

City of Salem

Salem Public Library

October 11th, 2023

5:30p.m. at the Salem Public Library Collaboration Studio

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

PARTICIPANTS

Board Members

Lois Stark, Chair; Francine Boullosa; Gretchen Coppedge; Sarah Bishop;
David Levy, Vice-Chair, Valerie Harris, Matthew Jobson

Staff

Bridget Esqueda, Interim 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
 - SPL Foundation Projects and Salem Reads request (Kate)
 - Support Boards possible meeting update (Lois)
 - Patron receipts project update (Lois)
 - LAB funding ad (Francine)
6. Action Items
7. Miscellaneous Board Items
8. Adjourn

Next Meeting: November 8th, 2023

This meeting is being conducted at the at the Salem Public Library 585 Liberty St.

SE, Salem, OR 97301. 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.

September 2023 City Librarian's Report

Stats for September

Number of visitors

Main: 28,360

WS Branch: 2,586

Number of physical items checked out/renewals

Main: 55,135

WS Branch: 655

Number of digital items checked out

cloudLibrary: 6,546

Overdrive: 21,425

Library Value Calculator

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

Staff News

This month, we said goodbye to Robin Saunders, Senior Library Clerk after 31 years of service. She was a leader on the team, generously shared her deep knowledge with her coworkers and formed meaningful relationships with patrons. She will be missed!

There were multiple staff training sessions in September, including fire extinguisher with the Salem Fire Department, an introduction to accessing collection data via unfamiliar software with CCRLS system staff, city Safety Monitor orientation, and a “refresher” session on more complicated circulation tasks with Robin.

Many staff were able to attend one of two Town Hall meetings with fellow city employees this month. The executive leadership team shared the details of the city’s revenue shortfall and potential impacts if a new revenue source isn’t found. The session included how we got to this point, why we have the short fall and how the city leadership team will work with the elected officials for a solution.

Collections

We are very excited to announce that the Salem Reporter has given the library free access to the newspaper for in-house use. Any patron who uses a catalog computer or a public computer in the library will be able to access the newspaper free of charge. We are very appreciative of their in-kind gift and know that it will be highly utilized by patrons.

We recently subscribed to the Southwest Art Magazine due to patron requests. Patrons will be able to see the beautiful photos and art in print form.

Projects and Programs

200 people attended the SPL Foundation sponsored Indian Dance Program on Saturday Sept 23. The dancers came from Chennai and Delhi in India, as well as others from Portland for this special event. Attendees of all ages enjoyed the beautiful costume, dance, and music that represented Indian culture and folklore. People from

the South Asian community, some who are not regulars to the library, showed up for the event and thanked us for having this performance. The dancers enjoyed the space and expressed their appreciation of our collaboration. Many people had glowing reviews of the performance as they left the auditorium afterward. Several people thanked the library for hosting live performances and commented that the performance that day was beautiful. One attendee specifically expressed gratitude that the library hosts events such as these for free so that all may attend, not just people with the resources to pay for performance tickets.



We had the honor of hosting the United States Navy Brass Quintet in Loucks Auditorium. Weeks before the concert, patrons expressed interest in attending. We had 115 join the audience for an evening of music that spanned from classical, to all American, and even popular Disney tunes. The performance topped the night off with “Anchors Aweigh”. Afterwards, there were a number of veterans who shared their gratitude with staff and stayed to speak with the service members.





The vendor lockers were returned to due malfunctioning hardware. We hope that in the future we can locate a machine that will withstand the Oregon weather and protect material from the elements.

What we are Looking Forward to!

We are celebrating Dia de los Muertos all month long. Community members are welcomed to bring in items to add to the ofrenda. Day of the Dead (Día de los Muertos) is a holiday celebrated throughout Latin America between October 31-November 2 during which families remember loved ones who have passed. The altars are different in every culture but they are all a way for living family members to honor their loved ones who are no longer here.

By the end of the month, the troublesome front doors will be replaced by two automatic sliding doors.

We are celebrating the Freedom to Read with a Banned Book Month Display, book lists, and buttons.

Strategic Plan Updates

The Youth Services Team is working on updated Welcome videos in both English and Spanish to welcome new patrons into the library, inform them of our services and all the wonderful things they have access to with their library card.

The front doors are being updated for quality and accessibility. Current doors are too heavy, close too soon, and are narrow which make it difficult for patrons to get in and out of the building.

