Keizer Community Library Board of Directors Meeting Minutes

(September 12, 2024, 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests

Maribel Monroy,
KCL Outreach Coordinator
Elizabeth Barraza, Library Manager
Shaney Starr, City Liaison

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve the August 2024 Board of Directors Meeting Minutes as submitted with a correction indicating Betty Hart was an excused absence.

Call to Order - Barbara Miner	6:38pm ● Motion to approve the August 2024 Board of Directors Meeting Minutes as presented with a correction indicating Betty Hart was an excused absence. ● Volunteer hours: Volunteer hours should be reported to Gina by emailing the form here or by sending a simple email to Gina@keizerlibrary.org.
Review Action Items – Gina	● Short discussion ensued regarding the status of the action items from the August agenda.
Announcements – Barbara Miner	See pages 6 & 7 of this document for the KCL Events & Cultural Calendars which were distributed at the meeting. ● The Cultural Calendar, owned by Rob, is for open hours and building events which includes locations in and outside the building, e.g. on the patio. If you have an event, contact Barbara, who will add it to the calendar. Elizabeth "owns" the KCL Events Calendar. Board members may want to add the calendar to your phone for easy access. ● Christmas at the Cultural Center: KCL will host a "Santa" event for children on November 23 during open hours. Santa hours will be determined once we locate our Santa. Shaney recommended we contact Dave to play Santa. ● The Heritage Museum has offered the use of a volunteer for one month. Projects are being solicited. ● The new storage door code is the same as the library door: 2370#

	• October 10 No Host Annual Dinner Meeting: Mark will be present. Committee Chairs: Please bring short reports presenting an overview of responsibilities, accomplishments to date and what might be accomplished with more board members. A quorum must be present to hold an election of officers. Location: La Hacienda on River Road. Please arrive by 5:30; dinner will be served at 6:30pm.
	• Jamie Hinsz has resigned from the Board as she is relocating to Wilsonville. Today was intended to be her last meeting.
	• Board member upcoming vacations
	  • Sept 19 - 24 Gina
	  • Sept 21 - 28 Libby
	  • Sept 28 - Oct 6 Barbara
	  • Oct 16 – 21 Gina
	  • Nov 11 - 22 Libby
	  • Nov 19 - Dec 3 BJ

City Council News – Shaney	• October 1 at 5:00pm Turf Fields Ribbon Cutting Celebration: Paving, restrooms and concessions still need to be completed; but the fields are usable and ready to go. All info is available on the City's Facebook and Instagram. Please RSVP if you plan to attend. • Board Training: Shaney offered to train Board Members and proposed a six hour day: 9am-3pm on a Friday or Saturday with lunch. Possible dates will be submitted. Shaney will create an anonymous survey before the Board training to permit her to hone in on specific skills.
Bilingual Outreach - Maribel	• See page 8 of this document for the "Usage of Spanish Books" report. The number of books checked out has increased fourfold in every category. • See page 9 for the "August 2024 Report". • The September 20 event agenda includes many activities. For example: Art in Stones was a 3-hour event with 8 children. Maria will make tamales and aguas fresca for the September 20 fiesta from 5:30-7:30pm. Bookmarks will be given to attendees. The event will feature dancers, book bingo/lotteria, a pinata, etc. Invitations with pictures of the dancers will be posted on our social media. Elizabeth will add the library address to the September 20 flyer. Posters will be distributed for the schools to post. • Maribel and Elizabeth will publish a double-sided bilingual event calendar. • Barbara and Maribel attended the September 11 Weddle event where a few families signed up for library cards. • It was suggested that a marketing template be developed for advertising KCL events. Shaney suggested Karen Holten, a grant writer who also does graphic design, may be able to create a template. • Elizabeth will order a bilingual tablecloth based on input from Mayra, who ordered the first tablecloth. • Paula will broach the idea of Russian Storytime to the local Russian community to gauge interest.

