



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

Thursday, June 15, 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:**

- Meeting Time
- Strategic Plan

**New Business:**

- Strategic Plan Implementation Update

**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, May 18, 2023; 11:00 a.m.**  
**Hybrid Meeting**

**Board Members Present:**

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

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

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

**Call to Order:**

The meeting was called to order by Saydee Walker at 11:06 a.m.

**Public Input**

No Community Members Present

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

Meeting minutes for the April 20, 2023, Board Meeting of the Tillamook County Library approved unanimously.

**Budget and Spending Report:**

We are now well over budget in Programming Supplies and the librarians have been asked to pause spending in this department. Otherwise, we are in a good place regarding the budget.

**Director's Report:** Don Allgeier

- We are very excited to have Kayla Martin start in the LA1 part time position.
- We have a good candidate for the librarian position, however unfortunately that candidate has declined the offer and we are looking at next steps.
- All staff participated in a countywide Respect in the Workplace training that was successful.
- We had a fantastic all-staff meeting on May 4 which was useful for Summer Reading Program Preparation.
- We are working with all staff regarding Patron Privacy by working through hypothetical situations and having conversations about how to maintain patron privacy.
- We had an HVAC project that has been completed to prevent overheating in the server room.
- Tim Josi hung three recently donated stained-glass art pieces at Tillamook Main and the Garibaldi branch. They are a lovely addition, and we will be reaching out to thank the benefactors.
- The library stage is getting closer to being ready. We are planning a park dedication event in August.

- There is continued work on governance issues regarding the expansion of the consortium to include all of Lincoln County.
- We are seeing a boost in overall library usage.
- We have additionally seen an uptick in incidents: The U-Haul we rented to supplement the courier van while it is undergoing repairs has had the battery stolen, gas siphoned, and side mirror broken. One of the light poles in the parking lot has been broken, people have been using the library grounds improperly, and there has been an increase in improper use of the computers. We are looking at options to make the back parking lot for staff only, board members, performers, and patrons needing use of ADA parking spaces to redirect the improper non-library usage happening in the back lot. We do still have a large parking lot at the front of the building for patrons. We are hoping these instances have been increasing due to the shift in weather that will level out as spring and summer progress. We have been working with the local police and are happy with their responses. We will continue to work with them and explore options for additional presence.

### **Data Dashboard**

Programming with Craft bags and Bake Along (Passive/Take Home Crafts) tracking has been separated from the rest of the programming statistics.

### **Foundation Update**

There was no meeting this month, though there is a committee currently working on fundraising.

### **Commissioners Report:**

Don presented the policy update to the Board of Commissioners. States it was good to see how the new stage will be used.

In terms of increased security needs, this is happening throughout the community. The Community College is looking at hiring outside security- perhaps we can team up to have a shared contract. There are at least 2 local options that provide these services.

The budget process is underway and the Library budget seems to be in a good place.

The recruitment advertisement for a new board member is being published in the paper next week. Jennifer Byrne states she found us from posting on the library website and recommends we put a listing there as well.

## **Business Items**

- Don will send a few potential options for changing our meeting day/time to start in July.
- After this meeting we can go back to the regular time of 12pm-1:30pm on the third Thursday of the month. (June 15)

## **Strategic Planning**

Penny has pulled together a draft plan that is structured into three focus areas.

After a lengthy conversation about digital literacy, critical thinking, advancing usage of AI and information the following edits were decided upon for the Inclusion and Respect section of the 2023-2027 Strategic Plan:

Item 1: Support intellectual freedom by offering age-appropriate collections, programming, and displays that support a wide range of viewpoints.

Item 3: Provide technology tools and resources to bridge the digital divide and increase digital literacy.

Library staff will be meeting on June 14<sup>th</sup> to work on an implementation plan.

Meeting adjourned at 12:30pm

## April Budget and Spending Update

Budget Category	FY23 Budget	Actual through 5/31/23	Over/Under	%	Notes
Total Salaries	\$ 1,324,900	\$ 1,044,175	\$ (280,725)	-21%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,043,650	\$ 777,708	\$ (265,942)	-25%	Low spending due to vacancies
<b>Personnel Costs</b>	<b>2,368,550</b>	<b>\$ 1,821,884</b>	<b>\$ (546,666)</b>	<b>-23%</b>	<b>Low spending due to vacancies</b>
Library Materials	\$ 186,900	\$ 176,698	\$ (10,203)	-5%	Higher spending
Library Programs	\$ 53,000	\$ 43,490	\$ (9,510)	-18%	Low spending on performers
Contracted Services	\$ 117,500	\$ 140,094	\$ 22,594	19%	Higher spending, digital materials
<b>Materials and Services</b>	<b>\$ 1,212,170</b>	<b>\$ 1,174,498</b>	<b>\$ (37,672)</b>	<b>-3%</b>	<b>higher spending</b>
Capital Outlay	\$ 116,000	\$ 39,644	\$ (76,356)	-66%	Low spending - costs dispersed in budget
<b>Total</b>	<b>3,696,720</b>	<b>\$ 3,036,026</b>	<b>\$ (660,694)</b>	<b>-18%</b>	

### Library Materials Budget and Spending Through May 2023

Periodicals	\$ 14,400.00	\$ 13,477.08	\$ (922.92)	-6%
Adult Fiction	\$ 40,500.00	\$ 40,630.94	\$ 130.94	0%
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	\$ 48,010.02	\$ 13,010.02	37%
Reference	\$ 2,500.00	\$ 4,951.97	\$ 2,451.97	98%
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Non-Print Materials	\$ 50,000.00	\$ 26,717.94	\$ (23,282.06)	47%
<b>Materials Total</b>	<b>\$ 186,900.00</b>	<b>\$ 176,697.50</b>	<b>\$ (10,202.50)</b>	<b>-5%</b>

### Library Programs Budget and Spending Through May 2023

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



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

### **Human Resources:**

- We completed the recruitment for the bilingual preferred Librarian position without a successful candidate for the position. I am working on an interim plan and will repost the position next spring.
- The library budget for Fiscal Year 2023-24 includes a Systems Librarian position that was converted from an IS analyst/programmer position. I am working with Human Resources on developing the job description with the hope of posting a recruitment in August.

