



State Library
of Oregon

Affirmative Action Plan

2021 - 2023



Oregon

Kate Brown, Governor



State Library
of Oregon

503-378-4243

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www.oregon.gov/library

December 28, 2020

Steve Lee, Affirmative Action Manager

Office of Governor Kate Brown

900 Court Street NE, Room 254

Salem, OR 97301

Dear Steve Lee,

I am pleased to submit the State Library of Oregon's Affirmative Action plan for the 2021 to 2023 biennium. The State Library is committed to fulfilling the actions outlined in the Governor's Executive Order 17-11.

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. It's critical that State Library employees are able to communicate effectively, demonstrating cultural sensitivity and compassion, with diverse library users and stakeholders. 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,

Jennifer Patterson

State Librarian

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I. Agency Overview

A. 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 currently has 38.4 full-time equivalent staff (40 positions) and operates with a biennial budget of \$16.4 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 instruction. 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 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 approximately 30,000 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 manages federal LSTA 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, communications, 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.

B. 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 developed a new three-year strategic plan in 2020 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

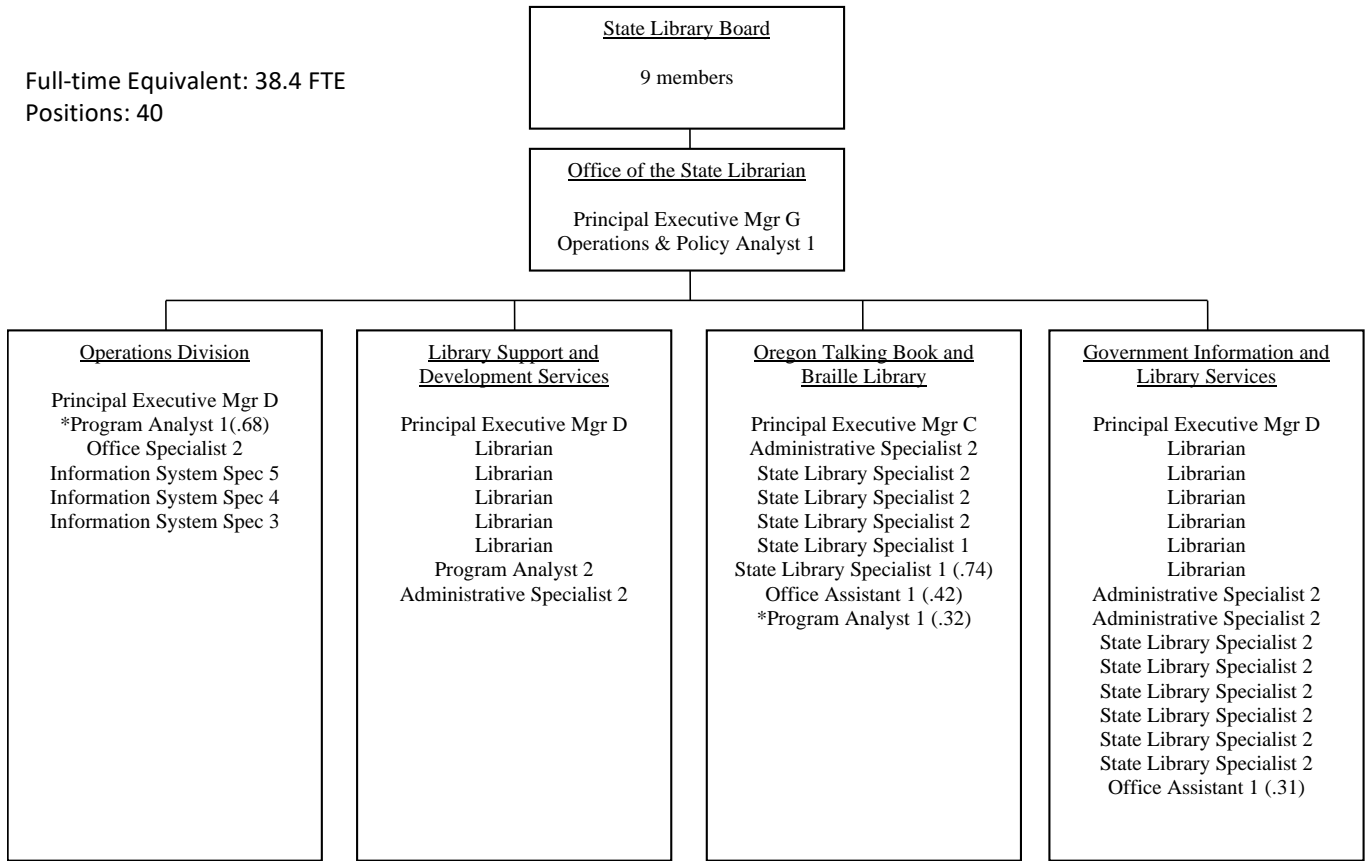
- Staff are empowered to deliver quality services and programs through updated technology tools and professional development opportunities.
- Staff integrate anti-racism, equity, diversity, and inclusion principles into daily work, decision-making, and programs and services.