Keizer Community Library Board of Directors
Meeting Minutes
(September 12, 2024, 6:30 p.m.)
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Communications Committee – BJ	• With Jamie Hinsz's resignation, there is a need for someone to chair, take the minutes and keep the committee on track. The website will be administered by Elizabeth. Katrina also helps with Communications activities. • More volunteers are needed in the Library. Elizabeth will share the flyer draft with Barbara before posting. • Shaney suggested future exit interviews of KCL volunteers, employees and board members be conducted by a non-board member using a standard template. She will consider the position. • It was suggested that new Board Members be solicited from Kennedy School's PTA; perhaps someone who also possesses communication skills.
Operations - Elizabeth	• See pages 10-12 for the Library Operations report which was distributed at meeting and demonstrates continuous growth over 2023. Note: The color coding will be corrected to reflect volunteer shifts and Storytime hours. • August had 1,110 visitors: a 17% increase over August 2023. • Elizabeth has encountered 23 Spanish speaking families in August, for an average of six per week. • 1,765 items were checked out: 1,530 books, 120 DVDs, 6 CDs and 109 computers. Volunteers will be reminded to check the computers in and out. • Volunteer update: 206 volunteer hours working the circulation desk, shelving, and helping with donations sorting. (Elizabeth's desk hours are not included.) • There were 1,611 Active card holders. • New Developments/Additions: A new library card pick up box is in place. One shelf has been dedicated as a place to put books before they are checked in. Elizabeth and Cindy to discuss ordering new scanners as one has been problematic. • Further discussion needed on the suggestion to place internal mirror(s) in the library to more easily view the computers. • Summer Reading Program: We received positive input from parents who appreciated the program during the summer saying it motivated reading. • A lot of parents like the early reader selection.
Children's Committee - BJ	• See pages 13-14 of this document for the "August 2024 Summary" distributed at meeting which includes upcoming holiday plans. • The Summer Reading Program was a great success! We are currently planning the June 16-September 6, 2025 Summer Reading Program. The process will be streamlined for volunteer participation. The entire program came in under the $3K budget. • Keizer City Council will consider our requested event dates at their Monday night meeting. BJ will be present to answer any questions. • The Cuddle Up Reading Program has been rescheduled to start in December. • Future event flyers will be published with bilingual translations. • Suggestion to display a 5 foot banner at all KCL events, e.g., children's events and the upcoming book sale.
Collections Committee - Cindy	• Collections Status Summary: Due to vacations, August was a slow month. 169 books and DVDs were added; almost 50% were children's with 18 adult and 26 Spanish books.

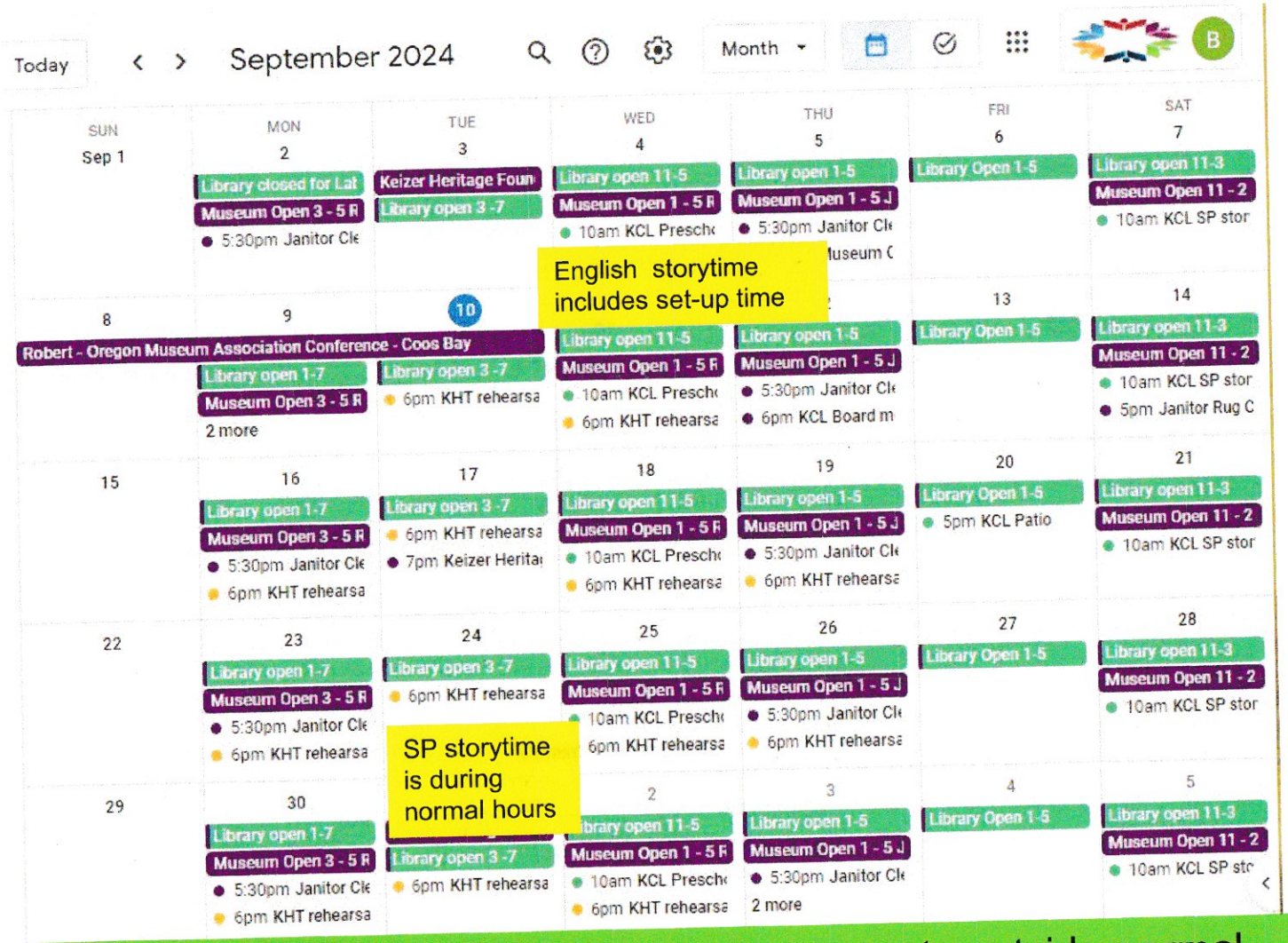
	• With the Oregon Battle of Books Grant we will receive a total of 44 new books. Our first (high school) box was received today. K-8 books are anticipated soon. Note: High schoolers have already been asking for the books. Displays and social media are forthcoming. • New Book Adult Section: 115 books were checked out in August compared to 31 in 2023; the other areas are holding steady. To date, the most popular book in 2024 has been The Women by Kristen Hannah. • Our Wish List continues to provide a steady stream of donated books, thanks to publicity in our monthly newsletter and the donation page on our website. • Walk-In Donations are still being accepted.

