



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

Thursday, January 19, 2023: 11:15 a.m. – 1:30 p.m.; *Hybrid*

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

### **Public input**

**Approval of December 2022 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:**

- Board Calendar for 2023
- Re-elect Board Officers
- Board Recruitment

### **New Business:**

- 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, December 15, 2022; 12:00 p.m.**  
**Hybrid Meeting**

**Board Members Present:**

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

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

Don Allgeier, Wendy Stout, Mary Faith Bell, Marisa Graham-Collier, Penny Hummel

**Call to Order:**

The meeting was called to order by Sayde Walker at 12:03 p.m.

**Public Input**

There were no public comments.

**Approval of November 2022 Minutes and Budget:**

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

Don reviewed the budget in terms of where we are and expect to be. States that our spending is similar to what we have been seeing, with an expected increase in library materials as we move into the middle of the fiscal year.

- We have a new budget that separates programming supplies from programming events and activities; we will need to evaluate how this has worked in budgeting for 2023-2024.

Tim Josi moved to approve the budget as presented; Jennifer Byrne seconded; the motion carried.

**Director's Report:** Don Allgeier

- We are recruiting for Library Assistant 2 positions for our Courier and Bay City Library. We have had internal and a healthy external response and hope to use this recruitment to fill any vacancies that arise in the next 6 months. Interviews are to take place in January.
- Wendy Stout, Tillamook Main Manager, will be leaving us as of February 1, 2023 due to being unable to find adequate housing in Tillamook County.
- Children's Library- New paint is scheduled for the end of February.
- Building and Grounds- We have discovered new leaks to the building that are being evaluated along with the longer term leaking that has been happening in the bookstore. We are completing an evaluation of the roof and window seals today December 15, 2022. Kevin Jolly of county facilities is working with Don to discuss the building and maintenance report from 2021, working through all the elements listed as well as new elements that have developed since then. We will be needing to discuss the maintenance for the exterior in budgeting for 2023.
- Lucky Day Collection- Has been successful- we are seeing it used daily. We plan to pilot this at Main until late February-early March at which point we will expand to the branches. We are currently finalizing procurement of materials through a leasing program with Baker and Taylor that would allow us to have a higher quantity of popular titles as they are releasing without leaving us with an excess in non-circulating materials as these items become less in demand. This will also involve third party processing which is an area we would like to explore.

- Board of County Commissioners approved the new Policies and Procedures. The next step will be an implementation plan with library staff.
- Data Dashboard- Looks similar to the past few months in general, though we have started tracking Spike, who volunteers 4 hours a week to maintain plants throughout the library. We are in the final stages of installing a volunteer at PC for story time. Jennifer Wells will be leading volunteer planning moving forward.

### **Strategic Planning:**

- Penny Hummel reviewed survey results further in depth, showing an upward trend that speaks well of our last strategic plan and the things that it put into motion.
  - Interest in hotspots vs. using an onsite library computer. We have already increased our number of hotspots and will be useful to look at circulation data in the planning stage.
  - Preferences for how to acquire materials is shifting away from curbside pick up and COVID protocols in favor of browsing materials on-site and in person. The personal touch and expertise of our librarians is appreciated.
  - Overwhelmingly patrons prefer to hear from the library through our emailed newsletter, with Facebook and Instagram being popular amongst our younger community. We will plan for how to best utilize these platforms to engage with specific age groups.
- Penny has a Strategic Framework flyer that highlights new and improved services in 2022. We will look into adapting this information to put into the column with the Headlight Harold and an expanded distribution plan for a physical flyer to provide during meetings and in person encounters so that the information is widely available.
- Targeted Outreach- discussed various local groups that we can and should partner with, this will be explored more during strategic planning.
- Expect More: Demanding Better Libraries for Today's Complex World (Second Edition). Physical books will arrive December 16, 2022 and we have a copy for each board member. We will start discussing content in February. Penny is also looking for literature on how COVID has changed the way we live and the implications for library service.
- First Strategic Planning Meeting will take place at Tillamook Main, Thursday January 19, 2023.

