

## Salem Public Library Advisory Board

### Salem Public Library

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

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## Salem Public Library Advisory Board

### Board Members

Francine Boullosa  
Gretchen Coppedge  
Katherine Daniels  
Bill Distad  
Jeffrey Skrysak  
Lois Stark  
Callen Sterling  
Vacant  
Vacant

### City Staff

Sarah Strahl, City Librarian  
Clarissa Maciel-Garibay, Staff Assistant

Next Meeting: Wed., Nov. 11<sup>th</sup>, 2020

[www.cityofsalem.net](http://www.cityofsalem.net)

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.

## Meeting Agenda

Wednesday, October 14<sup>th</sup>, 2020

5:30 p.m. – 7:00 p.m. Virtual Meeting

The meeting will be available on

<https://www.youtube.com/channel/UCuw7eUMqW0fgwHhj8h1ECIQ>

1. Call to Order
2. Approval of Minutes
  - Wednesday, August 12<sup>th</sup>, 2020
3. Public Comment

Appearance of persons wishing to address the Board can send an email to [spladmin@cityofsalem.net](mailto:spladmin@cityofsalem.net)
4. Information Items
  - Teen Advisory Board (TAB) update
  - Chair's report
  - City Librarian's report
  - Friends of SPL report
  - SPL Foundation report (Kate Van Ummersen)
5. Discussion Items
  - Free Parking recommendation
6. Action Items
  - Vote on Free parking Recommendation
  - Elections
  - State Library of Oregon Annual Statistical Report
7. Miscellaneous Board Items
  -
8. Adjournment

# Staff News

*New Adventures and more*

In September, Salem Public Library staff bid Danny Smith farewell and congratulations as he began his new role as Director for the Canby Public Library. Danny served Salem Public Library for six years as the Deputy City Librarian, and helped move forward many improvements in the Library. He also served for over a year as the Interim City Librarian. We're sad to see him go, but wish him well in his new adventure.

Karen Fischer, Youth Service Manager, coordinated the Statewide Virtual Performers Showcase, and she'll be handing off the reins for coordination in the future. This Oregon Library Association Children's Services event for librarians who book Oregon and Washington performers was held virtually September 26th. Salem Public Library has hosted the Showcase during even-numbered years since its inception, more than 25 years ago. SPL staff look forward to hosting again in 2022.

The library is working on filling two vacancies - a Library Assistant in Circulation Services and a Senior Library Assistant in Youth Services. Excellent customer service has always been the Library's top priority and the library endeavors to create a pleasant and rewarding experience for our diverse community. As we scope our services to operate as One Library, we strive to work as a more flexible and resilient organization in these challenging times. Our goal is to maintain our staff capacity to offer the best possible service library-wide during the current pandemic circumstances and for future in-person library services. The result will be a cohesive, cross-trained library team that thoroughly meets the Library's and the City's strategic goals.

## Library Spaces

In September, construction work on the Main Library had to stop for 9 days due to the wildfires and air quality issues. The schedule has not been significantly impacted at this time, but the Progressive Design-Build team is always tracking the projects carefully. The rain that helped the air quality return to healthy levels was torrential at times. It managed to come through the temporary roofing solution. Many thanks to the general contractor, Howard S. Wright, as their staffers were quickly proactive in managing the small leak.

Also, Library staff continue work to finalize shelving types and accessories with the team and the vendor, SpaceSaver. Staff also have been working with the vendor Lyngsoe on a concurrent

project to install an automated materials handler (AMH) system. This system will make returns show up instantaneously for patrons in their accounts, and will also free up valuable staff time for more interactional and project-based work than processing item returns. For a visual of what the AMH will look like in action [check out this video](#).

Curbside Services continues to flourish even with the 11-day closure during the wildfires in September. The Library provided additional time for patrons to pick-up their holds via Curbside due to the closure. Curbside added an additional 100 appointments per week at the beginning of September to expand the popular service.

## Collections

### *Expansion information*

A section of adult fiction was irreparably water-damaged while in storage. Selectors and Technical Services are working on replacement plans now. Some damaged books were duplicate copies of books still in circulation.

