

# **City of Salem**

## **Salem Public Library**

March 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

Francine Boullosa; Gretchen Coppedge; Sarah Bishop; David Levy, Valerie Harris; Matthew Jobson; Dana Castano; Kelly Rath

#### 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
  - Use of LAB controlled Funds (Bridget)
  - Culture Pass Funding Request (Bridget)
  - FY 24 and FY 25 budget update (David)
  - Resignation of LAB liaison to the Foundation (David)
  - LAB strategic planning discussion (David)
  - LAB board recruitment (David)
  - Willamette Heritage (Francine)
6. Action Items
7. Miscellaneous Board Items
8. Adjourn

**Next Meeting: April 10<sup>th</sup>, 2024**

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 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.



# February 2024 City Librarian's Report

## Stats

Number of visitors

- Main: 25,669
- WS Branch: 1,261

Active cardholders: 38,790

Programs: 51

Meeting/Study Room Reservations: 527

Reference/Directional Assistance: 6,899

Number of physical items checked out/renewals

- Main: 97,491
- WS Branch: 979
- Total First-Time Checkouts: 129,076

Number of digital items checked out

- cloudLibrary: 6,994
- Overdrive: 25,616

## **Library Value Calculator**

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

## **Staff News**

New Customer Service Experience Supervisor is starting on March 11th. After an extensive and competitive recruitment process, Heather Deede-Jones is joining the Circulation Services team. Heather is no stranger to the Salem Public Library having worked in the circulation department back in 2016. She has 12 years of library and customer service experience. We look forward to Heather's contributions and future successes.

Brian Morris, Library Security Officer and Rachel Collins, Learning and Development Supervisor presented two hour training sessions with 22 staff members titled Sexual Harassment and Unwanted Attention. The group learned about the 'assertive response' and how to use it when a person makes an inappropriate comment. The attendees spent an hour journaling and role modeling the assertive response. 100% of those that completed the evaluation said they learned something new and they would apply what they learned at work.

David Muller, Library Department Technical Support Specialist provided a 30 minute orientation to most library staff members on the new audio-visual technology in the Anderson meeting rooms. Library staff use the technology for programs and training and patrons regularly need support when renting the meeting space.

---

## **Collections**

A new graphic novel section is coming soon to the New Shelves! We are excited to offer this new "new" graphic novel section to patrons who enjoy seeing the latest publications of novels.

The library has added 4 new vendors to order books/materials in other languages. An order has been placed with Vasha-Kniga. A total of 29 Russian children's books were ordered. Vasha-Kniga is a vendor located in New York who supplies books directly from publishers in Russia. This is the first Russian order in a while and hopefully many more will continue to be ordered in the future as we expand to the needs of our community.

The Circulation Dept was able to borrow a Wand from CCRLS, which we use out in the stacks to read RFID stickers and check the status of the items on the shelf. With just a few days of use, we have been able to find over 500 items that were missing, had catalog errors, or not in the catalog at all! We are incredibly grateful for the opportunity to clean up our shelves and make more items available and easier to find for our patrons.

---

## **Projects and Programs**

Youth Services staff visited 5 Salem-Keizer elementary schools in February, providing books and library cards to 319 1st graders and 1st/2nd grade blends with the bookmobile. This program is sponsored by the Assistance League of Salem-Keizer who help fund the children's outreach collection and provide volunteers to accompany the YS Librarian during the school visits and to later retrieve the bookmobile books from the schools.

The new monthly Russian-language Storytime is a resounding success, attracting 34 kids and adults for what has been only our 2nd regularly scheduled session. Our guest storyteller is funded by the Oregon Ready to Read grant.

Programs for Accessible Learning (PAL) had its second ever program on 2/8. This was a wonderful success with Salem-Keizer coordinators bringing attendees, along with other interested patrons joining in. The theme for this month was love/Valentine's.

Salem Reads 2024 was spread throughout February, focusing the programming themes around "The Inheritance of Orquídea Divina" by Zoraida Córdova. An art installation was installed in the Art Hallway in the library for visitors to experience all month.

Attendees got to enjoy presentations about Ecuador, flower crafting, magical realism, genealogy, book discussions, Death Cafes, and a very special talk with the author herself! The community got to engage with this year's book in many special ways.

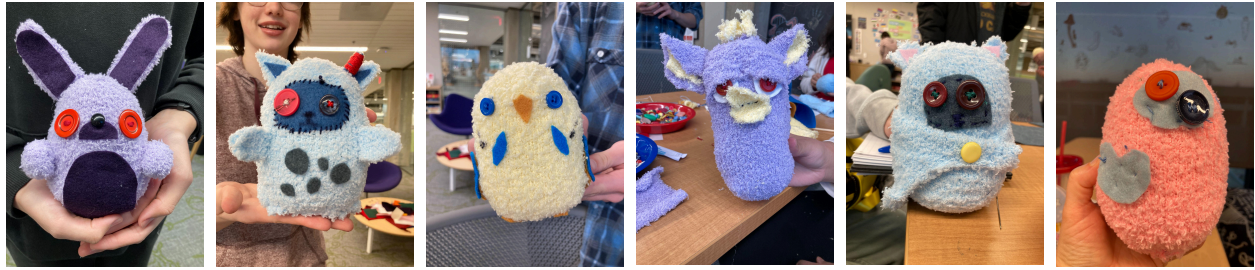
Thank you to the generosity of the Salem Public Library Foundation in their support of Salem Reads!

Youth Services staff and Teen Advisory Board members attended a Family Literacy Night at Lamb Elementary in NE Salem, where they interacted with 120 people. Staff made many library cards for primarily Spanish-speaking community members and shared information about library events and services. The teen volunteers helped children make their own buttons. The library is making efforts to reach the highly-diverse segment of the community residing in NE Salem, as well as Spanish-speaking community members, through outreach events such as this.

