

City of Salem

Salem Public Library

February 8th, 2023

5:30p.m. via Zoom

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

PARTICIPANTS

Board Members

Lois Stark; Francine Boullosa, Chair; Gretchen Coppedge; Sarah Bishop; Denise Duren; Mel Fuller; Joseph Romero; David Levy, Vice-Chair, Jackie Leung.

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
 - Willamette Heritage Historic Project (Kylie Pine)
 - Welcome new LAB member (Francine)
 - City Council Presentation (Lois)
 - LAB Funds (David)
6. Action Items
7. Miscellaneous Board Items
8. Adjourn

Next Meeting: March 8th, 2023

This meeting is being conducted virtually. Interested persons may view the meeting 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

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.

January 2023 City Librarian's Report

Stats for December

Number of visitors to the library in December

Main: 23144

WS Branch: 1809

Number of physical items checked out:

Main: 107515

WS Branch: 1005

Number of digital items checked out: 24386

Overdrive: 18649

Cloudlibrary: 5737

Staff News

The Salem Public welcomed two new supervisors in January. Jen Robinson is our new Access and Acquisitions supervisor. Rachel Collins is our new Learning and Development supervisor. Both Jen and Rachel have been working in libraries for years and bring an abundance of knowledge and experience to their roles.

Projects and Programs

- Charro Exhibit: The Salem Public Library has partnered with [Comunidad y Herencia Cultural](#), a nonprofit organization committed to serving the Latinx community, to bring a Charro Attire Exhibit to the Salem community to showcase Latino arts and culture. The Charro Attire Exhibit will feature 6 mannequins dressed in authentic, handmade Charro Attire which highlights the expression of a custom with a history dating back more than 500 years. “Charrería” serves as a way of honoring and paying tribute to the way of life of the past. Ongoing until March 3rd.
- The live “Best Books” program returned this year! Three librarians “booktalked” 60 books in 60 minutes at three separate events at the library, Capital Manor, and Willamette University for the Institute of Continued Learning. In total, 173

people attended. The Best Books 2022 list was created from titles nominated from patrons, library staff, and critics. The brochures are available at the library and on the website.

- Teens were busy in January, designing for 3D printing at Teen Maker Saturday; discussing *Darius the Great is Not Okay* at the Page Turners Book Group; playing and learning board games Teen Board Game Extravaganza; crocheting and knitting at the new Crochet & Slay Fiber Arts Hangout; and creating tiny paintings at Connect & Create.
- Salem Reads 2023 launches on February 1, offering a month of events, activities, and displays exploring the themes of *Born a Crime* by Trevor Noah. This is an annual One Book, One Community project spearheaded and funded by the Salem Public Library Foundation.
- Youth Services had a sold-out magic performance in Loucks Auditorium during winter break, followed by a magic workshop for elementary grades the following day for kids who wanted to learn how to do their own magic. Winter Break programming also included Cozy Winter Crafts for kids and families.
- Library staff provided storytimes at a number of Head Starts, modeling early literacy-development skills, and also attended a drive-through event for Salem-Keizer preschools, which attracted over 200 participants.

Strategic Plan

Staff is starting on the “Get Moving” phase of the Strategic Plan and are beginning to meet to start planning the next steps in the initiatives. Team leaders had their first training session with Coraggio and have had the opportunity to meet with their teams. The next training with Coraggio is scheduled for January 31st where team leads will have the opportunity to debrief on their first meeting.

Upcoming events and services

The Library Will be closed March 2nd for an All Staff Day Training.

Salem Reads kicks off in February. This year’s title is *Born a Crime* by Trevor Noah.

