

# City of Salem

## Salem Public Library

August 9<sup>th</sup>, 2023  
5:30p.m.via Zoom

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

### **PARTICIPANTS**

#### Board Members

Lois Stark; Francine Boullosa, Chair; Gretchen Coppedge; Sarah Bishop; Denise Duren; David Levy, Vice-Chair, Valerie Harris, Matthew Jobson

#### Staff

Bridget Esqueda, Interim 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
  - New LAB member introduction (Francine)
  - Public Meetings Law, Public Records Law, and Ethical Considerations For Public Officials (Marc)
  - Payroll tax (Bridget)
  - City Librarian hiring update (Bridget)
  - Foundation Liaison (Bridget)
  - LAB members' suggestions for questions for Scott Archer (Francine)
  - Advocacy For Funding (Lois)
  - Library Support boards meeting (Lois)
  - Meeting Schedule (Francine)
  - September Elections (Francine)
6. Action Items
7. Miscellaneous Board Items
8. Adjourn

**Next Meeting: September 13<sup>h</sup>, 2023**

This meeting is being conducted via Zoom. Interested persons may view the meeting online on [YouTube](#).

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](mailto: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.

## **Chair Report**

July 24 city council meeting (video clip from 34.55-40.20)

Meeting set up with Deputy City Manager for Community Services Scott Archer August 23. Lois Stark and David Levy.

## **Information Items:**

### **Update from Willamette Heritage Center Salem History Hub project**

*(Note: LAB contributed \$10K to the Willamette Heritage Foundation enabling them to obtain matching funds from an anonymous donor)*

## **Kylie Pyle reports**

### **Progress made on the Salem Online History Transfer Project**

I have not made as much headway as I had wished in working on the logo and design revisions. In part, this is because we have been working on some really great programming at the museum, which will be able to be utilized in the site moving forwards -- including a walking tour celebrating the lives of pioneering Black Salem residents Albert and Mary Ann Bayless and some new interpretive panels celebrating the life of George Lai Sun and family and Salem's Chinatown.

## **Goals and Progress since Last Report (2/8/2023)**

### **Continue Work of Increasing Representation in Content**

**This is the one area I have made progress on in the last six months. I have worked with Professor Ellen Eisenberg at Willamette University on developing a course in which student work will be directed towards writing submissions for this site to help fill in some of the gaps in content. The coursework will happen during the Fall 2023 semester and all student work will be subjected to the standard editorial process established for the site before inclusion.**

## **Goals for next Report to Salem Public Library Advisory Committee (2/8/2024)**

1. Finalize logo and design revisions and integrate into site
2. Continue work of increasing representation in content by:
  1. Seeking out authors for new articles
  2. Executing directive from advisory committee by making this a true "hub" model and seeking out and linking content from other resources to site.
3. Marketing Materials and plan developed for official site launch
  1. Salem Public Library Advisory Board written report (due 2/8/2024)

You can continue to monitor progress online and in real time:

<https://www.willametteheritage.org/research/salemhistryhub/>. Just a reminder, all written content from the old site has been successfully transferred and is currently available at the link above.

# July 2023 City Librarian's Report

## Stats for July

Number of visitors to the library in:

Main:32,314

WS Branch:2,717

Number of physical items checked out/renewals:

Main:10,847

WS Branch:1,519

Number of digital items checked out:

cloudLibrary: 6,803

Overdrive: 20,273

## Library Value Calculator

<https://ilovelibraries.org/what-libraries-do/calculator/>

## Staff News

Our Community Engagement Senior Librarian, Kristy Kemper Hodge started on July 31. She is a member of the Adult Services team and will coordinate our adult programming plan, be a leader on our communications team, select adult non-fiction and serve the public at the desk. Our vacant adult librarian position was posted in mid-July, and we received more than 85 applications.

The Library has extended its pilot “Technology Assistance” program at Center 50+ through the end of the year. A library staff member visits Center 50+ to provide one-on-one assistance to members of the community with computers, cell phones, tablets, and other devices. The program runs every other Monday morning.

Customer Experience Supervisor interviews are happening soon! We had over 80 applicants meeting minimum requirements.

The City Librarian job posting is being delayed. City Leadership is focusing on the current Safe Salem Tax and are hoping they can focus on recruiting for a new City Librarian in the fall.