C. Key Agency Contacts

- **Agency Director:** Jennifer Patterson, State Librarian
jennifer.l.patterson@slo.oregon.gov, 503-378-4367
- **State Library Policy Advisor:** Alyssa Chatterjee
Alyssa.M.Chatterjee@oregon.gov, 971-209-0361
- **Affirmative Action Representative:** Vicki Jorgensen, HR Business Partner
Vicki.JORGENSEN@oregon.gov, 503-378-2105
- **Equity Leader:** N/A. We have no positions with “diversity”, “inclusion”, “access”, “equal opportunity”, “multicultural”, or “equity” in the job title
- **Lead for COBID contracting and procurement:** Susan Westin, Chief Operating Officer
susan.westin@slo.oregon.gov, 503-378-5435

D. Organizational chart

Full-time Equivalent: 38.4 FTE
Positions: 40



* This position is split between two programs.

II. Affirmative Action Policies

A. 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.

B. State and Federal Affirmative Action Policies

- State and Federal affirmative action policies are accessible to all employees and partners.
- These policies are included in the new employee handbook given to every employee when hired. They are also found on the agency website under publications and on the agency intranet (SharePoint) under policies.
- These policies can be accessed online through the agency website, the agency intranet site, or as paper copies in the new employee handbook.

C. Complaint Options

- If an individual believes they were denied employment with the State Library based on any 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.

Procedural complaint resources for reporting discrimination and harassment include:

- Discrimination and Harassment Free Workplace Policy: <https://www.oregon.gov/das/Policies/50-010-01.pdf>
- Discrimination complaints may also be made directly to the Governor's Director of Diversity, Equity and Inclusion: (503) 986-6523.
- ADA and Reasonable Accommodation in Employment Policy: <http://www.oregon.gov/das/Policies/50-020-10.pdf>
- ADA Resource List: <http://www.oregon.gov/das/HR/Pages/ADA.aspx>

Other options for filing complaints include:

- Equal Employment Opportunity Commissions (EEOC) - 800-669-4000
- American with Disabilities Act (ADA) – 800-514-0301
- DAS/SEIU Collective Bargaining Agreement: <https://www.oregon.gov/das/HR/Pages/LRU.aspx>
 - ARTICLE 21—Grievance and Arbitration Procedure
 - ARTICLE 22—No Discrimination

Nothing in this procedure precludes any person from filing a formal grievance according to the collective bargaining agreement, BOLI, EEOC, U.S. Department of Justice, or any other law enforcement agency.

D. 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.

E. 2019-2021 Affirmative Action Plan Progress Report

The State Library had three goals for the 2019-2021 Affirmative Action Plan. The progress made toward each goal is described below.

Goal 1

To establish and strengthen relations with the nine federally recognized Oregon tribes specifically in the areas of libraries and education.

The most significant progress toward this goal this past year was awarding four grants to three tribes through COVID-19 Response Mini-grants and CARES Act grants programs.

COVID-19 Response Mini-Grants

COVID-19 response mini-grants supported Oregon libraries in responding to immediate needs in their local communities brought about by the COVID-19 pandemic. The State Library reallocated Library Services and Technology Act (LSTA) funds from other projects and programs for this purpose. Libraries were invited to apply for grants of \$500, \$1,500 or \$3,000. Oregon federally recognized tribes were eligible and invited to apply for these mini-grants. One tribe applied and was awarded grant funds.

COVID-19 Response Mini-Grants		
Tribe	Grant Amount	Grant Purpose
Confederated Tribes of the Umatilla Indian Reservation	\$1,500.00 (\$1,232.95 claimed)	Professional development for staff members

CARES Act Grants

The Institute of Museum and Library Services (IMLS) received \$50 million through the CARES Act and distributed \$30 million to State Libraries and territories based on population. The State Library of Oregon was allocated \$381,108. IMLS provided the following direction on how this CARES Act funding is to be used:

- a. Primarily to address digital inclusion and related technical support, using the following types of data to inform targeted efforts:
 - Poverty/Supplemental Nutrition Assistance Program (SNAP)
 - Unemployment
 - Broadband availability
- b. Secondly to address other efforts that prevent, prepare for, and respond to COVID-19;
- c. With respect to (a) or (b), reach museum and tribal partners, in addition to traditionally eligible library entities, where appropriate.

