



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

Thursday, July 27, 2023: 12:00 p.m. – 1:00 p.m.; *Hybrid*

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

### **Public input**

**Approval of May 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:**

- Strategic Plan Implementation Update

**New Business:**

- Book Club Kits – Angela Arena

### **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, June 15, 2023; 12:00 p.m.**  
**Hybrid Meeting**

**Board Members Present:**

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

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

Don Allgeier, Mary Faith Bell, Jenn Wells, Angela Arena, Marisa Graham-Collier

**Call to Order:**

The meeting was called to order by Sayde Walker at 12:01 p.m.

**Public Input**

Elie Hilger of Bay City spoke against the Pride display.

Roamy Carver of Kilches spoke in support of the Pride display.

Irene Barajas of Tillamook spoke in support of the Pride display.

Baylee Beutel of Tillamook County spoke in support of the Pride display.

Sharon Smith of Nehalem spoke in support of the Pride display.

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

Tim moves for approval of the May meeting minutes: Madeline seconds, minutes are approved unanimously.

**Budget and Spending Report:**

The fiscal year is ending June 30, 2023, therefore in the month of June expenditures in terms of supplies have been reduced, aside from a significant jump in Childrens spending in preparation for the Summer Reading program.

Jon motions to approve budget and spending: Madeline seconds, motion carries unanimously.

**Director's Report:** Don Allgeier

- We will be adding a Systems Librarian to our team. We are hoping to have a job description set up soon for a new recruitment to manage systems and strategic planning development shortly.
- Angela and Don met with a team to develop a facilities conditions report to plan for maintenance and repair to our physical infrastructure.

- The Foundation will be holding a celebration and dedication for the Maxwell Park and outdoor stage on Sunday August 20, 2023, from 2-4 p.m.
- The past few weeks incidents in the library have remained consistent. Mary Faith states we could coordinate with HHS as they have seen an increase and are looking find solutions. It may be possible to share additional security services.
- The Lincoln County Library has a new director. There have been a few meetings of the governance group in terms of plans to join all of Lincoln County into the Oceanbooks network, though there has been minimal movement at this time, as they welcome the new director.
- We have paired with Neahkahnie schools to celebrate the Summer Reading Project. They have signed up roughly 40 additional kids and we anticipate an increase in SRP participants.
- The Pride display at the main branch has gotten both support and dissent. Most of the complaints focus on requesting that the library remains politically neutral. Don states that these displays are a recognition of people and welcoming all people into the space but are not taking a political stance. Overwhelmingly there have been many stories from community members in support of the display from a human health standpoint.

### **Data Dashboard**

Don states all statistics are on target for our overall expectations.

Expects to see growth in the notary program in July as more of our employees become certified.

We started a few new volunteers in June, so we expect to see that growth in July.

### **Foundation Update**

The park will be dedicated shortly; the stage is virtually finished but there are some loose ends to tie up.

There are 6 projects the foundation is to be involved with in the near future including a South County outpost of some kind, a teen area remodel at the main branch, bolstering adult programs at all libraries, providing a reimbursement endowment for staff going for library degrees, and increasing youth programs.

The Maxwell Park will present the first Chauatauqua talk by Jon on July 15, 2023, at 11:00 a.m.

### **Commissioners Report:**

Mary Faith Bell walked in through the park where she observed people using the park and it was very nice to see the culmination of so much effort.

We have two applicants for the library board: Roamy Carver and Jim Heffernan, who are present and welcomed to introduce themselves. Each party spoke on their overall applicable experience and expressed mutual admiration for the other party.

Jane Scott and Mary Faith Bell will be interviewing Don in July for a new program similar to "Let's Talk with Van Moe" that showcases people who are making a difference in the community. An archive of previous interviews can be found at [Tctvonline.com](http://Tctvonline.com).

### **Business Items**

Meeting Times: It is decided to change monthly board meetings to be held on the 4<sup>th</sup> Thursday from 12pm-1pm. This change is effective immediately with our next meeting being July 27, 2023.

Strategic Plan: Jennifer Byrne moves to approve the Strategic Plan as discussed in the May 2023 meeting. Madeline seconds and unanimous approval is granted.

Don met with Penny and reference team to develop plan. They will be working through ideas and come back to present in July.

