

**Bandon Library Friends and Foundation
Board Meeting Minutes
November 28, 2023**

Board Members attending: Megan Maloney (President), Cathy Larcom-Johnston (Vice-President) Linda Hill (Secretary), Dennis Hitchcock, Lorna Logan, Karen Thomas, Horty Joyce, Christine Kingsbury (Library Director)

Guests: Karl Berry

Absent: Tracy Hodson (Treasurer), Sabrina Johnson

Previous Minutes:

Megan asked for corrections/comments from the draft minutes from August 28's BLFF Board Meeting. Cathy brought up the following corrections: Under "\$.50 Sale," please cross off her name and keep Lorna Logan as the person reporting; should be "Liza from Coos Bay..." Cathy pointed out that Liza picked up unsold books from our sale, sold them, and all proceeds went to a Coos County women's shelter. Horty Joyce MOVED that the minutes be accepted as amended. Karen Thomas seconded the MOTION, and the MOTION passed unanimously.

Library Director's Report (Christine Kingsbury)

The Bandon 100 Strong grant was originally thought to be \$3,000, but the final amount given after 50% matching funds were allocated turned out to be \$8,000. This is to be used for all adult fiction and non-fiction purchases for the fiscal year. Karen and Horty had spearheaded the application, and Christine expressed her thanks to them. (As noted in the previous minutes, the checks will be made out through the BLFF.)

Other grants obtained are \$3,000 from the John Henry Eldred Jr. Foundation (for youth programs) and \$1,000 from Caselle Software (the company that provides the City of Bandon with software services) for teen programming (open teen time, art classes, etc.) The library was also able to purchase all new public computers through a Public Library Association (PLA) grant. In addition, Christine has applied for a grant from Coos County Cultural Coalition for art classes and supplies.

She presented highlights from the Bandon Library's fiscal year 2022-2023 State Report. There were 88,000 checkouts and 270 programs with 5,000 attendees. Of these programs, 139 were live programs and 131 were passive programs. One very popular program was with 139 people participating in the Escape Room at Halloween, which was extended another week. Upcoming will be an ornament-making program on December 9, an astronomy presentation by Dr. Coyner at SWOCC in January, and the Celtic Harp duo will return for a concert February 16, and hopefully a Native Innovation Exhibit from the Museum of Natural and Cultural History in April or June.

Ongoing programs include Storytime, STEAM Club for Kids, Chess Club, Ukulele Play-Along, Book Club, Writers' Group, Apple Lab, Produce Giveaway, Recycling, Art Gallery. More grant-funding could increase these.

Christine reported on the ongoing funds allocation process. The Coos County Library Board will meet to vote on the latest version of the proposal on December 4th. The process needs to be finalized by next March so that it can go into effect in July of 2024. If the current proposal is adopted, Bandon's portion of the budgeted funds will increase and be fully funded by year five of the new budget. Christine remarked that this has taken a huge ongoing effort to ensure that the allocation is fair based on statistical data to all the libraries within the system. The Allocation Committee has made its recommendation and passed this onto the Coos County Library Board for their approval. Christine will keep the City of Bandon apprised. Megan thanked Christine and Cathy (who is on the Coos County Library Board) for their hard work in helping to get to this point.

Treasurer's Report (Megan for Tracy Hodson)

Copies of the Balance Sheet as of October 31st and Profit and Loss statements both for the year to date and for September and October were handed out. As these reports had just been handed out at the meeting it was agreed that board members will review them and vote whether to approve them by responding to Megan by December 8th. Megan will check with Tracy to see if there are any special items to note about the financials and will let board members know if there are. It was noted that the \$19,000 yearly contribution represents the previously agreed-upon \$14,000 plus the additional \$5,000 that the board had approved due to the library's current financial situation.

Art Gallery Report (Megan for Tracy)

There are new art displays up in the gallery. The abstract paintings of Elaine Dunham's abstract paintings and Bandon High School teacher Jen Ells' ceramic pots, bowls, and mugs. There will be a reception in early December. Information will be posted online on the BLFF and Bandon Library Facebook pages and will also be sent out to BLFF members.

Historian Report (Sabrina)

Sabrina is up-to-date on the Historian notebooks, but if anyone knows of something that they would like to have noted in the records of the BLFF, please address it in a note to Sabrina and leave at the library's front desk in the BLFF basket.

Lifetime Members Club (Cathy)

Cathy has received \$9,850 so far, with a couple of promised donations still to come in. She reported that she is extremely pleased with this amount. She thanked Karen for writing the "thank you" notes, and Horty, Megan and Gaia: Horty for addressing envelopes, Megan for printing labels and Gaia for printing her photo for the notes.

Cathy will soon begin to work more closely with Sabrina, who has expressed an interest in becoming more involved in the LTM Club to see whether she feels she can take this on.

Silent Auction, Never-Ending Sale, September Sale, Possible Future Sales (Cathy)

The deposit for the auction was \$1,273. Cathy remarked that at the times she was present, the audience was seemingly younger than previously, and the experience seemed to be an enjoyable one for participants. Cathy received much-appreciated help from Denise, Louise, Lorna, Megan and Horty.

The September sale brought in a total of \$254 (\$235 in book sales). Cathy feels this should be the last year for a September sale, as it is too close to the larger August sale. She also noted that one dealer at the July sale spent \$175, or that sale too might have been just as small. Dennis wondered whether anyone has a list of book dealers who might be contacted. Cathy responded that she has sent messages to Books by the Bay, to a store in Florence, and that every sale is on at least five Facebook pages, individual pages, Craigslist, and the Shopper.

The Never-Ending Book Sale revenue was August, \$607; September, \$400; October, \$419; and November, to date, \$300. Advertising the sale on the BLFF Facebook page and highlighting special items seems to be producing results. Cody has mentioned that Instagram might be a good sharing venue. Karl mentioned that Instagram is more active among younger people. He volunteered to repost BLFF Facebook pictures there.

Cathy mentioned one last sale she is planning for April, to be coordinated with the citywide garage sale. She asked that each board member donate a non-book item (\$5 suggested value) for this sale, as those items offered last year seemed to sell quite well.

Library Advisory Board (Karen)

Karen noted that most of the LAB's discussion centered around the allocation issue. The next meeting of **the board is scheduled for December 6th, after the Coos County Board vote has taken place.**

Book Club (Karen)

The Bandon Library Readers has a great group with regularly attending members. At the December meeting the group will discuss the books for next year.

Newsletter (Megan)

Megan reported that Eunice continues to do a wonderful job, and she (Megan) thanked Karen, Cathy and Christine for their input, as well as Linda and Randy Hill for their editing and proofreading of each edition.

We might have to make some changes in future issues as Pat Reed, who prints the issue for us free of charge (we supply the paper), uses equipment that he only needs for the newsletter, and this presents some difficulties.

One item mentioned in the newsletter was grant-writing. It was suggested that it would be helpful to get a committee together to research grants that the BLFF might apply for that could bring in additional funds for the library. This committee idea had been proposed by guest Becky Yaeger at the last quarterly board meeting.

Publicity (Megan)

Megan reported that she is gradually getting back to her previous level of information dissemination. Christine is a huge help with producing the flyers. This is appropriate, given that BLFF is taking on more of a supportive role in the program aspect of the library operations.

Next Meeting

The next meeting is scheduled for Tuesday, February 27th, at 2:00 p.m. in the Sprague Room.

This meeting was adjourned at 3:10 p.m.

Minutes were taken by Linda Hill, Secretary.