



State Library
of Oregon

Affirmative Action Plan

2025-2027

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Oregon

Tina Kotek, Governor



**State Library
of Oregon**

250 Winter St. NE

Salem, OR 97301

503-378-4243

www.oregon.gov/library

July 31, 2024

Juliet Valdez, Affirmative Action Manager
Department of Administration Services
Office of Cultural Change
155 Cottage St NE
Salem, OR 97301

Dear Juliet,

I am pleased to submit the State Library of Oregon's Affirmative Action plan for the 2025 to 2027 biennium. The State Library is committed to improving our strategies to provide a work environment that is safe, respectful and emphasizes opportunities for career development and advancement to promote equity, as we also attract and retain employees that reflect the diversity of the communities we serve in Oregon.

The State Library's mission is to cultivate, preserve, and deliver library and information services to foster lifelong learning and community engagement. The State Library embraces the principles of equity, diversity, and inclusion and integrates these principles into the operational work of the agency. The State Library serves diverse clientele, including people in Oregon with a print impairment, state employees, library staff across the state, and the general public, through a wide range of programs and services. These programs and services have a significant positive impact on communities and individuals throughout the state. We commit to ensuring that those most potentially impacted by our decisions have the chance to participate in the process.

The State Library is committed to building and developing a diverse and culturally competent workforce and fostering an inclusive work environment. While progress has been made, there is significant work to be done. The State Library's leadership team will continue to work with State Library staff to affirm our values of equity, access, collaboration, public service and adaptability as we accomplish the goals established in the 2025-2027 Affirmative Action Plan.

Sincerely,

Wendy Cornelisen
State Librarian

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

I. 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 nearly 4,500 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 currently 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](#), Oregon Digital Collections website, 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 nearly 4,500 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 and serves as Oregon's Center for the Book.
- 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 Library Services and Technology Act grant funding as competitive grants and for statewide library services including the [Answerland online reference service](#), the [Oregon School Library Information System \(OSLIS\)](#), and the [Statewide Database Licensing Program](#).
- 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 carry out their programs and services.

Mission and Strategic Focus Areas:

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 the people of Oregon.

The State Library is operating under a three-year strategic plan, which includes our agency DEI plan, with the following focus areas and goals:

Strategic Focus Area 1: Provide Excellent Service

Goal A: Meet the information needs of our customers.

Goal B: Develop educated and engaged community members.

Goal C: Ensure customers are satisfied with our services.

Strategic Focus Area 2: Expand Our Reach

Goal D: Leverage partnerships to foster inclusion & belonging.

Goal E: Build connections to expand services.

Goal F: Invite in communities that are systemically underrepresented and under-resourced.

Strategic Focus Area 3: Empower Staff

Goal G: Create a culture of learning and adaptability.

Goal H: Provide the technology and resources needed.

A. 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.

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. Any violation of state policy may result in disciplinary action up to and including dismissal. Managers and supervisors who know of conduct in violation of this policy and who fail to report such behavior, or fail to take prompt, appropriate, corrective action, are subject to disciplinary action up to and including dismissal.

B. 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.

II. Key Agency Contacts

- **Agency Director:** Wendy Cornelisen, State Librarian
wendy.cornelisen@slo.oregon.gov, 503-378-4367
- **Governor's Policy Advisor:** Pooja Bhatt, pooja.bhatt@oregon.gov
- **Affirmative Action Representative:** Wendy Cornelisen, State Librarian
wendy.cornelisen@slo.oregon.gov, 503-378-4367
- **Equity Leader:** N/A. We have no positions with "diversity", "inclusion", "access", "equal opportunity", "multicultural", or "equity" in the job title as of June 30, 2024.
- **Lead for COBID contracting and procurement:** Susan Westin, State Library Chief Operating Officer, susan.westin@slo.oregon.gov, 503-378-5435

