Keizer Community Library Board of Directors
Meeting Minutes
(February 8, 2024 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests
Shaney Starr, City Council Liaison
Gina Pye, Volunteer

Motions Passed

- Approval of January Minutes
- Approval of Lori Koho's resignation from the Board of Directors
- Approval to reverse previous vote in August to cashout CD in April and to instead extend the CD at the discretion of the Treasurer

Minutes (Taken by Kiara Ramsay)

AGENDA ITEM	DETAIL
Call to Order - Barbara Miner	6:35 pm
Executive Officers Report - Barbara Miner and BJ Toewe	**2023 End of Year Report (Draft):** ● Main Highlights: ○ 40% growth in visitors and in total books checked out over 2022 ○ Over 10,000 books were checked out ○ Highest growth category was an 82% increase in the number of Early Reader books checked out ○ Money from ARPA funded growth in the most critical areas: manager hours and children's activities/books ○ More than half the books checked out were children's books (57%) ● All goals for 2023 were met ○ Goal 1 - Growth: More people in the Library; more items checked out; more engagement with Community

	■ There was a growth of 40% in the number of people in the library (8,127) and in the number of books checked out (10,193) ■ Added two additional public computers ■ Gave away more free books to kids ■ More community engagement through partners with organizations/people and more library-sponsored activities ○ Goal 2 - Consistent, effective communications with the library system and to the public ■ Engaging and effective Facebook account ■ Clear, mobile-friendly website with notices, calendar, BOD contacts, meeting minutes, and "request a book" ■ Newsletters to volunteers and cardholders ■ Regular Keizertimes Ads ■ Fabulous signage within the library ■ Bilingual marketing materials ○ Goal 3 - Continued financial responsibility and transparency ■ Frugal - volunteer bookkeeper, no expenses for food, re-use book boxes and save on tape ■ Applied for four grants for children's programs and large print books. One was funded. ■ Used ARPA funds to add hours for library manager ■ >7,000 hours of volunteer labor to keep things running ■ >98% if books in library were donated by community members ■ Regular finance meetings and BOD reports, expenses documented, retention policy in place ● New Additions to the Library in 2023 ○ New Library Manager ○ 7 new Board of Directors Members ○ Bilingual Coupons for a free book handed out at schools and community events ○ Successful annual appeal, which built a system to support responses to donations and raised $7,000 ○ $25,000 value added to the library through 2113 added books **Grants Update** ● Salem Foundation - Since the library does not qualify for the OFC grant, it will be instead asking the Salem Foundation for funding to support children's programming ($2500) and to extend the hours for the library manager ($9000). Karin Holton is writing this grant for the library.

	• Spirit Mountain - The application for $7500 to hire a Spanish-speaking outreach coordinator will be submitted by February 8. Karin Holton is also writing this grant for the library.

Financial Committee Report - Barbara Miner presented for Mark Northcutt	**Current Financials** (see pg. 6 for Full Report of January Financials)**:**
	• Checking: $10,839.61
	• Debit: $300.40
	• Saving: $93,266.65
	• CD: $30,675.75
	• Total: $135,158.41
	
	Updates:
	• Mark proposed reversing the vote from the August board meeting to cashout the CD in April to pay back the SBA Loan because:
	  ○ Current interest rates are high
	  ○ The library is actively seeking forgiveness for the SBA Loan
	  ○ The money from the CD could be used to tide over the library until funding is secured from 2026
	• 2023 Financial Report (See pg. 7 for Treasurer's Full 2023 Financial Report)
	  ○ Budget: $60,000.00
	  ○ Total Expenditure: $46,419.97
	  ○ Total Revenue: $30, 288.72
	
	Financial Committee Goals for 2024:
	• Financial transparency through monthly financial reports to BOD
	• Continued support for appeal funding
	• Ongoing planning for funding of library ops beyond 2024

Library Operations Report - Kiara Ramsay presented for Jessi Vining	See pg. 8 - 10 for Library Manager's Full Operations Report **Operations Update:** The library was open 6 days a week for 28 hours per week for a total of 26 days. **Metrics Update:** In December, there were 716 visitors, which is a 35% increase compared to January 2023. 1,273 items were checked out (including computers), which is a 43% increase compared to January 2023. 96 cardholders were added. 287 new items were added. **Volunteer Updates:** There are 40 regular volunteers working the circulation desk, shelving, and helping with donations sorting. Several new volunteers are starting this month and the library manager is working to train current volunteers to train new volunteers to help with the new influx of volunteers.

