



Agenda: Tillamook County Library Board

Thursday, March 28th, 2024: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of February 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

New Business:

- Foundation Liaison

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, February 22, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Nan Devlin, Jennifer Byrne, Jon Orloff, Roamy Carver

Staff, Commissioner, and Others Present:

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

Public Input:

There were no community members present at the opening of the meeting.

Call to Order:

The meeting was called to order by Sayde Walker at 12:01 p.m. on Thursday February 22, 2024.

Approval of January 2024 Minutes and Budget:

The periodicals budget will need to be increased next year, as previously discussed.

Spending in the Teen Books department is close to being at budget and a conversation has taken place with the teen librarian.

The Digital Materials budget has not been used as quickly as expected and will likely end the year within budget parameters.

Program supplies and office supplies have required some internal definitions with a continual discussion to ensure we are ordering under the correct codes.

January Budget and Spending Report:

Approval for spending and update unanimous.

Director's Report:

- The Systems Librarian position is active and currently has multiple applicants.
- The Programming Librarian with a Spanish proficiency requirement position should be posted within the next few weeks.
- Kayla Martin, Part-time Library Assistant 1, has taken a job with the Sheriff's office and we will be needing to replace her position.
- Jenn has been working on a PUD grant for ADA door accessibility in branch locations.
- We have been working with Tremco about evaluating needs for the roof and exterior of building at Main to address the leak in the bookstore, the gutters being inappropriate size, etc. as well as evaluate for other issues. They will be sending a proposal with potential costs in the next few weeks.

- We have been working toward offering more community engagement programming:
 - *Crossing Party Lines* – Jenn has started facilitator training to provide a space for having conversations around challenging issues with varied viewpoints. We are looking into utilizing volunteers to assist with this moving forward.
 - Skip the *Small Talk- Speed Friending* is coming. It is too cost prohibitive to hold this event regularly, though we hope to see how this one goes and evaluate working with their starter kit to be able to hold similar events led by library staff in the future is a viable option. Jenn will be participating in that as well.
- The AARP Tax-Aide program is in full swing: appointments are fully booked, and they are working off the waitlist now.
- Summer Reading Program prep is starting. The theme is “Read, Renew, Repeat”. The foundation is reaching out to local businesses for prize donations.
- The Library Foundation has bookstore gift certificates now.
- Don has been working with the county health department toward obtaining a grant from The Knight Cancer Institute for a health literacy program.

Data Dashboard

The patron visits count is inaccurate in the three branches that are using the battery-operated door counter (Manzanita, Tillamook Main, and Pacific City). The service is not monitored and there are many ways for the count to be thrown off so it may be valuable to find a more functional alternative.

Electronic materials usage continues to increase though it is staying within budget.

Foundation Update

Jon does not have anything to report from the Foundation, there was no meeting this month. Nan was able to inform that as of January 31st, 2024, the Library Foundation has been awarded \$75,000, from the Tourism Facilities Community Grant. This will be used to finish the development of the park: installing the final pavers, creating a step-down area on/off the front of the stage, finishing the connection between the backstage ramp and the sidewalk, as well as developing the labyrinth. We are changing vendors for the completion of the sidewalk, but it should be completed by July 1, 2024.

Commissioners Report:

MFB is thrilled commissioners were able to approve the tourism facilities grant for the Library Foundation. She feels it is a good use of the TLT funds.

The commissioners have begun the budgeting process for the county. It looks as though the library budget is in fine shape due to good stewardship and the supportive levy.

Strategic Plan Dashboard

We reviewed a sample from last month's meeting. We are still working on cleaning up the data to have this in a good place. Our largest barrier right now is the historic inconsistency with statistics reporting so we have been spending a good amount of time trying to get consistent and accurate numbers for current and historical reporting.

Board Officers

Don and Sayde have reached out to see if there is an interest from any board members to take over the position of vice chair. At this time, it has been determined that Tim Josi will continue to serve as vice chair, though Sayde asks members to consider stepping into the vice chair role with potential to take over the chair role when she vacates.

