

Agenda

Warrenton Community Library Board Regular Meeting

Dec. 13, 2023 - 5:30 p.m.

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

1. Call to order
2. Roll call
3. Recognition of guests
4. Public comment
5. Consent calendar
 - A. Regular Meeting Minutes 9.13.23
6. Discussion items
 - A. Library director's report
 - B. Friends of the Warrenton Community Library update
 - C. Strategic planning
 - D. Board member vacancies (2)
7. Action items
 - A. Election of 2024 chair
 - B. Collection policy
 - C. Reconsideration of materials process
8. Good of the order
9. Adjournment

Minutes

Warrenton Community Library Board Regular Meeting

Sept. 13, 2023 - 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.
2. Roll call: Kelsey Balensifer, Karyn Grass, Amanda Donovan, Andrew Walker, and Eileen Purcell. Unable to attend: Brenda Atwood and Joy Wheatley-Decius. Also attending: Library Director Josh Saranpaa.
3. Recognition of guests: there were no guests.
4. Public comment: there was no public comment.
5. Consent calendar
 - A. Regular Meeting Minutes 6.14.23: Kelsey asked for a motion to approve the meeting minutes from the June quarterly meeting, with two minor corrections. Karyn motioned, Amanda seconded, and all approved.
6. Discussion items
 - A. Library director's report: Josh distributed materials with summer reading and event descriptions. Amanda suggested looking into doing a podcast, if Josh's idea about doing a radio show on KMUN does not work.
 - B. Friends of the Warrenton Community Library update: The Friends board has restructured leadership and the group is creating a membership recruitment plan. The group meets monthly at the library in the evening. The next meeting is 9/21/2023. Tyler Johnston is President, Carol Snell is Vice President, Karen Baltier-Long is Treasurer, Kelsey is Secretary. Bylaws are under review as well.
 - C. Strategic planning: Josh said he wants to get this process going. He shared a PowerPoint with some initial thoughts. Karyn asked if purchasing a new building will be part of the plan for the future. The NOHA building has a lot of potential, although parking is short. The strategic planning needs to start soon to have it ready to implement in June 2024. Kelsey said calling a community forum to get input is essential to the development of the strategic plan, and November would be a good time to schedule it. Additionally, a suggestion box placed in the library could generate user input on what the "library of your dreams" looks like.

7. Action items

- A. Election of 2024 officers: Kelsey indicated that she was prepared to serve as Chair again. Amanda motioned to elect Kelsey board chair, Karyn seconded and all approved. Eileen expressed a desire to no longer serve as Secretary and Amanda stepped up and offered to serve. Eileen motioned to elect Amanda as Secretary, Karyn seconded and all approved.
 - B. Collection policy: WCL collection policy outlines goals, general principles and donations.
 - C. Reconsideration of materials process: While we have a collection policy, we do not yet have a formal complaint policy. Karyn asked who is eligible to file an objection. We talked about the complaint form and whether to ask for the library card number of the person asking for a review. We tabled this discussion until the next meeting because of many questions and concerns in developing a clear procedure and process.
8. Good of the order: Our last quarterly meeting will be held December 13. Joy's term of service ends this year and Kelsey will check to see if she wishes to continue. Kelsey's term is also up, but she will reapply.

The next Library After Dark is scheduled for October 14 with author Tawnya Torres.

The 2024 meeting dates are as follows:

March 13
June 12
September 11
December 11

9. Adjournment: Kelsey adjourned the meeting at 6:48 p.m.

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

Kelsey Balensifer, Board Chair

December 2023

WCL Quarterly Report



Quarter in Brief

- **September:**
 - September we launched our “Homeschool Hangout” program for families that homeschool. It’s an opportunity for parents to meet one another, and for their children to do art projects. We plan to make this more STEM related in the future.
 - September was fairly quiet as far as children’s programming goes because our children’s librarian was out for 2.5 weeks on vacation.
 - City Manager and I met with representatives from NOHA to discuss the potential to purchase the building they currently occupy as a new library building.
 - A representative from the State Library of Oregon stopped in to meet us.
- **October:**
 - October was a bit busier with programming for all ages including homeschool hangout, Library After Dark Author Talk (hosted by the FOWCL), Movie Night, and a new adult program called “Hypnotherapy with Meredith Richardson”.
 - In lieu of candy this Halloween, and in an effort to reduce our lego collection (which is overflowing), we did “Brick or Treat”, where we put together little bags of legos for kids to come in and take home.
 - The FOWCL and the WCL partnered at a booth for the Warrenton Fall Festival. We had a free book giveaway (which was very popular), candy and cookies to hand out, and planned to hold a storytime, but the weather did not cooperate for that.
- **November:**
 - November saw the kick-off of the WCL’s Strategic Planning activities with our Community Forum, which was held at the City Hall Commission Chambers on November 8th. There were roughly 20 attendees ranging from library patron to staff and volunteers. We received good feedback (see attached notes from session), and are ready to start the new year out with some more in-depth planning. From the community forum, a number of the attendees let us know that they are interested in sitting on a sub-committee to help with the planning process.
- **Misc:**
 - FOWCL board is gaining momentum and becoming more active. Currently they are working to plan and deliver another adult program alongside the Library After Dark. Additionally, FOWCL is working to amplify their fundraising presence and help bring in more funds to support library programming.
 - Staff and I launched our first Mailchimp email blast to Warrenton library card holders. We sent the email to roughly 250 people, but it sounds as though it never made it to a large number of them. So, staff and I will continue to work the kinks out of that system.
 - Space at the library continues to be an ongoing issue. I have taken over book ordering from staff, and we are back to utilizing the majority of our monthly budget on new books. However, the big issue we are facing is the lack of space for new books without culling many of the books we currently have.
 - Encore Academy students built Dia De Los Muertos dioramas and had them displayed at the library (picture below)
 - We recently had a Native American Heritage Month Display, and before that we had a Banned Books Display.

Statistics

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Homeschool Hangout

NOVEMBER DATE: **FIRST**
FRIDAY, NOV. 3 10

All ages are welcome at the lib
socialize, play, and meet other
homeschooling families!

Children of all ages can enjoy 2 hours of
open play and a craft activity, while adults
can enjoy free coffee or tea and social time



Get out of your own way!

FREE Hypnotherapy Session
with Meredith Richardson
October 21st, 2023 @ 2:15pm

We all do it.
We have something we want to do ... and we don't do it.
We get frustrated with ourselves. We get mean with ourselves.
... And we still don't do it.
This can look like procrastination or avoidance.
It can feel like being tired, anxious, stressed, overwhelmed, uncertain, and more.
Maybe we know exactly why we're not doing it.
Or maybe we have no idea why we're in our own way.
There are 2 things we know:
1. We are the ones holding ourselves back from doing what we want to do
AND
2. We want to change that behavior.
The part of you that wants to change - that's your conscious brain.
It's your subconscious brain holding you back.
By healing the messaging you received at a younger age, you can change
how you interact with the world. When your conscious brain and your
subconscious brain are aligned, working together toward a common goal,
then you are turbo powered!



Meredith Richardson is a
hypnotherapist who helps Goal
Getters and Superheroes to Stress
Less, Do More, and Have More Fun!

Join her for a FREE, group
hypnotherapy session designed to
help you to get out of your own way!

STRATEGIC PLANNING

COMMUNITY FORUM

Warrenton Community Library is looking to the future, and we want to hear from our community! Please join us.

WHERE: Commission Chambers
Warrenton City Hall

WHEN: November 8
6pm

Brick or Treat!

Stop into the
Warrenton Community Library
from Wednesday, 10/25 to
Tuesday, 10/31 and pick up a
FREE small bag of mixed Lego bricks
and pieces while supplies last!



Strategic Planning Community Forum 11/8/23

Forum start time: 6:05

12 physical attendees, 1 digital

Attendees encouraged to answer the question on the white board: “What is your favorite thing about the Warrenton Community Library?”

- Community Events
- All the wonderful people (volunteers, staff, patrons, authors)
- Library After Dark
- Being able to get to know our community members through events & social opportunities

Opening remarks – Kelsey

Informal conversation- ultimate goal is to hear ideas and opinions. Talking from seats – will use microphone if digital attendees come and need to hear.

Library established in 1993 – 30 years of serving the community. Originally operated in old Hammond town hall. Informed by the city building inspector that the building was never designed to hold the weight of books. Library moved into new location in 2017. Enthused voters supported library levy increase from 9 cents to 35 cents. Friends now has 501(c)3 for fundraising. Looking to start strategic planning process and looking for community input.

What programs should we add? What barriers to access are there?

