



# 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  
Clarissa Maciel-Garibay, Staff Assistant

Next Meeting: Wed., Feb. 12, 2019

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

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### Meeting Agenda

Wednesday, January 8, 2020

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, December 11, 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

- Public meeting rules training (Mark)
- Salem Comprehensive Plan (Lois)
- Parking Update (Lois)
- LAB Funds (Lois)

#### 6. Action Items

- 

#### 7. Miscellaneous Board Items

- 

#### 8. Adjournment

# Staff News

## *Welcome Aboard*

Two new Library Assistants were hired and began working in circulation during December, SanJuana Torres and Rebecca Wright. Four Library Interns completed their six-month internship and will be leaving on December 31.

One half-time Senior Library Assistant, Sally Greeno, will start work in Youth Services Monday, January 6. Sally is in the position vacated by Leslie Mikkelson's retirement.

# Library Spaces

## *On the move...but here for you*

During our December move-out preparations, library users rated the service they were receiving at over 80% favorable. The great work of the staff has made this difficult time a positive one!

There are some more noticeable changes to the Main Library space coming up soon.

- **January 6**--Computer lab closes; only a limited number of computers will be available for short-term use until we reopen at Salem Public Library at Broadway; for a list of public use computers available at other locations, check [here](#).
- **February 2**--Last open day at Main Branch until after construction
- **February 18**--Salem Public Library at Broadway opens

# Collections

## *Packing and storing*

Along with the more general space changes you'll be seeing as we prepare for the 2 week move to the interim location there will be more visible collection changes as well:

- **December 30**--Parts of the Hugh Morrow book collection and sheet music collection moved to storage
- **January 6**--Parts of the adult graphic novel, adult music, and adult audiobook collections moved to storage
- **January 13**--Parts of the children's picture book collection moved to storage
- **January 20**--Parts of the adult science fiction and fantasy collections moved to storage
- **January 27**--Parts of the adult romance and mystery collections moved to storage
- **January 31**--Main Branch book return closes
- **February 1**--Broadway book return opens

Portions of the Children's and Teen collections have already been moved to storage. There are a limited number of Children's and Teen items available on Floor 3 to check out and enjoy. Much of the Children's and Teen shelving has been moved from Floor 1 and Floor 3 to the Broadway location. Although fewer items are now available on the shelves, staff is here and available to help you find and place holds on any books, movies, and music not currently on Library shelves.

## Events

*Hiatus continues, but preparation for the move is in full force.*

The annual Mitten Tree was up in December through January 5 near the Youth Ask Here Desk. All donated items were delivered to the Center for Hope and Safety.

Teen Advisory Board members provided the Library Holiday greeting at CCTV this year. December was the final open month for the current Discovery Room exhibit. The next exhibit will open in 2021 as part of our return to the updated Main Library space.

Read to a Pet and Saturday drop in crafting programs continue on the third floor of the main library through January 25. Read to a Pet will resume at Broadway in March.

In January a “Memory Tree” will be placed prominently in the Library where the community gallery wall has been. Sticky note “leaves” for this memory tree will be available for patrons to write their favored memories of the Main Library as it is so we can bid it a fond farewell until the end of construction.

## General Library News

### *Council items*

The Seismic subcommittee councilors asked for an update to be given to Council about the work with members of the Human Rights Commission to ensure that the Broadway Library location and all Library locations are welcoming and inclusive for all.

During the November meeting Library Advisory Board discussed the Library hours at both Broadway and West Salem during the interim. New hours are now approved! The new hours will go into effect on February 18<sup>th</sup> at both West Salem and the Broadway location.. Staff will start broadly advertising them closer to the move as to not cause pre-move confusion. The hours are listed below:

Library Open Hours	SPL at Broadway	Library Open Hours	SPL West Salem Branch
Monday	Closed	Monday	10-6
Tuesday	10-8	Tuesday	12-6
Wednesday	10-8	Wednesday	12-6
Thursday	10-8	Thursday	Closed
Friday	10-6	Friday	12-6
Saturday	10-6	Saturday	12-6
Sunday	1-6	Sunday	Closed

**City of Salem**  
**Summary of Revenues/Expenses 461-33982800**  
**For Month Ended, Nov 30, 2019**

<b>Beg Balance</b>		209,021.15
<b>Project 337147</b>		
Revenue	1,697.95	
Expenses	4,063.01	(2,365.06)
<b>Project 337148</b>		
Revenue	7.41	
Expenses	-	7.41
<b>Project 337149</b>		
Revenue	276.03	
Expenses	-	276.03
<b>Net Balance</b>		<u><u>206,939.53</u></u>

**TRUST AND AGENCY REPORT**  
**Fund 461 - - - FY 2019-20**  
**L.A.B.CONTROLLED DONATIONS (Gifts)**  
**Cost Center - 33982800 - Project #337147**

