



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

Thursday, October 26, 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
- November Meeting Plan
- 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 Board Reporting
- Update on the Oceanbooks Consortium

### **New Business:**

- No new business

### **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, September 28, 2023; 12:00 p.m.**  
**Hybrid Meeting**

**Board Members Present:**

Sayde Walker, Madeline Olson, Tim Josi, Jennifer Byrne, Nan Devlin, Roamy Carver

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

Angela Arena, Jenn Wells, Melanie Hetrick

**Call to Order:**

The meeting was called to order by Sayde Walker at 12:09 p.m.

**Public Input**

No Community Members were present.

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

Sayde moves for approval of the August 2023 meeting minutes (there was no meeting in July):  
Tim moves to approve, Madeline seconds, minutes are approved unanimously.

**Budget and Spending Report:**

Don was not in session to present so Jenn relayed that everything looks to be mostly on track. Spending on program supplies still looks high, but that will level off as we move into winter and this spending decreases.

Sayde asks to approve the budget. Madeline moves, Tim seconds, budget approved unanimously.

**Director's Report:** *Provided by Jenn in Don's absence.*

- The new custodian, Holly Mathias, has started and is settling in well.
- The limited duration librarian has been selected and will be announced upon Don's return.
- Don is participating in contract bargaining that is likely to take place through November.
- The library has selected a contractor to add a sidewalk extension and ADA ramp to the stage in the park to be completed this fall.
- Don has decided to wait for the next fiscal year to budget for the replacement of Envisionware self-check kiosks. He is looking into new contracts re: RFID devices and other services we are currently receiving from Envisionware so we will use the existing system over the next year as alternatives are evaluated.

- The library will launch Hoopla Flex on October 2, 2023. This should provide more access to immediately downloadable titles. The flex account has allowed us to purchase a 2-year licensing plan on popular titles rather than incurring a charge each time it is checked out. This will be in addition to the existing program and in an effort to offset the cost of the current Hoopla program with new limitations allowing for 12 regular Hoopla check outs and 8 on the flex account.
- Don is continuing to meet with representatives from Oceanbooks and Chinook Library network on the unified consortium. They are looking at the Koha integrated library system which is open source and significantly less expensive than the system we use now but would require a lot more work on our end. Don will have a more formal update in October.
- We had a programming summit with managers and librarians to continue to build a more robust programming department throughout the year.
- Don is reviewing two new materials reconsideration forms and will discuss further in October.

### **Data Dashboard**

The year over year change requires more time to provide a usable metric. This is only it's second month of being active and some of the metrics of measurement have changed, therefore the numbers are not accurately representative at this time, though it will be quite useful in the future.

### **Foundation Update**

Jon was not present to give an update.

### **Business Items**

- When Don is back in October, he will inform the board of the reporting structure for implementation of the strategic plan.
- Library Volunteers- everything has been set up with job descriptions to clearly define and separate volunteer tasks vs. employee tasks. We are doing a soft launch of it now; Jenn has forwarded two applications to HR for volunteers in Manzanita to work on craft programs for kids. As we get a feel for how this works, we will advertise our offerings, likely through Facebook and social media, though currently these opportunities are given to people who are walking in and seeking them out. Volunteer opportunities are limited to people aged 16+ due to county restrictions though over time we hope to find options for younger volunteers. We are looking for longer term and consistent volunteers that would do things like adopting a shelf to make sure the shelf is in order, dusting, straightening up as well as shorter term volunteers who would be engaging in more project focused opportunities. Eventually we will launch an adult literacy program that will provide additional volunteer opportunities.

- Kids Summer Reading Report: This year we exceeded pre-pandemic numbers. There were 672 participants county wide and 202 completed the full Bingo card. Main showed 10 movies and had 605 people in attendance while throughout the county there were 17 performers and 838 attendees. We handed out 2600 craft kits and kids earned about 4000 free books county wide and were able to provide approximately 200 free lunches at the main branch through Grub Club. One change for next year will be to limit potential books earned to 6 free books that we will bolster with other prizes such as coupons and experiences. Melanie plans to focus on pairing local excursions with reading activities in response to parents reporting a desire for activities outside of the home and the sense that even the incentivized reading of the SRP program has become a chore for a large portion of the developing population. These programs aim to increase family engagement while maintaining a literacy focus.

### **Commissioners Report:**

Work is being done to fill the County Commissioner position being vacated by David Yamamoto. The board received 16 applications of which 15 met the residency qualification requirements. The three current county commissioners reviewed and ranked the applications, resulting in a group of 6 that will go to a final round of evaluation which will involve a public process to get to know the candidates. On October 12, 2023, the community will have an opportunity ask the candidates questions in a Candidate Forum while on October 16, 2023 there will be public panel interviews, deliberation, and appointment of a new member. This is an elected position that requires a mid-term appointment which will be followed by an election in 2024 to appoint an elected replacement.

Meeting adjourned at 12:42pm.