Executive Report Barbara	• Gail is tracking the OCF and Spirit Mountain Grants to keep the Board on track with deadlines, reports, etc. For example, the Spirit report is due next month.
	• Gail is developing a timeline of annual due dates and deadlines of events, activities, etc.
	• Public Library Status: BJ has completed the required report to be submitted to the State Library requesting public library status.
	  ◦ Before submittal, a City Council Resolution is needed stating KCL is the "City Library". Shaney will assist in this effort before the end of the year. Board Members are encouraged to attend the Council meeting when the resolution is presented for approval.
	  ◦ After obtaining Public Library status, we need to meet a preponderance of 164 minimum conditions to become a member of CCRLS. We currently meet 136 of the 164 minimum conditions required. As we move ahead, we can meet more.
	  ◦ Going forward a strategic plan/rolling list of annual goals and objectives needs to be established. Basically, a 'living document' to guide us in developing a better organization which can be reviewed annually.
	• Summer Lessons Learned: As the lack/hiring of a new Library Manager and absent Treasurer have demonstrated, a robust Summer plan is needed to handle the activities and number of events. Committee backups are needed, e.g., each committee should have a Vice Chair.
	• Board Member Recruitment: We need to develop a matrix that identifies Board Member skills.

Financial Report – Paula	See page 15 of this document for report distributed at meeting. • A financial report will be available in November. We are well within our budget, with greater than $60K in our bank account which will carry us midway through 2026. • 2025 Budget: Committees to present (either in person or in writing) 2025 budgets to the 4:30pm October 7th Finance Committee Meeting, without depending on continued funding from current grants/organizations. • There was some discussion regarding the pros/cons of this committee meeting monthly vs quarterly. • BJ will meet with Jamie to discuss the Annual Appeal plan/timeline/duties.
Community – Libby	• Community Dinner: Very successful event! $393.75 of the $500 budget was spent. Libby to be reimbursed $43.75. Advertising was a success! Need to

