



Bandon Library Board

1204 11th St. SW, Bandon, OR 97411

Phone - 541-347-3221 ~ Fax 541-347-9363

Bandon Library Board Meeting

Tuesday October 18, 2022 3:00pm, Bandon Library Sprague Room

AGENDA

1. Attendance:
2. Minutes of previous meeting:
3. Public Comment
4. Reports:
 - Director's Report
 - Library Statistics August and September 2022
 - Financial reports October 2022
5. Action Items: Policy review
6. New Business:
7. Announcements:
8. Next Meeting Date:



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PUBLIC COMMENT POLICY

1. Public Comment shall be for a period of 10 minutes and shall generally follow the opening of the meeting. The Board reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Board shall identify themselves by name and address and shall speak for no longer than 2 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Board through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the Board. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Board member may direct questions to the speaker through the Chair in order to clarify comments of the speaker



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Bandon Library Board Minutes – 8/16/2022 at 3pm

1. Attendance: Sheri Wright, Randal Hill, Karen Thomas, Horty Joyce, and Christine Kingsbury (Secretary/Library Director). Meeting called to order at 3:00pm by Sheri Wright.
2. Minutes of previous meeting: Minutes were corrected and unanimously approved.
3. Reports:
Library Director's Report: (Christine Kingsbury – new library director as of 1/3/2022)
Kingsbury shared the following:
 - The library was able to offer a restructuring of two staff positions to fall in line with pre-pandemic protocol. Currently, the library has one Library Director position and four Library Assistant positions. A new Library Assistant Director and Program Specialist position is being offered on an internal basis. Current staffing levels of five total library employees will remain the same. Implementing these positions will be a great benefit as the library works to move forward with additional programs and services.
 - The library was awarded a \$4000 grant through the American Library Association and Pacific Library Association to implement free adult computer literacy workshops and equipment utilizing the Digitallearn.org platform.
 - The youth summer reading program began July 1st and will run through August. Guest presenters, crafts for kids and teens, and reading incentives are all components of the ocean themed program. Presenters have included Washed Ashore and Shoreline Education and Awareness. The presentation portion of these programs had to be held at the city park stage due to the high number of attendees. Approximately 80 youth have signed up for the reading incentive portion of the program so far and have logged over 160 hours of reading. 570 participants attended programs offered at the library during the month of July.
 - The first library adult freewriting program was offered in July with four attendees. The library and BLFF hosted an author talk at the Sprague Theater with 26 attendees. Coming programs include the monthly adult freewriting program, book club, and Washed Ashore Story Time, a lecture in September by local music historian Randal Hill titled "Catch a Wave: Surf Music of the early 1960's", a traveling exhibit titled "Oregon's Dino-Story" in late September and early October, a family escape room challenge in late October, and a Celtic Harp concert in November. Current art gallery exhibits feature works by Thomas Glassman and Victoria Tierney.

James Collins - Randal Hill – Horty Joyce - Karen Thomas – Sheri Wright



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- The library participated in the Coastline Libraries' booth at the Coos County Fair. 1687 free books were provided to fair goers.
- Maureen Haggerty of the group Cyberlinks has been working with the library to help assess the current audio-visual needs for online conferencing in both meeting rooms. Cyberlinks will be providing the equipment to enhance and update our system. The library greatly appreciates this much needed generous gift!
- Public works is working on an install date for the new StoryWalk. The city has applied for a grant to pave the current gravel pathway where the StoryWalk will be located. Grant award notifications will be in October. A paved pathway would aid in access for the Story Walk.
- Staff and volunteers continue the process of tagging items for the new self-checkout station. All books have been tagged and only the CDs and DVDs remain.
- The library welcomed new employee Linda Hill. Linda is doing a great job and the staff is very happy to have her onboard.
- Library circulation reports, director's report, and budget reports were supplied.

Bandon Library Friends and Foundation Report:

- Joyce reported that the BLFF brought in \$900 in sale at the August book sale.
- Thomas reported that the monthly book club is going well. Meeting attendance has been between 10 and 20 attendees.

4. Action Items: Policy Review

Kingsbury provided an updated copy of the Book Donation Policy for review. Corrections were made and a motion to accept the policy was initiated by Joyce and seconded by Thomas. The revised Book Donation Policy was unanimously approved. Kingsbury provided a copy of the Bulletin Board Policy for review. Thomas initiated a motion to approve that was seconded by Joyce. The policy was unanimously approved. Kingsbury provided an updated copy of the Meeting Room Policy for review. Corrections were made and Thomas initiated a motion to approve that was seconded by Hill. The new Meeting Room Policy was unanimously approved.

