Keizer Community Library Board of Directors
Meeting Minutes

(October 10, 2024 6:30 p.m.)
(La Hacienda Real, 5024 River Road N, Keizer, OR)

Attendance

Board Officers	Board Members	Absences
Barbara Miner, President	Paula Guiles	
BJ Toewe, Vice President	Betty Hart	**Guests**
Gina Pye, Secretary	Cindy Hunt	Maribel Monroy, Bilingual Outreach Coordinator
Mark Northcutt, Treasurer	Kiara Ramsay	
	Mayra Rosales Rodriguez	
	Libby Seil	
	Gail Steimle	

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve the September 12, 2024 Board of Directors Meeting Minutes as presented with Betty Hart's absence noted.
- Motion to approve the re-election of 2024 officers to 2025:
  - President: Barbara Miner
  - Vice President: BJ Toewe
  - Treasurer: Mark Northcutt
  - Secretary: Gina Pye
- Motion to approve Betty Hart's board member term for another three years (October 2024 – October 2027)
- Motion to extend BJ Toewe's board member term for another (one) year (November 2024 – November 2025)

Call to Order - Barbara Miner	5:55pm ● Motion to approve the September 12, 2024 Board of Directors Meeting Minutes as presented with Betty Hart's absence noted. ● Volunteer hours: Future volunteer hours should be reported to Gina or by inputting the information here. Reminder: Our volunteer hours count toward the Spirit Mountain Grant.
Executive Report – Barbara Miner	● Board member upcoming vacations: ● October 16-21 Gina ● November 11-22 Libby ● November 19-Dec 3 BJ ● Elizabeth has been updating the KCL website; however, the structure needs to be updated for easier access and usability.
Nomination and Election of (2025) Officers – Barbara	● Motion to approve the re-election of 2024 officers to 2025: ● President: Barbara Miner ● Vice President: BJ Toewe ● Treasurer: Mark Northcutt ● Secretary: Gina Pye ● Motion to approve Betty Hart's term for another three years (October 2024 – October 2027)

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	● Motion to extend BJ Toewe's term for another (one) year (November 2024 – November 2025) ● Barbara will update the roster to reflect the officer and board term changes.
Upcoming Events & Help Needed	See page 4 of this document for "Upcoming KCL Events & Deadlines" list distributed at meeting ● Oct 13: Library Intern (Milly) begins for six-week rotation ● Oct 17-19: Book Sale: Rotary will help set up and break down. Missionaries will assist 10/17. Boy Scouts will help with breaking down. Volunteers are needed at City Hall to help set up, beginning at 11:00am on 10/17. More Cookbook tables are needed. Note: Pottery donations will be available for sale. BJ to work on a press release for the Keizer Times. ● Oct 25, Disney Princesses in the Theatre, 12:30 & 1:30. ● Oct 31: Dia de los Muertos Mural Set Up: Mayra to send email soliciting help with the altar. The altar will remain set up for one week. ● Nov 2, 4-6pm: Tickets are available now. Tamales, pan dulce and hot chocolate will be available. Face painting will be offered. Note: The library will remain open until 6pm. ● Nov 4 – Dec 31, Annual Appeal, with a goal of $10,000: Gail will solicit volunteers and donors via email. Elizabeth has created marketing media. Monthly donations can now be submitted online. Large posterboard "thermometer" needed to display progression. BJ will work on a press release for the Keizer Times. ● Nov 9, Board Training, 9-2, Location: Keizer Fire Hall. ● Nov 11, 1-3, Children's Veteran's Day Craft: Patriotic Pinwheels ● Nov 14, Board Meeting: Draft 2025 budget will be presented by Mark. Committee Chairs to send proposed line item amounts to Treasurer@keizerlibrary.org. Executive Committee to review Publicity/Communications budget "owners". ● Nov 23, Santa Claus at KCL: Linda Baker is providing Santa and his chair. Decorations and a craft are needed. ● Nov 29, "Thankful Wreaths" Craft, 1-3.
Board Recruitment – Barbara	● The West Keizer Neighborhood Association may be interested in joining our Board. However, there is a problem with conflicting meeting dates. In the meantime, they've asked to be notified if/when it would be helpful to attend City Council meetings to support KCL. ● Nov 14 Board Meeting: Discuss changing our regular meeting date.
Financial Report – Mark	See page 5 of this document for the report distributed at the meeting. KCL remains in good financial condition. ● Betty to provide Mark with the necessary information so he can assist in solving the problems with her Facebook donation. ● Square isn't currently linked to our website. Elizabeth to investigate & remedy.
Bilingual Outreach Report – Mayra	● See page 6 of this document for Maribel's report distributed at the meeting. ● KCL has two new preschool/day care affiliations.

