



Bandon Library Board

1204 11th St. SW, Bandon, OR 97411

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

Bandon Library Board Meeting

Wednesday, June 14th, 2023 2:00pm, Bandon Library Sprague Room

AGENDA

1. Attendance:
2. Minutes of previous meeting:
3. Public Comment
4. Reports:
 - Director's Report
 - Library Statistics for April and May 2023
 - Financial reports May 2023
 - Karen Thomas – Citizen Involvement Committee update
5. Action Items: Policy review (Memorial Fund Policy, Bandon Library Mission and Vision, StoryWalk Policy - if there is time)
6. New Business: Allocation formula update
 - Karen Thomas – Art Gallery/Library artwork
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 – 4/12/2023 at 2pm

1. Attendance: Sheri Wright, Karen Thomas, James Collins, Horty Joyce, Randal Hill, and Christine Kingsbury (Secretary/Library Director). Meeting called to order at 1:55pm 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)
 - The library continues to focus on programming, staff training, and collection management with the intent of creating a balanced collection of items that are circulating.
 - New programs include a ukulele play-and-sing-along with the Off Notes, story time monthly with South Slough, free monthly art classes for adults and teens, and Portland Guitar Duo special concert sponsored by the BLFF.
 - Ongoing programs include chess club, open board games, Shoreline Education Awareness monthly presentation, Apple Lab, weekly storytime, BLFF book club, Friday Freewriting, and Washed Ashore storytime and STEAM club.
 - Assistant Director Cody Barkdull received a scholarship to attend the Oregon Library Association annual conference in Bend, Oregon. Cody is currently in the process of obtaining her master's degree in library and information science from San Jose State University.
 - Public works has scheduled the StoryWalk to be installed in city park this month.
 - The Coos County Library Board is currently working on a new distribution formula for funding the libraries in our county. Current data shows that Bandon Library has been underfunded and would likely receive an increase when the new formula is implemented.
4. Thomas – Committee for Community Involvement report:
 - The city is working on new ground materials for the playground in city park that is affordable and sound.
 - The city put out a recent park survey and walking paths were high on participant's list.

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



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5. Action Items: Policy Review

Kingsbury provided a copy of the revised Internet Policy for review. Revisions were made. A motion to accept the revised Internet Policy was made by Thomas and seconded by Joyce. The revised Internet Policy was unanimously approved. Kingsbury provided a copy of the revised Mandatory Reporting Policy. Revisions were made and a motion to accept the policy was initiated by Collins and seconded by Joyce. The revised Mandatory Reporting Policy was unanimously approved. Kingsbury provided a copy of the revised Safe Child Policy. Revisions were made. A motion to accept the Safe Child Policy was initiated by Thomas and seconded by Hill. The revised Safe Child Policy was unanimously approved. Kingsbury provided a copy of the revised Materials Selection Policy. Revisions were made. A motion to approve the Materials Selection Policy was initiated by Joyce and seconded by Collins. The revised Materials Selection Policy was unanimously approved. Wright asked that the board look over the Memorial Fund Policy and Bandon Library Mission and Vision statement for review at the next meeting in June 2023.

6. The next Library Advisory Board meeting is scheduled for Wednesday, June 14, 2023 at 2pm in the Sprague Room of the Bandon Library. Meeting adjourned at 3:10 pm.



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Director's Report – June 14, 2023

It is hard to believe it is already almost time again for our youth summer reading program. Each year the library receives a grant through the State of Oregon called "Ready to Read" which provides \$1000 towards our summer reading program. This year's grant theme is "Find Your Voice" and we will be celebrating the arts. Our goal is to provide opportunities for youth to experience theater, voice, art, music and science presentations and activities along with incentives to keep youth reading all summer long.

Our StoryWalk went live with a ribbon cutting celebration on June 3rd. Our first display, created by Christine Hall of the Bandon Friends of the Parks and Recreation, features native plants, insects, and culture. We are grateful for support from the City of Bandon, Friends of the Bandon Parks and Recreation, and the Coos County Cultural Coalition in making the project a success.

The library will be hosting a poetry reading by Tom Mitchell and Richard Robbins on June 9th. Recent special library programs include the Portland Guitar Duo concert, a mandala rock painting class, Dia De Los Ninos De Los Libros storytime celebration, Earth Day storytime, and the Title Wave author talk featuring author Phillip Margolin. Ongoing library programs include chess club with Dr. Nancy Keller, open Apple Lab with Aaron from Bandon IT, weekly storytime, BLFF book club, Friday Freewriting, and Washed Ashore Storytime and STEAM club, South Slough monthly nature storytime, open board game time, and ukulele play-and-sing-along.

The library has applied for the Public Library Association's digital learning incentive grant which provides \$4000 towards computer educational workshops and related equipment to libraries. We were fortunate to receive this grant last year and are hopeful for this opportunity again this year.

The Coos County Library Board is still working on a new distribution formula for the libraries in our county. This has been a very long and difficult process and we appreciate their efforts in developing a fair and equitable plan going forward. I am hopeful that the new distribution plan will be completed within this year.

This month the library celebrated all the volunteers who help make our library run smoothly. Thank you for your service to the library and the community! You are greatly appreciated!

