



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., Nov. 13, 2019

www.cityofsalem.net

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Meeting Agenda

Wednesday, October 9, 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, September 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
 - Public Meeting Law (Marc Weinstein)
 - Teen Advisory Board (TAB) update
 - Chair's report
 - City Librarian's report
 - Friends of SPL report
 - SPL Foundation report
 - Seismic project update
 - Relocation update
5. Discussion Items
 - Parking (Lois)
 - Bridge Plan (Katherine)
 - Salem Reads Event (Lois)
 - Library hours during construction (Sarah)
6. Action Items
 - SPLF Salem Reads donation fund allocation
7. Miscellaneous Board Items
8. Adjournment

Staff News

Saying hello!

Clarissa Maciel-Garibay started this week in the Staff Assistant position in the Administration office and will be learning a lot from Lilly while she transitions into her new role. Please welcome Clarissa at her first Library Advisory Board meeting in October!

Bidding fond farewells

Adult Services bid farewell to Sara Chesney. Sara leaves Salem for a Librarian position in West Linn. Youth Services Senior Library Assistant Leslie Mikkelson retires on Wednesday October 9th.

Library Spaces

Relocation Task Force

In order to have all stakeholders involved in the relocation at the table at one time a group called the Move Management Group (MMG) was recently formed. The group consists of staff from Public Works, Facilities, IT, and the Library and they are working to ready the Broadway facility for interim library services. The building was painted, new awnings are going up and demolition has begun. Additional moving and packing details will be coming soon as the final quotes and preparations are made. Plans are in progress to create a new space plan for the West Salem branch to include Operation Book Shelf (OBS) and Technical Services (TS) in the next few months. Tentative plans are for OBS and TS staff to move over to WSBL sometime in November as a part of the overall phasing of the relocation project.

Collections

Artwork on the go!

Artwork is disappearing from the Salem Public Library, but don't worry! The fine art pieces in the library are being carefully packed and stored in a specialized fine arts storage facility in Portland to keep them safe while the Main Library receives earthquake safety upgrades over the next couple of years. In addition, the Art2Go collection of circulating fine art has been taken behind the scenes to be stored with the other art collections. Our thanks to the Salem Public Library Foundation Art Committee and the City of Salem Art Committee for doing this important work and their ongoing management and stewardship of the collection.

Relocation Report Follow-up

Last month a report was included in this space about initial thoughts on the collection storage and moving. Based on the architectural drawings received from Bainbridge Architects, there will be shelf space for approximately 22,000 items at the interim Broadway location. This information helps with further decision making as the process goes along.

Library staff have created a special project library card and will invite Salem school partners to check out up to 200 fiction and non-fiction in adult, teen or children's collections for use by educators and students during the 2019-20 and 2020-21 school years. These books would otherwise be in storage while Salem Public Library undergoes seismic and safety renovations.

Events

Preparing to pare down

Programs and Events are winding down as staff prepares spaces for the move-out. September featured the final program series developed by Library staff for adult audiences:

Dying Well: How to Prepare Program Series

This three-part informational and discussion program series for adults included sessions on "Choosing Care," "Estate and Emergency Planning" and "Death with Dignity". Those attending found the Tuesday evening series both helpful and moving.

And for youth we've got some favorites continuing on for a while
Storytimes on Tuesday, Friday and Saturday mornings continue through November.

Read to a Pet and Saturday drop-in Make and Take activities will continue at least through December in the Children's area.

Discovery Room:

- Scheduled class visits will continue through mid-November
- Discovery Room will be available to the public at least through December

Teen Advisory Board has been planning and preparing for the Haunted House in Anderson Rooms October 26. The next Seismic Open House will be at the same time on the 2nd floor.

General Library News

Photo solutions

Community Development is working with the Library to find an interim solution for the Ben Maxwell photo collection. They are working to secure some grant funding to move the current database off of an ailing city server and up to a cloud-based solution. Further, CD will provide intern assistance to update and improve content and will be storing the actual images during renovation.

Bridge Strategic Planning

Boards and staff did a survey a while back to help us find what had been the least finished out of the 2013-2018 Strategic Plan. There were no completely clear-cut answers, but these four focus areas emerged to target working on while in the interim space:

- Position the library as a community resource and showcase for new technology.
- Increase awareness of the variety of services by building relationships with additional community organizations.
- Build loyalty and awareness of the value of library services by celebrating positive customer relationships.
- Continue to explore opportunities to provide neighborhood-based access to library services.

On September 26th staff met and started working on target audiences and resources and services that fit under these initiatives. These are some of the basic building blocks of goal setting. In October the City Librarian will be working with LAB to review the focus areas and the resources/programs/services. The consultant from Oregon State Library is tentatively planning to be at the November LAB meeting to help draft 1-3 goals for each focus area which will be reviewed by staff for capacity/feasibility.

As a reminder the Bridge Plan is work plan based off the last strategic plan to help us strategize staff focus during construction/relocation. Next year, a more formal and complete strategic planning process will begin for a longer-term vision.

City of Salem
Summary of Revenues/Expenses 461-33982800
For Month Ended, Aug 31, 2019

Beg Balance		209,021.15
Project 337147		
Revenue	720.87	
Expenses	19.12	701.75
Project 337148		
Revenue	3.11	
Expenses	-	3.11
Project 337149		
Revenue	116.25	
Expenses	-	116.25
Net Balance		<u><u>209,842.26</u></u>

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

Fiscal Year	Revenue Source	Revenue	Expend Source	Expend \$	Description	Balance
Balance at 06/30/19						179,353.41
Jul-19	Interest	367.68				
	Total Jul 19 - Revenue	<u>367.68</u>	Total Jul 19 - Expenditures	<u>-</u>		179,721.09
Aug-19	Interest	353.19	Allocated banking fees	19.12		
	Total Aug 19 - Revenue	<u>353.19</u>	Total Aug 19 - Expenditures	<u>19.12</u>		180,055.16
	Total 19/20 Revenue	<u>720.87</u>	Total 19/20 Expenditures	<u>19.12</u>		
Balance as of 8/31/2019						<u>180,055.16</u>

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				
	Total Jul 19 - Revenue	<u>1.59</u>	Total Jul 19 - Expenditures	<u>-</u>		776.24
Aug-19	Interest	1.52				
	Total Aug 19 - Revenue	<u>1.52</u>	Total Aug 19 - Expenditures	<u>-</u>		777.76
	Total 19/20 Revenue	<u>3.11</u>	Total 19/20 Expenditures	<u>-</u>		
Balance as of 8/31/2019						<u><u>777.76</u></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

Fiscal Year	Revenue Source	Revenue	Expend Source	Expend \$	Description	Balance
Balance at 06/30/19						28,893.09
Jul-19	Interest	59.37				
	Total Jul 19 - Revenue	<u>59.37</u>	Total Jul 19 - Expenditures	<u>-</u>		28,952.46
Aug-19		56.88				
	Total Aug 19 - Revenue	<u>56.88</u>	Total Aug 19 - Expenditures	<u>-</u>		29,009.34
	Total 19/20 Revenue	<u>116.25</u>	Total 19/20 Expenditures	<u>-</u>		
Balance as of 8/31/2019						<u><u>29,009.34</u></u>