



Agenda: Tillamook County Library Board

Thursday, February 16, 2023: 11:00 a.m. – 1:30 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of January 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

New Business:

- Budget Preparation
- New Software Tools – Patron Point and Niche Academy
- Library services in South County
- Meeting room policies update
- 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, January 19, 2023; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Jennifer Byrne, Tim Josi, Madeline Olson, Jon Orloff, Sayde Walker,

Staff, Commissioner, and Others Present:

Don Allgeier, Jennifer Wells, Mary Faith Bell, Marisa Graham-Collier, Penny Hummel

Call to Order:

The meeting was called to order by Sayde Walker at 11:22 a.m.

Public Input

There were no public comments.

Approval of December 2022 Minutes and Budget:

Jennifer Byrne moved to approve the minutes from the December 2022 meeting of the Tillamook County Library Advisory Board. Madeline Olson seconded. All were in favor; the motion carried.

Don reviewed the budget in terms of where we are and expect to be. December spending about the same. New: Reference is way over and this was due to an incorrect charge and we are working to gain a refund so this will level out.

Director's Report: Don Allgeier

- We have several ongoing recruitments: A total of 8 interviews for the Bay City branch have been completed; we are making an offer that we hope will be accepted and have compiled a list of alternatives as needed for this position as well as any LA2 position. We are hoping for a February 1st, 2023 start date if the original offer is accepted. The Library Manager posting will close January 24th, 2023- the goal is to interview at least 4 people. Library Assistant 3 Bookmobile be closing on January 27th at which time we plan to interview at least 5 candidates. All recruitments have garnered a good response.
- Children's Library- New paint is still scheduled for the end of February.
- Multnomah County Library is going through a capital remodel and are donating furniture; we have already picked up children's bins, lightweight tables, chairs, a canopy, and there is more to come.
- Our back parking lot has had a variety of issues: All day parking along with negative interactions with patrons and employees have been increasing. We are thinking about shifting the back lot to staff and volunteer parking while designating some 15 minute/loading zone spots. We will keep the ADA spots as they are.

- Community Engagement- We are reintroducing the Library of Things Collection by adding a variety of items from games to a projector and screen for movie nights. We will be advertising these additions through social media and marketing in the Headlight Harold.
- Book A Librarian Service- Put an envelope around services that we do provide that will be arranged for branches and main. Offers a one stop shop for our services like our notary at main and reader advisory. As we add new services, we will include these items for easy access. This will also be marketed through social media and the Headlight Harold after a soft launch.

Data Dashboard: We did see a dip in Patron visits in the month of December that Don does not have comprehensive understanding, though some factors could be that we had less story times along with a fair number of closure dates. We are investigating this further.

We added Notary Appointments to the document which has demonstrated a surprising amount of completed notary appointments and we look forward to tracking.

Business Items:

- Tillamook County Library Foundation- Jon missed most of the meeting, though the main takeaway is the endowment goals are being worked out as well as an achievement plan. Nothing has started to take place yet, but there are 15 items that people will be working on that will become library and public knowledge soon. Jon has 2 lectures scheduled and is working on a third. Thus far costs are low. Funding efforts are shifting from the stage to next plans.
- Betsey Chase's exit from board means we need a new board member. Recruitment was very rich in the past so we are reaching out to one of those candidates and it will go out to the public if this former applicant declines.
- Board Calendar 2023: Timing for Strategic Plan meetings start at 11am not 11:30 as printed. If anyone has topics to address, they should be emailed to Don.
- Board Officers need to be elected today:

Chair: Runs the meeting. Tim nominates Saydee to continue in her post. Jon seconds. Mary Faith Bell confirms and by unanimous vote Saydee continues to hold position of Chair for 2023.

Vice Chair: Saydee nominates Tim to continue as Vice Chair. He accepts nomination and by unanimous decision Tim will remain in his role as Vice Chair.

