



Agenda: Tillamook County Library Board

Thursday, May 18, 2023: 11:00 a.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of April 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

New Business:

- Strategic Plan Review

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, April 20, 2023; 11:00 a.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Nan Devlin

Staff, Commissioner, and Others Present:

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

Call to Order:

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

Public Input

Richard Steel- Community member here to observe.

Approval of March 2023 Minutes and Budget:

Meeting minutes for the March 16, 2023, Board Meeting of the Tillamook County Library approved unanimously.

Budget and Spending Report:

We are now well overbudget in Programming Supplies. We expected this, however, we have asked our librarians to pause spending in this department until the end of the fiscal year. We are still underbudget in Children's, Teen, and Adult Programs. Therefore, in the overall picture we are still in a good place.

Saydee moves to approve spending. Seconded by Tim. Motion carries.

Director's Report: Don Allgeier

- We are welcoming Angela to her new role as Manager of Tillamook Main. She has past management experience and has been with TCL long enough to know our system well, has run our book club kits, as well as developed our Lucky Day program.
- LA2 Librarian, Daniel Trescott for Bay City has started training.
- LA1 Part Time position has been filled by Kayla Martin and planning to start May 1, 2023.
- Our Librarian position is open and response has been underwhelming. We have extended our application deadline so that we can utilize ALA conference connections to continue recruitment.
- The Children's Library remodel has completed.
- Coast Gutters came to evaluate gutters and found that the gutter system is not large enough to handle the amount of water shed from the roof. They indicated we may need to evaluate the roof as well as there are likely some issues to address.

Data Dashboard

We are seeing a boost in usage.

The Programming stats have take-away programs (passive) being broken out from in person attendance programs for future evaluation.

Commissioners Report:

The budget presentation for library went well at the Commissioners meeting. Mary Faith Bell states that the board and commissioners have historically combative relationship, but that seems to have been reset and it seems that both entities will be moving forward in a collaborative and positive way.

We still need to post the ad for a press release inviting people to apply to be a library board member and we are moving forward with this today.

Community Room Policy Update

The Foundation has confirmed that June 1, 2023, will be the launch of the park and details are to come on an opening ceremony. The policy document has been revised to expand out to cover library spaces (such as the stage) and how we handle private uses of the library spaces. Once a library opens up a community space, we need to have clear guidelines about how the space is used since the community has a constitutional right to use them. We have developed a tiered system prioritizing the use so as to both provide for the needs of the library, county, and public. We will be putting together a rental expectation for the instances of private use. Don has researched how other libraries have charged for rental spaces and would like board input on how we handle this.

We could also decide against allowing private events. We do not have a history of this being a frequent usage, though we anticipate that the stage could increase interest, and if we do allow private events we will need very clear policy regarding expected use of staff resources and how this relates to charging for private use.

It is stated that any charges should be to cover our expenses involved, though not designed to make a profit, though we could also not charge at all, instead requiring a rental agreement with a security deposit to cover any unexpected follow up.

It is decided that we will consider and develop policy in meetings to come. We will continue with the same application we have been using and we will adopt the updated policy for the interim.

Madeline moves to adopt updated Community Room Policy in the interim. Tim Seconds, motion carries.

Oceanbooks Consortium Update

We are meeting with Oceanbooks members as well as Lincoln County library district as Lincoln County is looking to coordinate and consolidate the usage of the consortium.

The group is putting together a value statement to evaluate the benefit and potential problems with joining. Don has joined a group working on the governing structure of the consortium. There are a lot of question marks involving how resources will be used and managed so that we are ensuring positive benefit from maintaining consortium.

Business Items

- Gutter analysis: Minor fix has been completed, though they believe the gutter needs to be replaced with a larger system that can handle the amount of water coming off the roof. There is concern the roof is producing water intrusion and they recommend having the roof evaluated prior to moving forward with fixing the gutter. There are no safety tie offs on the roof which will need to be addressed for all future roof work. They believe we should switch from metal roof as there is a likelihood that the metal roof will continue to be problematic. Based on description, Tim states that it sounds as though this roof was not installed correctly. It is decided that we will need to have an evaluation done, safety tie ins need to be installed as a high priority.
- Meeting times: Potential to move day and time due to conflict with other meetings that the representation of the library may benefit from Don attending. Don will send out a poll to evaluate potential options. Saydee states Thursdays are good and we will revisit at the next meeting.

Strategic Planning

Penny Hummel presents a review of listening session results.

After 8 public listening sessions, 3 staff listening sessions, 3 board discussions, 3 conversations with the commissioners, 1 stakeholder listening session, and review of the 2022 survey results it has become clear that the same themes have become prevalent.

