

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> November 6, 2017
<b>SUBJECT:</b> Library Report	<b>ITEM NO:</b> 6.3.2

## BACKGROUND:

Attached you will find:

1. Monthly Statistics for September 2017
2. Library Board Minutes for September 2017
3. Financial Statement for September 2017

## Items of Interest:

1. Children are back in school and excitedly racing to the library for fun reading and homework help.
2. The Library offered Voters Registration on September 26 to help newcomers and those who moved to register to vote.
3. On Saturday, September 16<sup>th</sup>, the Bandon Public Library held its 103<sup>rd</sup> birthday celebration. Three cakes and eight dozen cookies, and plates of fudge were thoroughly enjoyed. The Library partnered with nine non-profit organizations to help display their services, hosted a wonderful face painter, fantastic fiddlers, and in her purple and pink tutu the amazing Tulip the pig, charmed everyone for almost two hours. Over 300 people, three dogs and one pig attended.
4. The Friends of the Library are running their Travel Night, Classic Film Night, and book discussion group.
5. The Library Director attended a Coos County Library Directors meeting, Library Board meeting, Friends of the Library meeting, and Bandon City Council meeting.

## FISCAL IMPACT:

None

## RECOMMENDATION:

Motion to approve as part of the Consent Agenda.

## SUBMITTED BY:

Rosalyn McGarva

Rosalyn McGarva, *Library Director*

**September-17**

	<b>2017</b>	<b>Fiscal YTD</b>
<b>CHECKOUT/RENEWALS</b>	5,188	19,444

**ITEMS CATALOGED** 284

	<b>Attendance</b>	<b>Programs</b>
FRIENDS OF THE LIBRARY EVENTS	63	3
STORYTIMES	92	10
HEADSTART VISITS	42	2
GIRLS WHO CODE	6	1
COMMUNITY PRESCHOOL	20	2
LEGO	15	1
103 BIRTHDAY PARTY	302	1
<b>TOTAL PROGRAMS &amp; ATTENDANCE</b>	<b>540</b>	<b>20</b>

**VOLUNTEER HOURS** 123.00

**Inter Library Loan Statistics**

	<b>BORROW</b>	<b>LOAN</b>
Library		
Bandon	33	123
Coos Bay	63	68
Coquille	30	71
Dora	1	20
ESO (CCLSD headquarters)	7	23
Lakeside	2	43
Myrtle Point	13	86
North Bend	28	133
Powers	10	42
SWOCC	3	3
<b>Totals</b>	<b>190</b>	<b>612</b>