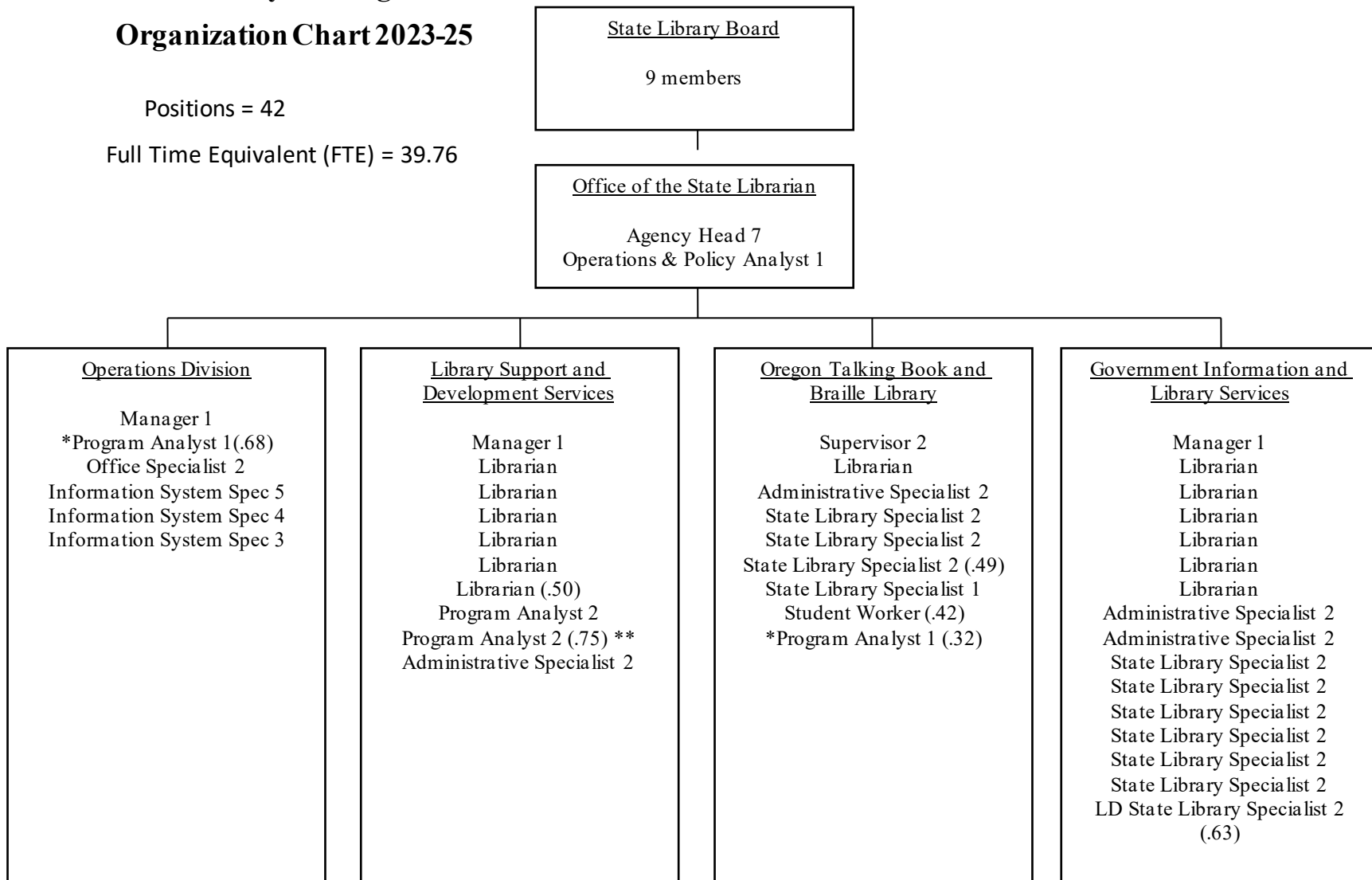
III. Organizational chart

State Library of Oregon

Organization Chart 2023-25

Positions = 42

Full Time Equivalent (FTE) = 39.76



* This position is split between two programs.

** Eighteen-month full time position

IV. Roles for Implementation of Affirmative Action Plan

Roles and Responsibilities

- **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 the agency complies 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.