The State Library applied the IMLS suggested criteria to Oregon counties and offered grants to the nine federally recognized tribes, and to all public libraries and community college libraries in the highest need counties. Each library was allocated a \$2,000 minimum grant, and the remainder was allocated based on service population. For tribes, the service population was determined by the population data from the Legislative Commission on Indian Services. Tribes were invited to apply for a non-competitive grant, up to their full grant allocation. Three tribes applied for and received these funds.

CARES Act Grants		
Tribe	Grant Amount	Grant Purpose
Confederated Tribes of the Grand Ronde Community of Oregon	\$4,558.00	Technology for virtual and socially distanced access
Confederated Tribes of the Umatilla Indian Reservation	\$3,228.00	Tamástslikt Library connectivity project to expand wi-fi
Cow Creek Band of the Umpqua Tribe of Indians	\$2,722.00	Content creation for workforce development.

The State Library intends to continue to build relationships with the nine federally recognized Oregon tribes and plans to reach out to tribes to learn more about their needs and how the State Library can best support them. We will be developing a plan based on this assessment to provide resources, training, and consultation in support of tribal library services.

The State Library will continue to share information and promote grant opportunities and services through various communication channels including the tribal library directors email list and will update contact lists to ensure regular communication with Oregon Tribes. In addition, the State Library will continue to invite tribal library staff to trainings sponsored by the State Library and work directly with tribal libraries to promote the use of statewide database products in their libraries.

Goal 2

To build employee understanding and incorporation of equity, diversity, and inclusion skills and practices into the work of the State Library.

The State Library established an Equity, Diversity, and Inclusion (EDI) WorkGroup with representation from all State Library divisions. This WorkGroup is charged with the following:

- 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 their 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.

A staff self-assessment survey was developed and distributed to State Library staff, with 94% of staff completing the survey. The survey results are being analyzed and will be used to create a baseline measurement of staff knowledge and practice of equity, diversity, inclusion, and anti-racist concepts and to determine the needs for training and resources.

The EDI WorkGroup is gathering resources and developing a plan for staff learning for the coming year. The WorkGroup will be drafting an equity framework and is scheduled to host a listening session on the draft framework at the Oregon Library Association conference in April to gather feedback from stakeholders before finalizing the framework.

All State Library staff were required to attend at least one programming block of the 2020 Statewide Equity, Diversity, and Inclusion conference. Staff engaged in conversations about what they learned from the conference within their divisions as well as at an all-staff meeting. All State Library staff will also be attending Oregon Library Association Conference sessions in April as the theme of the conference is equity, diversity, and inclusion.

Goal 3

To improve opportunities for women, minorities, and emerging small business to contract with the State Library.

Strategy 1: All intermediate procurements (\$10,000 - \$150,000) conducted by State Library are posted for solicitation in ORPIN.

The State Library conducted two intermediate procurements from July 1, 2019 through December 2020. Out of those two procurements, one was posted for solicitation on ORPIN. The remaining procurement was solicited by requesting three bids via email for a library-centric needs assessment survey.

Strategy 2: Check COBID directory of certified firms or call COBID compliance specialist for the purpose of identifying and inviting COBID firms to intermediate (\$10,000 - \$150,000) and small (<\$10,000) procurements conducted by the State Library.

The State Library is a small agency and rarely contracts work. When we do, it is generally for library focused products and services that are only available through specific vendors nationwide. Due to staff turnover in the Operations Division, the knowledge and practice of using the COBID directory was lost. The new Chief Operating Officer has been trained on the Buy Decision, which includes using the COBID directory, and the agency will ensure that all managers and relevant staff are trained and consistently using the COBID directory for general procurements.

III. Demographic Analysis

The demographic analysis of State Library staff as of June 30, 2020 is included below.

A. 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	3	0	3	75.00%
Totals	4	0	4	

Agency Executives by Reported Disability & Veteran's Status, and Racial Categories

Racial Category	Female			Male		
	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

B. Workforce Tables

Racial Representation by Job Classification

Job Categories	Total Emp	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	
		Actual*	%	Actual*	%	Actual*	%	Actual*	%	Actual*	%	Actual*	%	Actual*	%	Actual*	%
Administrative Support	17		0%		0%		0%		0%		0%		0%	17	100%		0%
Officials and Administrators	4		0%	0	0%	0	0%	1	25%	0	0%	0	0%	3	75%		0%
Paraprofessionals	0		0%		0%		0%		0%		0%		0%		0%		0%
Professionals	14	1	7%	0	0%	0	0%	0	0%	0	0%	0	0%	13	93%		0%
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	35	1		0		0		1		0		0		33		0	
			3%		0%		0%		3%		0%		0%		94%		0%

*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	1	1	1	2	5	2	1	1	1	2	1	0	12	4
Officials and Administrators	0	0	0	0	0	2	0	1	1	0	0	0	4	0
Paraprofessionals														
Professionals	0		2	1	1	5	1	3	2	1		0	9	6
Service Skilled Craft Workers														
Technicians														
Totals	1	1	3	3	6	7	4	4	4	4	1	0	25	10