### **Business Items:**

- Betsy Chase: This will be Betsy's last meeting. We thank her for 9 years of service.
- Board Calendar for 2023: Approved unanimously.
- Jon Orloff's Foundation Update- There was no meeting this month, but the foundation has been actively working to fix the heat pump and building foundation at the Rockaway branch. They are working on securing grants to fund the needed repairs and moving forward on the heat pump immediately.

Happy Holidays!

### **Future Meeting:**

The January 19, 2023, meeting will be a hybrid meeting, with some of us meeting in person, but with an online option to join in.

**Adjournment:** Sayde Walker adjourned the meeting at 1:27 p.m.

**Minutes Completed by Marisa Graham-Collier**

## December Budget and Spending Update

| Budget Category          | FY23 Budget  | Actual through 12/31/22 | Over/Under     | %    | Notes  |
|--------------------------|--------------|-------------------------|----------------|------|--|
| Total Salaries           | \$ 1,324,900 | \$ 561,772              | \$ (763,128)   | -58% | Low spending due to vacancies                |
| Total Taxes and Benefits | \$ 1,043,650 | \$ 411,563              | \$ (632,087)   | -61% | Low spending due to vacancies                |
| Personnel Costs          | 2,368,550    | \$ 973,334              | \$ (1,395,216) | -59% | Low spending due to vacancies                |
| Library Materials        | \$ 186,900   | \$ 100,104              | \$ (86,796)    | -46% | Higher spending                              |
| Library Programs         | \$ 53,000    | \$ 22,879               | \$ (30,121)    | -57% | On Track                                     |
| Contracted Services      | \$ 117,500   | \$ 66,149               | \$ (51,351)    | -44% | Higher spending, digital materials           |
| Materials and Services   | \$ 1,212,170 | \$ 571,027              | \$ (641,143)   | -53% | On track                                     |
| Capital Outlay           | \$ 116,000   | \$ 20,844               | \$ (95,156)    | -82% | Low spending - most projects are non-capital |
| Total                    | 3,696,720    | \$ 1,565,205            | \$ (2,131,515) | -58% |  |

| Library Materials Budget and Spending December 2022 |               |               |                |      |
|---|---------------|---------------|----------------|------|
| Periodicals   | \$ 14,400.00  | \$ 10,303.56  | \$ (4,096.44)  | -28% |
| Adult Fiction                                       | \$ 40,500.00  | \$ 21,698.48  | \$ (18,801.52) | -46% |
| Adult NF  | \$ 36,500.00  | \$ 18,726.61  | \$ (17,773.39) | -49% |
| Teen  | \$ 8,000.00   | \$ 2,885.10   | \$ (5,114.90)  | -64% |
| Childrens   | \$ 35,000.00  | \$ 23,205.04  | \$ (11,794.96) | -34% |
| Reference   | \$ 2,500.00   | \$ 4,843.98   | \$ 2,343.98    | 94%  |
| Non-Print Materials                                 | \$ 50,000.00  | \$ 18,441.62  | \$ (31,558.38) | -63% |
| Materials Total                                     | \$ 186,900.00 | \$ 100,104.39 | \$ (86,795.61) | -46% |

| Library Programs Budget and Spending December 2022 |              |              |                |      |
|--|--------------|--------------|----------------|------|
| Adult Programs                                     | \$ 12,000.00 | \$ 1,020.00  | \$ (10,980.00) | -92% |
| 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 | \$ 8,544.84  | \$ (7,955.16)  | -48% |
| Program Supplies                                   | \$ 12,000.00 | \$ 8,801.27  | \$ (3,198.73)  | -27% |
| Programs Total                                     | \$ 53,000.00 | \$ 22,878.15 | \$ (30,121.85) | -57% |

## **September 2022: Report of the Director**

### **Human Resources:**

- The Library Assistant 2 – Courier position has been filled internally by Carolyn Douglass. The library just completed a Library Assistant 2 recruitment to fill the Bay City Library vacancy and create a hiring list for future vacancies. The Bay City position should be filled in February. The library has recruitments open for Library Assistant 3 – Bookmobile (closes 1/27) and Library Manager Main (closes 1/24).
- All County positions received a 5% increase in pay going into the new year as part of a response to a compensation market analysis.

