

Agenda

Warrenton Community Library Board Regular Meeting

September 8, 2021 - 5:30 p.m.

Warrenton City Hall - Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order
2. Roll call
3. Recognition of guests
4. Consent calendar
 - A. Warrenton Community Library Board Meeting Minutes 6.11.21
5. Reports
 - A. Library director's quarterly report
6. Discussion items
 - A. Board vacancy
 - B. Review updated WCL Policy Manual
7. Public comment
8. Good of the order
9. Adjournment

Agenda

Warrenton Community Library Board Regular Meeting

June 11, 2021 - 5:30 p.m.

Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Kelsey called the meeting to order at 5:30 p.m.
2. Roll call: Kelsey Balensifer, Karyn Grass (attending through Zoom), Dawn DeLacey (attending through Zoom), Eileen Purcell, and City Manager Linda Engbretson. Unable to attend: Natalie Duggan, Danika Cooley and Library Director Kelly Knudsen.
3. Recognition of guests: none attending
4. Consent calendar:
 - A. Advisory Board Meeting Minutes 03.12.21: We approved the minutes with clarifications. Dawn motioned to approve. Kelsey seconded and all approved. moved to approve the minutes.
5. Site manager report:
 - Kelly was unable to attend, but provided a written summary report.
6. Discussion items:
 - A. Friends of the Library: Kelsey is the liaison between the Advisory Board and the Friends' monthly meeting. Founding documents are being formulated. Kelly has led discussions with the group. There will be a break from meetings from June through August. If any of us know of others may want to join the Friends, please contact Kelly.
 - B. There is an open spot on the board as Mary Ann Brandon voluntarily resigned, following receipt of letter referencing the legalities of her stance on refusing to use the pronoun "they" when referring to a library employee. The City website lists the opening.
 - C. Saturn Caronna has been hired as the youth coordinator/library aide at 25 hours a week with benefits. Carole is retiring in September and Kelly is hoping to bump her replacement to 20 hours a week with benefits.
 - D. We discussed the meeting schedule for the following year. We are moving our meeting day to the second Wednesday of September, December, March and June. The next meeting is September 8 at 5:30 p.m.
7. Public comment: There was no public comment.

8. Good of the order: Kelsey mentioned the kick off of the summer reading program with an event for families with games, prizes and music. All are invited to the event where the new metal art work will be dedicated. The Spruce Up Warrenton committee has been a big help with the building's new paint and flowers.

9. Adjournment: The meeting was adjourned at 5:50 p.m.

Meeting Minutes were taken and recorded by Eileen Purcell, Board Secretary.



DEPARTMENT QUARTERLY REPORT

TO: The Library Advisory Board and The Warrenton City Commission
FROM: Warrenton Community Library
DATE: 09/03/2021
RE: Department Quarterly Report; June 2021—August 2021

Quarter in Brief:

- WCL is waiting for a fresh coat of paint
- Increased weekly hours from 18 to 25, with some benefits, on July 1 for WCLs Library Assistant Youth Coordinator, Saturn Caronna
- Updated five patron computers from 4GB of RAM to 8GB to improve functionality and speed
- WCLs Library Administrative Assistant Carole Feldman is retiring October 28, 2021 (position is 25 hours a week)
- Three new adult volunteers and one new teen volunteer that started this summer. Total number of active volunteers is nine.
- Director Kelly Knudsen was awarded a traveling scholarship from the State Library of Oregon to attend the Association of Rural and Small Libraries conference Oct. 20-23 in Reno.

Projects completed:

1. Summer Reading Program ended Sept. 3, 2021
62 participants total: 9 Pre Readers ages 0-5 years; 32 Juniors ages 6-12; 14 Teens ages 13-18; 14 Adults
Each month we gave out take and make craft bags for toddlers, juniors and teens. Some of the crafts Saturn created included straw rockets, sun prints, salt crystals, salt dough, stamping kit, friendship bracelet, paper plate dinosaur, mosaic heart, tessellations, white crayon watercolor, and slime.

Also gave out 55 Museum Connection kits each month this summer from the University of Oregon museum of Natural and Cultural History. Each month was a different theme including dinosaurs, Oregon's animals, and plants.

