



## **Bandon Library Board**

1204 11th St. SW, Bandon, OR 97411

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

Bandon Library Board Meeting

Tuesday August 16, 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 June and July 2022
  - Financial reports May and June 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 – 6/21/2022 at 3pm**

1. Attendance: Sheri Wright, Randal Hill, Karen Thomas, Horthy Joyce, James Collins, Tracy Hodson (Bandon Library Art Gallery Curator) 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:

Tracy Hodson (Bandon Library Art Gallery Curator)

- The art gallery has a budget of \$600 per year to cover operations. Hodson advised that she would like to see some of these left over funds from the past couple of years used to assist with shipping costs for the mosaic shows.
- The current art gallery exhibit will run through June and July, and an artist's reception will be held on July 9<sup>th</sup> from 12pm-2pm. Featured artists are Vicki Affatati, Abby Lazerow, and Victoria Tierney.
- New possible exhibits and marketing venues were discussed.
- The Bandon High School student art show is planned to be featured next May.
- New art pieces to spruce up the Sprague Room were discussed.

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

- The youth summer reading program begins July 1 and runs through August. Guest presenters, crafts for kids and teens, and reading incentives are all components of the ocean themed program. Presenters include Washed Ashore, Shoreline Education and Awareness, and Bullards Beach State Park. Forty-five students from the Bandon Youth Center will be participating in the program. The Oregon State Library's Ready to Read grant of \$1000 supplied funding for the summer reading program materials.
- Coming adult programs include a writer's group at the end of July, an author talk in August, and a Celtic Harp concert in November. The Bandon Library Friends and Foundation are hosting a once-a-month book club that has been very well received.
- September 14-October 11 the library will be hosting a traveling exhibit called "Oregon's Dino-story". The exhibit includes fun educational displays and activities for all ages.
- Recent library partnerships include: a library family craft table at the Bandon Parks and Recreation Commission's Arbor Day event, a library display for the Coastal Memory Walk in the park, and a Zoom hosting event (Elder Abuse Prevention) with Coos Health and Wellness.

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



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- The new StoryWalk has arrived, and public works is working on an install date. The 15 display stands will be placed along a path in city park. Kingsbury would like to see a Little Free Library added to the end of the StoryWalk and is looking into funding for this.
- In March the library applied for a grant through AARP to improve the outdoor east side of the Sprague Room. The library was not selected as a grant recipient, as it was very competitive with over 3200 applications.
- The library has applied for a \$4000 grant through the ALA and PLA for funding for computer classes and classroom equipment for adults. Grant awardees will be announced in August 2022.
- Staff and volunteers continue the process of tagging items for our new self-checkout station. All books have been tagged and only the CDs and DVDs remain! The security gates have been installed.
- Longtime employee Jennifer Tanner announced her intent to retire on June 30<sup>th</sup>, 2022. Tanner has been a valued employee and will be greatly missed! Her position has been posted and interviews will be taking place at the end of June.
- Library circulation reports, director's report, and budget reports were supplied.

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

Kingsbury provided a rough draft of a new library art policy for review. A motion to accept the policy was initiated by Collins and seconded by Thomas. The new policy was unanimously approved. Kingsbury provided an updated copy of the Material Reconsideration Policy for review. Thomas initiated a motion to approve and seconded by Collins. The new policy was unanimously approved. The current Access Policy was reviewed at the meeting and no needed revisions were found.

Kingsbury 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. Members discussed pros and cons of various meeting room protocols to assist her in preparation.

Wright asked that the board look over the Book Donation Policy and Bulletin Board Policy for review at the next meeting in August.

5. The next Library Advisory Board meeting is scheduled for Tuesday, August 16th at 3pm in the Sprague Room of the Bandon Library. Meeting adjourned at 4:53pm.

