



## **Agenda: Tillamook County Library Board**

Thursday, April 20, 2023: 11:00 a.m. – 1:00 p.m.; *Hybrid*

**Call to order: Board Chair: Sayde Walker**

### **Public input**

**Approval of March 2023 Minutes and Budget: 5 minutes**

- Announcement
- Minutes review and approval
- Library Spending review and approval

**Director's Report: 10 minutes**

- Updates
- Data Dashboard

**Updates: 15 minutes**

- Tillamook County Library Foundation Update: 5 minutes
- Commissioner's Update: 5 minutes

**Old Business:**

- Meeting room policies update
- Oceanbooks Consortium Update

**New Business:**

- Tillamook Main Building
- Meeting Time
- Strategic Planning

**Adjournment**

\*Library Board Executive Session- Library Board reserves the right to recess to Executive Session as may be required at any time during this meeting, pursuant to ORS 192.660 (1).

\*\*The Library is Handicapped Accessible. If special accommodations are needed for person with hearing, visual, or manual impairments who wish to participate in the meeting, please contact 842-4792 at least 24 hours prior to the meeting in order that appropriate communication assistance can be arranged.

**Tillamook County Library Board Minutes**  
**Thursday, March 16, 2023; 11:00 a.m.**  
**Hybrid Meeting**

**Board Members Present:**

Saydee Walker, Madeline Olson, Jon Orloff, Nan Devlin, Jennifer Byrne (Joined at 12:00pm)

**Staff, Commissioner, and Others Present:**

Don Allgeier, Marisa Graham-Collier, Penny Hummel, Mary Faith Bell (Joined at 11:35am)

**Call to Order:**

The meeting was called to order by Saydee Walker at 11:03 a.m.

**Public Input**

Richard Steel: Attended Music Meeting yesterday (03/15/2023) and would like to encourage these programs to continue. States that the music as well as the dialogue around the instruments and culture was amazing. Indicated with some better marketing and getting the word out we might see significantly higher turnout. He heard about this from the homepage of our website.

**Approval of February 2023 Minutes and Budget:**

Meeting minutes for the February 16, 2023, Board Meeting of the Tillamook County Library Advisory Board were approved with an edit to the spelling of Tim Josi's name.

**Budget and Spending Report:** Things are holding steady.

We have lower costs in personnel costs due to multiple vacancies.

The materials and services budgets are right on track, though contracted services (digital materials spending) are growing, and we will need to anticipate higher usage/costs in the coming year.

Capital Outlay is low- much absorbed by the fact that the planned lighting project is not happening at this time and those funds have been reallocated to address an unexpected and urgent need for AC in the server room. Additionally, much of the costs associated with the Children's Library remodel were absorbed elsewhere as they are not qualified to be capital expenditures.

Spending in programming supplies is overbudget, however this was expected due to the new allocations.

Budget and spending approved by the board.

**Foundation Update:** There was no meeting this month so no news. Jon would like to get together to discuss the Chautauqua program to start in July. Don and Jon will meet to plan.

**Director's Report: Don Allgeier**

- We have several ongoing recruitments: Luke has started his position as a Library Assistant 3 for Bookmobile. The recruitments for the part-time LA1 and LA2 for Bay have closed. Turnout was high and interviews will be scheduled soon. Angela Arena has been promoted to Library Manager from Adult Fiction Librarian.
- Library Specific Training: Mandatory training on the Library Code of Ethics has been assigned to all staff.
- Children's Library: New paint is completed. The final steps will be wall decorations.
- The Book-a-Librarian campaign will launch shortly as recruitments are finalized.
- The Lucky Day Collection has been rolled out to all library branches.
- Strategic Planning Listening Sessions: the last session will be next week at Bay City. Things are moving along right on Schedule: Next month Penny will compile the notes from all sessions to discuss.
- Completed Programming: The housing and belonging event had an attendance of approximately 12 community members. The next event will address preparing for death and dying at Manzanita in April.
- Upcoming Programming: Children's Storytime launching at Pacific City with a goal to hold a weekly storytime in each branch.

**Data Dashboard**

Our volunteer program will be a focus for Jenn in the coming months.

