



Affirmative Action Plan

2023-2025

September 16, 2022

Office of Governor Kate Brown

900 Court Street NE, Room 254

Salem, OR 97301

I am pleased to submit the State Library of Oregon’s Affirmative Action plan for the 2023 to 2025 biennium. The State Library is committed to fulfilling the actions outlined in the Governor’s Executive Order 22-11. It’s critical that State Library employees are able to communicate effectively, demonstrating cultural sensitivity and compassion, with diverse library users and various partners.

The State Library cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement. The State Library serves diverse clientele through a wide range of programs and services. The State Library embraces the principles of equity, diversity, and inclusion and integrates these principles into the work of the agency. State Library programs and services have a significant positive impact on communities and individuals throughout the state.

The State Library is committed to building and developing a diverse and culturally competent workforce and fostering an inclusive work environment. In addition, the ability to communicate and collaborate effectively within the agency is important to developing and sustaining a climate of inclusion, innovation, and effectiveness. I look forward to building upon previous affirmative action efforts in this new biennium.

Sincerely,



Wendy Cornelisen

State Librarian

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# Agency Overview

## Agency Overview:

The State Library was established as the Oregon Library Commission in 1905 and today provides information services to more than 37,000 state government employees; circulates library materials in digital and Braille format to over 5,000 Oregonians with print disabilities; and provides grants, consultation, training, and support to local libraries throughout the state.

Since its founding, the State Library has been governed by an independent board. The present board consists of nine members who are appointed by the Governor to serve four-year terms.

The State Library current has 39.47 full-time equivalent state (41 positions) and operates with a biennial budget of $19.6 million.

There are four divisions within the State Library:

* The Government Information and Library Services Division provides library services to state employees to assist them in their work including research assistance, professional development, and training them to use library resources. The division preserves state and federal agency publications and other Oregon-related materials and makes them accessible through the library’s [online catalog](https://ccrls.ent.sirsi.net/client/en_US/oslpublic), [Oregon Digital Collections website](https://digital.osl.state.or.us/), and via interlibrary loan services. State Library staff also offer reference assistance to the public in utilizing these collections.
* The Talking Book and Braille Library serves Oregonians with print disabilities by providing Braille materials, audiobooks, descriptive videos, and magazines through the mail and digital download. This is a free service to eligible Oregonians, with over 5,000 active users and an average of 43,000 items circulated every month. The Talking Book and Braille Library is the regional library in Oregon for the Library of Congress’ National Library Service for the Blind and Print Disabled (NLS) network.
* The Library Support and Development Services Division provides consultation services, professional development, statewide library services, and grants to libraries across the state. The division administers state-funded Ready to Read grants to public libraries in Oregon to support summer reading and early literacy programs. The division also manages federal LSTA grant funding as competitive grants and for statewide library services including the [Answerland online reference service](https://answerland.org/), the [Oregon School Library Information System (OSLIS),](https://oslis.org/) and the [Statewide Database Licensing Program](https://www.oregon.gov/library/libraries/Pages/Databases.aspx).
* The Operations Division is responsible for administrative functions and program support including strategic leadership, fiscal management, information technology, volunteer coordination, communication, and State Library Board support. The Operations Division provides the infrastructure support and services necessary for the other State Library divisions to successfully carryout their programs and services.

## Mission and Objectives:

**Mission**: The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

**Vision**: Equitable access to library and information services for all Oregonians.

The State Library is operating under a three-year strategic plan from 2020-2023 with the following focus areas and goals:

**Deliver Responsive Programs and Services**

* Oregonians pursue learning that contributes to their personal well-being and the well-being of their community.
* Oregonians are connected to state government and Oregon’s heritage through digital initiatives and preservation strategies.
* Stakeholders’ interests and needs are reflected in relevant and effective programs and services.

**Enhance strategic partnerships and engagement**

* State employees and the public receive seamless information and research services through partnerships and collaborations with state agencies.
* Oregon communities receive more robust services when libraries collaborate with agencies and organizations around mutual interests.

**Generate awareness of and support for Oregon libraries**

* Stakeholders understand and appreciate the impact of State Library programs and services on individuals and communities.
* Oregonians understand and appreciate the value and impact libraries throughout Oregon have on individuals and communities.

**Build agency infrastructure and capacity**

* Staff are empowered to deliver quality services and programs through updated technology tools and professional development opportunities.
* Staff integrate anti-racism, equity, diversity, and inclusion principles into daily work, decision-making, and programs and services.

