



Agenda: Tillamook County Library Board

Thursday, August 24, 2023: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of June 2023 Minutes and July Budget: 5 minutes

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

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:

- Library Outreach – Jenn Wells and Jessica Moran
- Strategic Plan Board Reporting

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.

Business Items

Meeting Times: It is decided to change monthly board meetings to be held on the 4th 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

August Budget and Spending Update

Budget Category	FY24 Budget	Actual through 7/31/23	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 101,600	\$ (1,334,800)	-93%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 80,848	\$ (1,001,152)	-93%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 182,448	\$ (2,335,952)	-93%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 22,971	\$ (277,029)	-92%	On Track
Library Programs	\$ 53,000	\$ 10,270	\$ (42,730)	-81%	High spending, summer reading programs
Materials and Services	\$ 1,336,160	\$ 150,696	\$ (1,185,464)	-89%	High spending due to contracted services
Capital Outlay	\$ 106,000	\$ 620	\$ (105,380)	-99%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 333,764	\$ (3,626,796)	-92%	

Library Materials Budget and Spending Through July 2023

Periodicals	\$ 10,000.00	\$ 980.00	\$ (9,020.00)	-90%
Adult Fiction	\$ 40,000.00	\$ 2,017.13	\$ (37,982.87)	-95%
Adult NF	\$ 34,000.00	\$ 3,054.68	\$ (30,945.32)	-91%
Teen	\$ 6,000.00	\$ 1,054.98	\$ (4,945.02)	-82%
Childrens	\$ 60,000.00	\$ 1,476.26	\$ (58,523.74)	-98%
Non-Print Materials	\$ 40,000.00	\$ 3,060.25	\$ (36,939.75)	-92%
Digital Materials	\$ 110,000.00	\$ 11,327.96	\$ (98,672.04)	-90%
Materials Total	\$ 300,000.00	\$ 22,971.26	\$ (277,028.74)	-92%

Library Programs Budget and Spending Through July 2023

Adult Programs	\$ 12,000.00	\$ 610.04	\$ (11,389.96)	-95%
Teen Programs	\$ 3,000.00	\$ 566.00	\$ (2,434.00)	-81%
Children Programs	\$ 10,000.00	\$ 1,700.00	\$ (8,300.00)	-83%
Branch Programs	\$ 17,000.00	\$ 5,556.04	\$ (11,443.96)	-67%
Program Supplies	\$ 15,000.00	\$ 1,837.93	\$ (13,162.07)	-88%
Programs Total	\$ 57,000.00	\$ 10,270.01	\$ (46,729.99)	-82%

August 2023: Report of the Director

Human Resources:

- The library has been fortunate to have State Library financial support for a summer teen internship. Our teen intern, Kale, will be completing the internship on August 31st. The internship culminates in a public program. Kale will be doing two mask making workshops on the 22nd and 24th of August at Tillamook Main and the South Tillamook County Library.
- Laurie's last day as custodian was August 15th. The library will have interim support while we complete the hiring process for a new custodian. We hope to have someone starting by September 1st.
- We plan to fill the librarian position that Angela vacated when she became the Main manager through a limited duration opportunity available to qualified staff at Tillamook County Library. After that, the library will put forward a new recruitment for a bilingual Spanish-speaking librarian that will focus on systemwide programming.

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

- Additional work was completed to enhance the operation of the fountain in the Library Park. We plan to run the fountain during open hours.
- Maxwell Park and Library Stage had a dedication ceremony August 20th 2023 from 2PM – 4PM. The event included speakers, face-painting, ribbon-cutting, live music, and refreshments.
- On August 15th, the seating plan in the workroom at Tillamook Main was rearranged for better work flow. As part of this change, we moved to computers from the public area to create more workspace for library staff without adding the expense of additional new computers.
- The Board of County Commissioners approved an extension of the South Tillamook County Library lease. That lease will go through August 2028. It includes new language allowing the South County Library Club to approve or say no to programming that could adversely affect the building facility.
- Kevin Jolly and I met with a contractor to discuss a sidewalk addition to connect the current sidewalk to the Library Stage ramp. This will provide better performer and ADA access.

Community Engagement, Programming, and Library Resources:

- The library was at the fair for all four days. The bookmobile was set up with giveaway books and buttons for people to make. Over the course of the fair, visitors made more than 900 buttons. The library gave away more than 1,000 books – mostly to kids.
- I spoke at the Tillamook Kiwanas Club on July 19th. I presented the new strategic plan and discussed the services the library provides.
- We started a new program to allow for library purchased copies of material in Hoopla called Hoopla Flex. This will allow us to supplement the materials available through the Hoopla Instant that we already have access to now. We will use this to expand access to digital materials.