The library co-hosted a presentation with the Willamette Valley Genealogical Society given by Mariah Rocker of Oregon Black Pioneers and titled Uncovering Oregon's Black History. The event was attended by 55 community members, many of whom thanked us for hosting this presentation.

Teen Services hosted a very successful Create and Connect event for youth in middle and high school. Teens got to know one another and use their creativity while hand sewing their own stuffies in the Teen Scene at the library. All goals for this event were

met - teens creating together and socializing during that process. Two teens in attendance learned how to hand sew for the very first time!



---

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

The Salem Public Library will have eclipse glasses available for patrons to view the upcoming eclipse on April 8th, 2024. The glasses will be handed out on a first come, first serve model until supply runs out.

March will be the first full month of staff having staggered schedules. By allowing staff members to start one hour early on Tuesday, Wednesday and Thursday, we are gaining 33 hours of critical time per week to complete key library tasks without the public competing for staff attention.

---

## **Strategic Plan Updates**

Browsing carts are in the last stages of processing. We are hoping to have these available in late March.

A workload and stress survey was conducted in early February to capture how the new hours were affecting staff workload and stress levels. We found that our staff were feeling the stress of having a condensed workload scheduled and not having enough time to do back-end tasks without patrons in the building. Feedback and suggestions were asked of staff on how to improve the overall workload and organization. Some of those suggestions that were implemented were:

- Staggered schedules
- Adjustment of phone duties at West Salem
- Year-round staff suggestion form
- Scheduling of PIC during Library Leadership Meetings
- Inviting City Leadership to spend time in staff areas during busy times
- Creating communication for safety and security so all staff are aware

- Including more information on the City Manager's report that capture patron demand for services
- Have Clerks and Interns shadow other work areas so they gain more experience and knowledge of library organization
- Incorporate more team building activities

**Salem Public Library**

**SALEM LAB FUNDING REQUEST FORM**

**I) Project Title:** Culture Pass Funding

**II) Name and Email address of Contact Person:** Bridget Esqueda besqueda@cityofsalem.net

**III) Funding amount:** \$2,500

- (Please note – Grant Projects over \$1,000 will require quarterly and annual reports to be submitted on how the funds have been expended).
- (Please note – Grant Projects over \$5,000 must include a tax identification number and/or a copy of the 990 report)

**IV) Anticipated start and completion date:** March 14, 2024

**V) Project Description/Project Purpose (no more than a 1–2-page description – the Salem LAB reserves the right to request additional documentation)**

- Does this project align with priorities listed the SPL's Strategic Plan?
  - Yes, this aligns by engaging Salem patrons with lifelong learning, building connections within the community and partnerships, sustainably serving our community, providing community partnerships with other museums and attractions, serving low income/limited income patrons, and providing discovery and learning outside the Salem Public Library.
- Is this a Friends of the Salem Library, the Salem Library Foundation or Salem Public Library supported project?
  - Currently it is also supported by the Friends of the Library. They also provide us with \$2,500 to purchase attraction passes from several museums and culture attractions.
- Please explain how this project will expand library services and/or programs or how it will provide innovation to current Salem Library programs or activities?
  - Our Culture Pass program is very popular and in high demand. Since it's implementation, we have had more community members visit the library and register for library cards in order to gain access to the passes. One of the negatives is that many families do not have the opportunity to visit the museums or organizations because they are constantly checked out. We have received many comments from patrons asking if we can purchase more passes so more families could have the opportunity to go to the attractions. We also have received feedback from patrons how thankful they are for the opportunity to visit the attraction because otherwise, they wouldn't be able to afford it. With the high-cost of gas, food, and rent/mortgage, the Culture Pass program helps bring learning, discovery, and exploration to families who otherwise wouldn't have the opportunity to do so.

**Stats of Culture Pass use Year to Date:**

Institution	Quantity	Price Per Pass	Cost	Circulations	Cost/Use

Crystal Springs Rhododendron Garden	2	\$60	\$120	48	\$2.50
Evergreen Air and Space	2	\$100	\$200	87	\$2.30
Hallie Ford	2	\$100	\$200	77	\$2.60
Lan Su Chinese Garden	2	\$120	\$240	48	\$5.00
Oregon Garden	2	\$100	\$200	75	\$2.67
Oregon State Parks 1 Year	2	\$30	\$60	77	\$0.78
Pittock Mansion	2	\$85	\$170	83	\$2.05
Portland Japanese Garden	2	\$120	\$240	81	\$2.96
Willamette Heritage	2	\$70	\$140	64	\$2.19
Gilbert house	4	\$120	\$480	166	\$2.89
Totals	22		<b>\$2,050</b>	806	

- Has this project been reviewed and approved by the city librarian and/or library staff?
  - Yes, this program is being submitted by Bridget Esqueda, City Librarian with the support of the Senior Librarian who maintains the collection, Alice MacGougan.

Proposals will be reviewed monthly (as time allows) during Salem LAB meeting. The decision of the Salem LAB is final; however, the LAB board may request of a potential grantee additional information about their project or activity.

# Salem Online History Project at the Willamette Heritage Center

Written update for the Salem Public Library Advisory Board for February 8, 2024

## Progress made on the Salem Online History Transfer Project

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

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

We worked with Professor Ellen Eisenberg at Willamette University and her students on developing new articles for the site through a course conducted during the Fall 2023 semester. We currently have 15 new articles submitted for consideration for inclusion on the site ranging in topics from the presence of the Ku Klux Klan in Salem to the Native and Indigenous Student Union organization on Willamette University's Campus.

#### **Hire**

We are currently in the process of onboarding a temporary employee to take on the task of continued updating and implementing branding changes from committee once finalized.

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

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

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

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