



Bandon Library Board

1204 11th St. SW, Bandon, OR 97411

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

Bandon Library Board Meeting

Tuesday June 21, 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 April and May 2022
 - Financial reports April 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 – 4/19/2022 at 3pm

1. Attendance: Sheri Wright, Randal Hill, Karen Thomas, Horty Joyce, and Christine Kingsbury (Secretary/Library Director). Meeting called to order at 3:03pm by Sheri Wright.
2. Minutes of previous meeting: Unanimously approved.
3. Action Items: Policy Review

Kingsbury provided a rough draft of a new library art policy for review. It was decided that board members would review the new policy and provide feedback at the next meeting. Kingsbury also stated she is working on a new meeting room policy rough draft that she will email to board members for review and to be discussed at the next meeting.

Wright suggested that the board look through all of the library policies and provide feedback on two at each meeting. The board members present agreed to begin looking over library policies. The first policies up for review will be the art policy, material reconsideration policy, and the meeting room policy.

4. Reports:

Library Director's Report: (Christine Kingsbury – new library director as of 1/3/2022)

Kingsbury shared the following:

- Library visits have tripled between January and March with 2000 visits in March.
- The new StoryWalk is to arrive next week. The 15 display stands will be placed along a path in city park. This project is a collaboration between the library, the Friends of Bandon Parks, and the City of Bandon.
- The library currently provides two ongoing passive programs each week. A new craft is available in the children's room each week during open hours, as well as a new Lego fun time Wednesdays from 2-4pm. Plans for new programs are in the works.
- The Bandon Library Friends and Foundation started the book club once again with 20 people in attendance!
- More new furniture purchased by the Bandon Library Friends and Foundation for the new teen area have arrived.
- The library periodical section has been reinstated with the order of 19 new magazines.
- The library applied for a grant through AARP to improve the outdoor east side of the Sprague Room. Selection notification should come by the end of April 2022.
- The library will be participating in the Arbor Day celebration on April 30th in city park by hosting a craft table for families.

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



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- The library is still in the process of reinstating the onsite PSI testing center. Technology review and staff training by PSI still need to take place.
 - Staff and volunteers continue the process of tagging items for our new self-checkout station. We are about halfway through the tagging process.
 - Two new staff computers have been purchased to replace older units that were not working properly.
 - Library circulation reports, director's report, and budget reports were supplied.
5. Wright shared that she and Kingsbury had attended an online training for library boards hosted by the American Library Association. The course provided training on best practices for running board meetings. Important takeaways were shared with the group and new discussion on protocol was initiated.
 6. Wright shared that Donna Synder-Smith was unable to continue to serve on the board and that Horthy Joyce had accepted the open library board position.
 7. Karen Thomas advised that was chosen to represent the library on the City of Bandon's Citizen Involvement Committee and that she will keep the board apprised of their progress.
 8. Wright shared that she continues to work on a new board orientation packet for our new members.
 9. Kingsbury shared that the library is currently working on the budget for the 2022/2023 fiscal year. Thomas requested additional information on what happens to left over funds from year to year. Kingsbury stated she would contact the city for further clarification and report back to the board.
 10. The next Library Advisory Board meeting is scheduled for Tuesday, June 21st at 3pm in the Sprague Room of the Bandon Library. Meeting adjourned at 4:05pm



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Director's Report – June 21, 2022

With summer here the library staff have been busy creating new programming activities and services for our patrons. We are excited to be able to once again offer in-person programming!

Our ocean themed youth summer reading program will run the month of July, incorporating reading incentives, weekly crafts and STEM activities for kids and teens, and special guest presentations by Washed Ashore, Shoreline Education and Awareness, and Bullards Beach State Park. We will also be partnering with The Bandon Youth Center and are excited to have their students participate in our summer reading program. The Oregon State Library's Ready to Read grant of \$1000 supplied funding for our summer reading program materials.

September 14 – October 11 the library will be hosting a traveling exhibit called "Oregon's Dino-Story". The exhibit features fun educational activities for kids, teens and adults. We were fortunate to be able to secure this in-demand program opportunity!

