



City of Bandon

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

Bandon by the Sea

Bandon Library Board Meeting

Thursday, February 20 at 11:30am, Bandon Library Logan Room

AGENDA

1. Attendance:
2. Minutes of previous meeting:
3. Public Comment
4. Reports:
 - Director's Report
 - Library Statistics for November 2024 through January 2025
 - Financial reports
 - BLFF update (Thomas/Joyce)
 - Art Gallery update – Tracy Hodson
5. Action Items:
6. New Business:
 - Allocation formula update: Kingsbury & Cathy Johnston (Coos Library Board)
7. Announcements:
8. Next Meeting Date:

James Collins – Michele Schaefer – 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 – 11/21/2024 at 11:30am

Attendance: Sheri Wright, Karen Thomas, Horty Joyce, Michele Schaefer, Christine Kingsbury (Secretary/Library Director), and Cathy Johnston (Coos Library Board member). Absent: James Collins. Meeting called to order at 11:31m by Sheri Wright.

1. Minutes of previous meeting: Minutes unanimously approved.
2. Public Comment: None
3. Reports:

Library Director's Report: (Kingsbury)

- On October 14, 2024 the Coos County Board of Commissioners unanimously approved the new library allocation formula proposed by the Coos Library Board. The plan includes a four-year transition period. The library would like to thank the City of Bandon and members of the community for their ongoing support throughout this process.
- Ongoing programs include Bandon Art Gallery exhibits, Adult Chess Club, Scholastic Chess Club, BLFF Book Club, Preschool Storytime, Music and Movement Storytime, Discovery Storytime, Bilingual Storytime, Washed Ashore Storytime, Friday Freewriting, Apple Lab, Plastic Collection, Seed Library, Storytelling Café, Age Café, High School Hangout, Windows Computer Lab, sports checkout, OSU nutrition presentations, and 0-5 Open Play.
- Upcoming special programs include an ornament making day, "Fuel into Energy" nutrition presentation, and a BLFF celebration honoring the 20th anniversary of the current library location.
- The StoryWalk currently displays stories from a local 5th grade class.
- Staff are working on creating new programs for homeschool families.
- The library has applied for a grant through Bandon Dunes for new books for the main collection. We are looking at applying for a grant through the ALA to upgrade lighting in the stacks to LED as the area is very dark making it difficult to see book spines. The BLFF Lifetime Members Club has graciously donated funding toward

new windows in the children's room that will open. This room gets very warm and stuffy during summer youth programs with no ventilation. Any extra funding will be put toward new books for our collection.

- The early literacy programs, made possible by the South Coast Early Learning Hub, are growing in attendance. Our new facilitator is doing an amazing job building a quality, engaging program.

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

- Thomas and Johnston provided an update from the recent BLFF meeting.
- A 20-year anniversary celebration for the library's current location is being hosted by the BLFF on December 7th at 1pm. A slideshow, refreshments, and speakers are planned.
- The BLFF Silent Auction was a big success.
- A fundraiser is currently in the works featuring an author talk with Barbara O'Neal on February 8th at 1pm in the Sprague Room (Suggested donation of \$20 per person).
- Upcoming book sales and never-ending book sales were discussed. Upcoming sales are scheduled for April and July, with the silent auction returning in October.
- A new promotional committee has created a new logo for the BLFF. A new brochure and banner are in the works.
- The gallery will soon be showing the works of Judith Ginsburg.
- The next meeting for the BLFF will be February 27 at 1:30pm.

5. Action Items: none

6. New Business:

7. Announcements:

8. The next Library Advisory Board meeting is scheduled for Thursday, February 20th at 11:30am in the Sprague Room of the Bandon Library. Meeting adjourned at 12:35pm.



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Bandon by the Sea

Bandon Library Director's Report February 2025:

Last November, the library celebrated 20 years of being housed in the current building, thanks to the city and community coming together to make its creation a reality. The Bandon Library Friends and Foundation hosted the anniversary celebration to include a historical presentation by Mayor Schamehorn and Peter Braun. I feel fortunate to be able to serve our amazing community in such a beautiful facility!

