



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., Oct. 9, 2019

www.cityofsalem.net

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Meeting Agenda

Wednesday, September 11, 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, August 14, 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
 - SPL Foundation Salem Reads update
 - Teen Advisory Board (TAB) update
 - Seismic project update: General information and collection logistics
 - Chair's report
 - City Librarian's report
 - Friends of SPL report
 - SPL Foundation report
5. Discussion Items
 - Expansion of hours at WSBL (Louise)
 - Public Art Selection Committee (Sarah)
 - Parking (Lois)
6. Action Items
 - LAB Officer Elections (Sigrid, Francine)
7. Miscellaneous Board Items
8. Adjournment

Staff News

Recruitments!

Recruitments for two Senior Librarian Assistants and one Librarian position are underway. The recruitment for filling the Admin Assistant position recently vacated when Lilly Gamaney was promoted into Technical Service will hopefully be filled by end of September.

Transitioning to training

Rebecca Gabert will be transitioning from the Adult Services team to the Admin team in her new role as Training Librarian. Rebecca will be responsible for library-wide training. She will develop systematic training plans for all aspects of the work we do. AS will continue to use her excellent reference and public service skills at the Ask Here desk.

Library Spaces

Relocation and Renovation

The Library is at critical juncture where planning and prepping for the move to the interim location has moved to the forefront of our work and are requiring us to begin winding down some services at the Main Library location. However, timelines and sequences are still “squishy” at best and involve a lot of input from outside vendors (movers and architects and builders) and other City of Salem partners (IT, Facilities, Public Works, Building and Safety, etc.) As all these groups work together to solidify the timelines we have developed a communication plan to let everyone know what is happening @ the Library with the Relocation and the Renovation.

As part of our preparation for the big move at the end of the year, Youth Services staff has been sorting through our large stores of Discovery Room and programming supplies, equipment and furniture. The Friends of the Library will be selling some of the iconic and interesting pieces at their Fall Sale the weekend of October 21. We encourage everyone to stop and shop! All proceeds go to programs for children and teens.

Discovery Room

The Discovery Room transitioned to a Transportation theme and opened September 3rd with “Go! Go! Go! This exhibit should run through November and will be the final Discovery Room

exhibit until we move back into the Main Library after the seismic and Safety construction project.

Collections

The Broadway Site collection will be a sub-collection that will consist of high-use material, in-demand by users.

Logistical approaches to the collection (subject to change as more details are solidified):

- There will be limited space at the Broadway location.
 - Specifics about shelving space are unknown until the architectural drawings are submitted by Bainbridge (estimated delivery late September or early October).
 - Based on more comparable square footage at West Salem and Broadway, it is estimated that the collections will be more similar in size than they are currently. West Salem currently houses approx. 20,000 items.
- Data will be used to make decisions.
 - Initial data has been collected, providing a snapshot of collections checked out. This, in conjunction with selector input, will be used to create a preliminary estimate of which materials will seed the opening day collection at Broadway. Closer to the move date, data will be updated and adjustments made accordingly.
 - The estimated amount of returned materials to the Broadway location will be based on the items that are currently checked out at the time of relocation.
 - Items checked out from Main at time of move-out will become part of interim location collection as they are returned and do not have holds.
 - New, Lucky Day, and other high-demand collections will also be moved to the interim location.
 - Newly purchased items will continue to be added to the collection. A subset of periodical subscriptions will be available.
 - Items stored will not be accessible during the construction period.
- Items will actively be added to the collection across subject and genre areas, as is normal practice.
 - With collection sizes that are estimated to be more similar at the two locations, material purchases will be split accordingly. Starting in the Fall, more of the materials budget will begin to be spent at West Salem. The budget is being adjusted now to accommodate pre-publication ordering.
 - The West Salem and interim Broadway collections will represent a vibrant cross-section of materials in demand by users.
 - Patrons will still be able to request materials not available directly from SPL through established channels: CCRLS member libraries, purchase request, ILL.

There are still a lot of unknowns that will have an effect on moving the collection:

- Who will be contracted to move the collection and what approach they will use (i.e. boxes, carts, etc).
- Where and how items will be stored.
- Space layout and shelf capacity at Broadway.
- How many items will be checked out at time of closure.
- If/when parts of the collection will go offline:
 - Most of reference is already stored.
 - Some or all of the Teen and Children’s collections could be packed and stored before closure. This depends on the broader timeline and architectural designs. There is a need to use existing shelving from Main at Broadway. Due to the limited amount of time between Main’s closure and Broadway’s opening, this shelving will need to be emptied and moved before collections can be shelved at Broadway.

Events

Summer Reading Extravaganza

Summer Reading this year was full of great performances, happy children, teens and families, and many empty shelves in the Children’s and Teen spaces. The End of summer reading parties for children and teens were loads of fun and made possible through the efforts of many Library and City staff and volunteers.

In August, as one of the NASA @ My Library grantees, and in keeping with the “Universe of Stories” summer reading theme, the Library celebrated all things space. Local families had fun with rockets, created fossils, learned to make a pinhole camera, and learned more about the earth as a planet on the first Saturday of August. The last week of August we said good-bye to the national traveling “Explore Earth” exhibit, which our community enjoyed all summer long.

It was a summer of firsts as staff and patrons learned to navigate our new “Beanstack” online reading program for the Summer Reading Club. It was a summer of lasts, as it was the last summer in the current main library configuration. Complete Summer Reading report will be available in mid-September. Next summer, many of the fun events will take place in city parks - specifics TBD!

The 2020 Ready to Read grant application was submitted to the Oregon State Library at the end of August. This annual grant supports early literacy and summer reading activities in our public library.

Maker Saturdays

Youth Services has been holding “Maker Saturdays,” providing craft supplies for families to drop in and create. (This also allows us to winnow the number of supplies we need to store, in preparation for our move to smaller digs!) Staff plan to continue through October.

Volunteer Appreciation

The City’s Volunteer Appreciation event will be taking place in September at Louck’s Auditorium. The Library has about 220 volunteers who help us with everything from the Discovery Room to DVD and CD cleaning. We are so grateful to all the volunteers who help us provide Library services to the greater community.

Also on the topic of Volunteers, the Library will be hosting the last Volunteer Orientation while in the Main Library space on September 19th. We’ll resume Volunteer Orientations once settled into the Broadway Site.

General Library News

Software adding efficiency

We are so grateful to Circulation staffer Mackenzie Adix! She has done a fantastic job implementing Volgistics Volunteer software program for the Library. The software is being implemented for volunteers throughout the City, and we’re so glad to be getting the Library onboard so efficiently. This is a significant efficiency and improvement in tracking volunteer hours.

Also our appreciation for scheduling team members Laurel Pick, Matt McConnel-Hunsinger and Heather Yehnert! They’ve done a note-worthy feat of constructing and maintaining the Library’s Master schedule in Target Solution’s CrewSense Software. Another significant efficiency and improvement that reduces multiple library schedules and staff time and provides better accuracy of staffing levels, reduces staff manual data entry, and provides quicker turn-around time in responding to staff requests.