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

- The Children's room painting will take place at the end of February.
- The library received furniture from Multnomah County Library as part of the surplus from the capital renovations at one of the branch libraries. The library received folding tables, several children's book bins, meeting/event chairs, and an outdoor canopy.
- The library is considering making the back parking lot employee/volunteer, ADA, and 15-minute parking/loading only. There have been continuing issues with camping and all day use of those spots. The aim would be to direct general parking usage to the main parking lot.
- Wendy and I did a walkthrough of the Tillamook Main Library on December 14<sup>th</sup> with County Facilities Manager Kevin Jolly.

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

- The library is launching the expansion of the Library of Things collection and a media campaign to reintroduce this collection to the public.
- Library staff are working on implementing the new policies and procedures with updated signage and forms.
- The library met with Neah-Kah-Nie Highschool library staff to discuss how to sign up more students for library cards. The two organizations will collaborate on library card drives to increase student access to library materials and services.
- The library is launching 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 brief presentation for the Tillamook Rotary Club. The club made a small contribution to the Library Foundation.

December 2022 Tillamook County Library Data Dashboard

| December   | Bay City | Bookmobile | Garibaldi | Manzanita | Pacific City | Pockaway Beach | Tillamook | Total |
|--|----------|------------|-----------|-----------|--------------|----------------|-----------|-------|
| <b>General Library Statistics</b>                                  |          |            |           |           |              |                |           |       |
| Patron Visits (Door Counts)  | 260      | 277        | 315       | 2271      | 1169         | 412            | 3483      | 8187  |
| New Library Cards  | 1        | 2          | 7         | 11        | 14           | 6              | 34        | 75    |
| Wireless Sessions  | 90       | 0          | 43        | 81        | 854          | 41             | 454       | 1563  |
| General Reference Assistance                                       | 66       | 52         | 137       | 455       | 151          | 110            | 441       | 1412  |
| <b>Library Circulation</b>   |          |            |           |           |              |                |           |       |
| Checkouts  | 242      | 697        | 335       | 1878      | 1400         | 421            | 5,348     | 10321 |
| Renewals   |          |            |           |           |              |                |           | 6723  |
| Total Materials Circulated   |          |            |           |           |              |                |           | 17044 |
| Electronic Circulation   |          |            |           |           |              |                |           | 5045  |
| Total Circulation  |          |            |           |           |              |                |           | 22089 |
| Database Usage   |          |            |           |           |              |                |           | 2675  |
| Holds  | 135      | 151        | 96        | 271       | 229          | 56             | 601       | 1539  |
| <b>ILL Circulation</b>   |          |            |           |           |              |                |           |       |
| ILL Loaned   |          |            |           |           |              |                |           | 193   |
| ILL Borrowed   |          |            |           |           |              |                |           | 30    |
| <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                                     |          |            |           |           |              |                | 28        | 28    |
| Community Use of Study Rooms                                       |          |            |           |           |              |                | 70        | 70    |
| <b>Notary</b>  |          |            |           |           |              |                |           |       |
| Notary Appointments  |          |            |           |           |              |                | 17        | 17    |
| <b>Programming</b>   |          |            |           |           |              |                |           |       |
| Children's Services - Total Number of Programs                     | 1        | 0          | 13        | 3         | 5            | 1              | 9         | 32    |
| Children's Services - Total Attendance                             | 30       | 0          | 308       | 14        | 21           | 4              | 93        | 470   |
| Teen Services - Total Number of Programs                           | 0        | 0          | 2         | 4         | 0            | 2              | 1         | 9     |
| Teen Services - Total Attendance                                   | 0        | 0          | 3         | 17        | 0            | 3              | 4         | 27    |
| Total Adult Services - Regular/ In-Person Total Number of Programs | 0        | 0          | 7         | 5         | 0            | 0              | 0         | 12    |
| Total Adult Services - Regular/ In-Person Total Program Attendance | 0        | 0          | 438       | 26        | 0            | 0              | 0         | 464   |

