



# Salem Public Library Advisory Board

## Salem Public Library

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### Salem Public Library Advisory Board

#### Board Members

Francine Boullosa  
Gretchen Coppedge  
Katherine Daniels  
Bill Distad  
Louise Newswanger  
Sigrid Olsen  
Jeffrey Skrysak  
Lois Stark  
Callen Sterling

#### City Staff

Sarah Strahl, City Librarian  
Lilly Gamaney, Staff Assistant

Next Meeting: Wed., Sep. 11, 2019

[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, August 14, 2019

5:30 p.m. – 7:00 p.m.

Main Library

Board Room

585 Liberty St. SE, Salem, OR, 97301

1. Call to Order
2. Approval of Minutes
  - Wednesday, June 12, 2019
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
  - LAB role in CD Policy annual eval. (Katherine)
  - 20-year shelving capacity (Katherine)
  - Parking (Lois)
  - Officer nominations (Lois)
  - Retreat (Lois)
  - Impact of Ordinance Bill No. 7-19 on SPL (Bill)
6. Action Items
  - None
7. Miscellaneous Board Items
8. Adjournment

# Staff News

## ***Rethinking roles at SPL***

The Library Leadership Team worked closely with colleagues in Human Resources to rethink and update Library Assistant and Librarian positions in our library. By combining positions and updating descriptions, we are able to expand and streamline our ability to provide high-quality customer service at the point of need, without requiring additional lead staff for regular support as we do today. The Library Assistant 1 & 2 positions have been combined to create an updated position description, called Library Assistant. The Library Assistant 3 and Library Associate positions have been combined to create an updated position description, called Senior Library Assistant.

This change also creates additional growth opportunities, increases responsibility within each position, is broader in nature, as seen in other City of Salem positions, and creates far more flexibility for who can do what, without creating silos where certain job classes cannot do particular tasks.

## ***Welcome, staffers!***

Administrative assistant, Lilly Gamaney, was promoted to Senior Library Assistant in Technical Services. She'll be helping out with cataloging and ordering. Phone interviews are scheduled for mid-August for a new admin assistant and Lilly is doing dual roles until the new person is hired. Our timeline is for her to be helping the new person take notes at LAB meetings in either September or October!

Armando Trujillo--formerly a seasonal library worker doing on-call shifts--is now a Senior Library Assistant in Circulation.

Dan Johnson is a totally new smiling face in Youth Services! He comes to Salem Public Library via Houston, Texas, and Corvallis/ Albany Public Libraries. His experience and bilingual Spanish-English skills make him well-suited for his new role providing family programming and outreach.

## ***Growing Our Skills***

Library staff members attended scheduling software training with the Fire Department in July. The software, called CrewSense, is helping our staff in charge of scheduling be more efficient across the Library. Staff also participated in a training to learn about how to conduct diversity audits of the Library collection. They tested their new skills on the adult book club kits and teen audiobooks.

Senior Librarians and the Library Leadership Team will all be taking an online project management course through Chemeketa Community College. This course, paired with the

City's project management software, will help all staff in charge of projects manage them knowledgeably and consistently.

## Library Spaces

### ***Proactively preparing to relocate***

The computer center relocation to the second floor of the building was completed on schedule and went live Tuesday, July 16<sup>th</sup>. The Library's reference materials have been relocated to storage to create space for the move. The response to this change has been positive and welcomed by both staff and library users. This change helps us prepare for the future of the facility and start aligning our services, spaces and staff resources. The change also frees up space on the first floor to begin staging for moving/storage.

There has been controversy over the site that a multi-departmental group of City staff recommended for the interim location, the former Capital Press building on Broadway. Since the move and interim space aren't bond eligible, funding availability for these is very limited. Many sites were considered but costs of either rent or improvements ruled out most, others were ruled out because they were already under contract or were unwilling to do short term leases. The City Council approved the lease for the interim library facility on July 22nd, and the lease is in effect as of August 1<sup>st</sup>. The Library will be working with the Human Resources Commission to make the space welcoming and inclusive for everyone.

