Keizer Community Library Board of Directors
Meeting Minutes
(March 14, 2024 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

Board Officers	Board Members	Guests
Barbara Miner, President	Paula Guiles	Shaney Starr, City Council Liaison
BJ Toewe, Vice President	Betty Hart	Jessi Zumwalt, Library Manager
Mark Northcutt, Treasurer	Jamie Hinsz	
Kiara Ramsay, Secretary	Cindy Hunt	
	Mayra Rosales Rodriguez	
	Libby Seil	
	Gail Steimle	

Motions Passed

- Approval of February Board of Directors Meeting Minutes
- Acceptance of $7500 grant from Spirit Mountain
- Approval of movement of $300 from Publicity Budget to Book Sale Budget
- Approval of proposal for funding from Keizer City 2024-25 Budget
- Approval of concept for funding for AWE Computer request ($3800)
- Approval of changes to Policy Manual (changes shown in green on pgs. 2 and 3 of this document)

Minutes (Taken by Kiara Ramsay)

AGENDA ITEM	DETAIL
Call to Order - Barbara Miner	6:35 pm
Executive Officers Report - Barbara Miner and BJ Toewe	**Grants Update** ● Spirit Mountain - The grant was approved. $7500 is being awarded to KCL to hire a Spanish-speaking outreach coordinator for one year (May 1, 2024 to April 30, 2025). ● Keizer City 2024-25 Budget - KCL is putting in a request for funding from the Keizer City 2024-25 Budget. KCL is asking the city to match up to $30,000 in any donations that are raised from July 1, 2024 to June 30, 2025. ● AWE Computer - Two AWE computers were donated to KCL several years ago. These computers have early literacy games in Spanish and English and are very popular with young families. Last year, one of the AWE computers died, so KCL now only has one AWE computer and its headphone jack is no longer working. KCL bought headphones with volume control built in to fix the issue, but the computer is likely going to die soon. A new AWE computer

costs around $3800 and KCL is unable to pay for it with its current budget. The board would like to pursue finding a grant/organization to buy a new AWE computer.

Policy Manual Proposed Changes to Sections 1 and 2 (additions in green)

- Section 1.09 - Names and contact information of the current Board of Directors are given to every Board member and volunteer and available to others upon request, stored on the website, with no personal contact information and in the shared Google drive.
- Section 2.01.2.3 - Standing Committees must include: Executive Committee and Finance Committee. Other standing committees could be Volunteer Management; Recruitment and Nominations; Children's Programs; Collections Enhancement; Adult Education; Communications; Operations.
- Section 2.02.1 - The Executive committee consists of the President, Vice President, Secretary, Treasurer and the past President, if possible. ~~And the Library Manager as a non-voting member.~~
- Section 2.02.3 - ~~It oversees assures the activities of the Library Manager, provides advice and support, allocates resources, and provides review and evaluation of the Library Manager's performance.~~ The Executive Committee assures that the activities of the Library manager are overseen, advice and support are provided, and the Library Manager's performance is reviewed and evaluated.
- Section 2.05 - ~~The Library Manager oversees the day-to-day operations of the Library and is a financial agent for the library. The Manager serves as a non-voting member of the Executive Committee, which oversees the Library Manager's work and job description. The Library Manager works with Executive Committee members to prepare an agenda for their meetings identifying and resolving issues that affect Library operations and development.~~ The Library Manager is appointed by the board of directors and may be a paid staff or a volunteer. The Library Manager oversees the day-to-day operations of the Library by hiring, training, scheduling and supervising library volunteers, ordering library supplies, maintaining library equipment, and reporting monthly to the Library Board.
- Section 2.06.2 - Directors meet ~~each September~~ in the Fall to elect officers for the coming year, adopt a budget, organize as needed, and transact other business. Newly elected officers begin their respective terms of office on the first day of the month following their election ~~Oct 1st, following the annual meeting~~.