Wright asked that the board look over the Camera Surveillance Policy and Cell Phone Policy for review at the next meeting in October.

James Collins - Randal Hill – Horthy Joyce - Karen Thomas – Sheri Wright



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5. The next Library Advisory Board meeting is scheduled for Tuesday, October 18th at 3pm in the Sprague Room of the Bandon Library. Meeting adjourned at 4:10pm.



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Director's Report – October 18, 2022

As we jump into fall, the library continues to see increased visitation. New library programs, services, and partnerships have been our main focus. Staff training, policy and procedure review, and general organizational projects have also been an ongoing priority.

We are excited to announce that the library was awarded the Digital Literacy Workshop Incentive grant through the Public Library Association. This grant provides \$4000 in funding to offer free computer literacy classes, marketing funding, and related classroom equipment for our patrons. We will be offering six free computer workshops facilitated by a local IT professional. Workshops are held once a month for the next six months. We are very happy to be able to implement this patron requested program.

Unfortunately, the city was not selected to receive the grant funding for revamping the StoryWalk path. Our hope is to construct a solid base path to go over the existing gravel path for better wheelchair and stroller accommodation. We will continue to look at alternative possibilities for the future. Moving forward, we will be working with public works to install the StoryWalk posts as soon as possible.

The audio/visual update for the Sprague Room and Logan Room is nearly complete! This project was made possible through funding from Cyberlynx. Two new large screen TVs, cameras, microphones, and related equipment have been provided to enhance video conferencing capabilities. With additional online conferencing being the standard for many in-person meetings, this project will now provide the necessary technology for the library meeting rooms. In addition to a meeting room update, our teen area is now complete with new shelving and furniture. Special thanks to the BLFF Lifetime Members Club for creating this warm and welcoming space!

Staff and volunteers continue to focus on the self-checkout project. All library materials have been tagged and we are currently working on activating the last 25% of the DVDs, all audiobooks, and last 30% of the CDs. Once the collection is completely activated, we can start using the self-checkout station!



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In September, the library hosted a special lecture presentation by Randal Hill titled "Catch a Wave: Music of the Early 1960s". Attendees thoroughly enjoyed hearing about the music history of the era as well as little known behind the scenes stories. Special thanks to Randal Hill for this engaging presentation!

The library recently hosted a special three-week traveling exhibit titled "Oregon's Dino-Story". The exhibit featured interactive displays for all ages created by the University of Oregon's Museum of Natural and Cultural History. We hope to offer many more educational opportunities like this in the future.

Current monthly library programs include Washed Ashore Story Time, Washed Ashore Kids Save the Ocean Club (STEAM), kid's crafts and Lego play, BLFF book club, art gallery exhibit, basic computer training, kid's Minecraft club (4 weeks), and Friday Freewriting. Upcoming additional programs include an author talk by William Sullivan titled "D.B. Cooper & the Exploding Whale: Folk Heroes of the Northwest" on October 23th (sponsored by the BLFF), a Celtic harp concert by Aryeh Frankfurter and Lisa Lynne on November 8th, Medicare 101 on November 29, and Christmas ornament making December 10th.

Part-time staff member Chris Ysasi retired this month and is enjoying new outdoor adventures! We appreciate Chris' dedication to the library the past 15 years and wish her all the best. This month we welcomed Sarah Sinko to our library staff! Sarah's positive energy is contagious and we are very happy to have her on board! Staff member Linda Hill is doing amazing work at the library and has jumped in and taken on extra duties whenever needed. Getting to know and work with Linda has been an absolute joy! I also wanted to take a moment and spotlight Assistant Director Cody Barkdull and Program Specialist Jan Ayers. They have both done an outstanding job in their new positions and I appreciate their creative and innovative ideas for moving the library forward! I feel extremely fortunate to work with such a great team!

Thank you for your continued support to the library and community!

