

Bandon Library Friends and Foundation
Board Meeting Minutes
August 22, 2023

Board Members Attending: Megan Maloney (President, via Zoom) Cathy Larcom-Johnston (Vice-President), Linda Hill (Secretary), Loran Logan, Karen Thomas, Horty Joyce, Sabrina Johnson, Christine Kingsbury (Library Director)

Guests: Becky Yaeger

Absent: Dennis Hitchcock, Tracy Hodson

Previous Minutes: Megan pointed out a correction to the previous minutes: The minutes had stated in the Book Club report that the Friends were purchasing extra copies of the monthly selection as necessary; however, an anonymous donor is paying for them via the Friends. Karen Thomas MOVED that the minutes be accepted as amended. Lorna Logan seconded the MOTION, and the MOTION passed unanimously.

Library Board (Karen Thomas)

Sheri Wright made a presentation to Bandon 100 Strong on behalf of the library (one of three groups applying) and was selected to receive funds. The funding qualifies for a matching donation for all donations received by Bandon 100 Strong within 30 days of its August 15th meeting. Karen was not sure where the matching funds are to come from--possibly from the national arm of the organization. Because of this, the final amount is at present unknown. Sheri gave a great presentation. The other two applicant groups were the Community Garden and the VFW. There were approximately 40 people present. Checks will be made out through the BLFF, Bandon Library's supporting non-profit organization.

The Library Board has now finished reviewing and revising all protocols for the library, and there is now a fully updated portfolio.

Library Director's Report (Christine Kingsbury)

Christine said that she appreciates the Library Board taking the lead regarding the successful grant from Bandon 100 Strong.

Programs have been presented throughout the summer. The summer reading program is over, with 60 youth participating and logging over 10,000 minutes of reading. Sapphire Farms presented a story time in the park and brought along a miniature horse. The Museum of Natural and Cultural History, Shoreline Educational Awareness, the U.S. Fish and Wildlife Department, and a dog rescue organization all made presentations. Other events/programs included a Bandon Library Art Gallery reception and make-a-mosaic magnet workshop. There are ongoing weekly and monthly programs, including Art Gallery exhibits, Ukulele Play-and -Singalong, Chess Club, BLFF Book Club, Preschool Story Time, Washed Ashore Kids STEAM Club, Friday Freewriting, Open Apple Lab, drop-in board games sponsored by the BLFF, and Nature Story Time with the South Slough.

The library purchased several bilingual children's books, thanks to Lifetime Members. The library also received from the Public Library Association the same grant for computers and training as last year. The grant this year was \$6,000 to fund adult computer workshops and to update public computers. Aaron Barnes from Bandon IT will be conducting the workshops once a week for six weeks, starting in September.

The City of Bandon is in the process of selecting a new city manager.

Christine is working to put together a proposal to be presented to the Coos County Library Board regarding the allocation of county library funds.

Treasurer's Report (Cathy Larcom-Johnson for Tracy Hodson)

The fiscal year July 1, 2022, to June 30, 2023 was reviewed. Total Income was \$28,700.30.

There was \$29,310,01 in the general fund at Umpqua Bank. As of June 30, 2023, allocated funds totaled \$29,310.01. An account of the endowment fund was absent from the financial reports. Karen MOVED to accept the balance sheet and income and expense report for the fiscal year 2022-2023. Lorna SECONDED, and the MOTION passed unanimously.

There was a question about the Staff Picks expenditure figure being apparently \$200 more than the income by the end of the fiscal year, with a further \$102 being spent in July of this year.

Karen MOVED to accept the balance sheet and income and expense report for the fiscal year 2022-2023. Lorna SECONDED, and the MOTION passed unanimously.

Funds Allocation Request (Cathy)

Cathy asked the BLFF for an additional \$5,000 to give to the library. This would bring the BLFF donation to the Bandon Library to \$19,000 for fiscal year 2023-24. The library budget for 2023-24 is currently approximately \$50,000 in the red.

Cathy noted that Kay Warnock had given another \$1,500 to the Friends that we had agreed should go directly to the library at the end of fiscal year 2022-23. After allocation of funds, there is \$23,009 in the BLFF operating fund. The 100 Strong funding will help (and will probably be used to purchase books). If Christine were to dispense with a staff member, there would be enough money to almost break even. Staffing costs will increase approximately \$80,000 for fiscal year 2023-24 for the director and four staff members. If one staff member were to be laid off, there would be enough money to break even. Christine does not want to let go of any staff member. Losing a staff member would greatly impact the library's youth and adult programs, and processing and daily operational tasks would also suffer. Lunch coverage would be difficult if any staff member were ill or on vacation. Costs for insurance coverage and utilities are also increasing, adding to the shortfall. Cathy also noted the difficulty of making financial decisions like this since the City of Bandon needs their budget information in March, but BLFF doesn't know its financial standing until the end of our fiscal year in June. Cathy thinks we can always make additional donations in that current year. She doesn't see the need to give any monies from the endowment fund.