## Key Agency Contacts

* **Agency Director**: Wendy Cornelisen, State Librarian
wendy.cornelisen@slo.oregeon.gov, 503-378-4367
* **State Library Policy Advisor**: EfrenZamudio, efren.zamudio@oregon.gov, 971-720-3220
* **Affirmative Action Representative**: Andrea Paola, DAS HR Business Partner, andrea.paola@das.oregon.gov, 503-779-5880
* **Equity Leader**: N/A. We have no positions with “diversity”, “inclusion”, “access”, “equal opportunity”, “multicultural”, or “equity” in the job title

## Organizational chart



#

Full-time Equivalent: 39.47 FTE

Positions: 41

# Affirmative Action Plan

## **Agency Affirmative Action Policy Statement**

The State Library of Oregon is committed to achieving equal employment opportunity and affirmative action objectives that will promote recruitment, employment, and advancement of a diverse workplace. In administering its program, the State Library of Oregon will not discriminate against any person who seeks employment or is a current or potential user of State Library services based on race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other protected class as defined by federal and state law.

## **Agency Diversity and Inclusion Statement**

The State library believes that all Oregonians should have equitable access to library and information services. We acknowledge that past and present inequity has excluded many from the wide range of benefits provided by libraries. We understand that systemic racism exists today within the library profession. The State Library is committed to advancing anti-racist practices and policies and integrating equity, diversity, and inclusion principles into our daily work, decision-making, and programs and services.

The State Library is committed to listening, learning, growing, and taking actions to address institutional bias within our agency as well as provide leadership and support for libraries across the state. Libraries are uniquely positioned to fight inequity and racism through free and open access to resources, programs, and services, and it is critical that library staff are empowered with the training and development needed to reach communities that are being marginalized and oppressed, create welcoming and inclusive environments, and respond to community needs.

## **Training, Education and Development Plan**

The State Library has long supported the training and education of State Library staff members. The Professional Development Workgroup addresses the agency’s strategic initiative to Build staff anti-racism, equity, diversity, and inclusion competencies. A 2022 survey of staff showed a strong desire for continued EDI topic coverage. The State Library is providing a variety of training opportunities at several levels, including guest speakers at All Staff Meetings and attendance at the Diversity and Inclusion Conference for State Employees.

The State Librarian participates in the Annual Tribal/State Government-to-Government Summit with the nine federally recognized Tribal Governments of Oregon. Additionally, Library Support division staff representatives work with the Tribes throughout the year on a variety of projects.

## **Programs**

## Internship Programs

The State Library internship program welcomed its first paid intern in June 2022, providing a recent college graduate with hands-on library experience, including both practical application and networking opportunities.

1. Community Outreach

The State Library’s EDI Workgroup initiated a Native Plants project, in conjunction with State Parks and the Legislative Administration Committee. Together, we reached out to tribes in Oregon to seek input, guidance, and participation from all interested Tribal Nations on a new project to elevate Tribal voices in State Capitol State Park.

## **Executive Order 22-11**

The State Library is working to socialize equity and help people, including our library users, understand how racial equity is part of a larger system, including the words used to describe people, places and events, both past and present. As part of [the State Library’s work](https://www.oregon.gov/library/operations/Pages/Mission-Values.aspx) toward anti-racist, anti-oppressive librarianship, staff are working to select respectful and inclusive language in catalog records, including choosing language that people use to describe themselves.

Library catalogs use subject headings to make it easier for library users to find items on the same topic. The most common subject headings are from the Library of Congress, but the process to change terms can be slow and face political interference. The State Library has launched an effort to utilize language that affirms dignity and inclusion by updating subject headings for the entire collection. For example, [the State Library’s catalog](https://ccrls.ent.sirsi.net/client/en_US/oslpublic/?rm=VOCABULARY+CHA0%7C%7C%7C1%7C%7C%7C3%7C%7C%7Ctrue) now uses the terms "Undocumented Immigrants" and "Foreign Nationals" instead of "illegal" and "alien" in reference to people.

This is work in progress but is part of the overall efforts to integrate anti-racism, equity, diversity and inclusion principles into the daily work at the State Library, a key component of the [Statewide Diversity, Equity and Inclusion Action Plan.](https://www.oregon.gov/das/Docs/DEI_Action_Plan_2021.pdf)

## **Status of contracts to Minority Businesses (ORS 659A.015)**

The State Library is a small agency and does few contract solicitations. The solicitations we generally pursue are for library focused products and services available through specialized vendor at a national level.

