

**State Library**  
*of Oregon*

## Affirmative Action Plan

2027-2029



# Oregon

Tina Kotek, Governor



**State Library  
of Oregon**

250 Winter St. NE

Salem, OR 97301

503-378-4243

[www.oregon.gov/library](http://www.oregon.gov/library)

Office of Cultural Change  
155 Cottage Street NE  
Salem, OR 97301

I am pleased to submit the State Library's Affirmative Action Plan for the 2027 to 2029 biennium that reaffirms our commitment to improving our strategies to provide a welcoming work environment that is safe and respectful. The State Library's mission is to cultivate, preserve, and deliver library and information services to foster lifelong learning and community engagement. We continue to emphasize opportunities for career development and advancement as we also attract and retain employees that reflect the diversity of the communities we serve in Oregon.

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 print disabilities, state employees, library staff across the state, and the general public. Our wide range of programs and services make significant positive impacts on communities and individuals throughout the state. As we make decisions about these programs, we have structures in place to listen and learn from the people most directly impacted by these programs and services.

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 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 2027-2029 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.*

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## I. Agency Overview

The State Library was established as the Oregon Library Commission in 1905 and today provides information services to more than 42,000 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 1,900 local libraries throughout the state. Since its founding, the State Library has been governed by an independent board. Currently, the board consists of nine members who are appointed by the Governor to serve four-year terms. The State Library conducts this work with 40.01 full-time equivalent staff (42 positions) and operates with a biennial budget of \$21.6 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 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 also serves as Oregon's Center for the Book, promoting reading and Oregon authors.
- 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 both 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](mailto:Wendy.Cornelisen@slo.oregon.gov), 503-378-4367
- **Governor's Policy Advisor:** Rachael Moser, Education Policy Advisor  
[Rachael.M.Moser@oregon.gov](mailto:Rachael.M.Moser@oregon.gov), 503-986-6536
- **Affirmative Action Representative:** Wendy Cornelisen, State Librarian  
[Wendy.Cornelisen@slo.oregon.gov](mailto:Wendy.Cornelisen@slo.oregon.gov), 503-378-4367
- **Lead for COBID contracting and procurement:** Susan Westin, State Library Chief Operating Officer, [Susan.Westin@slo.oregon.gov](mailto:Susan.Westin@slo.oregon.gov), 503-378-5435

