



Agenda: Tillamook County Library Board

Thursday, February 22nd, 2024: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of January 2024 Minutes and Budget: 5 minutes

- 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 Dashboard
- Board Officers

New Business:

- Board Officers
- Budget proposal 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, January 25, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Jennifer Byrne, Roamy Carver, Tim Josi, Jon Orloff

Staff, Commissioner, and Others Present:

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

Public Input:

April Bailey was present to thank the board for their service and efforts to make the library a safer environment and she has noticed a positive change in the atmosphere.

She would like to address the ongoing concerns around children's and teen materials as a policy issue rather than challenging individual books, seeking more classical and inspiring materials to be available while looking to remove inappropriate materials from the children and teen sections. She also reiterated that she believes the board could choose to have a special meeting at a more accessible time so that more members of the community can speak on these issues, and she is willing to meet with board members at another time to review her concerns about specific materials.

Call to Order:

The meeting was called to order by Sayde Walker at 12:01 p.m. on Thursday January 25, 2024.

Approval of January 2024 Minutes and Budget:

Sayde entertains approval of the December 2023 meeting minutes: Tim moves to approve, Jon seconds, minutes are approved unanimously.

January Budget and Spending Report:

Don states we are in line with expectations. Periodicals are over budget, but the library does not expect any major additional costs. The library's teen materials spending is high and there has been a conversation with the purchaser to reign this in. We can anticipate an increase in spending for programs come June, as much of the programming start to take place around the summer reading project. January spending report approved unanimously.

Director's Report:

- The systems librarian recruit will go live on Friday January 26, 2024, and we are hoping to hold interviews in mid-February. This is a position that we have not had in place for some time.
- The library had several closures due to ice and snow as well as a planned maintenance of the firewall which impacted all phone and internet services leading to an additional closure.
- The library have acquired the services of HQLite to analyze collections to make more informed purchasing decisions, primarily in non-fiction materials, and to improve overall distribution for each

call number and cross referenced with usage. This tool will allow librarians to see more about usage patterns and needs for patron usage and used as a steppingstone to be able to get the right materials more effectively to the right locations based on what people want as opposed to what shows up through the floating collection.

- The Patron Point system will allow for online applications for cards with immediate validation of residency. This feature should be available in the coming month.
- Program Planning Process- the library is getting ahead of things and getting information to the community sooner.
- The library made a change to the materials request process. Requests will now go to the purchasing librarians to evaluate whether we will add the item to our collection. The interlibrary loan department will fill in gaps for more specific needs. Previously, there were two separate forms for purchases and ILL. This effort will streamline the process and better serve patrons.
- The library is launching a new program: Yoga for Kids! There are two age brackets (2-5 and 6-11 years old), the program takes place on Saturdays.
- The library is partnering with organizations for more adult programming. Oregon Black Pioneers is coming along with programs from Oregon Humanities.
- Scheduling appointments for the AARP Tax Aide program has begun. AARP provides the people to do the taxes, Linda Walker has been doing this in our area for many years, and recruits CPAs to provide free tax aid on Thursdays and Fridays from February to April. The library provides the room, advertising, and scheduling. This is available to all taxpayers for personal taxes.

Data Dashboard

The library will be adding a book a librarian line item to the data dashboard in the future.

For readability, the library will be moving the totals column to the left.

The data shows continuing double digit increases in usage of digital materials.

Foundation Update

Jon does not have anything to report for January from the Foundation.

Commissioners Report:

The County is gearing up for new budget season, and Don did such a good job with the budget last year that Mary Faith Bell is not anticipating any challenges this year.

Yesterday, January 24, 2024, the AFSCME contract approved for pay tables. Approval of the COLA (non-represented and executive/elected folks) is still to come.

Old Business

- A draft for the reporting tool for the Strategic Plan was sent earlier today, however it is not in the packet as not ready yet. The final version should be more graphic in terms of showing what we are looking at- i.e. not a table style presentation.
- Will is working on getting numbers from ILS for Spanish material check out so that we can better understand their circulation. We are hoping to use this data to get a sense for whether Spanish

speaking patrons are using the collection. We are still in the process of figuring out this statistic for digital Spanish materials.