A team of library and other City employees toured the facility in early August and started mapping out where collections, programming, and staff would be in the new space. These teams have also begun working on a project plan to map out the move and prepare the interim site for service sometime in early 2020. Services and collections at West Salem Branch Library are also being considered as of right now, but no firm decisions have been made as to what those changes will look like.

## Collections

### ***Summer Readers Reading Heavily!***

Children's and Teen library collections seem a bit bare right now...these collections are heavily used during the summer. One young boy asked if the Library had gotten rid of our graphic novel collection because so many books were checked out. Staff spend plenty of time helping children and teens place items on hold. Yes, kids are still reading!

Youth Services staff are reviewing the Story Time Collection in anticipation of our move to a smaller space. Seldom used storytime titles will be transferred to the regular youth collection.

## Events

### ***Universe of Stories***

Summer Reading ended and the Galaxy of Fun party is happening on Thursday, August 15<sup>th</sup>! Community members and staff are getting used to change as they embrace the new online reading club, provided through the Beanstack software. More adults than ever are participating this year, as most sign themselves up as they sign up their children. The online program takes less staff time and allows families to participate even if they find it difficult to physically get to the Library. Reading club sign-up activity in the past was closely correlated with our Summer Reading program children's and teen events. Although children and teens are still participating, the correlation this summer has dropped. This is in line with the experience of other libraries using the online program.

### ***Even events prepare for moving***

Tuesday afternoon activity programs for elementary age children were moved upstairs as of July 2, to the Children's Story Rooms from Anderson Rooms. To free up staff time as we prepare for the big move, storytimes are temporarily five times a week. We continue to provide two Preschool, two Lapsit and one Family (all ages) storytime each week until all programs are paused in late November for the Library move.

## General Library News

### ***Technology wishes granted***

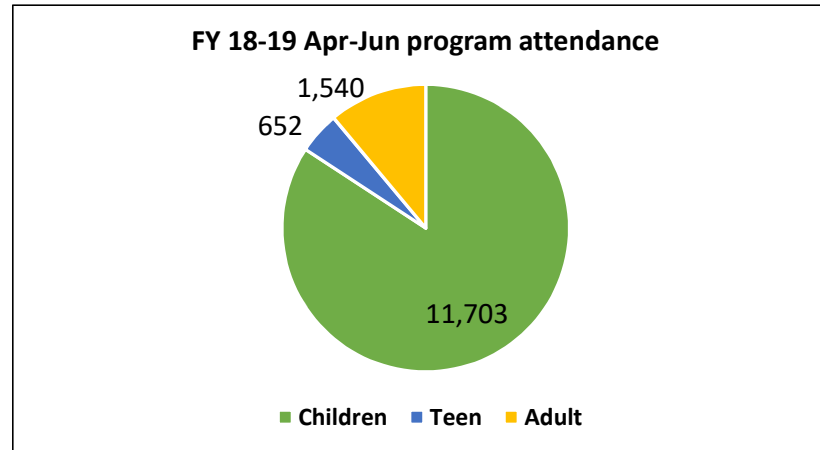
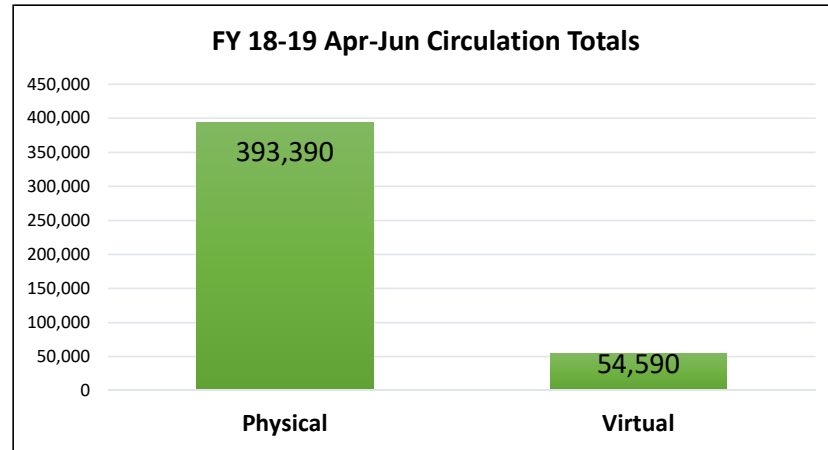
Youth Services staff are working with City IT to purchase a 2-in-1 laptop/tablet with a hotspot, funded through a Foundation Aurelia Edwards grant. This equipment will allow staff to provide library services during family outreach events.