A once-a-month coffee and conversation time for adults is in the works and scheduled to begin at the end of July. This will be a special time of various activities, presentations, and engaging conversation. On August 12th the Bandon Library and the Bandon Library Friends and Foundation will be hosting a special author talk at the Sprague Theater by author Mark Yaconelli featuring his newest book "Between the Listening and the Telling: How Stories Can Save Us". On November 8th the library will be hosting a free Celtic Harp concert at the Sprague Theater by musicians Aryeh Frankfurter and Lisa Lynne.

Recent library partnerships include providing a family craft table at the Bandon Parks Commission Arbor Day event, a mental health library display during the Coastal Memory Walk in the city park, and hosting a Zoom meeting at the library for patrons to attend an elder abuse prevention workshop with Coos Health and Wellness. Our new StoryWalk stands have arrived, and Public Works is working on a date to install the stands along the path east of the library and just north of the playground

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



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equipment. I am currently looking into the prospect of adding a Little Free Library at the end of the StoryWalk to house free books on an ongoing basis. Unfortunately, the library was not selected as one of the recipients for the AARP Community Challenge grant to enhance the outdoor space east of the Sprague Room. The grant was quite competitive with 3200 applications! I did recently apply for a grant through the Public Library Association for funding to implement free adult computer education workshops using Digitallearn.org resources. If awarded, the grant would provide \$4000 toward an instructor for the workshops and new laptops for the participants to use during the workshops and hopefully future classes.

The Bandon Library Art Gallery is currently displaying new works by artists Vicki Affatati, Abby Lazerow and Victoria Tierney. Special thanks to Bandon Library Art Gallery Curator Tracy Hodson for facilitating this new exhibit!

Staff and volunteers are almost finished tagging our entire collection for the new self-checkout station. The new gates have been installed and as soon as we finish tagging our CDs and DVDs we will be ready to make the self-checkout available to our patrons. The RFID technology will assist us with efficient inventory capabilities as well! We are excited to see this project nearly complete!

Staff member Jennifer Tanner announced her plans to retire as of July 31st after 32 years of service at the library. Jennifer has been a valued member of the staff at the library and will be greatly missed! We wish Jennifer all the best as she enjoys this special and well-deserved time in her life! The city has posted the open library assistant position and our first review of applications will be June 22nd.

Thank you for your service to our community! I am excited to see what the future holds for our library!

Christine Kingsbury

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

LIBRARY MEMORIAL FUND (220)

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------------|---------------|------------|-----------|-----------|------|
| <u>BEGINNING BALANCE</u> | | | | | |
| 220-400-00 BEGINNING FUND BALANCE | .00 | 93,080.10 | 93,156.00 | 75.90 | 99.9 |
| TOTAL BEGINNING BALANCE | .00 | 93,080.10 | 93,156.00 | 75.90 | 99.9 |
| <u>MISC - INTEREST INCOME</u> | | | | | |
| 220-450-00 INTEREST INCOME | 38.78 | 379.86 | 4,000.00 | 3,620.14 | 9.5 |
| TOTAL MISC - INTEREST INCOME | 38.78 | 379.86 | 4,000.00 | 3,620.14 | 9.5 |
| <u>MISC - GIFTS & MEMORIALS</u> | | | | | |
| 220-478-00 GIFTS & MEMORIALS | .00 | 200.00 | .00 | (200.00) | .0 |
| TOTAL MISC - GIFTS & MEMORIALS | .00 | 200.00 | .00 | (200.00) | .0 |
| TOTAL FUND REVENUE | 38.78 | 93,659.96 | 97,156.00 | 3,496.04 | 96.4 |

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

LIBRARY MEMORIAL FUND (220)

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|---------------|------------|-----------|--------------|------|
| <u>EXPENDITURES</u> | | | | | |
| 220-50-749 OTHER | .00 | .00 | 66,500.00 | 66,500.00 | .0 |
| 220-50-770 CIP - MISC | .00 | .00 | 30,656.00 | 30,656.00 | .0 |
| TOTAL EXPENDITURES | .00 | .00 | 97,156.00 | 97,156.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 97,156.00 | 97,156.00 | .0 |
| NET REVENUE OVER EXPENDITURES | 38.78 | 93,659.96 | .00 | (93,659.96) | .0 |