Upcoming Dates:

September is Library Card Sign up Month
Wednesdays@10:30AM—Storytime with Saturn
09.08.21—Library Advisory Board Meeting @5:30PM
09.14.21&9.28.21—Dungeons and Dragons Club meets at the Community Center@4PM
09.23.21—New FRIENDS of WCL meeting@6PM
09.26.21-10.2.21—Banned Books week
10.2.21—Author visit with Brian Ratty at WCL@4PM
10.5.2021—Tech Tuesdays
Classes for Seniors start
10.17-10.23.2021—National FRIENDS of Libraries Week
10.20-10.23.21—Kelly attending the Association of Rural and Small Library Conference
10.28.21—WCLs Library Administrative Assistant Carole Feldman's last day

- Director Knudsen took an online class, *Career Services Programs for Community Minded Libraries*, in July and August. Learned a plethora of information about providing job and career services and programs to the community. Knudsen will use what she learned teaching the class “Navigating a Path to Your Career” at Helping Hands in Astoria for 6 weeks starting in October.

Projects in progress:

- Library card sign up month is September
- Dungeons and Dragons Club for Tweens/teens meets twice a month at the Community Center
- Storytime moved to Zoom(online) every Wednesday at 10:30 through September. Participants can pick up take and make crafts at the library.
- Tween and teen activities moved to virtual (except D&D club) through September
- Tech Tuesdays for Seniors-Technology Support Classes for Seniors starting October 5@10AM and 4PM. Weekly classes focusing on simple technology tips and tricks for seniors, starting with smart phone basics.

Challenges/Obstacles:

Staffing—in August the Library Administrative Assistant had a family emergency out of state. We went from 2.3 staff to 1.65 staff, and it was challenging to keep the doors open. Hoping to increase that position (Library Administrative Assistant) to 40 hours a week for our next fiscal year

Successes:

Summer Reading Kickoff Party and Program 2021, Beginner Knitting with Carole Class July & August 2021, Jan Bono Author Visit July 2021, Slime Day, New Ricoh Printer, Anime Club, Teen Advisory Board meetings once a month, Teen Book Club started

Statistics:

Community Computer users: June=311, July=301, August=272

Volunteer hours: June=69.5, July=66.5, August=92

Activity Summary with Comparison to Previous Year

Circulation Transactions	06/01/21 to 08/31/21	06/01/2020 to 08/31/2020	Percent change
Check IN	5,362	3,670	46.10%
Check OUT	4,955	3,125	58.56%
Holds Processed	645	680	-5.15%
Renewal	1,182	805	46.83%
Borrowers Added	105	46	128.26%
Titles Processed total	771		



Library Policy Manual

SEPTEMBER 2021

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TABLE OF CONTENTS

1. Mission Statement, Vision Statement, Library Values.....	page 2
2. Circulation, Card Issuance, and Loan periods.....	page 3-6
3. Patron Responsibilities and Conduct.....	page 6
4. Confidentiality.....	page 7
5. Collection Development.....	page 7-10
6. Internet Access and Use.....	page 10
7. Programming.....	page 11
8. Diversity, Equity, Inclusion.....	page 11-12

MISSION STATEMENT

Serving the Warrenton area through traditional and innovative services, Warrenton Community Library enhances the quality of life for patrons through literacy and life-long learning while connecting people to their community and world.

Adopted: 1993

Revised: April 2021

VISION STATEMENT

A democratic and informed society must have free, equal, and open access to information. We empower citizens to improve their lives, their governments, and their communities.

LIBRARY VALUES

Intellectual Freedom

The Library Bill of Rights (below) outlines the American Library Association's and the Warrenton Community Library's stance regarding issues surrounding censorship and free access to information.

Library Bill of Rights

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

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

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

CIRCULATION

Warrenton Community Library primarily serves citizens of the Warrenton area. We also issue temporary cards for visitors and cards for eligible members of the ROCC program. Resident cards are free to all persons living within the district and temporary cards are available to visitors for a fee.

Standard Circulation Policies: Opening a new borrower account
Individuals are eligible for a free library card if they meet the following requirements:

- Live or own property in the **city limits** of Warrenton.
- Present photo ID and proof of residence or property ownership. This is typically provided through a government-issued ID. A rental agreement or piece of mail may be used as proof of residence or property ownership if the government-issued ID does not have the current residential address.
- Parent or guardian is present to sign the application for minor children.
- Have not previously had a Warrenton Community Library card suspended due to fines.

Individuals are eligible for a free ROCC (Reading Outreach for Clatsop County) card if they meet the following requirements:

- Are under age 20.
- Live in Clatsop County but **outside the city limits of Astoria, Warrenton, or Seaside.**
- Parent or guardian provides photo ID and proof of residence. This is typically provided through a government-issued ID. A rental agreement or piece of mail may be used as proof of residence if the government-issued ID does not have the current residential address.
- Parent or guardian is present to sign the application for minor children.
- Have not previously had a Warrenton Community Library card suspended due to fines.

