# Keizer Community Library Board of Directors
# Meeting Minutes
*(October 12, 5:30 p.m.)*
*(The View, McNary Estates)*

## Attendance

| Board Officers | Board Members | Absent |
|---|---|---|
| Barbara Miner, President | Betty Hart | Paula Guiles (Excused) |
| BJ Toewe, Vice President | Jamie Hinsz | Mayra Rosales Rodriguez |
| John Goodyear, Treasurer | Cindy Hunt | Libby Seil (Excused) |
| Kiara Ramsay, Secretary | Lori Koho | |
| | Mark Northcutt | |
| | Gail Steimle | |

## Motions Passed

- BJ Toewe was voted to serve an additional year on the board.
- August Minutes were approved with an amendment to the “Book Sale” section by Libby Seil.
- Nominations for board officers were approved: President – Barbara Miner, Vice President – BJ Toewe, Treasurer – Mark Northcutt, and Secretary – Kiara Ramsay
- Verbally vote for board officers (rather than through secret ballot) was approved.
- Election of nominated board officers was approved.

## Minutes (Taken by Kiara Ramsay)

| AGENDA ITEM | WHO | DETAIL |
|---|---|---|
| **Call to Order** | Barbara Miner | 6:05 pm |
| **Approval of August Meeting Minutes** | All | August Minutes were approved with an amendment to the “Book Sale” section by Libby (see below).<br><br>This will be a 3 day event and reserved at City Hall. ~~It is possible to get in to set up late Thursday night before the 10/20 - 21 book sale begins.~~ The possibility of reserving the room at City Hall for the Book Sale on Friday and Saturday only (eliminating Thursday) is under consideration, but no decision has been made as of yet. Lily Vaugn is the point person at City Hall. |
| **Executive Report** | Barbara Miner | **Board of Directors Member Updates:**<br>● Cindy Hunt introduced: Barbara introduced new board member Cindy Hunt who was elected via email in September. Cindy was the #2 at the Oregon Department of |

| | | |
|---|---|---|
| | | Education and a lawyer. Cindy loves to travel, lives near Keizer Rapids Park, has 2 dogs, and just completed the 52 book challenge this year.<br>• Erma has resigned from the board.<br>• John has served his three years on the board and will not be returning as a member of the board but will continue to volunteer at the library.<br>• There are 3 board member spots open, however, the board will not be actively recruiting new members at the moment.<br><br>**2023 Accomplishments** (see pg. 6 for full report) **:**<br>*Added by BOD during Oct 12 meeting*<br>• Smooth transition between Library Managers<br>• New printers in Library, eliminating #1 "customer problem"<br>• Best Facebook ever in KCL history. Coordination with website.<br>• Wednesday morning Preschool Story time is very popular<br>• New Programs: Chess Club, Game Night, Genealogy<br>• New Partners: Boy Scout troop, WVGS<br>• 600 people at Children's Beyond Book Summer Program (see pg. 7 for full report)<br>• 190 unique individuals signed up to read books all summer<br>• Summer check-outs of Early Readers and Spanish Picture books doubled compared to 2022 (see pg. 8 for full report)<br>• Summer check-outs of Junior Graphic Novels increased by 500%; Junior fiction by 70% (see pg. 8 for full report)<br>• Gail kept KCL at the Keizerfest; bi-lingual coupons were implemented. Gail wrote a report detailing her work for Keizerfest (see pg. 9 - 10 for full report).<br>• 1600 active cardholders at the end of August. Most ever!<br>• Patron Driven Acquisition: Over the summer, we created a form to submit book requests. During the summer reading program, volunteers asked patrons (mostly children) what books they wanted to read. These requests were submitted through our form and bought. Requests submitted through the form that were met were mostly for children's, large print, and Spanish books.<br>• Created a bookmark with library information in English and Spanish to give to patrons. |
| **Liaison Report** | Shaney Starr | Unable to attend |