Meeting Adjourned at 1:00pm

## July Budget and Spending Update

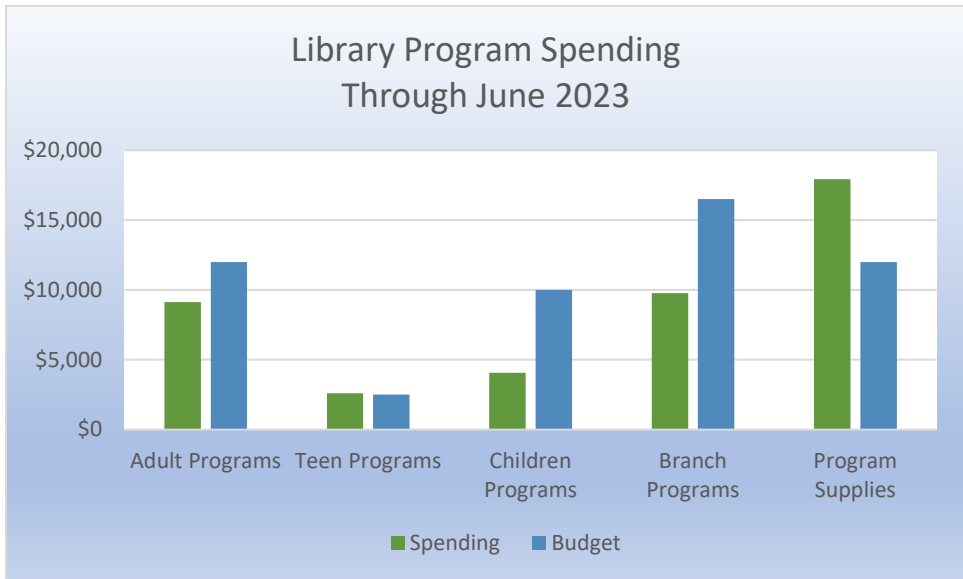
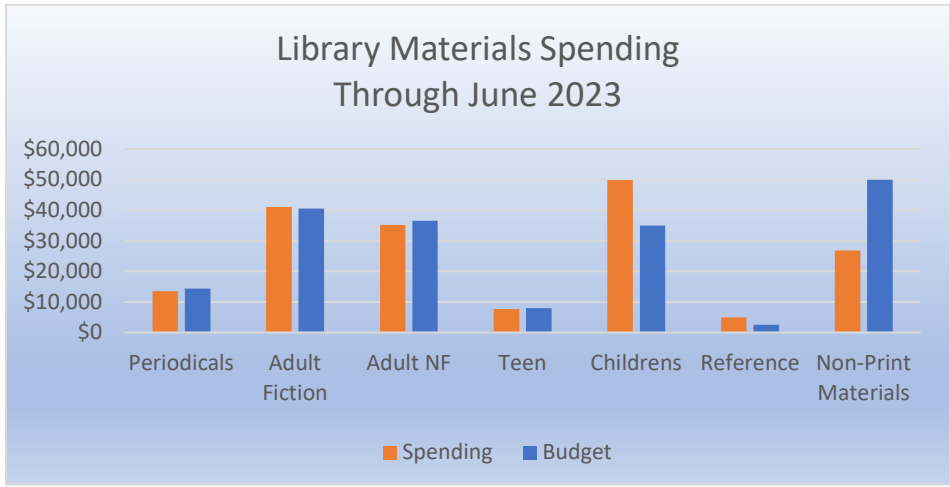
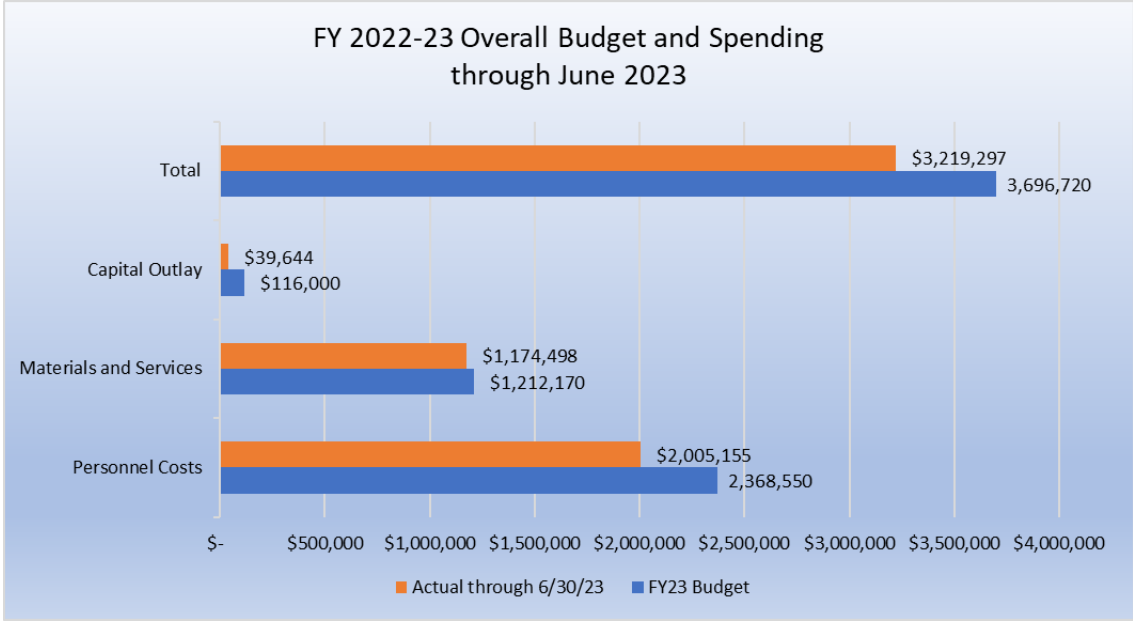
Budget Category	FY23 Budget	Actual through 6/30/23	Over/Under	%	Notes
Total Salaries	\$ 1,324,900	\$ 1,151,615	\$ (173,285)	-13%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,043,650	\$ 853,540	\$ (190,110)	-18%	Low spending due to vacancies
Personnel Costs	2,368,550	\$ 2,005,155	\$ (363,395)	-15%	Low spending due to vacancies
Library Materials	\$ 186,900	\$ 179,019	\$ (7,881)	-4%	On track
Library Programs	\$ 53,000	\$ 43,490	\$ (9,510)	-18%	Low spending on performers
Contracted Services	\$ 117,500	\$ 149,304	\$ 31,804	27%	Higher spending, digital materials
Materials and Services	\$ 1,212,170	\$ 1,174,498	\$ (37,672)	-3%	On Track
Capital Outlay	\$ 116,000	\$ 39,644	\$ (76,356)	-66%	Low spending - costs dispersed in budget
<b>Total</b>	<b>3,696,720</b>	<b>\$ 3,219,297</b>	<b>\$ (477,423)</b>	<b>-13%</b>	