Individuals are eligible for a full-service Out of Town card if they meet the following requirements:

- Present photo ID and documentation of current address.
- Parent or guardian is present to sign the application for minor children.
- Have not previously had a Warrenton Community Library card suspended due to fines.
- Pay \$70 per year.

- This card grants access to Astoria, Seaside and Warrenton library items both online and in person.

Individuals are eligible for an Out of Town card Limited access if they meet the following requirements:

- Present photo ID and documentation of current address.
- Parent or guardian is present to sign the application for minor children.
- Have not previously had a Warrenton Community Library card suspended due to fines.
- Pay \$10 per year.
- This card grants access to Warrenton library materials only.

Individuals are eligible for a limited Temporary card if they meet the following requirements:

- Present photo ID and documentation of current address.
- Parent or guardian is present to sign the application for minor children.
- Have not previously had a Warrenton Community Library card suspended due to fines.
- Pay \$5 for one month.
- Temporary accounts are limited to a total of five items checked out and five holds at any one time.

Check-out requirements

- To check out materials, a patron must bring their library card to the circulation desk.
- If the patron's identity is known to circulation staff, staff have discretion to check items out without requiring the patron's library card.
- Only the individual whose name is on the Warrenton Community Library card, or individuals who have been granted permission by the named patron, may use the library card.
- If a patron forgets their card, circulation staff may check materials out **after** confirming the patron's identity with another source of photo identification such as driver's license, student ID, etc. or by sight, if the patron is known to library staff.

Loans, holds, and renewals

- All Warrenton Community Library materials check out for 3 weeks (21 days)
- All Seaside Public Library or Astoria Public Library materials check out for the loan period associated with the material type:
 - All Seaside or Astoria materials available to Warrenton Borrowers check out for 3 weeks (21 days) except for:
 - DVDS: 7 days
- An item may **be renewed twice** if there are no holds on the item. Each renewal is for the same length of time as the original loan.

- WCL patrons may have up to 50 items checked out at one time, except that temporary accounts are restricted to 5 items at one time.
- WCL patrons may have up to 10 active holds at one time, except that temporary accounts are restricted to 5 holds at one time.

Fines, and lost or damaged items

- There is a 10 cent per day fine for an overdue item. There are no fines on children's or young adult items.
- There is a seven day grace period in which overdue items may be returned without the fine being charged.
- After the seven day grace period, all fines must be paid, accruing from the first day the item was overdue.
- Borrowers will be charged the replacement price for lost or damaged items.
- In order to check out items, a borrower's account must not have any outstanding balance.
- In special circumstances, charges may be reduced or waived at the discretion of the Library Director.
- Charges will not exceed \$200 regardless of lateness or value of items lost.
- After an item is overdue for 30 days, it will be declared lost and a replacement fee for the price of the item will be charged.

Requesting items from the Seaside and Astoria Public Library

- All Warrenton Community Library borrowers may place requests for items available at the Seaside Public Library and Astoria Public Library, that are eligible for interlibrary loan.
- Requests may be placed in the online catalog using the My Account and Hold functionality or by contacting WCL.
- When there is a holds queue, Warrenton patrons have priority over Seaside or Astoria patrons for Warrenton items. The same is true for the other libraries.

BORROWER TYPES AND ELIGIBILITY

Warrenton Adult: Individuals over 18 who live in the City limits of Warrenton/Hammond. Cards are free. All standard circulation policies apply.

Warrenton Out-of-town: Individuals over 18 who live OUTSIDE the City limits of Warrenton/Hammond, but in the vicinity of Warrenton/Hammond. Cards are \$70 per year. All standard circulation policies apply. Card grants full access both in person and online to Astoria, Seaside and Warrenton resources.

Warrenton Out-of-town LIMITED: Individuals over 18 who live OUTSIDE the City limits of Warrenton/Hammond, but in the vicinity of Warrenton/Hammond. Cards are \$10 per year. All standard circulation policies apply. Card grants access to Warrenton resources only.

Warrenton Juvenile: Individuals under 18 who live in the City limits of Warrenton/Hammond. Cards are free. Parents or guardians must sign/be present to sign card applications for minor children. Parents or guardians may use their child's

card. There is no restriction on materials that may be checked out on juvenile cards. All standard circulation policies apply.

Warrenton ROCC: Individuals under 20 who live in Clatsop County but outside the City limits of Astoria, Warrenton/Hammond, or Seaside. Cards are free. Parents or guardians must be present to sign card applications for minor children. Parents or guardians may use their child's card. There is no restriction on the category of material checked out. In the case of school card drives, the requirement of parent signature may be waived. All standard circulation policies apply.

