



## City of Salem Salem Public Library

August 10<sup>th</sup>, 2022

5:30 p.m. Salem Public Library Boardroom

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

### **PARTICIPANTS**

#### Board Members

Lois Stark, Chair; Katherine Daniels, Vice-Chair; Francine Boullosa; 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
  - Introduce new members (Lois)
  - Strategic Plan Update (Lois)
6. Action Items
  - Trust and Agency accounts
  - LAB meeting location schedule
7. Miscellaneous Board Items
8. Adjourn

### **Next Meeting: September 14<sup>th</sup>, 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](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.

# July 2022 City Librarian's Report

## Stats for June

Number of visitors to the library in June:

Main: 20366

WS Branch approximately: 450

Number of physical items checked out:

Main 100,992

WS Branch 937

Number of eResources checked out:

CloudLibrary: 5779

Overdrive: 17815

Total = 23594

New Cards:

Main 1148

WS Branch 21

## Staff News

The Library welcomed new Library Clerks: Malin Jenkins, Angelo Arredondo, Damion Rufino, Daysy Montero and Veda Duffy. They began training in June and are doing well. In August, more Library Clerks and Program Aides will be hired. Sergio Lagunas was the successful candidate for the vacant Senior Library Assistant position. We said goodbye to our wonderful security guard, Garth Fullington, who has taken an exciting new position at Oregon City Public Library. We will be hiring a new security guard soon. The Staff Appreciation group hosted a Kickoff to Summer event on 6/15, allowing staff to take a full additional hour of time to relax, socialize, and enjoy food and drinks. Staff had fun spending time together and having a special meal.

## Behind the Scenes

Salem Public Library is on the move this summer by advertising the Summer Reading Club on the outside of 4 Cherriots buses. Interior signs were also featured in 30 buses.

We are in the process of procuring library lockers which will be piloted at the Main Library sometime in the Fall. We are also looking for a space for a small set of lockers to place in the community. Originally these were going to go to West Salem, but due to physical constraints we needed to locate them someplace else.

## **Library Spaces**

The Children's Quilt created for Salem Public Library's 100th birthday is once again available for viewing. It is now located on the children's staircase wall.

The Discovery Room has opened to the public with the matching summer reading theme of Read Beyond the Beaten Path. The room has gotten many visitors and families are excited to be using the new space.

## **Collections**

Youth Services was given a generous grant from the Marion & Polk Early Learning Hub to enhance collection materials on Social and Emotional Learning themes, including feelings and emotions, equity & diversity, and Back-to-School. Youth Services selectors opted to purchase topical books to enhance the library's outreach collection and for additional themed totes and explorer kits for toddler, preschool, and early school-age children.

We will be ready to launch our Library of Things in conjunction with the 50-year celebration of the Library and Civic Center August 18th.

## **Special Projects and Programs**

Summer Reading Club kicked off for all ages on Tuesday, June 7. More than 2200 participants have signed up so far during the month of June.

Attendance at the Tuesday storytimes has grown considerably to more than 100 attendees at each event. Although our June outdoor storytime was rained out, Youth Services staff hope to offer an outdoor storytime in July and August.

The June Take and Make activity, watercolor art on canvas, was a huge success. Library staff prepared 400 kits, which were available to pick up when the library opened at 10 a.m. and were gone by Noon.

Youth Services launched their weekly Tinker Tech Tuesday, a drop-in program for elementary age kids and their grown-ups, encouraging STEM exploration. The program attracted 26 participants on the first official Tuesday of the program. They also launched a monthly Lego Party for families the first Saturday of the month, which attracted more than 100 participants, many who professed to be returning to the library for the first time since the renovation.

Salem Public Library is taking the Summer Reading Family performances out in the Salem-area parks, which kicked off with a fun and wacky performance by Rhys Thomas at River Road Park and included a visit by the Salem Public Library bookmobile. The performance was attended by more than 165 people.

Adult summer reading programs started with a discussion on the Santiam Fires of 2020 and Restoration Project, followed by Survival Tips and Tricks. Attendees were interested in learning about recent and upcoming environmental impacts, how those events can be mitigated, and what they can do personally to improve the situation.