| <b>Electronic Materials Detailed Report</b> |             |
|---|-------------|
| Electronic Checkouts                        | #           |
| <b>Flipster</b>                             | 69          |
| <b>Kanopy</b>                               | 793         |
| <b>OverDrive</b>                            | 1680        |
| <b>Hoopla</b>                               | 2572        |
| <b>Total Electronic Checkouts</b>           | <b>5045</b> |
| Database Usage                              | #           |
| <b>Chilton's</b>                            | 1           |
| <b>Consumer Reports Online</b>              | 5           |
| <b>Gale Virtual Ref</b>                     | 2           |
| <b>Mango</b>                                | 7           |
| <b>Novelist</b>                             | 9           |
| <b>Novelist Select</b>                      | 995         |
| <b>Proquest (Heritage Quest)</b>            | 119         |
| <b>Valueline</b>                            | 1537        |
| <b>Total Database Usage</b>                 | <b>2675</b> |

# LIBRARY BOARD 2023

## Monthly topics

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### Board members

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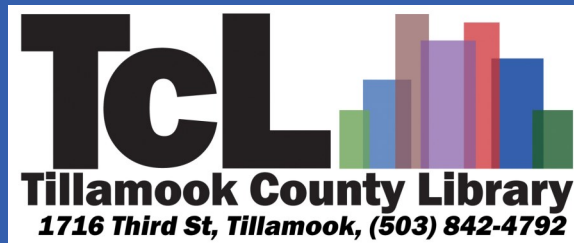
Sayde Walker, President | Tim Josi, Vice President | Betsy Chase, member | Jennifer Byrne, member | Jon Orloff, member | Madeline Olson, member | Nan Devlin, member |

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| Month     | Meeting Topics                                       | Time       |
|-----------|--|------------|
| January   | Strategic Planning (1 hour)                          | 11:30-1:30 |
| February  | Strategic Planning (1 hour), Policy Review (30 min.) | 11:30-1:30 |
| March     | Strategic Planning (1 hour)                          | 11:30-1:30 |
| April     | Strategic Planning (1 hour), Policy Review (30 min.) | 11:30-1:30 |
| May       | Strategic Planning (1 hour)                          | 11:30-1:30 |
| June      | Strategic Planning (1 hour)                          | 11:30-1:30 |
| July      | Policy Review (30 min.)                              | 12:00-1:30 |
| August    | Topics   | 12:00-1:30 |
| September | Topics   | 12:00-1:30 |
| October   | Policy Review (30 min.)                              | 12:00-1:30 |
| November  | Topics   | 12:00-1:30 |
| December  | Topics   | 12:00-1:30 |

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# 2023 Storyteller Series

Join these talented storytellers for a fun-filled series focusing on how as a community, we can all be different and yet the same.



**Saturday, January 14, 2023**

Norm Brecke is a spirited storyteller who loves a good story. Norm was an award-winning teacher, telling tales to his students daily before becoming a professional teller.



**Saturday, February 11, 2023**

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.



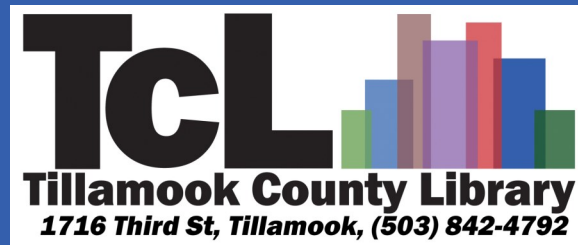
**Saturday, March 11, 2023**

Brian Rohr is a Storyteller, Writer, Poet and Healing Arts Practitioner sharing the ancient art of storytelling as a way to educate, entertain and offer healing to individuals, communities and the living world.