Christine Kingsbury

James Collins - Randal Hill - Horty Joyce - Karen Thomas - Sheri Wright

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	.00	20,059.74	418,584.00	398,524.26	4.8
230-424-02 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
TOTAL INTERGOVRNMNTL - COUNTY GRANT	.00	20,059.74	419,584.00	399,524.26	4.8
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	.00	307.30	370.00	62.70	83.1
TOTAL MISC - INTEREST INCOME	.00	307.30	370.00	62.70	83.1
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	.00	15,220.00	2,000.00	(13,220.00)	761.0
TOTAL MISC - GRANTS	.00	15,220.00	2,000.00	(13,220.00)	761.0
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	50.00	70.00	650.00	580.00	10.8
230-475-03 COPIES	122.05	285.55	500.00	214.45	57.1
TOTAL SOURCE 475	172.05	355.55	1,150.00	794.45	30.9

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 478</u>					
230-478-01 LIBRARY FOUNDATION	.00	.00	16,000.00	16,000.00	.0
TOTAL SOURCE 478	.00	.00	16,000.00	16,000.00	.0
<u>MISC - OTHER</u>					
230-489-00 OTHER	165.00	240.00	3,500.00	3,260.00	6.9
TOTAL MISC - OTHER	165.00	240.00	3,500.00	3,260.00	6.9
TOTAL FUND REVENUE	337.05	36,182.59	442,604.00	406,421.41	8.2

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-505 REGULAR EMPLOYEES	21,837.06	57,473.88	201,130.00	143,656.12	28.6
230-50-521 HOLIDAY PAY	67.03	134.06	.00	(134.06)	.0
230-50-550 SOCIAL SECURITY	1,675.65	4,406.98	15,386.00	10,979.02	28.6
230-50-551 RETIREMENT	5,049.89	14,298.67	50,490.00	36,191.33	28.3
230-50-552 HEALTH & LIFE INSURANCE	6,569.89	17,994.00	67,796.00	49,802.00	26.5
230-50-553 UNEMPLOYMENT	21.90	57.59	1,408.00	1,350.41	4.1
230-50-555 W/C INSURANCE	54.74	152.58	279.00	126.42	54.7
230-50-620 OFFICE SUPPLIES	642.02	696.97	5,200.00	4,503.03	13.4
230-50-630 JANITORIAL SUPPLIES	.00	.00	1,500.00	1,500.00	.0
230-50-631 UTILITIES	695.73	1,562.16	11,000.00	9,437.84	14.2
230-50-635 MINOR MAINTENANCE	.00	37.17	3,000.00	2,962.83	1.2
230-50-650 TRAINING & TRAVEL	.00	195.00	1,000.00	805.00	19.5
230-50-651 MEMBERSHIPS	.00	.00	200.00	200.00	.0
230-50-661 CONTRACTUAL SERVICES	641.69	3,925.08	13,000.00	9,074.92	30.2
230-50-681 INSURANCE	.00	6,489.30	6,600.00	110.70	98.3
230-50-690 LIBRARY MATERIALS	1,913.40	4,132.69	15,000.00	10,867.31	27.6
230-50-691 ART GALLERY	.00	.00	600.00	600.00	.0
230-50-694 READY TO READ GRANT EXPEND	.00	.00	1,000.00	1,000.00	.0
230-50-696 EDUCATIONAL PROGRAMS	20.00	642.49	8,100.00	7,457.51	7.9
230-50-749 OTHER	10.11	302.81	17,000.00	16,697.19	1.8
230-50-980 CONTINGENCY	.00	.00	99,294.00	99,294.00	.0
TOTAL EXPENDITURES	39,199.11	112,501.43	518,983.00	406,481.57	21.7
TOTAL FUND EXPENDITURES	39,199.11	112,501.43	518,983.00	406,481.57	21.7
NET REVENUE OVER EXPENDITURES	(38,862.06)	(76,318.84)	(76,379.00)	(60.16)	(99.9)

Bandon Library Statistics FY 2022-2023

	Aug-22	Fiscal YTD
Checkout/Renewals	7,361	14,622
Items Withdrawn	743	1414
Items Added	337	456
Curbside appointments	2	4
Packages mailed	1	2
Laptops circulated	3	3
Item Sharing	BORROWED	LOANED
Coastline	878	1,019
Programs	20	
Program Attendance	352	
	Library Cards	Library Visits
	25	2700

Bandon Library Statistics FY 2022-2023

	Sep-22	Fiscal YTD
Checkout/Renewals	6,350	20,972
Items Withdrawn	164	1578
Items Added	148	604
Curbside appointments	1	5
Packages mailed	0	2
Laptops circulated	0	3
Item Sharing	BORROWED	LOANED
Coastline	815	1,014
Programs	16	
Program Attendance	410	
	Library Cards	Library Visits
	32	2618