The library was recently awarded a grant for \$13,000 from the Bandon Dunes Charitable Foundation to purchase new books for our collection! Funds to purchase all new books come from grants and donations. We are extremely grateful for the Bandon Dunes Charitable Foundation's support in helping the library provide a relevant and quality collection for our community all year long. The library was also the recipient of a \$2000 grant from the South Coast Early Learning Hub for materials to support our growing early literacy program. Funds will be used to purchase materials to support storytime, Open Play, and STEM programming for ages 0-6.

We are excited to announce new programs now being offered at the library. Through direct input from our community, we are now offering a Spanish conversational group, an "All Things Internet" computer lab, and a Homeschool Connect program serving homeschool families in our area.

Our ongoing programs include Bandon Art Gallery exhibits, Adult Chess Club, Scholastic Chess Club, BLFF Book Club, Preschool Storytime, Music and Movement Storytime, Bilingual Storytime, Washed Ashore Storytime, Friday Freewriting, Apple Lab, Plastic Collection, Seed Library, Storytelling Café, Age Café, High School Hangout, Windows Computer Lab, sports checkout, OSU nutrition presentations, Homeschool Connect, All Things Internet Lab, Spanish conversation group, and 0-5 Open Play. Upcoming special programs include a

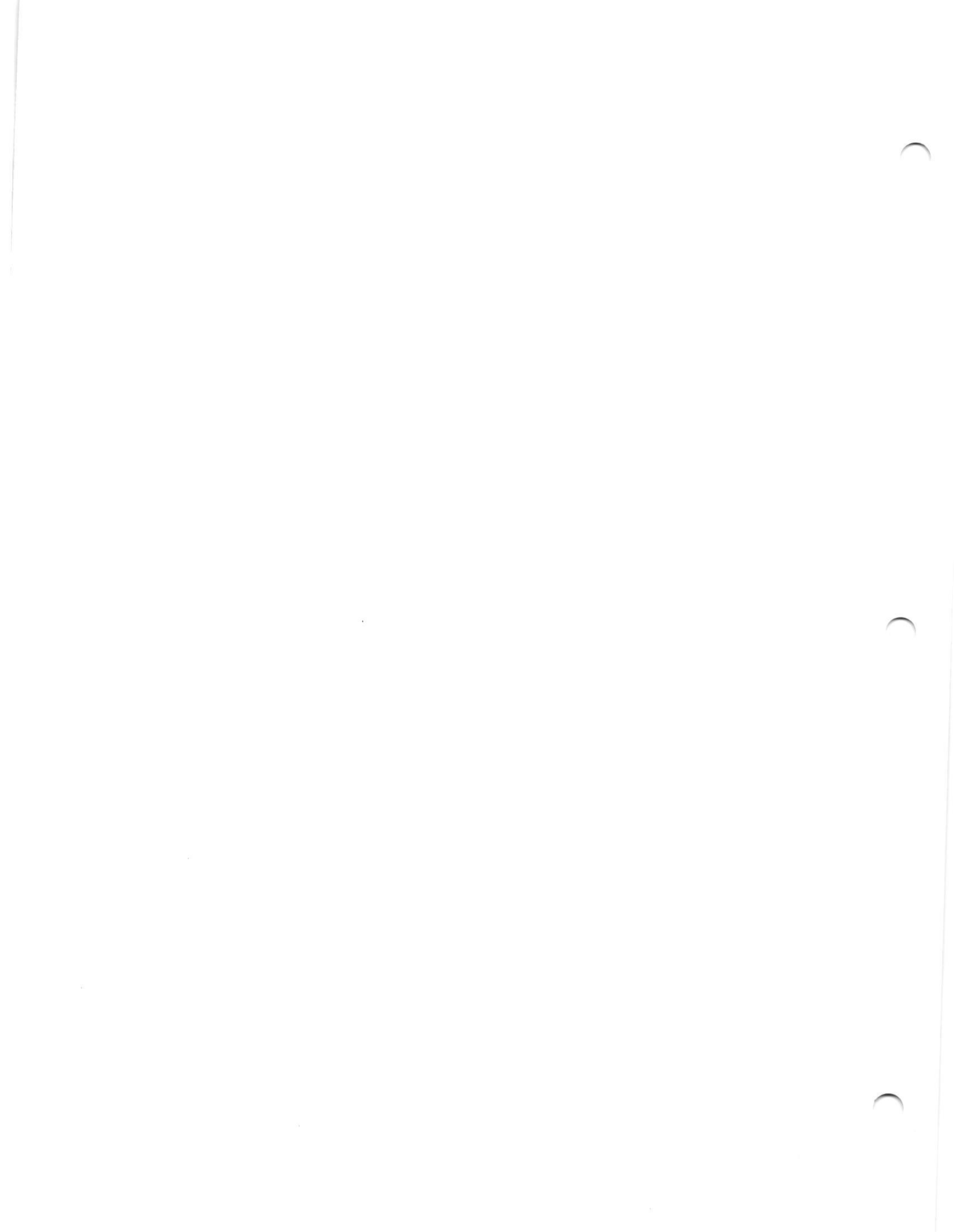


heart health nutrition series by OSU Extension, "Aging Well at Home" presentation, Shoreline Education Awareness presentations, a Celtic Harp concert featuring Aryeh Frankfurter and Lisa Lynne and an astronomy presentation by Dr Coyner of SWOCC.

The new windows for the children's room were installed last month! The Bandon Library Friends and Foundation Lifetime Members Club graciously donated funding to purchase the windows which can now be opened for much needed air flow. Extra funds left over after the purchase of the windows will be used to provide new large print books for our collection.