Strategic Planning

- Tillamook Main is holding the first listening session tonight. The listening session in Manzanita must be rescheduled due to a conflict for the community.
- Don and Penny met with seniors of Oceanside. States it meant a lot to people that the library showed up. Notary seems to be a desired asset to the community.
- Next month's discussion is going to involve the reading Expect More.
- Jon notes that Expect More focuses on serving a larger community. States in this part of the world we need more focus on preparedness for disaster. This might be a useful topic for each branch to have information. Penny agrees and states that Get Ready!: how to prepare for and stay safe after a Pacific Northwest earthquake by Deb Moller is a great book regarding this.

SOAR Exercise: Positive model to focus vision and planning.

Strengths:

- Our Friends of Libraries Groups.
- Passage of levies to ensure we still have our libraries. Support was weakest at southern part of county so perhaps we should see what we can provide them ensuring that they see value.
- Staff/Librarians are phenomenal at what we do.
- We have an excellent library system, having our many branches and bookmobile ensures we have a wide reach within community.
- Facilities: Beautiful buildings.
- County-wide system: we service a great deal of the county through our six branches and the bookmobile. We are on track with what larger library systems offer in terms of programming, collections, and services despite our small size.
- Library of Things is very important and the more we can invest in it the better.
- We display a high level of responsiveness to community needs has been met quickly. Ability to recognize where we can fill a need in the community is one of our greatest strengths. An example is that during COVID, even though we were closed we provided services geared toward being helpful for both parents and students.
- Sharing of materials with Newport and Lincoln City; allowing for an expanded collection without a large financial output.
- Garibaldi community reaches out a lot about how wonderfully we provide for families.
- Focusing on expanding programs to branches has been very important.
- Public Art Displays

Opportunities: What are best areas to add value and benefits.

- We will be expanding programming, public event, and lecture opportunities with the completion of the stage in the garden.

- Emergency Preparedness- Partner and collaboration with established emergency services groups.
- Providing new tech (ex: 3D printer).
- Increase outreach to Spanish speaking community.
- Strengthen staff retention and development.
- Programs specifically designed for seniors-Loneliness amongst seniors is a prevalent and significant issue.
- Programs to bring the community together- Largely, seniors and millennials are known to be struggling with loneliness issues. The library programs could help alleviate this while breaking boundaries between community members to bring people together.

Challenges to the opportunities:

- Book challenges- how do we bring members of our community together to have conversations amongst those that hold differing viewpoints? How do we build trust through fun activities that allow people to see each other as humans rather than their place in the political spectrum.

Aspirations- what are our hopes and dreams?

- More programming for seniors.
- Chautauqua Series- speakers and scholars' series.
- Branches to become more of a community hub- think of library for first place to touch base about community as well as reading and seeking knowledge.
- Increase collaboration with community partners.
- Facilities- utilize partnership between friends' leadership and library board.
 - There is potential for an expansion in Manzanita.
 - BC/GA/RK- currently size of small express library but we treat as a larger library. We need to think about how those spaces are inviting and what collection does for people. Lucky day in all branches could help but need to think about the trade-offs there. Spaces that small being everything to everyone might not be working well. Thoughtful curation could be refined. Individualizing each location to meet their specific needs has room for improvement.
- How do we engage more with south county? Pacific City and the Bookmobile could use additional support. It is more rural than north county, so careful evaluation of the needs held by people living there will be necessary. Could we investigate mail order services or a second Bookmobile?

- Staffing- We would like to see more cross training and staff retention.
- Design outreach more intentionally- Engage in outreach that is spread more equitably around the county and more focused on specific needs of each area.

Results- how do we measure our success with reaching goals?

- Annual survey and bond levy success.
- After events we can offer a survey.
- Engage in communications with public re: services. We need to do more outreach, especially to Spanish speaking communities.
- Building the volunteer base is a great area of opportunity that we will tap into this year.
- Staffing stability.
- Collection: print has good flow, but our electronic options are limited. Will need to see what we can expand without going over budget.
- Technology- currently no more than 50% of our computers are in use at any given time. We will look to see this increase. It is worth looking into having at least one Mac for programs that can't be run on PC.
- Programming in Spanish.
- Facilities- We have opportunities to address unused computers, the reference section, and Law library.
- Social work- Unhoused people are a part of our library community. Peter at CARE has mentioned arranging some space and time to have social workers at the library to meet with people in need of their aid. Can we partner with other service providers? Tillamook County mental health and addiction services will be worth looking into, in an effort to help stabilize and support.
- We need to make sure we chose sustainable and achievable planning. Don't take on too much so that can set up for success.

