



City of Bandon

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

Bandon by the Sea

Bandon Library Board Meeting

Thursday, November 21, 2024 at 11:30am, Bandon Library Sprague Room

AGENDA

1. Attendance:
2. Minutes of previous meeting:
3. Public Comment
4. Reports:
 - Director's Report
 - Library Statistics for September through October 2024
 - Financial reports
 - BLFF report – Thomas/Joyce
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



City of Bandon

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

Bandon by the Sea

Bandon Library Board

Bandon Library Board Minutes – 9/19/2024 at 11:30am

Attendance: Sheri Wright, Karen Thomas, Horty Joyce, James Collins, Michele Schaefer (new board member), Christine Kingsbury (Secretary/Library Director), and Cathy Johnston (Coos Library Board member). Absent: None. Meeting called to order at 11:30m by Sheri Wright.

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

Library Director's Report: (Kingsbury)

- In June the library increased the hours open to the public.
- The new grant funded early literacy program is going very well. Attendance has increased as the library now holds three storytimes a week (preschool, music and movement, and STEAM). The facilitator (10 hour a week position) is a credentialed teacher with a master's degree in library science. The new program provides a comprehensive and cohesive early literacy program for our community. The grant funding is for one year through South Coast Early Learning Hub.
- Youth summer reading wrapped up at the end of August. 66 youth participated in the reading incentives, logging 22,320 minutes of reading. Special summer family programs were offered each week throughout the summer to include a magician, reptile presentation, kite making, Museum of Natural and Cultural History ocean presentation, Kevin the Dog storytime, mini-horse presentation, felting workshop bilingual storytime, stuffy sleepover, teen writing workshop, USFWS presentation, portable planetarium, guest storytime with William and Malaya, and Washed Ashore youth presentation.
- The library hosted a special story writing workshop with author Annis Cassells on July 26th. The workshop was made possible by a grant through Oregon Humanities. The grant also facilitated monthly programs to include a storytelling café, age café, and a writing group. The final event will be a community storytelling event at the Sprague Theater featuring Bandon community members sharing their own

inspirational stories and experiences. The StoryWalk will display stories from a local 5th grade class.

- Retired teacher Randal Hill facilitated an early literacy workshop for parents, providing tips and tricks for helping children learn to read.
- Ongoing programs: Bandon Art Gallery exhibits, adult chess club, BLFF Book Club, Preschool Storytime, Music and Movement Storytime, Discover Storytime, 0-5 Open Play, Friday Freewriting, Apple Lab, Windows Computer Lab, sports checkout, seed library, High School Hangout, Age Café, Storytelling Café, and OSU nutrition presentations.

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

- Thomas provided an update from the recent BLFF meeting.
- A fundraiser is currently in the works featuring an author talk with Barbara O'Neal.
- Upcoming book sales and never-ending book sales were discussed.
- A new promotional committee has made progress on a new logo for the BLFF.
- The next meeting for the BLFF will be November 19th at 2pm.

Allocation Report: (Cathy Johnston – Coos Library Board, Kingsbury)

Kingsbury and Johnston provided an update on the library allocation proposal. The Coos County Board of Commissioners will be holding a work session on October 14, 2024 to make a final decision on the acceptance of the Coos Library Board's recommended new library allocation formula. The final report from an outside consultant reviewing the formula should be completed soon and reviewed by the Coos Library Board.

5. Action Items: none

6. New Business:

Fundraising: Kingsbury advised that she had submitted the forms to be considered for a grant from Bandon Dunes. If accepted, grant funding will be requested for new books.

7. Announcements:

Joyce announced that the BLFF will be hosting a celebration of the 20th anniversary of the new library building on November 2nd to be held at the library.

8. The next Library Advisory Board meeting is scheduled for Thursday, November 21st at 11:30am in the Sprague Room of the Bandon Library. Meeting adjourned at 12:24pm.



City of Bandon

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

Bandon by the Sea

Bandon Library Director's Report November 2024:

This fall, the library has been busy focusing on collection assessment, program expansion, digital resource access, and creative fund raising through grants. I am always amazed by our wonderful staff and volunteers, and how they each contribute their unique talents to our projects.

After many years, I am happy to announce that 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. Though the transition into proper funding for the Bandon Library will be slow, we are excited to see forward movement into a fair and equitable funding model for all libraries in our district.

Our 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. Staff have also been working toward offering new programming for our homeschool community.

The library recently applied for a grant through Bandon Dunes to facilitate the purchase of new library books for our collection. Currently, funding for new books comes through grants and donations and we are excited at the prospect of this grant opportunity. We are also in the process of applying for a grant to

revamp our lighting in the adult section by implementing LED lighting in our current fixtures. The South Coast Early Learning Hub Early Literacy Grant continues to be a wonderful support to our youth and families through quality early literacy programs each week.