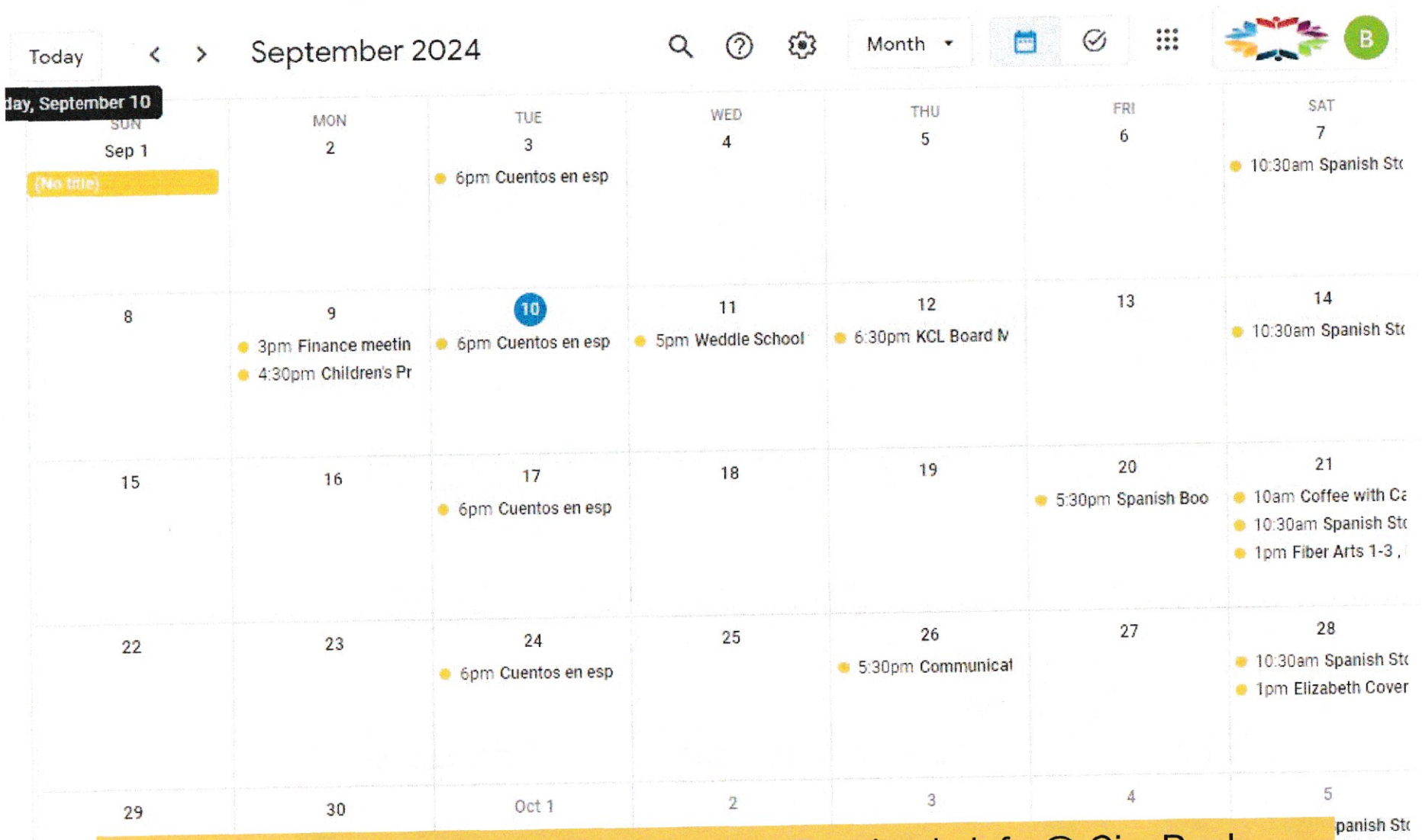
	have volunteer applications available next year. Several people (7-8) signed up for library cards and someone expressed interest in becoming a volunteer. Libby to check if April 2025 is available for our next event as it is National Library Month. ● October 17, 18 and 19 Book Sale: Barbara and Libby to meet with Steve next week to discuss further. Elizabeth will recruit volunteers. Libby will ask if Rotary is available to assist with hauling books in and out. Libby will reach out to the Book Sale Finder to obtain bright yellow advertising space so that our advertisement stands out. Note: Our May event raised over $4K. Some of the contributing factors may have been: No school on Friday, advertising in the Book Sale Finder and the antique books. BJ and the Communications Committee will advertise/market the event. ● October 7 Keizer Fire Open House: BJ and John will represent the library. Mayra will ask Maribel to attend. ● Shaney added the City's August 31 "Blast BBQ" near the splash pad would be a good opportunity to have a library table next year. She is lunching with the Chief on Monday and will try to get the dates for advance planning purposes.
ADJOURNMENT	8:20pm

Cultural Center Calendar for Library, Museum & Theater
Used for scheduling work in the building that affects all tenants
Send info to BARBARA.



Library notices are in green: open hours, events outside normal hours, usage of patio. Hours include set-up and take-down times.

KCL EVENTS calendar. All events described with start time
Owner: Elizabeth



All events should be posted on website & Facebook; info @ Circ Desk

Keizer Community Library
Bilingual Outreach Coordinator, Maribel Monroy

August' 2024 Report

Meetings & Events I Attended;

- Latino Business Alliance monthly meeting.
- Art in stones event on the library patio with Mrs. Contreras.
- Children's program committee meeting.
- Children's book presentation by Mitzeline, a Spanish book writer.
- Budget expenses meeting.
- Meeting with Amador Aguilar (latino community development) cultural event planning.
- Monthly Check In with Mayra Rosales