### Library Materials Budget and Spending Through June 2023

Periodicals	\$ 14,400.00	\$ 13,477.08	\$ (922.92)	-6%
Adult Fiction	\$ 40,500.00	\$ 41,073.13	\$ 573.13	1%
Adult NF	\$ 36,500.00	\$ 35,221.32	\$ (1,278.68)	-4%
Teen	\$ 8,000.00	\$ 7,688.23	\$ (311.77)	-4%
Childrens	\$ 35,000.00	\$ 49,834.54	\$ 14,834.54	42%
Reference	\$ 2,500.00	\$ 4,951.97	\$ 2,451.97	98%
Non-Print Materials	\$ 50,000.00	\$ 26,773.07	\$ (23,226.93)	-46%
<b>Materials Total</b>	<b>\$ 186,900.00</b>	<b>\$ 179,019.34</b>	<b>\$ (7,880.66)</b>	<b>-4%</b>

### Library Programs Budget and Spending Through June 2023

Adult Programs	\$ 12,000.00	\$ 9,139.44	\$ (2,860.56)	-24%
Teen Programs	\$ 2,500.00	\$ 2,594.45	\$ 94.45	4%
Children Programs	\$ 10,000.00	\$ 4,061.41	\$ (5,938.59)	-59%
Branch Programs	\$ 16,500.00	\$ 9,773.62	\$ (6,726.38)	-41%
Program Supplies	\$ 12,000.00	\$ 17,921.30	\$ 5,921.30	49%
<b>Programs Total</b>	<b>\$ 53,000.00</b>	<b>\$ 43,490.22</b>	<b>\$ (9,509.78)</b>	<b>-18%</b>



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

### **Human Resources:**

- The library hired a Teen Intern for the summer through a grant from the Oregon State Library.
- I am sad to report that our custodian at Tillamook Main, Laurie, has sent a letter of resignation. Laurie is an exemplary employee that is loved by both staff and library users. Her last day will be August 15th. We will post a recruitment for this position in the near future.