Warrenton Temporary: Individuals of any age who are temporary visitors to the area. Temporary cards are \$5 per month. No more than five items may be checked out, and no more than five items may be on hold at one time. Parents or guardians must be present to sign card applications for minor children. Parents or guardians may use their child's card. All standard circulation policies apply.

PATRON RESPONSIBILITIES AND CONDUCT

It is the policy of the Warrenton Community Library to provide a safe, comfortable environment that is conducive to the use of library materials and facilities. The library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members regarding the use of the library and its intended purposes.

UNACCEPTABLE BEHAVIOR

The following behavior including, but not limited to, will not be allowed in the library:

- Any behavior that endangers the safety or health of others
- Violation of any local, state, or federal law
- Vandalism or deliberate destruction of library materials or property
- Theft of library materials or personal property of other patrons or staff
- Deliberate disruption of library procedures
- Use of foul, threatening or abusive language or actions
- Running, chasing, horseplay
- Screaming, shouting, yelling, loud laughing or other noise
- Eating or bringing food into the library except for a pre-approved event
- Abnormal, erratic behavior that hinders normal library use
- Sexual activity
- Pushing, hitting, fighting, biting
- Throwing books or other objects
- Bullying or bothering other people
- Jumping on furniture
- Use of alcohol or controlled substances in the library
- Use of cell phones or other electronic devices that cause a disturbance
- In most cases, disruptive patrons or those behaving inappropriately will be warned of their behavior and asked to behave in a more appropriate manner.
- Patrons who refuse to behave in an appropriate manner will be asked to leave the library.
- Water and other non-alcoholic beverages are allowed in the library as long as they are in an enclosed container with a lid.

In cases in which a patron poses a clear danger to herself/himself or others, clearly violates the law, or refuses to leave the library after being requested to leave by a member of the staff, the police will be called to handle the situation.

CONFIDENTIALITY

Oregon State Law (ORS 192.502) makes the following library records exempt from disclosure: The records of a library, including circulation records, showing use of specific library material by a named person or consisting of the name of a library patron together with the address or telephone number. It is the policy of the Warrenton Community Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or requested an item of information from the Library. Information concerning the account of a patron will be released to that person only. However, the Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue material and settling accounts for lost, late or damaged material or charges incurred by minor children for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using. Other requests for the release of information of confidential patron records will be honored if submitted by an order from the court as outlined in the Oregon Revised Statutes.

COLLECTION DEVELOPMENT POLICY

PURPOSE This policy statement has been developed to promote public understanding of the purpose and nature of the Warrenton Public Library collection development practices and to give guidance and direction to library staff.

SCOPE OF COLLECTION The Warrenton Community Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest. New formats shall be considered for the collection when, by industry report, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. The Library will be aware of the resources available in surrounding libraries and will develop its collection with this in mind. In general, scholarly, highly specialized, or archival materials are beyond the

scope of the Library's collections. The Library strives to acquire items that enhance its position as a resource for local history.

RESPONSIBILITY FOR SELECTION Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the City Manager and the City Commission. The Director makes appropriate selection tools available and tracks the materials budget to ensure a flow of new materials throughout the year, according to budget allocation. Suggestions from staff members and patrons who are not directly involved with selection are encouraged and given serious consideration in the selection process.

CRITERIA FOR SELECTION Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community. To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

The main points considered in the selection of materials are:

1. individual merit of each item
2. popular appeal/demand
3. suitability of material for the library community
4. existing library holdings
5. budget

Selection may also be limited by the following factors:

1. physical limitations of the building
2. price and format
3. availability of low-demand materials in other library collections

Selection of library materials will not be influenced by:

1. the possibility that they may come into the possession of children or young adults
2. the liability of materials to theft or mutilation

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Purchase suggestions from library customers are welcome and are given serious consideration.

DONATIONS The library accepts donations of recent books, recorded books on CD, music CDs and DVDs. Donations should be clean and in good condition. A rule of thumb is; donate it to the library if you would give it to a friend.

The library does not accept donations of old textbooks, VHS/cassettes or encyclopedias.

All donations are accepted without condition, and immediately become the property of the library. They cannot be returned. Some donations will be added to the collection. The same criteria for inclusion in the library's collection apply to gifts as to purchased materials. The rest are sold in our book sale, donated, or disposed of by means necessary. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

The library accepts donations between the normal operating hours. If you need a receipt for tax purposes, one will be provided. Library staff or volunteers cannot assign a dollar value to items donated, but can include a description of what is donated, i.e. 3 hc books or 12 pbk books.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library upon request granted the request meets the criteria established by the Library Board of Trustees.