- I was interviewed by Tillamook Today about the library's new strategic plan. You can find a copy of the interview [here](#).
- The Board of County Commissioners approved the application for the Ready to Read Grant for 2024. This grant for \$6,555 from the Oregon State Library supports summer reading giveaways and operations.
- A big thank you to Jon Orloff for coordinating the Chautauqua speaker series on the new library stage. The first two events had good attendance and positive community feedback.

Library Data Dashboard

(7/01/2023 through 7/31/2023)

Jul-23	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	208	578	583	3593	1834	693	7219	14708
New Library Cards	4	14	8	35	26	8	86	181
Wireless Sessions	76	0	77	321	278	140	720	1612
General Reference Assistance	5	54	144	577	264	136	454	1634
Library Circulation								
Checkouts	294	825	445	2858	1570	562	7,316	13870
Renewals								7462
Total Materials Circulated								21332
Electronic Circulation								5369
Total Circulation								26701
Database Usage								3806
Holds	27	264	137	336	268	83	6641	7756
ILL Circulation								
ILL Loaned								236
ILL Borrowed								43
Volunteer Records								
Number of Volunteers	0	0	0	0	0	0	1	1
Volunteer Hours	0	0	0	0	0	0	4	4
Community Space Usage								
Community Use of Meeting Rooms				0			66	66
Community Use of Study Rooms							118	118
Programming								
Total Adult Services Programs	0	0	8	5	0	0	3	16
Total Adult Services Program Attendance	0	0	99	52	0	0	24	175
Teen Services Programs	0	0	0	2	0	0	8	10
Teen Services Program Attendance	0	0	0	10	0	0	22	32
Children's Services Programs	3	39	5	4	3	0	22	76
Children's Services Program Attendance	32	474	116	83	22	0	809	1536

July 2023 Year Over Year Change			
Count Type	Jul-23	Jul-22	Change
General Library Statistics			
Patron Visits (Door Counts)	14708	14051	5%
New Library Cards	181	187	-3%
Wireless Sessions	1612	1410	14%
General Reference Assistance	1634	1252	31%
Library Circulation			
Checkouts	13870	13055	6%
Renewals	7462	8151	-8%
Total Materials Circulated	21332	21206	1%
Electronic Circulation	5369	4707	14%
Total Circulation	26701	25913	3%
Database Usage	3806	1880	102%
Holds	7756	8899	-13%
ILL Circulation			
ILL Loaned	236	175	35%
ILL Borrowed	43	47	-9%
Volunteer Records			
Number of Volunteers	1	1	0%
Volunteer Hours	4	4	0%
Community Space Usage			
Community Use of Meeting Rooms	66	43	53%
Community Use of Study Rooms	118	99	19%
Programming			
Total Adult Services Programs	16	5	220%
Total Adult Services Program Attendanc	175	252	-31%
Teen Services Programs	10	13	-23%
Teen Services Program Attendance	32	40	-20%
Children's Services Programs	76	104	-27%
Children's Services Program Attendance	1536	1347	14%

Electronic Materials Detailed Report		
Electronic Checkouts	July 2023 Total	Year over Year Change
Flipster	60	71%
Kanopy	766	131%
OverDrive	1722	5%
Hoopla	2821	4%
Total Electronic Checkouts	5369	15%
Database Usage	July 2023 Total	Year over Year Change
Chilton's	35	400%
Consumer Reports Online	5	-29%
Gale Virtual Ref	36	1100%
Mango	618	55%
Novelist	21	2000%
Novelist Select	1697	2877%
Proquest (Heritage Quest)	10	400%
Valueline	1384	-1%
Total Database Usage	3806	102%

Upcoming Library Events and Programs



Date	Event/Program
August 26 th 3:00 PM	Teen Game Night – Tillamook
August 28 th 9:00 AM	Strong Women – Tillamook
August 31 st 2:00 PM	Ninja Storytime – Bay City
September 2 nd 2:00 PM	Game Days – Garibaldi
September 6 th 10:00 AM	Preschool Storytime – Tillamook
September 7 th 4:00 PM	Teen Anime Club – Tillamook
September 15 th 10:00 AM	Mother Goose on the Loose Storytime – Tillamook
September 16 th 2:00 PM	Sofia Talvik (Swedish folk music) – Tillamook
September 26 th 4:00 PM	Teen Writing Club – Tillamook
September 29 th 3:00 PM	Read to a Dog – Garibaldi