- February 2nd, 5:30-6:30pm, Adult Book Discussion, Library Collaboration Studio
- February 2nd, 7-9pm, Comedy Open Mic Night, Loucks Auditorium
- February 4th, 2-3pm, South African History, Loucks Auditorium
- February 7th, 12-1pm, Adult Book Discussion, Collaboration Studio

- February 7th, 6:30-7:30pm, Restorative Justice, Loucks Auditorium
- February 15th, 4:30-5:30pm, Teen Book Discussion, Teen Scene
- February 15th, 6-8pm, Working on Our Whiteness, Anderson Rooms A&B
- February 16th, 6-7pm, Music and Social Justice, Anderson Rooms A&B
- February 18th, 10:30am-12:30pm Adult Writing Workshop, Anderson Rooms A&B
- February 21st, 6:30-7:30pm, Activism and Resistance, Loucks Auditorium
- February 23rd, 5:20-6:30pm, Writing Contest Reading and Awards, Anderson Rooms A&B

TRUST AND AGENCY REPORT
Fund 461 - - - FY 2022-23
L.A.B.CONTROLLED DONATIONS (Gifts)
Cost Center - 33982800 - Project #337147

Fiscal Year	Revenue Source	Revenue	Expend Source	Expend \$	Description	Balance
Balance at 06/30/22						168,184.48
Jul-22	Interest	138.79				
	Total Jul 22 - Revenue	<u>138.79</u>	Total Jul 22 - Expenditures	<u>-</u>		168,323.27
Aug-22	Interest	161.62	Allocated banking fees	1.65		
	Total Aug 22 - Revenue	<u>161.62</u>	Total Aug 22 - Expenditures	<u>1.65</u>		168,483.24
Sep-22	Interest	174.49	Allocated banking fees	16.38		
	Total Sep 22 - Revenue	<u>174.49</u>	Total Sep 22 - Expenditures	<u>16.38</u>		168,641.35
Oct-22	Interest	218.15				
	Total Oct 22 - Revenue	<u>218.15</u>	Total Oct 22 - Expenditures	<u>-</u>		168,859.50
Nov-22	Interest	250.05	Allocated banking fees	22.90		
	Total Nov 22 - Revenue	<u>250.05</u>	Total Nov 22 - Expenditures	<u>22.90</u>		169,086.65
Dec-22	Interest	409.34				
	Total Dec 22 - Revenue	<u>409.34</u>	Total Dec 22 - Expenditures	<u>-</u>		169,495.99
	Total 22/23 Revenue	<u>1,352.44</u>	Total 22/23 Expenditures	<u>40.93</u>		
				Balance as of	12/31/2022	<u>169,495.99</u>

Prepared By: Randy Chittenden - Finance

194,703.40
194,703.40
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TRUST AND AGENCY REPORT
Fund 461 - - - FY 2022-23
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 06/30/22						25,053.41
Jul-22	Interest	20.68				
	Total Jul 22 - Revenue	<u>20.68</u>	Total Jul 22 - Expenditures	<u>-</u>		25,074.09
Aug-22	Interest	24.09				
	Total Aug 22 - Revenue	<u>24.09</u>	Total Aug 22 - Expenditures	<u>-</u>		25,098.18
Sep-22	Interest	26.00				
	Total Sep 22 - Revenue	<u>26.00</u>	Total Sep 22 - Expenditures	<u>-</u>		25,124.18
Oct-22	Interest	32.51				
	Total Oct 22 - Revenue	<u>32.51</u>	Total Oct 22 - Expenditures	<u>-</u>		25,156.69
Nov-22	Interest	37.27				
	Total Nov 22 - Revenue	<u>37.27</u>	Total Nov 22 - Expenditures	<u>-</u>		25,193.96
Dec-22	Interest	60.89	Supplies	47.44		
	Total Dec 22 - Revenue	<u>60.89</u>	Total Dec 22 - Expenditures	<u>47.44</u>		25,207.41
	Total 22/23 Revenue	<u>201.44</u>	Total 22/23 Expenditures	<u>47.44</u>		
				Balance as of	12/31/2022	<u><u>25,207.41</u></u>

