



Agenda: Tillamook County Library Board

Thursday, September 27, 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

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

New Business:

- Kid's Summer Reading Report – Melanie Hetrick
- Library Volunteers – Jenn Wells

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, August 24, 2023; 12:00 p.m.
Hybrid Meeting

Board Members Present:

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

Staff, Commissioner, and Others Present:

Don Allgeier, Angela Arena, Marisa Graham-Collier, Jessica Moran

Call to Order:

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

Public Input

No Community Members were present.

Approval of June 2023 Minutes and Budget:

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

Budget and Spending Report:

The 23-24 Adopted budget has been approved.

We are introducing a new budgeting category for Digital Materials in an effort to better track growth for our digitally accessed materials.

We did not specifically budget for a larger expense with Envisionware, the company managing our computer software for reservations and self-checkout kiosks, as our current system will be going out of compliance this year. The cost to upgrade is expected to be about \$10,000 to complete and it is likely that we will use some building expenditures budget.

Jennifer B moves for spending approval. Motion carries.

Director's Report: Don Allgeier

- Today is the last day of the program created by our teen intern, Kale. It has been a very encouraging experience.
- Laurie Caspell, custodian, had a last day Aug 15, 2023. We will miss her and the way that she built connections with our patrons as well as staff. We have been interviewing for a replacement this week and are happy with the candidate pool. We hope to announce a replacement soon with a projected start date as early as mid-September.

- We are working on recruitments for two librarian positions:
 - We plan to open recruitment for a limited duration position to help fill the role Angela left as she became the Main manager, to help transition to having a programming librarian. This is to last approximately 6 months. In that time, we hope to hire a full time Programming Librarian replacement with a Spanish speaking requirement.
 - We are in the approval process of drafting a new position for a Systems Librarian.
- The Maxwell Park dedication went very well and had a good turnout.
- There was a large employee workstation rearrangement at the Main branch which has yielded the positive outcome of deeper cleaning, purging of unnecessary items and reorganization.
- Our presence at the Tillamook County Fair was positive and we were able to give out hundreds of books to the youth of Tillamook.
- Use of digital materials are growing, and we are looking at adding to our current offerings with Hoopla. Flex allows us to buy additional materials in a Lucky Day style, providing additional access to popular titles that would otherwise carry a long hold time or not be available at all. Flex can help lower other costs with Hoopla by always selecting a Flex copy first (fixed price) and as a secondary option selecting one of the 'pay per play' copies.

Data Dashboard

We have a new component to the statistics showing year over year change. This is useful in evaluating growth and decline in terms of materials usage, especially as we are evaluating how to grow our digital offerings.

Programming has seen a significant decrease, which is explained by a change in what constitutes a program vs. activity. Our new process separates on site, interactive programming from the take home/self-directed crafts. We will still be providing the craft projects; they are now counted under self-directed activities.

Increase in usage of digital materials has been significant, as previously discussed.

Foundation Update

There has been no recent meeting. Everyone was happy with and participated in the park dedication.

Commissioners Report:

Mary Faith Bell is not present to provide a report.

Business Items

Strategic Planning

An implementation plan has been developed and provided to the members of the board for discussion. There will be an annual formal check in with the plan (May or June) as well as develop how we want it reported. Don will develop a draft of a dashboard for reporting progress.

Reporting

Monthly reports will have components of strategic plan implementation and there will be a larger annual presentation and evaluation. A section will be added to the monthly Directors' report.

Annual Survey

Don would like to revise the annual survey that would be designed professionally to seek more scientifically based information. This will likely yield a lower approval rating than what we typically see but finds this to be preferable so that we can work on real improvements and ensure we are serving the whole community by expanding the response pool beyond that which we receive from existing library users. He is interested to watch this change and grow with the implementation plan. This is scheduled to develop in the first couple weeks of December and Don will meet with representatives to determine what company to use.

Library Outreach with Jessica Moran

We have a new calendar for the Bookmobile schedule that removed specific school visit date/time information and overall has made it more user friendly for patrons.