WITHDRAWING MATERIALS A current, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Director.

POTENTIAL PROBLEMS OR CHALLENGES The Warrenton Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

REQUESTS FOR RECONSIDERATION The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she

cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy and the criteria for selection, it will not be removed upon request.

INTERNET ACCESS AND USE

Warrenton Community Library offers free wifi throughout the entire building and four public computers for anyone to use.

The library's public computers allow users to search a variety of electronic resources as well as access to the Internet, word processing software, and printing capabilities in addition to other applications.

All public computers are networked to printers. Printouts cost 10¢ per page in black & white. The library also provides copies for 10¢ a piece.

Public computers at the library do not provide support for all file types, browsers, browser plug-ins, or the vast array of all technology. The library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images that might disturb other library users or library staff.

The library's goal in providing Internet access is to provide further resources beyond the physical Library collection, and, as a public access agency, to give anyone who wishes to use the Internet the chance to do so.

The Warrenton Community Library does not filter any computer stations in the Library. Parents or legal guardians shall assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet. Parents shall be aware that not all sites are appropriate for their children.

The Warrenton Community Library affirms the safeguarding of First Amendment rights, intellectual freedom, equality of access, confidentiality of information about users, and their use of library resources. The library affirms the principles concerning Access to Digital Information, Services, and Networks, as delineated within the American Library Association's Library Bill of rights.

PROGRAMMING

We welcome proposals for library programs and events. Whether you have a suggestion for something we should offer, or are a presenter yourself, we'd love to hear from you.

Programming and events at Warrenton Community Library support the goal of providing free and equitable access to quality information and learning for all ages.

Things to know:

- Programs are generally scheduled ahead about 3 months.
- Library sponsored programs are free to attend and open to the public.
- Solicitation of customers or clients is prohibited at our programs. You are welcome to bring promotional materials to leave on a table for individuals to pick up as they choose.
- A background check may be required for presenters working closely with the public.
- Program content must be respectful towards a diverse audience and fit within the mission of the library to best serve this community.
- We will help promote your program with posters, press releases, fliers and online publicity.

DIVERSITY, EQUITY, AND INCLUSION

Warrenton Community Library defines diversity broadly to include age, gender, culture, race, religion, sexual orientation, socio-economic background and ability. Equity refers to fairness and social justice, such as treating people fairly while recognizing different people's needs may differ significantly. Inclusion means the act of including, and making people feel they are welcome and belong as valued members of the library and local community. To create an environment that values and promotes diversity, equity, and inclusion (DEI) requires action and engagement. Warrenton Community Library actively supports and continues to enhance the advancement and celebration of DEI in the library system through our diverse collections, inclusive programming, responsive services offered, and other means.

See also the following [DEI statement, link, and standards from our national professional organizations the American Library Association: DEI Statement & Resources](#)

Statement on Diversity, Equity & Inclusion

Warrenton Community Library values the principles of diversity, equity, and inclusion (DEI). No one person or single committee can be responsible for creating and maintaining a welcoming and inclusive workplace environment where all people can feel they belong. This responsibility belongs to all of us as members of the Library and City of Warrenton.

Conversations on DEI issues can be difficult. However, by engaging in open discussions on these topics, we strengthen our organization and community. We begin to learn and appreciate different facets that comprise our identities, both our own and those of our colleagues, and begin to understand one another more deeply. This knowledge and respect enriches our work.

As the Library moves forward, let us all commit to "lean into our discomfort," to approach each other and our work with good intentions, honesty, and empathy, and trust our colleagues are doing the same. We are all aligned in the shared goal of creating an excellent Library and community. All of us throughout the Library and City of Warrenton, at all staff levels and responsibilities, are also vital participants in creating

an inclusive and equitable Library, for ourselves, our colleagues, and our communities.
(Adopted January 2020)

BULLETIN BOARD ACCEPTABLE USES

1. The Library bulletin board is for posting of local non-profit, local businesses, or local educational notices within Clatsop County.
2. There will be no political campaigning or signature gathering posted.
3. Postings must be dated and will be removed after one month.
4. All announcements and posters must be approved and posted by the library staff.
5. Posting of a notice does not imply endorsement by the library staff, library board, or the City of Warrenton.

VOLUNTEERS

The Warrenton Community Library supports volunteerism to supplement and enrich library programs and activities. The library typically accepts volunteers to assist with the shelving, help at the circulation desk, storytime assistance, Teen Advisory Board, doing fundraising, and special projects as well. The number of volunteers accepted is based on need.

Updated AUGUST 2021