New Community Partner's

1. Mitzeline Gonzalez (Local author and writer)
2. Tiffany Striebeck (Weddle PTC President)
3. Mike Jansen (Woodburn Library manager)
4. Vanessa Contreras (Latino Club at McNeary HS)
5. Maria Bolin (New volunteer)

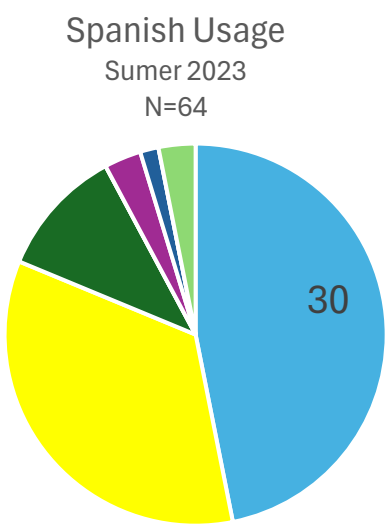
New Updates and upcoming events

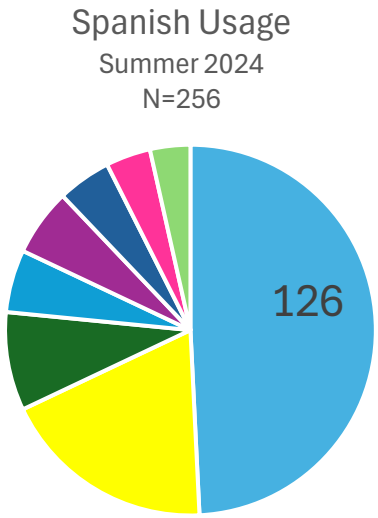
- LBA Membership Approved.
- Organizing and looking for volunteers for the cultural fiesta. **Maria Bolin** will donate 80 tamales and aguas frescas. She will lend us amazing decorations for the traditional cultural fiesta.
- Trying to find donated books in Spanish to award as prizes for the cultural night, I met with Mike, director of the Woodburn library.
- Send links of our September events to Weddle, Kennedy, Keizer and Hayesville Elementary Schools.
- Multicultural event agenda is available.

Usage of Spanish Books

COMPARING SUMMER 2023 AND 2024

The number of Spanish books that were checked out increased by 4x in A.M. (after Mirabel). In both years, the SP Picture Books are the most used, followed by SP Early Reader and Jr Fiction.





The usage increased in all categories in 2024 and breadth of categories also increased – some SP Adult non-fiction and SP YA fiction were checked out.

	June 1 - August 31		
Item Report Class	**2023**	**2024**	
Sp Picture Books	30	126	
Sp Early Reader	22	48	
Sp Junior Fiction	7	22	
Sp YA Fiction	0	14	
Sp Fiction	2	15	
Sp Junior Nonfiction	1	12	
Sp Non-Fiction	0	10	
SP Children Graphic Novels	2	9	
	64	**256**	**4.0**

Keizer Community Library Operations

Thousands of books; hundreds of patrons; dozens of volunteers

August 2024 Operations

Open 6 days / week 28 hours/week
Open **27** total days

Critical Metrics

- **Monthly visitors:** 1110 patrons
  (17% increase from 2023 last year being 1041)
- **Spanish Families:** 23, average 6 families per week*
- **Items Checked out:** 1765 items
- **Circ Desk Volunteer hours:** 206 (from calendar)
  *not including Elizabeth covering desk.
- **Active Card Holders:** 1611
  *not including week 1 of august, no data was collected.