It is hard to believe that it is already 2025 and I am excited to see what the new year holds for our library. Thank you for your dedication and support as we move into 2025!

Christine Kingsbury, Bandon Library Director



BANDON LIBRARY FY24/25 NOV Fiscal YTD

Checkouts/Renewals	7109	37120
Items withdrawn	56	608
Items Added	123	887
Item Sharing - Coastline		
Borrowed	928	4422
Loaned	1006	4565
Programs	43	193
Program Attendance	468	2687
Library Cards	22	133
Library Visits	3555	20043

BANDON LIBRARY FY24/25 DEC Fiscal YTD

Checkouts/Renewals	6566	43686
Items withdrawn	159	767
Items Added	114	1001
Item Sharing - Coastline		
Borrowed	796	5218
Loaned	1031	5596
Programs	45	238
Program Attendance	492	3179
Library Cards	21	154
Library Visits	3609	23652

BANDON LIBRARY FY24/25 JANUARY Fiscal YTD

Checkouts/Renewals	6827	50513
Items withdrawn	57	824
Items Added	140	1141
Item Sharing - Coastline		
Borrowed	880	6098
Loaned	1143	6098
Programs	55	293
Program Attendance	597	8776
Library Cards	31	185
Library Visits	3878	27530

CITY OF BANDON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

LIBRARY MEMORIAL FUND (220)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>BEGINNING BALANCE</u>					
220-400-00 BEGINNING FUND BALANCE	.00	101,182.74	100,925.00	(257.74)	100.3
TOTAL BEGINNING BALANCE	.00	101,182.74	100,925.00	(257.74)	100.3
<u>MISC - INTEREST INCOME</u>					
220-450-00 INTEREST INCOME	400.75	2,943.74	1,600.00	(1,343.74)	184.0
TOTAL MISC - INTEREST INCOME	400.75	2,943.74	1,600.00	(1,343.74)	184.0
TOTAL FUND REVENUE	400.75	104,126.48	102,525.00	(1,601.48)	101.6

CITY OF BANDON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

LIBRARY MEMORIAL FUND (220)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
220-50-980 CONTINGENCY	.00	.00	102,525.00	102,525.00	.0
TOTAL EXPENDITURES	.00	.00	102,525.00	102,525.00	.0
TOTAL FUND EXPENDITURES	.00	.00	102,525.00	102,525.00	.0
NET REVENUE OVER EXPENDITURES	400.75	104,126.48	.00	(104,126.48)	.0