- **People love the library!** Generally people are satisfied which we see both in the planning sessions as well as our levy results.
- **Offer More Programming:** Interest in returning to pre-covid levels of programming seems to be emphasized. Interest ranges from practical knowledge to craft education and cultural events.
- Increase Open Hours- People would like open hours in the evening.
- **Requests to increase digital resources-** eResources are currently through a consortium and we do not have additional sources. This can be explored.

- **Continue the Prioritize Access to Technology**- interest in providing WiFi, support for seniors, and exploring AI.
- **Engage in growing our reach in the Latino/Spanish speaking community.**
- **Branch and Outreach Services**- Better job in Bay City, Garibaldi, and South County. Is the collection the right collection in the smaller branches? How do we best serve south county.
- **Support the library's mission to remain a neutral civic space**- What can we do to bring people together from all political persuasions?
- **Invest in Staff Development**- Reference desk needs more training across all who work there.
- **Address Needs of Vulnerable Community Members (where possible)**- Library staff have been needing to act as a social service agency when interfacing with those struggling with homelessness, mental health, drug use, and food insecurity.
- **Facilities improvements**- Lighting and more accessible shelves (not too high, too low, or tightly packed) as well.
- **Support K-12 Education**- These entities are stretched thin; we need to fit into their schedules and needs.
- **Communicate Effectively**- Usability of website needs improvement.
- **Support Success of Oceanbooks Consortium**- People love this access to a larger collection. Bringing Tillamook and Lincoln Counties together will be an interesting place to see growth.
- **Ensure Adequate Funding**- Would like to see less dependence on the levy so that we do not lose the library if the levy ever fails.

Mary Faith Bell on securing funding to remove the need for a levy- No county can raise property taxes to cover costs of services we provide due to Measure 5, therefore levies become the only way to pay for these services. For the library to operate there is a need for an additional \$0.60/\$1,000 which is essentially what the levy provides for the library. The county structure is \$1.498/\$1,000. Measure 5 locked it in place, which was workable when we had income from the Timber and BLM revenue that has since declined.

Don on Hours- Something must give if we increase our hours change. Are we open the best hours?

-Do we give 1-2 nights a week an offset on hours so that we are open later.

-How much of this theme was still based on the hours that we had as we were just reopening after COVID shut downs.

Don requests that the board help prioritize our focus.

We will draft a plan. Don would like to meet with everyone individually to review prior to the following meeting.

Meeting called to end at 12:44pm

April Budget and Spending Update

Budget Category	FY23 Budget	Actual through 4/30/23	Over/Under	%	Notes
Total Salaries	\$ 1,324,900	\$ 948,230	\$ (376,670)	-28%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,043,650	\$ 703,016	\$ (340,634)	-33%	Low spending due to vacancies
Personnel Costs	2,368,550	\$ 1,651,246	\$ (717,304)	-30%	Low spending due to vacancies
Library Materials	\$ 186,900	\$ 156,013	\$ (30,887)	-17%	Higher spending
Library Programs	\$ 53,000	\$ 37,031	\$ (15,969)	-30%	Low spending on performers
Contracted Services	\$ 117,500	\$ 127,745	\$ 10,245	9%	Higher spending, digital materials
Materials and Services	\$ 1,212,170	\$ 911,947	\$ (300,223)	-25%	On track
Capital Outlay	\$ 116,000	\$ 22,484	\$ (93,516)	-81%	Low spending - costs dispersed in budget
Total	3,696,720	\$ 2,585,677	\$ (1,111,043)	-30%	

Library Materials Budget and Spending Through April 2023

Periodicals	\$ 14,400.00	\$ 12,249.96	\$ (2,150.04)	-15%
Adult Fiction	\$ 40,500.00	\$ 36,167.73	\$ (4,332.27)	-11%
Adult NF	\$ 36,500.00	\$ 34,241.68	\$ (2,258.32)	-6%
Teen	\$ 8,000.00	\$ 6,203.94	\$ (1,796.06)	-22%
Childrens	\$ 35,000.00	\$ 37,003.77	\$ 2,003.77	6%
Reference	\$ 2,500.00	\$ 4,951.97	\$ 2,451.97	98%
Non-Print Materials	\$ 50,000.00	\$ 25,194.30	\$ (24,805.70)	-50%
Materials Total	\$ 186,900.00	\$ 156,013.35	\$ (30,886.65)	-17%

Library Programs Budget and Spending Through April 2023

Adult Programs	\$ 12,000.00	\$ 6,419.94	\$ (5,580.06)	-47%
Teen Programs	\$ 2,500.00	\$ 1,805.27	\$ (694.73)	-28%
Children Programs	\$ 10,000.00	\$ 3,860.13	\$ (6,139.87)	-61%
Branch Programs	\$ 16,500.00	\$ 9,773.62	\$ (6,726.38)	-41%
Program Supplies	\$ 12,000.00	\$ 15,171.89	\$ 3,171.89	26%
Programs Total	\$ 53,000.00	\$ 37,030.85	\$ (15,969.15)	-30%