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## Collections

Displays for Disability Pride month were put up on the Main Floor and the Children's Corner. We featured fiction and nonfiction titles by writers with disabilities and created booklists as a resource for patrons.

Through a partnership with Libros for Oregon, we were able to add 83 high-quality, culturally relevant books written in Spanish that are typically not available in the United States to our collection. These books were purchased by Oregon librarians at the Guadalajara Book Fair in Guadalajara, Mexico, and shipped to us via a partner vendor. Displays featuring the books were put up on the Main Floor and the Children's Corner for patrons to view and check out. Our participation in this program is made possible by the Salem Public Library Foundation.

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## Projects and Programs

The library's summer reading program is a success! As of the end of July, these were the signup totals:

Babies, Toddlers, and Preschoolers: 496

Elementary Grades: 1385

Middle and High School Students: 650

Adults: 1151

Each year, we submit the number of interactions we have with patrons to the State Library of Oregon. Up until now, we manually tallied these interactions with hash marks on paper. Starting August 1, we will use a digital tool called Gimlet to note each interaction. Gimlet will provide valuable data including when the library is busy and the types of questions we receive and staff have noted that it's easy to use.

Storytimes have had very strong attendance during the month of July with 753 preschoolers and adults attending 16 early-literacy rich storytimes and 4 Hora de Cuentos Storytimes in Spanish.

The library hosted several family performers in the month of July, including the Reptile Man, which filled Loucks Auditorium to capacity, and comedian and juggler, Alex Zerbe, Zaniac. The last Summer Reading performer, Angel Ocasio, provided a bilingual event at Riverfront Park with 210 people in attendance. Patrons brought blankets and sat in the shade of the pavilion while they enjoyed a very lively and entertaining performance with a lovable local legend. The library's new outreach van also made its appearance, and provided books for checkout.

Youth Services staff also hosted a variety of very well attended craft and activity programs in July, including a Superhero Party, Nature Crafts, Kids' Crafternoon, our monthly Read to a Pet program, and a weekly Tinker Tech Tuesday activity in which kids check out and explore a variety of STEAM-related kits for use in the library.

Adult Services hosted an Andean music and dance performance by Alex Llumiyinga, which attracted 95 people. Blues singer LaRhonda Steele and her band also brought in 95 audience members!

Nearly 40 people attended a documentary showing of "The Boys Who Said "No", which covered Vietnam draft efforts. The documentary was an emotional experience for some, and all attendees expressed deep appreciation for the event.

There were 62 submissions for the Tiny Art Show! A total of 55 artists ranging in ages 2.5 - 17 years participated. Examples of artwork titles: "The Innocence", "Overhead Counter Tops", "Gerald the Mouse", and "Mini Lisa". A variety of creative artwork was submitted and displayed for patrons of all ages to enjoy!







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## **What we are Looking Forward to!**

Next month we'll be looking forward to the Exploring Together Program on Learning about the power of representation and voting on August 15th and 16th at 6 pm.

Language Exchange Program on August 16th where community members are invited to learn a new language or practice with a native speaker.

We'll be doing Yarn birds for our Adult craft on August 26th.

Come see the amazing library staff on these dates:

- August 19th from 11-2 pm for Micronesian Islander Community Back to School Event at Chemeketa Community College
- August 26th from 10-4 pm for Capital Pride at Riverfront Park

Come check out our regular programming like Preschool and Infant/Toddler storytimes, Tinker Tech, Crochet and Slay, Family Storytime, Read to a Pet, Lego Party, Hora de Cuentos, adult book clubs, musical performances, and much more!

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## **Strategic Plan Updates**

Staff have forwarded their suggested action steps to Library Leadership. Some of the suggestions from our Strategic Team Leaders where:

- Look at current recruitment processes and create standard procedures.
- Find past surveys from community and staff to compare engagement levels.
- Analyze current staff tasks and evenly distribute for equity.

- View existing partnerships and outreach practices to assess and maximize effectiveness and goals.
- Having book baskets for easier browsing and accessibility.
- Look at flexible scheduling options for work-life balance.
- Training and procedures written and updated where accessible.

Library Leadership is looking into the suggested action steps and will follow up.