- Access to services: Evaluating the number of new library cards created each month helps with understanding the number of people gravitating towards library services. Won't know if last year's numbers are reproducible until we see this year, but one factor we would like to consider is the annual change in population, without which it is hard to know what realistic goal for number of active library cards might be. The existing dashboard does not show how many accounts we have, though Don estimates it is around 10,000 countywide. In picking a card-based goal, we are considering using the metric of current active library accounts rather than the number of new cards issued.
- Door counts: It seems that the batteries for our door counts started to die in December, before we did our annual change. The sensor counts the number of people crossing the threshold for each entrance. Some branches have hand counts which are likely so inaccurate, and we will need to look at how we are counting and getting more accurate counts throughout the system.
- Volunteer Hours: Jenn has been working on launching the new volunteer program. This month we had a new volunteer start to help with projects and shelving. We anticipate as this grows, we will see more connection to the library.
- Developing Community Forum Series: We are looking to effectively and responsibly create a community forum where people can have meaningful discussions with an experienced facilitator.

New Business Items

New Board Officers: we need to elect new Board President and Board Vice President.

Tim is set to nominate Sayde as chair. Sayde is happy to serve as chair for the year as long as we are developing a succession plan with the new vice chair preparing to take over once Sayde's term comes to an end.

Sayde is voted to chair unanimously.

Vice chair conversation will take place over the next month with voting to come in February.

We have 4 people whose terms are ending this year and Sayde will check with to see if they are interested in serving for another 4 years.

Annual look at Bylaws: We could approve current bylaws to have something on the books. Betsy and JB spent a lot of time working on bylaws, but when Betsy left the board it kind of fell away. It may be best to create a framework for specific items to be addressed on an annual basis.

Meeting adjourned at 1:09p.m.

January Budget and Spending Update

Budget Category	FY24 Budget	Actual through 1/31/24	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 726,242	\$ (710,158)	-49%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 549,694	\$ (532,306)	-49%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 1,275,935	\$ (1,242,465)	-49%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 168,344	\$ (131,656)	-44%	On Track
Library Programs	\$ 53,000	\$ 24,927	\$ (28,073)	-53%	Low spending
Materials and Services	\$ 1,336,160	\$ 683,804	\$ (652,356)	-49%	Low Spending
Capital Outlay	\$ 106,000	\$ 2,707	\$ (103,293)	-97%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 1,962,446	\$ (1,998,114)	-50%	

Library Materials Budget and Spending Through January 2024

Periodicals	\$ 10,000.00	\$ 13,902.69	\$ 3,902.69	39%
Adult Fiction	\$ 40,000.00	\$ 17,735.38	\$ (22,264.62)	-56%
Adult NF	\$ 34,000.00	\$ 19,700.97	\$ (14,299.03)	-42%
Teen	\$ 6,000.00	\$ 4,069.69	\$ (1,930.31)	-32%
Childrens	\$ 60,000.00	\$ 36,660.16	\$ (23,339.84)	-39%
Non-Print Materials	\$ 40,000.00	\$ 14,640.36	\$ (25,359.64)	-63%
Digital Materials	\$ 110,000.00	\$ 61,635.02	\$ (48,364.98)	-44%
Materials Total	\$ 300,000.00	\$ 168,344.27	\$ (131,655.73)	-44%

Library Programs Budget and Spending Through January 2024

Adult Programs	\$ 12,000.00	\$ 4,259.76	\$ (7,740.24)	-65%
Teen Programs	\$ 3,000.00	\$ 849.75	\$ (2,150.25)	-72%
Children Programs	\$ 10,000.00	\$ 4,433.75	\$ (5,566.25)	-56%
Branch Programs	\$ 17,000.00	\$ 6,899.78	\$ (10,100.22)	-59%
Program Supplies	\$ 15,000.00	\$ 8,484.27	\$ (6,515.73)	-43%
Programs Total	\$ 57,000.00	\$ 24,927.31	\$ (32,072.69)	-56%

Director's Report



Tillamook County
Library Board
February 2024



Library Operations

The Systems Librarian recruitment opened on February 9th and will close on the 29th. I will conduct interviews in early March. The library created a requisition in December for the programming librarian position. This position replaces the vacant position held by Angela previously and that is currently funding a temporary position. While there is little chance that the position will be able to start on time, I am hopeful that it will be posted for recruitment soon. Library Assistant 1 Kayla Martin accepted another position with the Sherriff's Office. Her last day was February 21st. The library is working on getting that position posted for recruitment as soon as possible.