	● A new library card type, "Organization", has been developed which allows up to 100 books to be checked out to the Organization, not to the individual children at the respective organization site.
Collections – Cindy	See pages 7-10 for the "Collection Committee Report to the Board" distributed at the meeting. ● Spent monies ($1,010.64) are being spread further through a "treasure hunt" of various sites. ● 1,991 books, DVDs and CDs were added from Jan – Sept 2024 which is equivalent to $30,000 in value. ● The Collections Committee is soliciting new members.
Children's Committee Report – Kiara	See page 11 of this document for the "Children's Programming Committee" report presented at the meeting. ● Programming is limited by space constraints. ● Keizer City Council has approved our requested facility use dates through the end of the 2025 Summer Program.
Other Business - Operations Report	● See pages 12-14 of this document for the "Library Operations" report presented at the meeting. ● Two new volunteers have started: Kristi & Amanda
Adjourned - Barbara Miner	7:40pm

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Upcoming KCL Events and Deadlines

October 13th	Library Intern starts for six weeks *Cindy, ?? (Barbara)*
October 17th	Preparation for Book Sale **Libby**
October 18th	Book Sale Open to Public 9 to 5 **Libby**
October 19th	Book Sale Open to Public 9 to 4 $5bags @2 **Libby**
October 25th	Disney Princesses in the Theater 12:30 and 1:30 **BJ**
October 31st ?	Creation of Dia de los Muertos altar **Mayra**
November 2nd	Dia de los Muertos. Art Classroom 4 pm. Tickets required. Set up at 3? *Needs promotion.* **Mayra**
November 4th	Annual Appeal Begins **Gail**
November 9th	Board Training 9 to 2 *We have no room reservation for this*.
November 11th	Children's Veteran's Day craft – pinwheels outside Cultural Center
November 14th	Board mtg. Draft 2025 budget presented by Mark. Committee chairs need to send proposed line item amounts to Mark. **Kiara, Cindy**
November 23rd	SANTA CLAUS at KCL. **Need decorations and craft?**
November 29th	Children's craft in Library (Friday after Thanksgiving)

We need Board members or new volunteers, preferably with skills in fund raising, bookkeeping and website ownership.