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

LIBRARY FUND (230)

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--------------------------------------|---------------|------------|------------|--------------|-------|
| <u>BEGINNING BALANCE</u> | | | | | |
| 230-400-00 BEGINNING FUND BALANCE | .00 | 38,118.07 | 49,236.00 | 11,117.93 | 77.4 |
| TOTAL BEGINNING BALANCE | .00 | 38,118.07 | 49,236.00 | 11,117.93 | 77.4 |
| <u>INTERGOVRNMNTL - COUNTY GRANT</u> | | | | | |
| 230-424-01 COUNTY LIBRARY SUPPORT | 26,200.58 | 419,630.62 | 357,053.00 | (62,577.62) | 117.5 |
| 230-424-02 READY TO READ GRANT | .00 | 1,000.00 | 1,000.00 | .00 | 100.0 |
| TOTAL INTERGOVRNMNTL - COUNTY GRANT | 26,200.58 | 420,630.62 | 358,053.00 | (62,577.62) | 117.5 |
| <u>MISC - INTEREST INCOME</u> | | | | | |
| 230-450-00 INTEREST INCOME | 91.07 | 496.45 | 250.00 | (246.45) | 198.6 |
| TOTAL MISC - INTEREST INCOME | 91.07 | 496.45 | 250.00 | (246.45) | 198.6 |
| <u>MISC - GRANTS</u> | | | | | |
| 230-474-00 MISC - GRANTS | .00 | 1,576.00 | 2,000.00 | 424.00 | 78.8 |
| TOTAL MISC - GRANTS | .00 | 1,576.00 | 2,000.00 | 424.00 | 78.8 |

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

LIBRARY FUND (230)

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------|---------------|------------|------------|--------------|-------|
| <u>SOURCE 475</u> | | | | | |
| 230-475-02 LOST BOOKS | 65.99 | 656.85 | 500.00 | (156.85) | 131.4 |
| 230-475-03 COPIES | 66.65 | 594.10 | 1,500.00 | 905.90 | 39.6 |
| TOTAL SOURCE 475 | 132.64 | 1,250.95 | 2,000.00 | 749.05 | 62.6 |
| <u>SOURCE 478</u> | | | | | |
| 230-478-01 LIBRARY FOUNDATION | .00 | 18,000.00 | 18,000.00 | .00 | 100.0 |
| TOTAL SOURCE 478 | .00 | 18,000.00 | 18,000.00 | .00 | 100.0 |
| <u>MISC - OTHER</u> | | | | | |
| 230-489-00 OTHER | 175.00 | 6,127.58 | 3,000.00 | (3,127.58) | 204.3 |
| TOTAL MISC - OTHER | 175.00 | 6,127.58 | 3,000.00 | (3,127.58) | 204.3 |
| TOTAL FUND REVENUE | 26,599.29 | 486,199.67 | 432,539.00 | (53,660.67) | 112.4 |

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

LIBRARY FUND (230)