Jenn Wells is working on a PUD grant that will fund improvements to the North County Library in Manzanita and South County Library in Pacific City. The improvements will increase access through the installation of ADA door buttons.

The Library and County Facilities Supervisor Kevin Jolly have been working with a company called Tremco to get a thorough evaluation and price quote of the library's roof and exterior siding repairs.

The library courier van was briefly out of service due to a malfunction with the side door. It has been repaired and is in working order again.

I met with County Information Services Operations Manager Jeff Underwood to discuss next year's information services budget for the library. There will be an increase in the cost for phone services to \$6,300. There will be very little in computer replacement costs this year, so those funds will be focused on a pilot project for circulating Chromebooks.

Library Programs and Outreach

The library has been working with Lisa Sallow of [Crossing Party Lines](#) to develop facilitation for community forums at Tillamook County Library. Per the organization's website, "Crossing Party Lines makes it possible for you to talk and connect with Americans who see the world differently. Our goal is to build communities where social connections and differing viewpoints flourish and are recognized as essential for healthy relationships." Jenn Wells has begun facilitator training with the goal of hosting a forum in April. The library will also be recruiting volunteers willing to be trained as facilitators.

The library is hosting an event called Skip the Small Talk Speed-friending that encourages people to meet others in a positive environment based on psychological principles aimed at reducing isolation and loneliness. The event will take place March 9th.

The County Health Department was awarded a grant from the Knight Cancer Institute for a health literacy program. The library will be collaborating with the Health Department to highlight health literacy information and the resources available through the library in the coming year.

The Tax Aide program is off and running this year. The library teams up with AARP Tax-Aide to provide free tax filing support for community members. This long-running collaboration with Linda Bade and her team welcomes hundreds of people into the library to get help in filing their taxes and getting tax return dollars into our community.

Summer Reading planning is in full swing. A small team of library staff is collaborating with Youth Librarian Melanie Hetrick to ensure a successful year of growth for the program. The theme for this year's program is "Read, Renew, Repeat". To add excitement to the game this year, the Library Foundation is soliciting donations from area businesses for summer reading prizes.

The Library Foundation Bookstore now has gift certificates available for people to give the gift of reading.

The Library of Things collection now has a section in the public area for most of the collection. This will create more visibility and awareness of the collection. Some items due to size and cost will continue to be kept behind the desk. The library's goal is to create graphic cards for those items for display.

Library Data Dashboard

(12/01/2023 through 12/31/2023)

Dec-23	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	168	471	467	3462	1085	483	5863	11999
New Library Cards	1	3	6	15	8	2	41	76
Wireless Sessions	51	0	41	100	97	31	504	824
General Reference Assistance	5	5	104	305	150	90	360	1019
Library Circulation								
Checkouts	279	1216	382	2149	1262	458	5,186	10932
Renewals								6408
Total Materials Circulated								17340
Electronic Circulation								5413
Total Circulation								22753
Database Usage								1292
Holds	19	738	170	198	294	71	7,080	8570
ILL Circulation								
ILL Loaned								1467
ILL Borrowed								278
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			58	58
Community Use of Study Rooms							86	86
Programming								
Total Adult Services - Total Programs	0	0	5	4	0	0	5	14
Total Adult Services - Total Attendance	0	0	11	16	0	0	76	103
Teen Services - Total Programs	0	0	0	0	0	0	5	5
Teen Services - Total Attendance	0	0	0	0	0	0	13	13
Children's Services - Total Programs	1	17	9	0	0	1	11	39
Children's Services - Total Attendance	0	190	92	0	0	3	159	444
Self-Directed Activities	0	4	3	3	0	0	2	12
Self-Directed Activities Participants	0	12	44	25	0	0	60	141