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	Internal Use Only			September 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	$392.37	
SBA Loan	$700.00	$140.00	$560.00	33.33%	$560.00	SBA Loan	$1,680.00		Checking	$23,600.78	
Rent	$114.90	$0.00	$114.90	12.77%	$114.90	Rent	$900.00		Savings	$101,741.41	
Fixtures	$509.55	$0.00	$509.55	72.79%	$509.55	Fixtures	$700.00		CD	$31,738.89	
Insurance	$858.00	$0.00	$858.00	50.47%	$858.00	Insurance	$1,700.00				
Fees	$150.83	$0.01	$150.82	37.15%	$150.82	Fees	$406.00	Square Set Up			
Subsccriptions	$111.41	$16.76	$94.65	54.09%	$94.65	Subsccriptions	$175.00	Tracfone	Total	$157,473.45	
Library Mgr						Library Mgr					
Salary	$14,931.00	$2,123.00	$12,808.00	46.27%	$12,808.00	Salary	$27,680.00		Revenue		
Criminal Checks	$265.50	$0.00	$265.50	88.50%	$265.50	Criminal Checks	$300.00		Bank Interest	$420.21	
Volunteer Mgmt	$300.00	$150.00	$150.00	30.00%	$150.00	Volunteer Mgmt	$500.00	Latin Business Alliance	Circ Desk	$59.00	
Office Supplies	$172.67	$100.16	$72.51	4.53%	$72.51	Office Supplies	$1,600.00		Kiosk	$66.62	
Printing	$460.52	$0.00	$460.52	54.18%	$460.52	Printing	$850.00		Square	$115.56	
Publicity	$291.70	$0.00	$291.70	29.17%	$291.70	Publicity	$1,000.00		Book Sales	$0.00	
Fund Raising						Fund Raising			Other Donations	$30,050.70	City and Printing grants
Book Sale	$344.00	$0.00	$344.00	68.80%	$344.00	Book Sale	$500.00		Total for Month	$30,712.09	
Book Storage	$1,122.00	$187.00	$935.00	41.67%	$935.00	Book Storage	$2,244.00				
Grant Prep	$0.00	$0.00	$0.00		$0.00	Grant Prep			Prior Month	$61,424.18	
Programs						Programs					
Library Collection	$1,731.13	$317.31	$1,413.82	70.69%	$1,413.82	Library Collection	$2,000.00		YTD Total	$92,136.26	
Children Events	$1,969.99	$471.35	$1,498.64	49.95%	$1,498.64	Children Events	$3,000.00	Less Refund for summer event - $750			
Summer Program Bilingual Coordinator	$5,511.00	$1,350.00	$4,161.00	55.48%	$4,161.00	Summer Program Bilingual Coordinator	$7,500.00		SBA Loan Balace	$30,736.57	
Bilingual Outreach	$163.47	$146.29	$17.18	3.44%	$17.18	Bilingual Outreach	$500.00				
Special Events	$1,520.00	$5.60	$1,514.40	69.44%	$1,514.40	Special Events	$2,000.00		Grants		
Adult Literacy	$500.00	$0.00	$500.00	100.00%	$500.00	Adult Literacy	$500.00		City of Keizer	$15,000.00	$12,790.75
Publicity	$700.00	$0.00	$694.40	69.44%	$694.40	Publicity	$1,000.00		Betty Hart	$500.00	$500.00
Technology						Technology			Spirit Mountain	$7,500.00	$4,161.00
Equipment	$3,000.00	$249.00	$2,751.00	91.70%	$2,751.00	Equipment	$3,000.00	Square Terminals	Epping Grant	$5,000.00	$5,000.00
Software	$419.24	$0.00	$419.24	20.96%	$419.24	Software	$2,000.00		MAPS	$1,500.00	$367.46
IT Services	$160.00	$0.00	$160.00	5.71%	$160.00	IT Services	$2,800.00		City of Keizer	$30,000.00	$30,000.00
									Totals	$59,500.00	$52,819.21
	$37,506.91	$5,256.48	$32,244.83	48.46%	$32,244.83		$66,535.00				

Keizer Community Library
Bilingual Outreach Coordinator, Maribel Monroy

September 2024 Report

Meetings & Events I Attended;

- Latino Business Alliance monthly meeting.
- Monthly Check In with Mayra Rosales.
- Hispanic Heritage Event.
- Weddle Elementary Event, Storytelling and Hispanic Event promotion.
- Health Equality Coalition of Marion, Polk and Yamhill counties meeting.
- Collaboration With Garciela and Maria Bolin.
- Woodburn library meeting with Mike Jansen.

New Community Partner's

1. Mitzeline Gonzalez (Local author and writer) and Day care.
2. Tiffany Striebeck (Weddle PTC President)
3. Mike Jansen (Woodburn Library manager)
4. Vanessa Contreras (Latino Club at McNeary HS)
5. Maria Bolin and Graciela Castro (volunteers)
6. Sylvia Jimenez (Day care

New Updates and upcoming events

-Saturday October 12, Mitzeline Gonzales the story and children writer will be reading her new book in KCL at 10:30am.

- Send links of our october events calendar to Weddle, Kennedy, Keizer and Hayesville Elementary Schools.
- October 19 and 26 Spanish storytelling.
- Created a new library card for daycares, Sylvia daycare and Esculita de Mitzi daycare.

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Collection Committee Report to Board
October 10, 2024
Presented by Cindy Hunt, Collection Committee Chairperson

Summary:

- $1010.64 has been expended on acquiring collection materials in 2024.
- 1,991 books, dvds and cds were added during 1/1/24 to 9/30/24 (including 262 new adult books and 144 Spanish language books) This is equivalent to about $30,000 in value.
- Weeded more than 800 books, DVDs and CDs.
- New acquisition strategies were successfully implemented this year that likely resulted in cost savings and an increased number of new books.
- Library space was shifted to align with board goals and patron needs.