Maqy 2023: Report of the Director

Human Resources:

- Kayla Martin started as a Library Assistant 1 part time at Tillamook Main. We completed interviews for the bilingual preferred Librarian position. We expect that position to start June 1st.
- All library staff took part in a Healthy Workplace Training coordinated by Tillamook County Human Resources and provided through CIS.
- We held a staff in-service meeting on May 4th. The session covered Summer Reading preparation, patron privacy and intellectual freedom, and some team-building time.

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

- The library server room HVAC project was successfully completed. This will provide additional cooling for the server room when the building is closed.
- The library has had an increased number of behavior issues happening on premises including theft, vandalism, and inappropriate library use.
- Tim Josi hung two newly donated stained glass art pieces by Francis Fauth in the periodical area windows.
- Maxwell Park and Library Stage will have an opening ceremony mid-August.

Community Engagement, Programming, and Library Resources:

- Library staff will begin training on PatronPoint, the new newsletter and patron engagement software, on May 31st.
- A few small working groups have met regarding the library consortium options with Lincoln County. These groups are developing some potential frameworks for how the consortiums in Lincoln County and Tillamook County can work together.

Library Data Dashboard

(4/01/2023 through 4/30/2023)

April	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway Beach	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	224	783	404	3408	2862	507	6082	14270
New Library Cards	8	3	4	17	20	2	60	114
Wireless Sessions	151	0	52	151	122	37	593	1106
General Reference Assistance	44	162	136	566	271	146	452	1777
Library Circulation								
Checkouts	283	1403	332	2059	1225	385	6,019	11706
Renewals								7098
Total Materials Circulated								18804
Electronic Circulation								5022
Total Circulation								23826
Database Usage								3464
Holds	31	441	117	449	164	47	756	2005
ILL Circulation								
ILL Loaned								229
ILL Borrowed								56
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				10			57	57
Community Use of Study Rooms							96	96
Notary								
Notary Appointments							9	9
Programming								
Children's Services - Total Number of Programs	0	15	5	5	2	0	17	44
Children's Services - Total Attendance	0	499	30	100	41	0	284	954
Teen Services - Total Number of Programs	0	0	0	2	0	0	2	4
Teen Services - Total Attendance	0	0	0	10	0	0	11	21
Total Adult Services - Programs	0	0	6	7	0	1	4	18
Total Adult Services - Total Program Attendance	0	0	15	71	0	3	34	123
Self-Directed Activities	0	2	3	0	0	2	0	7
Self-Directed Activities Participants	0	20	7	0	0	3	0	30

Electronic Materials Detailed Report	
Electronic Checkouts	#
Flipster	76
Kanopy	713
OverDrive	1545
Hoopla	2764
Total Electronic Checkouts	5022
Database Usage	#
Chilton's	5
Consumer Reports Online	7
Gale Virtual Ref	9
Mango	481
Novelist	18
Novelist Select	1217
Proquest (Heritage Quest)	254
Valueline	1473
Total Database Usage	3464



2023 – 2027 STRATEGIC PLAN

Lifelong Learning

- Expand services to Spanish-speakers, school-age children, and seniors.
- Develop a dynamic and effective adult literacy program.
- Offer a wide variety of cultural and educational public programs.
- Offer individual appointments to support learning with technology and library resources.

Access to Library Services

- Enhance outreach services, including the bookmobile.
- Explore opportunities to increase the library's presence in South County.
- Increase access to digital materials while maintaining quality physical materials.
- Explore opportunities to provide additional materials and services in partnership with other coastal libraries.

Inclusion and Respect

- Support intellectual freedom by offering collections, programming, and displays that support a wide range of viewpoints.
- Create opportunities for residents to meaningfully connect about community issues.
- Provide technology tools and resources to bridge the digital divide.
- Develop opportunities for community members to volunteer at the library.

THE GUITAR IN SPAIN

FRIDAY, MAY 5, 2:00PM

AT

TILLAMOOK MAIN LIBRARY

The Portland Guitar Duo will present a program on the historical significance of the Guitar in Spain.

Music from the Renaissance to the present on historical and modern instruments will trace the evolution of the guitar through the ages. Important works, composers, technique evolution and guitar construction will be discussed to illuminate the rich history and roots of the instrument in Spain.



DINO TERRARIUM STORYTIME!



Imagine and then create a miniature world of plants and rocks in a glass or plastic container with tiny dinosaur figures. We will read gardening stories and create a dino terrarium. RAWRRR!