The Collection Expansion Project Team has identified approx. \$50,000 in existing Trust and Agency funds to allocate to this project. The project team has concluded that an additional \$15,000 of unrestricted funding from the support boards would increase the project capacity and allow for broader item selection. Items procured through this project are in addition to the Library's normal purchasing in coordination with the Library's primary book vendor. Areas of the collection were identified for this project by assessing data from CollectionHQ and shelf capacity. The areas of focus for additional purchasing are:

Juvenile fiction, Juvenile nonfiction, Juvenile Spanish nonfiction, Juvenile Spanish picture books, Teen fiction, Teen nonfiction, Teen Spanish fiction, Teen Spanish nonfiction, Adult fiction (inc. fantasy, mystery, science fiction), Adult graphic novels, Adult nonfiction, Adult Spanish fiction and Adult Spanish nonfiction.

## Events

### *September Wrap-up*

**Summer Reading Club Prize Pickup Complete** - Over 900 summer reading Club finishers picked up prize bags on a special no-contact schedule at Broadway, outside of regular curbside hours. Each successful reader age 0-18 earned their choice of a free book to keep as well as a themed

backpack. More than 220 readers of all ages picked up special drawing prizes won due to their reading efforts.

**Take & Make Crafts - Fall Series Begins** - Library staff are creating all-ages Take & Make Craft Kits and making them available for pickup during Curbside Service once each month in September, October, November, and December. September's kit was a DIY Art/Writing Journal with suggestions for various ages and levels of crafter. We distributed 200 kits to eager community members. October's kit will feature hojalata/metal tooling.

**Teen Advisory Board Welcomes New Members in September**- Seven new members were chosen through an application and interview process during the summer. With limited seats on the board and a long list of middle and high school applicants, the decisions were difficult, but the group is excited about the new members.

**Dungeons & Dragons** - Three members of the Teen Advisory Board planned and led a four-session campaign held in September and into October.

**Bucket of Words** Teen Writers met Sept. 18 with New York Times Bestselling Author Colleen Houck.

**Quaran-Teen Book Chat Ends** - In early September, after 24 weekly meetings, Quaran-Teen Book Chat wrapped up as school began.

**Live Book Suggestion Events** - Our librarian team continues to dazzle with periodic Live Book Suggestions events through social media. In September, they invited readers to "Describe Your Perfect Book in Three Words" and "Name Your Superpower" and made connections to great books. A major emphasis of the Live Book Suggestions has been to guide readers to available resources from cloudLibrary, Libby/Library2Go, and the bookshelves at SPL at Broadway and the West Salem Branch. The team is also launching a new Book Match service in October that will be available on-demand through the Salem Public Library website.

*New in October*

**Live Streaming Storytimes Online**- Beginning in October, Youth Services staff are very excited to begin offering monthly Live Storytimes online the first Saturday of each month. The October storytime will have a Fall/Seasonal theme.

**Discovery to Go - Preschool Art and Science Fun** - This early literacy activity is designed to encourage children ages 3-5 and their grown-ups to share a story and explore related art or science activities together. Each kit contains a picture book, activity supplies, and instructions, and includes an online component featuring Youth Services staff. The October kits have all been claimed.

**Kids Costume Parade-** Staff is requesting submissions for a virtual Kids Costume parade that will be displayed in an online gallery the week of Halloween.

**Keeping Watch on Planet Earth | LIVE with NASA@ My Library** 1 pm PST, LIVE Webcast, October 15, 2020

Library patrons are invited to join American Museum of Natural History's Director of Astrovisualization Carter Emmart for a live flight to view Earth as seen by satellites, and how its ecological system is divided into major life zones. Participants will be able to interact by asking questions (using the chat feature) that relate to constellations.

**Books4Kids Outreach** - Salem Public Library staff are seeking new solutions to form literacy partnerships with Salem community organizations in an effort to support students, families and educators in this challenging time. Salem Public Library is implementing a new program called "Books 4 Kids" for ages 0 - 18. Each "Books 4 Kids" pack will contain several books, book-related activities, and information about library services, including online resources and curbside holds pickup. These book packs will be for families to keep (no returns, fines or fees). Our plan is to deliver and drop off book packs to facilities that serve families in a manner that does not disrupt services, and will allow facilities to distribute the packs to families when convenient.

