Keizer Community Library Board of Directors
Meeting Minutes
(April 11, 2024 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests
Robert Becker, Keizer Heritage Foundation President
Jessi Zumwalt, Library Manager

Motions Passed

- Approval of March Board of Directors Meeting Minutes
- Approval of Gina Pye's nomination to the Board of Directors
- Approval of Board of Directors meeting change from May 9 to May 2
- Approval of changes to Policy Manual (Shown on pgs. 2 and 3 of this document)
- Approval of removal of replacement fee policy for lost books

Minutes (Taken by Kiara Ramsay)

AGENDA ITEM	DETAIL
Call to Order - Barbara Miner	6:34 pm
Building Issues & Updates - Robert Becker	**Building Repairs:** The building is currently undergoing repairs as the last time the building was restored was in 1999. • On Monday, April 15, the installation of insulation in the attic will begin. Work will be from 8 am to 5 pm until it is finished. • On Monday, April 15, the replacement of all lighting for energy efficient lighting throughout the building will begin. The lights in the library will be changed first. • A new ADA door and alarm control system were installed. The codes will be consolidated, so expect new codes for the doors and security systems in the future.

	● A new IT person has been hired and they are working on updating the wifi cables to increase the internet speed. **On Call:** If there are any issues with the building, Rob is the on call person. He can be called or texted at (503) 504-5584
Event Updates - Libby Seil & Betty Hart	**Book Sale** ● Volunteer Help: ○ 3 to 4 volunteers are needed to move books from the storage shed to City Hall for 2 to 3 hours in the morning of Thursday May 16. In previous years, the local Mormon Missionaries have helped, but they are unable this year. Libby is reaching out to see if any other Missionaries are available to help. ○ 3 to 4 volunteers are needed to remove books from city hall after the event finishes on Saturday May 18. In previous years, the local Boy Scout troop has helped. Libby has been unable to get a hold of the Scout Master. Jessi will reach out to our regular volunteers to see if anyone is available to help. ● Rare Book Sale: Libby needs help organizing, pricing, and displaying the rare books. **Coffee with Cathy**: Betty promoted Library Events during the monthly event with the Mayor.
Executive Officers Report - Barbara Miner and BJ Toewe	**Grants Update:** Keizer City 2024-25 Budget ● KCL has put in a request for funding from the Keizer City 2024-25 Budget. KCL asked the city to match up to $30,000 in any donations that are raised from July 1, 2024 to June 30, 2025. ● We don't expect to hear from the city until May at the earliest after the Budget Committee Meeting. During the Budget Committee Meeting, a Board Member will speak on behalf of the library in support of our budget request. **Policy Manual Proposed Changes to Sections 2 and 4 (additions in green):** ● Committee proposed changes (shown in blue and red) that were approved without revision are shown on pgs. 7 - 9 ● Committee proposed changes (shown in green) that were approved with revision (shown in orange) are shown below: ○ Section 2.08.1 Voting by Email The Board of Directors or any committee can conduct time-sensitive votes through email. Voting process is valid when a quorum of eligible voters respond to the proposal. Votes are collected and counted by the President, chair or designate. Results of the vote are distributed to all qualified voters. Results must be included in the meeting minutes.

	○ Section 4.04 ~~Audit~~ End-of-Year Report The Treasure ~~and Library Manager~~ either prepares an End-of-Year Report for the ~~Board at the annual~~ February Board of Directors meeting or contracts a formal audit for presentation. ○ Section 4.11 Unbudgeted Fiscal Requests Unbudgeted expenditure that exceed $500 requires Board approval. Requests for unbudgeted expenditures are presented to the Finance Committee in writing and should include the purpose for the request and the remedy funding would provide. ~~The request is submitted for pre-approval to the finance Committee with will forward the request, with its recommendation, to the Executive Committee.~~ If approved by the Finance ~~Executive~~ Committee, the request will be put to the Board for a vote. ~~The Library's finance policy outlines the process used for unbudgeted fiscal requests that are not part of the approved and budgeted programs. This includes any activity involving internal or external funding.~~ ● Committee proposed changes that need further revision before reviewing again at the May Board of Directors meeting: ○ Section 4.08 Authorized Check Signers ○ Section 4.09 Reimbursements ○ Section 4.10 Contracts ○ Section 4.12 High Value Expenditures ○ Section 4.15.4 High Value Purchases ○ Section 4.15.5 Personal Service Contracts **Replacement Book Fees Discussion:** BJ has suggested that we should remove our replacement fee policy for lost books given that volunteers are responsible for checking books in and are not always consistent and all books are donated so losing a book has no financial loss. The board agreed with BJ's reasoning and voted in favor of removing the replacement fee policy.
Financial Committee Report - Mark Northcutt	**Current Financials:** ● Debit Account: $499.57 ● Checking Account: $43,815.08 ● Savings Account: $50,993.51 ● CD Account: $31,042.57 ● Total: $126,350.73 ● Expenses: $3,552.66 ● YTD Revenue: $13,856.31 ● SBA Loan: $20,010.66 **Updates:**

