



# City of Bandon

555 Hwy 101, PO Box 67  
Bandon, OR 97411  
(541) 347-2437

*Bandon by the Sea*

Bandon Library Board Meeting

Thursday, April 11, 2024 at 11:30am, Bandon Library Sprague Room

## AGENDA

1. Attendance:
2. Minutes of previous meeting:
3. Public Comment
4. Reports:
  - Director's Report
  - Library Statistics for February and March 2024
  - Financial reports
  - Karen Thomas – Citizen Involvement Committee update
  - BLFF report – Thomas/Joyce
5. Action Items:
6. New Business:
  - Allocation formula update: Kingsbury & Cathy Johnston (Coos Library Board)
  - Preliminary Bandon Library budget worksheet draft for FY24/25(Kingsbury)
7. Announcements:
8. Next Meeting Date:

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

## 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 the 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

## **Bandon Library Board Minutes – 2/15/2024 at 11:30am**

1. Attendance: Sheri Wright, Karen Thomas, Horty Joyce, Randal Hill, James Collins, Christine Kingsbury (Secretary/Library Director), and Cathy Johnston (Coos Library Board member). Absent: none. Meeting called to order at 11:35am by Sheri Wright.
2. Minutes of previous meeting: Minutes were corrected and unanimously approved.
3. Public Comment: None
4. Reports:  
Library Director's Report: (Christine Kingsbury)
  - The BLFF LTMC donated \$13,000 toward library utility costs. This donation is critical to helping with library daily operations costs as the library waits for a new library allocation formula.
  - New programming materials have been purchased using the Caselle Grant for teen programs and the John Henry Eldred Jr. Foundation grant for youth programs. Staff plan to start a new high school hangout time and 0-5 play time in March.
  - The library has been selected to receive \$750 toward art supplies/teen art activities from the Coos County Cultural Coalition and \$3000 toward adult storytelling programming from the Oregon Humanities Mini Rural Grant.
  - The library received 99 responses from their youth programming survey. Information received will be used to plan grant funded youth programs.
  - Ongoing library programs include Bandon Art Gallery exhibits, Chess Club (all age), Adult Chess Club, BLFF Book Club, preschool storytime, Washed Ashore kid's drop-in STEAM club, Washed Ashore storytime, Friday Freewriting, Open Apple Lab, drop-in board games sponsored by the BLFF, plastic collection, storytelling, and board game time.
  - In addition to the many ongoing library programs offered, the library added a new monthly storytelling program and board game program. Upcoming programs include a Celtic harp concert sponsored by the BLFF, Shoreline Education Awareness presentations, teen painting class, beginning knitting workshop, and the Native

American Innovation Exhibit. Programs that are in the works include an Age Café, a seed library, a Windows PC lab, teen hangout time, 0-5 open play time, and hopefully a portable planetarium presentation with the local NASA Solar System Ambassadors. Summer reading plans include presentations in dance, reptiles, oceanography, conservation, art, and entertainment.

- The City of Bandon provided a letter to the Coos Library Board addressing our support and concerns regarding the proposed recommended new library allocation formula revision and transition plan. The CLB will be meeting at the end of the month to vote on presenting the recommended plan. If passed, the recommendation will go to the Coos County Commissioners for review. If accepted by the commissioners, the new formula will go into place starting FY24/25 with a 4-year transition. Kingsbury will update the board on the decision.
- Board members discussed brainstorming additional ways to help increase staff by having an additional part-time employee. Adding an additional employee for 10-15 hours a week would aid in the library opening more hours. Kingsbury is looking into possible grant funding that could help temporarily with additional staffing costs. She stated that staff levels continue to be their greatest challenge.
- Thomas suggested adding a Black History Month display in the children's area. Kingsbury stated that staff would create one in the children's area, in addition to the one already in the main library.

#### Committee for Community Involvement (CCI) Report: (Thomas)

- No new information to report as there have been no meetings since last spring.