## October Budget and Spending Update

Budget Category	FY24 Budget	Actual through 9/30/23	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 309,456	\$ (1,126,944)	-78%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 235,362	\$ (846,638)	-78%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 544,818	\$ (1,973,582)	-78%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 74,243	\$ (225,757)	-75%	On Track
Library Programs	\$ 53,000	\$ 18,923	\$ (34,077)	-64%	High spending, summer reading programs
Materials and Services	\$ 1,336,160	\$ 312,116	\$ (1,024,044)	-77%	On Track
Capital Outlay	\$ 106,000	\$ 1,140	\$ (104,860)	-99%	Low spending - costs dispersed in budget
<b>Total</b>	<b>3,960,560</b>	<b>\$ 858,074</b>	<b>\$ (3,102,486)</b>	<b>-78%</b>	

Library Materials Budget and Spending Through September 2023				
Periodicals	\$ 10,000.00	\$ 11,676.13	\$ 1,676.13	17%
Adult Fiction	\$ 40,000.00	\$ 6,152.55	\$ (33,847.45)	-85%
Adult NF	\$ 34,000.00	\$ 9,687.61	\$ (24,312.39)	-72%
Teen	\$ 6,000.00	\$ 2,551.74	\$ (3,448.26)	-57%
Childrens	\$ 60,000.00	\$ 11,679.47	\$ (48,320.53)	-81%
Non-Print Materials	\$ 40,000.00	\$ 6,576.59	\$ (33,423.41)	-84%
Digital Materials	\$ 110,000.00	\$ 25,919.24	\$ (84,080.76)	-76%
<b>Materials Total</b>	<b>\$ 300,000.00</b>	<b>\$ 74,243.33</b>	<b>\$ (225,756.67)</b>	<b>-75%</b>

Library Programs Budget and Spending Through September 2023				
Adult Programs	\$ 12,000.00	\$ 1,775.02	\$ (10,224.98)	-85%
Teen Programs	\$ 3,000.00	\$ 566.00	\$ (2,434.00)	-81%
Children Programs	\$ 10,000.00	\$ 4,150.00	\$ (5,850.00)	-59%
Branch Programs	\$ 17,000.00	\$ 6,256.04	\$ (10,743.96)	-63%
Program Supplies	\$ 15,000.00	\$ 6,175.97	\$ (8,824.03)	-59%
<b>Programs Total</b>	<b>\$ 57,000.00</b>	<b>\$ 18,923.03</b>	<b>\$ (38,076.97)</b>	<b>-67%</b>



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

### **Human Resources:**

- Holly Matheis has resigned her position as custodian. Angela is inquiring with candidates from the recent recruitment to see if we can fill the position.
- Breeze Duvall was selected as our new limited duration Librarian. She normally works as an LA 2 at the Manzanita Branch. She will work at Main in this capacity for six months with a focus on collections and public service.

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

- We are working with a new electrical vendor and continuing to replace lights with new LED conversion.
- The library fountain was broken by an afterhours visitor to the park. I found a way to turn off the electricity to the park plug sockets. That has reduced some of the afterhours traffic in the park.

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

- Hoopla Flex was launched successfully. We have had nearly 50 checkouts so far for Flex titles this month. Over time, we hope this will reduce the cost increases for Instant titles.
- The library is hosting the Seed to Supper program from OSU Extension Services and Tillamook Master Gardeners. This free program includes take away course books sponsored by The Tillamook County Library Foundation.
- Our integrated library system, Sierra, was upgraded this month by Clarivate without any major issues.
- The library had onsite training opportunities to learn about Gale database resources for kids and legal reference resources for librarians and some reference desk staff.
- The library had an all staff meeting on October 18<sup>th</sup> from 9:30 – 12:30 with all libraries opening at 2PM to the public. Library staff reviewed and discussed the employee engagement survey results from May of this year. After that staff rotated through 3 training sessions focused on ready reference skills, children's reference, and library volunteers.
- The library will be taking part in the downtown Tillamook trick-or-treat event with the main meeting rooms turned into Halloween themed spaces.

## Library Data Dashboard

(9/01/2023 through 9/30/2023)

September	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
<b>General Library Statistics</b>								
Patron Visits (Door Counts)	173	745	410	2517	763	608	5607	10823
New Library Cards	0	94	5	22	14	11	63	209
Wireless Sessions	90	0	62	262	209	54	646	1323
General Reference Assistance	4	155	122	491	254	127	366	1519
<b>Library Circulation</b>								
Checkouts	207	1479	393	2301	1283	628	8,491	14782
Renewals								6216
Total Materials Circulated								20998
Electronic Circulation								5320
Total Circulation								26318
Database Usage								2793
Holdings	17	692	178	499	263	69	6,768	8486
<b>ILL Circulation</b>								
ILL Loaned								248
ILL Borrowed								49
<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				8				58
Community Use of Study Rooms								93
<b>Programming</b>								
Total Adult Services - Regular/ In-Person Total Num	0	0	6	5	0	0	1	12
Total Adult Services - Regular/ In-Person Total Progr	0	0	33	25	0	0	12	70
Teen Services - Total Number of Programs	0	1	0	0	1	0	3	5
Teen Services - Total Attendance	0	20	0	0	1	0	13	34
Children's Services - Total Number of Programs	1	37	6	0	3	1	14	62
Children's Services - Total Attendance	0	383	32	0	22	5	204	646
Self-Directed Activities	0	0	2	2	0	0	2	6
Self-Directed Activities Participants	0	0	13	5	0	0	70	88



