

November 9, 2022

BOD members present: Barbara Miner, Betty Hart, BJ Toewe, John Goodyear, Kris Adams, Elaine Goff, Libby Seil.

Guest: Gabriella Turney.

Absent: Johanna Allen, Paula Guiles, Erma Garrison, Lyndon Zaitz.

Meeting called to order at 6:10 p.m.

PUBLIC COMMENTS: None

ELECTION RESULTS: BJ reported that the Library ballot measure failed 55% - 45%.

ACTIONS REQUESTED:

- M.S.P. Approve October 13th, 2022 meeting minutes with changes
- Board members asked to record hours worked during October
- M.S.P. Contract for Gabriella Turney for 2023 calendar year @ \$22/hr.
- M.S.P. Approve nomination of Jamie Hinsz to KCL Board of Directors

BOOK SALE REPORT: Libby Seil reported that there were about 100 transactions each day and that the book sale received great publicity. It was noted that it would be advantageous to use the Library banner in subsequent book sales. There needs to be further discussion concerning the potential benefit of raising prices – will the book sale net higher profits if this is done?

LIBRARY MANAGER REPORT:

- November is Native American Heritage month. The Library has a small collection of donated materials about Pacific Northwest American Indians that is shelved together against the south wall.
- Food donations will be collected in the lobby outside the Library entrance in November and December for Faith Lutheran Church.
- The Library now has 24 volunteers.
- Statistics: ~6,000 books were donated in six months;
~4,300 books were given to the book sale but 600 were unsold and went to

- Goodwill;
- ~ 1,000 books were added to the collection; with an average cost of \$15 each, the value of donated materials is \$15,000;
- ~400 books were disposed before the book sale;
- ~30 books were listed on ABE.

COLLECTIONS REPORT: The collections committee, consisting of Elaine, Barbara, John, Jamie, and BJ met on October 30. Using a report developed by Elaine, 300 books were weeded, including ugly books written by prolific authors, titles older than 2010, incomplete series. Weeding criteria for adult fiction included thinning genres that are heavily represented and books that are not written by an Oregon author. Elaine also identified newer titles that have never circulated within Atrium and will create monthly “Be a Book Saver” displays where the sale books used to be shelved, encouraging patrons to check these books out so they don’t get weeded.

FINANCIAL REPORT: At the end of October there was a \$17,517.16 balance in the checking account, down by \$6,776. from 10/1. This included \$3,100 transferred to cover the PR mailer, everything else was routine. Our initial budget was \$52,995. We have 33% remaining, with 2 months to go. The debit account had \$329.11, we passed \$3,301.61 through the account. There is \$35,858.28 in the savings account after we received the grant from Spirit Mountain for \$7,550 this month, and the CD held at \$30,045.06. This gives us a total of \$86,316.24.

1. **Direct mail** – John Goodyear transferred funds into the debit account to cover this, \$2,400. The cost was higher than planned and we needed \$700 more.
2. **2023 budget** – ongoing - we need to start work on next year’s budget. There will be multiple tracks for this:
 - a. The ballot measure fails – we will carry our 2022 budget model forward and plan 2023 similarly, assuming the city council comes forward with their offer of \$60,000 of ARPA funding for the year.
 - b. The ballot measure passes but the city council delays starting the fee- see (a) above.
 - c. The ballot measure passes and the city council implements the fee promptly – we begin to scale up the budget beyond what was prepared in (a) to cover hiring the new staff and any other manageable expansions.

DRAFT BUDGET FOR 2023: Board members looked at the proposed budget for 2023. A meeting has been scheduled for Monday, November 28 to review the final numbers for next year’s budget, based on the

\$60,000 that the City of Keizer will be giving the library from ARPA funds. Any board member who would like to give input is invited to attend.

COMMITTEE/WORK GROUP REPORTS

- **Adult Education** – It was reported that Paula is in training now and plans to work with customers in January.
- **Collections** – already discussed.

MEETING TIME/DAYS FOR 2023: Barbara will send out a poll to all board members.