	• 79% of the year's budget is remaining. • Largest expense this month was $708.29 on new library cards. • There is a $2209.25 pending reimbursement from the city for grant writer services. • As a reminder, committee chairs need to bring expenses over $500 to the board to be voted on.
Library Operations Report - Jessi Zumwalt	See pg. 10 - 13 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 March, there were 981 visitors. 1,579 items were checked out (including computers) - *this is the most items ever checked out in a single month at KCL!* 125 cardholders were added, *which brought our total number of cardholders to more than 1,600 for the first time in the library's existence!* 250 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: Only 1 attendee came to Fiber Arts Circle this month. We will retire it if the April group isn't larger. • The Library Writers Circle: This month's writers group was very small, with only 1 attendee. We will evaluate after April to see if this program should continue.
Children's Programming Committee Report - Kiara Ramsay	**March Events:** • Crafting at the Library - On March 22, we hosted a spring crafts event. There were about 45 attendees. • Scavenger Hunt at the Library & Museum - On March 25, we coordinated with the Heritage Museum to provide a scavenger hunt for all ages. There were about 35 attendees. • Princess Storytime - On March 27, two princesses from the Oregon Fairytale Project hosted a storytime in the theater. 138 people attended. • Drawing at the Library - On March 30, we hosted a guided drawing class. 11 people were registered, but only 2 attended. • Cuddle Up Reading Club - The winter reading program ran from February 1 to March 31. 40 people signed up and 15 of them returned bingo cards to earn their prize. **Upcoming/Ongoing Events:** • March 3 to April 13 - In-N-Out Cover-to-Cover Reading Club

	● 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** ● MAPS Community Foundation approved a $1500 grant to pay for performers and grand prizes. ● A tentative schedule has been set for our Beyond Books programming. Due to an increase in attendance of events, all summer activities will be ticketed. ○ June 19 - Weaving Bookmarks Crafting Activity ○ June 26 - Performance by the Dragon Puppet Theater ○ July 3 - Book Bingo Activity ○ July 10 - Princess Storytime with a Crafting Activity ○ July 17 - Magnet Magic Activity ○ July 24 - Performance by the Children's Educational Theater ○ July 31 - Watercolor Nature Collages Crafting Activity ○ August 7 - Performance by the Magical Mr. Meihoff ○ August 14 - Creating Recycled Windchimes Crafting Activity ○ August 21 - Performance by the Reptile Man ● Marketing will be available to share with the community by mid-May.
Collections Enhancement Committee Report - Cindy Hunt	**Updates on Goal 1- Library space:** ● Weeded approximately 80 books from Adult fiction ● Weeded approximately 40 books from YA **Updates on Goal 2- Acquisitions:** ● Published Amazon and Bookshop wishlists ● Received first three books purchased through wishlist and have received other donated books based on wishlists. ● Focused on cataloging new picture books and junior books to prepare for summer surge. ● 25 new children's graphic novels added in March ● Acquired box of children's books from Weddle elementary school due to relationship building **Updates on Goal 3- Processes:** ● Have prioritized cataloging newly published books ● Addressed surge of "spring cleaning" donations ● Workflow designated spaces in office for cataloging and sorting are working
Adjourned - Barbara Miner	8:32 pm

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Action Items

ACTION ITEM	WHO	WHEN
Upload approved meeting minutes from March to Google Drive	Kiara Ramsay	April 15, 2024

Proposed Changes to Keizer Community Library Policy Manual Approved Without Revision (see pg. 2 for more information):

2.02.3 The Executive Committee assures that the activities of paid employees ~~the Library manager~~ are overseen, advice and support are provided, and that their ~~the Library Manager's~~ performance is reviewed and evaluated.