**Mummy at Mystery Mansion Live Stream from Talewise, 1:00 p.m. Thursday, October 22 via Zoom** - Kids in grades K - 5 are invited to explore some spooky and exciting science concepts about blackouts, mummification, and more! Salem-Keizer teachers and homeschooling parents are encouraged to sign their classes up to participate in this interactive and educational live streaming event.

**Teen Programs shift to Fall Schedules** - Weekly summer programs slow to monthly school year events, beginning with **Teen Art Night Hangout** on October 1.

**Teen Advisory Board meetings** 2nd Thursdays

**Teen Book Club** starting monthly on TBD Wednesday in October.

## General Library News

*Statistics and data and supporting Salem-Keizer School District educators*

Youth and Teen Services staff began contacting and offering support to Salem-Keizer educators in September. Many teachers have expressed interest in getting library cards for their students. Salem Public Library staff continue to provide literacy support for Salem teachers and students working from home. Library staff is starting to schedule virtual classroom "visits," coordinating with teachers to come to elementary, middle school, and high school classes to talk to students about getting library cards, accessing virtual services, downloading books, picking up books

through Curbside Service, and virtual events and programs. Teen Librarian Sonja Somerville has also been invited to join the team of high school librarians to present similar information to all Salem-Keizer School District high school English teachers for their staff training in November. Dan Johnson, youth librarian, has been asked to provide a virtual bilingual storytime at Lee Elementary, and a number of teachers have expressed interest in having their students participate in the “Mummy at Mystery Mansion” Talewise live streaming event.

### **Oregon Edge Data Fluency Cohort**

Salem has participated in the Edge initiative for the last few years. Led by the Urban Libraries Council, the Edge Initiative was developed by a national coalition of leading library and local government organizations and funded by the Bill & Melinda Gates Foundation. Salem was chosen as one of the libraries in the state of Oregon to participate in this group.

The Oregon Edge Cohort program will focus on leveraging data to inform and prioritize digital inclusion projects. Throughout the coming year, the Edge team will lead SPL through a series of webinars and activities to help access, understand, and apply data from various sources which in turn will help us to better understand and serve your community’s needs.

### **Annual Summer Reading Statistics Report**

Our Annual Summer Reading Club Statistical Report for 2020 was completed and submitted prior to the October 1, 2020 deadline. This statistical report covers a different time period from the Annual Statistical Report for FY 2019-20. The State Library of Oregon collects Summer Reading Club statistics based on the calendar year. Summer reading activities span two fiscal years FY 2019-20 and FY 2020-21. Data from this report provides information that the Oregon State Library uses to promote literacy activity occurring on local levels and to justify summer reading funding for Oregon Libraries through Ready to Read grant funds.

### **Annual Library Statistical Report**

Our Annual Statistical Report for FY 2019-2020 has been completed. The State Library of Oregon collects annual service measures and other statistics from all legally established public libraries in the state. Much of this data is then reported to the Institute of Museum and Library Services (IMLS) to inform a national Public Library Survey data collection effort. The data reporting period matches the state fiscal year each year, July 1 through June 30. A draft report is attached

to this agenda packet, and the final report is due to The State Library of Oregon at the end of October 2020.

Also attached to this report is a PDF summarizing results (with working links!) of surveys that helped create the Strategic Bridge Plan.

# Salem Public Library

## 2020 Oregon Public Library Statistical Report

CURRENT YEAR

PREVIOUS YEAR

### Part 1 - GENERAL INFORMATION

Please refer to our online guide for specific instructions for answering each question:

<http://libguides.osl.state.or.us/publiclibrarystats>

For answers that are auto-calculated, click the Save button to refresh and save these fields on each screen.