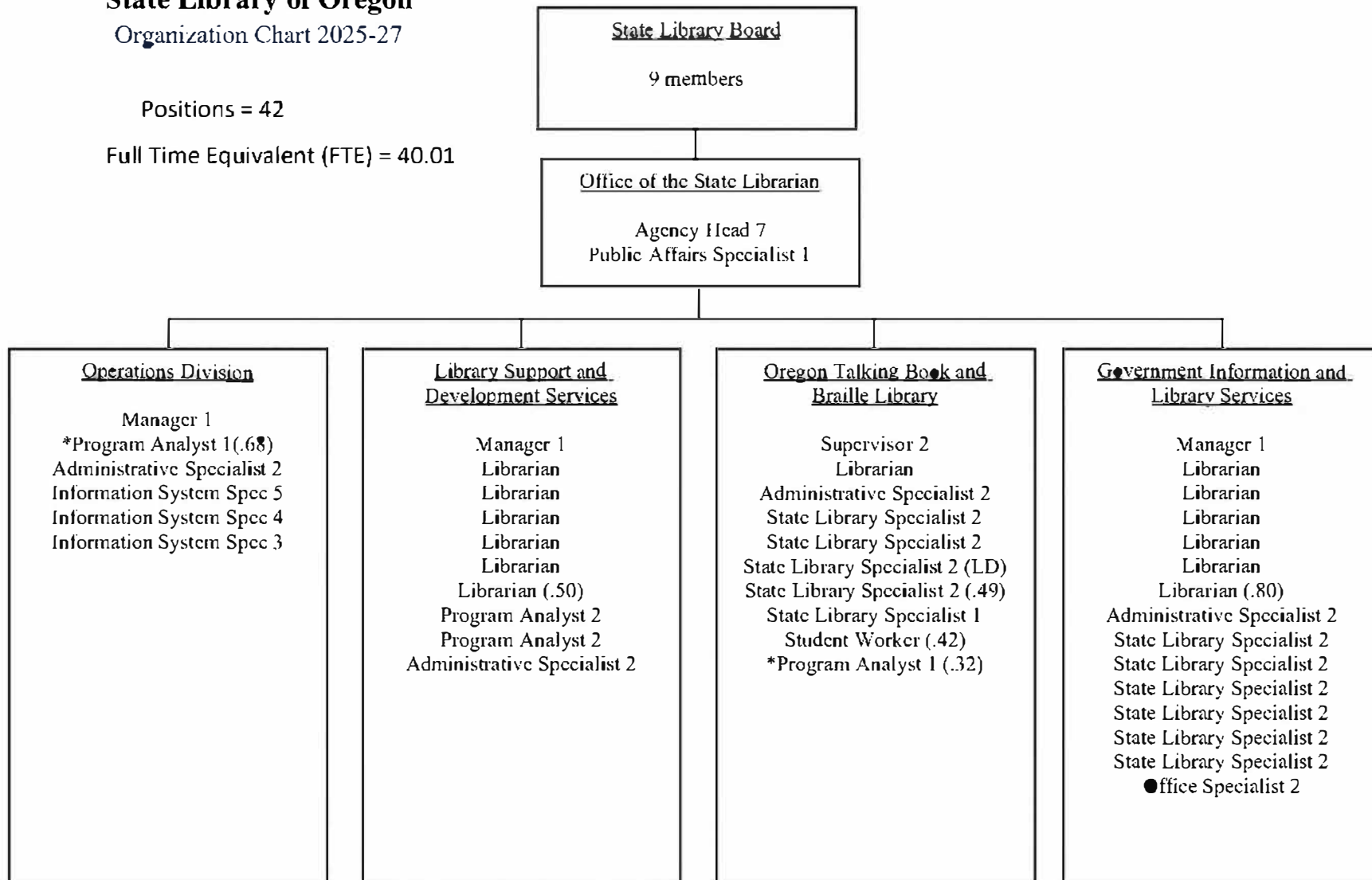
### III. Organizational chart

#### State Library of Oregon

Organization Chart 2025-27

Positions = 42

Full Time Equivalent (FTE) = 40.01



\* This position is split between two programs..

## 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. Supervisors and the State Librarian comprise agency leadership at the State Library.
- **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. Agency all staff meetings include time for staff to share examples of these practices in their day-to-day work, allowing time for reflection 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 ensures that staff are trained in understanding what constitutes a violation of workplace policies. Staff understand that channels of communication with management are open and available for reporting violations. State Library staff are required to review and acknowledge State of Oregon

workplace policies annually and know the established procedures for recognizing and reporting incidents of harassment. Agency leadership takes a proactive role in identifying violations by engaging staff in periodic discussions to demonstrate that all supervisors are fully committed to investigating and addressing violations of workplace policies.

Agency staff are also familiar with the goals and strategies in the affirmative action plan for increasing and maintaining diversity in the agency, with an overview provided annually. Agency staff have a role to play in agency efforts to diversify State Library staff and are notified of open positions. Supervisors are responsible for communicating expectations to staff and encouraging staff to actively participate.

## V. 2025-2027 Affirmative Action Plan Progress Report

### Accomplishments for 2025-2027

#### **Diversity recruitment**

- During the first part of the 2025-2027 biennium, State Library leadership has consistently posted open recruitments to job posting sites that target diverse populations in an effort to reach diverse candidates.
- State Library has diversified interview panels by rotating the opportunity among 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.
- Agency leadership creates an after-action report at the conclusion of each recruitment process to gather and share feedback from those that served on hiring panels.
- Agency position descriptions are reviewed annually.
- The onboarding process is reviewed and revised annually with the newest members of staff.
- The State Library continues to offer only paid internship opportunities, allowing a broader number of students to consider the option to explore library work.
- The State Library has grown both in-person and remote work-study and practicum opportunities with Willamette University, Western Oregon University, and Oregon State University.

#### **Retention and Belonging**

- The State Library continues to both cultivate and share opportunities for professional development to all staff members. Our May 2025 All Staff Inservice Day featured trainings on inclusive meeting culture and resilience strategies.
- The State Library has expanded the number of paid annual sessions available via the Employee Assistance Program to the maximum allowed, from 3 to 8 per year.

### **Work to diversify State Library Board**

During the 2025-2027 biennium, the State Library has worked to diversify State Library board members by expanding the distribution of board recruitment and vacancy announcements. There have been two vacancies filled on the State Library Board so far.

### **Alignment of Strategic Plan with AA and DEI Plans**

The State Library's 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.

Our work to empower staff to create a culture of learning and adaptability continues, with a focus on supporting staff development and learning across several communities of practice.