Adult crafts have been a point of interest for patrons. Bi-weekly Craft and Chats allow for a social setting for adults to work on casual crafts and get to know one another. Driftwood mobiles was a popular craft, with adults getting to create their own unique beach decor.

## **Outreaches**

Library staff represented the library at a variety of community events in June, including the Pride Festival, Saturday Market, and Public Works Day. Staff issued library cards, provided information about the Summer Reading Club, and other services available at the library. Between the 3 events, library staff interacted with more than 700 members of the community.

Youth Services staff resumed the R.E.A.D. Summer bookmobile program for the first time in two years, visiting Gubser elementary, which is hosting the Salem-Keizer migrant education summer school program for three weeks this year. Approximately 250 K - 5 students checked out a book from the bookmobile and received summer reading logs enabling them to participate in the library's Summer Reading Club.

## **Strategic Plan Update**

Meetings and agendas for meetings can be found on the library website <https://www.cityofsalem.net/community/library/about-your-library/strategic-plan>

The Strategic Plan Clarity Retreat which included the steering committee, staff and members of the community met on July 6th. Led by Coraggio they discussed several themes

1. Stakeholders want SPL to center equity, diversity and inclusion in all that they do
2. The Salem community is happy with SPL and would like the library to maximize its impact and reach to as many people as possible
3. SPL cannot fulfill its full value to the community due to resource constraints
4. The community wants SPL to increase accessibility
5. There is opportunity for SPL to engage more with the local community
6. Strengthening and standardizing systems, process, policies and procedures would improve employees' experience and SPL services

Using the information from the Clarity Retreat, the Steering Committee regrouped on July 19th for the first planning session. This session focused on defining the SPL Vision and Mission. The Steering Committee went on to drafting imperatives. A recording of the planning session can be found on the library website, along with the slides from the presentation.

## Library Gifts Account

The Library uses several cost centers to allocate Library Gifts through our Trust and Agency Accounts. These cost centers include gifts received from the Library Foundation, Friends of the Library, Ready to Read Grants, LAB controlled donations and other designated cost centers.

The Library recently discovered Resolution 71 43 adopted by City Council in 1971 that requires the Library to receive permission from the LAB to spend out money from these accounts. This resolution created a Trust and Agency account for gifts, donations and bequests to be held and used for the Salem Public Library purposes. It also states that all money and “property within said account shall not be expended , disbursed or used except upon the approval and written order of the Salem Public Library Board pursuant to the laws of the State of Oregon.”

The Library would like to adopt a new resolution which allows the Library to continue with the practice of spending out most Trust and Agency Accounts without LAB approval. The exception to this would be LAB Controlled Funds in cost center 33982800. LAB has would continue to oversee LAB Controlled Funds. At this time, we would like the LAB to approve Library spending from the Cost Centers below which do not include LAB Controlled funds.

The Cost Center are as follows:

Friends of the Salem Library: 33982200

Rise Estate: 33986400

Library Gifts: 33982400

Lost and Damaged: 33982700

Rutter Bond Donation: 33986500

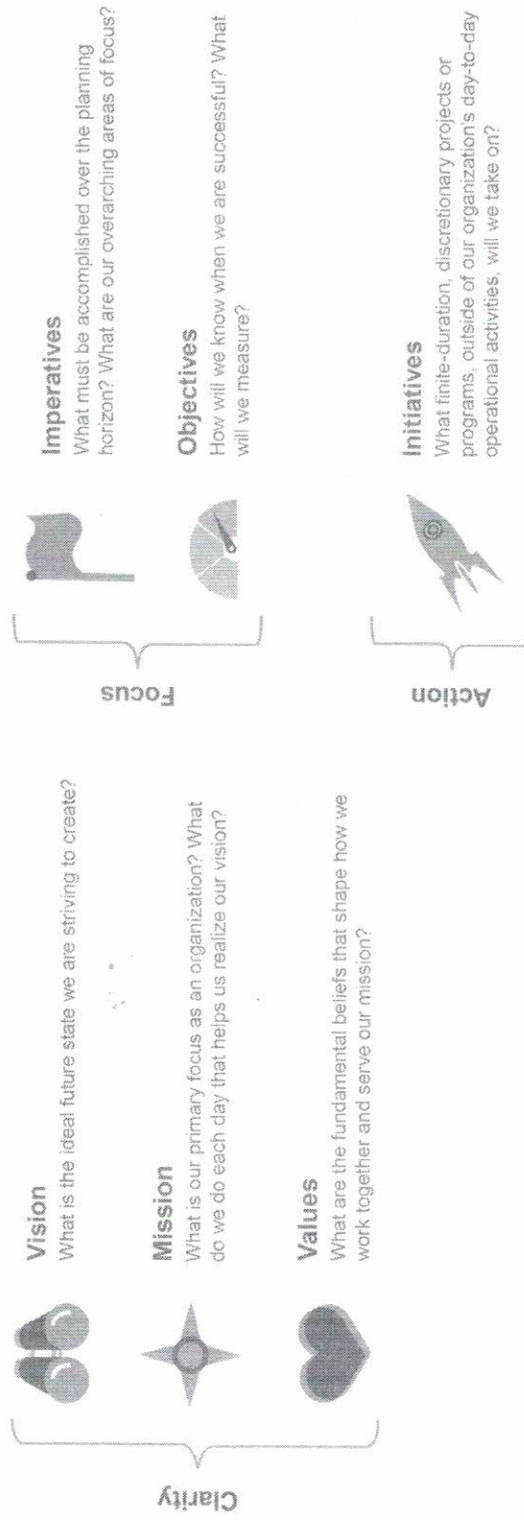
Dr Helen Pearce Music Fund: 33985900

R2R Early Literacy & Summer Reading: 33982500

J Wesley Sullivan Trust: 33984700

Nora Anderson Estate: 33984200

# Strategic Planning Framework





# Stakeholder Engagement

1522 Survey Respondents

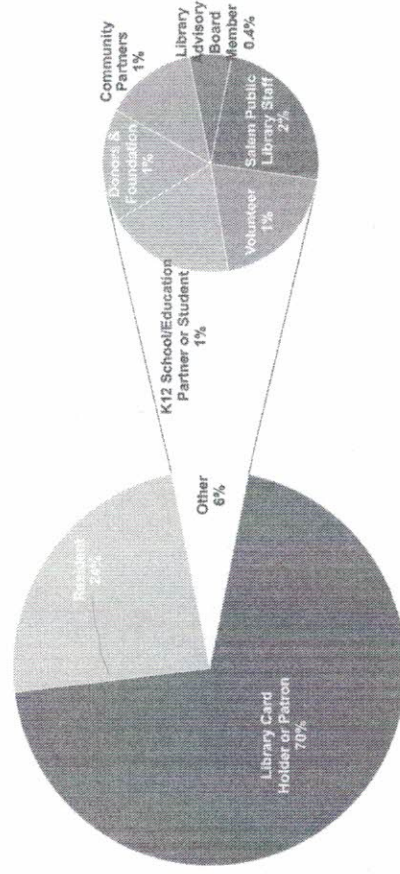
35 Focus Group Participants

11 Individual Interviews

Stakeholders were asked about:

- 1 Mission
- 2 Values
- 3 Current and ideal reputation
- 4 Diversity, equity, and inclusion (DEI)
- 5 Library roles
- 6 Collection relevance
- 7 Challenges and opportunities
- 8 Organizational assessment (staff only)

Figure 1 – Survey Respondents' Affiliation to SPL N=1522  
Please identify your primary relationship with Salem Public Library





## City of Salem (Draft) Equity Lens Questions

1. Does the initiative or policy align with the City's mission/vision/strategic plan?
2. What data has been used to inform this initiative or policy?
3. Who are the groups supporting this initiative or policy?
4. Who are the groups that are not represented?
5. **How does this initiative or policy impact all groups (*positively and negatively*)?**
6. How many members of the community have involved in the decision-making process?
7. What are the barriers to create more equitable outcomes for inclusion (i.e., socio-economic status, language, gender identity, community expectations, etc.)?
8. **How does this initiative or policy build, support, and empower BIPOC, LGBTQIA+, and other underserved communities?**
9. **What would it take to sustain this initiative or policy?**
10. What are the measurable goals and objectives?
11. What data will be used to monitor success (i.e., in 3 months, 6 months, 9 months, etc.)?
12. **What are the biases and unintended consequences of this initiative or policy?**
13. Are there any other possibilities and options yet to be explored?