The State Librarian also promotes and shows by example the importance of a diverse and respectful workplace; encourages the establishment of training programs that support Affirmative Action goals; reviews demographic data; discusses opportunities for improving recruitment and retention in the workplace; and, reviews hiring, promotion and retention rates of protected classes.

- **Supervisors:** The State Library supervisors are responsible for promoting equity, diversity and inclusion in the agency's culture and hiring practices. State Library supervisors 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, they 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. In 2023, as an outcome of one of the four staff-developed projects at the Libraries Leading with Equity training, all staff meetings now include time for staff to share examples of these practices in their day-to-day work. This provides opportunities to reflect on ways to operationalize this important work. Our focus continues to be on increasing access to State Library services for populations that are being, or have historically been, underserved or marginalized.

Accountability Mechanisms

Agency leadership is responsible for ensuring that staff contribute to a safe and harassment-free work environment, and take actions to increase diversity in agency staffing, contracting, and community engagement. All agency staff are expected to adhere to Affirmative Action related statutes and policies and are subject to formal and informal accountability processes.

To ensure a safe and harassment free workplace, agency leadership ensure that staff are trained in understanding what constitutes a violation of workplace policies. Staff must understand that channels of communication with management are open and available for

reporting violations. State Library staff must be familiar with State of Oregon workplace policies and follow established procedures for recognizing and reporting incidents of harassment. Agency supervisors shall take a proactive role in identifying violations by engaging staff in periodic discussions to demonstrate that leadership is fully committed to investigating and addressing violations of workplace policies.

Agency staff must also be familiar with the goals and strategies in the affirmative action plan for increasing and maintaining diversity in the agency, and actively contribute to agency efforts to diversify State Library staff. Supervisors are responsible for communicating expectations to staff and encouraging staff to actively participate in agency DEI efforts.

V. 2023-2025 Affirmative Action Plan Progress Report

Accomplishments for 2023-2025

Develop diversity recruitment and retention policies

- During the first part of the 2023-2025 biennium, State Library leadership developed a list of job posting sites that target diverse populations and consistently post jobs to these sites to reach diverse candidates.
- There is a new practice of paying to post Librarian positions on multiple job listings that cater directly to librarians of color, or to specific geographic areas that are more diverse than Oregon.
- State Library has diversified interview panels by rotating the opportunity from staff irrespective of staff level, with the goal of bringing a diversity of experiences and perspectives to the hiring process. Hiring panels also occasionally include participants outside of the State Library. Every member of State Library hiring panels is required to complete implicit bias training annually.
- A majority of the agency's position descriptions have been reviewed and revised with a focus on skill set.
- The onboarding process has been reviewed and revised, with new employees enjoying free parking on their first day in the building.
- The State Library no longer offers unpaid internships; all internship opportunities are paid, allowing a broader number of students to consider the option to explore library work.
- The State Library continues to explore both in-person and remote work-study and practicum opportunities with Willamette University, Western Oregon University, and Oregon State University, helping to invite more students to experience library work during their studies.

Work to diversify State Library board

During the 2023-2025 biennium, the State Library has worked to diversify State Library board members by expanding the distribution of board recruitment and vacancy

announcements. In the future, the State Library expects to increase the use of social media and working with the Office of Cultural Change to more widely distribute board service recruitments, when appropriate.

Work to diversify the State Library staff

During the 2023-2025 biennium, the State Library has made progress through the recruitment process to enhance agency diversity through the expanded use of social media, nationwide candidate searches, and rotating interview panels. The State Library will continue to use these methods in the remainder of the biennium to increase agency diversity as positions are available.

Provide EDI training for staff

The State Library was able to provide 25 training sessions during this time period. This included 20 book club conversations, our monthly opportunity to build empathy through the power of stories.

Gabrian Hall, citizen of the Klamath Tribes, shared her presentation “Truth, Reckoning and Healing: A Story of Indian Boarding Schools” at an all staff meeting and graciously stayed on to answer questions from the group.

