

City of Bandon

CITY COUNCIL AGENDA DOCUMENTATION	DATE: January 1, 2023
SUBJECT: Library Report	ITEM NO: 6.3.2

BACKGROUND:

Attached you will find:

1. Monthly statistics for November 2022
2. Budget Report November 2022
3. Minutes from the October 2022 Library Advisory Board meeting

Items of Interest:

1. 32 people attended our Christmas ornament making program. It was great to see families enjoying the holiday season!
2. Our free adult computer workshop series funded through the PLA Digital Literacy Workshop Incentive grant continues through March. Topics include computer basics, cybersecurity, and Zoom online conferencing.
3. Upcoming special programs include Shoreline Education Awareness: "Birds of the Oregon Coast" on January 14, Bandon Art Gallery reception for Geralyn Inokuchi on January 15, special story time with guest author Michele Mattingly on January 28, and a new chess club on Thursdays in January.
4. Ongoing programs: BLFF book club, preschool story time, Washed Ashore kid's STEAM club, Friday Freewriting, monthly computer classes, and art gallery exhibit.
5. Our self-checkout project is complete! We are using the technology on the staff side during the month of January and plan to go live for our patrons in February.
6. The next Library Advisory Board meeting is scheduled for February 8th at 2pm.
7. Most checked out book: *The Inheritance Games* by Jennifer Lynn Barnes

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Agenda.

SUBMITTED BY:

Christine Kingsbury

Christine Kingsbury, *Library Director*

Bandon Library Statistics FY 2022-2023

	Nov-22	Fiscal YTD
Checkout/Renewals	6,899	34,342
Items Withdrawn	119	1839
Items Added	222	994
Curbside appointments	0	6
Packages mailed	0	2
Laptops circulated	0	4
Item Sharing	BORROWED	LOANED
Coastline	931	978
Programs	15	
Program Attendance	270	
	Library Cards	Library Visits
	22	2756

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 Library Board

1204 11th St. SW, Bandon, OR 97411

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

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 10th.
- 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.