**Saturday, April 8, 2023**

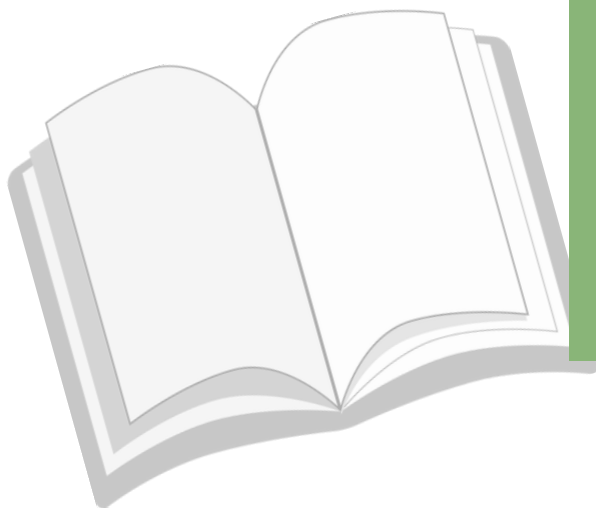
Japanese-Korean storyteller Alton Takiyama-Chung, grew up with the stories, superstitions, and the magic of the Hawaiian Islands.



# 2023 Storyteller Series



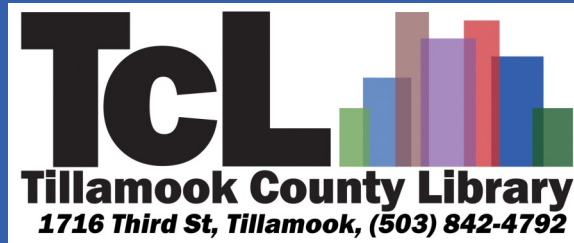
Saturday,  
January 14, 2023,  
3:00pm  
at  
Tillamook Main  
Library



**Norm Brecke** will tell folktales from cultures around the world, showing that every culture is rich and unique. Inspired by the words of Ella Fitzgerald, "The only thing better than singing is more singing." Norm will lead some participation songs as well.

*See you there!*





# 2023 Storyteller Series

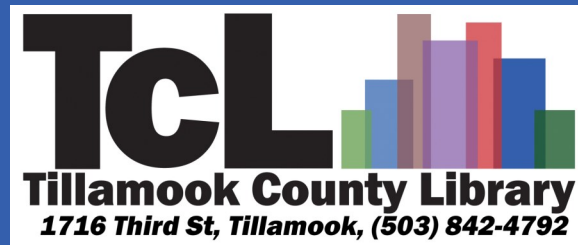


Saturday,  
February 11, 2023,  
2:00pm  
at  
Tillamook Main  
Library

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!*



# 2023 Storyteller Series

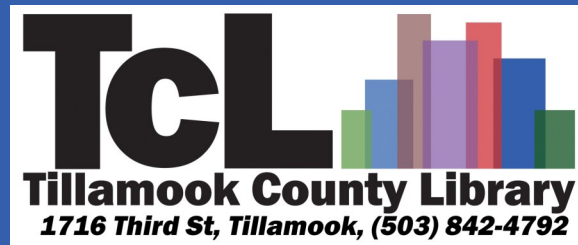


Saturday,  
March 11, 2023,  
2:00pm  
at  
Tillamook Main  
Library

In honor of the mysteries and magic of the old stories, join us for an afternoon of rich ancient storytelling with professional Storyteller **Brian Rohr**. In his performance, *Wisdom of the Mythic*, Rohr invites the listener to follow the ageless wisdom inherent in the old stories, utilizing the drum and the spoken word to help us journey to a place where we ourselves live, breath and dance among the ancient tales.



*See you there!*



# 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!*



# Take-home Graham Cracker House Kits!

Kits will be available at all TCL branch locations starting  
**Friday, December 16th, 2022** (available while supplies last)

Take home a kit and build a graham cracker holiday home with  
your family!

Take a picture of your creation and send it to

[tcl-photos@co.tillamook.or.us](mailto:tcl-photos@co.tillamook.or.us)

for us to post and share with the rest of the community!



# Winter Solstice

December 21, 2022

Join us in the Hatfield  
Room  
at  
Tillamook Main Library  
from 2:00pm - 5:00pm  
to celebrate the first day  
of winter and increasing  
daylight hours.