In the spring of 2023, the State Library hosted its own Libraries Leading with Equity cohort, specifically for staff. This four-part series, led by noted expert Christina Fuller Gregory, was grounded in building understanding and incorporating EDI efforts into all aspects of library services. Leadership attended the same training, at other cohort locations across the state. The outcome of this training was four staff-developed initiatives, all of which have been completed:

- Review of new employee onboarding materials
- Share examples of operationalized EDI work at all staff meetings
- Review the EDI Workgroup Charter
- Staff participation in development of the agency’s Succession Plan

Alignment of Strategic Plan with AA and DEI Plans

The State Library completed its new three-year strategic plan in July 2024. This strategic plan includes the agency’s DEI plan and reaffirms the State Library’s commitment to building and developing a diverse and culturally competent workforce and fostering an inclusive work environment.

Leadership Evaluation

In April 2024, the State Librarian’s review was completed, utilizing [the questions provided](#) by the Governor’s Office Strategic Initiatives and Enterprise Accountability office. Additionally, beginning in 2025, leadership team evaluations will include measurement of effectiveness in achieving AA objectives as part of staff performance reviews.

Progress towards program strategies and goals for the 2023-2025 Affirmative Action Plan

Implementation of the strategies and goals for the 2023-2025 Affirmative Action Plan have been going well and the State Library is on track to complete its goals in this biennium. The State Library’s new strategic plan continues the focus on empowering staff and building a diverse workforce and board membership in the near and long-term.

Additional Goals for the remainder of the 2023-2025 biennium:

In July 2024, the State Library was able to hire its first staff member with “diversity, equity and inclusion” in their title. This Library Support program analyst will focus on working with libraries across the state, supporting their DEI work and efforts to reach populations that are underserved.

VI. 2025-2027 Affirmative Action Plan

2025-2027 Affirmative Action Goals

- The State Library will continue progress in DEI and Affirmative Action work to increase the racial and ethnic diversity of the State Library staff and the State Library Board by 2029 to better reflect the communities we serve. The State Library will continue the work toward achieving increased staff diversity as there are vacant positions in the coming years.
- The State Library is committed to building and developing a diverse and culturally competent workforce and will work with a consultant to develop inclusion and belonging processes and strategies, focusing on workplace culture and retention, with implementation of new processes by June 30, 2027.
- The State Library recognizes its role in promoting library workforce opportunities

2025-2027 Affirmative Actions Strategies/Timelines

Strategies to achieve the Affirmative Action goals, outcomes, measures, and implementation for the 2025-2027 biennium include:

- Continue utilization of the diversity recruitment strategies developed in 2023-2025, including diverse interview panels and paying interns for their time.
- All positions descriptions will be reviewed by January 2025 and leadership will implement a new schedule to review position descriptions on an annual basis.
- Continue to build internship and practicum opportunities to provide additional experiences for students who may be considered library professions.
- Continue identifying and offering EDI training opportunities for all staff.
- To increase the racial and ethnic diversity of the State Library Board by 2029 to better reflect the communities we serve, we need to expand our efforts at Board recruitment. During this 2025-2027 time frame, there will be the possibility of up to four new board members joining this 9-person group. State Library leadership will work closely on recruitment and outreach with the Executive Appointments team in the Governor’s Office.

Outcomes and Results

The State Library will use demographic information collected by DAS as well as guidance from the Office of Cultural Change to evaluate progress relative to the goal of increasing diversity among State Library staff. By comparing year over year demographic measures, the State Library’s progress in recruiting and retaining a diverse workforce can be quantified and efforts at diversification can be evaluated.

Training, Education, and Development Plan

All staff and supervisors will receive training during the 2025-2027 biennium on the following policies:

- Discrimination and harassment-free workplace
- Violence-Free Workplace
- Maintaining a Professional Workplace
- Cultural Competency, Diversity, and Inclusion
- Internalized biases

All volunteers will receive copies of the following policies:

- Discrimination and harassment-free workplace
- Violence-Free Workplace
- Maintaining a Professional Workplace

The State Library provides an electronic copy of the Affirmative Action Plan to vendors upon request and as otherwise indicated.