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	Events Update: ● Several events were canceled due to the ice/snow storm (Preschool Storytime, Spanish Preschool Storytime, and Game Night). ● The Fiber Arts Circle and the Library Writers Circle both had 6 participants. **Additional Updates:** ● The library manager and several volunteers kept the library open as a warming shelter during the ice/snow storm. 16 people used the warming shelter for various reasons (lost power, homelessness, etc.). ● We receive 50 bus passes from United Way and Cherriots to give to patrons for free, which is more than we have been allowed to apply for before.
Communications Committee Report - Gail Steimle presented for Jamie Hinsz	**Updates:** ● The Communications Committee is attempting to set up recurring donation options through Square. ● The Communications Committee has created tentative goals for 2024, which will be finalized and shared at the next board meeting.
Children's Programming Committee Report - Kiara Ramsay	**Updates:** ● Planning for the Summer Reading Program has begun. We will continue to participate in the national iRead program. The provided theme this year is "Read, renew, repeat!" ● January Events: ○ Science Corner at the Library has had about 10 children in total drop-in to learn about the world up close through the microscope! ○ The Valentines Card Making event was successful with about 35 people attending. We plan to continue crafting events as they have drawn large crowds. ● Upcoming/Ongoing Events: ○ February 1 to March 31 - Cuddle Up Reading Club ○ Monday February 19 at 1 pm - President's Day Book Bingo ○ March 3 to April 13 - In-N-Out Cover-to-Cover Reading Club ○ Friday March 22 from 1:30 to 3:30 pm - Crafting at the Library ○ Wednesday March 27 at 1:30 pm - Princess Storytime ○ Monday March 25 at 1:30 pm - Nature Scavenger Hunt ○ Friday May 3 at 1:30 pm - Planting Activity **Children's Programming Committee Goals for 2024:** ● Provide a diversity of programs to attract different audiences. ● Provide more frequent events/activities throughout the year while still hosting current successful programming. ● Make an increased effort to widely advertise events and to share photos/stories from events so the community knows what KCL is up to.

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Material Collections Committee Report - Cindy Hunt	**Updates:** ● The "New Books" section has an increased number of checkouts compared to the rest of adult fiction. Books from that section that were published in 2019 and 2020 were moved to general adult fiction to make room for more recently published books. ● The Material Collections Committee is currently weeding unread books in general fiction. Once finished, they will move onto junior fiction and large print fiction. **Tentative Material's Collections Committee Goals for 2024:** ● Assess and adjust physical locations of materials within the library to ensure they meet current priorities. ● Create a regular weeding schedule to ensure new and often read books can have space on our shelves. ● Formalize the process for taking in new materials to the library.
Adjourned - Barbara Miner	7:51 pm

Action Items

ACTION ITEM	WHO	WHEN
Upload approved meeting minutes from January to drive	Kiara Ramsay	February 11, 2024
Upload Board of Directors Application to KCL Website	Jamie Hinsz	February 11, 2024
Submit Budget Request to City of Keizer for funding for 2024-25 year	Barbara Miner and BJ Toewe	March 31, 2024
Attempt to get a keypad that would allow the building to be locked after hours, while still allowing building users access	Shaney Starr	February 29, 2024
Policy Revisions	All Committees	February 29, 2024

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Full Report of January Financials (see pg. 3 for more information)