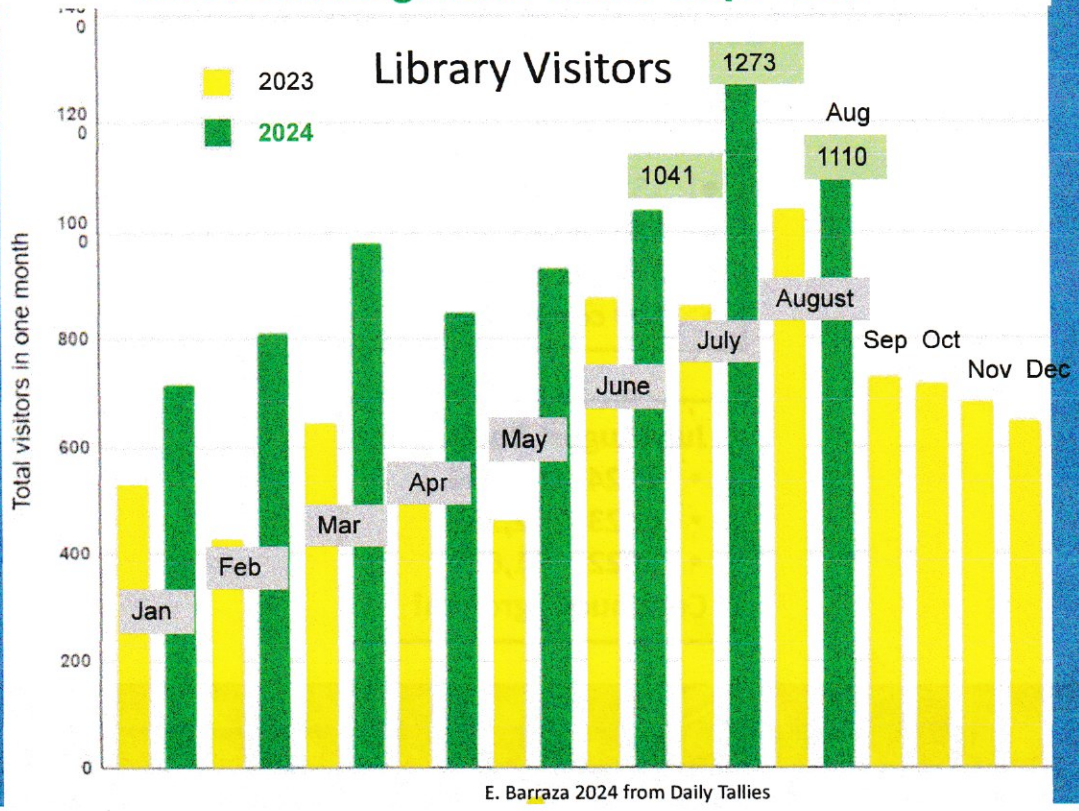
ELEVATOR SPEECH:

- **Continuous growth since reopening in Sept 2021 Children's Events result in more people in library & more books checked out**
- **~15,000 Library holdings >95% donated by the community**
- **~1000 books donated per month**
- **~ A little more than 1,600 active cardholders**
- **~40 Circulation Desk, Shelving & Sorting Volunteers**

E. Barraza August 2024

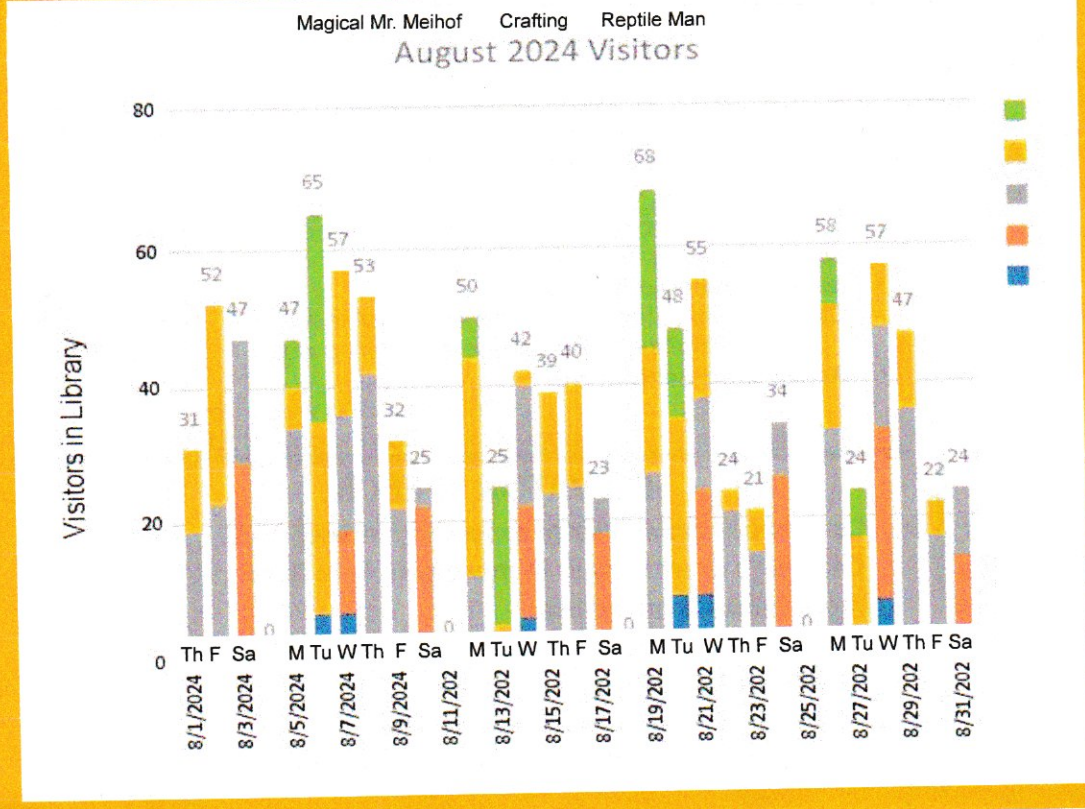
Monthly Visitors: 2023 and 2024

continuous growth since Sept 2021



E. Barraza 2024 from Daily Tallies

Daily Visitors: August 2024



Monthly Usage Overview

Total: 1765 items checked out in August

- **1530 Books**
- **120 DVDs**
- **6 Books on CD**
- **109 computers**

July-August Books Only

- **2024 2,936**
- **2023 2,185**
- **2022 1,639**

Continuous growth!