The State Library has contracted with two women-owned businesses in 2021 and 2022. These businesses were found by using the statewide master blanket contracts. The companies are:

* Beyond Uniforms and Apparel - $1,480.00
* Passport to Languages - $1,732.50

# Roles for Implementation of Affirmative Action Plan

* **Director**: As agency director, the State Librarian directs work related to equity, diversity, inclusion, and affirmative action. The State Librarian leads the effort to achieve the goals and objectives identified within our Affirmative Action Plan and monitors our progress. The State Librarian ensures we comply with applicable federal and state laws, rules, regulations, and executive orders. The State Librarian ensures performance reviews include evaluation of managers’ efforts related to equity, diversity, inclusion, and affirmative action.
* **Managers**: The State Library managers ensure new staff are familiar with policies and plans relating to affirmative action. Whenever possible, they encourage staff to attend trainings, apply for openings, and develop leadership and communication skills. They strive to maintain an environment free of discrimination and harassment by enforcing policies, meeting with staff when issues arise, and encouraging training on these issues. When hiring for a position, managers distribute announcements widely to reach diverse populations.
* **Affirmative Action Representative**: The Affirmative Action Representative attends Affirmative Action meetings and shares with the agency any updates, requirements, or opportunities. The Affirmative Action Representative contributes to the drafting of the State Library’s Affirmative Action Plan.
* **All Agency Staff:**  All State Library staff at every level are empowered to deliver quality services and integrate anti-racism, equity, diversity, and inclusion principles into their daily work. This includes increasing access to State Library services for populations that are being, or have historically been, underserved or marginalized.

# 2021-2023 Affirmative Action Plan Progress Report

The State Library had three goals for the 2021-2023 Affirmative Action Plan. The progress made toward each goal is described below.

**Goal 1**

* Work with a consultant to review, revise, and develop diversity recruitment and retention processes and strategies, with implementation of new processes by June 30, 2022.

Changes in leadership at both the State Library and the Office of Cultural Change have led to delays in identifying a consultant for this work. An RFP that was issued in March 2021 was closed for no award of the solicitation: of the three bids received, only one met the qualifications, and that one was determined to be unacceptable. The RFP has not yet been re-issued.

We acknowledge that past and present inequity has excluded many from the wide range of benefits provided by libraries, including employment opportunities within libraries. We understand that systemic racism exits today within the library profession. The State Library is committed to advancing anti-racist practices and policies and integrating equity, diversity, and including principles into out hiring, daily work, decision-making, and program and services.

This goal will continue in our 2023-2025 Affirmative Action Plan.

**Goal 2**

* Increase the racial and ethnic diversity of the State Library staff to 25% people of color by 2027 to better reflect the communities we serve.

The State Library has strong staff retention rates. While this reflects positively on the agency’s work environment, it also impacts the timeline for increasing the racial and ethnic diversity of the State Library staff. We will be diligently working toward achieving increased staff diversity as we have vacant positions in the coming years.

**Goal 3**

* Increase the racial and ethnic diversity of the State Library Board to 25% people of color by 2025 to better reflect the communities we serve.

The State Library Board members serve a four year term, with the possibility of one renewal, which impacts the timeline for increasing the racial and ethnic diversity of the State Library Board. There were no new Board members appointed during this reporting period.

# July 1, 2023 – June 30, 2025 Affirmative Action Plan

* 1. 2023 – 2025 Affirmative Action Goals
	+ Work with a consultant to review, revise, and develop diversity recruitment and retention processes and strategies, with implementation of new processes by June 30, 2024.
	+ Increase the racial and ethnic diversity of the State Library staff by 2027 to better reflect the communities we serve.
	+ Increase the racial and ethnic diversity of the State Library Board by 2025 to better reflect the communities we serve.
	+ The State Library of Oregon will offer twelve EDI focused training sessions to State Library staff in the next reporting period.
	1. 2023 – 2025 Affirmative Action Strategies

The State Library will be engaging with a consultant to develop a portion of our affirmative action strategies, but below are some potential strategies that we will explore with that assistance.

1. Recruitment
* Audit past job postings and revise to speak to a broader range of candidates.
* Review and broaden preferred qualifications to allow for a wider skill set.
* Develop a core list of job posting sites that target diverse populations and consistently post jobs to these sites to reach diverse candidates.
* Explore opportunities to partner with statewide groups at various conferences to promote recruitments.
* Explore strategic student volunteer and internship opportunities to develop future employees and/or interest in the library field.
1. Selection
* Review and revise application screening process to mitigate bias.
* Train interview panels on implicit bias and how to manage bias in the hiring process.
1. Retention
* Improve onboarding process and include proactively connecting new staff with colleagues and regular manager check-in meetings focused on listening and responding to employee needs.
* Provide all staff learning opportunities to build anti-racist, equity, diversity, and inclusion competencies.
1. Employee Training and Engagement
* All staff are invited to join the Equity, Diversity, and Inclusion Workgroup.
* Conduct regular workplace environment surveys and implement changes based on survey results.
* Offer trainings and a variety of opportunities to practice inclusion as we learn about biases and underserved groups, including:
	+ EDI Book Club, which provides a low barrier for participation and an opportunity to use the power of the written word to gain a window to new experiences that may be very different from the lives of staff members, giving us a chance to practice inclusion. Staff participation is voluntary but considered training time.
	+ Invite speakers to All Staff Meetings who can provide additional perspectives and learning opportunities for State Library staff.
	+ EDI Cohort training, scheduled for early 2023, will be required for all staff. These workshops are designed to help staff members recognize implicit bias and work towards a more inclusive work environment.
	+ Diversity and Inclusion Conference for State Employees

# Demographic Analysis

The demographic analysis of State Library staff as of June 30, 2022 is included below.