Wednesday,
May 10
3:30 pm

Open to all ages.



South Tillamook County Pacific City Branch Library
6200 Camp Street, Pacific City 503-965-6163 tillabook.org



**Garibaldi
Branch Library**

BOOK CLUB

**Join us for a fun conversation
about all things BOOKS!**

**Tuesday,
May 16,
2:00 pm**

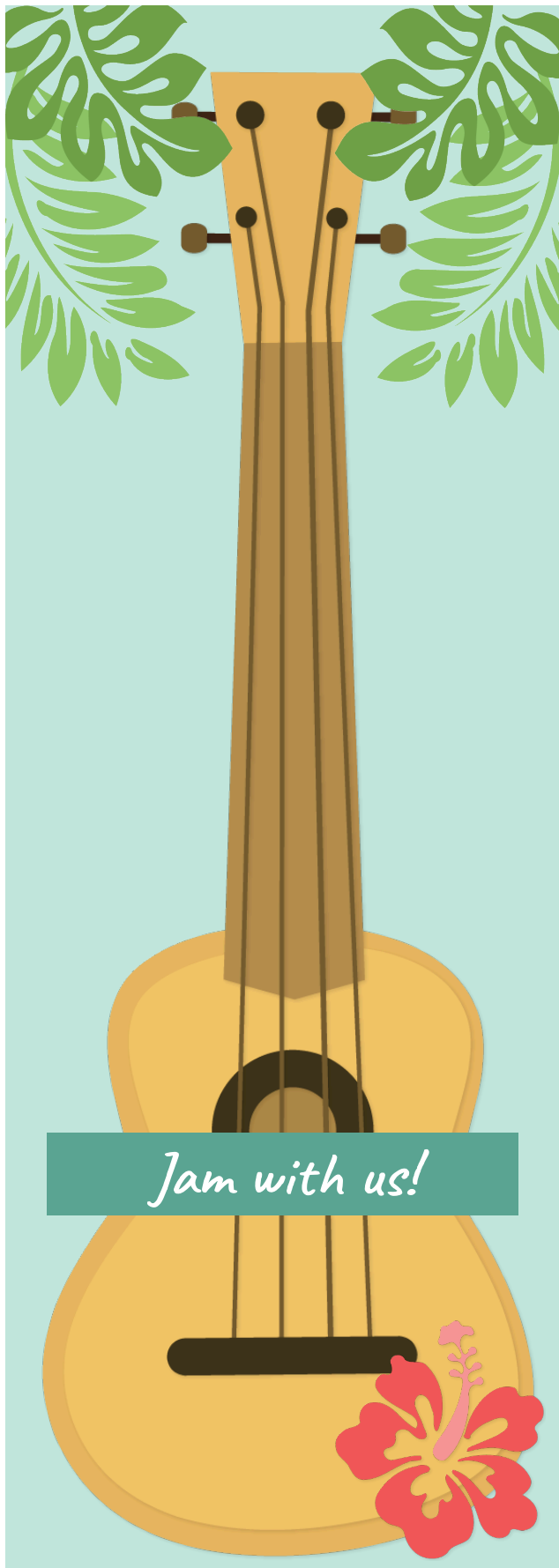
107 6th Street, Garibaldi
503-322-2100 tillabook.org

*THE BOOK OF
FRIENDS*



Stories of Indigo Skye

THE WOMEN



Ukulele Jam with Mr. Bill

**Saturday, May 20th
@ 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.*



O. Hm.

Oregon
Humanities



CONVERSATION PROJECT



TALKING ABOUT DYING
with Jenny Sasser



Saturday, May 20



10:30 am

North Tillamook Library

Manzanita Branch

Death is a universal event that transcends many of the differences between us. While we focus most on the quality of our lives and well-being, we rarely talk about the quality of our dying and deaths. Now in its sixth year, Oregon Humanities' Talking about Dying program offers an opportunity to reflect on the stories and cultural influences that shape our thinking about this theme and to share perspectives and ideas with fellow community members.



571 Laneda Ave., Manzanita 503-368-6665 tillabook.org



Container Gardening Program at Rockaway Beach Branch Library

**Saturday, May 20th
10:00am - 11:30am**

Instructors: Carla Albright, Author & Oregon State Master Gardener & Jean Scholtz, Oregon State Master Gardener

Class Outline:

1. Talk about what grows well in containers
2. Discuss how to plant things in containers
3. Plant a lettuce basket to take home

Things to Bring:

1. Garden gloves - if you have them
2. A trowel - if you have one
3. \$5 materials fee
4. Dress appropriately - We will assemble the baskets outdoors!

Limited to 6 people