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

- The County has contracted with McKinstry to do a building condition assessment. McKinstry began the assessment by gathering reports and conducting a walkthrough of Tillamook Main.
- Maxwell Park and Library Stage will have a dedication ceremony August 20<sup>th</sup> 2023 from 2PM – 4PM that will include speakers and music. Invitations will go out at the end of the month. We hope as many Board members as possible will be able to make it.
- The library has connected with a security vendor for the County TBC Management about the security issues at the Main Library. They will develop a proposal based on the needs of the library, TBCC, and potential other partners.
- The Library Courier/Outreach Van has a new wrap that promotes the library website.

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

- The Library launched the first Patron Point newsletter.
- I met with the new Lincoln County Library District Director, Bryan Miyagishima. He is learning the ropes of his new position. Bryan is meeting with library directors about the potential changes to the consortia in Tillamook and Lincoln Counties to get a better understanding of where we are in the process.
- Summer Reading has been very popular with lots of people engaging with the crafts, programs, and the summer reading game.
- The Library took part in the Manzanita 4<sup>th</sup> of July, Rockaway Beach 4<sup>th</sup> of July, and Pacific City Dory Days parades. This was our first year back in the parades after the pandemic.

## Library Data Dashboard

(6/01/2023 through 6/30/2023)

June	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway Beach	Tillamook	Total
<b>General Library Statistics</b>								
Patron Visits (Door Counts)	258	823	472	2517	1581	644	6974	13269
New Library Cards	6	1	6	57	30	18	112	230
Wireless Sessions	59	0	47	184	203	44	687	1224
General Reference Assistance	18	168	148	513	231	141	488	1707
<b>Library Circulation</b>								
Checkouts	340	882	518	2478	1402	496	7,008	13124
Renewals								6757
Total Materials Circulated								19881
Electronic Circulation								5341
Total Circulation								25222
Database Usage								3607
Holds	32	499	161	613	147	78	6,867	8397
<b>ILL Circulation</b>								
ILL Loaned								238
ILL Borrowed								59
<b>Volunteer Records</b>								
Number of Volunteers	0	0	0	0	0	0	7	7
Volunteer Hours	0	0	0	0	0	0	14.5	14.5
<b>Community Space Usage</b>								
Community Use of Meeting Rooms				3			57	60
Community Use of Study Rooms							100	100
<b>Notary</b>								
Notary Appointments							9	9
<b>Programming</b>								
Children's Services - Total Number of Programs	2	20	7	1	4	1	20	55
Children's Services - Total Attendance	30	524	145	7	127	9	897	1739
Teen Services - Total Number of Programs	0	0	2	0	0	2	6	10
Teen Services - Total Attendance	0	0	6	0	0	4	33	43
Total Adult Services Programs	0	0	7	4	0	0	1	12
Total Adult Services Program Attendance	0	0	103	16	0	0	3	122
Self-Directed Activities	0	8	7	8	2	5	2	32
Self-Directed Activities Participants	0	102	70	120	20	15	93	420



<b>Electronic Materials Detailed Report</b>	
Electronic Checkouts	#
<b>Flipster</b>	70
<b>Kanopy</b>	769
<b>OverDrive</b>	1686
<b>Hoopla</b>	2886
<b>Total Electronic Checkouts</b>	<b>5341</b>
Database Usage	#
<b>Chilton's</b>	39
<b>Consumer Reports Online</b>	5
<b>Gale Virtual Ref</b>	14
<b>Mango</b>	527
<b>Novelist</b>	16
<b>Novelist Select</b>	1201
<b>Proquest (Heritage Quest)</b>	3
<b>Valueline</b>	1802
<b>Total Database Usage</b>	<b>3607</b>

# Upcoming Library Events and Programs



Date	Event/Program
June 29 <sup>th</sup> 2:00 PM	Alton Chung Teen Stories – Tillamook Main
August 1 10:30 AM	Traveling Lantern Theatre – Rockaway Beach
August 3 <sup>rd</sup> 2:00 PM	Bright Heart Circus – Tillamook Main
August 3 <sup>rd</sup> 2:00 PM	Ninja Storytime – Pacific City
August 9 <sup>th</sup> – 12 <sup>th</sup>	Tillamook County Library @ The Fair
August 15 <sup>th</sup> 10:00 AM	Terrific Twos Storytime – Tillamook Main
August 17 <sup>th</sup> 4:00 PM	Teen Anime Club – Tillamook Main
August 19 <sup>th</sup> 2:00 PM	End of Summer Reading Party – Tillamook Main
August 20 <sup>th</sup> 2:00 PM	Maxwell Library Park Dedication – Tillamook Main
August 26 <sup>th</sup> 2:00 PM	Game Day – Garibaldi