New Business

Budget Proposal Review: Don reviewed staff budget proposals for the coming fiscal year:

- The courier van has been having regular issues this year: we were required to rent a U-haul which is both expensive, potentially unreliable, and it was a high target for theft and vandalism. Don proposes we get a replacement van while using the current courier van as a backup for when the primary van needs maintenance. In looking at a replacement, there are considerations for how to purchase a more user-friendly vehicle for our usage needs.
- More shelves are needed for Manzanita: Courtney went to branches for a visit and there is an opportunity for more shelving on the end caps at Manzanita to meet demand. Madeline suggests that the Manzanita friends' group might participate in funding these additions.
- Comics Plus Database: we are exploring a new database that would provide an online comic collection that includes three different portals (kids, teens, and adults) with 26,000+ titles. The cost is \$1800 for one year and would allow us to provide access to collections that we currently are not purchasing primarily due to the required space to house them.
- The New York Public Library has developed a new link with a miniature service of all NYT offerings that is more affordable and gives access to The Learning Network, K-12 classroom resources, and can be set up for on-site and/or at home access.
- World Book Online Subscription: this database would provide access to encyclopedia books without having to house an entire encyclopedia collection.
- CultureGrams Database: we are exploring adding CultureGrams to our database offerings to provide reliable and cultural information to supplement our non-fiction Country specific books, which are hard to keep up to date dispersed where they are needed. This database allows for people to individually connect to that resource while reducing our need to buy the physical materials that go out of date quickly.

Don asks the board for priorities: Madeline says among database items World Book online would be a first priority with either Comics Plus or CultureGrams holding the same secondary priority. She says that the NYT database could be important, but she would like a better understanding of demand.

Jon feels it would be helpful to know the relative data usages compared to cost though with them being new options, we have no usage data, so we would need to commit to an annual subscription for evaluation.

Nan states all requests seem valuable, especially the replacement of the van.

Sayde states this all feels valuable, so therefore it is hard to prioritize. The Comics Plus seems potentially the least important, however she has a child who will only read through graphic novels at the moment and therefore it would be a very useful in her household as well as others.

Don is concerned about the ease of navigation from kids to adult comics in the Comics Plus database, as that could be an issue if there is not a clear enough separation.

Don will move forward with getting costs and will report back in the coming week in preparation for the budget proposals for 2024-2025.

The meeting was adjourned at 1:04 p.m.

February Budget and Spending Update

Budget Category	FY24 Budget	Actual through 2/29/24	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 835,019	\$ (601,381)	-42%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 629,782	\$ (452,218)	-42%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 1,464,801	\$ (1,053,599)	-42%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 195,898	\$ (104,103)	-35%	On Track
Library Programs	\$ 53,000	\$ 24,927	\$ (28,073)	-53%	Low spending
Materials and Services	\$ 1,336,160	\$ 769,443	\$ (566,717)	-42%	Low Spending
Capital Outlay	\$ 106,000	\$ 3,327	\$ (102,673)	-97%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 2,237,571	\$ (1,722,989)	-44%	

Library Materials Budget and Spending Through February 2024				
Periodicals	\$ 10,000.00	\$ 13,849.62	\$ 3,849.62	38%
Adult Fiction	\$ 40,000.00	\$ 27,761.08	\$ (12,238.92)	-31%
Adult NF	\$ 34,000.00	\$ 23,806.86	\$ (10,193.14)	-30%
Teen	\$ 6,000.00	\$ 4,241.09	\$ (1,758.91)	-29%
Childrens	\$ 60,000.00	\$ 39,623.20	\$ (20,376.80)	-34%
Non-Print Materials	\$ 40,000.00	\$ 23,219.23	\$ (16,780.77)	-42%
Digital Materials	\$ 110,000.00	\$ 63,396.42	\$ (46,603.58)	-42%
Materials Total	\$ 300,000.00	\$ 195,897.50	\$ (104,102.50)	-35%

Library Programs Budget and Spending Through February 2024				
Adult Programs	\$ 12,000.00	\$ 5,384.76	\$ (6,615.24)	-55%
Teen Programs	\$ 3,000.00	\$ 849.75	\$ (2,150.25)	-72%
Children Programs	\$ 10,000.00	\$ 4,457.90	\$ (5,542.10)	-55%
Branch Programs	\$ 17,000.00	\$ 7,249.78	\$ (9,750.22)	-57%
Program Supplies	\$ 15,000.00	\$ 8,924.12	\$ (6,075.88)	-41%
Programs Total	\$ 57,000.00	\$ 26,866.31	\$ (30,133.69)	-53%

Director's Report



Tillamook County
Library Board
March 2024



Library Operations

We completed interviews for the Systems Librarian and have made a job offer to the top candidate. The Programming Librarian recruitment closed and interviews are scheduled for this week. The Library Assistant 1 recruitment closed with many applicants.