Mission:

The Collection Committee is appointed by the Board of Directors and establishes standards and schedules for collection maintenance and upkeep. The committee maintains an inventory of all publications and/or recordings in the Library's collection. The committee performs scheduled weeding, recommends acquisitions, and catalogs the collection donations and purchases.

Goals:

Goal #1: Assess and adjust the physical locations within the library to meet our current priorities.

- Moved YA and Spanish language books
    - Move made Adult Spanish language books more visible
- Designated one additional large bookshelf for use by adult nonfiction
- Created more space for recently published adult books
    - Converted all new adult fiction and nonfiction to new yellow stickers.
    - Inventoried, found and corrected new adult books.
    - New book shelf space and labels have resulted in significantly more new adult book checkouts
- Eliminated book club books

Strategy 1: Establish and implement a regular weeding schedule for all collection areas.

Progress: Completed but goal is ongoing.

- Weeding:
    - Weeded approximately 80 adult fiction books
    - Weeded approximately 45 YA books
    - Weeded approximately 167 books on CD
    - Weeded approximately 90 DVDs
    - Weeded approximately 95 adult nonfiction books
    - Weeded approximately 120 adult fiction books

- Weeded approximately 70 junior fiction books
- Weeded approximately 20 junior non fiction books
- Weeded approximately 40 large print books
- Weeded children's picture books

Goal #2: Strategically utilize available resources to acquire new collection materials.

Acquisition Details (10/1/24 to 9/30/24):

1991 total books and dvds added (Same time period in 2023 total was 1728)

262 New adult books (compared to 2023 -75 new books)
144 Spanish books (compared to 2023 - 85 Spanish books)
747 Children's books (including 122 Children's graphic novels)
307 Adult fiction
92 DVDs
200 Adult non fiction
166 Young adult
30 Large print
17 CDs

Strategy 1: Create acquisitions wish list.

Progress: Completed.

The wish list has been used to identify books to place on Amazon list as well as for purchase. Also, patron book requests from the web page are now going directly to the Collection Chairperson to be evaluated.

Strategy 2: Publish acquisitions wish list on social media, Amazon, etc.

Progress: Completed.

Amazon wishlist Implemented:

Strengths:
Patrons purchased books both directly from Amazon or donated specific books seen on wishlist
Low maintenance
Targets donations
Books are at no cost to KCL

Challenges:
Not all books are purchased that are placed on wishlist
Requires some patience for book acquisition

Utilized alternative less expensive vendors of used and new books

This included Friends of Salem Library, Ebay and Costco.

Strengths:
Enabled purchasing of more gently used books especially graphic novels (Ebay) and new adult fiction (Salem Library)
Books are low cost to KCL

est average costs are
$3.00/book at Salem Library
$4.50/ book on Ebay
$18.00/book at Costco (new books)

Challenges:
Not all books are available through these vendors
Requires patience for book acquisition
Requires research to identify possible books either in advance or as part of purchase process
Not a solution for all genres of books
Tried other methods such as general used book sales or selling used books for credit. These methods did not yield results that justified time spent.

Goal #3: Establish role clarity, work processes, and a collection development vision.

Strategy 1: Establish collection development vision.

Progress: Ongoing

- Adult nonfiction was identified as an area that needed most attention. We now have general guidelines for additions and weeding. We are also strategically growing this collection in key areas.

Strategy 2: Update Cataloging processes and instruction sheets.

Progress: In process

- Have prioritized cataloging newly published books
- Workflow designated spaces in office for cataloging and sorting are working
- Addressed surges of donations
- Amended Collection Policy and presented for adoption to full board
- Changed sorting practices based on book sale results

Budget Expenditures:

$1010.64 total expenditures year to date from all budget categories
$414.77 total expenditures year to date from collection budget
$391.67 total expenditures year to date from children's grant
$204.20 total expenditures year to date from Spanish grant

Predicted to expend additional funds this year in following amounts:
$250 from collection budget*
$0 from children's grant
$100 from Spanish grant

*Could expend more from this category if we completed the buildout of health related books. Strategy is to either write a grant for this or to do it gradually with donations and other strategies.

