



Keizer Community Library Board of Directors Meeting Minutes

February 9, 2023

ATTENDANCE:

Board Officers	Board Members	Guests
<input checked="" type="checkbox"/> Barbara Miner, President	<input checked="" type="checkbox"/> Kris Adams	<input type="checkbox"/> Gabriella Turney
<input type="checkbox"/> BJ Toewe, Vice President	<input type="checkbox"/> Johanna Allen	<input type="checkbox"/> Shaney Starr
<input type="checkbox"/> John Goodyear, Treasurer	<input checked="" type="checkbox"/> Libby Seil	<input type="checkbox"/> (fill in)
<input checked="" type="checkbox"/> Erma Garrison, Secretary	<input type="checkbox"/> Paula Guiles	<input type="checkbox"/> (fill in)
	<input type="checkbox"/> Betty Hart	<input type="checkbox"/> (fill in)
	<input type="checkbox"/> Lori Koho	
	<input type="checkbox"/> Jamie Hinsz	
	<input checked="" type="checkbox"/> Lyndon Zaitz	
	<input type="checkbox"/> Vacant	
	<input type="checkbox"/> Vacant	

AGENDA ITEM	MINUTES
ACTIONS REQUESTED	<ul style="list-style-type: none"> → Send requests for City Hall Living Room Space to Communications Committee to set date and plan for PR/posters(if needed) → MSP - BOD Jan. 2023 minutes approved → MSP - recommend that we transfer \$2800 from the Office Supplies to Contract Library Manager in the 2023 budget. This will authorize Gabriella to work 4 additional hours per week at her current salary (\$22/hr). Motion carried unanimously within the room. BJ Toewe and John Goodyear approved in email. President votes approval. Motion previously approved unanimously in both Exec and Finance committees. → Calendar addition: Book Bingo February 20 from 1-3 pm.
2022 REVIEW	<p>Growth of active cardholders:</p> <ul style="list-style-type: none"> ❖ Pre-COVID, ~300 active cardholders (annual fee for membership; steady membership for several years) ❖ 2021: 728 active cardholders (no fees, remodeled library) ❖ 2022: 1,224 active cardholders (no fees, continuous growth) ❖ 2022 TOTAL Library Visitors: 5795. Approximately 500 / month

	<ul style="list-style-type: none"> ❖ 50% of the books checked out are Children’s books ❖ Last summer’s children’s reading program Beyond Books was a driver for people coming to the library. ❖ The May Book Sale promoted patronage and an increase in card holders; Keizerfest and the Fire Station children’s events were also driving forces. ❖ 500 cardholders were added in 2022. ❖ We have large expansions to collections of Kids Spanish/Bilingual books and new adult fiction (New = published in last 2 years)
<p>FINANCIAL UPDATE</p>	<p>Income: \$151.54 (ABEBOOKS, in-house sales, per-sheet print charges, in-library donations).</p> <p>Expenses:</p> <ul style="list-style-type: none"> ● IT services contract (12 months): \$2,640 ● Library manager monthly salary: \$1,680 ● Book Sale monthly shed rental: \$187 ● Adult program: \$36.25
<p>OPERATIONS UPDATE</p>	<p>Gabriella Turney presented to the BOD Thursday evening, data that shows how KCL’s January metrics have increased in every category compared to January 2022.</p> <ul style="list-style-type: none"> ★ New cardholders have increased 27% in Jan.2023 compared to Jan.2022 Overall, there has been a 68% increase from a year ago, equaling 1,390 active cardholders compared to 826 ★ Items checked out have increased 41%. Every category has increased: Books, DVD and BOCD ★ Library visitors have increased 39%. <p>The increasing number of children visiting KCL is constant. During any given week, there are multiple days where all four public computers are simultaneously in use.</p> <p>KCL has initiated a supervised 40-hour (total over 3 months) teen internship program in Children’s section. Barbara is her supervisor with Gabriella and Jamie Hinsz as back-ups. Her responsibilities are:</p> <ol style="list-style-type: none"> 1. Assist kids in finding books 2. Shelving, sorting and cataloging Children’s books. 3. Learn about Library systems at KCL, including Dewey decimal. <p>Number of Volunteers: 16 Circulation Desk: 26 Shifts to Cover. 4 story time, 1 catalogue, 1 sorter, 1 shelve and 1 rare Donation Assessor making 24 in total.</p>
<p>IT WORKGROUP</p>	<p>John Goodyear purchased KCL, two-3 in 1 printers at \$650.00 each,</p>

	<p>(including ink refill). With this new purchase, reliability will go up and costs will go down.</p>
<p>COMMUNICATIONS COMMITTEE</p>	<p>Both Gabriella and John attended a webinar on email services. We currently have MailChimp, but with our growth in cardholders, it is no longer free to send mail.</p> <p>Gabriella and John have looked into the costs for sending group emails to promote KCL to all our cardholders at one time. They have discovered Atrium is free to send 2,000 emails at one time.</p> <p>However, using graphics is not included. Mail chimp is \$70.00 a month to send 5,000 emails. 2,000 emails are free and will allow graphics in both packages.</p>
<p>EVENTS COMMITTEE</p>	<p>Kris and Lyndon reported on several pending ideas for events held at the Library, including some potential authors.</p> <p>Kris reported that the Volunteer Directory data was accidentally modified.</p> <p>Update next month.</p>
<p>COLLECTIONS COMMITTEE</p>	<p>Barbara is working to continually make KCL a vibrant and responsive community library.</p> <p>2023 goals are:</p> <ul style="list-style-type: none"> I. Add \$2,000.00 in new book purchases II. Add 2 or 3 selections each month III. Bring in New Best Sellers IV. Remove outdated books, diet books etc. V. Write a grant proposal for Large books purchase