4 FINANCE owned by Finance committee

Fiscal management is provided primarily by the Treasurer, ~~the library manager,~~ the Bookkeeper, and the Finance Committee. The finance policy and procedures are required to assure that the Library complies with the Internal Revenue Service regulations, State finance law, sound principles of non-profit management, and the framework for fiscal checks and balances.

4.01 Fiscal Agents

4.01.1 Treasurer

The Treasurer is a Board member appointed each year by vote of the Board and serves as Chief Financial Officer of the Library. The Treasurer oversees the Bookkeeper's tracking of funds and financial reports, manages the Library's fiscal resources, reviews bank reports and day-to-day financial records, presents both the annual budget and the year-end analytical financial review to the Board, and manages any library's investments with ~~along with an Investment Committee or~~ the Financial Committee. ~~if there is no Investment Committee~~.

~~4.01.2 Library Manager~~

~~The Library manager works with the Bookkeeper to manage library operational funds. The Library Manager obtains approvals per policy, drafts the annual budget, drafts the year-end analytical report, and serves on the Finance Committee. The Library Manager is not a Board member.~~

~~4.01.3~~4.01.2 Bookkeeper

The Bookkeeper works under the supervision of the Treasurer. ~~and the Library Manager to pay bills and provide reimbursement, receive and deposit funds in bank accounts, track deposits and payments and allocate them to the appropriate account, maintain documentation of financial transactions and provide them for review upon request, reconcile bookkeeping software with bank statements monthly, and report on financial activity and status as requested. The Bookkeeper is a member of the Finance Committee and assists the Library Manager in preparing the annual budget and other reports as requested.~~

~~4.01.4~~4.01.3 Finance Committee

The Finance Committee is comprised of the Treasurer~~, Library Manager and~~ Bookkeeper (as a non-voting member) and at least two additional members approved by the Board. The Finance Committee meets monthly and provides oversight and recommendations to the Treasurer ~~and Library Manager~~ regarding the Library's fiscal activities including the Library budget.

Proposed Changes to Keizer Community Library Policy Manual Approved Without Revision Continued (see pg. 2 for more information):

4.03 Tax Preparation

Annual federal and state tax forms (Form 990N and Form CT-12) are filed by the ~~Library Manager and/or~~ Treasurer. The Oregon Department of Justice CT-12 is due by May ~~November~~ 15 and IRS Form 990N is due by May ~~April~~ 15 of each year.

4.05 Bank Accounts

All Library operating funds are maintained in bank savings and checking accounts. A summary of all operating funds is provided to the Board by the Treasurer ~~Library Manager~~ at the first Board meeting following the end of each month. The checking account is funded each year by transferring the Board approved budget expenditures into this account. Library expenses are paid from the debit card and checking account. The savings account serves as the Board's general fund and~~.~~ ~~a~~All revenues from any source are deposited into the general fund for disbursement by the Board.

4.06 Reserve Funds

Funds in excess of those required for annual operations are designated as reserve funds. Reserve funds may be held in a variety of investments designed to protect and grow those funds. Investment opportunities will b~~e recommended by the Investment Committee,~~ vetted by the Finance Committee, and recommended to the Board for approval. All investments will comply with *Section 4.15 Non-Permitted Activities*, below.

4.07 Record Keeping

The Library's financial records are kept in compliance with the Library's records retention policy (Appendix 1).

~~4.12~~4.13 Revenue

~~4.12.1~~4.13.1 Patron Fees

Patron fees are recommended by the Finance committee and approved by the Board.

~~4.12.2~~4.13.2 Grants and Contracts

The Library can apply for grants and may also enter into contracts following 2/3 approval of the Board. Procedures are outlined in the Finance Policy.

~~4.12.3~~4.13.3 Loans

The Library can apply for loans following 2/3 approval of the Board. No loans will be made by the Library to any other entity or individual.

~~4.13~~4.14 Exclusive Use

All assets and earnings of the Library are used exclusively for its exempt purposes. No part of any earnings can benefit any employee or volunteer or be distributed to its Directors, officers, or any other private person. The Library can pay reasonable compensation for services.

~~4.14~~4.15 Purchasing

~~4.14.1~~4.15.1 The Keizer Community Library is an integral part of the Keizer community and whenever feasible, materials, supplies, and services for the library should be purchased from local businesses.

