



## **Bandon Library Board**

1204 11th St. SW, Bandon, OR 97411

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

### **Bandon Library Board Meeting**

Wednesday, December 14th, 2022 2:00pm, Bandon Library Sprague Room

#### **AGENDA**

1. Attendance:
2. Minutes of previous meeting:
3. Public Comment
4. Reports:
  - Director's Report
  - Library Statistics October 2022
  - Financial reports November 2022
5. Action Items: Policy review (Code of Conduct and Discarding of Materials Policy)
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 – 10/18/2022 at 3pm**

1. Attendance: Sheri Wright, Randal Hill, Karen Thomas, Horty Joyce, and Christine Kingsbury (Secretary/Library Director). Meeting called to order at 2:59pm by Sheri Wright.
2. Minutes of previous meeting: Minutes were 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 awarded a \$4000 grant through the American Library Association and Public Library Association to implement free adult computer literacy workshops and equipment utilizing the Digitallearn.org platform. Six classes will be offered October through March covering computer basics, cybersecurity, and online conferencing.
  - The library/city applied for a local grant to lay new base for the StoryWalk path in order to make it more accessible for wheelchairs and strollers. Unfortunately, the grant was not received. Other possibilities will be explored to one day improve the path. Once a date for StoryWalk implementation is set the library board will be notified.
  - The audio-visual upgrade for the two library meeting rooms is nearly complete. Cyberlynx has provided two new TVs, a new camera/microphone, and related equipment to facilitate online conferencing. This needed upgrade will be a huge benefit to the library and community.
  - The new shelving has arrived and the new teen area is now complete. The BLFF Lifetime Members Club funded new shelving and furniture to create a new warm and welcome area for our youth.
  - The entire library collection has been tagged for the new self-checkout system. Activation of the items is also nearly complete. Items left to activate are approximately 20% of the DVDs, 30% of the music CDs, and the audiobook collection. As soon as this is complete the new self-checkout technology can be implemented.
  - In September, Randal Hill gave a special presentation at the library titled "Catch a Wave: Surf Music of the Early 1960s". The attendees enjoyed hearing about the history of the era and the behind the scenes, little known stories about the artist. We hope Randal will continue these lectures in the future!
  - The library hosted a traveling exhibit called "Oregon's Dino-Story" (University of Oregon Museum of Natural and Cultural History) in late September and early October. Patrons of all ages enjoyed the interactive display.

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



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- Current ongoing library programs include monthly Washed Ashore storytime, Washed Ashore STEAM club, holiday storytime, Friday Freewriting, Kid's Minecraft Club, adult computer basics class, BLFF book club, and Bandon Library Art Gallery.
- Upcoming programs include an author talk with William Sullivan October 23 (BLFF funded), a Celtic harp concert November 8, Medicare 101 November 29, and Christmas ornament making December 10<sup>th</sup>.
- Part-time staff member Chris Ysasi retired after 15 years with the library. Chris' dedication to the library is greatly appreciated!
- The library welcomed new employee Sarah Sinko to the team.
- Library staff Cody Barkdull, Jan Ayers, Linda Hill, and Sarah Sinko have done an outstanding job in their positions. They have worked hard to create a quality experience for the patrons and have provided innovative ideas for moving the library forward.
- Library circulation reports, director's report, and budget reports were supplied.

### **Bandon Library Friends and Foundation Report:**

- Thomas reported that the monthly book club is going very well. Thomas and Joyce stated that the BLFF will be hosting a silent auction the first few weeks of November inside the library alcove. Thomas stated that library and BLFF relations were going very well and was pleased with the level of positive collaboration.

### **4. Action Items: Policy Review**

Kingsbury provided an updated copy of the Camera Surveillance Policy for review. Corrections were made and a motion to accept the policy was initiated by Thomas and seconded by Joyce. The revised Camera Surveillance Policy was unanimously approved. Kingsbury provided a copy of the Cell Phone Policy for review. Hill initiated a motion to approve that was seconded by Thomas. The policy was unanimously approved. Wright asked that the board look over the Code of Conduct Policy and Discarding of Materials Policy for review at the next meeting in December.