<b>Fiscal Year</b>	<b>Revenue Source</b>	<b>Revenue</b>	<b>Expend Source</b>	<b>Expend \$</b>	<b>Description</b>	<b>Balance</b>
<b>Balance at 06/30/19</b>						<b>179,353.41</b>
<b>Jul-19</b>	Interest	367.67				
	<b>Total Jul 19 - Revenue</b>	<u>367.67</u>	<b>Total Jul 19 - Expenditures</b>	<u>-</u>		<b>179,721.08</b>
<b>Aug-19</b>	Interest	353.19	Allocated banking fees	19.12		
	<b>Total Aug 19 - Revenue</b>	<u>353.19</u>	<b>Total Aug 19 - Expenditures</b>	<u>19.12</u>		<b>180,055.15</b>
<b>Sep-19</b>	Interest	334.70				
	<b>Total Sep 19 - Revenue</b>	<u>334.70</u>	<b>Total Sep 19 - Expenditures</b>	<u>-</u>		<b>180,389.85</b>
<b>Oct-19</b>	Interest	317.08	Allocated banking fees	28.93		
			Donation	4,000.00		
	<b>Total Oct 19 - Revenue</b>	<u>317.08</u>	<b>Total Oct 19 - Expenditures</b>	<u>4,028.93</u>		<b>176,678.00</b>
<b>Nov-19</b>	Interest	325.31	Allocated banking fees	14.96		
	<b>Total Nov 19 - Revenue</b>	<u>325.31</u>	<b>Total Nov 19 - Expenditures</b>	<u>14.96</u>		<b>176,988.35</b>
	<b>Total 19/20 Revenue</b>	<u>1,697.95</u>	<b>Total 19/20 Expenditures</b>	<u>4,063.01</u>		
<b>Balance as of 11/30/2019</b>						<b>176,988.35</b>

Prepared By: Randy Chittenden - Finance

TRUST AND AGENCY REPORT  
Fund 461 - - - FY 2019-20  
L.A.B.CONTROLLED DONATIONS (Henricks Trust)  
Cost Center - 33982800 - Project #337148

Fiscal Year	Revenue Source	Revenue	Expend Source	Expend \$	Description	Balance
Balance at 06/30/19						774.65
Jul-19	Interest	1.59				
	<b>Total Jul 19 - Revenue</b>	<u>1.59</u>	<b>Total Jul 19 - Expenditures</b>	<u>-</u>		776.24
Aug-19	Interest	1.52				
	<b>Total Aug 19 - Revenue</b>	<u>1.52</u>	<b>Total Aug 19 - Expenditures</b>	<u>-</u>		777.76
Sep-19	Interest	1.44				
	<b>Total Sep 19 - Revenue</b>	<u>1.44</u>	<b>Total Sep 19 - Expenditures</b>	<u>-</u>		779.20
Oct-19	Interest	1.41				
	<b>Total Oct 19 - Revenue</b>	<u>1.41</u>	<b>Total Oct 19 - Expenditures</b>	<u>-</u>		780.61
Nov-19	Interest	1.45				
	<b>Total Nov 19 - Revenue</b>	<u>1.45</u>	<b>Total Nov 19 - Expenditures</b>	<u>-</u>		782.06
	<b>Total 19/20 Revenue</b>	<u>7.41</u>	<b>Total 19/20 Expenditures</b>	<u>-</u>		
Balance as of 11/30/2019						<u>782.06</u>

Prepared By: Randy Chittenden - Finance

**TRUST AND AGENCY REPORT**  
**Fund 461 - - - FY 2019-20**  
**L.A.B.CONTROLLED DONATIONS (Luella Charlton Estate)**  
**Cost Center - 33982800 - Project #337149**

<b>Fiscal Year</b>	<b>Revenue Source</b>	<b>Revenue</b>	<b>Expend Source</b>	<b>Expend \$</b>	<b>Description</b>	<b>Balance</b>
<b>Balance at 06/30/19</b>						<b>28,893.09</b>
<b>Jul-19</b>	Interest	59.37				
	<b>Total Jul 19 - Revenue</b>	<u>59.37</u>	<b>Total Jul 19 - Expenditures</b>	<u>-</u>		<b>28,952.46</b>
<b>Aug-19</b>	Interest	56.89				
	<b>Total Aug 19 - Revenue</b>	<u>56.89</u>	<b>Total Aug 19 - Expenditures</b>	<u>-</u>		<b>29,009.35</b>
<b>Sep-19</b>	Interest	53.90				
	<b>Total Sep 19 - Revenue</b>	<u>53.90</u>	<b>Total Sep 19 - Expenditures</b>	<u>-</u>		<b>29,063.25</b>
<b>Oct-19</b>	Interest	52.23				
	<b>Total Oct 19 - Revenue</b>	<u>52.23</u>	<b>Total Oct 19 - Expenditures</b>	<u>-</u>		<b>29,115.48</b>
<b>Nov-19</b>	Interest	53.64				
	<b>Total Nov 19 - Revenue</b>	<u>53.64</u>	<b>Total Nov 19 - Expenditures</b>	<u>-</u>		<b>29,169.12</b>
	<b>Total 19/20 Revenue</b>	<u>276.03</u>	<b>Total 19/20 Expenditures</b>	<u>-</u>		
<b>Balance as of 11/30/2019</b>						<b>29,169.12</b>