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



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### **Director's Report – August 16, 2022**

It has been wonderful to see the families coming in again for programs! Our ocean themed summer reading program began July 1<sup>st</sup> and featured guest presentations from Washed Ashore and Shoreline Education and Awareness. Due to the high number of attendees, we moved the presentations to the outdoor stage in city park. Summer reading programs also included a new craft each week for teens in our new teen area, a new craft each week for kids in the children's room, and a Lego play time. A total of 19 July programs were offered with a total of 570 attendees. So far, we have had approximately 80 youth sign up for the reading incentive program and log over 160 hours of reading! The reading incentive program runs through the month of August.

We had our first adult writing program in July facilitated by staff member Jan Ayers. We will be offering this program monthly and hope to see more people join in on this fun program as the word gets out. The BLFF had a successful book sale the first weekend of August and continues to host the monthly adult book club. All their hard work for the library is greatly appreciated! The library participated in the Coastline Libraries booth at the Coos County Fair in Myrtle Point. A total of 1687 new books were given away to folks who stopped by the booth. The library hosted an author talk by Mark Yaconelli titled "How Stories Can Save Us". The free event was held at the Sprague Theater on August 12<sup>th</sup> with 26 attendees. The Bandon Library Art Gallery's current show is titled "The Unaltered Image" featuring artist Thomas Glassman and will run through September. Artists Vicki Affatati, Abby Lazerow, and Victoria Tierney were featured in the June and July gallery exhibit. On July 9<sup>th</sup> an artist's reception was held in their honor with approximately 100 people in attendance.

Upcoming library programs include Washed Ashore story time on August 19<sup>th</sup>, the traveling exhibit "Oregon's Dino-Story" September 15<sup>th</sup> – October 10<sup>th</sup>, "Catch a Wave – Surf Music of the Early 1960s" with Randy Hill on September 24<sup>th</sup>, "The Crazy Librarian" teen escape room in October, and "Celtic Harps, Rare Instruments, and Wondrous Stories" free concert with Aryeh Frankfurter and Lisa Lynne on November 8<sup>th</sup> at the Sprague Theater.

The library has been working with Maureen Haggerty of Cyberlinks on a project to enhance our online meeting platforms in the Sprague and Logan rooms of the library. Many groups are required to offer an online format to their meetings and currently the library lacks the proper equipment to do so properly. Cyberlinks has offered to assess our technology needs and



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provide the equipment to create an updated meeting room with online meeting capabilities. We are very excited that Cyberlinks has chosen the Bandon Library for this important project!

The city is working towards a grant that if awarded would provide a paved pathway for our StoryWalk project! Implementation of the stands is currently on hold as we see if this grant opportunity will come to pass. Having the current gravel path paved would make the StoryWalk more accessible for strollers and wheelchairs.

We continue to plug away at tagging all our materials for the self-checkout station. All books have been tagged and we are currently working on tagging DVDs, audiobooks, and CDs. Once the collection is completely tagged, we can start using the self-checkout station. This technology is extremely beneficial as we move into the future.

The library applied for a grant through the Pacific Library Association that if awarded would provide \$4000 in funding to offer free computer literacy classes and related classroom equipment for our patrons. Chosen applicants will be notified by September.

In July, we welcomed Linda Hill to our library staff! Linda is already proving to be a valuable member of our library team and we are very happy to have her on board!

Thank you for all your help and support to the library and community!

*Christine Kingsbury*

## Bandon Library Statistics FY 2021-2022

	Jun-22	Fiscal YTD
<b>Checkout/Renewals</b>	7,305	77,094
Items Withdrawn	360	2830
Items Added	268	2568
Curbside appointments	1	2084
Packages mailed	1	28
Laptops/Tablets circulated	6	169
<b>Item Sharing</b>	BORROWED	LOANED
Coastline	915	963
<b>Programs</b>	11	
Program Attendance	265	
	Library Cards	Library Visits
	21	2598