## Supervisors

|  |
| --- |
| **Agency Director by Racial Category and Gender** |
| **Racial Categories** | **Female** | **Male** |
| American Indian/Alaska Native |   |   |
| Asian |   |   |
| Black/African American |   |   |
| Hispanic |   |   |
| Native Hawaiian/Other Pacific Islander |   |   |
| Two Or More Races |   |   |
| White | 1 |   |
| **Totals** | **1** | **0** |

|  |
| --- |
| **Agency Executives by Racial Categories & Gender** |
| **Racial Category** | **Female** | **Male** | **All** | **Pct.** |
| American Indian/Alaska Native |   |   | 0 | 0.00% |
| Asian |   |   | 0 | 0.00% |
| Black/African American |   |   | 0 | 0.00% |
| Hispanic | 1 |   | 1 | 25.00% |
| Native Hawaiian/Other Pacific Islander |   |   | 0 | 0.00% |
| Two Or More Races |   |   | 0 | 0.00% |
| White | 2 | 1 | 3 | 75.00% |
| **Totals** | **3** | **1** | **4** |   |

|  |  |  |
| --- | --- | --- |
| **Agency Executives by Reported Disability & Veteran's Status, and Racial Categories** |  |  |
|  | **Female** | **Male** |
| **Racial Category** | **Disability Reported** | **Veteran** | **All** | **Disability Reported** | **Veteran** | **All** |
| American Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 0 | 0 | 0 | 0 | 0 | 0 |
| Black/African American | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian/Other Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 |
| Two Or More Races | 0 | 0 | 0 | 0 | 0 | 0 |
| White | 0 | 0 | 0 | 0 | 0 | 0 |
| **Totals** | **0** | **0** | **0** | **0** | **0** | **0** |

## Workforce Tables

**Racial Representation by Job Classification**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Categories** |   | **American Indian or Alaska Native** | **Asian** | **Black or African American** | **Hispanic or Latino** | **Native Hawaiian or Other Pacific Islanders** | **Two or more races** | **White** | **Do not wish to answer** |
|   | Total Emp | Actual\* % | Actual\* % | Actual\* % | Actual\* % | Actual\* % | Actual\* % | Actual\* % | Actual\* % |
| Administrative Support | 16 |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% | 16 | 100% |   | 0% |
| Officials and Administrators | 5 |   | 0% | 0 | 0% | 0 | 0% | 1 | 20% | 0 | 0% | 0 | 0% | 4 | 80% |   | 0% |
| Paraprofessionals | 0 |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |
| Professionals | 17 | 1 | 5% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 15 | 88% | 1 | 5% |
| Service | 0 |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |
| Skilled Craft Workers | 0 |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |
| Technicians | 0 |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |   | 0% |
| **Totals** | 38 | 1 |   | 0 |   | 0 |   | 1 |   | 0 |   | 0 |   | 35 |   | 1 |   |
|  |  | 2% |  | 0% |  | 0% |  | 2% |  | 0% |  | 0% |  | 92% |  | 2% |  |

\*Affirmative Action Statistics are voluntary and may not accurately reflect the actual diversity of the agency.

**Veteran’s Status, Age, Disability Status, and Gender by Job Classification**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Categories** | **Veteran**  |   | **Age** |   | **Disability** |   | **Gender** |
|   |   | <25 | 25-30 | 30-35 | 35-40  | 40-45 | 45-50 | 50-55 | 55-60 | 60-65 | 65+ |   | Female | Male |
| Administrative Support | 0 | 1 | 0 | 6 | 2 | 5 | 0 | 0 | 0 | 2 | 1 | 0 | 11 | 5 |
| Officials and Administrators | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 2 | 0 | 0 | 4 | 1 |
| Paraprofessionals |   |  |  |  |  |  |  |  |  |  |  |   |   |   |
| Professionals | 0 | 0 | 2 | 3 | 0 | 6 | 0 | 1 | 3 | 1 | 0 | 0 | 11 | 6 |
| Service |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Skilled Craft Workers |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Technicians |   |  |  |  |  |  |  |  |  |  |  |   |   |   |
| **Totals** | 0 | 1 | 2 | 9 | 2 | 12 | 2 | 1 | 3 | 5 | 1 | 0 | 26 | 12 |