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				
	<i>Total Jul 22 - Revenue</i>	<u>138.79</u>	<i>Total Jul 22 - Expenditures</i>	<u>-</u>		168,323.27
Aug-22	Interest	161.62	Allocated banking fees	1.65		
	<i>Total Aug 22 - Revenue</i>	<u>161.62</u>	<i>Total Aug 22 - Expenditures</i>	<u>1.65</u>		168,483.24
Sep-22	Interest	174.49	Allocated banking fees	16.38		
	<i>Total Sep 22 - Revenue</i>	<u>174.49</u>	<i>Total Sep 22 - Expenditures</i>	<u>16.38</u>		168,641.35
Oct-22	Interest	218.15				
	<i>Total Oct 22 - Revenue</i>	<u>218.15</u>	<i>Total Oct 22 - Expenditures</i>	<u>-</u>		168,859.50
Nov-22	Interest	250.05	Allocated banking fees	22.90		
	<i>Total Nov 22 - Revenue</i>	<u>250.05</u>	<i>Total Nov 22 - Expenditures</i>	<u>22.90</u>		169,086.65
Dec-22	Interest	409.34				
	<i>Total Dec 22 - Revenue</i>	<u>409.34</u>	<i>Total Dec 22 - Expenditures</i>	<u>-</u>		169,495.99
Jan-23	Interest	431.53	Allocated banking fees	15.56		
	<i>Total Jan 23 - Revenue</i>	<u>431.53</u>	<i>Total Jan 23 - Expenditures</i>	<u>15.56</u>		169,911.96
Feb-23	Interest	438.71	Allocated banking fees	32.59		
	<i>Total Feb 23 - Revenue</i>	<u>438.71</u>	<i>Total Feb 23 - Expenditures</i>	<u>32.59</u>		170,318.08
Mar-23	Interest	438.53	Allocated banking fees	19.26		
	<i>Total Mar 23 - Revenue</i>	<u>438.53</u>	<i>Total Mar 23 - Expenditures</i>	<u>19.26</u>		170,737.35
Apr-23	Interest	426.66	Supplies	168.91	No Project Listed	
	<i>Total Apr 23 - Revenue</i>	<u>426.66</u>	<i>Total Apr 23 - Expenditures</i>	<u>168.91</u>		170,995.10
May-23	Interest	327.19	Allocated banking fees	19.85		
	<i>Total May 23 - Revenue</i>	<u>327.19</u>	<i>Total May 23 - Expenditures</i>	<u>19.85</u>		171,302.44
	<i>Total 22/23 Revenue</i>	<u>3,415.06</u>	<i>Total 22/23 Expenditures</i>	<u>297.10</u>		
					Balance as of 4/30/2023	<u>171,302.44</u>

Prepared By: Randy Chittenden - Finance 196,816.80
196,816.80

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				
	<i>Total Jul 22 - Revenue</i>	<u>20.68</u>	<i>Total Jul 22 - Expenditures</i>	<u>-</u>		25,074.09
Aug-22	Interest	24.09				
	<i>Total Aug 22 - Revenue</i>	<u>24.09</u>	<i>Total Aug 22 - Expenditures</i>	<u>-</u>		25,098.18
Sep-22	Interest	26.00				
	<i>Total Sep 22 - Revenue</i>	<u>26.00</u>	<i>Total Sep 22 - Expenditures</i>	<u>-</u>		25,124.18
Oct-22	Interest	32.51				
	<i>Total Oct 22 - Revenue</i>	<u>32.51</u>	<i>Total Oct 22 - Expenditures</i>	<u>-</u>		25,156.69
Nov-22	Interest	37.27				
	<i>Total Nov 22 - Revenue</i>	<u>37.27</u>	<i>Total Nov 22 - Expenditures</i>	<u>-</u>		25,193.96
Dec-22	Interest	60.89	Supplies	47.44		
	<i>Total Dec 22 - Revenue</i>	<u>60.89</u>	<i>Total Dec 22 - Expenditures</i>	<u>47.44</u>		25,207.41
Jan-23	Interest	64.20				
	<i>Total Jan 23 - Revenue</i>	<u>64.20</u>	<i>Total Jan 23 - Expenditures</i>	<u>-</u>		25,271.61
Feb-23	Interest	65.26				
	<i>Total Feb 23 - Revenue</i>	<u>65.26</u>	<i>Total Feb 23 - Expenditures</i>	<u>-</u>		25,336.87
Mar-23	Interest	65.24				
	<i>Total Mar 23 - Revenue</i>	<u>65.24</u>	<i>Total Mar 23 - Expenditures</i>	<u>-</u>		25,402.11
Apr-23	Interest	63.53				
	<i>Total Apr 23 - Revenue</i>	<u>63.53</u>	<i>Total Apr 23 - Expenditures</i>	<u>-</u>		25,465.64
May-23	Interest	48.72				
	<i>Total May 23 - Revenue</i>	<u>48.72</u>	<i>Total May 23 - Expenditures</i>	<u>-</u>		25,514.36
	<i>Total 22/23 Revenue</i>	<u>508.39</u>	<i>Total 22/23 Expenditures</i>	<u>47.44</u>		
Balance as of						
5/31/2023						<u>25,514.36</u>