## Budget and General Statistics Comparisons

Table 2 – 2019-2020 Budget and General Statistics among selected Oregon Public Libraries

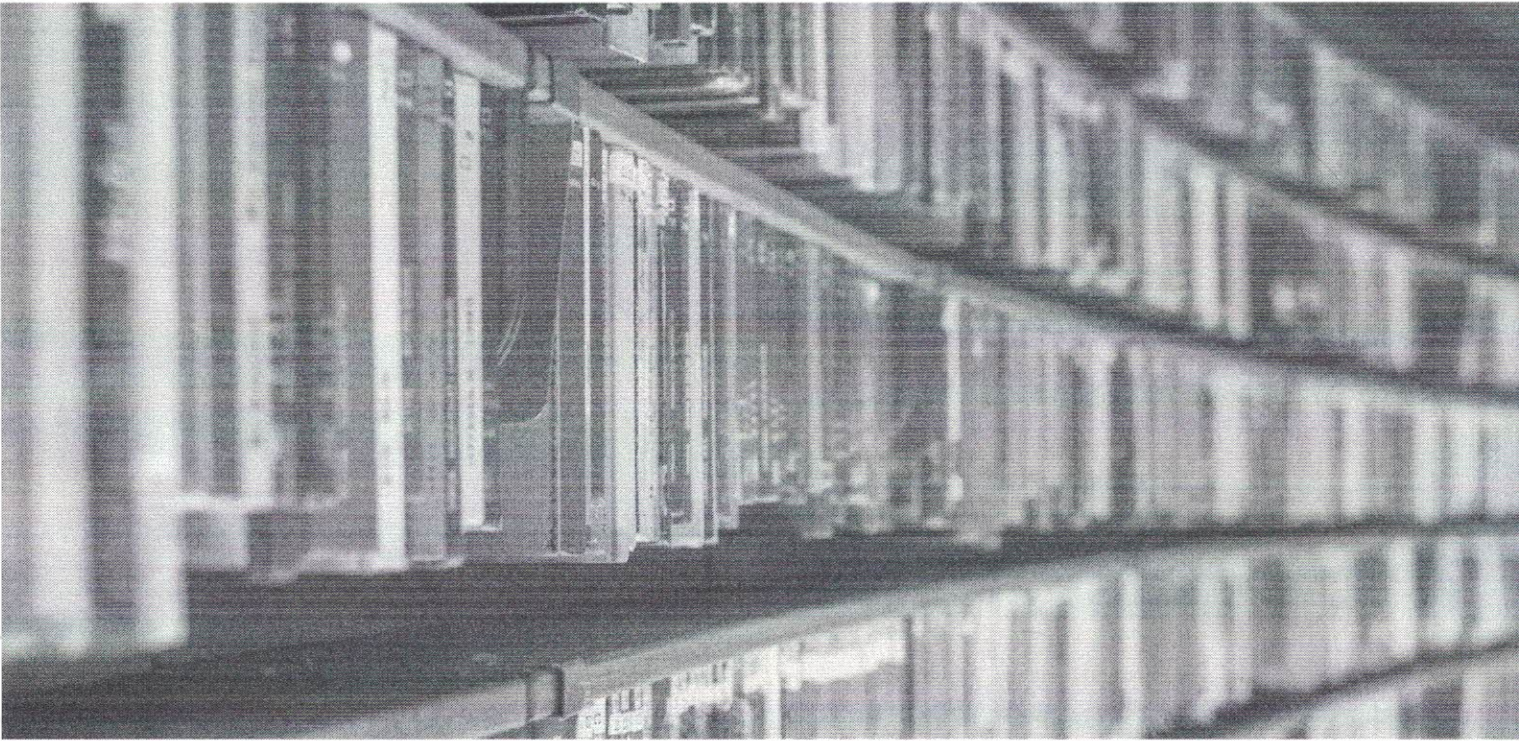
Library	Population served	Library card-holders (% of population)	Branches + bookmobiles in addition to main Library	Total ops. revenue per capita	Total ops. expenditure per capita
Multnomah County Library	821,730	49%	18	\$108.09	\$102.56
Jackson County Library	221,290	62%	14	\$54.18	\$45.04
Deschutes Public Library District	193,000	44%	6	\$75.41	\$66.24
Eugene Public Library	171,210	59%	2	\$86.14	\$83.94
Salem Public Library	167,400	71%	1	\$31.64	\$24.46
Hillsboro Public Library	158,738	48%	1	\$74.56	\$46.24
Beaverton Public Library	149,392	67%	1	\$76.92	\$56.44