Christine Kingsbury, Bandon Library Director

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

CITY OF BANDON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2023

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	.00	411,369.86	418,584.00	7,214.14	98.3
230-424-02 READY TO READ GRANT	.00	1,000.00	1,000.00	.00	100.0
TOTAL INTERGOVRNMNTL - COUNTY GRANT	.00	412,369.86	419,584.00	7,214.14	98.3
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	.00	4,582.12	370.00	(4,212.12)	1238.4
TOTAL MISC - INTEREST INCOME	.00	4,582.12	370.00	(4,212.12)	1238.4
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	.00	6,220.00	2,000.00	(4,220.00)	311.0
TOTAL MISC - GRANTS	.00	6,220.00	2,000.00	(4,220.00)	311.0
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	5.00	338.00	650.00	312.00	52.0
230-475-03 COPIES	153.35	1,428.90	500.00	(928.90)	285.8
TOTAL SOURCE 475	158.35	1,766.90	1,150.00	(616.90)	153.6

CITY OF BANDON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2023

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 478</u>					
230-478-01 LIBRARY FOUNDATION	.00	13,000.00	16,000.00	3,000.00	81.3
TOTAL SOURCE 478	.00	13,000.00	16,000.00	3,000.00	81.3
<u>MISC - OTHER</u>					
230-489-00 OTHER	717.00	6,366.41	3,500.00	(2,866.41)	181.9
TOTAL MISC - OTHER	717.00	6,366.41	3,500.00	(2,866.41)	181.9
TOTAL FUND REVENUE	875.35	444,305.29	442,604.00	(1,701.29)	100.4

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2023

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-505 REGULAR EMPLOYEES	18,101.21	202,403.91	201,130.00	(1,273.91)	100.6
230-50-521 HOLIDAY PAY	.00	399.88	.00	(399.88)	.0
230-50-550 SOCIAL SECURITY	1,384.75	15,514.51	15,386.00	(128.51)	100.8
230-50-551 RETIREMENT	3,451.86	43,777.84	50,490.00	6,712.16	86.7
230-50-552 HEALTH & LIFE INSURANCE	5,688.89	67,996.78	67,796.00	(200.78)	100.3
230-50-553 UNEMPLOYMENT	126.72	1,074.05	1,408.00	333.95	76.3
230-50-555 W/C INSURANCE	55.85	605.65	279.00	(326.65)	217.1
230-50-556 OFLA	72.41	360.84	.00	(360.84)	.0
230-50-620 OFFICE SUPPLIES	2,569.40	4,237.75	5,200.00	962.25	81.5
230-50-630 JANITORIAL SUPPLIES	.00	57.20	1,500.00	1,442.80	3.8
230-50-631 UTILITIES	2,191.27	15,074.42	11,000.00	(4,074.42)	137.0
230-50-635 MINOR MAINTENANCE	.00	37.17	3,000.00	2,962.83	1.2
230-50-650 TRAINING & TRAVEL	.00	644.60	1,000.00	355.40	64.5
230-50-651 MEMBERSHIPS	.00	.00	200.00	200.00	.0
230-50-661 CONTRACTUAL SERVICES	2,600.40	16,122.60	13,000.00	(3,122.60)	124.0
230-50-681 INSURANCE	.00	6,489.30	6,600.00	110.70	98.3
230-50-690 LIBRARY MATERIALS	2,483.35	14,284.22	15,000.00	715.78	95.2
230-50-691 ART GALLERY	.00	197.17	600.00	402.83	32.9
230-50-694 READY TO READ GRANT EXPEND	.00	.00	1,000.00	1,000.00	.0
230-50-696 EDUCATIONAL PROGRAMS	217.36	5,303.81	8,100.00	2,796.19	65.5
230-50-749 OTHER	34.37	1,503.65	17,000.00	15,496.35	8.9
230-50-980 CONTINGENCY	.00	.00	99,294.00	99,294.00	.0
TOTAL EXPENDITURES	<u>38,977.84</u>	<u>396,085.35</u>	<u>518,983.00</u>	<u>122,897.65</u>	<u>76.3</u>
TOTAL FUND EXPENDITURES	<u>38,977.84</u>	<u>396,085.35</u>	<u>518,983.00</u>	<u>122,897.65</u>	<u>76.3</u>
NET REVENUE OVER EXPENDITURES	<u>(38,102.49)</u>	<u>48,219.94</u>	<u>(76,379.00)</u>	<u>(124,598.94)</u>	<u>63.1</u>

	Apr-23	Fiscal YTD
Checkout/Renewals	6,884	71,602
Items Withdrawn	241	3118
Items Added	189	2098
Curbside appointments	0	7
Packages mailed	0	2
Laptops circulated	2	7
Item Sharing	BORROWED	LOANED
Coastline	945	1,089
Programs	31	
Program Attendance	629	
	Library Cards	Library Visits
	26	3488

	May-23	Fiscal YTD
Checkout/Renewals	7,094	78,696
Items Withdrawn	85	3203
Items Added	207	2305
Curbside appointments	0	7
Packages mailed	0	2
Laptops circulated	1	8
Item Sharing	BORROWED	LOANED
Coastline	822	904
Programs	27	
Program Attendance	388	
	Library Cards	Library Visits
	36	3542