City of Salem

461-33982800 - Interest Allocation

4/30/2023

Project #	Nov-22		Dec-22		Jan-23		Feb-23
	Balance	Int Alloc	Balance	Int Alloc	Balance	Int Alloc	Balance
337147	168,836.60	250.05	169,086.65	409.34	169,480.43	431.53	169,879.37
337149	25,156.69	37.27	25,146.52	60.89	25,207.41	64.20	25,271.61
Totals	193,993.29	287.32	194,233.17	470.23	194,687.84	495.73	195,150.98

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		
	<i>Total Jul 21 - Revenue</i>	<u>194.28</u>	<i>Total Jul 21 - Expenditures</i>	<u>9.38</u>		171,798.37
Aug-21	Interest	178.41	Allocated banking fees	24.85		
	<i>Total Aug 21 - Revenue</i>	<u>178.41</u>	<i>Total Aug 21 - Expenditures</i>	<u>24.85</u>		171,951.93
Sep-21	Interest	166.67	Allocated banking fees			
	<i>Total Sep 21 - Revenue</i>	<u>166.67</u>	<i>Total Sep 21 - Expenditures</i>	<u>-</u>		172,118.60
Oct-21	Interest	148.49	Allocated banking fees	29.91		
	<i>Total Oct 21 - Revenue</i>	<u>148.49</u>	<i>Total Oct 21 - Expenditures</i>	<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 - ↑	
	<i>Total Nov 21 - Revenue</i>	<u>162.32</u>	<i>Total Nov 21 - Expenditures</i>	<u>315.21</u>		172,084.29
Dec-21	Interest	138.01	Other Special Payments	(300.00)		
	<i>Total Dec 21 - Revenue</i>	<u>138.01</u>	<i>Total Dec 21 - Expenditures</i>	<u>(300.00)</u>		172,522.30
Jan-22	Interest	151.75	Allocated banking fees	26.28		
	<i>Total Jan 22 - Revenue</i>	<u>151.75</u>	<i>Total Jan 22 - Expenditures</i>	<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		
	<i>Total Feb 22 - Revenue</i>	<u>137.35</u>	<i>Total Feb 22 - Expenditures</i>	<u>5,031.93</u>		167,753.19
Mar-22	Interest	135.27	Allocated banking fees	5.75		
	<i>Total Mar 22 - Revenue</i>	<u>135.27</u>	<i>Total Mar 22 - Expenditures</i>	<u>5.75</u>		167,882.71
Apr-22	Interest	129.86	Allocated banking fees	17.50		
	<i>Total Apr 22 - Revenue</i>	<u>129.86</u>	<i>Total Apr 22 - Expenditures</i>	<u>17.50</u>		167,995.07
May-22	Interest	129.61	Allocated banking fees	11.40		
	<i>Total May 22 - Revenue</i>	<u>129.61</u>	<i>Total May 22 - Expenditures</i>	<u>11.40</u>		168,113.28
Jun-22	Interest	124.74	Allocated banking fees	53.54		
	<i>Total Jun 22 - Revenue</i>	<u>124.74</u>	<i>Total Jun 22 - Expenditures</i>	<u>53.54</u>		168,184.48
	<i>Total 21/22 Revenue</i>	<u>1,796.76</u>	<i>Total 21/22 Expenditures</i>	<u>5,225.75</u>		
Balance as of						6/30/2022 <u>168,184.48</u>