### **Leadership Evaluation**

In May 2026, the State Librarian's biennial 360 review was completed, utilizing [the questions provided](#) by the Governor's Office Strategic Initiatives and Enterprise Accountability office. Additionally, all management personnel are evaluated on their effectiveness in achieving the Affirmative Action objectives as part of their quarterly staff performance reviews.

### **Progress towards program strategies and goals for the 2025-2027 Affirmative Action Plan**

Implementation of the strategies and goals for the 2025-2027 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 strategic plan continues the focus on empowering staff and building a diverse workforce in the near and long-term.

### **Additional Goals for the remainder of the 2025-2027 biennium:**

The State Library is committed to building and developing a diverse and culturally competent workforce. New inclusion and belonging processes and strategies will be developed, with a focus on workplace culture and retention, by June 30, 2027.

## **VI. 2027-2029 Affirmative Action Plan**

### **2027-2029 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 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 continue focusing on workplace culture and retention, implementing the processes developed in 2027.
- State Library Leadership will promote diverse and respectful workplace culture.

### **2027-2029 Affirmative Actions Strategies/Timelines**

Strategies to achieve the Affirmative Action goals, outcomes, measures, and implementation for the 2027-2029 biennium include:

- Utilize and iterate the current diversity recruitment strategies including diverse interview panels.
- Expand paid internships and practicum opportunities to provide additional experiences for students who may be considering professions related to the work completed at the State Library.
- Identifying and offering training opportunities for all staff.
- Leadership will demonstrate support for advancing affirmative action.
- To increase the racial and ethnic diversity of the State Library Board to better reflect the communities we serve, we need to expand our efforts at Board recruitment. During the 2027-2029 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 2027-2029 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 2024, the State Library piloted a new opportunity and became a federal work study off-campus employer with Western Oregon University (WOU). After a successful first semester, we were pleased to continue offering two additional paid internships at the State Library through this program at both WOU and Oregon State University (OSU) in 2025 and 2026. Occasionally there are graduate programs that require students to volunteer, rather than be paid, and this is true of the Library Information Studies program at Old Dominion University. A fourth intern was able to complete her degree-required 160 hours by helping Government Services with several projects, and successfully earned her Masters degree in Library Information Science in December 2025. We plan to continue participating in the federal work study off-campus employer program and also partner with the Oregon Commission for the Blind to welcome Summer Work Experience Program (SWEP) students when possible.

### **Volunteers**

Volunteers are an invaluable presence at the State Library and make an immediate impact on the lives of our customers. Our partnership with the Salem-Keizer School District's Community Transition Program (CTP), a work experience opportunity for disabled students ages 18-21, started in 2023. Several different pairs of students, along with a coach, helped the Talking Book and Braille Library with daily audio book circulation. In total, over a dozen CTP students and their coaches volunteered 500 hours throughout the 2024-2025 and 2025-2026 school years. 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.

In August 2025, we engaged an out-of-state volunteer with a visual impairment to help with our remote reference chat service Answerland. To date, she has volunteered 130 hours, gaining practical experience while offering Oregonians access to a trained librarian.

### **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 has faced many disruptions in the past 18 months. 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 limited opportunities related to diversity, equity, inclusion, and belonging during the remainder of the 2025-2027 biennium and through the 2027-2029 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**

The State Library does not currently have any employee resource or affinity groups of its own, but all staff members have been invited to join the Employee Resource Groups at the Oregon Department of Human Services (ODHS). We are grateful for this collaborative opportunity for small agencies, boards & commissions to participate in ERGs.

### **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 are invited to 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 State Library contracted with thirteen women-owned businesses from July 1, 2024-June 30, 2026, for a total of \$121,234.67. Two businesses\* are COBID certified firms, and the remaining individuals and companies all had specialized knowledge making them the most qualified for the role.

- \$3,000 Compass Consulting\*, IT Strategic Plan
- \$57,335.04, Christina Fuller Gregory, Libraries Leading with Equity
- \$1,000, Scissors & Glue, LLC, State Library staff training
- \$6,500, Erin McCusker LLC, public library board member handbook
- \$17,450.66, Constructive Disruption, Fall 2025 community listening sessions
- \$2,800, Dynamic Teaming, State Library staff training
- \$500, Laurie Bridges, AI training for library community
- \$10,000, Anneliese Dehner, NW Digital Heritage backend work
- \$11,815, Six Feet Up, OSLIS website updates
- \$2,000, Emily West, workshop for library community
- \$5,518, LjL3 Inc., Tech-Talk newsletter for library community
- \$1,295, Plum Librarian, training sessions for library community
- \$2,020.97, Beyond Uniforms and Apparel, Inc. \*, volunteer appreciation

The State Library is a small agency that does few contract solicitations, and most of them are for library 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 2025. Updates are being readied ahead of the December 2026 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 (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 Client Services Manager.