December 2023 Year Over Year Change			
Count Type	Dec-23	Dec-22	Change
General Library Statistics			
Patron Visits (Door Counts)	11999	8187	47%
New Library Cards	76	75	1%
Wireless Sessions	824	829	-1%
General Reference Assistance	1019	1412	-28%
Library Circulation			
Checkouts	10932	10321	6%
Renewals	6408	6723	-5%
Total Materials Circulated	17340	17044	2%
Electronic Circulation	5413	5045	7%
Total Circulation	22753	22089	3%
Database Usage	1292	2675	-52%
Holds	8570	7708	11%
ILL Circulation			
ILL Loaned	250	193	30%
ILL Borrowed	53	30	77%
Volunteer Records			
Number of Volunteers	1	1	0%
Volunteer Hours	4	4	0%
Community Space Usage			
Community Use of Meeting Rooms	58	28	107%
Community Use of Study Rooms	86	70	23%
Programming			
Total Adult Services - Total Programs	14	10	40%
Total Adult Services - Total Attendance	103	35	194%
Teen Services - Total Programs	5	2	150%
Teen Services - Total Attendance	13	9	44%
Children's Services - Total Programs	39	24	63%
Children's Services - Total Attendance	444	234	90%

Electronic Materials Detailed Report		
	December 2023 Total	Year over Year Change
Electronic Checkouts		
Flipster	93	35%
Kanopy	978	23%
OverDrive	1725	3%
Hoopla	2710	5%
Total Electronic Checkouts	5506	15%
	December 2023 Total	Year over Year Change
Database Usage		
A to Z World Foods	4	n/a
Chilton's	19	1800%
Consumer Reports Online	7	40%
Gale Virtual Ref	12	500%
Mango	25	257%
Novelist	10	11%
Novelist Select	1060	7%
Proquest (Heritage Quest)	17	-86%
Valueline	1292	-16%
Total Database Usage	2446	-31%

Upcoming Library Events and Programs



Date	Event/Program
March 2 nd 1:00 PM	Simple Estate Planning with Cheryl Gill – Tillamook
March 2 nd 3:00 PM	Author Visit with William Gibson – Rockaway
March 6 th 2:00 PM	Author Visit with William Gibson – Pacific City
March 9 th 1:00 PM	Skip the Small Talk: Speed Friending - Tillamook
March 14 th 2:00 PM	Author Visit with William Gibson – Manzanita
March 16 th 2:00 PM	Irish Harp with Sharlys Dugan – Tillamook
March 22 nd 3:00 PM	Ukulele Jam – Tillamook
March 23 rd 3:00 PM	Brownsmead Flats Crabgrass Concert – Tillamook
March 23 rd 10:30 AM	Ukulele Jam – Tillamook
March 30 th 11:00 AM	Irish Harp with Sharlys Dugan – Garibaldi





TECH HELP

APPOINTMENTS NOW AVAILABLE AT ALL BRANCHES!

Call or go online to schedule an appointment at your preferred branch.




Spring at Your Library

MARCH/APRIL EVENTS

LIBRARY OF THINGS

Come check them out!

Make a song this Spring with the library!

Checkout musical instruments to fuel your creativity including: a kalimba, acoustic guitar, violin, lyre harp, electric piano, hand drum Set, or one of our ukuleles.



Reserve the Maxwell Library Park Stage for your next community event this summer with availability in July, August, and September. Contact us about the park and stage at tcl-libcr@tillamookcounty.gov for more information or to make a reservation!



KIDS

STORYTIMES

Tillamook Main
 Tue (10am) - Toddlers
 Wed (10am) - Preschoolers
 Fri (10am) - Babies
 Sat (10am) - Families

Garibaldi
 Fri (11am) - Families

Pacific City
 Second & Fourth
 Wednesdays(3:30pm) Families

FAMILY FUN TIME

Garibaldi
 Thu(10am-noon)

AFTERSCHOOL ADVENTURES

Tillamook Main
 Tue-Fri (3-5pm)

Garibaldi
 Fri (3-5pm)

YOGA for KIDS

Tillamook Main
 Sat (11:30am) - Ages 2-5
 Sat (12:30am) - Ages 6-11

CRAFTERNOONS

Bay City
 Second & Fourth
 Thursdays (3-5pm)

CHILDREN'S HOUR

Manzanita
 Thu, Mar 7 (3pm)
 Thu, Apr 4 (3pm)

LEGO CHALLENGE

Rockaway Beach
 Sat, Mar 16 (2pm)



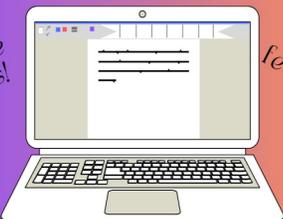
NINJA STORYTIME

Rockaway Beach
 Sat, Mar 23 (2pm)
 Sat, Apr 13 (2pm)

TEENS

TEEN WRITING CLUB

Share ideas! Get feedback!