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| | | |
|---|---|---|
| **Communications Update** | Jamie Hinsz | **Social Media Policy:** When finalized by the committee, they will send it to the board via email for feedback. The board will vote to approve the finalized policy at the November BOD meeting.<br><br>**Events Committee Update:** *Since we do not currently have an Events Committee, events have been being funneled through the Communications Committee.*<br>● Paula has asked to use the library as a space to host Adult Literacy classes/activities/resources.<br>● We have a need for Spanish translations for our outreach for events. |
| **Upcoming Events** | Barbara Miner presented for Libby Seil | **Fall Book Sale:**<br>● Schedule<br>○ Thursday: Books are moved from the shed to city hall and sale is set up.<br>○ Friday: Book sale 9 am - 5 pm<br>○ Saturday: Book Sale 9 am - 4 pm<br>● Volunteers/Donations<br>○ Signup sheet for book sale volunteers is at the front desk at the library.<br>○ Need the most help moving books out of city hall on Saturday at 4 pm and taking them to Goodwill.<br>○ Need donations of cardboard boxes.<br>○ Need someone to set up signs around town before the sale each day and remove them at the end of each day – John has volunteered to do this.<br>● Lori suggested to stop doing Rare Book Sales online and instead sell our collection at the book sale. |
| **Election of Officers** | All | **President:** Barbara Miner<br>**Vice President:** BJ Toewe<br>**Treasurer:** Mark Northcutt<br>**Secretary:** Kiara Ramsay |
| **Financial Report** | John Goodyear & Barbara Miner | **Treasurer's Financial Report:**<br>● At the end of September 2023, there was a balance of $26,177.71 in the checking account. This leaves us with 44% of our $60,000 budget ¾ of the way through 2023.<br>● The debit account had $380.03.<br>● There was $71,992.46 in the savings account this month. |

| | | |
|---|---|---|
| | | • This gives us an ending total of $98,550.20 across all available funds.<br>• The CD rose to $30,675.75 with $208.88 interest. This 15-month CD is set aside for repaying our SBA loan. The plan is to pull these funds when the CD comes due on April 10, 2024 to pay off the loan. It will auto renew so we will want to be sure to get ahead of that.<br>• We need to find a non-signer to be bookkeeper. Jamie has a potential candidate (Tristan) in mind and will reach out.<br><br>**Keizer Community Library Expenditures Summary** (see pg. 11 for full report):<br>• Our expenditures from 2022 and 2023 are similar<br>• There were a couple differences<br>  ○ Executive Team Discretionary spending in 2022 was high for library cards<br>  ○ Publicity was information packets for voters in 2022 - 2023 Children's Programs expenditures were higher than 2022 because of more programs<br>  ○ Manager expense increased in 2023<br>• Our budget is about $40,000 to $45,000 yearly<br>• Upcoming budget concerns<br>  ○ Rent raise for next year<br>  ○ Technology<br>  ○ Publicity budget moved to Communications Committee?? |
| **Upcoming agenda items** | All | **November**<br>• Discussion of goals for the next 3 years. Finance Committee will create a proposed budget based on this decision.<br>• Social media policy from Communications Committee<br><br>**December**<br>• Draft of 2024 budget presented for approval by Finance Committee<br><br>**Future**<br>• Review and update bylaws |
| **Meeting Adjourned** | Barbara Miner | 7:54 pm |

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## Additional Notes

- Barbara: Create individual folders for each member with BoD contact info, by laws, and policies
- Jamie: Create a one-pager of library accomplishments to hand out to city officials, patrons, and community members to promote support of library.
- Jamie & John: Need to update photos of staff and library on our website.
- Lori: Stated she is excited to work the front desk at the library after children's summer reading program events.
- Jamie: Talked with Andrea Salinas about SBA loan support. She was told that if we want to win our ballot measure the chamber must be behind us. She was also told to reach out about reducing or forgiving our SBA loan.

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**2023 Accomplishments Report (see pg. 2 for more information):**

2023
ACCOMPLISHMENTS

- Smooth transition between Library Managers.
- New Printers in the Library, eliminating #1 "customer problem"
- Best Facebook ever in KCL history. Coordination with website.
- Wednesday morning Preschool Story time is very popular
- New Programs: Chess Club, Game Night, Genealogy
- New Partners: Boy Scout troop, WVGS
- 600 people at Children's Beyond Books Summer Program !!!!
- 190 unique individuals signed up to read books all summer!
- Summer check-outs of Early Readers & Spanish Picture books DOUBLED compared to 2022.
- Summer check-outs of Junior Graphic Novels increased by 500%; Junior fiction by 70%
- Gail kept KCL at the Keizerfest; bi-lingual coupons implemented
- 1600 active cardholders at the end of August. MOST EVER.