*\*Make snowflakes*

*\*Enjoy cookies with  
apple cider or coffee*

*\*Share stories and warm  
conversation.*






# THS Caroling 2022

COME LISTEN TO THE  
**TILLAMOOK HIGH SCHOOL  
CHOIR**  
**AT TILLAMOOK MAIN LIBRARY**  
**THURSDAY**

**DECEMBER 15TH, 1:30 PM**  
AS THEY SING CHRISTMAS  
CAROLS FOR YOUR  
ENJOYMENT!





# Tax help is available at the Tillamook County Main Library



***AARP Tax-Aide*** helps low to moderate income taxpayers have more discretionary income by assisting with tax services. AARP Foundation Tax-Aide is available free to taxpayers with special attention to those 60 and older.

Stop by the Reference  
Desk

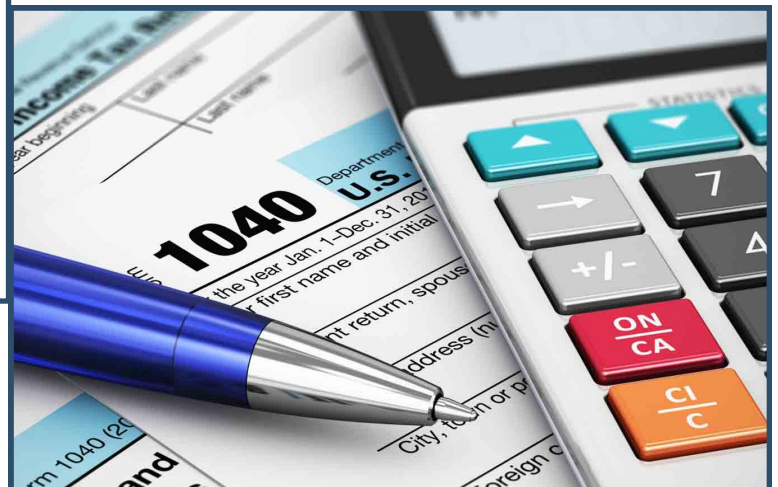
*(upstairs at Main)*

or call

**(503) 842-4792 x 1701**

to schedule an  
appointment.

**Sign up  
TODAY!**



## **Our Library**

At the Tillamook County Library, we want to be a good neighbor. You might want a neighbor that is friendly, respectful, and there when you need them. Sometimes you need a little help, and so you go next door and ask if you can borrow a cup of sugar or a rake. The Library of Things at Tillamook County Library allows us to be the kind of neighbor that will help you out when you need it. The Library of Things is a collection of non-traditional library items the library will loan to you if you have a library card.

The library is still growing this new collection. It includes all kinds of useful items you might want to check out. You can find descriptions of all the items currently available for loaning on the library's website. We just prepared our next batch of items, so I wanted to give you a little neighbor to neighbor highlight of the items we have so far. If there is something you aren't seeing that you think we should carry, let us know.

Some things in life are just too small to see. The library has a microscope you can borrow to get a close-up look at the smaller things in life. Unlike the microscopes of my youth that required you to press your eyes into two ocular lenses, this modern device uses an LCD display. This is great for so many uses from investigating plants to fixing small equipment parts.

From the very small to larger than life, the library also has a projector and screen set, so you can throw your own film festival. You can connect it to a DVD player and show one of the more than 19,000 movies available for checkout, or you can stream the many movies available to you through the Kanopy service available through your library card.

What about those old home movies you can only watch on a VHS player that is better at eating tapes than playing them? The library has a device to take your old tapes and convert them to a digital format. It's perfect for maintaining old family videos and sharing them with loved ones.

If your car has a warning light that turns on during your next trip to the library, we have something to help with that, too. You can check out a diagnostic code scanner and see what is happening with your vehicle, check your battery's performance, and reset oil lights. All you need is your library card.

These items are all available by either visiting us in person or looking at the Library of Things collection on our website at <https://www.tillabook.org/library/page/library-things>. Come visit us and let us know what you want to borrow next.