**Exams Proctored** 2

	<b>Library Cards</b>	<b>People Counted</b>
<b>September</b>	20	10,690

## **Bandon Public Library Meeting – Thursday September 28, 2017 10:00 a.m. Logan Room**

1. Attendance: Tracy Hodson, Cathy Johnston, Merle Logan, Karen Thomas, Syd Wiesel and Library Director, Rosalyn McGarva.
2. Minutes: Accepted as read
3. Visitors: None.
4. Action Items: Meeting Room Policy item #6 was revised to state "In Sprague Room, if food or beverages are served, applicants are responsible for all cleanup, including sweeping and mopping the floor, wiping down the tables and counters, emptying the garbage and returning the room to its original condition. Failure to do so may lead to an applicant's inability to use the room in the future." Rosalyn purchased the mop, broom, dustpan, bucket and sponges, but due to computer failure was unable to print out the updated policy but it will be available at the next meeting. Rosalyn will be updating the meeting room policy form the staff issues to the public to include a check-box about alcohol use and will have available the newest City policy regarding alcohol in City facilities and the license required to do so. This will be presented at the November meeting because it will be on the November City Council Agenda.
5. Reports:
  - a. Bandon Library Friends and Foundation: Merle reported that City Manager, Robert Mawson attended, and was extremely clear in the policy that the City is responsible for the Library building and its upkeep as well as covering the carryover until taxes come in, starting in November. He pointed out that with "District" funds the Library is good; with City funds added the Library is better, and with the Friends support added in, the Library is the best. The City support has always been in the contract, but the contract has not previously been adhered to. The Friends will continue to support the Library, the District and the City. The Volunteer Appreciation luncheon will be Monday October 2, starting at 11:30 a.m. "Staff picks" is proving very successful. The first order is in and being cataloged, and will be available for check-out by next week. Alex Linke presented Travel Night this past month and sold his jewelry to support the Friends of the Library.
  - b. Art Committee: New display up October 1st for two months followed by wood carvings in December and January. Tracy stated that she has everything booked through 2018.
  - c. Library: Rosalyn reported on the 103<sup>rd</sup> birthday party and what a wonderful success it was. She noted that the once-a-year SOLF (Southern Oregon Library Federation) will be October 13 in Cottage Grove. She wants to have the staff attend a "Dealing with Angry Library Patron Behaviors" workshop. It's \$49.00 a person on Thursday, October 19, 2017. The "Girls who Code" class starts tonight at 4:00 p.m. and runs into June 2018. Voters Registration Day proved that everyone who came in the Library that day was already registered. We have voter registration applications available at all times to patrons.
6. New Business: Cathy mentioned the "Staff Picks" and the spark it has brought to the Library. Rosalyn mentioned that the staff has real ownership in the Library collection now and it's easier for them to recommend books and answer questions. She also noted that patrons are jumping in on the fund raising-bandwagon, such as making Mice book marks to sell and Library Quotes buttons for everyone.
7. Volunteers need to fill out applications and write their time in the volunteer time book to keep track of their hours to help the City who pays insurance on the them.  
Meeting adjourned 10:45 a.m.
8. Next meeting date: October 26, 2017, 10:00 a.m.

CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY MEMORIAL FUND (220)

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
220-400-00	BEGINNING FUND BALANCE	.00	.00	195,887.00	195,887.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	195,887.00	195,887.00	.0
	<u>INTERGOVRNMNTL - STATE GRANT</u>					
220-422-09	READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
	TOTAL INTERGOVRNMNTL - STATE GRANT	.00	.00	1,000.00	1,000.00	.0
	<u>MISC - INTEREST INCOME</u>					
220-450-00	INTEREST INCOME	.00	.00	1,500.00	1,500.00	.0
	TOTAL MISC - INTEREST INCOME	.00	.00	1,500.00	1,500.00	.0
	<u>MISC - LIBRARY</u>					
220-475-01	FINES	.00	525.30	5,000.00	4,474.70	10.5
220-475-02	LOST BOOKS	.00	143.10	500.00	356.90	28.6
220-475-03	COPIES	.00	382.60	2,100.00	1,717.40	18.2
220-475-04	INTER-LIBRARY LOAN	.00	.00	.00	.00	.0
220-475-09	OTHER	.00	546.49	5,600.00	5,053.51	9.8
	TOTAL MISC - LIBRARY	.00	1,597.49	13,200.00	11,602.51	12.1
	<u>MISC - GIFTS &amp; MEMORIALS</u>					
220-478-00	GIFTS & MEMORIALS	.00	400.00	5,000.00	4,600.00	8.0
220-478-01	LIBRARY FOUNDATION	.00	4,019.71	10,000.00	5,980.29	40.2
	TOTAL MISC - GIFTS & MEMORIALS	.00	4,419.71	15,000.00	10,580.29	29.5
	<u>SOURCE 487</u>					
220-487-00	LISA WAMPOLE MEM. DON. (990)	.00	.00	100.00	100.00	.0
	TOTAL SOURCE 487	.00	.00	100.00	100.00	.0

CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY MEMORIAL FUND (220)

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>MISC - OTHER</u>					
220-489-00	MISC - OTHER	.00	265.00	500.00	235.00	53.0
	TOTAL MISC - OTHER	.00	265.00	500.00	235.00	53.0
	<u>TRANSFERS FROM</u>					
220-490-00	TRANS FROM OTHER FUND (990)	.00	.00	.00	.00	.0
220-490-09	TRANS FROM FUND #230(LIB FUND)	.00	.00	.00	.00	.0
	TOTAL TRANSFERS FROM	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	.00	6,282.20	227,187.00	220,904.80	2.8