	• Section 2.06.3 - Special meetings may be called by the President or by a majority of the Board. Once called, a Notice of Special Meeting will be transmitted to every Board member at least ~~7~~ 3 days in advance of the meeting date and time. The Notice must include the date, time, location, and the purpose of the meeting. No other matters may be considered unless the Directors present agree.
Financial Committee Report - Mark Northcutt	**Current Financials:** • Debit Account: $303.19 • Checking Account: $49,498.16 • Savings Account: $50,872.29 • CD Account: $30,886.06 • Total: $131,559.70 • Expenses: $2,970.68 • YTD Revenue: $13,729.34 • SBA Loan: $29,968.50 **Updates:** • Committee Chairs will now be responsible for managing the budget assigned to their committee. • There was not enough money budgeted for the book sale so the Finance Committee proposed moving $300 from the Publicity Budget to the Book Sale Budget. • A new Square account will be set up. • Mark Northcutt will be out of town from March 28 to August 1. Betty Hart will do bookkeeping in his absence. In addition, Jessi Zumwalt and Barbara Miner have debit cards to access funds. • A new bookkeeper is needed as Gail Steimle is stepping down.
Library Operations Report - Kiara Ramsay presented for Jessi Zumwalt	See pg. 7 - 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 25 days. **Metrics Update:** In February, there were 810 visitors. 1,295 items were checked out (including computers). 103 cardholders were added. 248 new items were added. **Volunteer Updates:** There are 40 regular volunteers working the circulation desk, shelving, and helping with donations sorting. **Events Update:** • The Fiber Arts Circle: We had 7 attendees at our last fiber arts circle - with 2 moms bringing their daughters and teaching them how to practice a craft.

	• The Library Writers Circle: We have a cute little writers circle developing! 5-7 regular attendees come to the library monthly to work on writing projects together! • Game Night: Game night is still happening for the next 2 months! However, it has not been popular recently and we may try something soon. • Crafting at the Library: 21 attendees came to make valentines day cards! • Cuddle Up Reading Club: People have been really excited about the bingo cards, and a few patrons have already come in to claim their free books and enter to win prizes!
Communications Committee Report - Jamie Hinsz	**Updates:** • Two new members (Kelly and Beth) have joined the Communications Committee. Both members are current circulation desk volunteers at KCL. • Website traffic is down in February as compared to January. • Next month, KCL will publish a KeizerTimes Ad to thank the donor who donated funds for free printing. • Representative Salinas office has requested to use the hallway between the library and the museum for casework. Jamie Hinsz will reach out to the Heritage Museum to ensure this is okay with them. • The Committee is reaching out to the Willamette Valley Genealogical Society to determine if they will continue to offer events at the library. • The committee is keeping the website calendar and internal Google calendars up to date with current events. • KCL currently has 578 followers on Instagram and 1057 followers on Facebook. When kids events are posted on social media at least a month in advance, it generates more interest and better attendance. For example, already, 73 people have indicated interest and are following our crafting event on March 22, 112 people have indicated interest and are following our Princess Storytime on March 27, and 23 people are interested in our drawing class/event on March 30. **Communications Committee 2024 Goals:** • Make the library more accessible to Spanish speakers by including more information in Spanish (Atrium, Catalog, Library Card Request Form, Library Signage, etc.) • More growth in social media engagement and followers.
Children's Programming Committee Report - Kiara Ramsay	**February Events:** • Crafting at the Library (Valentines Card making) - 21 attendees • Monday February 19 - President's Day Book Bingo (3 children and 2 adults attended)

	Upcoming/Ongoing Events: ● February 1 to March 31 - Cuddle Up Reading Club ● 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 (Make spring crafts) ● Wednesday March 27 at 1:30 pm - Princess Storytime ● Monday March 25 at 1:30 pm - Scavenger Hunt ● Saturday March 30 at 1:30 pm - Drawing at the Library (Make a graphite drawing of a dragon) ● Saturday April 13 at 1:30 pm - Crafting at the Library (Make a book for National Library Week) ● Friday May 3 at 1:30 pm - Crafting at the Library (Paint a pot and plant seeds) **Summer Reading Program Planning** ● The incentive system will be changed to give prizes for every 5 days of reading (instead of 10) to encourage weekly visits to the library. ● The children's committee will be creating their own reading logs this year to incorporate instructions, incentive information, Beyond Books programming information, and library information in one sheet (instead of the multiple that have been handed out in past years). ● Beyond Books performers have been booked: Dragon Theater, Princesses, Children's Educational Theater, Magical Mr. Meihoff, and The Reptile Man
Collections Enhancement Committee Report - Cindy Hunt	**Updates:** ● Several sections in the library, including Young Adult, have been moved to create more space for the New Books section ● Large print, junior fiction, and early reader fiction books have been weeded ● An Amazon wishlist has been created for books that we would like to have in our collection ● There was an unusually large number of book donations at the beginning of February. They were processed quickly thanks to the new process put in place. **Collections Enhancement Committee Goals for 2024:** ● Assess and adjust the physical locations within the library to meet our current priorities. ● Strategically utilize available resources to acquire new collections materials. ● Establish role clarity, work processes, and a collections development vision.
Events Updates - Libby Seil	**Book Sale** ● The book sale will take place Friday May 17 and Saturday May 18.