1.01	Official name of library	SALEM PUBLIC LIBRARY	SALEM PUBLIC LIBRARY
1.02	Street address	1400 Broadway St NE	585 LIBERTY ST SE
1.03	City ( enter the city ONLY )	SALEM	SALEM
1.04	Zip	97301	97301
1.05	Mailing address	585 LIBERTY ST SE	585 LIBERTY ST SE
1.06	City ( enter the city ONLY )	SALEM	SALEM
1.07	Zip	97301	97301
1.08	County	Marion	Marion
1.09	Library's main phone number (enter number without dashes or parentheses)	(503) 588-6315	(503) 588-6315
1.10	District or Cooperative Membership	CCRLS	CCRLS
1.11	Was there a boundary change in the legal service area in the last year?	No	No
1.12	Congressional District	5	5
1.13	Has the library or any of its branches moved or expanded in the last fiscal year?	Yes	No
Number of public service outlets			
1.14	Central library	1	1
1.15	Branches	1	1
1.16	Bookmobiles	0	0
1.17	Other public service outlets	3	1
1.18	Registered users	119,267	116,214
1.19	Registered users added	5,227	8,615

### Part 2 - LIBRARY STAFF and VOLUNTEERS

Report figures as of June 30, 2020. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

2.01	Librarians with ALA/MLS	15.00	16.00
2.02	Other persons holding the title of librarian	0.00	0.00
2.03	Total librarians in FTE ( Sum of Lines 2.01 and 2.02 )	15.00	16.00

2.04	All other paid staff	30.35	25.35
2.05	Total paid staff in FTE ( Sum of Lines 2.03 and 2.04 )	45.35	41.35
2.06	Total number of volunteers ( individuals )	170	231
2.07	Total volunteer hours	6,303	17,027
2.08	Library Board / District Board Advisory board ( appointed )		Yes
2.09	Does your library have a Friends of the Library group?	Yes	Yes
2.10	Does your library have a Library Foundation?	Yes	Yes

### Part 3 - REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

#### Local government sources

3.01	City	\$4,492,947	\$4,214,674
3.02	County	\$0	\$0
3.03	District ( Library district, community college district, school district )	\$657,371	\$637,066
3.04	Total local government ( Sum of 3.01 - 3.03 )	\$5,150,318	\$4,851,740
3.05	State government sources	\$29,187	\$26,177

#### Federal government sources

3.06	LSTA grants	\$0	\$0
3.07	E-rate telecommunications discount	\$0	\$0
3.08	Other federal funds	\$0	\$0
3.09	Federal government revenue ( Sum of 3.06 - 3.08 )	\$0	\$0
3.10	Other operating revenue	\$117,285	\$179,380
3.11	Total library operating revenue ( Sum of 3.04, 3.05, 3.09, 3.10 )	\$5,296,790	\$5,057,297

#### SECTION B. CAPITAL REVENUE

3.12	Local government capital revenue	\$0	\$21,344,180
3.13	State government capital revenue	\$0	\$0
3.14	Federal government capital revenue	\$0	\$0
3.15	Other capital revenue	\$0	\$0
3.16	Total capital revenue ( Sum of 3.12 - 3.15 )	\$0	\$21,344,180

### Part 4 - EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

**SECTION A. OPERATING EXPENDITURES**

4.01	Salaries and wages	\$2,379,313	<i>\$2,407,721</i>
4.02	Employee benefits	\$1,234,050	<i>\$1,344,195</i>
4.03	<b>Total staff expenditures ( Sum of 4.01 and 4.02 )</b>	\$3,613,363	<i>\$3,751,916</i>
Library collection			
4.04	Books and other print materials	\$257,319	<i>\$369,744</i>
4.05	Periodicals and other serial subscriptions	\$11,964	<i>\$21,842</i>
4.06	<b>Total expenditure on print materials ( Sum of 4.04 and 4.05 )</b>	\$269,283	<i>\$391,586</i>
4.07	Electronic materials expenditures	\$168,789	<i>\$119,868</i>
4.08	Other materials expenditures	\$43,005	<i>\$38,094</i>
4.09	<b>Total expenditures on collection ( Sum of 4.06 + 4.07 + 4.08 )</b>	\$481,077	<i>\$549,548</i>
4.10	All other operating expenditures	\$0	<i>\$280,690</i>
4.11	<b>Total library expenditures ( Sum of 4.03 + 4.09 + 4.10 )</b>	\$4,094,440	<i>\$4,582,154</i>