Programming Stats: Some items will be sorted out for accuracy and are in the process of breaking this out. 'Take Alongs' such as the baking kits will no longer be counted in these statistics.

Notary: We are planning to have at least one notary in both North and South counties as well as a second person at Main. Community member Richard Steel stated he is very grateful that the library is continuing to have a notary available.

**Business Items:**

- Budget Preparation has been submitted. There is not a significant shift of resources, but there has been some reallocation based on this year's spending.
- An open IS position has been changed to a Systems Librarian position to work on developing our systems.
- A policy development meeting planned for March 31, 2023 to include the park in the new Policy and Procedures for usage of Community Rooms. Madeline, Jennifer Byrne and Jon are on the team. Lissa who oversees Community Room schedule will participate as well.

## **Strategic Planning**

Evaluating census data for population statistics for Tillamook County to understand our community in comparison to the rest of Oregon:

- We have a higher percentage of poverty than the state.
- It appears that they had a harder time collecting data in south county based on surprising and presumed inaccurate statistics.
- School District Data shows high diversity but is likely to be inaccurate due to a variety of factors such as COVID, census forms not being sent to PO boxes, and the announcement that census data would be turned over to INS, suggesting responses from immigrant families are likely significantly lower than the reality.
- Hebo, Cloverdale, and Beaver are likely to be the most in need of library services.

Evaluating the square footage of library per capita reveals large disparity between branches ranging from .25 square feet/person (Rockaway) to 4.93 square feet/person (Tillamook Main). Rockaway and Bay City provide the smallest per capita. We would like to add a tracking column for percentage of circulation and percentage of card holders for each branch location.

Listening Sessions: Have been going well, turnout has been increasing and we are expecting a good turnout at Bay City.

## **Commissioners Report:**

- We need to recruit a board member to replace Betsy Chase. Mary Faith will let us know when the application goes live so that we can direct interested parties. We will advertise on our social media.
- Yesterday a group of Latinx students from OSU program came to Tillamook County for an outdoor summer STEM program focused on calling in Latinx professionals to help students learn about professional opportunities and the path to pursue them. Mary Faith is hopeful that this program could have development opportunities allowing these students to become our community leaders. This indicates that these programs are starting to be built and we should explore a library connection.

Meeting called to end at 12:21pm

## March Budget and Spending Update

Budget Category	FY23 Budget	Actual through 3/31/23	Over/Under	%	Notes
Total Salaries	\$ 1,324,900	\$ 848,197	\$ (476,703)	-36%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,043,650	\$ 630,126	\$ (413,524)	-40%	Low spending due to vacancies
<b>Personnel Costs</b>	<b>2,368,550</b>	<b>\$ 1,478,324</b>	<b>\$ (890,226)</b>	<b>-38%</b>	<b>Low spending due to vacancies</b>
Library Materials	\$ 186,900	\$ 144,798	\$ (42,102)	-23%	Higher spending
Library Programs	\$ 53,000	\$ 31,400	\$ (21,600)	-41%	Low spending on performers
Contracted Services	\$ 117,500	\$ 94,579	\$ (22,921)	-20%	Higher spending, digital materials
<b>Materials and Services</b>	<b>\$ 1,212,170</b>	<b>\$ 796,134</b>	<b>\$ (416,036)</b>	<b>-34%</b>	<b>On track</b>
Capital Outlay	\$ 116,000	\$ 22,104	\$ (93,896)	-81%	Low spending - costs dispersed in budget
<b>Total</b>	<b>3,696,720</b>	<b>\$ 2,296,561</b>	<b>\$ (1,400,159)</b>	<b>-38%</b>	

### Library Materials Budget and Spending Through March 2023

Periodicals	\$ 14,400.00	\$ 12,249.96	\$ (2,150.04)	-15%
Adult Fiction	\$ 40,500.00	\$ 34,422.93	\$ (6,077.07)	-15%
Adult NF	\$ 36,500.00	\$ 31,849.10	\$ (4,650.90)	-13%
Teen	\$ 8,000.00	\$ 4,640.83	\$ (3,359.17)	-42%
Childrens	\$ 35,000.00	\$ 33,155.19	\$ (1,844.81)	-5%
Reference	\$ 2,500.00	\$ 4,951.97	\$ 2,451.97	98%
Non-Print Materials	\$ 50,000.00	\$ 23,528.24	\$ (26,471.76)	-53%
<b>Materials Total</b>	<b>\$ 186,900.00</b>	<b>\$ 144,798.22</b>	<b>\$ (42,101.78)</b>	<b>-23%</b>