Angela announced her retirement from Tillamook County Library. Her last day will be May 15th. The library is grateful for Angela's years of service to Tillamook County including this last year where she took on a management role. We will begin a recruitment in the coming week.

The Board of County Commissioners approved the request to submit 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.

Tremco submitted a proposal for library building work which includes a partial replacement of the library roof, a replacement of the inadequate gutter system, rehabilitation of the clock tower stucco, siding, and the horizontal brick band around the building. The estimated cost of all of these repairs and maintenance items is not to exceed \$755,582.

Library Programs and Outreach

The Library will host the first Community Conversations event on April 11th from 6-7:30 PM with a discussion of taxes. This program has been developed in collaboration with Lisa Sallow of [Crossing Party Lines](#). It will be a facilitated conversation that aims to allow people with differing viewpoints to hear one another and discuss community issues.

The Summer Reading program was able to get support from local businesses through the Tillamook County Library Foundation for reading game prizes. Support came from the Pastega Family Activity Center through the Tillamook Y, Bay City Kitchen, and Sea Breeze Ice Cream.

The Library is working with the County Health Department on a health literacy campaign that will take place in May, June, and July with displays focusing on primary care providers, cancer treatment and prevention, and health advocacy and resources.

Angela and I met with Tillamook Interim Police Chief Troxel about library safety and security. We discussed the library front parking lot and the premises immediately adjacent to the Main Library on Second Avenue. We will be providing more “no overnight parking” signage and pursuing options for providing towing notices for cars that remain in the parking lot for more than 24 hours. We have been more aggressive in confronting issues on Second Avenue with positive results over the past month. We discussed how we can support the police with some Library of Things items and talked about the current legal framework for managing behavior on library premises. We appreciate Chief Troxel’s support.

We are reorganizing our work around materials processing. Angela is leading a team including 3 library assistants that will design the new workflow to enable us to efficiently process all library materials from arrival to eventual departure from the library.

I attended the North Tillamook County Library Friends meeting. The NTLF is continuing to seek space to store the book sale materials. The Friends also completed a rehabilitation of the entryway posts to the North County Library building.

The library received a grant from the Tillamook People’s Utility District for ADA improvements at the North County Library in Manzanita and the South County Library in Pacific City.

Library Data Dashboard

(02/01/2024 through 12/31/2023)

Feb-24	BC	BKM	GA	MZ	PC	RK	MAIN	Total
General Library Statistics								
Patron Visits (Door Counts)	224	878	538	2192	1110	515	5326	10783
New Library Cards	13	5	12	30	7	7	71	145
Wireless Sessions	74	0	73	99	84	42	605	977
General Reference Assistance	3	16	116	284	163	115	477	1174
Library Circulation								
Checkouts	231	1645	367	2152	1281	628	5858	12162
Renewals								6807
Total Materials Circulated								18969
Electronic Circulation								5818
Total Circulation								25776
Database Usage								2321
Holds	9	940	178	153	239	55	7280	8854
ILL Circulation								
ILL Loaned								249
ILL Borrowed								34
Volunteer Records								
Number of Volunteers	0	0	0	2	0	0	2	4
Volunteer Hours	0	0	0	3	0	0	16	19
Community Space Usage								
Community Use of Meeting Rooms				2			74	76
Community Use of Study Rooms							84	84
Book A Librarian								
Book Recommendations							1	1
Notary Appointments							19	19
Tech Help Appointments							0	0
Programming								
Total Adult Services - Total Programs	0	0	5	6	0	0	7	18
Total Adult Services - Program Attendance	0	0	14	27	0	0	62	103
Teen Services - Total Programs	0	0	0	0	0	0	5	5
Teen Services - Total Attendance	0	0	0	0	0	0	11	11
Children's Services - Total Programs	3	52	11	1	0	1	22	90
Children's Services - Total Attendance	2	552	62	5	0	9	438	1068
Self-Directed Activities	0	0	2	2	2	0	0	6
Self-Directed Activities Participants	0	0	12	17	7	0	0	36