#### Bandon Library Friends and Foundation Report: (Thomas/Johnston)

- The BLFF provided information on recent fundraising activities for the library. These activities include: 100 Strong grant, LTMC donation of \$13,000 toward library utilities, April yard sale, upcoming summer and fall book sales, fall silent auction, and never-ending book sale.
- The BLFF would like to form a committee to research and apply for grants.
- The BLFF is in need of new volunteers to help with existing and new fundraising endeavors.

#### 5. Action Items: None

6. The next Library Advisory Board meeting is scheduled for Thursday, April 11<sup>th</sup> at 11:30am in the Logan Room of the Bandon Library. Meeting adjourned at 12:30pm.



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## **Bandon Library Advisory Board: Director's Report, April 2024**

With summer right around the corner, library staff have been busy planning our youth summer reading events. Funding through the Coos County Library Service District will provide youth presentations to include a magician, reptile handler, African dance and drumming group, the Museum of Natural and Cultural History, and craft felting. We look forward to this wonderful opportunity!

In February, the library partnered with the Bandon Library Friends and Foundation to host a special Celtic harp concert with Aryeh Frankfurter and Lisa Lynne. We were overwhelmed with the number of attendees filling the Sprague Theater to capacity. We appreciate the BLFF's support in sponsoring the concert and hope to continue to provide these wonderful programs!

March was a very busy month with the implementation of several new library programs! Escape to the 100 Acre Wood escape room (designed by staff member Sarah Sinko), 0-5 Open Play, High School Hangout, Age Café, and Windows Computer Lab were newly added monthly programs. Special March events included a teen painting class and knitting workshop made possible through a grant from the Coos County Cultural Coalition. Our new seed library is up and running allowing patrons to obtain free seeds.

Ongoing library programs include Bandon Art Gallery exhibits, Chess Club (all age), Adult Chess Club, BLFF Book Club, preschool storytime, Washed Ashore storytime, Friday Freewriting, open Apple Lab, drop-in board games sponsored by the BLFF, plastic collection, storytelling café, group board game time, Age Café, High School Hangout, Open Play, and Windows Computer Lab.

On March 19, 2024, the Coos Library Board provided a recommended revised library allocation formula and transition plan to the Coos County Board of Commissioners. In order to fully assess the new proposal, the commissioners chose to schedule a work session for April 23, 2024. We are hopeful for a resolution soon.

It is exciting to see growth in the number of community members visiting our library. It is our hope to provide the very best experience for our patrons. Thank you for your ongoing support!

*Christine Kingsbury*, Bandon Library Director

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



**BANDON LIBRARY****Feb-24 Fiscal YTD**

<b>Checkouts/Renewals</b>	7394	56833
<b>Items withdrawn</b>	73	1700
<b>Items Added</b>	148	1401
<b>Item Sharing - Coastline</b>		
<b>Borrowed</b>	844	6835
<b>Loaned</b>	959	7897
<b>Programs</b>	46	321
<b>Program Attendance</b>	695	4573
<b>Library Cards</b>	26	189
<b>Library Visits</b>	3547	30021

**BANDON LIBRARY****Mar-24 Fiscal YTD**

<b>Checkouts/Renewals</b>	7503	64336
<b>Items withdrawn</b>	136	1836
<b>Items Added</b>	165	1566
<b>Item Sharing - Coastline</b>		
<b>Borrowed</b>	927	7762
<b>Loaned</b>	1052	8949
<b>Programs</b>	53	374
<b>Program Attendance</b>	609	5182
<b>Library Cards</b>	26	215
<b>Library Visits</b>	4072	34093



CITY OF BANDON  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

LIBRARY MEMORIAL FUND (220)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
220-50-770 CIP - MISC	.00	.00	30,974.00	30,974.00	.0
220-50-980 CONTINGENCY	.00	.00	66,500.00	66,500.00	.0
TOTAL EXPENDITURES	.00	.00	97,474.00	97,474.00	.0
TOTAL FUND EXPENDITURES	.00	.00	97,474.00	97,474.00	.0
NET REVENUE OVER EXPENDITURES	.00	99,525.43	.00	( 99,525.43)	.0

CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2024

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	21,979.86	391,018.75	418,584.00	27,565.25	93.4
230-424-02 READY TO READ GRANT	.00	1,000.00	1,000.00	.00	100.0
TOTAL INTERGOVRNMNTL - COUNTY GRANT	21,979.86	392,018.75	419,584.00	27,565.25	93.4
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	.00	5,511.66	1,300.00	( 4,211.66)	424.0
TOTAL MISC - INTEREST INCOME	.00	5,511.66	1,300.00	( 4,211.66)	424.0
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	3,750.00	6,750.00	2,000.00	( 4,750.00)	337.5
TOTAL MISC - GRANTS	3,750.00	6,750.00	2,000.00	( 4,750.00)	337.5
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	17.00	1,012.90	650.00	( 362.90)	155.8
230-475-03 COPIES	131.55	1,378.45	500.00	( 878.45)	275.7
TOTAL SOURCE 475	148.55	2,391.35	1,150.00	( 1,241.35)	207.9

CITY OF BANDON  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 478</u>					
230-478-01 LIBRARY FOUNDATION	.00	19,000.00	16,000.00	( 3,000.00)	118.8
TOTAL SOURCE 478	.00	19,000.00	16,000.00	( 3,000.00)	118.8
<u>MISC - OTHER</u>					
230-489-00 OTHER	180.00	26,594.00	3,500.00	( 23,094.00)	759.8
TOTAL MISC - OTHER	180.00	26,594.00	3,500.00	( 23,094.00)	759.8
TOTAL FUND REVENUE	26,058.41	452,265.76	443,534.00	( 8,731.76)	102.0

CITY OF BANDON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2024

LIBRARY FUND (230)

EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
230-50-505 REGULAR EMPLOYEES	19,442.81	174,985.29	248,251.00	73,265.71	70.5
230-50-550 SOCIAL SECURITY	1,487.39	13,386.51	18,992.00	5,605.49	70.5
230-50-551 RETIREMENT	3,976.24	33,979.12	69,188.00	35,208.88	49.1
230-50-552 HEALTH & LIFE INSURANCE	6,859.03	60,362.60	75,954.00	15,591.40	79.5
230-50-553 UNEMPLOYMENT	330.53	2,798.81	1,738.00	( 1,060.81)	161.0
230-50-555 W/C INSURANCE	59.02	534.66	694.00	159.34	77.0
230-50-556 OFLA	77.77	699.93	1,490.00	790.07	47.0
230-50-620 OFFICE SUPPLIES	241.93	3,003.20	3,000.00	( 3.20)	100.1
230-50-630 JANITORIAL SUPPLIES	.00	.00	500.00	500.00	.0
230-50-631 UTILITIES	2,421.41	12,457.92	18,000.00	5,542.08	69.2
230-50-635 MINOR MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
230-50-650 TRAINING & TRAVEL	.00	.00	500.00	500.00	.0
230-50-651 MEMBERSHIPS	.00	.00	200.00	200.00	.0
230-50-661 CONTRACTUAL SERVICES	1,104.36	15,014.19	24,000.00	8,985.81	62.6
230-50-681 INSURANCE	.00	8,366.89	7,658.00	( 708.89)	109.3
230-50-690 LIBRARY MATERIALS	607.53	5,444.77	15,000.00	9,555.23	36.3
230-50-691 ART GALLERY	.00	267.57	600.00	332.43	44.6
230-50-694 READY TO READ GRANT EXPEND	.00	120.00	1,000.00	880.00	12.0
230-50-696 EDUCATIONAL PROGRAMS	220.68	9,206.73	8,100.00	( 1,106.73)	113.7
230-50-749 OTHER	.00	145.79	17,000.00	16,854.21	.9
230-50-980 CONTINGENCY	.00	.00	71,407.00	71,407.00	.0
<b>TOTAL EXPENDITURES</b>	<b>36,828.70</b>	<b>340,773.98</b>	<b>584,272.00</b>	<b>243,498.02</b>	<b>58.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>36,828.70</b>	<b>340,773.98</b>	<b>584,272.00</b>	<b>243,498.02</b>	<b>58.3</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 10,770.29)</b>	<b>111,491.78</b>	<b>( 140,738.00)</b>	<b>( 252,229.78)</b>	<b>79.2</b>