Proposed Changes to Keizer Community Library Policy Manual Approved Without Revision Continued (see pg. 2 for more information):

~~4.14.2~~4.15.2 Purchasing Agents. The Treasurer and the Library Manager are the purchasing agents for the Library, as directed by the President and Board of Directors. Other Board officers may be issued credit cards and authorized to make purchases on behalf of the Library.

~~4.14.3~~4.15.3 Fixed Assets Items valued at less than $300 per unit are considered "expendables" and will not be included on the Library's fixed asset inventory.

~~4.15~~4.16 **Non-permitted activities**

The Library is a tax-exempt organization as defined by Section 501(c) (3), Internal Revenue Code 1986. The Library is therefore prohibited from certain activities which might jeopardize its tax-exempt or private foundation status. These activities include:

~~4.15.1~~4.16.1 Make any investments that may be subject to tax under Section 4944, Internal Revenue Code 1986.

~~4.15.2~~4.16.2 Make any taxable expenditure as defined in Section 4945(d), Internal Revenue Code 1986.

~~4.15.3~~4.16.3 Fail to distribute its income for each taxable year at such time and in such manner as to not become subject to the tax on undistributed income imposed by Section 4942, Internal Revenue Code 1986.

~~4.15.4~~4.16.4 Retain any excess business holdings as defined in Section 4943-c, Internal Revenue Code 1986, or the corresponding provisions of any future Federal law.

~~4.15.5~~4.16.5 Engage in any act of self-dealing as defined in Section 4941(d), Internal Revenue Code 1986.

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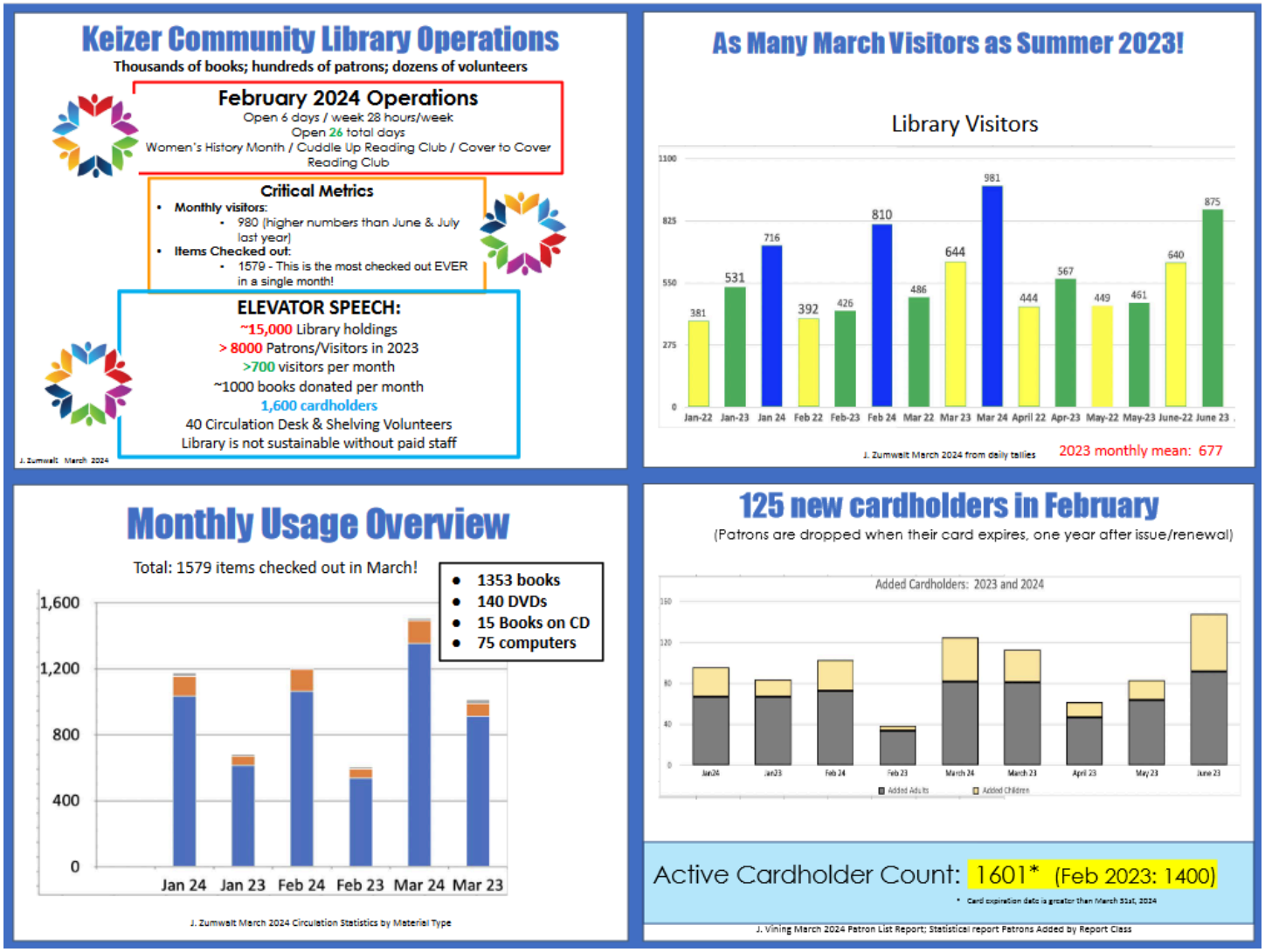
Library Manager's Full Operations Report (see pg. 4 for more information):