## Promotions

* + 1. Supervisor Promotions by Racial Categories & Gender

|  |
| --- |
| **Agency Supervisor Promotions by Racial Categories & Gender 7/1/20 to 6/30/22** |
|  | **Female** | **Male** | **All** |
| **Racial Categories** | **Reported Disability** | **Veterans** | **Agency Workforce** | **Reported Disability** | **Veterans** | **Agency Workforce** | **Agency Workforce** |
| American Indian /Alaska Native |   |   | 0 |   |   | 0 | 0 |
| Asian |   |   | 0 |   |   | 0 | 0 |
| Black/African American |   |   | 0 |   |   | 0 | 0 |
| Hispanic |   |   | 0 |   |   | 0 | 0 |
| Native Hawaiian /Other Pacific Islander |   |   | 0 |   |   | 0 | 0 |
| Two Or More Races |   |   | 0 |   |   | 0 | 0 |
| White |   |   | 0 |   |   | 0 | 0 |
| **Agency Totals** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

* + 1. Non-Supervisor Promotions by Racial Categories & Gender

|  |
| --- |
| **Agency Non-Supervisor Promotions by Racial Categories & Gender 7/1/20 to 6/30/22** |
|  | **Female** | **Male** | **All** |
| **Racial Categories** | **Reported Disability** | **Veterans** | **Agency Workforce** | **Reported Disability** | **Veterans** | **Agency Workforce** | **Agency Workforce** |
| American Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Black/African American | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian/Other Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two Or More Races | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| White | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Agency Totals** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

# Appendix A – State Policy Documentation

1. [ADA and Reasonable Accommodation Policy](https://www.oregon.gov/das/Policies/50-020-10.pdf?msclkid=1400897da63911eca232f5134f29ec33) (Statewide policy 50.020.10)
2. [Discrimination and Harassment Free Workplace](https://www.oregon.gov/das/Policies/50-020-10.pdf?msclkid=1400897da63911eca232f5134f29ec33) (Statewide policy 50.010.01)
3. [PENDING FINAL APPROVAL: Statewide Workforce Learning and Development (](https://www.oregon.gov/das/Policies/10-040-01.pdf)Statewide policy 10-040-01)
4. [Recruitment and Selection](https://www.oregon.gov/das/Policies/40-010-02.pdf) (Statewide policy 40.010.02)
5. [Veterans Preference in Public Employment](https://oregon.public.law/statutes/ors_408.230?msclkid=b951c85ea63b11ecb35448061874d7ed) (ORS 408.230)
6. [Equal Opportunity and Affirmative Action Rule](https://secure.sos.state.or.us/oard/viewSingleRule.action;JSESSIONID_OARD=fziZz6ZB29lTTzAQ9JDfeuWsesUTUsmouEI7Z2-NhO3z-j_HE6kp!1786386523?ruleVrsnRsn=1194) (105.040.0001)
7. [Executive Orders 22-11: Relating to Affirmative Action, Equal Employment Opportunity, Diversity, Equity, and Inclusion](https://www.oregon.gov/gov/eo/eo_22-11.pdf)

# Appendix B – Federal Documentation

1. [Age Discrimination in Employment Act of 1967 (ADEA)](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title29-section621&num=0&edition=prelim)
2. [Disability Discrimination title I of the American with Disability Act of 1990](https://www.eeoc.gov/statutes/titles-i-and-v-americans-disabilities-act-1990-ada?msclkid=c563a658a63511ecb5414ef11ac200a2)
3. [Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)](https://www.eeoc.gov/statutes/genetic-information-nondiscrimination-act-2008)
4. [Equal Pay and Compensation Discrimination Equal Pay Act of 1963](https://www.eeoc.gov/statutes/equal-pay-act-1963)
5. [Title VII of the Civil Rights Act of 1964](https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964)
	1. National origin Discrimination
	2. Discrimination
	3. Race/Color Discrimination
	4. Religious Discrimination
	5. Sex-Based Discrimination
	6. Sexual Harassment
6. [Retaliation Title VII of Civil Agency Affirmative Action Policy](https://www.ce9.uscourts.gov/jury-instructions/node/173)

# Appendix C – Agency documentation in support of its Affirmative Action Plan

## Agency Affirmative Action Policy

|  |
| --- |
| **State Library of Oregon**Policy |
| **Affirmative Action and Equal Employment Opportunity** |
| Approved by: Jennifer Patterson, State Librarian | Date: 7/22/19 |

**Policy Statement:** The State Library of Oregon is committed to achieving equal employment opportunity and affirmative action objectives that will promote recruitment, employment, and advancement of a diverse workplace. In administering its programs, the State Library of Oregon will not discriminate against any person who seeks employment or is a current or potential user of State Library services based on race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other protected class as defined by federal and state law.