### Library Programs Budget and Spending Through March 2023

Adult Programs	\$ 12,000.00	\$ 3,870.00	\$ (8,130.00)	-68%
Teen Programs	\$ 2,500.00	\$ 1,001.91	\$ (1,498.09)	-60%
Children Programs	\$ 10,000.00	\$ 3,860.13	\$ (6,139.87)	-61%
Branch Programs	\$ 16,500.00	\$ 9,273.62	\$ (7,226.38)	-44%
Program Supplies	\$ 12,000.00	\$ 13,394.56	\$ 1,394.56	12%
<b>Programs Total</b>	<b>\$ 53,000.00</b>	<b>\$ 31,400.22</b>	<b>\$ (21,599.78)</b>	<b>-41%</b>

## **April 2023: Report of the Director**

### **Human Resources:**

- Angela Arena started as the Main Manager at the beginning of April. Daniel Trescott started as the Library Assistant 2 for Bay City on April 17<sup>th</sup>. We have extended a job offer to an LA 1 part-time candidate and expect that position to be filled by May 1<sup>st</sup>. We are currently recruiting for a bilingual (preferred) Librarian to fill the vacancy from Angela's promotion.

### **Buildings and Grounds, IS Department, & safety/security:**

- The Children's Room refresh at Tillamook Main is complete. New play pieces were installed completing the major work to be done.
- Due to an issue with the gutter in the northeast section of the building, we scheduled an appointment with Coast Gutter. During the visit, the library was advised that the gutters are too small for the size of the roof and that there are some major issues with the roof that should get resolved (water intrusion and maintenance safety).
- The ADA door at the front of the building has been repaired.
- The library will be getting better HVAC for the server room based on an identified need from County Information Services. Those improvements should take place at the end of the year. The cost for this project will be offset by the lighting project that was budgeted for but is not happening this year.

### **Community Engagement, Programming, and Library Resources:**

- The library went into contract with PatronPoint for marketing service that will include upgrades to our email communication including the newsletter. This new service will allow us to sign up new card holders online and verify their address through an automated process. It will also give us better data about our users preferences and library usage (in the aggregate).
- The Overdrive App was discontinued and the primary app for this service is now Libby.
- Alton Takiyama-Chung joined the library storytellers series at Tillamook Main to share the stories, superstitions, and magic of the Hawaiian Islands on Saturday April 8<sup>th</sup>.
- Mr. Bill returned for a ukelele jam on April 15<sup>th</sup> at Tillamook Main with an intro class prior to the jam.
- The 2023 Shred event will be this Saturday morning. We expect a big turnout for this free community shredding event.
- Garibaldi Library is holding an inaugural book club program on April 18<sup>th</sup>.
- Peter Ali will be sharing stories and music of the flute on April 21<sup>st</sup> at Manzanita and April 22<sup>nd</sup> at Tillamook Main.
- The library is hosting a garden tool maintenance and care program at the Rockaway Beach branch on Saturday April 22 with John Goertzen from Heart of Cartm.

# Library Data Dashboard

(7/01/2022 to 3/31/2023)