C. Promotions

a. Supervisor Promotions by Racial Categories & Gender

Agency Supervisor Promotions by Racial Categories & Gender 7/1/19 to 6/30/20

Racial Categories	Female			Male			All
	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			1			0	1
Native Hawaiian /Other Pacific Islander			0			0	0
Two Or More Races			0			0	0
White			0			0	0
Agency Totals	0	0	1	0	0	0	1

b. Non-Supervisor Promotions by Racial Categories & Gender

Agency Non-Supervisor Promotions by Racial Categories & Gender 7/1/19 to 6/30/20

Racial Categories	Female			Male			All
	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	2	0	0	1	3
Agency Totals	0	0	2	0	0	1	3

IV. Affirmative Action Plans

A. 2021–2023 Affirmative Action Goals

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.
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.
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 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 goal 2 as we have vacant positions in the coming years.

B. 2021-2023 Affirmative Action Strategies

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

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.
2. 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.
3. 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.
4. Employee Engagement
 - All staff are invited to join the Equity, Diversity, and Inclusion WorkGroup.
 - Explore the development of affinity groups within the agency and support employee participation in any available statewide affinity groups.
 - Conduct regular workplace environment surveys and implement changes based on survey results.

V. Management

A. Leadership Evaluation

All managers received annual performance evaluations in early 2020. In the middle of 2020, the state transitioned to quarterly check-ins for managers rather than annual performance evaluations. Two quarterly check-ins were completed for all managers during the second half of 2020. These evaluations and check-ins included assessments of the expectation that managers recognize the value of individual and cultural differences and create a work environment where individual differences are valued and respected.

The State Library's policy advisor and the State Library Board conducted a 360-performance review of the State Library director in 2020. This performance review included an assessment of the following expectations:

- Strives to effectively select, recruit, and on-board a culturally diverse and competent workforce.
- Speaks openly and treats others with dignity and respect.
- Encourages open expression of ideas and opinions, listens with cultural humility and confirms understanding of feedback and suggestions, and sets direction with thoughtful attention.

B. Succession Plan

The State Library has not yet completed a succession plan due to leadership transitions. This will be completed in 2021.

VI. Contracting

A. Contracting with Minority-Owned Businesses

Activity Report. Activity reports shall include the following:

- Each solicitation: 7** (List of contracts is included below)
- COBID Certified Firms invited: 0
- COBID Certified Firms that submitted proposals: 0
- COBID Certified Firms that were awarded: 0

Spend Report. Spend reports shall include the following:

- Total state-funded contract dollars awarded and paid: \$109,465
- Total state-funded contract dollars awarded and paid to COBID Certified Firms: 0

If the agency did not award any contracts to COBID firms in 2019 or 2020, please explain.

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. The State Library did enter into one contract with a local woman-owned business; however, the business is not a COBID certified firm.

**** List of contracts:**

• Foundant Technologies:	\$11,500
• Urban Libraries Council (Edge):	\$18,000
• InfoPeople:	\$12,000
• SixFeetUp	\$3,465
• Niche Academy	\$45,000
• Springshare	\$16,000
• <u>Compass Consulting (woman-owned business)</u>	<u>\$3,500</u>
• Total	\$109,465

VII. Appendix A – State Policy Documentation

- [ADA and Reasonable Accommodation Policy \(Statewide Policy 50.020.10\)](#)
- [Discrimination and Harassment Free Workplace - \(Statewide Policy No. 50.010.01\)](#)
- [Employee Development and Implementation of Oregon Benchmarks for Workforce Development \(Statewide Policy 50.045.01\)](#)
- [Veterans Preference in Employment \(40-055-03\)](#)
- [Equal Opportunity and Affirmative Action Rule \(105-040-0001\)](#)
- [Executive Order 17-11: Relating to Affirmative Action and Diversity and Inclusion](#)

VIII. Appendix B – Federal Documentation

http://www.oregon.gov/gov/policy/Documents/Federal_Affirmative_Action_TitleVII.pdf

- Age Discrimination in Employment Act of 1967 (ADEA)
- Disability Discrimination Title I of the Americans with Disability Act of 1990
- Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
- Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
- National Origin Discrimination Title VII of the Civil Rights Act of 1964
- Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
- Race/Color Discrimination Title VII of the Civil Rights Act of 1964
- Religious Discrimination Title VII of the Civil Rights Act of 1964
- Retaliation Title VII of the Civil Agency Affirmative Action Policy
- Sex-Based Discrimination Title VII of the Civil Rights Act of 1964
- Sexual Harassment Title VII of the Civil Rights Act of 1964

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

A. Affirmative Action and Equal Employment Opportunity 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.

B. 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](#) and develop a State Library 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 Special 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.

C. 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

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.