City of Salem
461-33982800 - Interest Allocation
12/31/2022

Project #	Jul-22		Aug-22		Sep-22		Oct-22
	Balance	Int Alloc	Balance	Int Alloc	Balance	Int Alloc	Balance
337147	168,184.48	138.79	168,319.97	161.62	168,483.24	174.49	168,641.35
337149	25,053.41	20.68	25,074.09	24.09	25,098.18	26.00	25,124.18
Totals	193,237.89	159.47	193,394.06	185.71	193,581.42	200.49	193,765.53

22	Nov-22		Dec-22	
	Int Alloc	Balance	Int Alloc	Balance
	218.15	168,836.60	250.05	169,086.65
	32.51	25,156.69	37.27	25,146.52
	250.66	193,993.29	287.32	194,233.17
			470.23	

TRUST AND AGENCY REPORT
Fund 461 - - - FY 2021-22
L.A.B.CONTROLLED DONATIONS (Gifts)
Cost Center - 33982800 - Project #337147

Fiscal Year	Revenue Source	Revenue	Expend Source	Expend \$	Description	Balance
Balance at 06/30/21						171,613.47
Jul-21	Interest	194.28	Allocated banking fees	9.38		
	Total Jul 21 - Revenue	<u>194.28</u>	Total Jul 21 - Expenditures	<u>9.38</u>		171,798.37
Aug-21	Interest	178.41	Allocated banking fees	24.85		
	Total Aug 21 - Revenue	<u>178.41</u>	Total Aug 21 - Expenditures	<u>24.85</u>		171,951.93
Sep-21	Interest	166.67	Allocated banking fees			
	Total Sep 21 - Revenue	<u>166.67</u>	Total Sep 21 - Expenditures	<u>-</u>		172,118.60
Oct-21	Interest	148.49	Allocated banking fees	29.91		
	Total Oct 21 - Revenue	<u>148.49</u>	Total Oct 21 - Expenditures	<u>29.91</u>		172,237.18
Nov-21	Interest	162.32	Allocated banking fees	15.21		
			Other Special Payments	300.00	Somerville, Sonja Donation - N	
	Total Nov 21 - Revenue	<u>162.32</u>	Total Nov 21 - Expenditures	<u>315.21</u>		172,084.29
Dec-21	Interest	138.01	Other Special Payments	(300.00)		
	Total Dec 21 - Revenue	<u>138.01</u>	Total Dec 21 - Expenditures	<u>(300.00)</u>		172,522.30
Jan-22	Interest	151.75	Allocated banking fees	26.28		
	Total Jan 22 - Revenue	<u>151.75</u>	Total Jan 22 - Expenditures	<u>26.28</u>		172,647.77
Feb-22	Interest	137.35	Allocated banking fees	27.61		
			Other Special Payments	5,000.00	Salem Public Library Foundati	
			Mail	4.32		
	Total Feb 22 - Revenue	<u>137.35</u>	Total Feb 22 - Expenditures	<u>5,031.93</u>		167,753.19
Mar-22	Interest	135.27	Allocated banking fees	5.75		
	Total Mar 22 - Revenue	<u>135.27</u>	Total Mar 22 - Expenditures	<u>5.75</u>		167,882.71
Apr-22	Interest	129.86	Allocated banking fees	17.50		
	Total Apr 22 - Revenue	<u>129.86</u>	Total Apr 22 - Expenditures	<u>17.50</u>		167,995.07
May-22	Interest	129.61	Allocated banking fees	11.40		
	Total May 22 - Revenue	<u>129.61</u>	Total May 22 - Expenditures	<u>11.40</u>		168,113.28
Jun-22	Interest	124.74	Allocated banking fees	53.54		
	Total Jun 22 - Revenue	<u>124.74</u>	Total Jun 22 - Expenditures	<u>53.54</u>		168,184.48
	Total 21/22 Revenue	<u>1,796.76</u>	Total 21/22 Expenditures	<u>5,225.75</u>		
			Balance as of		6/30/2022	<u>168,184.48</u>