From 3:30-4:30pm every 2nd and 4th Wednesday of the month in the Auvil study room.

TcL Tillamook County Library

Update: 03/2024

ANIME

Tillamook Main
 March Mysteries!
 Thu, Mar 7 (4pm) *Case Closed*
 Thu, Mar 14 (4pm) *Ace Attorney*
 Thu, Mar 21 (4pm) *Odd Taxi*
 Thu, Mar 28 (4pm) *Erased*

Anime Club
 Thu, Apr 4 (4pm)
 Thu, Apr 18 (4pm)

Manzanita
 Anime Night
 Tue, Mar 19 (4pm)



VIDEO GAMING

Tillamook Main
 Fri, Mar 8 (3:30pm)
 Fri, Mar 22 (3:30pm)
 Fri, Apr 12 (3:30pm)
 Fri, Apr 26 (3:30pm)

LAST SATURDAY GAMING

Tillamook Main
 Sat, Mar 30 (3pm)
 Sat, Apr 27 (3pm)

TEEN CRAFTING

Tillamook Main
 Wed, Apr 3 (4pm)
 - Forbidden Snacks

ADULTS

STRONG WOMEN

Tillamook Main
 Mon (9am)
 Thu (9am)



BOOK CLUB

Garibaldi
 Tue, Mar 19 (2pm)
 - *The Alice Network*
 Tue, Apr 16 (2pm) - *Bayocean*

UKULELE JAM

Tillamook Main
 Fri, Mar 22 (1pm)

AUTHOR VISIT WILLIAM GIBSON

Rockaway Beach
 Sat, Mar 2 (3pm)

Pacific City
 Wed, Mar 6 (2pm)

Manzanita
 Thu, Mar 14 (2pm)



ESTATE PLANNING

Tillamook Main
 Fri, Mar 22 (1pm)

SPEED FRIENDING

Tillamook Main
 Sat, Mar 9 (1pm)

UKRAINIAN EGG CRAFT

Tillamook
 Sat, Mar 30 (2pm)

SHRED EVENT

Tillamook Main
 Sat, Apr 5 (11am)

OWLS of the PNW

Tillamook
 Sat, Apr 13 (2pm)

HARP w/LISA LYNN

Pacific City
 Fri, Apr 19 (2pm) - Concert

Tillamook Main
 Sat, Apr 20 (11am) - Workshop
 (3pm) - Concert

ALL AGES

GAME DAYS

Garibaldi
 Sat (2pm)



COAST GUARD AUXILIARY

Garibaldi
 Wed, Mar 6 (2pm)

IRISH HARP PROGRAM

Tillamook Main
 Sat, Mar 16 (2pm)

Garibaldi
 Sat, Mar 30 (11am)

Rockaway Beach
 Sat, Apr 27 (11am)

MAKER SATURDAY

Bay City
 Sat, Mar 23 (2pm)
 Sat, Apr 20 (2pm)

BROWNSMEAD FLATS

Tillamook
 Sat, Mar 23 (3pm) - Concert

SONGS & FOLKLORE of OREGON

Tillamook
 Sat, Apr 6 (2pm)

COWBOY POETRY

Tillamook
 Sat, Apr 27 (1pm)

MOVIE NIGHTS AT TILLAMOOK MAIN

Tuesdays at 6:00pm

3/5 - THE PRINCESS BRIDE
 3/12 - INDIANA JONES & THE DIAL OF DESTINY
 3/19 - DUNGEONS & DRAGONS
 4/9 - WONKA
 4/16 - PADDINGTON
 4/23 - PADDINGTON 2

FREE POPCORN! Bring your favorite pillow or other comfy seating to settle in and enjoy the movie. All ages WELCOME!



Tillamook County Library
 1716 3rd Street
 Tillamook, Oregon 97141 | (503) 842-4792
 tillamook.org