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

- The County has contracted with McKinstry to do a building condition assessment. This will include an assessment of the Main branch library that will result in a report on the current state of the building and a timeline for future building maintenance needs. This will help us develop a strategy that includes managing the issues that have been brought up about the roof.
- 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.
- I met with TBCC President Dr. Ross Tomlin about the security/safety issues that have been happening at the Tillamook Main Library and at the college. We hope to develop a plan to potentially share resources in addressing the issues on both properties.

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

- The library began the training on PatronPoint, the new newsletter and patron engagement software.
- The Lincoln County Library District has offered the Director position to Bryan Miyagishima from Linn Benton Community College. He will be a key person in the work to develop a plan for the consortia in Clatsop, Tillamook, and Lincoln Counties.
- In preparation for summer reading, the library collaborated with the Neah-Kah-Nie Elementary Schools on a library card drive distributing applications to the families of over 300 children. We have also been doing outreach to all the school districts in the County to promote summer reading. We got more than 40 new cards processed for kids.
- Summer Reading 2023 launched this week with programs for kids, teens, and adults. The program is geared to get kids excited about reading during the critical summer months when most schools are out of session.
- The library is coordinating with the Washington County Law Library to get collection support and legal reference training.
- The library put together a Pride display for the month of June. The library has received many communications about the display – mostly positive. There have been some concerns expressed about the juvenile materials.

## Library Data Dashboard

(5/01/2023 through 5/31/2023)

May	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway Beach	Tillamook	Total
<b>General Library Statistics</b>								
Patron Visits (Door Counts)	199	1228	406	2369	2160	494	5801	12657
New Library Cards	4	6	5	24	10	3	57	109
Wireless Sessions	67	0	52	190	127	36	651	1123
General Reference Assistance	72	239	146	506	271	115	504	1853
<b>Library Circulation</b>								
Checkouts	331	1326	290	2021	1362	404	6,114	11848
Renewals								6885
Total Materials Circulated								18733
Electronic Circulation								5760
Total Circulation								24493
Database Usage								3099
Holds	11	222	199	503	191	87	6,613	7826
<b>ILL Circulation</b>								
ILL Loaned								233
ILL Borrowed								48
<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				1			57	57
Community Use of Study Rooms							97	97
<b>Notary</b>								
Notary Appointments							9	9
<b>Programming</b>								
Children's Services - Total Number of Programs	0	16	6	0	0	1	0	23
Children's Services - Total Attendance	0	761	44	0	0	2	0	807
Teen Services - Total Number of Programs	0	0	0	0	0	0	2	2
Teen Services - Total Attendance	0	0	0	0	0	0	12	12
Total Adult Services - Regular/ In-Person Total Number of Programs	0	0	5	9	0	1	2	17
Total Adult Services - Regular/ In-Person Total Program Attendance	0	0	8	93	0	6	20	127
Self-Directed Activities	0	2	5	4	0	1	2	14
Self-Directed Activities Participants	0	20	33	57	0	1	70	181



<b>Electronic Materials Detailed Report</b>	
Electronic Checkouts	#
<b>Flipster</b>	59
<b>Kanopy</b>	729
<b>OverDrive</b>	2009
<b>Hoopla</b>	3022
<b>Total Electronic Checkouts</b>	<b>5760</b>
Database Usage	#
<b>Chilton's</b>	5
<b>Consumer Reports Online</b>	4
<b>Gale Virtual Ref</b>	2
<b>Mango</b>	473
<b>Novelist</b>	23
<b>Novelist Select</b>	939
<b>Proquest (Heritage Quest)</b>	31
<b>Valueline</b>	1622
<b>Total Database Usage</b>	<b>3099</b>

# Upcoming Library Events and Programs



Date	Event/Program
June 15 <sup>th</sup> 2:00 PM	The Amazing Bubble Man – Tillamook Main
June 17 <sup>th</sup> 1:00 PM	Ukulele Jam with Mr. Bill – Tillamook Main
June 22 <sup>nd</sup> 2:00 PM	Hands & Heart Drumming – Tillamook Main
June 22 <sup>nd</sup> 2:00 PM	Border Collie Performing Team – Pacific City
June 27 <sup>th</sup> 10:30 AM	Matt Baker Comedy Show – Rockaway Beach
June 28 <sup>th</sup> 4:00 PM	Community Connection: Astrology - Garibaldi
July 6 <sup>th</sup> 2:00 PM	The Zaniac Comedy Show – Tillamook Main
July 7 <sup>th</sup> 10:30 AM	The Reptile Man - Manzanita
July 12 <sup>th</sup> 11:00 AM	Bridge Club – Tillamook Main
July 13 <sup>th</sup> 2:00 PM	Magical Ventriloquist – Tillamook Main