**SECTION B. CAPITAL OUTLAY**

4.12	Library construction and related expenditures ( incl. building sites )	\$4,377,549	<i>\$721,733</i>
4.13	Capital equipment expenditures ( e.g. new automated systems )	\$0	<i>\$0</i>
4.14	Other capital outlay	\$0	<i>\$0</i>
4.15	<b>Total capital outlay ( Sum of 4.12 - 4.14 )</b>	\$4,377,549	<i>\$721,733</i>

**Part 5 - COLLECTIONS**

This section of the survey collects data on selected types of materials. It does not cover all materials ( i.e. microform, scores, pictures, etc. ) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

**SECTION A - PHYSICAL COLLECTION****Books and other print items**

5.01	Print items	269,238	<i>276,289</i>
5.02	Print items added	18,863	<i>26,346</i>

**Audio materials**

5.03	Physical audio items	18,985	<i>18,494</i>
5.04	Physical audio items added	1,117	<i>1,258</i>

**Video materials**

5.05	Physical video items	11,575	<i>11,121</i>
5.06	Physical video items added	890	<i>775</i>

Other library materials			
5.07	Other materials	1,372	1,290
5.08	Other materials added	132	N/A
Totals for the end of fiscal year			
5.09	Total physical units ( Sum of 5.01 + 5.03 + 5.05 + 5.07 )	301,170	307,567
5.10	Total physical units added ( Sum of 5.02 + 5.04 + 5.06 + 5.08 )	21,002	28,383
SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION			
E-books			
5.11	Library2Go e-books	60,360	47,875
5.12	Library2Go e-books added	15,909	6,887
5.13	Local e-books	6,656	3,603
5.14	Local e-books added	2,788	1,124
5.15	Total e-books ( Sum of 5.11 and 5.13 )	67,016	51,478
5.16	Total e-books added ( Sum of 5.12 and 5.14 )	18,697	8,011
Digital Audio Materials			
5.17	Library2Go audiobook units	36,022	31,816
5.18	Library2Go audiobook units added	5,910	6,445
5.19	Local digital audiobook units	3,257	2,112
5.20	Local digital audiobook units added	1,305	747
5.21	Total digital audiobook units ( Sum of 5.17 and 5.19 )	39,279	33,928
5.22	Total digital audiobook units added ( Sum of 5.18 and 5.20 )	7,215	7,192
Digital Video Materials			
5.25	Local digital video units	0	0
5.26	Local digital video units added	0	0
5.27	Total digital video units ( Sum of 5.23 and 5.25 )	0	0
5.28	Total digital video units added ( Sum of 5.24 and 5.26 )	0	0
5.29	Total digital units ( Sum of 5.15, 5.21, 5.27 )	106,295	85,406
5.30	Total digital or units added ( Sum of 5.16, 5.22, 5.28 )	25,912	15,203
5.31	Total physical and downloadable units ( Sum of 5.09 and 5.29 )	407,465	392,973
5.32	Total physical and downloadable units added ( Sum of 5.10 and 5.30 )	46,914	43,586
Electronic Collections			
5.33	Statewide licensed databases	24	24

5.34	Statewide licensed databases added	0	02
5.35	Cooperative or locally licensed databases	14	20
5.36	Cooperative or locally licensed databases added	5	4
5.37	Total licensed databases ( Sum of 5.33 and 5.35 )	38.00	44.00
5.38	Total licensed databases added ( Sum of 5.34 and 5.36 )	5	6