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**Summer Reading Program Participation Repor (see pg. 2 for more information)t:**

**Summer Reading Program Numbers: 190 Participants**

| | Children | Teens | Adults |
|---|---|---|---|
| June 2023 | 94 | 10 | |
| July 2023 | 56 | 14 | |
| August 2023 | 5 | 1 | |
| TOTAL Participants | 155 | 15 | 20 |
| # with at least 1 prize earned | 44 | 2 | N/A |
| # entries for the Grand Prize drawing (some children earned multiple entries) | 70 | 2 | 6 |
| # who completed all the weeks | 21 | 2 | 6 |

**BEYOND BOOKS Event Number Estimates: ~600**

| 9 EVENTS | Children | Adults | Total Attendees |
|---|---|---|---|
| Let's Make Some Noise 6/21/23 | 15 | 10 | 25 |
| Book Bingo 6/28/23 | 35 | 15 | 50 |
| Jugglemania 7/5/23 | 60 | 37 | 97 |
| Paper Airplanes 7/12/23 | 32 | 17 | 49 |
| Kindness Rocks 7/19/23 | 30 | 20 | 50 |
| Children's Educational Theater 7/26/23 | 50 | 106 | 156 |
| Squishies 8/2/23 | ~~MISSING COUNT~~ 35 | ~~MISSING COUNT~~ 15 | ~~MISSING COUNT~~ 50 |
| Animals Puppet Show 8/9/23 | 37 | 22 | 59 |
| Princesses & Spiderman 8/16/23 | 70 | ~~MISSING COUNT~~ 30 | ~~70~~ 100 |

**Add totals in the box for all programs: 364 272 636**

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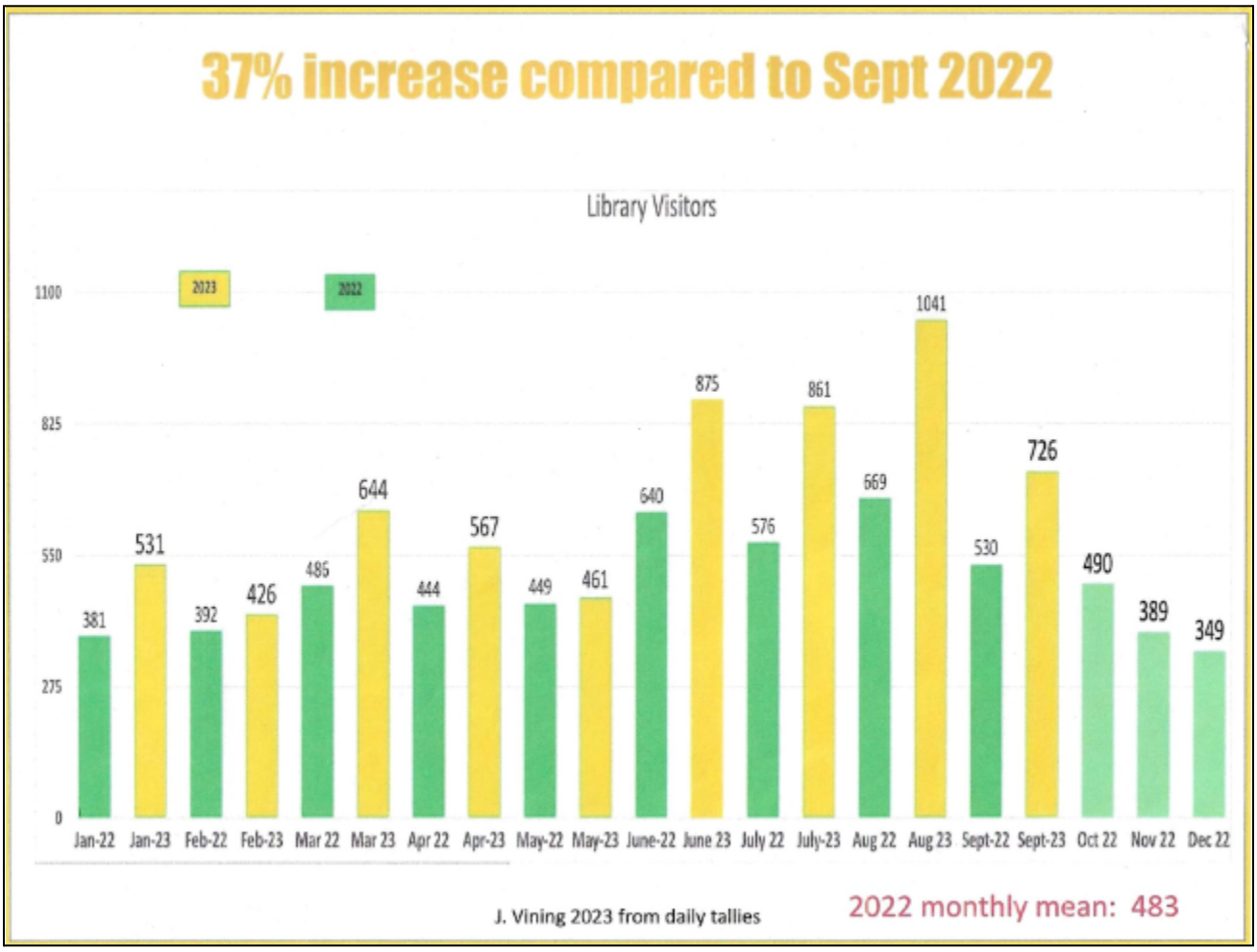
**Check-Outs 2022 vs 2023 Report (see pg. 2 for more information):**