	• The KeizerFest Parade is occurring on Saturday May 18. The board has suggested putting up signs to direct foot traffic from the parade to the book sale. • Set up for the book sale will take place on Thursday May 16. Libby is reaching out to the Missionaries and Boy Scouts to get help with set up. **Keizer Community Dinner** • KCL is scheduled to host the monthly Keizer Community Dinner on Wednesday August 28. • The board has suggested taking books to give away for free in addition to bringing library cards to sign up new patrons.
Adjourned - Barbara Miner	8:14 pm

Action Items

ACTION ITEM	WHO	WHEN
Upload approved meeting minutes from February to Google Drive	Kiara Ramsay	March 15, 2024
Determine if the Keizer Heritage Foundation will be in the parade at KeizerFest	Barbara	March 31, 2024

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

Keizer Community Library Operations

Thousands of books; hundreds of patrons; dozens of volunteers

February 2024 Operations

Open 6 days / week 28 hours/week
Open 25 total days
Black History Month / Cuddle Up Reading Club

Critical Metrics

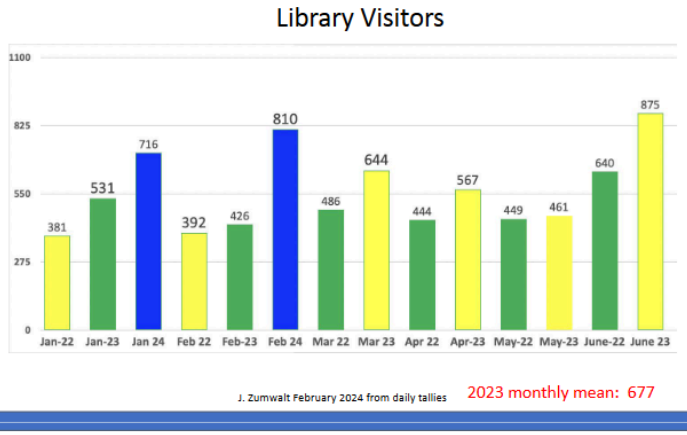
- **Monthly visitors**:
  - 810 (approaching Summer 2023 numbers in the Winter!)
- **Items Checked out**:
  - 1295

ELEVATOR SPEECH:

~15,000 Library holdings
> 8000 Patrons/Visitors in 2023
>700 visitors per month
~1000 books donated per month
1,500 cardholders
40 Circulation Desk & Shelving Volunteers
Library is not sustainable without paid staff

J. Zumwalt February 2024

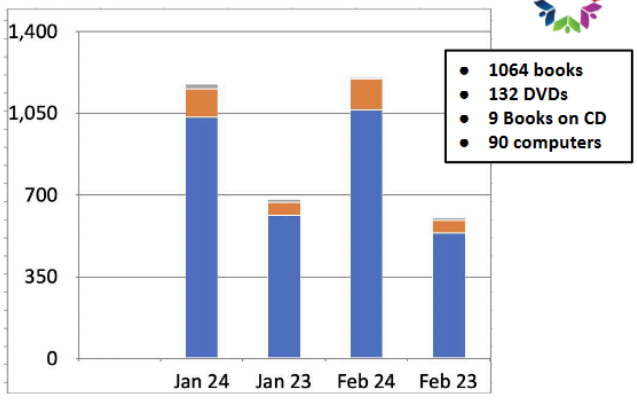
February 2024 numbers for visitors are approaching what we saw in the Summertime last year!



J. Zumwalt February 2024 from daily tallies

2023 monthly mean: 677

Monthly Usage Overview

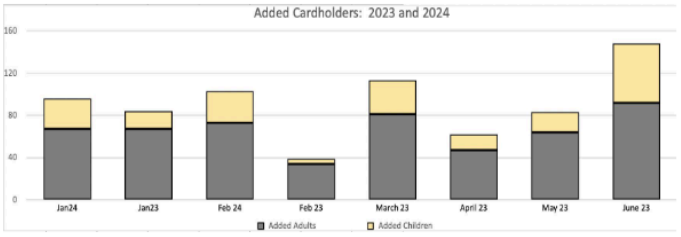


- 1064 books
- 132 DVDs
- 9 Books on CD
- 90 computers

J. Zumwalt February 2024 Circulation Statistics by Material Type

103 new cardholders in February

(Patrons are dropped when their card expires, one year after issue/renewal)



Active Cardholder Count: 1564* (Feb 2023: 1332)