## Part 6 - CIRCULATION & COLLECTION USE

6.01	Successful retrievals from statewide databases	904	923
6.02	Successful retrievals from local Databases	124,769	114,272
6.03	Total Successful retrievals from databases ( Sum of 6.01 and 6.02 )	125,673.00	115,195.00
6.04	First-time circulation of adult materials	331,316	470,252
6.05	Renewals of adult materials	204,333	198,420
6.06	First-time circulation of young adult ( YA ) materials	39,922	58,354
6.07	Renewals of young adult ( YA ) materials	33,462	33,259
6.08	First-time circulation of children's materials	239,993	383,261
6.09	Renewals of children's materials	214,718	200,116
6.10	First-time circulation not separated into adult or children's materials	0	1,184
6.11	Renewals not separated into adult or children's materials	0	6,838
6.12	Total first-time circulation ( Sum of 6.04, 6.06, 6.08, 6.10 )	611,231	913,051
6.13	Total renewals ( Sum of 6.05, 6.07, 6.09, 6.11 )	452,513	438,633
6.14	Total circulation of adult materials ( Sum of 6.04 and 6.05 )	535,649	668,672
6.15	Total circulation of young adult ( YA ) materials ( Sum of 6.06 and 6.07 )	73,384	91,613
6.16	Total circulation of children's materials ( Sum of 6.08 and 6.09 )	454,711	583,377
6.17	Total circulation not separated into adult, YA or children's	0	8,022

	materials ( Sum of 6.10 - 6.11 )		
6.18	Total physical item circulation ( Sum of 6.14 - 6.17 )	1,063,744	1,351,684
6.19	Circulations of Library2Go electronic materials	208,796	165,281
6.20	Circulations of local and/or other electronic materials	54,575	27,178
6.21	Total circulation of electronic materials ( Sum of 6.19 and 6.20 )	263,371	192,459
6.22	Total circulation ( Sum of 6.18 + 6.21 )	1,327,115	1,544,143
6.23	Electronic Content Use ( Sum of 6.03 + 6.21 )	389,044	307,654
6.24	Total Collection Use ( Sum of 6.03 + 6.18 + 6.21 )	1,452,788	1,659,338
6.25	ILLs made to libraries in own resource sharing system	41,107	60,620
6.26	ILLs made to all other libraries	0	0
6.27	Total ILLs loaned ( Sum of 6.25 + 6.26 )	41,107	60,620
6.28	ILLs borrowed from other libraries using own resource sharing system	76,374	96,656
6.29	ILLs borrowed from all other libraries	0	0
6.30	Total ILLs borrowed ( Sum of 6.28 + 6.29 )	76,374	96,656
6.31	Circulations made without charge to non-residents	280,719	345,979

## Part 7 - PROGRAMS & OTHER SERVICES

7.01	Total reference transactions	38,100	44,720
7.02	Reference Transactions reporting method	Estimate ( using a sampling method )	
7.03	Children's programs	232	763
7.04	Children's programs attendance	20,284	53,099
7.05	Young adult's programs	31	132
7.06	Young adult's programs attendance	749	3,395
7.07	Number of programs for adults or multi-generational audiences	89	1,516
7.08	Adult's or multi-generational audiences programs attendance	3,037	11,783
7.09	Total programs ( Sum 7.03 + 7.05 + 7.07 )	352	2,411
7.10	Total program attendance (	24,070	68,277

Sum 7.04 + 7.06 + 7.08 )

7.11	Meeting Room Usage	138	580
7.12	Summer Reading Program provided	Yes	Yes
7.13	Outreach to children & families provided	Yes	Yes
7.14	Early literacy training provided	Yes	Yes

## Part 8 - TECHNOLOGY & FACILITIES

8.01	Annual number of uses of public Internet computers	34,662	43,144
8.02	Public internet computers used by general public	36	59
8.03	Tell us about your library's wireless internet	Wi-Fi only during our open hours	Yes
8.04	Wireless Sessions	0	205,556
8.05	Internet upload speed ( main library ), please report in Mbps	100.00	100Mbps
8.06	Internet download speed ( main library ), please report in Mbps	100.00	100Mbps
8.07	Shared ILS consortium name	CCRLS	CCRLS
8.08	Vendor of automated system	Sirsi/Dynix	Sirsi/Dynix
8.09	Website Visits	234,300	186,274
8.10	Typical week, total hours open M-F ( open to 5:00 pm )	28	28
8.11	Typical week, total hours open M-F ( 5:00 pm to close )	13	13
8.12	Typical week, total hours open Saturday-Sunday ( open to 5:00 pm )	11	11
8.13	Typical week, total hours open Saturday-Sunday ( 5:00 pm to close )	1	1
8.14	Total main library hours in a typical week ( Sum of 8.10 - 8.13 )	53.0	53.0
8.15	Weeks main library was open	34	52
8.16	Annual public service hours for main library	1,500	2,686
8.17	Total library visits	322,000	497,155
8.18	Library visits reporting method	Estimate ( using a sampling method )	
8.19	Square footage of main library	91,148	91,148
8.20	Total square feet of all facilities	97,148	97,148