	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway Beach	Tillamook	Total
<b>General Library Statistics</b>								
Patron Visits (Door Counts)	269	868	445	3540	1702	530	6605	13959
New Library Cards	8	0	3	67	20	47	75	220
Wireless Sessions	67	0	46	143	142	54	571	1023
General Reference Assistance	72	247	162	603	204	135	555	1978
<b>Library Circulation</b>								
Checkouts	481	1473	405	2482	1805	426	4,068	11140
Renewals								7083
Total Materials Circulated								20846
Electronic Circulation								5830
Total Circulation								26676
Database Usage								2798
Holdings	54	533	340	435	282	99	817	2560
<b>ILL Circulation</b>								
ILL Loaned								1795
ILL Borrowed								380
<b>Volunteer Records</b>								
Number of Volunteers	0	0	0	0	0	0	1	1
Volunteer Hours	0	0	0	0	0	0	4	4
<b>Community Space Usage</b>								
Community Use of Meeting Rooms				13			59	72
Community Use of Study Rooms							91	91
<b>Notary</b>								
Notary Appointments							8	8
<b>Programming</b>								
Children's Services - Total Number of Programs	0	17	6	0	2	0	12	37
Children's Services - Total Attendance	0	495	25	0	11	0	310	841
Teen Services - Total Number of Programs	0	0	0	0	0	0	1	1
Teen Services - Total Attendance	0	0	0	0	0	0	5	5
Total Adult Services - Regular/ In-Person Total Number of Programs	0	0	8	10	1	0	5	24
Total Adult Services - Regular/ In-Person Total Program Attendance	0	0	35	71	20	0	55	181
Self-Directed Activities	0	2	4	1	0	1	0	8
Self-Directed Activities Participants	0	20	14	15	0	1	0	50

<b>Electronic Materials Detailed Report</b>	
Electronic Checkouts	#
<b>Flipster</b>	51
<b>Kanopy</b>	929
<b>OverDrive</b>	1884
<b>Hoopla</b>	3017
<b>Total Electronic Checkouts</b>	<b>5830</b>
Database Usage	#
<b>Chilton's</b>	5
<b>Consumer Reports Online</b>	4
<b>Gale Virtual Ref</b>	0
<b>Mango</b>	80
<b>Novelist</b>	29
<b>Novelist Select</b>	1426
<b>Proquest (Heritage Quest)</b>	114
<b>Valueline</b>	1140
<b>Total Database Usage</b>	<b>2798</b>





## THEMES EMERGING FROM THE STRATEGIC PLANNING PROCESS

- 8 public listening sessions
- 3 board discussions
- 3 commissioner interviews
- 3 staff listening sessions
- 1 stakeholder listening session
- 2022 community survey

### FIRST AND FOREMOST: GREAT APPRECIATION FOR THE LIBRARY

*“Whatever the community needs, the library responds.”*

Broadly speaking, the library and its services are greatly valued. One community member said proudly, “I think we’ve got one of the better small library systems in the state.”

### OFFER MORE PROGRAMMING

*“Programming is an important source of engagement.”*

Interest in the library returning to pre-pandemic levels of programming was brought up frequently as a priority. Community members miss what they used to have. While this expressed need applies to all types of programming, most comments were focused on adult offerings. The completion of the library park was mentioned several times as an opportunity for more programming. Staff brought up the need for consistent programming throughout the system.

Examples of desired programming included cultural events, practical skill and life management (foraging, disaster preparedness, end of life paperwork, financial literacy, and technology related training). Increasing the amount of programming for the diverse audiences was also mentioned.

## **INCREASE OPEN HOURS**

*“Groups can’t meet because the library isn’t open late enough.”*

In several listening sessions, community members expressed a wish for more open hours, specifically in the evening. Many see the library’s current open hours as an impediment to using the library for those who work during the day.

## **IMPROVE DIGITAL ACCESS TO MATERIALS**

*“Not enough e-resources to meet demand.”*

While satisfaction with the library’s print materials seems relatively strong, numerous participants felt that the wait for e-resources was too long and that the available collection should be larger.

## **CONTINUE TO PRIORITIZE ACCESS TO TECHNOLOGY**

*“Keep pace as much as possible.”*

*“How could the library be an instructional nexus of technologies that would serve people?”*

Community members highly value the library’s technology offerings and desire that the library continue to invest in this critical area, providing Wi-Fi access, learning support for seniors, software and hardware. AI (Artificial Intelligence) was mentioned several times as an opportunity that the library should help people explore.

## **ENGAGE THE COUNTY’S GROWING LATINO/SPANISH SPEAKING COMMUNITY**

*“Hispanics in Tillamook County are rarely seen.”*

*“We need to do more for the Hispanic population.”*

Although local Latinos were largely absent in the information gathering process, there was broad consensus that serving this community was an important growth area for the library. This issue was brought up from various perspectives, including adding bilingual staff, improving the library’s Spanish language collection and increasing Latino-focused programming.