Budget Item	Beginning Budge Balance	Expenditure total	Net Budget Balance to next month	Percentage of Budget Remaining		Budget for 2024	Descriptive notes on expenditures as needed		Bank Balances	
Admin					Admin					
Exec team Discretionary	$2,000.00	$0.00	$2,000.00	100.00%	Exec team Discretionary	$2,000.00			Debit	$306.40
SBA Loan	$1,680.00	$140.00	$1,540.00	91.67%	SBA Loan	$1,680.00			Checking	$10,839.61
Rent	$900.00	$233.85	$666.15	74.02%	Rent	$900.00	Catch up Rent Included		Savings	$93,266.65
Fixtures	$700.00	$0.00	$700.00	100.00%	Fixtures	$700.00			CD	$30,886.06
Insurance	$1,700.00	$0.00	$1,700.00	100.00%	Insurance	$1,700.00			Total	$135,298.72
Fees	$406.00	$82.89	$323.11	79.58%	Fees	$406.00	Check Printing			
Subsccriptions	$175.00	$0.00	$175.00	100.00%	Subsccriptions	$175.00				
Library Mgr					Library Mgr				SBA Loan Balance	$30,039.12
Salary	$27,680.00	$2,244.00	$25,436.00	91.89%	Salary	$27,680.00				
Criminal Checks	$300.00	$0.00	$300.00	100.00%	Criminal Checks	$300.00				
Volunteer Mgmt	$500.00	$0.00	$500.00	100.00%	Volunteer Mgmt	$500.00			Revenue	
Office Supplies	$1,600.00	$115.32	$1,484.68	92.79%	Office Supplies	$1,600.00			Bank Interest	$219.33
Printing	$850.00	$0.00	$850.00	100.00%	Printing	$850.00			Circ Desk	$95.10
Publicity	$1,000.00	$0.00	$1,000.00	100.00%	Publicity	$1,000.00			Kiosk	$92.00
Fund Raising					Fund Raising				Square	$1,186.47
Book Sale	$200.00	$0.00	$200.00	100.00%	Book Sale	$200.00			Book Sales	$0.00
Book Storage	$2,244.00	$187.00	$2,057.00	91.67%	Book Storage	$2,244.00			Check Donations	$10,950.00
Grant Prep			$0.00		Grant Prep				Other Revenue	$0.00
Programs					Programs				Total for Month	$12,542.90
Library Collection	$2,000.00	$0.00	$2,000.00	100.00%	Library Collection	$2,000.00				
Children Events	$3,000.00	$0.00	$3,000.00	100.00%	Children Events	$3,000.00			YTD Total Revenue	$12,542.90
Special Events	$2,000.00	$0.00	$2,000.00	100.00%	Special Events	$2,000.00				
Adult Literacy	$500.00	$0.00	$500.00	100.00%	Adult Literacy	$500.00				
Publicity	$1,000.00	$0.00	$1,000.00	100.00%	Publicity	$1,000.00				
Technology					Technology					
Equipment	$3,000.00	$0.00	$3,000.00	100.00%	Equipment	$3,000.00				
Software	$2,000.00	$0.00	$2,000.00	100.00%	Software	$2,000.00				
IT Services	$2,800.00	$2,640.00	$160.00	5.71%	IT Services	$2,800.00	Annual Contract			
	$58,235.00	$5,643.06	$52,591.94	90.31%		$58,235.00				

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Treasurer's Full 2023 Financial Report (see pg. 3 for more information)