Initial comments and ideas:

- Has it been thought about purchasing the building from the School District?
 - o Looking at options to purchase permanent building with enough room so that we can expand. Could be a big asset to the library if we owned our permanent space. More than doubled library size when moved from Hammond. Many spaces serve dual use. Looking towards the future – library location will be part of our strategic plan.

Feedback for how people personally use the library and what is most important- also family members and loved ones, how they use it:

- Convenience, nice to have downtown. Hours are good to where most people can use it.
- Variety of community programs for the library is impressive – targeting a wide variety of audiences. Reaching out to families with young children, teens, young adults, entire span of the community in a variety of kinds of programming. Important to keep doing that and taking into consideration size and space. “Cramped at best” – nice way to put library space. Spaces that facilitate community space should be a priority moving forward.
- The kid’s programs – being able to take toddler there on the rainy days. Huge value add for having it as a resource. Check out physical copies and digital loans.
- Do our best as staff to balance competing needs – children’s programming balanced with quiet places for people to work, study and read.
 - o Josh’s vision: more adult programming, literacy programs, computer literacy, workforce literacy, resume writing.
 - o Kelsey: Seaside library has a variety of spaces, kid’s area separate space, quieter study spaces, breakout meeting rooms, teen area.

- Cass: Growing the library as community “Third Space” – provide opportunities for community members to get to know their neighbors and socialize. Re-connect with friends and neighbors.

What is the role of our library in our community? What is the role of our library?

- Role of the library is to serve as a community center that increases accessibility – educational accessibility, internet accessibility, a quiet place, entertainment accessibility. Increases accessibility in the community for every member of the community.
- Connectivity – a place where different people can gather and exchange ideas. Seaside library has space for lectures, have visitors with different perspectives.
- Library as third space – a place for community connections.
- Like the author series – get to meet with local authors, exchange ideas. Library is a great space to meet people outside of your group – open access to the community. Lecture series, discussion groups.
- 95% of library’s budget comes from levy – did not get increase, but levy was renewed. Friends group currently supports regular adult programming. 4pm on Saturday Library After Dark.

How do we let our community know about events?

- Email news bulletins, events heads up, calendars for children, adults?
- Facebook and posting to facebook, sharing posts to local groups – cross posting and cultivating to a larger population. Sandwich board.

Specific programs you’d love to see

- Lecture programs / discussion group
- Cordless drill for library of things
- Connecting people in the community, serving needs. Services are hard to come across – lawn work, have someone help come over to decorate, fundraiser for community services.
- Library of services – time bank. Sign up to donate – 4 hours of organization, 2 hours of house cleaning.
- Tool library
- Local topics – mushroom foraging, clamming, natural resources in community. Local history series on fort stevens/clatsop.
- Reader board outside the library.
- Outdoor lockable bulletin board.

Barriers to access

- Front door is not accessible, automatic door opener.
- Generally hours and scheduling – 7 days a week potentially?

What existing library programs would you like to see enhanced or expanded?

- CRAB program in grade school
- “Our watershed and environment” – science and environment club

Warrenton Community Library - Collection Development Policy

Purpose

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

Collection Development Goals

The Warrenton Community Library will obtain, organize, and make conveniently available to members of the community educational, recreational, and informational materials in print, non-print and electronic form. Materials will be selected based on reviews in professional journals or actual examination and evaluation of materials. Items of popular demand (such as bestsellers), school bibliographies, requests from patrons for specific titles or subjects, and local interests, will also be considered.

Responsibility for Collection

Responsibility for the selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

General Principles of Materials Selection

Each type of material must be considered in terms of its own merit and intended audience. All selected materials must meet some of the following criteria:

- Appeal to the general and overall interests and needs of individuals in the community
- Be of widespread popularity of an author or series
- Be of contemporary significance
- Be of artistic excellence
- Be of entertaining presentation
- Be accurate and objective
- Be appropriate to the interests and skills of the intended audience
- Reflect skill, competence, and purpose of the author
- Be considered in relation to other materials and existing areas of coverage in order to maintain a diverse collection
- Be of technical quality and durability of physical form for library use
- Be considered in relation to price, budget and shelf space constraints
- Be considered in relation to the availability of cataloging records

Donations

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. All donated materials are subject to the selection criteria stated in this policy. Gifts accepted for addition to the Library's collection become the property of the Warrenton Community Library and will be placed where most appropriate.

Material not added to the Library's collection may be given to a local nonprofit organization or transferred to the Friends of the Warrenton Community Library, a nonprofit organization, for use in book sales. The proceeds from such sales are donated to the Library to support the Library mission, programs, and collection development. Warrenton Community Library employees will not appraise donations for tax purposes.