<b>September 2023 Year Over Year Change</b>			
<b>Count Type</b>	<b>Sep-23</b>	<b>Sep-22</b>	<b>Change</b>
<b>General Library Statistics</b>			
<b>Patron Visits (Door Counts)</b>	<b>10823</b>	<b>10305</b>	<b>5%</b>
<b>New Library Cards</b>	<b>209</b>	<b>235</b>	<b>-11%</b>
<b>Wireless Sessions</b>	<b>1323</b>	<b>1238</b>	<b>7%</b>
<b>General Reference Assistance</b>	<b>1519</b>	<b>1957</b>	<b>-22%</b>
<b>Library Circulation</b>			
<b>Checkouts</b>	<b>14782</b>	<b>12266</b>	<b>21%</b>
<b>Renewals</b>	<b>6216</b>	<b>7418</b>	<b>-16%</b>
<b>Total Materials Circulated</b>	<b>20998</b>	<b>19684</b>	<b>7%</b>
<b>Electronic Circulation</b>	<b>5320</b>	<b>4622</b>	<b>15%</b>
<b>Total Circulation</b>	<b>26318</b>	<b>24306</b>	<b>8%</b>
<b>Database Usage</b>	<b>2793</b>	<b>3021</b>	<b>-8%</b>
<b>Holds</b>	<b>8486</b>	<b>8770</b>	<b>-3%</b>
<b>ILL Circulation</b>			
<b>ILL Loaned</b>	<b>248</b>	<b>238</b>	<b>4%</b>
<b>ILL Borrowed</b>	<b>49</b>	<b>53</b>	<b>-8%</b>
<b>Volunteer Records</b>			
<b>Number of Volunteers</b>	<b>1</b>	<b>1</b>	<b>0%</b>
<b>Volunteer Hours</b>	<b>4</b>	<b>4</b>	<b>0%</b>
<b>Community Space Usage</b>			
<b>Community Use of Meeting Rooms</b>	<b>66</b>	<b>22</b>	<b>200%</b>
<b>Community Use of Study Rooms</b>	<b>93</b>	<b>70</b>	<b>33%</b>
<b>Programming</b>			
<b>Total Adult Services Programs</b>	<b>12</b>	<b>12</b>	<b>0%</b>
<b>Total Adult Services Program Attendanc</b>	<b>70</b>	<b>158</b>	<b>-56%</b>
<b>Teen Services Programs</b>	<b>5</b>	<b>7</b>	<b>-29%</b>
<b>Teen Services Program Attendance</b>	<b>34</b>	<b>31</b>	<b>10%</b>
<b>Children's Services Programs</b>	<b>62</b>	<b>31</b>	<b>100%</b>
<b>Children's Services Program Attendance</b>	<b>646</b>	<b>529</b>	<b>22%</b>

<b>Electronic Materials Detailed Report</b>		
	September 2023 Total	Year over Year Change
Electronic Checkouts		
<b>Flipster</b>	67	-41%
<b>Kanopy</b>	817	4%
<b>OverDrive</b>	1620	12%
<b>Hoopla</b>	2816	18%
<b>Total Electronic Checkouts</b>	<b>5320</b>	<b>15%</b>
Database Usage	September 2023 Total	Year over Year Change
<b>Chilton's</b>	27	108%
<b>Consumer Reports Online</b>	8	100%
<b>Gale Virtual Ref</b>	44	267%
<b>Mango</b>	36	-91%
<b>Novelist</b>	32	-69%
<b>Novelist Select</b>	1183	-18%
<b>Proquest (Heritage Quest)</b>	2	-99%
<b>Valueline</b>	1461	15%
<b>Total Database Usage</b>	<b>2793</b>	<b>-19%</b>

# Upcoming Library Events and Programs



Date	Event/Program
October 28 <sup>th</sup> 2:00 PM	Ninja Storytime – Rockaway Beach
October 31 <sup>st</sup> 3:00 PM	Downtown Trick-Or-Treat – Tillamook
November 2 <sup>nd</sup> 10:00 AM	Seed To Supper – Tillamook
October 4 <sup>th</sup> 11:00 AM	Firefighter Storytime – Garibaldi
October 8 <sup>th</sup> 4:00 PM	Teen Writing Club– Tillamook
October 18 <sup>th</sup> 9:00 AM	Open Practice Chess Group - Garibaldi
October 18 <sup>th</sup> 1:00 PM	November Ukulele Jam – Tillamook
October 21 <sup>st</sup> 10:00 AM	Terrific Twos Storytime – Pacific City
October 22 <sup>nd</sup> 3:30 PM	Storytime – Pacific City
Tuesdays – Fridays 3:00 PM	Afterschool Adventures - Tillamook