E. Barraza August 2024 Circulation Statistics by Material Type

August Events

Magical Mr. Meihoff 08/07
Crafting 08/14
Fiber Arts Circle 08/17
Reptile Man 08/21
Writers Circle 08/24

Children's Programming Committee
August 2024 Summary

August Events Recap

The Magical Mr. ~~Meihoff~~ Mark Performance (Wednesday August 7 at 3 pm) - 73 participants (45 children and 28 adults) attended to watch a magic show performed by Mark Bethimer, who kindly stepped in when Mr. Meihoff was unavailable. 57 participants came with tickets. One volunteer helped with the event for a total of 3 hours.

The First Chapter (Monday August 12 at 3 pm) - 8 participants (4 children and 4 adults) attended to create page poetry with Kiele Jarnigan.

Crafting at the Library (Wednesday August 14 at 3 pm) - 49 participants (34 children and 15 adults) attended to create windchimes out of yarn, egg cartons, and beads. 6 volunteers helped with the event for a total of 12 volunteer hours.

The Reptile Man Performance (Wednesday August 21 at 3 pm) - 177 participants (108 children and 69 adults) attended to watch a performance by the Reptile Man. 104 participants came with tickets. 1 volunteer helped with the event for a total of 3 hours.

Summer Reading Program 2024 - 191 of participants registered for the program (last year 155 children registered). Participants received prizes for every five stickers (five days of reading) on their logs. At 25 and 50 stickers, participants were entered for a grand prize drawing. There were 103 entries for grand prizes. At 50 stickers, participants also received a free book and a completion certificate. As of September 7, 46 completion certificates had been handed out.

10 events/activities were hosted for the Beyond Books portion of the program (last year 8 were hosted). To ensure there were enough supplies/seats, free tickets were handed out two weeks in advance of each event. There were a total of 791 participants at the events with an average of 50 participants for events hosted by library volunteers and an average of 108 participants for events hosted by performers (last year there were about 600 total participants in Beyond Books events). At least one library volunteer was present to help with each performance and at least two for library hosted events.

$2000 was budgeted for the Summer Reading Program. $1500 of the budget was donated by MAPS Community Foundation for performers and grand prizes. $500 of the budget was allocated from the Children's Events line item of the Keizer Community Library budget.

A total of $1,843.14 was spent as follows:

- $1,175 on performers
- $300 on grand prizes
- $248.32 on program materials (logs, stickers, flyers, etc.)
- $96.84 on weekly prizes
- $13.98 on craft supplies for Beyond Books (most of the supplies were donated by library volunteers - about $35 worth of supplies per event)

Upcoming Events & Programs

Crafting at the Library (Friday October 11 from 1 to 3 pm in the Library) - Drop in event, in which kids will paint rocks as monsters, bats, pumpkins, etc. Event capacity is 30 children.

Princess Storytime (Friday October 25 at ? in the Keizer Homegrown Theater) - Volunteers from the Oregon Fairytale Project will dress as Cinderella and the Evil Stepsisters and read Halloween stories. Event capacity is 85 participants.

Crafting at the Library (Monday November 11 from 1 to 3 pm in the Library) - Drop in event, in which kids will create and decorate two patriotic pinwheels - one to take home and one to decorate the outside of the library in honor of Veteran's Day. Event capacity is 30 children.

Crafting at the Library (Friday November 29 from 1 to 3 pm in the Library) - Drop in event, in which kids will create a paper leaf wreath and write what they are thankful for on each leaf. Event capacity is 30 children.

Crafting at the Library (Friday December 6 from 1 to 3 pm in the Library) - Drop in event, in which kids will create winter decorations. Event capacity is 30 children.

Cuddle Up Reading Club (December/January)

Princess Storytime (Friday December 27 at ? in City Hall)

Book Bingo (Monday December 30 at ? in ?)

Crafting at the Library (Friday January 3 from 1 to 3 pm in the Library) - Drop in event, in which kids will create popsicle stick snowflakes. Event capacity is 30 children.