CITY OF BANDON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY MEMORIAL FUND (220)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
220-50-620 LIBRARY SUPPLIES	.00	.00	7,000.00	7,000.00	.0
220-50-621 OFFICE EQUIPMENT	.00	.00	7,000.00	7,000.00	.0
220-50-622 OFFICE FURNITURE	.00	.00	2,000.00	2,000.00	.0
220-50-630 JANITORIAL SUPPLIES	.00	.00	.00	.00	.0
220-50-661 CONTRACTED SERVICES	.00	.00	2,000.00	2,000.00	.0
220-50-690 LIBRARY MATERIALS	335.19	1,199.84	15,000.00	13,800.16	8.0
220-50-694 SPECIAL PROGRAMS	.00	.00	5,000.00	5,000.00	.0
220-50-695 LISA WAMPOLE CHILDRENS PROGRAM	.00	.00	7,000.00	7,000.00	.0
220-50-696 CHILDREN'S PROGRAMS	.00	.00	.00	.00	.0
220-50-697 BUILDING PAINTING & DUCT WORK	.00	.00	.00	.00	.0
220-50-698 READY TO READ GRANT EXPEND	.00	149.50	1,000.00	850.50	15.0
220-50-749 OTHER	.00	186.60	5,000.00	4,813.40	3.7
220-50-761 CIP - LANDSCAPING	.00	.00	.00	.00	.0
220-50-762 LISA WAMPOLE CHILDRENS LIBRARY	.00	.00	.00	.00	.0
220-50-763 NEW LIBRARY CONSTRUCTION	.00	.00	151,187.00	151,187.00	.0
220-50-764 EMERGENCY EXIT DOORS	.00	.00	.00	.00	.0
220-50-765 CIP - FRONT DOOR	.00	.00	.00	.00	.0
220-50-766 EQUIPMENT & FIXTURES	.00	.00	.00	.00	.0
220-50-767 CIP - EAST EXTERIOR DOOR	.00	.00	3,500.00	3,500.00	.0
220-50-768 CIP - EXTERIOR PAINTING	.00	96.13	13,500.00	13,403.87	.7
220-50-769 CIP - HEAT PUMP REPLACEMENTS	.00	.00	8,000.00	8,000.00	.0
220-50-951 TRANSFER TO FUND #230-LIB FUND	.00	.00	.00	.00	.0
220-50-980 CONTINGENCY	.00	.00	.00	.00	.0
220-50-999 ENDING FUND BALANCE	.00	.00	.00	.00	.0
 TOTAL EXPENDITURES	 335.19	 1,632.07	 227,187.00	 225,554.93	 .7
  TOTAL FUND EXPENDITURES	  335.19	  1,632.07	  227,187.00	  225,554.93	  .7
   NET REVENUE OVER EXPENDITURES	   ( 335.19)	   4,650.13	   .00	   ( 4,650.13)	   .0

CITY OF BANDON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND (230)

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>BEGINNING BALANCE</u>					
230-400-00	BEGINNING FUND BALANCE	.00	.00	96,302.00	96,302.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	96,302.00	96,302.00	.0
	<u>INTERGOVRNMNTL - STATE GRANT</u>					
230-422-09	STATE OTHER	.00	.00	.00	.00	.0
	TOTAL INTERGOVRNMNTL - STATE GRANT	.00	.00	.00	.00	.0
	<u>INTERGOVRNMNTL - COUNTY GRANT</u>					
230-424-01	COUNTY LIBRARY SUPPORT	.00	18,279.88	324,541.00	306,261.12	5.6
	TOTAL INTERGOVRNMNTL - COUNTY GRANT	.00	18,279.88	324,541.00	306,261.12	5.6
	<u>MISC - INTEREST INCOME</u>					
230-450-00	INTEREST INCOME	.00	.00	400.00	400.00	.0
	TOTAL MISC - INTEREST INCOME	.00	.00	400.00	400.00	.0
	<u>MISC - GRANTS</u>					
230-474-00	MISC - GRANTS	.00	.00	.00	.00	.0
	TOTAL MISC - GRANTS	.00	.00	.00	.00	.0
	<u>MISC - OTHER</u>					
230-489-00	OTHER	.00	.00	500.00	500.00	.0
	TOTAL MISC - OTHER	.00	.00	500.00	500.00	.0
	<u>TRANSFERS FROM</u>					
230-490-01	TRANS FROM FUND #220 (LIB MEM)	.00	.00	.00	.00	.0
	TOTAL TRANSFERS FROM	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	.00	18,279.88	421,743.00	403,463.12	4.3