5. The next Library Advisory Board meeting is scheduled for Wednesday December 14th at 2pm in the Sprague Room of the Bandon Library. Meeting adjourned at 3:50 pm.



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### **Director's Report – December 14, 2022**

It is hard to believe I have been here almost a year! The city administration, library staff, library board, Bandon Library Friends and Foundation, organizational partnerships, volunteers, and of course our amazing patrons have been instrumental in helping me get to know our community and how we can create the very best library experience. Thank you all for your support over the past year. I am so grateful to be part of the Bandon community!

Staff and volunteers have completely finished tagging and activating our entire collection for our new self-checkout station. We are using the new technology primarily on our staff computers only for the next few weeks. In January, we will be launching the new self-checkout station for patrons. Thank you BLFF for this amazing technology!

In October, we began our computer workshop series provided by the Digital Literacy Workshop Incentive grant through the Public Library Association. A total of six free monthly computer workshops facilitated by a local IT professional are being offered between October and March. Two new laptops will also be purchased as part of this grant funding. I am hopeful attendance for these workshops will increase over the next few months.

Recent library special programs include an author talk by William Sullivan titled "D.B. Cooper & the Exploding Whale: Folk Heroes of the Northwest" (sponsored by the BLFF), a Celtic harp concert by Aryeh Frankfurter and Lisa Lynne, Medicare 101, and Christmas ornament making. Attendees provided very positive feedback on these program offerings. Current ongoing monthly library programs include Washed Ashore storytime, staff storytime, 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, and Friday Freewriting. I am very pleased with our current level of programming!

The library is collaborating with the Bandon Library Friends and Foundation (BLFF) to revamp our public computer area. We will be moving our public computers to the larger adjacent alcove and will be using the current computer area for the new BLFF never-ending book sale. This project will allow our computer users more space as well as set up a nice bookstore area for the BLFF to continue their much-appreciated fundraising efforts. On that note, the BLFF raised over \$900 from their recent silent auction and over \$5000 for new books from donations

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



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from the Lifetime Members Club! I appreciate the efforts and positive relationship the BLFF has provided!

Our focus for the upcoming year will be organization and update of all library policies and procedures, continued increased focus on new innovative programs and services, and establishing new connections and partnerships in the community.

Thank you for your continued support to the library and community! I hope you and your family have a joyous holiday season!

*Christine Kingsbury*

## Bandon Library Statistics FY 2022-2023

	Oct-22	Fiscal YTD
<b>Checkout/Renewals</b>	6,471	27,443
Items Withdrawn	142	1720
Items Added	168	772
Curbside appointments	1	6
Packages mailed	0	2
Laptops circulated	1	4
<b>Item Sharing</b>	BORROWED	LOANED
Coastline	721	809
<b>Programs</b>	17	
Program Attendance	330	
	Library Cards	Library Visits
	33	2585

CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	72,610.98	92,670.72	418,584.00	325,913.28	22.1
230-424-02 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
TOTAL INTERGOVRNMNTL - COUNTY GRANT	72,610.98	92,670.72	419,584.00	326,913.28	22.1
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	.00	549.57	370.00	( 179.57)	148.5
TOTAL MISC - INTEREST INCOME	.00	549.57	370.00	( 179.57)	148.5
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	.00	19,220.00	2,000.00	( 17,220.00)	961.0
TOTAL MISC - GRANTS	.00	19,220.00	2,000.00	( 17,220.00)	961.0
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	30.00	135.00	650.00	515.00	20.8
230-475-03 COPIES	128.20	580.50	500.00	( 80.50)	116.1
TOTAL SOURCE 475	158.20	715.50	1,150.00	434.50	62.2



CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	2,460.00	3,000.00	3,500.00	500.00	85.7
TOTAL MISC - OTHER	2,460.00	3,000.00	3,500.00	500.00	85.7
TOTAL FUND REVENUE	75,229.18	116,155.79	442,604.00	326,448.21	26.2