Sabrina asked if our help in donating in the current year would merely be a "Band-Aid." Cathy anticipates that in our 2024-2025 year, the new county budget will have been set and Bandon Library will start to receive an increase in allocation, but not the full amount for three or four years. Sabrina said she believes the result of losing a staff member would impact the perceived importance of the library to

the public. Cathy noted that this library has survived for many years by “scraping by.” Lorna MOVED to give the library \$5,000 to be used for expenses, excluding books. Horthy SECONDED and the MOTION passed unanimously.

Art Gallery Report (Megan for Tracy)

The reception for the current show of the Dimocks’ photography was well attended.

Historian Report (Sabrina)

Sabrina has been working steadily on the project, although the summer slowed her down. She also noted that the “Blind Date” book project for the Never-Ending Book Sale (NEBS) that she puts together is going pretty well. The books she uses are better books that are typically destined for the NEBS.

She reported that Bandon Rotary wants someone to speak at their meeting in February. They’d like a presentation on how BLFF contributes to the library. Sabrina offered to go. She thinks that the invitation possibly came about as a result of the 100 Strong presentation. Cathy said she believes that the public has never been fully aware of how the library runs. She agreed with Karen that the more people know about the library’s function in the community, the better. The 100 Strong group was surprised to hear that the library is in financial trouble.

Website

Maureen Haggerty, who runs the website, was not able to attend this meeting, but Cathy noted, and people agreed, that the website looks great. Maureen encourages us all, as usual, to let her know of any information to put up on the site.

50 Cent Book Sale (Lorna and Cathy)

Cathy reported the revenue as follows: the bank deposit was \$986.15. This was comprised of \$511 in books, \$170 in membership, \$257 for donations, and \$37 in merchandise. Lorna reported that there were not many people on the Saturday, that the amount taken that day for books was \$143. It was Bag Day and some people didn’t want to take a whole bag of books. Friday was better. It was suggested to move the sale to the middle of August so that it doesn’t compete

with Circles in the Sand. We didn't do a lot of advertising. Lorna agreed to head the sale again next year but needs someone working with her. Linda volunteered to help. Lorna would like to charge \$1 for hardbacks rather than 50 cents. Bag Day is fine at \$5 per bag of books. Cathy thinks there is so much going on in the summer, she wondered about the wisdom of having a September sale the week before the Cranberry Festival. Lisa from Coos Bay picked up the remainder of books after the 50 Cent sale. Sabrina suggested a booth at the Cranberry Festival, but Cathy noted that it would be backbreaking work to move the books. Lorna is still up for holding the sale in August. It was suggested to hold one Itty Bitty sale in July. The Friends can participate again in the Community Garage Sale in April. And the Cranberry Festival is a possibility.

Never Ending & July Sale (Cathy)

Previous monthly takes have been as follows: April \$403, May \$532 June \$501, July \$442. This month to date the amount is \$333. The July Itty Bitty sale brought in \$515 for books and \$21 in donations for a total of \$536.

Lifetime Members Club (Cathy)

We originally were going to ask Lifetime Members to donate money for books. With 100 Strong offering to pay for books, Cathy favors asking lifetime members to contribute to the library's utility bill. On October 14th, letters will go out to those not having emails, and emails will be sent out to members with emails.

Silent Auction (Cathy)

The Silent Auction will run from October 27th through November 16th. The auction made over \$900 last year. It will be smaller this year, as the large alcove space in the main part of the library is now the public computer area. The quilt donated by Kay Warnock is on display currently in the library, and there is already a bid on it.

Newsletter (Cathy)

Eunice is happy to do another newsletter. The deadline for this issue will be October 15th. Contributors have historically often missed this deadline, and Cathy has told her to ignore anything she receives after that date. Those of us who need to reach out to our membership and library patrons with information about

events, programs or other BLFF-related materials should be certain to have it to Eunice in a timely manner.

Strategic Plan (Megan)

The plan is still on hold.

Publicity (Megan)

Megan reported that she is slowly getting back in the swing of posting things. She hasn't been able to do much with flyers, but Christine is helping by doing more on that front. Megan will work with Lorna on the upcoming book sales.

Next Meeting

The next meeting is scheduled for November 28th at 2:00 p.m. in the Sprague Room.

The meeting was adjourned at 3:00 p.m.

Minutes taken by Linda Hill, Secretary