



City of Salem Salem Public Library

October 12th, 2022

5:30p.m. Salem Public Library Boardroom

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178

PARTICIPANTS

Board Members

Lois Stark, Chair; Francine Boulosa; Gretchen Coppedge; Sarah Bishop; Denise Duren; Mel Fuller; Joseph Romero; David Levy

Staff

Kim Carroll, City Librarian; Clarissa Maciel-Garibay, Staff Assistant

AGENDA

1. Welcome and call to order
2. Approval of Minutes
3. Public Comment - Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda
4. Information Items
 - Teen Advisory Board (TAB) update
 - Chair's report
 - City Librarian's report
 - Friends of SPL report
 - SPL Foundation report
5. Discussion Items
 - Elections (Lois)
 - Strategic Plan Update (Lois)
 - Salem Reads (Kate Van Ummersen)
6. Action Items
7. Miscellaneous Board Items
8. Adjourn

Next Meeting: November 9th, 2022

This meeting is being conducted hybrid. Interested persons may view the meeting online on [YouTube](#) and in person at Salem Public Library Boardroom at 585 Liberty St. SE Salem, OR 97301. Please submit written comments on agenda items, or pre-register to provide Public Comment on items not on the agenda, by 5 p.m. or earlier one day prior to the day of the meeting at spladmin@cityofsalem.net

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-540-2371 (TTD/TTY 503-588-6439) at least two business days in advance.

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

September 2022 City Librarian's Report

Stats for August

Number of visitors to the library in August:

Main: 26468

WS Branch: 1886

Number of physical items checked out:

Main: 115324

WS Branch: 1429

Staff News

Our new Deputy City Librarian Bridget Esqueda has started. She has spent her first weeks meeting city and library staff. We will also be saying goodbye to Adult Services Supervisor Christopher Rumbaugh. In October we will be recruiting for several positions including our new bilingual library position.

Collections

We have launched our Library of Things! This was made possible by a grant from DEQ. Some of the things we currently have circulating: metal detector, several cake pans, mini projector, sewing machine, lawn darts, ukuleles and an ice cream maker. Will also be adding 20 wifi and data enabled chromebooks. Our big launch will be in January 2023 when we have more items to circulate.

Special Projects and Programs

Summer Reading Club Wrap Up - In the early weeks of September, we finished up the distribution of rewards and prizes from the Summer Reading Club. We had many visits from eager readers who picked up book bags, free books, and - for the lucky few - drawing prizes.

Teen Board Game Extravaganza - The Teen Scene offers a wide variety of games, but after noticing that most visitors either choose UNO or Jenga, Sonja started to suspect that many teens don't know how to play the other games. The solution was a Board Game Extravaganza night during which members of TAB tutored other teens in less-well-known games like SkyFall, Munchkin, Taco-Cat-Goat-Cheese-Pizza, Ticket to Ride, Chess, Sushi Go and more. It was a busy evening with 38 teens learning new games while enjoying Italian sodas and snacks. There

was also some bonding noted among parents who were waiting in the Plaza Area for their kids after the library closed. One parent visited Teen Scene the week after the event to share with Sonja that his sixth-grader had been a bit nervous to try his first teen event, but ended up having “the time of his life” and a fantastic evening of fun!

Preschool Early Literacy Performances - Youth Services kicked off the Fall series of monthly Preschool Performances with an entertaining performance by Eric Herman and Puppy Dog Dave, nearly filling the Loucks Auditorium with 219 attendees. This was the first preschool performance since the library relocations and Covid-related closures.

Four Weekly Storytimes, soon increasing to Five - Youth Services staff have increased their storytime offerings to 4 storytimes each week, 2 toddler and 2 preschool. In September, 14 storytimes were offered with a combined attendance of 852 people. Due to the larger capacity of Loucks Auditorium, all interested families are able to attend their preferred storytime without being turned away due to capacity limits. Staff will also begin offering a weekly Spanish storytime beginning in October.

Youth Services staff began offering a monthly drop-in craft program at West Salem, which kicked off with an All Ages Optical Illusion craft.

Exploring Together - Women’s Rights The first program in the series focused on Women’s Safety and Inequality. Attendees spoke at length about their own life experiences, and what they observe other women struggling with. Participants pointed out numerous issues that they see women having to face, and what may be done to change these issues for the better.