**Authority:** ORS 243.305, ORS 659A, OAR 105-040-0001

Executive Orders: 05-01 and 08-18

**Applicability:** All employees, volunteers, and State Library Board

**Definitions:**

Affirmative Action (AA): a method of eliminating the effects of past and present discrimination, intended or unintended, on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other protected class as defined by federal and state law.

Affirmative Action Plan (AAP): a strategic plan that describes the steps an agency will take to provide equal opportunity within its workforce.

Equal Employment Opportunity (EEO): the opportunity to obtain employment without discrimination based on race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other protected class as defined by federal and state law.

Equal Employment Opportunity Commission (EEOC): the federal agency responsible for promoting and enforcing federal equal employment laws that make it illegal to discriminate against a job applicant or employee.

**Policy:**

The State Library Board and State Library management support equal employment opportunity laws, rules, and regulations; affirmative action concepts; and the right of all persons to work and advance on the basis of merit, ability, and potential. The performance of the State Librarian and managers will be evaluated, in part, on their efforts and accomplishments in promoting the respectful workplace, affirmative action, and equal employment opportunity goals and objectives of the agency. The State Librarian and managers are accountable for promoting a respectful workplace, which honors diversity and promotes understanding and success for all employees.

The State Library remains committed to maintaining an inclusive and positive work environment through ongoing and equitable employee training and development opportunities.

As an equal opportunity employer, the State Library strives to eliminate the effects of past and present discrimination, intended or unintended, which are evident by analysis of present employment patterns and practices.

The State Library will actively seek to attract qualified applicants from diverse backgrounds to improve the hiring opportunities of underrepresented populations and to develop a diverse workforce. The candidate selected for the position will be the individual who meets the minimum qualifications of the position and whose knowledge, skills, and abilities best meet the needs of the agency at the time the selection decision is made.

The State Library will continue its adherence to established nondiscrimination and affirmative action guidelines in screening and selecting contractors and volunteers and in appointing advisory committee members.

The State Library will not discriminate or tolerate discrimination against any individual because they are a member of, apply to be a member of, perform, have performed, or have an obligation to perform service in a uniformed service.

If an individual believes they were denied employment with the State Library based on any of the aforementioned discriminatory factors, they may request a review of the decision by contacting the State Library’s Affirmative Action Representative at 503-378-2105.

If the concern is not resolved to the satisfaction of the individual, they may contact the Governor’s Affirmative Action Manager at 503-378-8271 or the Oregon Bureau of Labor and Industries (BOLI) in Salem at 503-378-3292 or in Portland at 971-673-0761.

The State Library shall maintain a current copy of the Affirmative Action and Equal Employment Opportunity policy and Affirmative Action Plan on its website at [www.oregon.gov/library](http://www.oregon.gov/library%20).

## Affirmative Action and Equal Employment Opportunity Policy

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| **State Library of Oregon**Policy |
| **Affirmative Action and Equal Employment Opportunity** |
| Approved by: Jennifer Patterson, State Librarian | Date: 7/22/19 |

**Policy Statement:** The State Library of Oregon is committed to achieving equal employment opportunity and affirmative action objectives that will promote recruitment, employment, and advancement of a diverse workplace. In administering its programs, the State Library of Oregon will not discriminate against any person who seeks employment or is a current or potential user of State Library services based on race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other protected class as defined by federal and state law.

**Authority:** ORS 243.305, ORS 659A, OAR 105-040-0001

Executive Orders: 05-01 and 08-18

**Applicability:** All employees, volunteers, and State Library Board

**Definitions:**

Affirmative Action (AA): a method of eliminating the effects of past and present discrimination, intended or unintended, on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or any other protected class as defined by federal and state law.

Affirmative Action Plan (AAP): a strategic plan that describes the steps an agency will take to provide equal opportunity within its workforce.

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## Anti-racism, Equity, Diversity, and Inclusion Statement and Goals

**Anti-racism, Equity, Diversity, and Inclusion Statement and Goals**

The State Library believes that all Oregonians should have equitable access to library and information services. We acknowledge that past and present inequity has excluded many from the wide range of benefits provided by libraries. We understand that systemic racism exists today within the library profession. The State Library is committed to advancing anti-racist practices and policies and integrating equity, diversity, and inclusion principles into our daily work, decision-making, and programs and services. Guided by our [vision, mission, and values](https://www.oregon.gov/library/operations/Pages/Mission-Values.aspx), the State Library has the following goals:

