by patrons.</li> </ul>		

## 5.4 Technology Resource Management

**STANDARD:** Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill, or personal technology owned.

<b>Indicator:</b> The library provides staff, technology, and processes to support community access to technology and information resources.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library develops and adopts a technology plan.</li> </ul>		
<ul style="list-style-type: none"> <li>The library integrates public access technology into planning and processes.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has some staff/volunteers with technology expertise to help patrons achieve their goals.</li> </ul>		
<ul style="list-style-type: none"> <li>The library provides adaptive technology tools for people with disabilities.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has enough devices and sufficient dedicated bandwidth to accommodate user demand.</li> </ul>		
<ul style="list-style-type: none"> <li>The library maintains current catalog holdings and patron information in an automated, integrated system.</li> </ul>		
<ul style="list-style-type: none"> <li>The library provides free public access to the Internet through a dedicated high-speed (as fast as is available locally) connection.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The technology plan is reviewed and updated as needed, annually.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has sufficient staff with technology expertise to help patrons achieve their goals.</li> </ul>		
<ul style="list-style-type: none"> <li>The library ensures staff members are trained and kept up to date, using competencies standards, on technology used and offered in their library.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library has sufficient staff with technology expertise to maintain technology.</li> </ul>		
<ul style="list-style-type: none"> <li>The library teaches and practices network and patron privacy protections.</li> </ul>		
<ul style="list-style-type: none"> <li>The library manages its technology resources to maximize quality by monitoring systems and minimizing out-of-service devices.</li> </ul>		
<ul style="list-style-type: none"> <li>The library evaluates and updates major technology at least every five years.</li> </ul>		



## 6. Community Engagement and Advocacy Standards

Community engagement involves the participation of the library in the work of its community as well as the participation of community members in the work of the library. Advocacy is the promotion of library initiatives like funding measures and capital campaigns.

These OLA Public Library Division Community Engagement and Advocacy Standards address the importance of library participation in the community for its transformation and growth as well as community member involvement in the libraries to develop effective community champions for library sustainability and growth initiatives.

### 6.1 Community Engagement

**STANDARD:** The community is strengthened through the active facilitation or participation by the library in efforts to gather input, engage in meaningful discussions, and act in partnership to support communitywide growth and transformation.

<i>Indicator:</i> Libraries are active participants in their community.	Y	N
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library participates in community initiatives in a support or leadership role.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff members participate as an active member, leader, and supporter of community groups.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff can identify community initiatives and community partners.</li> </ul>		
<ul style="list-style-type: none"> <li>The library partners with community organizations.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library convenes, initiates, or hosts community meetings involving multiple stakeholders to address community issues.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff members are embedded in community commissions, boards, neighborhood groups, and organizations.</li> </ul>		
<ul style="list-style-type: none"> <li>Verbal cooperative agreements exist between the library and community partners.</li> </ul>		

<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library has established and adopted a library partnership policy.</li> </ul>		
<ul style="list-style-type: none"> <li>Written cooperative agreements exist between the library and community partners.</li> </ul>		

<b>Indicator:</b> Community members are actively involved in the library.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Library staff and volunteers participate in community long-range planning so that library priorities are communicated and represented.</li> </ul>		
<ul style="list-style-type: none"> <li>Community volunteers are recruited for support as defined by the library's written volunteer policy.</li> </ul>		
<ul style="list-style-type: none"> <li>A library staff person is responsible for volunteer coordination and training.</li> </ul>		
<ul style="list-style-type: none"> <li>Positive relationships exist with the local Friends of the Library groups and library foundations.</li> </ul>		
<ul style="list-style-type: none"> <li>Clear distinction about the responsibilities of the Friends of the Library group and the library foundation exist, and funds raised by these groups are separate and not mingled with the library's normal operating expenses.</li> </ul>		
<ul style="list-style-type: none"> <li>The library responds to community feedback in a timely fashion.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li></li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li></li> </ul>		

<b>Indicator:</b> The library provides broad access to information about library services, opportunities, and challenges.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library collects statistics and conducts research such as customer surveys, community studies, citizen surveys, and other means appropriate to evaluate library services and resources.</li> </ul>		
<ul style="list-style-type: none"> <li>The library provides information and training to all library staff regarding the impact of marketing on the library’s image and community relations.</li> </ul>		
<ul style="list-style-type: none"> <li>The library maintains a current website with promotional messages, program and resource news, and easy access to the library’s print and digital collections.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library collects, organizes, and provides information about community groups, initiatives, and issues.</li> </ul>		
<ul style="list-style-type: none"> <li>The library regularly provides informational materials and updates on library services to the community.</li> </ul>		
<ul style="list-style-type: none"> <li>The library works with local businesses and organizations to cross-promote services and community benefits.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has created a communications procedures and protocols manual to respond to community crises or disasters, including plans with emergency agencies to leverage the library as a communications hub during and immediately after a disaster.</li> </ul>		
<ul style="list-style-type: none"> <li>The library publishes an annual plan to communicate the library’s brand, value, and impact on the community.</li> </ul>		
<ul style="list-style-type: none"> <li>The library allocates funds to support the communications, marketing, and public relations plan. This may include a dedicated budget for print and digital advertising; promotional materials, support, and staffing for community events; and marketing supplies.</li> </ul>		
<ul style="list-style-type: none"> <li>The library participates in statewide or national campaigns that seek to increase public awareness of libraries.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library employs a communications staff member.</li> </ul>		

## 6.2 Advocacy

**STANDARD:** Community members are aware of the library’s activities. They value, actively support, and engage in library initiatives.

<i>Indicator:</i> Staff and community members have the tools and support to effectively advocate for the library.	Y	N
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Library staff and community members advocate for improved library service at the local, state, and federal level.</li> </ul>		
<ul style="list-style-type: none"> <li>The library is transparent about its specific funding sources (tax revenue, donations and grants, fees and fines) and services provided in order to foster better understanding of how public funds benefit the community.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff members are informed of OLA and ALA legislative issues and promote those issues whenever possible.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff members are familiar with the most current OLA legislative agenda.</li> </ul>		
<ul style="list-style-type: none"> <li>The library cultivates relationships with elected officials at all levels of government.</li> </ul>		
<ul style="list-style-type: none"> <li>The library invites elected officials and community leaders to library events and programs.</li> </ul>		
<ul style="list-style-type: none"> <li>The library develops key messages for staff, volunteers, and community partners.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library provides resources and encouragement to staff and supporters to ensure they can be successful advocates.</li> </ul>		
<ul style="list-style-type: none"> <li>The library provides legal and state election law training to staff and supporters.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff and supporters attend events, hearings, and programs where public policy that affects the community is reviewed and discussed.</li> </ul>		
<ul style="list-style-type: none"> <li>Library staff, volunteers, and community partners support OLA Legislative Day with calls, mail, and representation as allowed by law.</li> </ul>		

<b>Exemplary</b>		
<ul style="list-style-type: none"><li>• Training in advocacy skills for the benefit of the library is offered to staff, board, Friends of the Library groups, library foundation, and volunteers.</li></ul>		