City Volunteer Recognition Ceremony The Library will be hosting the City’s Volunteer Recognition Ceremony on October 17th starting at 5:00pm. All are invited to celebrate the time and dedication many people give to the city in order to create a strong and vibrant community. Mayor Chuck Bennett will also be celebrated for his long service to the City of Salem.

Strategic Plan Update

See attached document in LAB packet for the final draft.

Salem Public Library 2022-2027 Strategic Plan

VISION



A welcoming, inclusive community that prioritizes learning, discovery, and well-being for all.

MISSION



We engage all of Salem in lifelong learning, accessing information, and making meaningful connection.

VALUES



- **Responsive Service:** We provide personalized, compassionate service guided by our community's needs and interests.
- **Trust:** We respect others and their privacy, act with integrity, and provide transparency.
- **Adaptability:** We evolve and innovate to provide relevant, accessible services.
- **Inclusion:** We provide safe, welcoming spaces that embrace our community's diversity.
- **Community:** We build intentional relationships and cultivate meaningful connections.

IMPERATIVES



Position the Library to Sustainably Serve our Community

OBJECTIVES



- Improve community satisfaction with library services indicated by the Annual City Customer Service Survey (from 51% to 80%)

INITIATIVES



- **Assess Needs and Prioritize Current Services:** Assess needs and impact to prioritize and align services with existing resources.
- **Determine Salem Public Library (SPL) Service-Level Goals:** Allocate staff and volunteer resources based on needs assessment, SPL strategic plan, benchmarking, and best practices research.
- **Develop a SPL Resourcing Sustainability Plan:** Research options to develop funding and partnerships that will allow for SPL's long-term sustainability.

Center Equity, Diversity, Inclusion and Belonging

- Offer a diverse set of services in multiple languages and formats (specific measures TBD)
- Provide X# of internal trainings

- **Increase SPL's Cultural Competency:** Increase our knowledge and skills and use them to provide culturally responsive and accessible services.
- **Recruit and Retain a Diverse SPL Team:** Value the inclusion of diverse SPL team members and volunteers.
- **Diversify SPL's Resources and Services:** Assess and improve how we serve all members of our diverse community.
- **Apply the City of Salem Equity Lens to Decision-Making:** Utilize the Equity Lens to review existing policies, procedures, and to inform future decisions.

Cultivate Connections within Our Community

- Demonstrate improved impact of partnerships
- Improve mutual satisfaction of partnerships by X% (TBD)

- **Gather Community Input:** Invite community feedback to better understand the community's perception of the library's value.
- **Create an Outreach and Partnerships Framework:** Develop an approach to identify and pursue mutually beneficial, impactful outreach efforts and partnerships.
- **Maximize the Effectiveness of the Library's Partnerships:** Invest in existing and new partnerships that further mutual goals and help the library connect with underserved areas of the community.

Continually Evolve Services to Increase Accessibility

- Community members are aware of core library services and indicate services are relevant to their needs (measured by responses to community survey)
- Alternate ways (online, virtual, off-site) are used to access library services.

- **Investigate and Assess Current Trends and Technologies:** Encourage an environment of creativity and innovation through research and training on emerging best practices and support for team members' new ideas.
- **Make It Easier to Use Library Services:** Create and promote a broader range of technology, tools and services so that more people benefit from the library.
- **Improve Services and Programs:** Utilize community input and available data to create a nimble and responsive culture.

Strengthen our Organizational Culture and Operations

- Improve average Q12 employee engagement score to 4.0 *currently at from 3.45 out of 5.0
- Improve staff retention (measure TBD).

- **Continuously Improve Key Processes and Procedures:** Prioritize staff training, comprehensive documentation, and clear communication to promote continuity and confidence for all members of the team.
- **Right-size and Clarify Roles, Responsibilities, and Accountabilities:** Ensure roles are reasonably scoped within existing resources, are in alignment with the goals of the organization, and that workloads are distributed fairly.
- **Strengthen Leadership and Management Capabilities:** Commit to active and engaged leadership focused on building a safe, inclusive, and collaborative environment for all team members.
- **Conduct and Utilize Annual Employee Engagement Survey:** Share and use annual employee engagement results to take measurable action toward continued improvement.