At the end of May 2023, we split our outreach into utilizing the courier van on Tuesdays and Thursdays to do bimonthly homebound visits while the bookmobile will focus on the larger school and community visits. Currently there are 20 scheduled homebound visits a month which service 28 people. In September we are moving to 24 stops and servicing 31. This style change was at the end of May. This allowed us to partner with Grub Club and deliver 301 meals, get kids and adults signed up for summer reading program, and give free books to the participants.

As this moves forward, there will be a re-evaluation of the bimonthly stops to potentially spread the services.

Jenn has been developing a form for outreach applications so that the community can start requesting our services and presences.

Nestucca has a summer camp for 2-4 weeks over the summer that focuses on reading, math, and art. We were asked to have a presence for the literacy piece of their grant application so that moving forward this will be a strong partnership to get kids involved in the summer reading program and we can get free books into their hands.

The bookmobile does a lot of programming, and it appears to be increasing, as evidenced by July 2023 performing story times for 474 people.

This year the fair we gave out approximately 255 more books and participants made 66 more buttons, which is a good indicator that there are more people enjoying public events post covid.

We are looking at doing library card drives for our local students aged 12+.

The library board commends the outreach team for their efforts and look forward to watching as the outreach program evolves and grows.

Meeting Adjourned at 12:56pm

September Budget and Spending Update

Budget Category	FY24 Budget	Actual through 8/31/23	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 204,012	\$ (1,232,388)	-86%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 157,919	\$ (924,081)	-85%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 361,931	\$ (2,156,469)	-86%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 48,182	\$ (251,818)	-84%	On Track
Library Programs	\$ 53,000	\$ 15,797	\$ (37,203)	-70%	High spending, summer reading programs
Materials and Services	\$ 1,336,160	\$ 229,209	\$ (1,106,952)	-83%	On Track
Capital Outlay	\$ 106,000	\$ 880	\$ (105,120)	-99%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 592,019	\$ (3,368,541)	-85%	

Library Materials Budget and Spending Through August 2023

Periodicals	\$ 10,000.00	\$ 2,490.00	\$ (7,510.00)	-75%
Adult Fiction	\$ 40,000.00	\$ 3,421.18	\$ (36,578.82)	-91%
Adult NF	\$ 34,000.00	\$ 6,533.85	\$ (27,466.15)	-81%
Teen	\$ 6,000.00	\$ 1,708.76	\$ (4,291.24)	-72%
Childrens	\$ 60,000.00	\$ 10,649.81	\$ (49,350.19)	-82%
Non-Print Materials	\$ 40,000.00	\$ 4,864.79	\$ (35,135.21)	-88%
Digital Materials	\$ 110,000.00	\$ 18,513.62	\$ (91,486.38)	-83%
Materials Total	\$ 300,000.00	\$ 48,182.01	\$ (251,817.99)	-84%

Library Programs Budget and Spending Through August 2023

Adult Programs	\$ 12,000.00	\$ 750.02	\$ (11,249.98)	-94%
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	\$ 4,074.54	\$ (10,925.46)	-73%
Programs Total	\$ 57,000.00	\$ 15,796.60	\$ (41,203.40)	-72%

September 2023: Report of the Director

Human Resources:

- Holly Matheis began her new position as custodian on September 18th.
- The library closed a recruitment for a limited duration librarian position to help with transitioning our materials acquisition and processing procedures.
- I am taking part in the AFSCME contract bargaining which will go through at least November.

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

- The library has identified a contractor to build a sidewalk extension to the library stage ADA ramp. We hope to get that work completed this fall.
- After some discussion about the Envisionware self-check kiosks, I have decided to wait until the next fiscal year to budget for and replace them. This year will be focused on developing a new contract for RFID devices and other services provided currently by Envisionware.

Community Engagement, Programming, and Library Resources:

- The library will launch Hoopla Flex on October 2nd. This new add on to the Hoopla service will allow the library to expand the collection by acquiring licenses for digital eBooks and audiobooks. Our goal is to expand access to digital material and offset the growing cost of Hoopla usage by building a collection with licenses owned by the library.
- I have continued to meet with representatives from Oceanbooks and Chinook Library Network consortia about creating a unified consortium between Lincoln and Tillamook Counties. We are now exploring the Koha integrated library system (ILS) to see if it could meet everyone's needs. It is an open source ILS, so the yearly cost is considerably less, but it will require software development resources over time that will offset those savings. I will bring a more formal update to the board at the October meeting.
- Library managers and librarians had a programming summit to build a plan for more robust programming October – May.
- The library received two more materials reconsideration forms. I am currently reviewing the books to develop a formal response.