## X. Appendix A – State Policy Documentation

- [Policy of affirmative action and fair and equal employment opportunities and advancement \(ORS 243.305\)](#)
- [Unlawful Discrimination in Employment, Public Accommodations and Real Property Transactions; Administrative and Civil Enforcement \(ORS 659A.012, 659A.015\)](#)
- [Statewide Diversity, Equity, and Inclusion Action Plan](#)
- [Executive Order 22-11](#)
- [ADA and Reasonable Accommodation Policy \(Statewide policy 50.020.10\)](#)
- [Discrimination and Harassment Free Workplace \(Statewide policy 50.010.01\)](#)
- [Duties of Administrator \(ORS 240.145\)](#)
- [Rules Applicable to Management Services \(ORS 240.250\)](#)
- [Recruitment and Selection \(Statewide policy 40.010.02\)](#)
- [Veterans Preference in Public Employment \(ORS 408.230\)](#)
- [Equal Opportunity and Affirmative Action Rule \(105.040.0001\)](#)
  - A. [Affirmative Action Policy \(ORS 182.100\)](#)
  - B. [Policy of affirmative action and fair and equal employment opportunities and advancement \(ORS 243.305\)](#)
  - C. [Unlawful Discrimination in Employment, Public Accommodations and Real Property Transactions; Administrative and Civil Enforcement \(ORS 659A.012, 659A.015\)](#)
  - D. [Statewide Diversity, Equity, and Inclusion Action Plan](#)
  - E. [Executive Order 22-11](#)
  - F. [ADA and Reasonable Accommodation Policy \(Statewide policy 50.020.10\)](#)
  - G. [Discrimination and Harassment Free Workplace \(Statewide policy 50.010.01\)](#)
  - H. [Duties of Administrator \(ORS 240.145\)](#)
  - I. [Rules Applicable to Management Services \(ORS 240.250\)](#)
  - J. [Recruitment and Selection \(Statewide policy 40.010.02\)](#)
  - K. [Veterans Preference in Public Employment \(ORS 408.230\)](#)
  - L. [Equal Opportunity and Affirmative Action Rule \(105.040.0001\)](#)

## XI. Appendix B – Federal Documentation

- A. [Age Discrimination in Employment Act of 1967 \(ADEA\)](#)
- B. [Disability Discrimination Title I of the Americans 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

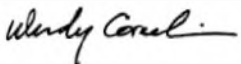
- iii. Race/Color Discrimination
- iv. Religious Discrimination
- v. Sex-Based Discrimination
- vi. Sexual Harassment

F. [Retaliation Title VII of Civil Agency Affirmative Action Policy](#)

G. [Executive Order 11246](#)

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

Begins on the next page.

|                                                                                                       |                               |
|-------------------------------------------------------------------------------------------------------|-------------------------------|
| <p style="text-align: center;"><b>State Library of Oregon</b><br/>Policy</p>                          |                               |
| <p style="text-align: center;"><b>Affirmative Action and Equal Employment Opportunity</b></p>         |                               |
| <p>Approved by: </p> | <p>Date: January 14, 2025</p> |

**Policy Statement:** The State Library of Oregon is committed to achieving affirmative action and equal employment opportunity objectives that will promote recruitment, employment, and advancement to create 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 (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability, or any other protected class as defined by federal or state law.

**Authority:** [ORS 243.305](#), [ORS 659A](#), [OAR 105-040-0001](#)  
Executive Orders: [2005-01](#), [2008-18](#), [2016-09](#), [2017-11](#), and [2022-11](#)

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

**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 (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability, or any other protected class as defined by federal or 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 (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability, or any other protected class as defined by federal or 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 on their efforts and accomplishments in promoting 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 reports of discrimination, concerns raised by staff, and/or 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 Librarian, who serves as the State Library's Affirmative Action Representative.

If the concern is not resolved to the satisfaction of the individual, they may contact the Department of Administrative Services (DAS) Chief Human Resources Office (CHRO) Client Agency Services Director at 971-283-6346 or [chro.hr@das.oregon.gov](mailto:chro.hr@das.oregon.gov), or they may contact the Oregon Bureau of Labor and Industries (BOLI) at 971-673-0761 or [BOLI\\_help@boli.oregon.gov](mailto:BOLI_help@boli.oregon.gov).

The State Library shall maintain a current copy of the Affirmative Action and Equal Employment Opportunity policy and Affirmative Action Plan on its [website](#).

## 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.