KEIZER COMMUNITY LIBRARY 2023 Updated BUDGET	Budget for 2023	Paid to as of 12/31/2023	% of Budget Category Expended
Administration			
Criminal History Checks	$300.00	$125.25	42%
Executive Team Discretionary	$2,000.00	$595.01	30%
Fixtures and Furniture	$700.00	$734.82	105%
Insurance and Fees	$2,000.00	$2,259.34	113%
Office Supplies	$3,200.00	$1,408.78	44%
Offsite Printing	$350.00	$9.00	0%
Utilities	$720.00	$560.40	78%
Software	$2,000.00	$1,709.63	85%
Equipment	$3,000.00	$1,464.26	49%
Subscriptions and memberships	$175.00	$0.00	0%
IT Service Contract	$2,500.00	$2,640.00	106%
Subtotal	*$16,945.00*	$11,506.49	68%
Programs			
Contract Library Manager	$27,680.00	$26,157.00	94%
Collection Development	$2,000.00	$904.58	45%
Children's Programs	$2,000.00	$1,751.00	88%
Library Events	$2,000.00	$796.95	40%
Volunteer Management	$500.00	$25.00	5%
Adult literacy and education	$1,000.00	$71.95	7%
Publicity	$3,000.00	$645.41	22%
Subtotal	*$38,180.00*	$30,351.89	79%
Fundraising			
Book Sale Expenses	$2,795.00	$2,332.99	83%
Rare Book Sales (ABE etc.)	$400.00	$361.60	90%
Subtotal	*$3,195.00*	$2,881.59	90%
SBA Loan Repayment			
SBA Loan Principle Pay	*$846.09*	$846.09	
SBA Loan Interest	$833.91	$833.91	
Subtotal	*$1,680.00*	$1,680.00	100%
TOTAL EXPENDITURE BUDGET	**$60,000.00**	**$46,419.97**	77%

End of Year Account Balances	
Revenues	
Bank Interest	$704.50
Circ Desk	$1,261.02
Fund Raisers	$11,963.40
Refunds	$109.25
General Donations	$14,550.55
Grants Subaccounts	$500.00
MAPS	$1,200.00
Total Revenue	$30,288.72
Donation Grant Funds	
Betty Hart	$500.00
City of Keizer	$14,500.00
Total Grants Remaining	$15,000.00

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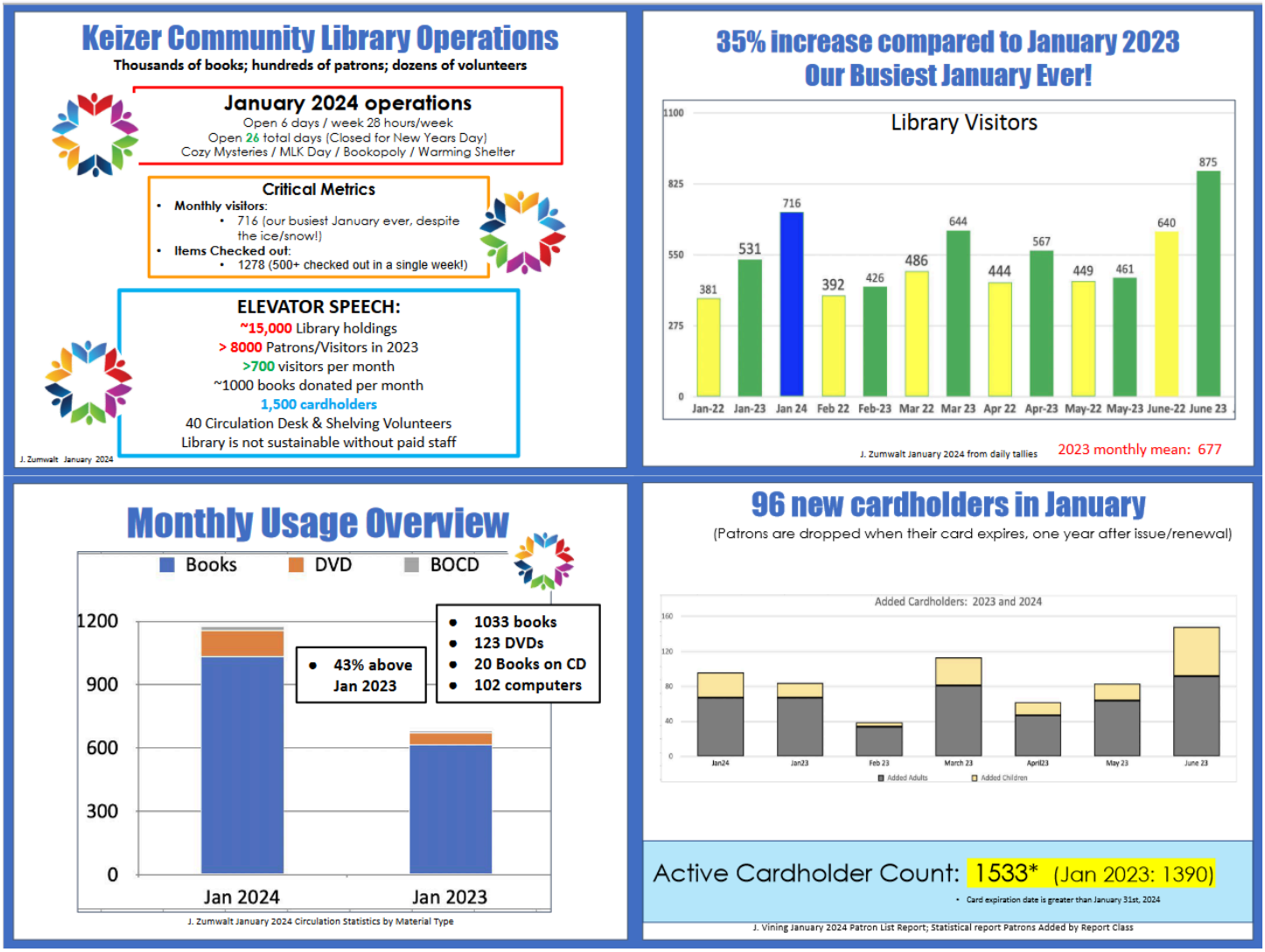
Library Manager's Full Operations Report (see pg. 3 for more information):