# Themes

The key themes of this report (below) represent insights that stakeholders identified as being critical or that arose in the benchmarking process and were considered strategically significant in Coraggio's analysis:

- 1 Stakeholders want SPL to center equity, diversity, and inclusion in all that they do.
- 2 The Salem community is happy with SPL and would like the library to maximize its impact and reach as many people as possible.
- 3 SPL cannot bring its full value to the community due to resource constraints.
- 4 The community wants SPL to increase accessibility.
- 5 There is an opportunity for SPL to engage more with the local community.
- 6 SPL has a passionate team that needs to strengthen its internal culture.
- 7 Strengthening and standardizing systems, processes, policies, and procedures would improve employees' experience and SPL's services.





# SAMPLE Strategic Plan

## Clackamas Community College Strategic Plan Fall 2021 – Spring 2026

VISION	MISSION	VALUES	POSITION
Empowering individuals, strengthening communities.	As our community's college, we cultivate equitable, innovative, and responsive education.	<p><b>Learning:</b> CCC is committed to continuous improvement and innovation in support of student-centered teaching and learning</p> <p><b>Equity:</b> CCC is committed to understanding and dismantling systems of oppression and to co-creating a more equitable educational system that in turn fosters a more equitable society</p> <p><b>Student success:</b> CCC strives to be a student-ready institution that supports and partners with students to promote discovery and growth</p> <p><b>Community:</b> CCC works to mobilize community-wide awareness and action related to College strategic priorities and seeks to build relationships in support of community well-being</p> <p><b>Belonging:</b> At CCC, individuals are celebrated for their experience and expertise, validated for their unique perspectives, and engaged in ways that reflect their needs and interests</p>	<p>We collaborate to create a shared understanding of present and future needs and opportunities, to infuse our offerings with the highest possible quality and relevance, and to empower the kind of learning and discovery that will have positive and long-lasting impacts for our students and community.</p>
Imperatives			
<b>Excellence in Teaching and Learning</b> Lead and support ongoing development and improvement of equitable innovative and responsive learning environments for students and employees	<b>Objectives</b> <ul style="list-style-type: none"> <li>Quality of student learning experience as measured by student engagement surveys</li> <li>Teaching and learning survey results indicate positive progress regarding implementation of equitable best practices</li> <li>Employees report understanding and confidence in supporting student learning and feel they have the necessary tools to enact their role effectively</li> <li>CCC employees confidently and consistently connect students to the services they need (e.g. physical or virtual One Place)</li> <li>Students' ease of access to services is improved</li> <li>Students' sense of belonging and connectedness to CCC is increased</li> </ul>	<b>Initiatives</b> <ul style="list-style-type: none"> <li>Define and implement equitable best teaching and learning practices</li> <li>Utilize student and employee feedback and student outcomes to improve teaching and learning practices</li> <li>Invest in equitable, innovative, and responsive professional development and learning</li> <li>Create and maintain up-to-date, consistent messaging and shared knowledge related to student support</li> <li>Improve ease of access to and between services</li> <li>Strengthen students' sense of belonging at CCC</li> <li>Modify and regularly deploy DEI Climate Survey</li> <li>Create tracking process for DEI Framework application</li> <li>Extend DEI planning efforts beyond the current three-year strategic plan (ending in spring 2023), in alignment with the College's strategic plan (ending spring 2026)</li> <li>Commit to continuous quality improvement of major processes, including the College's approach to the CQI cycle</li> <li>Coordinate and improve the approach to empowering employees through training and transfer of knowledge</li> <li>Create and curate a knowledge base of operational documentation</li> <li>Implement an Employee Climate Survey</li> <li>Align our relationship tracking, systems, and supports</li> <li>Develop and implement an approach to assess the health of our relationships</li> <li>Engage thoughtfully and intentionally with our community</li> </ul>	
<b>Holistic Student Support</b> Collaborate with students both in and out of the classroom to understand and respond to their needs and goals	<ul style="list-style-type: none"> <li>80% completion of DEI Strategic Plan annual action items each year and 100% by spring 2026</li> <li>DEI Framework applied to 100% of reviewed policies and procedures annually</li> <li>Demonstrated improvement in the college's ability to attract, retain and uplift systemically non-dominant students and employees</li> </ul>		
<b>Diversity, Equity &amp; Inclusion</b> Attract, retain, and uplift systemically non-dominant students and employees	<ul style="list-style-type: none"> <li>Develop and implement a multi-year cycle for review of and revision to major processes</li> <li>Demonstrated growth related to organizational learning objectives</li> <li>Campus climate survey results indicate positive progress regarding key measures</li> </ul>		
<b>Organizational Health</b> Strengthen our organizational culture, our systems, and our stewardship of resources in order to better empower employees to fulfill our central mission: serving the community with high-quality education and training	<ul style="list-style-type: none"> <li>Establish an approach to measure the health of our community relationships</li> <li>Increase in the number of formal partnerships in areas of community need</li> </ul>		
<b>Community Connections</b> Cultivate and nurture responsive and sustainable community relationships			