February 2024 Year Over Year Change			
Count Type	Feb-24	Feb-23	Change
General Library Statistics			
Patron Visits (Door Counts)	10783	9028	19%
New Library Cards	145	140	4%
Wireless Sessions	977	776	26%
General Reference Assistance	1174	1543	-24%
Library Circulation			
Checkouts	12162	10824	12%
Renewals	6807	6574	4%
Total Materials Circulated	18969	17410	9%
Electronic Circulation	5818	8435	-31%
Total Circulation	25776	25845	0%
Database Usage	2321	2527	-8%
Holds	8854	7940	12%
ILL Circulation			
ILL Loaned	249	185	35%
ILL Borrowed	34	18	89%
Volunteer Records			
Number of Volunteers	4	1	300%
Volunteer Hours	19	4	375%
Community Space Usage			
Community Use of Meeting Rooms	76	55	38%
Community Use of Study Rooms	84	75	12%
Programming			
Total Adult Services - Total Programs	18	2	800%
Total Adult Services - Total Attendance	103	10	930%
Teen Services - Total Programs	5	3	67%
Teen Services - Total Attendance	11	14	-21%
Children's Services - Total Programs	90	13	592%
Children's Services - Total Attendance	1068	243	340%

Electronic Materials Detailed Report		
Electronic Checkouts	February 2024 Total	Year over Year Change
Flipster	43	-32%
Kanopy	1251	25%
OverDrive	1645	8%
Hoopla	2879	-51%
Total Electronic Checkouts	5818	21%
Database Usage	#	Year over Year Change
A to Z World Food	2	N/A
Chilton's	9	-55%
Consumer Reports Online	5	-17%
Gale Virtual Ref	16	167%
Mango	80	63%
Novelist	12	-48%
Novelist Select	1030	6%
Proquest (Heritage Quest)	0	-100%
Valueline	1169	-6%
Total Database Usage	2321	-8%
		-100%
Outreach Home Visits		
Holds		
Total Stops	24	
Total Patrons Served	43	

Upcoming Library Events and Programs



Date	Event/Program
April 4 th 4:00 PM	Miniatures Workshop – Tillamook
April 6 th 2:00 PM	Oregon History and Folklore – Tillamook
April 13 th 2:00 PM	Owls with Marilyn Ellis – Tillamook
April 19 th 2:00 PM	Harp Workshop and Performance – Pacific City
April 20 th 2:00 PM	Harp Workshop and Performance – Tillamook
April 24 th 10:30 AM	Ukulele Jam – Manzanita
April 26 th 1:30 PM	Ukulele Jam – Tillamook
April 27 th 11:00 AM	Irish Harp with Sharlys Dugan – Rockaway
April 27 th 1:00 PM	Cowboy Poetry – Tillamook
April 27 th 11:00 AM	Yoga for Kids! – Tillamook





March 13, 2024

Donald P. Allgeier
Library Director Main Library
Tillamook County
1716 3rd Street
Tillamook, Oregon 97141

RE: Tillamook Library Building Envelope Rehabilitation

Mr. Allgeier,

Weatherproofing Technologies, Inc. (WTI), a part of the Tremco Construction Products Group, is pleased to submit to Tillamook County Library this budgetary proposal to provide select building envelope improvements at your facilities located at 1716 3rd Street in Tillamook, Oregon. The scopes of work below are based on our on-site visits and in-depth evaluations of these roof areas and represent our best recommendation for your existing conditions. We look forward to the possibility of working with you on this project.