CITY OF BANDON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-505 REGULAR EMPLOYEES	18,101.21	92,519.07	201,130.00	108,610.93	46.0
230-50-521 HOLIDAY PAY	.00	222.67	.00	( 222.67)	.0
230-50-550 SOCIAL SECURITY	1,384.75	7,094.72	15,386.00	8,291.28	46.1
230-50-551 RETIREMENT	3,451.86	21,630.25	50,490.00	28,859.75	42.8
230-50-552 HEALTH & LIFE INSURANCE	7,254.67	32,651.43	67,796.00	35,144.57	48.2
230-50-553 UNEMPLOYMENT	126.72	303.55	1,408.00	1,104.45	21.6
230-50-555 W/C INSURANCE	56.65	263.00	279.00	16.00	94.3
230-50-620 OFFICE SUPPLIES	165.87	862.84	5,200.00	4,337.16	16.6
230-50-630 JANITORIAL SUPPLIES	.00	57.20	1,500.00	1,442.80	3.8
230-50-631 UTILITIES	708.26	2,995.47	11,000.00	8,004.53	27.2
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	308.50	6,740.57	13,000.00	6,259.43	51.9
230-50-681 INSURANCE	.00	6,489.30	6,600.00	110.70	98.3
230-50-690 LIBRARY MATERIALS	1,349.85	5,770.91	15,000.00	9,229.09	38.5
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	311.81	2,550.82	8,100.00	5,549.18	31.5
230-50-749 OTHER	49.99	408.34	17,000.00	16,591.66	2.4
230-50-980 CONTINGENCY	.00	.00	99,294.00	99,294.00	.0
TOTAL EXPENDITURES	33,270.14	180,792.31	518,983.00	338,190.69	34.8
TOTAL FUND EXPENDITURES	33,270.14	180,792.31	518,983.00	338,190.69	34.8
NET REVENUE OVER EXPENDITURES	41,959.04	( 64,636.52)	( 76,379.00)	( 11,742.48)	( 84.6)

## **BANDON PUBLIC LIBRARY**

### **CAMERA SURVEILLANCE**

The library uses surveillance cameras to complement other measures to ensure a safe and secure environment for patrons and staff. The equipment helps to protect the library's property against theft or vandalism and can assist in identifying intruders and persons breaking the law or violating the library's Rules of Conduct.

Surveillance cameras are posted to monitor public areas of the library that are not easily viewed from public service desks and staff areas where valuable Library property is stored. Surveillance cameras are not used in restrooms, nor are they positioned to identify reading, viewing or listening activities of patrons.

Signs are posted notifying visitors that library facilities are monitored by surveillance cameras.

Recorded information from cameras will be retained for one month, unless an incident occurs that requires holding the recording longer. In the event of a reported or observed incident, the recorded information may be used to assist in the investigation of the incident. The library will maintain control of and responsibility for the video security surveillance equipment at all times.

Security camera recordings are made available to law enforcement through a legal subpoena or warrant. Recorded information that is subpoenaed will be retained by the library for one year.

Reviewed by Legal Counsel – December 2014

Adopted: December 2014

Revised and Approved by Library Advisory Board 10/18/2022

## **BANDON PUBLIC LIBRARY**

### **CELL PHONE USE**

Bandon Public Library is committed to providing an environment that is comfortable, but conducive to study and quiet reading. Noise from the use of cell phones is disruptive to a quiet environment. Therefore, the use of these devices in the library is prohibited.

While in the library all cell phones must be set on silent or turned off. Patrons needing to make or receive a call must do so outside of the library. Patrons should take their valuable belongings with them when they leave the area to take or receive a call as the library cannot be held responsible.

Bandon Library reserves the right to ask anyone to leave the library if they are using a cell phone in a prohibited area or are disturbing others in any area of the library.

We thank you for your cooperation in making Bandon Library a comfortable place for all of us.

Adopted: 6/18/14

Revised: 9/24/10

Revised: 10/28/2022 by the Library Advisory Board