Collection Challenges for 2025:

- Challenge #1: Committee is very small. Goal to recruit additional members.
- Challenge #2: Donation and sorting workload. Additional volunteer help has partially addressed this but there are periodic workload issues due to vacations and irregular donation surges
- Challenge #3: Library space. Both in the collection area and the storage shed. For the collection to stay fresh and meet the needs of patrons continual adding and weeding must be done.

Children's Programming Committee

Committee Mission: The mission of the children's committee is to plan engaging events, programs, and activities to encourage children to regularly visit the library and check out books.

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.

Committee Contributions to the Library:

- Preschool Storytime
- 1000 Books Before Kindergarten Program
- Summer Reading Program
- Cuddle Up Reading Club
- Free, engaging events for children on school holidays such as:
    - Crafting at the Library
    - Princess Storytime
    - Book Bingo

Committee Member Requirements: Joining the children's committee requires attending monthly meetings (the first Monday of each month at 4:30 pm in the Library Office) during the year and being willing to help plan, organize, and/or host events in your own time as you are able to.

Keizer Community Library Operations

Thousands of books; hundreds of patrons; dozens of volunteers

September 2024 Operations

Open 6 days / week 28 hours/week
Open **24** total days

Critical Metrics

- **Monthly visitors:** 729 patrons
  (Last year being 726, three more)
- **Spanish Families:** 23, average 6 families per week
- **Items Checked out:** 1244 items
- **Circ Desk Volunteer hours:** 193 (from calendar)*
  *not including Elizabeth covering desk.

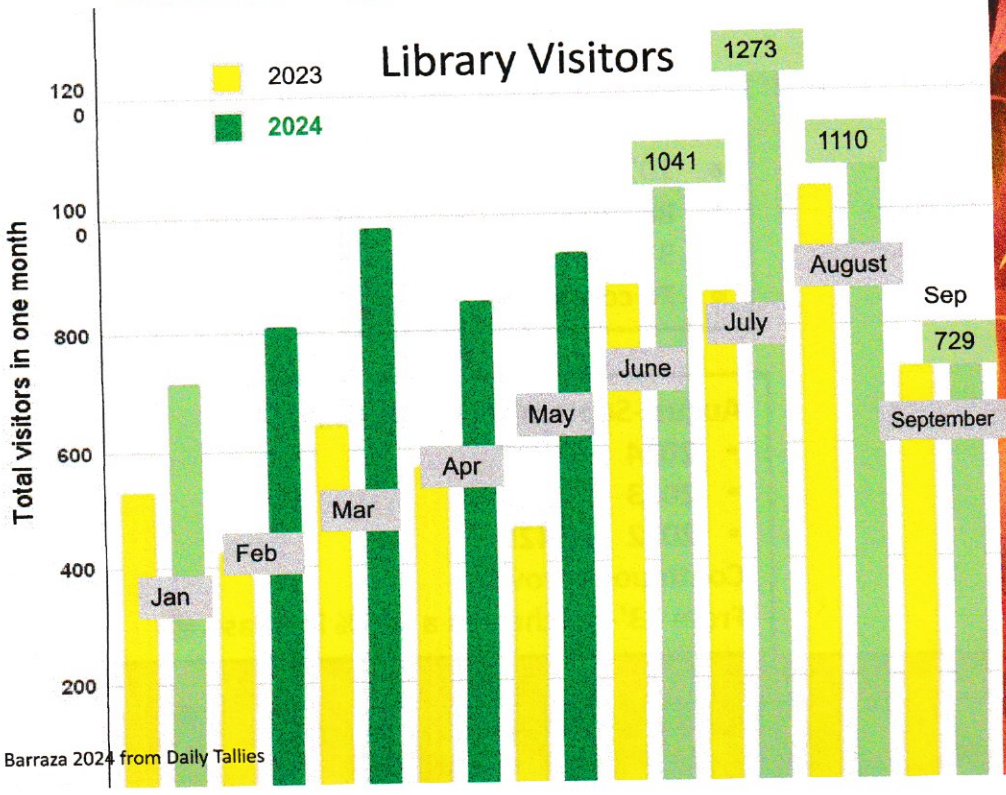
ELEVATOR SPEECH:

- **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

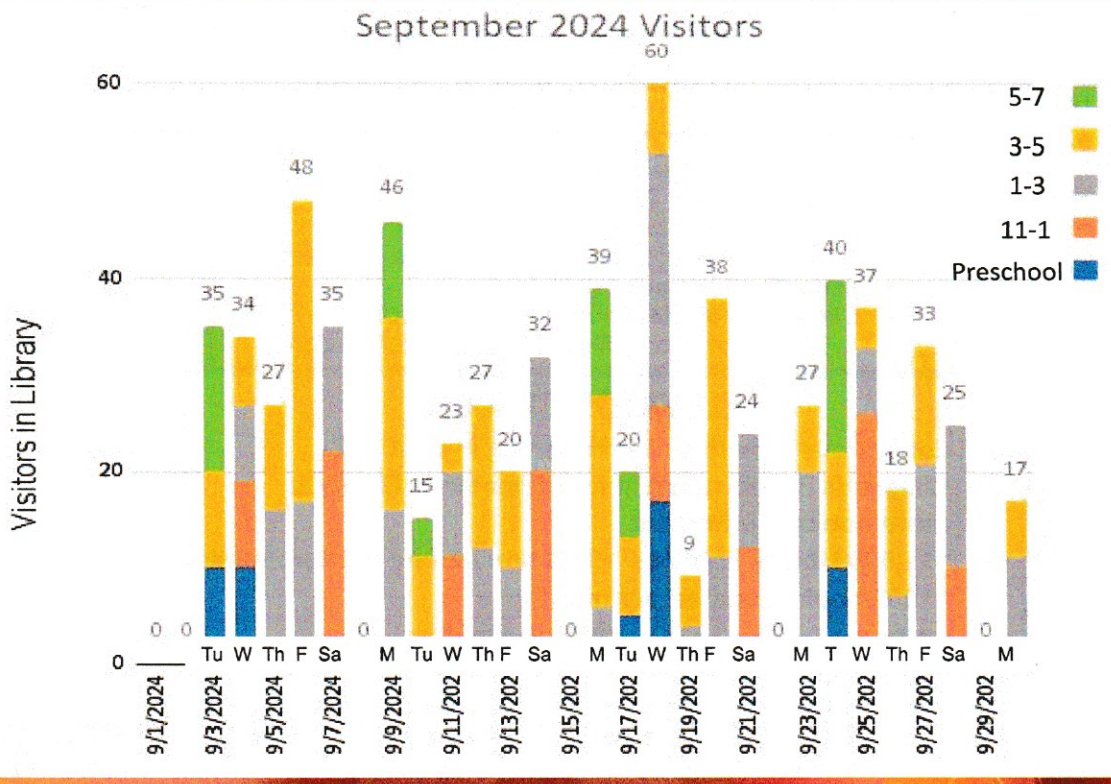
Monthly Visitors: 2023 and 2024

continuous growth since Sept 2021



E. Barraza 2024 from Daily Tallies

Daily Visitors: September 2024



Monthly Usage Overview

Total: 1244 items checked out in August

- **1077 Books**
- **88 DVDs**
- **3 Books on CD**
- **76 computers**

August-September Books Only

- **2024 2607**
- **2023 2123**
- **2022 1425**

Continuous growth!

From 23'-24' there is a 123% increase 😊

E. Barraza August 2024 Circulation Statistics by Material Type

Operations Update

Patron Computers: Contacted Infinity to disable the need for "Automatic Sign-In" for Microsoft accounts for access to WORD at their next check-in.

E. Barraza 2024

September Events

Latin American Independence Celebration 09/20
Fiber Arts Circle 09/21

Highlights

- Spanish families expressing appreciation for Spanish Book Section. (examples: teen liked the spanish "Dogman" graphic novels. \| A few moms liked the early readers in spanish AND bilingual.
- Volunteer donated $1,000
- Willamette Valley Bank promoted KCL book sale flyer on their lobby TV.
- One new volunteer onboarded for circulation desk