## **TAKE A CLOSER LOOK AT BRANCH AND OUTREACH SERVICES**

*“There’s nothing for people in South County.”*

*“We could do a better job in Bay City and Garibaldi.”*

Numerous participants noted the disparity in library services between North and South County; one of them described the south as a “library desert.” The library board has expressed interest in exploring some kind of library outlet in Hebo.

Given the limited size of the library's smallest branches (Bay City, Rockaway and Garibaldi), staff expressed interest in retooling collections so that they operate more as express libraries, focusing on browsing and discovery. Noted one, "we need to be more thoughtful about what we offer at each branch."

Similarly, although the bookmobile is universally beloved, staff brought up the idea of scheduling extended stops to provide internet access.

## **SUPPORT THE LIBRARY'S MISSION AS A NEUTRAL CIVIC SPACE**

*"It is important that we remain politically neutral."  
"The library is and should be a guaranteed safe space."*

While Tillamook County residents consistently place a high value on the neutral civic space embodied by the library, they come to this conclusion from divergent perspectives that reflect larger political and cultural divisions. Such tensions underscore the complex cultural, geographical, economic, racial, ethnic, linguistic and educational diversity of the unique mix of people who call Tillamook County home.

From one angle, a mother wanting to make sure storytime books are appropriate for her children said, "This is a diverse community. There's a place for all ideas. Specific personal opinions should take a back seat." From another perspective, staff shared that since BIPOC and LGBTQ patrons have indicated they generally don't feel safe in Tillamook County, staff are strongly committed to prioritizing their needs.

While it is beyond the library's capacity to solve the culture wars, one community member astutely said, "What can we do to bring together people from all political persuasions?"

## **INVEST IN STAFF DEVELOPMENT**

*"Some of us are undertrained for the responsibilities at the reference desk...  
There are some gaps at the front desk as well."  
"I feel like after all the turnover, it's helpful to know what our lane is."*

Since the last strategic plan was developed, the library system has experienced significant staff turnover and as well as challenges in hiring and retaining new employees. This has had a significant impact on both long term staff and newer hires. Comments by employees from different vantage points in the organization reflect a desire for improved communications and greater clarity about who is doing what. While working at Main is inherently a very different experience than working at one of the branches or in outreach, staff would like to see the different parts of the library fit together more cohesively.

Staff also advocate for better training in various functions (reader's advisory, handling

behaviorial issues, storytimes) to provide better customer service and offer more flexibility in filling temporary gaps.

## **ADDRESS NEEDS OF VULNERABLE COMMUNITY MEMBERS (WHERE POSSIBLE)**

*“Some homeless people are a real problem, but I have witnessed at least three of them, just by receiving kindness from library staff, make giant steps up.”*

Although the library is not a social service agency, every day staff are attempting to support community members doing the best they can to manage homelessness, mental illness, food insecurity, and/or low literacy.

Acknowledging that “the library is a place of rest and safety,” staff noted the challenges of serving vulnerable people and the satisfaction experienced when the library’s help improves their lives. Staff and community members also expressed support for the library to provide what services it can to strengthen the social safety net, such as the Grub Club.

Adequate security and lighting were mentioned several times by community members as priorities to ensure safety and comfort at the libraries.

## **SUPPORT K-12 EDUCATION**

*“We should be thinking about the next generations coming up—interacting with schools to make sure they get library cards.”*

Numerous community members expressed interest in the library’s efforts to support K-12 education, both in terms of partnerships with school districts and providing resources for homeschooling families. As is true with other libraries, there are challenges in developing school partnerships due to the schools’ limited capacity. Several community members expressed interest in providing cultural and educational opportunities for teens, such as mentoring programs that help them “see a future beyond farming and logging.”

## **COMMUNICATE EFFECTIVELY**

*“We should let people know that we are here.  
We should let people know that they need to come back.”*

Community members expressed interest in enhancing the success of the library’s communication efforts and provided a broad range of suggestions to achieve that goal. Several requested that useability of the library’s website be improved.

## **SUPPORT THE SUCCESS OF THE OCEANBOOKS CONSORTIUM**

While they did not mention it by name, community members regularly cited their appreciation of the Oceanbooks Consortium, which provides Tillamook County residents

access to additional materials from the public libraries in Newport and Lincoln City through a shared catalog and courier system.