## Part 9 - FINES & SALARY SURVEY

9.01	Overdue daily fine for adult materials	\$0.25	<i>\$0.25</i>
9.02	Overdue daily fine for children's materials	\$0.25	<i>\$0.25</i>
9.03	Overdue daily fine for other materials	\$0.15	<i>\$0.15</i>
9.04	Notes on fines		
9.05	Charge for interlibrary loans	\$1.00	<i>\$1.00</i>
9.06	Annual fee for non-resident individual patrons	\$60.00	<i>\$60.00</i>
9.07	Annual fee for non-resident households	\$60.00	<i>\$60.00</i>
9.50	Director hourly salary low	\$51.14	<i>\$51.14</i>
9.51	Director hourly salary high	\$68.73	<i>\$68.73</i>
9.52	Supervisory Librarian hourly salary low	\$29.00	<i>\$29.00</i>
9.53	Supervisory Librarian hourly salary high	\$35.60	<i>\$35.60</i>
9.54	Non-supervisory Librarian hourly salary low	\$25.76	<i>\$25.76</i>
9.55	Non-supervisory Librarian hourly salary high	\$31.46	<i>\$31.46</i>
9.56	Library assistant hourly salary low	\$21.98	<i>\$21.98</i>
9.57	Library assistant hourly salary high	\$26.81	<i>\$26.81</i>
9.58	Library clerk hourly salary low	\$18.35	<i>\$18.35</i>
9.59	Library clerk hourly salary high	\$21.98	<i>\$21.98</i>

## **Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS**

10.01	Population served	167,400	<i>165,265</i>
10.02	FSCS ID Admin	OR0069	<i>OR0069</i>
10.03	Interlibrary relationship code	ME	<i>ME</i>
10.04	Legal basis code	CI	<i>CI</i>
10.05	Administrative structure code	MO	<i>MO</i>
10.06	PLSC public library definition	Yes	<i>Yes</i>
10.07	Geographic code	CI2	<i>CI2</i>
10.08	URL to library's website	<a href="https://www.cityofsalem.net/library">https://www.cityofsalem.net/library</a>	
10.09	URL to statewide periodical resources ( Gale )	<a href="https://www.cityofsalem.net/Pages/library-online-resources.aspx">https://www.cityofsalem.net/Pages/library-online-resources.aspx</a>	
10.10	URL to statewide career & testing resources ( LearningExpress Library )	<a href="https://www.cityofsalem.net/Pages/library-online-resources.aspx">https://www.cityofsalem.net/Pages/library-online-resources.aspx</a>	
10.11	URL to collection management policy	<a href="https://www.cityofsalem.net/Pages/library-use-policies.aspx">https://www.cityofsalem.net/Pages/library-use-policies.aspx</a>	
10.12	URL to circulation policy	<a href="https://www.cityofsalem.net/Pages/library-fines-and-fees.aspx">https://www.cityofsalem.net/Pages/library-fines-and-fees.aspx</a>	
10.13	URL to patron confidentiality		

	policy		
10.14	Person submitting report	Christopher Rumbaugh	<i>Christopher Rumbaugh</i>
10.15	Phone	(503) 588-6449	<i>(503) 588-6449</i>
10.16	Email	crumbaugh@cityofsalem.net	<i>crumbaugh@cityofsalem.net</i>
10.17	Estimated Time burden ( in hours ) to complete report	50.00	<i>n.c.</i>

**COVID-19**

CV01 Closed Outlets Due to COVID-19.

Answer Yes or No to the following question: *"Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?"* Yes

CV02 Public Services During COVID-19.