Programs

The State Library has multiple programs related to increasing the engagement and participation of individuals from diverse backgrounds.

Interns

In FY2024, the State Library engaged one intern, Eric Dowd, a student with Willamette University. Eric received a \$2,000 grant from Willamette to pursue his interest in archives and special collections by working with Emily Johns, the State Library's Digital Preservation and Special Collections Librarian. Eric started in February and worked into May, making excellent progress in Special Collections. There has been a recent resurgence in interest for internships and practicum student opportunities, and the number of participants is expected to increase during the remainder of the 2023-2025 biennium and through the 2025-2027 biennium.

Volunteers

In the fall of 2023, the State Library was approached by a Special Program Employment Specialist with Salem-Keizer School District's Community Transition Program inquiring about some of the volunteer positions we have available. The Community Transition Program helps disabled students ages 18-21 gain experience in work environments. Their program is always looking for opportunities for their students to gain experience in office settings, and they were specifically interested in our Circulation Assistant position and Welcome Center position. Students started volunteering in January 2024 and were here through the end of the school year in June. In total, 12 students and their coaches volunteered over 350 hours. We are looking forward to welcoming a new group of CTP students back to the State Library in the fall, expanding our diverse volunteer opportunities.

Diversity Awareness

The State Library is a small agency working in a field that has historically, and is currently, less diverse than the U.S. workforce as a whole. Additionally, librarianship as a whole has faced many disruptions due to the COVID-19 pandemic, both budgetary and staff focused. The State Library has strong staff retention rates. While this reflects positively on the agency's work environment, it impacts the timeline for increasing the racial and ethnic diversity of the State Library staff. The State Library anticipates additional opportunities related to diversity, equity, inclusion, and belonging during the remainder of the 2023-2025 biennium and through the 2025-2027 biennium.

Agency-wide DEIB Workgroup

The State Library's Diversity, Equity, Inclusion and Belonging Workgroup is charged with two strategic initiatives:

- Build employee understanding and incorporation of diversity, equity, inclusion and belonging (DEIB) skills and practices into the work of the State Library. For example, organizing opportunities for staff to share knowledge and experience, hosting training sessions, and sharing resources.
- Adapt the *Racial Equity Budget Impact Statement Worksheet* and *Guiding Questions to Operationalize Racial Equity* from the [2021 State of Oregon Diversity, Equity, and Inclusion Action Plan](#) for use in reviewing and creating policies, programs, and services to remove barriers and address potential bias.

Employee Resource Groups/Affinity Groups

While the State Library does not currently have any employee resource or affinity groups. However, the State Librarian is investigating options with the Office of Cultural Change and the collective group of Small Agencies, Boards & Commissions. Collectively there may be opportunities for affinity groups across this portion of the state enterprise.

Diversity Presentations, Trainings and or activities

State Library staff are dedicated to the practices of diversity, equity and inclusion, and take opportunities to operationalize this into their work. Staff share examples of operationalized EDI work at each monthly all staff meeting. Various training opportunities are shared with all staff on a regular basis, and at least annually one All Staff Meeting is dedicated to a DEIB training topic. Additional trainings and activities will continue to be provided, and the State Library looks forward to sending staff to future State Diversity Conferences.

VII. Status of Contracts to Minority or Women Owned Businesses

The 2023 State of Oregon Disparity Study results show the State Library's COBID spending from 2017-2022 totaling \$713,000 in 16 contracts, none of which were spent with COBID certified businesses. The State Library contracted with one woman-owned business from July 1, 2022- June 30, 2023, Fuller Potential Consulting, for a total of \$83,893.49. The purpose of this contract was Libraries Leading with Equity cohorts.

The State Library contracted with five women-owned businesses from July 1, 2023-June 30, 2024, for a total of \$193,500. One business* was a COBID certified firm, and the remaining individuals all had specialized knowledge making them the most qualified for the role.

