

# City of Salem

## Salem Public Library

November 13<sup>th</sup>, 2024

5:00p.m. at the Salem Public Library Collaboration Studio and via the  
Salem Public Library YouTube Channel

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

### **PARTICIPANTS**

#### Board Members

Gretchen Coppedge; David Levy; Valerie Harris; Matthew Jobson; Dana  
Castano; Camryn Pickworth; Clyde Saiki; Cara Filsinger

#### Staff

Bridget Esqueda, 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
  - Final Project Summary Report of High School Summer  
Interns (Bridget)
  - Meeting time change (David)
6. Action Items
7. Miscellaneous Board Items
8. Adjourn

**Next Meeting: January 8<sup>th</sup>, 2025**

This meeting is being conducted hybrid at the at the Salem Public Library 585

Liberty St. SE, Salem, OR 97301 and online on [YouTube](#). Please submit written comments on agenda items, or pre-register to provide Public Comment on items not on the agenda, by 12 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.

# October 2024 City Librarian's Report

## Stats

Number of Visitors:

Location	Current Month	Previous Month	Previous Year
Main	27,517	22,398	31,032
West Salem	1,709	1,157	2,849

Other Stats:

	Current Month	Previous Month	Previous Year
Active Cardholders	34,467	34,460	39,012
Programs	63	47	64
Meeting/Study Room Reservations	575	415	656
Reference/Directional Assistance	6,860	5,779	7,947

Number of physical items checked out/renewals:

Location	Current Month	Previous Month	Previous Year
Main	52,351	46,880	52,816
West Salem	446	463	671
Outreach	682	595	740
Total Checkouts	53,479	47,938	54, 227

Number of digital items checked out:

	Current Month	Previous Month	Previous Year
Cloud Library	7,111	7,259	6,546
Overdrive	22,189	22,463	21,425

## Library Value Calculator

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

## Staff News

Staff participated in two learning opportunities this month. All staff present at 9:15am on Friday, October 18, participated in the [Great Shake Out](#) earthquake drill. Staff “dropped, covered and held on” for two minutes and then moved to the designated safe assembly area outside the building, where the safety monitors confirmed that all staff were present. Seventeen staff members attended a session hosted by [Bridges Oregon](#), a local non-profit organization focused on advocating for Oregogians who are deaf, hard of hearing or blind-deaf. We held the same session last month for different staff and one hundred percent of the attendees said they learned something new and that they would apply something they learned at work.

The FY23-24 Salem Public Library annual report was submitted to the State Library of Oregon this month. Each year, all public libraries in the state submit the report, which in turn is shared nationally. The State Library provides the annual data in a few formats including the [Public Library snapshot](#) which shows the data for one library by year and [Oregon Public Library Trends](#) tool which provides longitudinal data for each library. The FY23-24 data will not be added to the tools for a few months, but you can view past year data for any library in Oregon.

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## Collections

Access and Acquisitions began working with Youth and Circulation staff to move the library’s Readalong collection to its own new location! This collaboration involved some behind the scenes work like changing locations and spine labels, shifting, and rearranging shelves. These changes will result in easier accessibility for patrons and increased circulation.

## **Copy Cataloging Training**

From June to October, a rotation of seven library staff members assisted with copy cataloging to fill a temporary operational gap in the library's Access and Acquisitions department. The staff members not only provided some much-needed and appreciated help, but also had a chance to learn new skills and gain knowledge about another aspect of library work. Ultimately, this cross-training effort has improved the library's organizational resilience, deepened staff understanding of behind-the-scenes operations, and built new connections between team members.

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## **Projects and Programs**

Adult Services hosted Haunted Game Day, where patrons were invited to dress up and attend a Halloween themed party. We had enough players to form 8 teams. Teams were asked to create a team name and unique buzzer sound. Once each team was ready they proceeded to compete for prizes and bragging rights in Jeopardy and bonus round activities. It was a blast. Everyone participated and got a chance to enjoy some snacks, meet new people, learn something new, and just laugh.

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Youth Services partnered with the Marion-Polk Early Learning Hub to host the first of a 3-part series of Ready for Kindergarten workshops for parents of children August 2-3.

Youth Services also capitalized on "No School" days, hosting a Narwhal & Jelly Party for elementary grades and a Pop-Up Library outreach at Cornerstone Apartments in Northeast Salem, which also coincided with their Fall festival. They also hosted a Painting Workshop for Kids that had a fantastic turnout of 34 kids, filling up almost every available seat.

The Youth Services division hosted a wildly successful Family Halloween Storytime with 136 small, costumed humans learning early literacy skills and having a wonderful time with stories, songs, a parade through the library, and seasonal crafts.

On Wednesday, October 23, we hosted a watercolor class for teens, which was well attended with 22 out of 25 seats filled by middle and high school-aged youth. Teens learned from a local teaching artist who led the 2-hour class, learning art techniques while creating a painting they matted and took home. This event was held in part because of no-school days at the end of October, giving additional time when staff could offer youth events and programs.

On Friday, October 25, we hosted a hybrid Teen Game Day featuring Nintendo Switch games, Jackbox Games, and a variety of board games, which was attended by 25 middle and high school-aged youth. Like the watercolor class, this event was possible because of no school on Friday, allowing staff to schedule a teen event earlier in the day than a typical afterschool event would allow due to secondary school release times. Teens were able to make connections with friends and new peers as they learned and/or shared games together.

The library again hosted a Día de Muertos Community Ofrenda from October 5-November 2. Many people brought photos and other artifacts honoring loved ones to add to the display. Many more stopped to view the ofrenda and learn about the Día de Muertos tradition.



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

### **Gallery of Gratitude, November 1-30**

Join us this November in creating our annual Gallery of Gratitude! This gallery will appear online and on display at Salem Public Library and is made from all the things that our community is grateful for. Big things, small things, personal, or universal, we want to celebrate them!

Visit the Library during open hours to see the display and contribute in-person, or view the online gallery here: <https://salemor.gov/SPLgallery2024>

Submit to the online gallery, here: <https://salemor.gov/SPLthanks2024>

**MAGIC AT THE MLL** – Salem Public Library has built a display as part of the Willamette Heritage Center's Magic at the Mill, scheduled for November 29-December 2 this year. Celebrating winter snow, the display will include a very book-ish activity for visitors.

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## **Strategic Plan Updates**

Each department was tasked to set three SMART goals to accomplish by June 2025 directly tied to the Strategic Plan. Staff in each department will work together to accomplish their goals which helps us move our Strategic Plan forward.