* Utilize the [State of Oregon Equity Framework](https://www.oregon.gov/pharmacy/Documents/EquityFrameworkCovid19_2020.pdf) to assess and improve our policies and services, remove barriers and address potential bias, and better serve communities that experience racial disparity and oppression.
* Reconcile the agency’s racist beginnings by acknowledging the actions and beliefs of the first state librarian Cornelia Marvin Pierce, the influence those beliefs may have had on the agency’s practices and services, and the resulting impact on communities and individuals. Engage with the OLA EDI Anti-racism Committee to develop strategies for addressing this past.
* Provide ongoing learning opportunities for State Library staff to deepen their understanding and practice of anti-racism, equity, diversity, and inclusion principles and strategies.
* Conduct a continuing education needs assessment and engage with libraries to determine the initiatives, education, and resources necessary to support libraries throughout the state in meeting the needs of communities and individuals.
* Support OLA’s commitment to anti-racism, equity, diversity, and inclusion through methods such as grant funding, collaboration, deployment support, and promotion to the library community.

The State Library is committed to listening, learning, growing, and taking actions to address institutional bias within our agency as well as provide leadership and support for libraries across the state. Libraries are uniquely positioned to fight inequity and racism through free and open access to resources, programs, and services, and it is critical that library staff are empowered with the training and development needed to reach communities that are being marginalized and oppressed, create welcoming and inclusive environments, and respond to community needs.

## Equity, Diversity, & Inclusion Workgroup Charter

**Equity, Diversity, & Inclusion Workgroup Charter**

State Library Vision

Equitable access to library and information services for all Oregonians.

State Library Mission

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

Strategic Initiatives Ownership

|  |  |  |
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| **Goal** | **Objectives** | **Initiatives** |
| Staff integrate anti-racism, equity, diversity, and inclusion principles into daily work, decision-making, and programs and services. | Increase employee anti-racism, equity, diversity, and inclusion competencies. | Provide ongoing learning opportunities for State Library staff to deepen understanding and practice of anti-racism, equity, diversity, and inclusion principles and strategies. |
| Increase access to State Library services for populations that are being, or have historically been, underserved or marginalized. | Develop and implement an equity framework to assess and improve our policies, programs, and services, remove barriers, and address potential bias. |

Purpose: The Equity, Diversity, and Inclusion Workgroup will…

* Build employee understanding and incorporation of anti-racism, equity, diversity, and inclusion skills and practices into the work of the State Library.
	+ Develop and administer staff EDI self-assessment survey.
	+ Provide ongoing learning opportunities for State Library staff to deepen understanding and practice of anti-racism, equity, diversity, and inclusion principles and strategies.
* Develop and implement an equity framework to assess and improve our policies, programs, and services, remove barriers, and address potential bias.
* Provide recommendations and guidance on equity, diversity, and inclusion topics and the implementation of anti-racist practices.

Workgroup Roles

* The chair will schedule meetings, create agendas, provide members with materials necessary for meetings, and facilitate meetings.
* The recorders will rotate between all members except the chair.
* Subgroups may be formed to work on specific projects or tasks.
* All staff may be invited to participate in individual projects.

Workgroup Members: The Equity, Diversity, and Inclusion Workgroup will ideally have representation from each division. All staff who have an interest in participating in the workgroup will be welcomed (with supervisor approval), and representation will not be limited to one person from each division.

## Native Plants Project

**State Library of Oregon***Native Plants Landscaping Project*

* + **06/09/2022**

* **Overview**

* **Project Background and Description**

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|  | **Proposal Overview:** This proposal is to use the State Library’s position on the grounds of State Capitol State Park to influence the landscaping decisions associated with the completion of several exterior construction projects in summer of 2022 and amend beds at the primary entrance on the Capitol Mall. It is the position of the State Library of Oregon that it would be ideal to rethink landscaping options to include plants that are native to the state of Oregon and are hardy, longstanding, and low maintenance so as to not impact Oregon Department of Parks and Recreation for management of the landscaping. The State Library of Oregon views this opportunity for reintroducing native plants as an additional opportunity to expand public services through potential interpretive experiences (signage, digital content, etc.) in a second project phase, that highlight native voices and traditional lifeways, foodways, and knowledge associated with these native plants. In partnering with Oregon Department of Parks & Recreation, local tribes with vested interest, and other key collaborators we hope that this would provide opportunities for public interaction with library spaces, improve State Capitol State Park experiences, and also meet Strategic Plan initiatives at the State Library to improve equity, diversity, and inclusion efforts, as well as to improve the public’s understanding of the role of the State Library in state government.**State Library of Oregon Project Team Members*:*** * Jey Wann (Oregon Documents Coordinator), jey.a.wann@slo.oregon.gov
* Max Robinson (Library Consulting Assistant), max.robinson@slo.oregon.gov
* Wendy Cornelisen (State Librarian), wendy.cornelisen@slo.oregon.gov
* Cam Amabile (Volunteer & Operations Coordinator), courtney.amabile@slo.oregon.gov
 |