Expect More: Demanding Better Libraries for Today's Complex World by David Lankes

- There are elements of this book that will not apply to our smaller system. We will use this to see what we can utilize and adjust to fit our system.
- COVID has changed perspective on social gatherings- second article addresses social changes with this that could apply to our facilities and programming uses. Read this book with these changes in mind.

IN closing, Penny would like to share that our percentage of community satisfaction is very high compared to other systems Penny has done evaluations for; now we get to build on that which is a great place to be.

New "Our Vision" 2023 brochures available in Dons office.

Meeting called to end at 1:01pm

January Budget and Spending Update

Budget Category	FY23 Budget	Actual through 1/31/23	Over/Under	%	Notes
Total Salaries	\$ 1,324,900	\$ 656,468	\$ (668,432)	-50%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,043,650	\$ 485,021	\$ (558,629)	-54%	Low spending due to vacancies
Personnel Costs	2,368,550	\$ 1,141,489	\$ (1,227,061)	-52%	Low spending due to vacancies
Library Materials	\$ 186,900	\$ 115,058	\$ (71,842)	-38%	Higher spending
Library Programs	\$ 53,000	\$ 24,760	\$ (28,240)	-53%	On Track
Contracted Services	\$ 117,500	\$ 72,353	\$ (45,147)	-38%	Higher spending, digital materials
Materials and Services	\$ 1,212,170	\$ 658,189	\$ (553,981)	-46%	On track
Capital Outlay	\$ 116,000	\$ 21,224	\$ (94,776)	-82%	Low spending - most projects are non-capital
Total	3,696,720	\$ 1,820,902	\$ (1,875,818)	-51%	

Library Materials Budget and Spending January 2023

Periodicals	\$ 14,400.00	\$ 11,003.56	\$ (3,396.44)	-24%
Adult Fiction	\$ 40,500.00	\$ 28,036.74	\$ (12,463.26)	-31%
Adult NF	\$ 36,500.00	\$ 21,747.94	\$ (14,752.06)	-40%
Teen	\$ 8,000.00	\$ 3,169.42	\$ (4,830.58)	-60%
Childrens	\$ 35,000.00	\$ 25,333.64	\$ (9,666.36)	-28%
Reference	\$ 2,500.00	\$ 4,951.97	\$ 2,451.97	98%
Non-Print Materials	\$ 50,000.00	\$ 20,814.69	\$ (29,185.31)	-58%
Materials Total	\$ 186,900.00	\$ 115,057.96	\$ (71,842.04)	-38%

Library Programs Budget and Spending January 2023

Adult Programs	\$ 12,000.00	\$ 2,120.00	\$ (9,880.00)	-82%
Teen Programs	\$ 2,500.00	\$ 651.91	\$ (1,848.09)	-74%
Children Programs	\$ 10,000.00	\$ 3,860.13	\$ (6,139.87)	-61%
Branch Programs	\$ 16,500.00	\$ 8,609.23	\$ (7,890.77)	-48%
Program Supplies	\$ 12,000.00	\$ 9,518.94	\$ (2,481.06)	-21%
Programs Total	\$ 53,000.00	\$ 24,760.21	\$ (28,239.79)	-53%

February 2023: Report of the Director

Human Resources:

- The library recruitment for a Library Assistant 2 recruitment to fill the Bay City Library vacancy and create a hiring list for future vacancies has been exhausted without a new hire for the position. A new recruitment will open soon. The library is beginning interviews for Library Assistant 3 – Bookmobile and Library Manager Main. The library hopes to fill both positions in March.
- Wendy Stout's final day was February 1st. Jenn and I have distributed her workload between each other until a new manager is hired for Main.
- We have been revamping the schedule to provide better staffing coverage and more consistent scheduling.
- Library staff have been meeting monthly for a virtual all staff check-in. We are using this primarily as a team-building tool.