Answer Yes or No to the following question: *"Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?"* Yes

CV03 Electronic Materials Added Due to COVID-19.

Answer Yes or No to the following question: *"Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?"* Yes

CV04 Electronic Library Cards Issued Before COVID-19.

Answer Yes or No to the following question: *"Did the library issue registered user cards electronically before the Coronavirus (COVID-19) pandemic?"* Yes

CV05 Electronic Library Cards Issued During COVID-19.

Answer Yes or No to the following question: *"Did the library issue registered user*

*cards electronically during the Coronavirus (COVID-19) pandemic?"*

CV06 Reference Service During COVID-19.

Answer Yes or No to the following question: *"Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic?"* Yes

CV07 Curbside Service During COVID-19.

Answer Yes or No to the following question: *"Did the library provide "outside" service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?"* Yes

CV08 Live Virtual Programs During COVID-19.

Answer Yes or No to the following question: *"Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?"* Yes

CV09 Recordings of Program Content During COVID-19.

Answer es or o to the following question: *"Did the library create and provide recordings of programs via the Internet during the Coronavirus (COVID-19) pandemic?"* Yes

CV10 External WiFi Access Before COVID-19.

Answer Yes or No to the following question: *"Did the library provide WiFi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?"* Yes

CV11 External WiFi Access Added During COVID-19. Yes

Answer Yes or No to the

following question: *"Did the library intentionally provide WiFi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"*

CV12 External WiFi Access  
Increased During COVID-19.

Answer Yes or No to the following question: *"Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"*

No

CV13 Staff Re-Assigned During  
COVID-19.

Answer Yes or No to the following question: *"Were library staff re-assigned to assist other government agencies, other departments, or nonprofit organizations during the Coronavirus (COVID-19) pandemic?"*

No

CV14 Number of Weeks Library  
Was Closed Due to COVID-19.

This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, your library building was physically closed and the public could not enter, when it otherwise would have been open. *For multi-outlet library systems, please report for the main or central branch here.*

14

CV15 Number of Weeks an Outlet  
Had Limited Occupancy Due  
to COVID-19.

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic. *For multi-outlet library systems, please report*

0

*for the main or central  
branch here.*

CV15 Other information about  
COVID-19 pandemic?  
(optional)

Free text area to provide a  
narrative ( 4000 character  
limit ) about your library's  
experience navigating the  
COVID-19 pandemic.

Bridge Plan 18 months to 2 years starting mid- to late October (perhaps earlier)

Over the summer, Sarah deployed a survey based on the existing strategic plan to gauge how complete staff, management, and advisory boards felt each of the areas were by 2019

I've been working out some of the places where we scored lowest on initiatives and wanted you to have access before Thursday.

- [Here's all 3 surveys compiled.](#)
- [LLT Responses \(only 4 out of 6 responded\)](#)
- [Boards \(11 out of ~30\)](#)
- [Staff \(A few of the LLT accidentally filled out this one so....\)](#)

The compiled responses show a few interesting areas

- Position the library as a community resource and showcase for new technology.
- Increase awareness of the variety of services by building relationships with additional community organizations.
- Build loyalty and awareness of the value of library services by celebrating positive customer relationships.
- Continue to explore opportunities to provide neighborhood-based access to library services.

These all have generally the lost mean/median/mode scores when looking at all three. I tried to stick to ~5 and below or ~6 and above to determine low/high since there weren't a lot of super low scores. I feel like the beginning of a notion on this is starting to form with priorities because none of these are really what I'd call "done" but I think patterns of less "done" vs more "done" are emerging a bit.

Staff definitely feel strongly about training and technology. LLT didn't get enough responses to tell much.

I hid the text responses in these spreadsheets but you should have access to the back end of the surveys to see the surveys each broken down in the summary and individual. Let me know if you need those links again.

**Move on from here:**

**Facilitate a staff session to take current projects, categorize under above four focus areas; with remaining projects, possibly group and/or dot vote staff as input but not necessarily the final decision.**

Develop draft goals (Darci to present background info)

Develop draft outcomes (Darci to present background info)

At some point I need to present draft outcomes to the entire staff; present on measurements and process to obtain measures.