Currently, the Oceanbooks Consortium has the challenge/opportunity to improve services to patrons of its member libraries in several important ways, including refining circulation policies, improving the ILS (Integrated Library System—the software that manages patron and collection records) and developing resource sharing partnerships with additional coastal libraries. Tillamook County Library’s active participation in these projects will be critical to their success.

## **ENSURE THE LIBRARY HAS ADEQUATE FUNDING**

*“We live on a five year levy. We will lose the library if it ever fails.”*

*“Unless the State of Oregon addresses the property tax system, the County will have to figure out how to provide mandated services.”*

The library’s financial future is a topic that generates differing perspectives. On the one hand, representatives of the library’s stakeholder organizations (the Foundation and Friends groups) advocate for creating a permanent funding solution for the library (such as a library district) with a higher level of funding. On the other hand, while expressing great support for the library, the county’s leadership sees this issue through the lens of the County’s limited budget and expected future financial hardships.



Garibaldi Branch  
Library

# BOOK CLUB

Join us for a fun conversation about  
all things BOOKS!

**Tuesday,  
April 18,  
2:00 pm**

107 6th Street, Garibaldi  
503-322-2100 [tillabook.org](http://tillabook.org)

THE BOOK OF  
FRIENDS



...es of Indigo Skye

THE WOMEN



A photograph of a man with a beard and glasses, wearing a blue button-down shirt, playing a yellow flute. He is looking down at the instrument. A microphone is positioned in front of him. The background is a dark, out-of-focus setting with some light spots.


**North Tillamook  
Manzanita Branch  
Library  
Friday, April 21  
3:00pm**

Peter Ali shares music and stories of Native, Meso American, and Nordic flutes.

After the show, learn to play a cedar flute from his collection. (Limited to ages 4th grade and older.)



**Tillamook  
Main Library  
Saturday, April 22  
3:00pm**



Peter Ali shares music and stories of Native, Meso American, and Nordic flutes.

After the show, learn to play a cedar flute from his collection. (Limited to ages 4th grade and older.)



# SHREDDING THE COAST

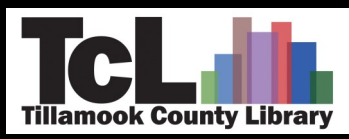
*shred northwest*

oregon

**Paper only  
shredding  
event!**

**SHRED DAY**  
at  
**Tillamook Main Library**  
(in the front parking lot across from the library)  
**Saturday, April 22nd**  
**9am - 12pm** (or until truck is full)

**Important!** Please make sure that the material and items you provide to us for shredding **ONLY** includes paper.



1716 Third St., Tillamook 503-842-4792 [www.tillabook.org](http://www.tillabook.org)

Be ready when warm weather returns!

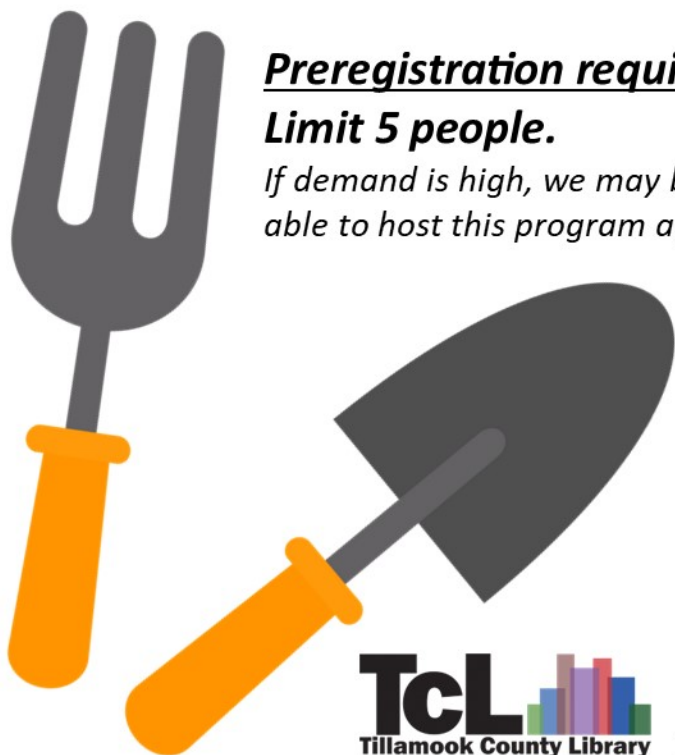
# Gardening Tool Care and Maintenance Program at Rockaway Beach Branch Library