## Bandon Library Statistics FY 2022-2023

	Jul-22	Fiscal YTD
<b>Checkout/Renewals</b>	7,261	7,261
Items Withdrawn	671	671
Items Added	119	119
Curbside appointments		
Packages mailed	1	1
Laptops circulated	0	0
<b>Item Sharing</b>	<b>BORROWED</b>	<b>LOANED</b>
Coastline	850	1,021
<b>Programs</b>	20	
Program Attendance	570	
	Library Cards	Library Visits
	44	2720



CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	.00	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	.00	420,630.62	358,053.00	( 62,577.62)	117.5
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	125.06	745.15	250.00	( 495.15)	298.1
TOTAL MISC - INTEREST INCOME	125.06	745.15	250.00	( 495.15)	298.1
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	.00	1,126.00	2,000.00	874.00	56.3
TOTAL MISC - GRANTS	.00	1,126.00	2,000.00	874.00	56.3
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	193.00	1,019.73	500.00	( 519.73)	204.0
230-475-03 COPIES	48.05	719.15	1,500.00	780.85	47.9
TOTAL SOURCE 475	241.05	1,738.88	2,000.00	261.12	86.9

CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<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	.00	6,262.58	3,000.00	( 3,262.58)	208.8
TOTAL MISC - OTHER	.00	6,262.58	3,000.00	( 3,262.58)	208.8
TOTAL FUND REVENUE	366.11	448,503.23	383,303.00	( 65,200.23)	117.0

CITY OF BANDON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-505 REGULAR EMPLOYEES	14,503.22	156,106.22	183,537.00	27,430.78	85.1
230-50-521 HOLIDAY PAY	288.79	2,158.73	.00	( 2,158.73)	.0
230-50-550 SOCIAL SECURITY	1,131.57	12,107.17	14,041.00	1,933.83	86.2
230-50-551 RETIREMENT	3,534.90	41,144.41	46,156.00	5,011.59	89.1
230-50-552 HEALTH & LIFE INSURANCE	4,848.08	53,056.13	69,086.00	16,029.87	76.8
230-50-553 UNEMPLOYMENT	14.79	157.93	184.00	26.07	85.8
230-50-555 W/C INSURANCE	45.18	489.35	881.00	391.65	55.5
230-50-620 OFFICE SUPPLIES	696.80	1,590.92	4,000.00	2,409.08	39.8
230-50-621 OFFICE EQUIPMENT	35.45	1,960.26	1,000.00	( 960.26)	196.0
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	2,244.78	14,215.91	10,000.00	( 4,215.91)	142.2
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	1,673.21	15,433.27	10,000.00	( 5,433.27)	154.3
230-50-681 INSURANCE	.00	5,678.78	5,563.00	( 115.78)	102.1
230-50-690 LIBRARY MATERIALS	3,115.20	26,881.39	33,000.00	6,118.61	81.5
230-50-691 ART GALLERY	.00	157.90	600.00	442.10	26.3
230-50-694 READY TO READ GRANT EXPEND	965.02	965.02	1,000.00	34.98	96.5
230-50-696 EDUCATIONAL PROGRAMS	391.04	4,205.79	10,000.00	5,794.21	42.1
230-50-721 OTHER EQUIP REPAIR & MAINT.	138.74	2,809.26	3,000.00	190.74	93.6
230-50-734 REFUNDS & REIMBURSEMENTS	.00	.00	100.00	100.00	.0
230-50-749 OTHER	70.00	250.83	1,000.00	749.17	25.1
230-50-980 CONTINGENCY	.00	.00	33,941.00	33,941.00	.0
TOTAL EXPENDITURES	33,696.77	340,153.44	432,539.00	92,385.56	78.6

CITY OF BANDON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2022

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	33,696.77	340,153.44	432,539.00	92,385.56	78.6
NET REVENUE OVER EXPENDITURES	( 33,330.66)	108,349.79	( 49,236.00)	( 157,585.79)	220.1