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**Keizer Fest Report (see pg. 2 for more information):**

Keizer Fest 2023 Report
Prepared by Gail Steimle

**LOGISTICS:**

Provided a 10x10 tent with sidewalls, including three tables. The booth was staffed by 25 volunteers working in shifts of two, for a total of 23 hours. Volunteer planning and coordinating of the event, approximately six hours. The booth faced north, providing better shading than the previous year.

Three local authors participated in the event. Five Dolly Parton volunteers attended.

**PROS:**

Children "loved" the bubbles we handed out.

The location was much better this year on the grass, not as much dust.

Loved the pleasant atmosphere.

Great to be able to interact with people.

Signed up 56 new library patrons.

Boy scouts did a great job.

New this year we distributed "bookmarkers" to children to receive a free book at the library.

**CONS & FUTURE DISCUSSION TOPICS:**

We need a bigger tent. The tent we rented was too crowded.

Do away with Storytime at the event. Parents indicated that they just didn't have the time and unfortunately it was very hot and crowded.

Why are we giving so much space and focus to other organizations, when we should be promoting our own. The signage and space we needed to give to the authors, Dolly Parton, and genealogy would have been better used if we had reserved it for our own materials. I think the booth was confusing for participants and folks walking by because so much was going on!

Evening hours?

Volunteers communicated they needed to know what we wanted them to do while in the booth (talking points, checklist for the end of the day etc.).

Is it worth the money that the library spends on the booth and the volunteer hours spent to make it happen.

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**Keizer Fest Report (see pg. 2 for more information):**

It might be interesting in a month or so to check the library computer system to see if any of the cards issued that weekend have been used since then.

**Recommendations:**

This is the first time I have coordinated this event for the library, and this here are my recommendations going forward:

- Participate in next year's event.
- Rent a bigger tent. We need to secure it by July 31, to get the 10% discount. Cost for 10 x 20 - $725, includes set up and four walls, minus $72 – approximately $653 based on this year's costs.
- Let's not be shy about asking for money to help fund this event. We could begin in January on our website asking for donations, $25 and up. We need to try to get the community to understand we are a "volunteer" run organization. I think our patrons should be recognized if they agree, or just listed anonymously. We could have a large "Thank you" card made up listing these names and displayed at the event.
- Ask the Chamber of Commerce to locate our tent next to our Community Center Neighbors.
- Although Storytime will not be a part of the Keizer Fest, needs to be promoted, perhaps with a colorful sign attached to the tent walls and promoted by our volunteers.
- Replace Storytime with other activities for children. With a larger tent we could set up a place for children to color their own bookmarks, etc.
- We need a sign with our library hours and the Storytime hour listed.
- Our volunteers need to wear our volunteer tags.
- Provide our volunteers with guidelines on what we expect from them.
- I agree that the focus for this event is the Keizer Library, not Dolly Parton, Genealogy, or local authors. The library can certainly host or advertise these activities at different times.
- We need to encourage our guests at the Keizer Fest to check out our website for updates on the above events and more.
- Promote our twice-yearly book sale at the Keizer Fest. We are a library; we should have books on display.
- Give some thought to providing "bags" of books for purchase at the event. I know we do this at the book sale, this might be a good fund raiser as well and a way to clean out our "storage book closet".
- Children loved the bubbles, let's purchase more of those for handouts. Let's try to associate the "fun" of those bubbles with reading.

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**Expenditures Report (see pg. 4 for more information)**

## Keizer Community Library Expenditures

| | FINAL 2022 Jan - Dec Total | EXPECTED 2023 Jan - Dec expected | 1st 9 months Actual thru Sept 30 | 2023 budget |
|---|---|---|---|---|
| **Administration** | | | | |
| Contract Services | | | | |
| IT Service Contract--Yearly | $2,312 | $2,640 | $2,640 | $2,500 |
| Criminal History Checks | $190 | $150 | $68 | $300 |
| Equipment | $1,383 | $1,879 | $1,503 | $3,000 |
| Executive Team Discretionary | $1,032 | $95 | $95 | $2,000 |
| Fees -- business filing, Tax-related | $47 | $268 | $268 | $500 |
| Fees - Loan Interest Expense | $577 | $796 | $637 | $840 |
| Fixtures & Furniture | $753 | $736 | $589 | $700 |
| Insurance | $1,451 | $1,354 | $1,354 | $1,500 |
| Office Supplies | $1,524 | $923 | $739 | $2,000 |
| Printer Supplies | | $635 | $508 | $1,200 |
| Printing (off-site) | $84 | $9 | $9 | $350 |
| Software & Related Subscriptions | $1,543 | $1,502 | $1,502 | $2,000 |
| Utilities--Telephone & rent | $359 | $450 | $270 | $720 |
| Subscriptions and Memberships | | $0 | $0 | $175 |
| **Total Administration** | **$11,255** | **$11,436** | **$7,541** | **$17,785** |
| **Fundraising** | | | | |
| Book Sale Expenses--Fundraising | $2,281 | $2,389 | $1,772 | $2,795 |
| Expenses -- Rare Book Sale | $539 | $380 | $304 | $400 |
| **Total Fundraising** | **$2,820** | **$2,769** | **$2,076** | **$3,195** |
| **Programs** | | | | |
| Adult Literacy and Education | $176 | $200 | $72 | 1000 |
| Publicity | $3,688 | $765 | $612 | 3000 |
| Children's Programs | $338 | $600 | $470 | |
| MAPS Summer Reading Program | $1,126 | $1,453 | $1,453 | $1,200 |
| Total Children's Programs | **$1,464** | **$2,053** | **$1,923** | 2000 |
| Collections (new Books) | $152 | $994 | $795 | 2000 |
| Grant Expenses | | | | |
| DKG Grant (new books) | $837 | | | |
| Library Events | $789 | $996 | $797 | 2000 |
| Contract Library Personnel | $20,828 | $24,313 | $18,330 | $27,680 |
| Volunteer Management | $75 | $100 | $25 | 500 |
| **Total Programs** | **$28,008** | **$29,421** | **$21,942** | **$38,180** |
| **Total Expenditures** | **$42,083** | **$43,627** | **$31,559** | **$59,160** |
| SBA loan payments on principal (reduces liability) | $543 | $833 | $623 | 840 |
| **TOTAL** | **$42,627** | **$44,460** | **$32,183** | **$60,000** |

Friday, Oct 06, 2023 12:06:15 PM GMT-7 - Cash Basis