**Saturday,  
April 22nd  
2:00pm - 4:00pm**

**Preregistration required.**

**Limit 5 people.**

*If demand is high, we may be able to host this program again.*



John Goertzen (teacher and expert fixer with Heart of Cartm) will lead this hands on program. You will learn how to best care for your tools for years of use.

**Contact Rockaway Beach Branch Library with questions or to register at 503-355-2665.**

Registrants will receive a program outline and guidelines for what to bring.



# 2023 Storyteller Series



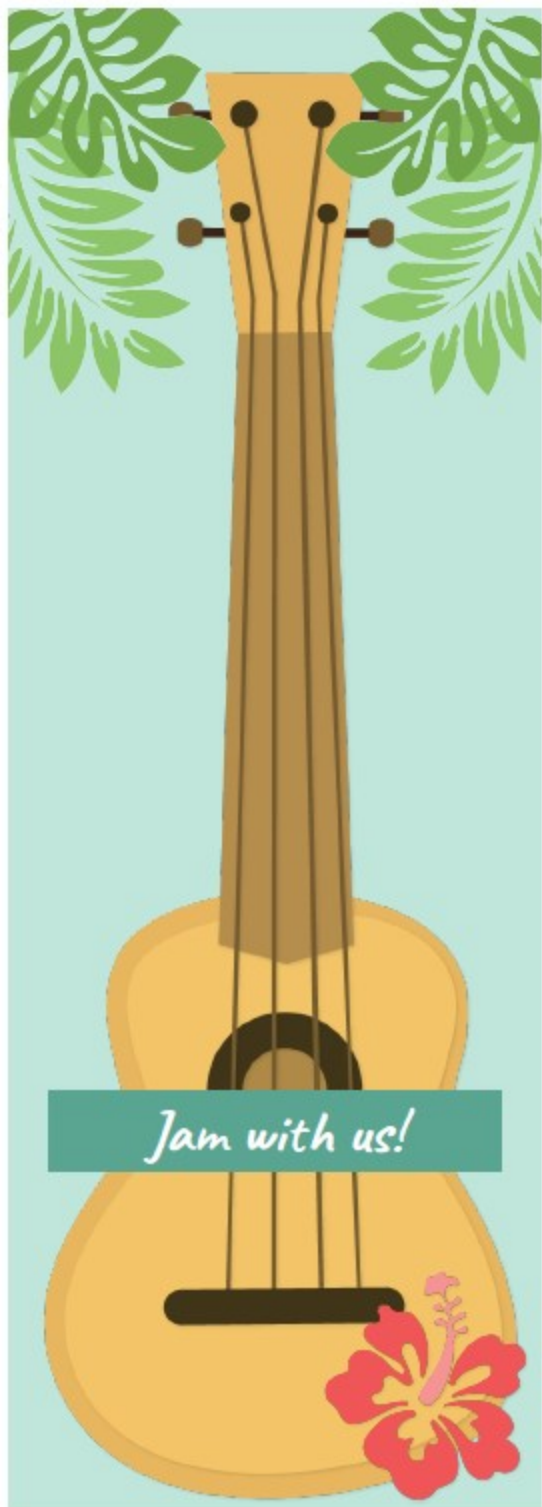
Saturday, April 8, 2023,  
2:00pm  
at  
Tillamook Main  
Library

Japanese-Korean storyteller Alton Takiyama-Chung, grew up with the stories, superstitions, and the magic of the Hawaiian Islands.



*See you there!*





# Ukulele Jam with Mr. Bill

Saturday, April 15  
@ 1:00 pm

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Mr. Bill has selected a bunch of fun oldies that everyone can play and sing along with.

*If you are a beginner, please come at 12:30 for an intro to ukuleles.*