* **Project Scope**

The scope of this project is limited to the following tasks:

* Identifying a suggested list of native plants for landscaping post-construction efforts, and collaborating with existing contractor to complete the planting as scoped
* Identifying funding sources and budget for this project
* Identifying ideal format of interpretive media associated with landscaping
* Collaboratively drafting interpretive content with partners at Oregon Parks & Recreation and tribal governments with vested interests in this project
* If virtual content is used, defining roles and responsibilities for collaboratively maintaining virtual interpretive content over time
* **Project Goals & Objectives**

***Goals:***

*Phase I*

1. Encourage installation of native plants post-construction completion around the State Library of Oregon facility.

*Phase II*

1. Collaborate with appropriate partners on interpretive content to communicate traditional significance and usages of installed plants.

***Objectives:***

*Phase I*

1. Complete the installation of three (3) beds of plants native to Marion/Polk Counties of Oregon which are low maintenance, climate resistant, and aesthetically pleasing.

*Phase II*

1. Complete one (1) interpretive project proposal including digital content featuring library resources, tribal stories, and State Parks identified narratives.
2. Installation of interpretive opportunities including website with interpretive content, physical access points (QR code or other signage in native beds).

*Phase III*

1. Maintain project website annually, or as necessary.
* **Final Deliverables**
1. Native garden beds.
2. Digital interpretive media.
* **Affected Parties**
1. State Library of Oregon
2. Oregon Parks & Recreation Department
3. Oregon Legislature, Public Outreach Program
4. Confederated Tribes of Grand Ronde
5. Confederated Tribes of Siletz Indians
6. Confederated Tribes of Warm Springs
7. Yakima Nation?
8. All Tribal Nations (due to the nature of the State Capitol State Park mission/vision)

* **Affected Business Processes or Systems**

*Budget |*

* Which agency will be responsible for costs incurred associated with replanting?
	+ State Parks (as per Miranda Montez)
* Which agency will be responsible for costs incurred for interpretive planning, design, and installation?

*Collaborative Authority & Decision Making|*

* Which agency has final decision-making authority?
* We will need an MOU for Phase II of this project to outline responsibilities for interpretive product development and maintenance.
	+ Which agency will initiate/execute the MOU?

*Leadership|*

* Identifying formally recognized project leaders from affected and interested parties.
	+ State Parks |
	+ State Library |
	+ State Capitol |
	+ Tribal Nations

*Communication|*

* Identify modus for collaborative communication & decision-making.

* **Specific Exclusions from Scope**

The scope of the project does not include:

* Landscape maintenance
* **Implementation Plan**

***Phase I | Native Planting***

***Phase II | Interpretive Opportunities***

Implementation TBD

## **EDI Book Club Proposal**

**Plan for EDI Workgroup Organized Book Club**

A suggested course of action put forth by committee member, Max H. Robinson

**Proposed Plan**

* The EDI Workgroup will sponsor 1 book per month, dedicated to a related national cause (i.e. Black History Month in February, LGBTQ+ in June, etc.)
* The book will be announced at the beginning of the month, with suggestions on where to find the book (library, Powell’s, Third Place Books – BIPOC Owners) as well as accessibility options (Libby, Talking Books)
* In the month’s final All Staff meeting, EDI will facilitate a discussion of the book with any/all staff who chose(s) to stay on after the main meeting’s functions conclude

**Proposed books by Month to start first year of the club**

June (LGBTQ+) – [“George (Melissa)”](https://www.goodreads.com/book/show/40948486-george) by Alex Gino

July (Wild Card, Undocumented/Immigrants) – [“What Strange Paradise”](https://www.goodreads.com/book/show/53773242-what-strange-paradise) by Omar El Akkad

August (Wild Card, Economically Disadvantaged)

September (Hispanic-Latino Heritage Month)

October (Disability Employment Awareness Month)

November (American Indian Heritage Month)

December (Alternative Holiday Month – Hanukkah, Kwanzaa, Boxing Day)

January (MLK Jr. Book)

February (African American History Month)

March (Women’s History Month) – Special Partnership, Talking Books leads the club this month

April (Arab Heritage Month)

May (Asian American and Pacific Islander Heritage Month or Jewish American Heritage)

**Other aspirations for this Book Club**

* Highlighting PNW authors
* Hosting discussions featuring the author
* Bringing in other featured guests, such as highlighting Oregon librarians or publishers

**Links**

* <https://www.oregon.gov/lcd/Commission/Documents/2021-09_Item-2_Directors-Report_Attachment-A_DEI-Action-Plan.pdf>