Library Data Dashboard

(8/01/2023 through 8/31/2023)

August	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	257	326	411	3091	1057	777	7801	13720
New Library Cards	1	2	3	27	25	8	65	131
Wireless Sessions	87	0	52	305	267	66	792	1569
General Reference Assistance	3	42	126	613	272	156	453	1665
Library Circulation								
Checkouts	362	558	445	2496	1366	633	6,426	12286
Renewals								7091
Total Materials Circulated								19377
Electronic Circulation								8509
Total Circulation								27886
Database Usage								8509
Holds	25	221	123	628	183	77	6,902	8159
ILL Circulation								
ILL Loaned								267
ILL Borrowed								55
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				4			61	65
Community Use of Study Rooms							122	122
Programming								
Total Adult Services - Regular/ In-Person Total Num	0	0	5	6	0	0	2	13
Total Adult Services - Regular/ In-Person Total Progr	0	0	13	81	0	0	102	196
Teen Services - Total Number of Programs	0	0	0	0	1	0	5	6
Teen Services - Total Attendance	0	0	0	0	1	0	132	133
Children's Services - Total Number of Programs	4	17	3	0	3	3	7	37
Children's Services - Total Attendance	18	237	8	0	19	26	845	1153
Self-Directed Activities	0	4	0	1	0	1	0	6
Self-Directed Activities Participants	0	949	0	15	0	4	0	968

August 2023 Year Over Year Change			
Count Type	Aug-23	Aug-22	Change
General Library Statistics			
Patron Visits (Door Counts)	13720	16483	-17%
New Library Cards	131	140	-6%
Wireless Sessions	1569	1500	5%
General Reference Assistance	1665	3032	-45%
Library Circulation			
Checkouts	12286	13089	-6%
Renewals	7091	8561	-17%
Total Materials Circulated	19377	21650	-10%
Electronic Circulation	5589	5126	9%
Total Circulation	24966	26776	-7%
Database Usage	2920	3459	-16%
Holds	8159	8373	-3%
ILL Circulation			
ILL Loaned	267	270	-1%
ILL Borrowed	55	142	-61%
Volunteer Records			
Number of Volunteers	1	1	0%
Volunteer Hours	4	4	0%
Community Space Usage			
Community Use of Meeting Rooms	65	16	306%
Community Use of Study Rooms	122	156	-22%
Programming			
Total Adult Services Programs	13	6	117%
Total Adult Services Program Attendance	196	91	115%
Teen Services Programs	6	21	-71%
Teen Services Program Attendance	133	420	-68%
Children's Services Programs	37	59	-37%
Children's Services Program Attendance	1153	91	1167%

Electronic Materials Detailed Report		
Electronic Checkouts	August 2023 Total	Year over Year Change
Flipster	63	43%
Kanopy	754	7%
OverDrive	1668	-4%
Hoopla	3104	16%
Total Electronic Checkouts	5589	4%
Database Usage	August 2023 Total	Year over Year Change
Chilton's	47	262%
Consumer Reports Online	11	175%
Gale Virtual Ref	21	75%
Mango	614	58%
Novelist	33	-68%
Novelist Select	970	-33%
Proquest (Heritage Quest)	15	-93%
Valueline	1209	-4%
Total Database Usage	2920	-16%

Upcoming Library Events and Programs



Date	Event/Program
September 29 th 3:00 PM	Storytime – Garibaldi
September 30 th 1:00 PM	September Ukulele Jam – Tillamook
October 3 rd 9:00 AM	Tillamook Craft Group – Tillamook
October 5 th 4:00 PM	Teen Anime Club – Tillamook
October 14 th 2:00 PM	Game Days – Tillamook
October 17 th 9:00 AM	Coffman Stamp Group - Tillamook
October 21 st 1:00 PM	October Ukulele Jam – Tillamook
October 25 th 10:00 AM	Preschool Storytime - Tillamook
October 25 th 3:30 PM	Storytime – Pacific City
October 28 th 3:00 PM	Teen Game Night - Tillamook