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TRUST AND AGENCY REPORT
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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 06/30/21						30,022.63
Jul-21	Interest	32.13				
	Total Jul 21 - Revenue	<u>32.13</u>	Total Jul 21 - Expenditures	<u>-</u>		30,054.76
Aug-21	Interest	29.51				
	Total Aug 21 - Revenue	<u>29.51</u>	Total Aug 21 - Expenditures	<u>-</u>		30,084.27
Sep-21	Interest	29.14				
	Total Sep 21 - Revenue	<u>29.14</u>	Total Sep 21 - Expenditures	<u>-</u>		30,113.41
Oct-21	Interest	25.98				
	Total Oct 21 - Revenue	<u>25.98</u>	Total Oct 21 - Expenditures	<u>-</u>		30,139.39
Nov-21	Interest	28.44				
	Total Nov 21 - Revenue	<u>28.44</u>	Total Nov 21 - Expenditures	<u>-</u>		30,167.83
Dec-21	Interest	24.14				
	Total Dec 21 - Revenue	<u>24.14</u>	Total Dec 21 - Expenditures	<u>-</u>		30,191.97
Jan-22	Interest	26.57				
	Total Jan 22 - Revenue	<u>26.57</u>	Total Jan 22 - Expenditures	<u>-</u>		30,218.54
Feb-22	Interest	20.67	Other Special Payments	5,000.00	Salem Public Library Foundation	
	Total Feb 22 - Revenue	<u>20.67</u>	Total Feb 22 - Expenditures	<u>5,000.00</u>		25,239.21
Mar-22	Interest	20.14	Other Special Payments	263.17	US Bank CC	
	Total Mar 22 - Revenue	<u>20.14</u>	Total Mar 22 - Expenditures	<u>263.17</u>		24,996.18
Apr-22	Interest	19.34				
	Total Apr 22 - Revenue	<u>19.34</u>	Total Apr 22 - Expenditures	<u>-</u>		25,015.52
May-22	Interest	19.30				
	Total May 22 - Revenue	<u>19.30</u>	Total May 22 - Expenditures	<u>-</u>		25,034.82
Jun-22	Interest	18.59				
	Total Jun 22 - Revenue	<u>18.59</u>	Total Jun 22 - Expenditures	<u>-</u>		25,053.41
	Total 21/22 Revenue	<u>293.95</u>	Total 21/22 Expenditures	<u>5,263.17</u>		
				Balance as of	6/30/2022	<u>25,053.41</u>

LAB Chair report

This is the letter sent to the city recorder, and to both Mayor Hoy and Council President Virginia Stapleton

Re: January 23, 2023 City Council Agenda Item 5.b.23-37

The Honorable Mayor Chris Hoy and Members of the Council:

The Salem Public Library Advisory Board (LAB) shares concern over Salem traffic fatalities brought up at the January 9, 2023 Council meeting. LAB discussed the risk for pedestrian injury with the removal of the pull through bus stops for north and south bound buses a year ago, shortly after the Library re-opened.

The importance of pedestrian safety for bus riders to the Main Library, and for employees and visitors to the Civic Center, increases as more city offices reopen. Youth coming to the Library by bus have to cross very busy multilane major avenues. The Cherriots website indicates a 0.3 Mile walk from the bus stop to the Library entrance which is long for some riders especially in the dark or rain.

Previous LAB Chair Lois Stark asked Cherriots to re-install the bus stops in February, 2022. The email response from Customer Service on behalf of General Manager Allan Pollock listed a number of reasons for removing and not restoring stops in the pull throughs. Among reasons given were low ridership; increased traffic as a safety issue for buses rejoining traffic; the lack of sidewalk infrastructure; and ADA requirements. These all seem like obstacles that can be addressed with collaboration.

Following the January 9, 2023, City Council meeting, LAB members agreed to bring the removal of these bus stops and shelters to Council attention for consideration in the anticipated Transportation Plan Update and VISION ZERO discussion, hoping for improved safety for all - library patrons, City Center visitors and staff, and vehicles and buses.

Thank you for your service to the City of Salem and best wishes for 2023.

Sincerely,

Francine Boullosa, Chair
Salem Public Library Advisory Board