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Library Manager's Full Operations Report Continued (see pg. 3 for more information):

287 New Items Added in January

Adult Fiction	88
Newly Published	35
Large Print	5
Childrens	67
Young Adult	26
Non-Fiction	19
DVDs	17
Spanish	18

Items Added by Physical Location J. Vining Jan 2024

Warming Shelter

During the January Ice/Snow we stayed open as a warming shelter, providing tea, hand warmers, and heat for folks who needed a place to get out of the cold. We had folks come in who had their power out and also folks experiencing homelessness.

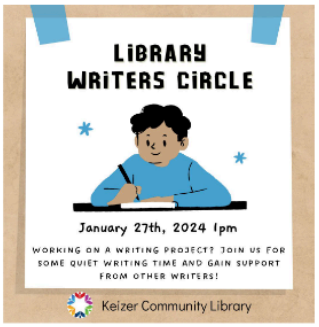
Only 16 patrons utilized the warming shelter during the days we stayed open, but they appreciated it very much.

Library Events

Some of our events were canceled the week of the ice and snow (Spanish Storytime, Preschool Storytime & Game Night).

Library Events

6 Attendees



6 Attendees

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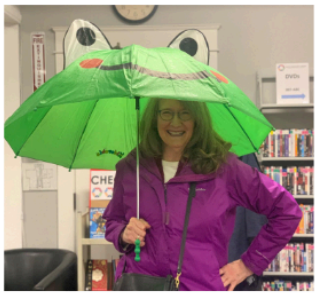
Library Manager's Full Operations Report Continued (see pg. 3 for more information):

Free Bus Passes

Thanks to United Way and Cherriots, we have some free Bus Passes again! We were able to get 50 this time, which is more than they allowed us to apply for before!

Volunteer Updates



- Lori resigned this week, and she was a fantastic stabilizing volunteer for the library. She will be missed in many ways.
- We have a few new volunteers starting, but it will be about a month before they can fly solo and there are a large number of shifts we need to find substitutes for.
- We talked about expanding hours on Tuesdays from 1-3pm, but I am taking this back off the table until we stabilize again.
- I am working on training volunteers to be trainers and to help provide support to other volunteers.

Library Love

Library Love