Summer Reading Program 2025 (Monday June 16 to Saturday September 6) - The national theme is "Level Up At Your Library/Subir De Nivel en tu Biblioteca". We plan to host 11 Beyond Books events in addition to the Summer Reading Program - 7 library created/hosted events on the patio and 4 performances in city hall.

	Internal Use Only			August 2024 Financial Report								
Budget Item	Beginning Budge Balance	Expenditure total	Net Budget Balance to next month	Percentage of Budget Remaining	Budget Balance to trf to next month	Budget Categories	Budget for 2024	Descriptive notes on expenditures as needed				
Admin						Admin				Bank Balances		
Exec team Discretionary	$1,500.00	$0.00	$1,500.00	75.00%	$1,500.00	Exec team Discretionary	$2,000.00		Debit	$645.14		
SBA Loan	$840.00	$140.00	$700.00	41.67%	$700.00	SBA Loan	$1,680.00		Checking	$27,942.07		
Rent	$308.80	$193.90	$114.90	12.77%	$114.90	Rent	$900.00	August/September	Savings	$72,069.97		
Fixtures	$509.55	$0.00	$509.55	72.79%	$509.55	Fixtures	$700.00		CD	$31,388.80		
Insurance	$858.00	$0.00	$858.00	50.47%	$858.00	Insurance	$1,700.00					
Fees	$200.83	$50.00	$150.83	37.15%	$150.83	Fees	$406.00	State of Oregon				
Subsccriptions	$128.17	$16.76	$111.41	63.66%	$111.41	Subsccriptions	$175.00	Tracfone	Total	$132,045.98		
Library Mgr						Library Mgr						
Salary	$16,064.00	$1,133.00	$14,931.00	53.94%	$14,931.00	Salary	$27,680.00		Revenue			
Criminal Checks	$265.50	$0.00	$265.50	88.50%	$265.50	Criminal Checks	$300.00		Bank Interest	$73.05		
Volunteer Mgmt	$300.00	$0.00	$300.00	60.00%	$300.00	Volunteer Mgmt	$500.00		Circ Desk	$0.00		
Office Supplies	$408.56	$235.89	$172.67	10.79%	$172.67	Office Supplies	$1,600.00		Kiosk	$0.00		
Printing	$460.52	$0.00	$460.52	54.18%	$460.52	Printing	$850.00		Square	$25.71	Monthly copying grant	
Publicity	$291.70	$0.00	$291.70	29.17%	$291.70	Publicity	$1,000.00		Book Sales	$19.00		
Fund Raising						Fund Raising			Other Donations	$31.00		
Book Sale	$344.00	$0.00	$344.00	68.80%	$344.00	Book Sale	$500.00		Total for Month	$148.76		
Book Storage	$1,309.00	$187.00	$1,122.00	50.00%	$1,122.00	Book Storage	$2,244.00					
Grant Prep	$0.00	$0.00	$0.00	0.00%	$0.00	Grant Prep	$0.00		Prior Month	$19,939.12		
Programs						Programs						
Library Collection	$1,731.13	$0.00	$1,731.13	86.56%	$1,731.13	Library Collection	$2,000.00		YTD Total	$20,087.88		
Summer Program Bilingual Coordinator	$6,312.00	$801.00	$5,511.00	73.48%	$5,511.00	Children Events	$3,000.00					
Bilingual Outreach	$185.13	21.66	$163.47	32.69%	$163.47	Special Events	$2,000.00		SBA Loan Balace	$31,059.85		
Children Events	$1,969.99	$0.00	$1,969.99	65.67%	$1,969.99	Adult Literacy	$500.00					
Special Events	$2,000.00	$480.00	$1,520.00	76.00%	$1,520.00	Publicity	$1,000.00	St Edwards Dinner/Gilbert House Pass	Grants		Balance Remaining	
Adult Literacy	$500.00	$0.00	$500.00	100.00%	$500.00	Technology			City of Keizer	$15,000.00	$12,790.75	
Publicity	$700.00	$0.00	$700.00	23.33%	$700.00	Equipment	$3,000.00		Betty Hart	$500.00	$500.00	
Technology						Software	$2,000.00		Spirit Mountain	$7,500.00	$5,511.00	
Equipment	$3,000.00	$0.00	$3,000.00	14.97%	$3,000.00	IT Services	$2,800.00		Epping Grant	$5,000.00	$5,000.00	
Software	$419.24	$0.00	$419.24	20.96%	$419.24				MAPS	$1,500.00	$667.46	
IT Services	$160.00	$0.00	$160.00	0.27%	$160.00		$58,535.00		City of Keizer	$30,000.00	$30,000.00	
									Totals	$59,500.00	$54,469.21	
	$40,766.12	$3,119.21	$37,506.91	64.08%	$37,506.91							