

# Agenda

## 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
2. Roll call
3. Recognition of guests
4. Public comment
5. Consent calendar
  - A. Regular Meeting Minutes 6.14.23
6. Discussion items
  - A. Library director's report
  - B. Friends of the Warrenton Community Library update
  - C. Strategic planning
7. Action items
  - A. Election of 2024 officers
  - B. Collection policy
  - C. Reconsideration of materials process
8. Good of the order
9. Adjournment

# Minutes

## Warrenton Community Library Board Regular Meeting

June 14, 2023 - 5:30 p.m.

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

1. Call to order: Kelsey opened the meeting at 5:35.

2. Roll call: Kelsey Balensifer, Karyn Grass, Joy Wheatley-Decius, Amanda Donovan, Brenda Atwood, Andrew Walker, and Eileen Purcell. 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 3.8.23: Kelsey asked for a motion to approve the meeting minutes from the March quarterly meeting. Karyn motioned, Amanda seconded, and all approved.

6. Discussion items

- A. Library director's report: Josh provided a report detailing his outreach activities and his commitment to developing new programs, particularly those aimed at the community's adult members. Children's programming hours currently predominate programming hours. Josh also reported on some brainstorming regarding buying a new building. The rent on the current building will increase soon and we are currently on a month-to-month lease.
- B. Friends of the Warrenton Community Library update: Official 501c3 status has been attained. The group has scheduled a meeting for 6/15. Adult after dark programming is on hiatus for four months. The Human Bean promotion raised \$200+ which went to the summer reading program. A magic performer is scheduled for July 14.
- C. Strategic Planning: To be undertaken on Josh's initiative, with the advisory board, the Friends and the community's input, to develop a strategic plan to identify and initiate prioritization of programs. We may need to meet outside regular board meeting times to work on this.
- D. The open seat on the board has been filled by Andrew Walker who expressed his enthusiasm for the library. He and his family are active users and participants in library programming and we welcome him to the advisory board.

7. Action items:

- A. Collection Policy: The library has a collection development policy that adheres to ALA guidelines and is the basic document referred to when a complaint is received about a specific text's inclusion in the collection. The current policy proposal to address concerns states the Library Director will review the complaint and then send it to the Advisory Board for review and a decision that can be appealed to the City Commission. This policy

proposal must be approved by the City Commissioners. Amanda proposed that we defer action on this right now; Joy seconded, and the motion was tabled.

8. Good of the order:

A. The coming year's meetings are scheduled at 5:30 p.m. in the Warrenton City Commission Chambers on:

- September 13, 2023
- December 13, 2023

B. Kelsey's term of service is up at the end of the year and she is considering investing more heavily in the Friends group board, which would leave the advisory board chair position open.

9. Adjournment: The meeting concluded at 6:24 p.m.

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

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Kelsey Balensifer, Board Chair

# September 2023

## WCL Quarterly Report

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### Quarter in Brief

- **June:**

- June 3rd we held our Summer Reading Kick-off Party at the library. This event was fun way to get kids (and adults) signed up for the Summer Reading Program. We BBQ'd hot dogs, had face painting, games, and other art activities for everyone.
- As part of the Summer Reading Program, we had the Dragon Theater come to the library to do a puppet show titled "Dungeons & Decisions". This was a very popular show that brought in around 40 kids plus their adults.
- Summer Lunch Program at the library started (provided by the School District).
- Mike Moha (School District) came out to the library at the end of June to discuss various maintenance issues including malfunctioning water heater, outdoor outlets not working, and landscaping river rock. All issues (aside from new river rock for front of library) have been addressed.

- **July:**

- Beginning of July, Cass and Josh participated in the Warrenton 4th of July Parade.
- On July 5th, a representative from University of Oregon's Natural History Museum came to the library to give an interactive presentation on geology. Because this was the day after the holiday, we only saw about 5 kids attend.
- We also had a magician, Seth Howard, come to the library for a presentation as a part of the Summer Reading Program. Again, this brought in about 40 individuals.
- Library staff operated a booth at the Community Health Fair in Astoria that was hosted by Coastal Family Health.
- Columbia River Maritime Museum gave a presentation on "Sea Monsters" at the library as a part of the Summer Reading Program. This brought in about 15 attendees.

- **August:**

- In the beginning of August we brought in the Wildlife Center of the North Coast for a "Bird Adaptation Artistry" presentation/activity as a part of our Summer Reading Program. This event saw about 11 attendees.
- Columbia River Maritime Museum gave a presentation on "Bioluminescence" at the library as a part of the Summer Reading Program. This brought in about 10 attendees.
- We held our "End of Summer Block Party" on August 26. This was the end of the Summer Reading Program. We had crafts for kids to participate in, sidewalk chalk, outdoor games, and music. At the end of the event, we drew the winning raffle tickets for the Summer Reading prizes.

- **Outreach**

- Staff and I are working on putting together an email list to be able to send updates on events happening at the library to our Warrenton patrons. This project was held up a bit by both the Summer Reading Program activities, and the fact that we had to get special reports from Seaside Library in order to get the information we need. We have created a Mailchimp account, and plan to start sending emails out to patrons beginning next month (October) if not sometime later this month.
- Staff and I have discussed the potential of having a monthly KMUN show as a part of our outreach efforts. I am working on getting a meeting set with staff at KMUN to discuss how this would work, if it could work at all.

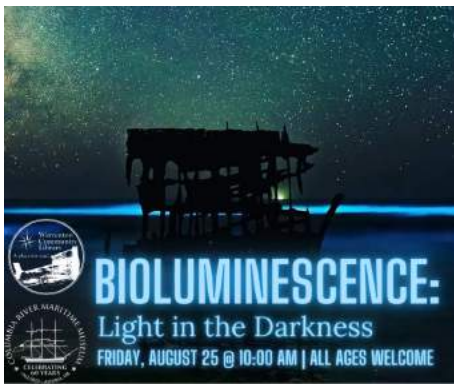
- **Summer Reading Program**

- 102,720 reading minutes logged
- 122 participants signed up (61 participants who returned logs)
- 55 June prize books redeemed, 31 July prize books redeemed, 22 August prize books redeemed
- Most minutes read by single participant: 21,600
- Youngest active participant: 1.5 (1440 minutes read, too!)
- 13 adult participants

## Statistics

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# Images



## **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 Astor Library Friends Association, a non-profit 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 refer it to the Warrenton Community



Library Advisory Board. The Library Advisory Board will review if the material was appropriately selected and made accessible under this policy. The board will make a decision about how the material is to be treated. The Library Advisory Board Chair will communicate this decision to the patron in writing. Materials that are the subject of a Request for Reconsideration shall not be removed pending the final Library Advisory Board decision. If the patron wishes to appeal the board's decision, they will do so to the City Council.

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.

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

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

Publisher: \_\_\_\_\_ Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Patron Represents:

Self: \_\_\_\_\_

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 the entire work?: \_\_\_\_\_ If no, what parts have you read or viewed?:

\_\_\_\_\_

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Date

Please return this form to:

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