- Card expiration date is greater than February 29th, 2024

J. Vining February 2024 Patron List Report; Statistical report Patrons Added by Report Class

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

248 New Items Added in February

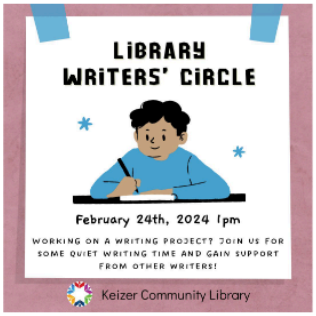
Adult Fiction	65
Newly Published	31
Large Print	15
Children	72
Young Adult	15
Non-Fiction	25
DVDs	16
Spanish	8

Items Added by Physical Location J. Vining Feb 2024

Featured Displays: Black History Month & Lunar New Year

Featured Displays: Blind Date With a Book

Library Events



We have a cute little writers circle developing! 5-7 regular attendees coming to the library monthly to work on writing projects together!

Game night is still happening for the next 2 months! However, it has not been popular recently and we may try something soon.

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

Library Events

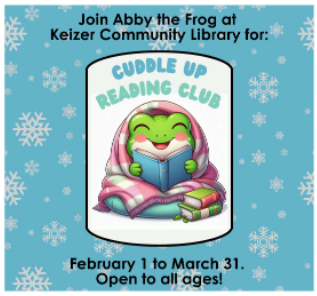
President's Day Book Bingo

21 attendees came to make valentines day cards!

Free Bus Passes

We had 7 attendees at our last fiber arts circle - with 2 moms bringing their daughters and teaching them how to practice a craft.

Cuddle Up Reading Club



- The Cuddle Up Reading Club started in Feb and continues through March.
- People have been really excited about the bingo cards, and a few patrons have already come in to claim their free books and enter to win prizes!

Social Media Updates

- 578 followers on Instagram
- 1057 followers on Facebook
- When we have kids events posted at least a month in advance, it generates more interest and better attendance! For example:
  - 73 people have indicated interest and are following our crafting event on March 22
  - 112 people have indicated interest and are following our Princess Storytime on March 27th
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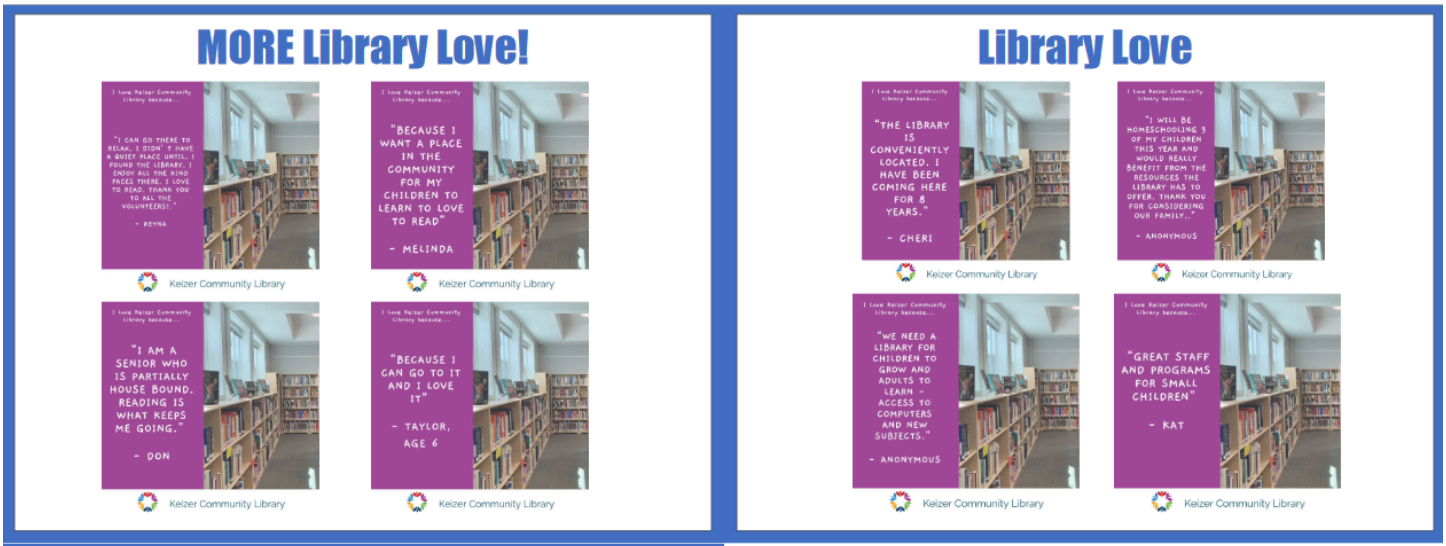
Library Manager's Full Operations Report Continued (see pg. 3 for more information):