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

- The Children's room painting will take place at the end of February.

Community Engagement, Programming, and Library Resources:

- The library is launched the expanded Library of Things collection and a media campaign to reintroduce this collection to the public. This campaign has been very successful reaching many County residents and showing an increase in awareness, holds, and checkouts for the collection.
- The library launched the Book-A-Librarian service at the end of January. This service is a packaging of reference and library services that is meant to be a one stop shop for requesting library staff services. It will begin with notary services, technology support appointments, and reader's advisory services. As new services are developed, they will be incorporated into the Book-A-Librarian program.
- I did a presentation for the Oceanside Community Club and discussed what they were looking for from the library over the next five years.
- I met with representatives from the Shadow Project focusing on youth success for kids with learning challenges. They are looking to get engaged in Tillamook County and for partnerships. I connected them with Melanie for further discussion and to make additional connections.
- On February 1st, I was on the Tillamook Today radio show to highlight the library of things collection, strategic planning, and the library park stage.

Tillamook County Library January 2023 Usage Statistics

January	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway Beach	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	249	881	321	2751	1067	452	5248	10969
New Library Cards	2	22	2	18	20	4	77	145
Wireless Sessions	61	0	37	109	103	34	609	953
General Reference Assistance	86	193	115	545	165	105	509	1718
Library Circulation								
Checkouts	327	1642	333	2316	1435	364	6,227	12644
Renewals								7576
Total Materials Circulated								20220
Electronic Circulation								5629
Total Circulation								25849
Database Usage								3316
Holds	155	520	167	440	191	54	784	2311
ILL Circulation								
ILL Loaned								1349
ILL Borrowed								315
Volunteer Records								
Number of Volunteers	x	x	x	x	x	x	1	1
Volunteer Hours	x	x	x	x	x	x	4	4
Community Space Usage								
Community Use of Meeting Rooms				N/A			44	44
Community Use of Study Rooms							98	98
Notary								
Notary Appointments							11	11
Programming								
Children's Services - Total Number of Programs	0	16	3	1	2	0	17	39
Children's Services - Total Attendance	0	512	15	7	10	0	228	772
Teen Services - Total Number of Programs	0	0	0	0	0	0	pending	0
Teen Services - Total Attendance	0	0	0	0	0	0	pending	0
Total Adult Services - Regular/ In-Person Total Number of Programs	0	0	4	10	0	0	4	18
Total Adult Services - Regular/ In-Person Total Program Attendance	0	0	15	72	0	0	49	136
Self-Directed Activities	0	2	1	2	0	1	pending	6
Self-Directed Activities Participants	0	20	1	13	0	1	pending	35

Electronic Materials Detailed Report	
Electronic Checkouts	#
Flipster	66
Kanopy	985
OverDrive	1557
Hoopla	3087
Total Electronic Checkouts	5629
Database Usage	#
Chilton's	6
Consumer Reports Online	16
Gale Virtual Ref	6
Mango	343
Novelist	24
Novelist Select	1085
Proquest (Heritage Quest)	152
Valueline	1684
Total Database Usage	3316

Community Room

The Copeland and Hatfield Community Room

Tillamook County Library supports and endorses the American Library Association's Library Bill of Rights, which states: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The community rooms are reserved in accordance with the following priorities:

1. Library sponsored or related programs.
2. Educational, civic, charitable, and cultural programs sponsored by local nonprofit agencies, organizations or government agencies located within Tillamook County.
3. Private and commercial use.