**Salem Public Library**  
2022 Strategic Planning Process Timeline

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Tasks/Deliverables									
<b>Get Clear</b>	Stakeholder Engagement: Survey Analysis, Interviews and Focus Groups								
	Benchmarking and Best Practice Research								
	Situation Assessment Report								
	Strategic Clarity Retreat								
<b>Get Focused</b>	Strategic Planning Work Sessions								
	Ongoing Board, Staff & Stakeholder Engagement								
	Strategic Plan Revision Work Session								
	Strategic Plan Finalization								
<b>Get Moving</b>	Implementation Roadmap Work Sessions								



# Strategic Planning Governance



10:01 AM

07/20/22

Accrual Basis

**Willamette Heritage Center**  
**Salem Online History 2.0 Expense**  
June 2021 through June 2022

Date	Name	Memo	Amount
<b>6-CUR</b>			
<b>Salem History 2.0-RS</b>			
07/30/2021		Gross Pay - RS Project/SH2	34.66
08/27/2021		Gross Pay - RS Project/SH2	48.40
09/30/2021		Gross Pay - RS Project/SH2	47.73
11/30/2021		Gross Pay - RS Project/SH2	5.71
12/29/2021		Gross Pay - RS Project/SH2	15.00
01/01/2022	bluehost.com	2021 Bluehost Adj to SH2-RS	332.87
01/01/2022	John Gear Law Office-20th	2021 Legal Fees Adj to SH2-RS	1,250.00
01/07/2022	GoDaddy.com	Domain Renewal/willametteheritage.org/SH2-RS	31.16
01/27/2022		Gross Pay - RS Project/SH2	41.55
02/16/2022	bluehost.com	willametteheritagecenter.org/SH2-RS	17.99
02/28/2022		Gross Pay - RS Project/SH2-RS	137.47
04/29/2022	FlyWheel.com	WHC Website Hosting/Annual/SH2-RS	400.00
05/26/2022		Gross Pay - RS Project/SH2	168.18
06/27/2022		Gross Pay - RS Project/SH2	33.08
Total Salem History 2.0-RS			2,563.80
Total 6-CUR			2,563.80
<b>TOTAL</b>			<b>2,563.80</b>



Volunteer and In-Kind Support of the Salem Online History 2.0 Project					July 1, 2021- June 30, 2022		
<i>Advisory Committee</i>	<i>Volunteer Hours</i>						
Jim Scheppke	5						
Christy Van Heukelem	3						
Dr. David G. Lewis	3						
Ellen Eisenberg	1						
Ross Sutherland	3						
Kirsten Strauss	3						
Deb Meaghers	3						
<b>TOTAL HOURS</b>	21						