- \$3,500 Compass Consulting*
- \$140,000 Fuller Potential Consulting, Libraries Leading with Equity cohorts
- \$20,000 Ruth Metz Associates, how to create library districts
- \$20,000 Annelise Dehner, NW Digital Heritage backend work
- \$10,000 Erin McCusker, trustee training

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 vendors at a national level. As the State of Oregon continues to encourage participation by persons of color and women-owned businesses in the state procurement system, the State Library hopes to be able to have a wider choice of COBID certified service providers for its limited contract solicitations.

VIII. Succession Planning

The State Library successfully completed the agency's succession plan in December 2023. Updates are being readied ahead of the December 2024 deadline.

IX. Complaint Options

Complaint options start with informally communicating directly with the person(s) who has violated the policy. If not feasible or advisable, formal complaint options include communicating with anyone in a position of responsibility (lead, supervisor, manager, Leadership Team member, the Director, and the State Library Board). Additionally, the State Library encourages staff to complete the Discrimination/Harassment Complaint Form. State Library leadership expects that all complaints will be addressed promptly and include the immediate involvement of our Human Resources Business Partner.

X. Appendix A – State Policy Documentation

- A. [ADA and Reasonable Accommodation Policy](#) (Statewide policy 50.020.10)
- B. [Discrimination and Harassment Free Workplace](#) (Statewide policy 50.010.01)
- C. [Statewide Workforce Learning and Development](#) (Statewide policy 10-040-01)
- D. [Recruitment and Selection](#) (Statewide policy 40.010.02)
- E. [Veterans Preference in Public Employment](#) (ORS 408.230)
- F. [Equal Opportunity and Affirmative Action Rule](#) (105.040.0001)
- G. [Executive Orders 22-11: Relating to Affirmative Action, Equal Employment Opportunity, Diversity, Equity, and Inclusion](#)

XI. Appendix B – Federal Documentation

- A. [Age Discrimination in Employment Act of 1967 \(ADEA\)](#)
- B. [Disability Discrimination title I of the American with Disability Act of 1990](#)
- C. [Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#)
- D. [Equal Pay and Compensation Discrimination Equal Pay Act of 1963](#)
- E. [Title VII of the Civil Rights Act of 1964](#)
 - i. National origin Discrimination
 - ii. Discrimination
 - iii. Race/Color Discrimination
 - iv. Religious Discrimination
 - v. Sex-Based Discrimination
 - vi. Sexual Harassment
- F. [Retaliation Title VII of Civil Agency Affirmative Action Policy](#)

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

Begins on the next page.

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.

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](#), the State Library has the following goals:

- Utilize the [State of Oregon Equity Framework](#) 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.

Diversity, Equity, Inclusion & Belonging Workgroup Charter

Updated June 2024

State Library Vision

Equitable access to library and information services for the people of Oregon.

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

Goal	Objectives	Initiatives
Create a culture of learning and adaptability.	Support staff goals around professional development to inform agencywide and individual training and development activities.	Provide ongoing staff development and training activities to progressively build competency in and encourage application of DEIB principles to daily work.
Provide the technology and resources needed.	Support infrastructure needs.	Implement the racial equity toolkit to improve new and existing programs.

Purpose: The Diversity, Equity, Inclusion & Belonging Workgroup will...

- Build employee understanding and incorporation of diversity, equity, inclusion and belonging (DEIB) skills and practices into the work of the State Library. For example, organizing opportunities for staff to share knowledge and experience, hosting training sessions, and sharing resources.
- Adapt the *Racial Equity Budget Impact Statement Worksheet* and *Guiding Questions to Operationalize Racial Equity* from the [2021 State of Oregon Diversity, Equity, and Inclusion Action Plan](#) for use in reviewing and creating policies, programs, and services to remove barriers and address potential bias.
- Provide recommendations on DEIB practices to leadership.

Workgroup Roles

- The workgroup has a regular schedule for meetings and uses the DEIB Workgroup Teams channel to store shared files, agendas and minutes. These are open to all staff.
- Subgroups may be formed to work on specific projects or tasks.
- All staff may be invited to participate in individual projects.

Workgroup Members: The DEIB Workgroup will ideally have representation from each division. We recognize the emotional labor of this ongoing work which is why there is not a requirement for 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.