Prepared By: Randy Chittenden - Finance

193,237.89
193,237.89

TRUST AND AGENCY REPORT
Fund 461 - - - FY 2021-22
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				
	<i>Total Jul 21 - Revenue</i>	<u>32.13</u>	<i>Total Jul 21 - Expenditures</i>	<u>-</u>		30,054.76
Aug-21	Interest	29.51				
	<i>Total Aug 21 - Revenue</i>	<u>29.51</u>	<i>Total Aug 21 - Expenditures</i>	<u>-</u>		30,084.27
Sep-21	Interest	29.14				
	<i>Total Sep 21 - Revenue</i>	<u>29.14</u>	<i>Total Sep 21 - Expenditures</i>	<u>-</u>		30,113.41
Oct-21	Interest	25.98				
	<i>Total Oct 21 - Revenue</i>	<u>25.98</u>	<i>Total Oct 21 - Expenditures</i>	<u>-</u>		30,139.39
Nov-21	Interest	28.44				
	<i>Total Nov 21 - Revenue</i>	<u>28.44</u>	<i>Total Nov 21 - Expenditures</i>	<u>-</u>		30,167.83
Dec-21	Interest	24.14				
	<i>Total Dec 21 - Revenue</i>	<u>24.14</u>	<i>Total Dec 21 - Expenditures</i>	<u>-</u>		30,191.97
Jan-22	Interest	26.57				
	<i>Total Jan 22 - Revenue</i>	<u>26.57</u>	<i>Total Jan 22 - Expenditures</i>	<u>-</u>		30,218.54
Feb-22	Interest	20.67	Other Special Payments	5,000.00	Salem Public Library Foundation	
	<i>Total Feb 22 - Revenue</i>	<u>20.67</u>	<i>Total Feb 22 - Expenditures</i>	<u>5,000.00</u>		25,239.21
Mar-22	Interest	20.14	Other Special Payments	263.17	US Bank CC	
	<i>Total Mar 22 - Revenue</i>	<u>20.14</u>	<i>Total Mar 22 - Expenditures</i>	<u>263.17</u>		24,996.18
Apr-22	Interest	19.34				
	<i>Total Apr 22 - Revenue</i>	<u>19.34</u>	<i>Total Apr 22 - Expenditures</i>	<u>-</u>		25,015.52
May-22	Interest	19.30				
	<i>Total May 22 - Revenue</i>	<u>19.30</u>	<i>Total May 22 - Expenditures</i>	<u>-</u>		25,034.82
Jun-22	Interest	18.59				
	<i>Total Jun 22 - Revenue</i>	<u>18.59</u>	<i>Total Jun 22 - Expenditures</i>	<u>-</u>		25,053.41
	<i>Total 21/22 Revenue</i>	<u>293.95</u>	<i>Total 21/22 Expenditures</i>	<u>5,263.17</u>		
				Balance as of	6/30/2022	<u>25,053.41</u>

Salem Public Library

Library Advisory Board – Funding project guidelines

Approved by Salem LAB at the June 2020 meeting

Project guidelines –

- I) Priority will be given to projects that promote and align with the Salem Public Library Strategic Plan
- II) Priority will be given to projects of Salem LAB partners – Salem Public Library, the Friends of the Salem Public Library and Salem Public Library staff.
- III) Priority will be given to projects that innovate and expand Salem Library programs and activities.

Examples of Salem LAB funded projects in prior years:

Grantee	Project	Project Cost
City of Salem	Informational campaign for the library renovation board	\$50,000
Salem Library Foundation	Salem Reads Project	\$5,000
Salem Library Foundation	Joint purchase with Salem Library Foundation for the purchase of printers and scanners for Salem Public Library	\$10,000
Willamette Heritage Center	Salem History Project 2.0	\$10,000
Library Teen Advisory Council	“Take what you need” project	\$300
Library Teen Advisory Council	Seed Library Project	\$200
Salem Public Library	Adult Programming	\$1,000

Salem Public Library

SALEM LAB FUNDING REQUEST FORM

I) Project Title:

II) Name and Email address of Contact Person:

III) Funding amount:

- (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:

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?
- Is this a Friends of the Salem Library, the Salem Library Foundation or Salem Public Library supported project?
- 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?
- Has this project been reviewed and approved by the city librarian and/or library staff?

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 addition information about their project or activity.