### ***Bridge Plan***

Thanks to everyone on staff and boards who filled out the Strategic Plan Survey. As you know, the full strategic planning process is a ways off and will be very involved. The survey you did plus input from Orange Boy and other areas have helped highlight some areas in the 2013-2018 Strategic Plan that are still big priorities to use as guiding stars as we bridge the gap between now and a completed full strategic planning process. That "bridge plan" just has a few more steps to prioritize and should be ready for prime time by mid-October.

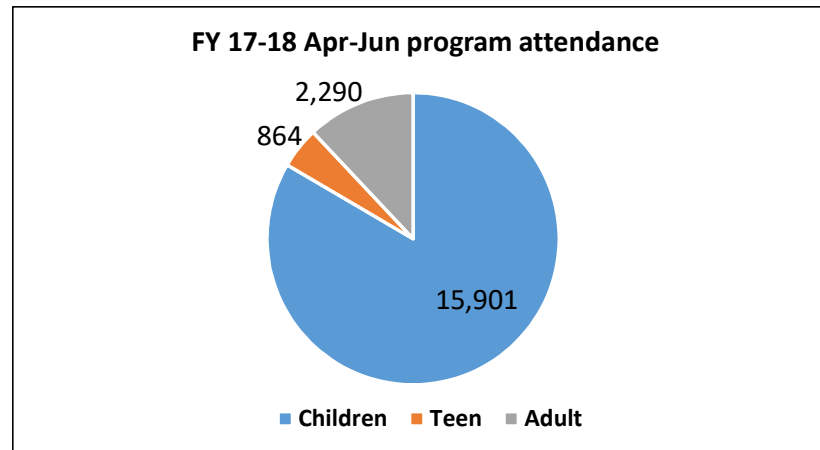
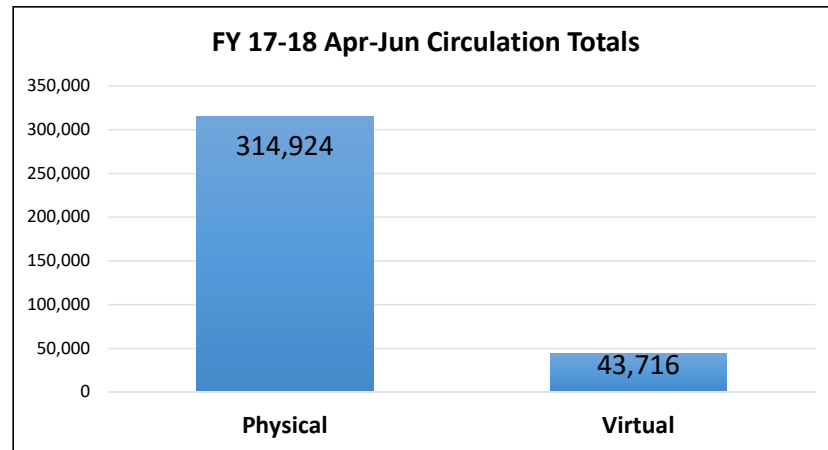
### ***Revenue to Fund Essential City Services***

City Council considers revenue proposals on August 12<sup>th</sup> that will impact the general fund departments—including Salem Public Library. [More information about the revenue proposals can be found here.](#)



Active cardholders (within 12 months)

38,793



User service satisfaction (Q2)

79.4% positive