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Library Manager's Full Operations Report Continued (see pg. 4 for more information):

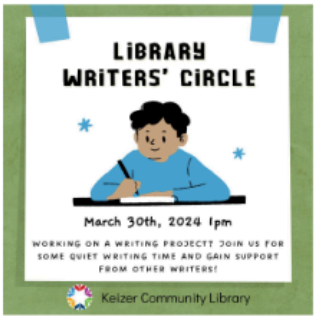
250 New Items Added in February

Adult Fiction	22
Newly Published	12
Large Print	0
Children	151
Young Adult	13
Non-Fiction	12
DVDs	4
Spanish	21

Items Added by Physical Location J. Vining March 2024

Featured Events

Library Events



This month's writers group was very small, with only 1 attendee. We will evaluate after April to see if this program should continue.

Princess storytime was a HUGE success and also brought new challenges to light. 57 adults, and 83 children.

Library Events

The Scavenger Hunt was well attended with at least 30 participants!

Only 1 attendee came to Fiber Arts Circle this month. We will retire it if the April group isn't larger.

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Library Manager's Full Operations Report Continued (see pg. 4 for more information):

Library Events

We had about 45 attendees at this event! Crafting is a huge draw for patrons.

This event sparked good local interest online, and had 11 people register. However only 2 showed up on the day.

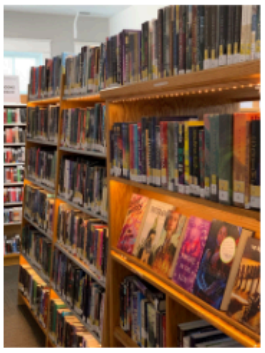
Cover to Cover Reading Club

- The Cover to Cover Reading Club runs March 1-April 13th for Children ages 4 to 12.
- Children fill out their reading log as they read books
- When they have read 5 books or read for 300 minutes, they bring in their reading log to the library for an In-N-Out gift card. They may earn up to three gift cards.

Social Media Updates

- 594 followers on Instagram
- 1118 followers on Facebook
- Certain events can become very popular locally with enough advertising time (particularly children's events). We are moving towards a ticketing model for events with limited space/supplies to manage this.

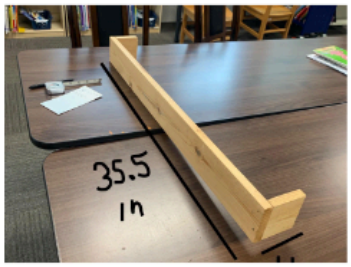
New Lights in Young Adult Section



I am working on increasing the circulation of our Young Adult collection. To help with this, we purchased some battery operated "fairy" shelf lighting to brighten the aisle and create a draw to the area. We also purchased some rechargeable batteries to keep this a low-cost feature for the library.

Library Manager's Full Operations Report Continued (see pg. 4 for more information):

New DVD Shelf Backing



This has been a long term project that volunteer Kim & her husband are helping us to create. They are cutting us plastic backing (for free!) for the shelves so that DVDs stop falling back behind the shelves and are easier to keep neat and tidy.