Online Resources

Selected online resources accessed from the Library's web pages are subject to the same selection criteria as other materials.

Internet access expands the Library's ability to offer a wealth of informational, educational, and recreational resources and the Library is pleased to make this resource available to the public. Patrons should note, however, that the Internet is an open, unregulated forum and that the Library cannot control, select, or monitor the constantly changing material accessible through it. Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Patrons should also note that Internet transmissions might not be secure or confidential. Library users access the Internet at their own discretion. Individuals are responsible for determining what is appropriate for themselves and their families. The Library assumes that parents and legal guardians of minor children will monitor and set guidelines for Internet use.

Collection Maintenance and Evaluation

The Library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those materials which are worn, outdated, of little historical significance, or no longer in demand.

Access

The Warrenton Community Library is responsible for providing materials to patrons of all ages, backgrounds, and opinions. Any Library patron is free to select or reject materials for themselves or their own minor children. The Library would never presume to usurp the role of the parent. Only parents and guardians have the right and responsibility to guide the reading, viewing and listening choices of their own minor children. The Library does not stand in the place of parents (in loco parentis.)

The Library collection taken as a whole is an unbiased and diverse source of materials, representing as many viewpoints as possible. Processing and shelving materials shall in no way reflect a value judgment of the material content. All materials will be shelved in order on open shelves, freely and easily accessible to the public. Those items in fragile condition and/or of irreplaceable value may be shelved in restricted areas to protect them from theft or damage.

The library subscribes to the principle that the freedom to read is essential to our democracy, and that free communication is essential to the preservation of a free society. To ensure free communication and the rights of the community to a broad range of ideas and concepts, the Library endorses the American Library Association's Library Bill of Rights, the Freedom To Read Statement and the Freedom to View Statement.

Request for Reconsideration

The Warrenton Community Library recognizes the right of individuals to question the inclusion of materials in the library collection and considers each patron's opinion. A staff member will discuss such concerns and provide the patron with a copy of this policy. Patrons questioning the inclusion of library materials may also state their opinion in writing on a Request for Reconsideration form provided by the Library. The form will be sent to the Library Director, who will review with staff if the material was appropriately selected and made accessible under this policy. The Library Director will make a decision about how the material is to be treated and will communicate this decision to the patron in writing. Materials that are the subject of a Request for Reconsideration submission shall not be removed from the collection pending the final Library Director decision. If the patron wishes to appeal the Library Director's decision, they will do so to the Library Board. The Library Board will review if the material was appropriately selected and made accessible under this policy. The Library Board will make a decision about how the material is to be treated and will communicate this decision to the patron in writing.

Materials that are the subject of a Request for Reconsideration submission appeal shall not be removed from the collection pending the final Library Board decision. To ensure the review process does not become overly burdensome to Library staff and/or the Library Board, a specific item may only be reviewed under a Request for Reconsideration submission once in a 24-month period.

The library reports all challenges to materials to the Oregon Intellectual Freedom Clearinghouse, a project of the Center for the Book at the Oregon State Library. The Clearinghouse collects reports about challenges against all types of library materials in all types of Oregon libraries in an attempt to document the level of censorship attempts in Oregon. An Annual Report of the Oregon Intellectual Freedom Clearinghouse is produced and released during September of each year. While the Oregon Intellectual Freedom Clearinghouse cooperates with other persons and groups concerned with intellectual freedom or related issues, it is intended that the Clearinghouse be an unbiased information resource.

**Warrenton Community Library
Request for Reconsideration of Library Materials**

Title: _____ Author: _____

Publisher: _____ Your name: _____

Address: _____ City: _____

State: _____ Zip code: _____ Email address: _____

Phone: _____

Current Warrenton Library card holder? Yes: ___ No: ___ Warrenton Library card number: _____

Applicant represents (check one):

Self: _____

Minor child of whom I am the legal guardian: _____

Organization or group name: _____

1. What do you find objectionable? Please give examples from the work:

Please attach additional page is more room is required

2. Why do you find it objectionable?

Please attach additional page is more room is required

3. Have you read/watched the entire work? Yes: ___ No: ___
If no, what parts have you read/viewed?

Signature of applicant

Date

Please return this form to:

Warrenton Community Library
Attn: Library Director
PO Box 250
Warrenton, OR 97146