## **Our Library**

As summer kicks off, the Tillamook County Library is already buzzing with excitement about summer reading programs and the first events on the new outdoor stage. However, there's even more to look forward to as we embark on our new strategic 5-year plan, which aims to shape our efforts in serving the communities of Tillamook County until the end of 2027. The plan, adopted in June by the citizen-led Tillamook County Library Board, was crafted based on valuable feedback received through online and in-person listening sessions, as well as annual community surveys.

First and foremost, I'd like to express my heartfelt gratitude to everyone who provided feedback and contributed to the development of this plan. Your insights have been important in charting the course for our library's future. Our plan revolves around three core priorities: lifelong learning, access to library services, and inclusion and respect. These pillars will remain the cornerstones of our endeavors in the years to come, guiding the allocation of our time and resources. Additionally, we will review and update our implementation plan annually to ensure we remain responsive to the evolving needs of our community.

### **Lifelong Learning**

Under the priority of lifelong learning, we have outlined four essential goals for library development. To cater to the growing demographics of our population, we plan to expand services tailored specifically for Spanish-speakers and seniors. By focusing on school-age children as well, we aim to foster literacy skill development empowering the next generation with the tools they need for a successful future.

Furthermore, we recognize the importance of adult literacy and are committed to developing an adult literacy program. Collaborating with partners and leveraging existing resources, we aim to make a significant impact in enhancing literacy skills among adults in our community.

Embracing the desire for more opportunities to gather, we plan to expand the availability of a diverse array of cultural and educational programs. These enriching experiences will focus on different interests and strengthen the bonds within our community.

Lastly, we intend to provide individual appointments that offer dedicated support for learning with technology and utilizing library resources. By being readily available to assist people when they need it, we hope to empower our community to embrace the digital world with confidence.

### **Access to Library Resources**

The priority of access to library resources will see us focus on enhancing outreach services and extending our presence to the southern part of the county. We understand that not everyone

can easily access library locations, especially homebound seniors. Our outreach efforts will be expanded to support those who face such challenges. We will also begin community conversations about how the library can better serve the people living in the southern part of Tillamook County.

In our ongoing commitment to expanding digital offerings, we have heard your requests for more digital materials. By increasing the selection of eBooks and digital audiobooks, we hope to make our library even more accessible to all, while reducing wait times for digital holds.

Furthermore, we aim to enhance the consortium that connects coastal libraries, thereby providing a broader range of materials for library users. Collaborating with neighboring libraries will enable us to offer an even richer collection of resources to our community.

### **Inclusion and Respect**

The final priority centers around the library as a community gathering space that serves everyone. In a time when political and cultural divisions can undermine our community spirit, it is essential to focus on four crucial goals to support this priority.

As a library, we are committed to upholding intellectual freedom by providing age-appropriate collections, programming, and displays that reflect diverse perspectives. By doing so, we aim to create an inclusive environment that encourages open dialogue and the free exchange of ideas.

To encourage meaningful connections about community issues, we plan to facilitate in-person programs for community conversations. By coming together, we believe we can find common ground and build mutual understanding about the critical concerns that affect us all.

Recognizing the importance of digital literacy, we will continue to equip our community with the necessary technology tools to navigate an increasingly digital world confidently.

Lastly, we will welcome more community members to volunteer at the library. Your active involvement strengthens our library and enables us to better serve the needs of our community.

### **Growing the Future and Maintaining Current Services**

While our 5-year plan takes center stage, rest assured that we will continue to offer the foundational services that have made the library a beloved institution throughout Tillamook County. Our commitment to checking out books, CDs, and DVDs, providing storytimes for children's early literacy, and offering computer and internet access will remain steadfast.

As we gaze into the future with great excitement, we hope you will discover even more reasons to cherish and engage with your library for many years to come. Together, we will embark on this journey, united in our pursuit of knowledge, inclusivity, and community growth.