CITY OF BANDON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

LIBRARY FUND (230)

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
230-50-500 DEPT HEAD SALARIES & WAGES	.00	.00	.00	.00	.0
230-50-505 REGULAR EMPLOYEES	16,360.48	50,521.34	190,963.00	140,441.66	26.5
230-50-510 REGULAR PART-TIME EMPLOYEES	.00	.00	.00	.00	.0
230-50-512 TEMPORARY PART-TIME WAGES	.00	.00	.00	.00	.0
230-50-520 OVERTIME PAY	.00	.00	.00	.00	.0
230-50-521 HOLIDAY PAY	.00	.00	.00	.00	.0
230-50-528 VACATION REIMB.	.00	.00	.00	.00	.0
230-50-550 SOCIAL SECURITY	1,221.23	3,773.79	14,609.00	10,835.21	25.8
230-50-551 RETIREMENT	2,639.91	8,134.12	28,410.00	20,275.88	28.6
230-50-552 HEALTH & LIFE INSURANCE	5,149.19	15,446.24	70,167.00	54,720.76	22.0
230-50-553 UNEMPLOYMENT	16.35	50.51	200.00	149.49	25.3
230-50-555 W/C INSURANCE	63.50	195.09	362.00	166.91	53.9
230-50-620 OFFICE SUPPLIES	429.44	513.34	2,500.00	1,986.66	20.5
230-50-621 OFFICE EQUIPMENT	319.99	2,136.96	2,500.00	363.04	85.5
230-50-622 OFFICE FURNITURE	330.86	330.86	4,000.00	3,669.14	8.3
230-50-623 POSTAGE	.00	.00	500.00	500.00	.0
230-50-625 LEGAL PUBLICATIONS & NOTICES	.00	.00	750.00	750.00	.0
230-50-630 JANITORIAL SUPPLIES	56.61	153.89	3,000.00	2,846.11	5.1
230-50-631 UTILITIES	757.91	2,367.51	10,000.00	7,632.49	23.7
230-50-632 TELEPHONE	.00	159.37	2,400.00	2,240.63	6.6
230-50-635 MINOR MAINTENANCE	.00	4.99	5,000.00	4,995.01	.1
230-50-650 TRAINING & TRAVEL	310.00	310.00	1,500.00	1,190.00	20.7
230-50-660 CONTRACTUAL SERVICES	.00	.00	.00	.00	.0
230-50-661 CONTRACTUAL SERVICES	1,334.84	4,077.64	15,000.00	10,922.36	27.2
230-50-681 INSURANCE	.00	4,409.22	4,500.00	90.78	98.0
230-50-690 LIBRARY MATERIALS	.00	2,519.80	2,000.00	( 519.80)	126.0
230-50-695 CHILDREN'S PROGRAMS	.00	400.14	2,000.00	1,599.86	20.0
230-50-721 OTHER EQUIP REPAIR & MAINT.	.00	108.49	1,500.00	1,391.51	7.2
230-50-725 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	.00	.00	.0
230-50-734 REFUNDS & REIMBURSEMENTS	.00	.00	500.00	500.00	.0
230-50-748 MISC. GRANTS	.00	.00	.00	.00	.0
230-50-749 OTHER	.00	168.78	59,382.00	59,213.22	.3
230-50-760 MAJOR BUILDING RENOVATION	.00	.00	.00	.00	.0
230-50-763 CIP - CAPITAL CONSTRUCTION	.00	.00	.00	.00	.0
230-50-766 CIP - EQUIPMENT & FIXTURES	.00	.00	.00	.00	.0
230-50-980 CONTINGENCY	.00	.00	.00	.00	.0
230-50-981 CONTINGENCY (MEASURE 47)	.00	.00	.00	.00	.0
230-50-999 ENDING FUND BALANCE	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	28,990.31	95,782.08	421,743.00	325,960.92	22.7
TOTAL FUND EXPENDITURES	28,990.31	95,782.08	421,743.00	325,960.92	22.7
NET REVENUE OVER EXPENDITURES	( 28,990.31)	( 77,502.20)	.00	77,502.20	.0