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|-------------|-------|
| <u>EXPENDITURES</u> | | | | | |
| 230-50-505 REGULAR EMPLOYEES | 16,358.03 | 126,458.59 | 183,537.00 | 57,078.41 | 68.9 |
| 230-50-521 HOLIDAY PAY | .00 | 1,869.94 | .00 | (1,869.94) | .0 |
| 230-50-550 SOCIAL SECURITY | 1,251.37 | 9,817.06 | 14,041.00 | 4,223.94 | 69.9 |
| 230-50-551 RETIREMENT | 3,978.74 | 34,021.30 | 46,156.00 | 12,134.70 | 73.7 |
| 230-50-552 HEALTH & LIFE INSURANCE | 5,666.86 | 42,541.19 | 69,086.00 | 26,544.81 | 61.6 |
| 230-50-553 UNEMPLOYMENT | 16.37 | 127.99 | 184.00 | 56.01 | 69.6 |
| 230-50-555 W/C INSURANCE | 49.41 | 398.33 | 881.00 | 482.67 | 45.2 |
| 230-50-620 OFFICE SUPPLIES | 99.00 | 813.47 | 4,000.00 | 3,186.53 | 20.3 |
| 230-50-621 OFFICE EQUIPMENT | 1,674.81 | 1,924.81 | 1,000.00 | (924.81) | 192.5 |
| 230-50-622 OFFICE FURNITURE | .00 | 373.40 | 500.00 | 126.60 | 74.7 |
| 230-50-623 POSTAGE | .00 | 84.35 | 50.00 | (34.35) | 168.7 |
| 230-50-630 JANITORIAL SUPPLIES | .00 | 199.16 | 1,500.00 | 1,300.84 | 13.3 |
| 230-50-631 UTILITIES | 1,790.29 | 10,406.30 | 10,000.00 | (406.30) | 104.1 |
| 230-50-632 TELEPHONE | .00 | 127.26 | 1,000.00 | 872.74 | 12.7 |
| 230-50-635 MINOR MAINTENANCE | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| 230-50-650 TRAINING & TRAVEL | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 230-50-651 MEMBERSHIPS | .00 | .00 | 200.00 | 200.00 | .0 |
| 230-50-661 CONTRACTUAL SERVICES | 1,178.11 | 12,326.93 | 10,000.00 | (2,326.93) | 123.3 |
| 230-50-681 INSURANCE | .00 | 5,678.78 | 5,563.00 | (115.78) | 102.1 |
| 230-50-690 LIBRARY MATERIALS | 1,449.92 | 20,084.40 | 33,000.00 | 12,915.60 | 60.9 |
| 230-50-691 ART GALLERY | .00 | 157.90 | 600.00 | 442.10 | 26.3 |
| 230-50-694 READY TO READ GRANT EXPEND | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 230-50-696 EDUCATIONAL PROGRAMS | 332.30 | 3,482.45 | 10,000.00 | 6,517.55 | 34.8 |
| 230-50-721 OTHER EQUIP REPAIR & MAINT. | 6.04 | 2,601.15 | 3,000.00 | 398.85 | 86.7 |
| 230-50-734 REFUNDS & REIMBURSEMENTS | .00 | .00 | 100.00 | 100.00 | .0 |
| 230-50-749 OTHER | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 230-50-980 CONTINGENCY | .00 | .00 | 33,941.00 | 33,941.00 | .0 |
| TOTAL EXPENDITURES | 33,851.25 | 273,494.76 | 432,539.00 | 159,044.24 | 63.2 |

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

LIBRARY FUND (230)

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|---------------|------------|------------|---------------|------|
| TOTAL FUND EXPENDITURES | 33,851.25 | 273,494.76 | 432,539.00 | 159,044.24 | 63.2 |
| NET REVENUE OVER EXPENDITURES | (7,251.96) | 212,704.91 | .00 | (212,704.91) | .0 |

Bandon Library Statistics FY 2021-2022

| | Apr-22 | Fiscal YTD |
|----------------------------|----------------------|-----------------------|
| Checkout/Renewals | 7,263 | 62,741 |
| | | |
| Items Withdrawn | 200 | 2167 |
| Items Added | 262 | 2136 |
| | | |
| Curbside appointments | 5 | 2081 |
| | | |
| Packages mailed | 2 | 26 |
| | | |
| Laptops/Tablets circulated | 9 | 157 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Item Sharing | BORROWED | LOANED |
| Coastline | 784 | 974 |
| | | |
| Programs | 11 | |
| Program Attendance | 212 | |
| | | |
| Exams Proctored | 0 | |
| | | |
| | | |
| | | |
| | Library Cards | Library Visits |
| | 39 | 1,600 |

Bandon Library Statistics FY 2021-2022

| | May-22 | Fiscal YTD |
|----------------------------|---------------|----------------|
| Checkout/Renewals | 7,048 | 69,789 |
| | | |
| Items Withdrawn | 303 | 2470 |
| Items Added | 164 | 2300 |
| | | |
| Curbside appointments | 2 | 2083 |
| | | |
| Packages mailed | 1 | 27 |
| | | |
| Laptops/Tablets circulated | 6 | 163 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Item Sharing | BORROWED | LOANED |
| Coastline | 1,009 | 1,079 |
| | | |
| Programs | 7 | |
| Program Attendance | 188 | |
| | | |
| | Library Cards | Library Visits |
| | 22 | 2123 |