The following guidelines are in place for the use of the community rooms:

- Activities in library community rooms must not disrupt library operations.
- Users may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- The library reserves the right to change or cancel reservations or to relocate a group to a different room.
- Meetings must adjourn 30 minutes before closing time unless approved by the Tillamook County Library Director.
- The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the Tillamook County Board of Commissioners.
- Permission to use the meeting room is not transferable by any individual or group whose application is approved.
- No staples, tape or pushpins can be used on the walls.
- Smoking is not allowed in the library or on library grounds.
- Alcoholic beverages are not allowed in or around the library or library grounds.
- No open flames allowed.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Community rooms may not be reserved for quiet study time.
- Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or The Library Foundation are permitted.
- Meetings booked by government agencies do not need to be open to the public.
- Library staff may enter and remain in a room at any time during a scheduled meeting.
- The rooms will not be available for use on recognized holidays observed by Tillamook County or any other time during which the Tillamook County Library is closed unless approved by the Tillamook County Library Director.
- Any equipment normally used in the rooms such as podiums, whiteboards, projectors, speakers, ethernet cables or other built-in amenities may be available. Check with the library for availability.
- Consumable supplies such as whiteboard markers, pens, pencils, paper, staplers, and more are not provided.
- The Hatfield room is equipped with a sink, refrigerator, and coffee/hot water maker. Check out pots at front desk. Bring your own coffee.

TILLAMOOK COUNTY SEED LIBRARY



Free seeds available at Tillamook Main Branch
February 1st - until gone!



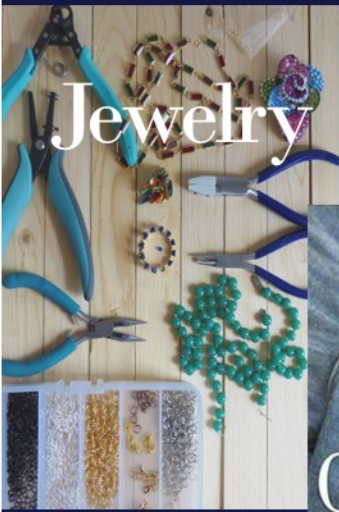
Due to limited supply this year,
please limit the number of
packets you take to 10.

Thank you!

TcL
Tillamook County Library
1716 Third St, Tillamook, (503) 842-4792

Repair Roadshow

Bring your questions and items for repair to the
GARIBALDI BRANCH LIBRARY
Saturday, February 11th
2:00pm - 4:00pm



Advance registration is required.

You can register online at
<https://www.heartofcartm.org/repaircafe>,

stop by the Garibaldi Branch
Library and register in
person, or call the library at
503-322-2100.

Visit the Heart of Cartm
website
to learn
more.





2023 Storyteller Series



Saturday,
February 11, 2023,
2:00pm
at
Tillamook Main
Library

Award-winning storyteller Anne Rutherford delights audiences nationwide with funny, touching performances that include tales of personal adventure, Pacific Northwest folklore and prize-winning lies.



See you there!

Teen Programming

ANIME
Your
WAY

KEEP EXPLORING!

Join Carlos Nieto III, former layout artist for acclaimed shows, the Simpsons and King of the Hill, for this comprehensive program that teaches you how to create and modify an anime character from scratch, no matter what your drawing level is!

Tuesday February 14th
4:00 pm—5:15 pm

In the Copeland Room
at Tillamook Main Branch
1716 3rd St. Tillamook, OR 97141



TCL
Tillamook County Library

Tillamook County Library Community Listening Sessions

*Join Library Director
Don Allgeier to share
your ideas and vision
for the future of the
library system in
Tillamook County.*



**South Tillamook
Pacific City
Branch Library
Thursday,
February 16th
6:00 pm - 7:00 pm**

TCL
Tillamook County Library

6200 Camp Street, Pacific City 503-965-6163



Ukulele Jam with Mr. Bill

Saturday, Feb 18
@ 1:00 pm

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.

Tillamook County Library Community Listening Sessions

*Join Library Director
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**Rockaway Beach
Branch Library
Saturday,
February 25th**

11:00 am - 12:00 pm



120 North Coral, Rockaway Beach 503-355-2665



**The library
will be
CLOSED for
Presidents
Day**

**Monday,
February 20, 2023**