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	.00	420,227.40	466,613.00	46,385.60	90.1
230-424-02 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
TOTAL INTERGOVRNMNTL - COUNTY GRANT	.00	420,227.40	467,613.00	47,385.60	89.9
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	1,619.24	6,075.92	1,300.00	(4,775.92)	467.4
TOTAL MISC - INTEREST INCOME	1,619.24	6,075.92	1,300.00	(4,775.92)	467.4
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	.00	16,363.40	2,000.00	(14,363.40)	818.2
TOTAL MISC - GRANTS	.00	16,363.40	2,000.00	(14,363.40)	818.2
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	30.00	233.95	650.00	416.05	36.0
230-475-03 COPIES	182.75	1,113.80	500.00	(613.80)	222.8
TOTAL SOURCE 475	212.75	1,347.75	1,150.00	(197.75)	117.2

CITY OF BANDON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 478</u>					
230-478-01 LIBRARY FOUNDATION	.00	44,442.00	13,000.00	(31,442.00)	341.9
TOTAL SOURCE 478	.00	44,442.00	13,000.00	(31,442.00)	341.9
<u>MISC - OTHER</u>					
230-489-00 OTHER	335.00	2,811.84	3,500.00	688.16	80.3
TOTAL MISC - OTHER	335.00	2,811.84	3,500.00	688.16	80.3
TOTAL FUND REVENUE	2,166.99	491,268.31	488,563.00	(2,705.31)	100.6

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-505 REGULAR EMPLOYEES	21,123.39	147,934.55	255,156.00	107,221.45	58.0
230-50-550 SOCIAL SECURITY	1,615.93	11,316.93	19,520.00	8,203.07	58.0
230-50-551 RETIREMENT	5,046.36	37,775.33	71,112.00	33,336.67	53.1
230-50-552 HEALTH & LIFE INSURANCE	7,225.93	48,110.65	85,909.00	37,798.35	56.0
230-50-553 UNEMPLOYMENT	359.09	2,514.83	4,338.00	1,823.17	58.0
230-50-555 W/C INSURANCE	60.80	433.42	829.00	395.58	52.3
230-50-556 OFLA	84.50	591.78	1,021.00	429.22	58.0
230-50-620 OFFICE SUPPLIES	249.88	1,613.14	3,000.00	1,386.86	53.8
230-50-631 UTILITIES	1,934.11	8,166.41	22,500.00	14,333.59	36.3
230-50-635 MINOR MAINTENANCE	204.00	204.00	1,000.00	796.00	20.4
230-50-651 MEMBERSHIPS	.00	.00	200.00	200.00	.0
230-50-661 CONTRACTUAL SERVICES	2,329.10	17,326.43	29,000.00	11,673.57	59.8
230-50-681 INSURANCE	.00	9,670.77	9,747.00	76.23	99.2
230-50-690 LIBRARY MATERIALS	1,787.37	5,280.45	15,000.00	9,719.55	35.2
230-50-691 ART GALLERY	.00	450.82	600.00	149.18	75.1
230-50-694 READY TO READ GRANT EXPEND	.00	235.00	1,000.00	765.00	23.5
230-50-696 EDUCATIONAL PROGRAMS	183.44	6,413.03	8,100.00	1,686.97	79.2
230-50-749 OTHER	.00	597.49	17,000.00	16,402.51	3.5
230-50-980 CONTINGENCY	.00	.00	126,441.00	126,441.00	.0
TOTAL EXPENDITURES	42,203.90	298,635.03	671,473.00	372,837.97	44.5
TOTAL FUND EXPENDITURES	42,203.90	298,635.03	671,473.00	372,837.97	44.5
NET REVENUE OVER EXPENDITURES	(40,036.91)	192,633.28	(182,910.00)	(375,543.28)	105.3