The Bandon Library Friends and Foundation Lifetime Members Club has graciously donated funding toward two new windows in our Children's room. Any extra funding will be used to help purchase books for our collection. I appreciate how dedicated the Bandon Library Friends and Foundation and the Lifetime Members Club have been in supporting our library!

Thank you, library board members, for your dedication to helping our library serve our community!

Christine Kingsbury, Bandon Library Director

BANDON LIBRARY FY24/25**SEPT****Fiscal YTD**

Checkouts/Renewals

6955

22039

Items withdrawn

161

466

Items Added

183

582

Item Sharing - Coastline

Borrowed

890

2584

Loaned

873

2639

Programs

42

146

Program Attendance

557

2261

Library Cards

34

89

Library Visits

3513

12554

BANDON LIBRARY FY24/25 OCT Fiscal YTD

Checkouts/Renewals 7972 30011

Items withdrawn 86 552

Items Added 182 764

Item Sharing - Coastline

Borrowed 910 3494

Loaned 920 3559

Programs 47 193

Program Attendance 426 2687

Library Cards 22 111

Library Visits 3934 16488

CITY OF BANDON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2024

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01 COUNTY LIBRARY SUPPORT	.00	.00	466,613.00	466,613.00	.0
230-424-02 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
TOTAL INTERGOVRNMNTL - COUNTY GRANT	.00	.00	467,613.00	467,613.00	.0
<u>MISC - INTEREST INCOME</u>					
230-450-00 INTEREST INCOME	.00	2,867.75	1,300.00	(1,567.75)	220.6
TOTAL MISC - INTEREST INCOME	.00	2,867.75	1,300.00	(1,567.75)	220.6
<u>MISC - GRANTS</u>					
230-474-00 MISC - GRANTS	.00	1,000.00	2,000.00	1,000.00	50.0
TOTAL MISC - GRANTS	.00	1,000.00	2,000.00	1,000.00	50.0
<u>SOURCE 475</u>					
230-475-02 LOST BOOKS	.00	199.95	650.00	450.05	30.8
230-475-03 COPIES	221.30	803.55	500.00	(303.55)	160.7
TOTAL SOURCE 475	221.30	1,003.50	1,150.00	146.50	87.3

CITY OF BANDON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2024

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	305.00	1,393.97	3,500.00	2,106.03	39.8
TOTAL MISC - OTHER	305.00	1,393.97	3,500.00	2,106.03	39.8
TOTAL FUND REVENUE	526.30	50,707.22	488,563.00	437,855.78	10.4

CITY OF BANDON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2024

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-505 REGULAR EMPLOYEES	.00	84,564.38	255,156.00	170,591.62	33.1
230-50-550 SOCIAL SECURITY	.00	6,469.14	19,520.00	13,050.86	33.1
230-50-551 RETIREMENT	.00	21,338.15	71,112.00	49,773.85	30.0
230-50-552 HEALTH & LIFE INSURANCE	.00	27,016.10	85,909.00	58,892.90	31.5
230-50-553 UNEMPLOYMENT	.00	1,437.56	4,338.00	2,900.44	33.1
230-50-555 W/C INSURANCE	.00	250.57	829.00	578.43	30.2
230-50-556 OFLA	.00	338.28	1,021.00	682.72	33.1
230-50-620 OFFICE SUPPLIES	160.26	1,104.92	3,000.00	1,895.08	36.8
230-50-631 UTILITIES	1,084.60	4,633.03	22,500.00	17,866.97	20.6
230-50-635 MINOR MAINTENANCE	.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	464.20	8,166.39	29,000.00	20,833.61	28.2
230-50-681 INSURANCE	.00	9,670.77	9,747.00	76.23	99.2
230-50-690 LIBRARY MATERIALS	76.87	2,631.44	15,000.00	12,368.56	17.5
230-50-691 ART GALLERY	.00	366.82	600.00	233.18	61.1
230-50-694 READY TO READ GRANT EXPEND	.00	235.00	1,000.00	765.00	23.5
230-50-696 EDUCATIONAL PROGRAMS	837.65	5,363.96	8,100.00	2,736.04	66.2
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	<u>2,623.58</u>	<u>174,184.00</u>	<u>671,473.00</u>	<u>497,289.00</u>	<u>25.9</u>
TOTAL FUND EXPENDITURES	<u>2,623.58</u>	<u>174,184.00</u>	<u>671,473.00</u>	<u>497,289.00</u>	<u>25.9</u>
NET REVENUE OVER EXPENDITURES	<u>(2,097.28)</u>	<u>(123,476.78)</u>	<u>(182,910.00)</u>	<u>(59,433.22)</u>	<u>(67.5)</u>