Roofing & Building Maintenance

Tremco and WTI are committed to supporting Tillamook County objectives by providing quality procurement and maintenance solutions on time, within budget, and with minimal disruption. Through the InterMountain ESD/AEPA contract, qualified members benefit in numerous ways by using quality materials and WTI's roof and building envelope programs. This program has a proven track record. The contract benefits to Tillamook County include:

- Increased value and control
- Single source project responsibility for the building envelope
- The ability to select the exact building envelope needs within budget
- Pre-competed solicitation for faster access to products and services
- A procurement process of just weeks, not months.
- Buying power of multi-state contract
- Pre-approved line-item pricing
- Shorter project time
- Fewer hassles and lower costs
- The ability to use the proven, experienced, and certified contractors you want
- RS Means, 3rd party verification

Enclosed is the general InterMountain ESD Building Envelope Budget and General Scope of Work:

Main Entrance Metal Roof System and Gutters Replacement

- Demo and dry in main entrance roof only. Demo existing gutters and dispose of all materials legally.
- Replace rotted wood decking in like kind along the roof-to-clock tower wall transition. Allowance for wood decking replacement is four 4'x8' sheets. No structural replacement or engineering is considered within this budget.
- Raise the existing skylight to provide proper height for newly installed stainless-steel crickets. Skylight lens replacement is not considered within this budget.
- Fabricate and install high-temp SAM over the entire main entrance roof substrate.
- Fabricate and install 24-gauge stainless steel crickets at 6 skylights on the main entrance roof.
- Fabricate and install a 24-gauge pre-painted roof to all flashing at the main entrance roof.
- Fabricate and install 24-gauge pre-painted hip flashing.
- Fabricate and install 24-gauge pre-painted closure flashing at main entrance panels.
- Remove all existing gutters, fabricate and install 5 K continuous gutters on the entire building with internal bracket 2' O.C. type.
- Provide man lifts for safety and access.

Rehabilitation of Horizontal Brick Band Around Building

- Clean the existing brick with eco-friendly efflorescence cleaner.
- Remove all existing vertical control joints and backer rods and dispose of them legally.



Roofing & Building Maintenance

- Install new backer rods and silicon sealant, tooled neatly. Embed within wet sealant sand to match the existing surface.
- Seal existing brick with a breathable, water-repellent sealer (Hydroshed). Provide a 10-year waterproofing warranty.
- Fabricate and install 24-gauge pre-painted ledge flashing sealed on top of the brick and tucked under existing siding flashing.

Clock Tower Stucco Rehabilitation

- Repair cracks, seams, and transitions in stucco façade.
- Clean the stucco façade free of all dirt and algae with hot water pressure washing.
- Apply Solargard Hy-build over the existing stucco façade with a two-coat application. Color to match existing. Provide a 10-year waterproofing warranty.

Hardi Siding Rehabilitation.

- Remove all existing sealant along the entire façade and replace it with new.
- Repair existing siding where failures exist, per manufacturer recommendations.
- Paint the entire building, per manufacturer recommendations.

General Conditions:

- General Conditions cost will consist of the time, equipment, safety, materials, and sundries necessary to properly mobilize and demobilize the project. Also included is the time necessary for the proper supervision to manage the project and the necessary equipment and material to assist in the supervision of the project.
- General Conditions also include all ancillary equipment rental, including but not limited to:
 - ✓ Dumpsters
 - ✓ Storage Container
 - ✓ Ancillary Equipment
 - ✓ Portable Restroom
 - ✓ Safety Equipment
 - ✓ Public Protection-Delineation
- Includes the cost associated with destructive testing of installed materials to provide the respective warranties in each situation.

Based on the Scope of Work described above, we propose a "not to exceed" amount of \$755,582.00 to complete this work.

Tremco and WTI are committed to supporting Tillamook County objectives by providing quality procurement and maintenance solutions on time, within budget, and with minimal disruption.



Enclosed is the general InterMountain ESD Building Envelope Budget and General Scope of Work:

Respectfully Submitted,

Larry Lehrke, Tremco
Western Divisional Field Lead
Pacific Northwest & Western Canada
Tremco Construction Products Group
Mobile: (253) 355-4000
LLehrke@tremcoinc.com

QUALIFICATIONS

1. Work shall be performed during normal working hours on weekdays.
2. Work will be performed at one time, under one contract.
3. We have included all necessary mobilization/demobilization expenses for the above-mentioned scope of work. Any additional unscheduled client-initiated mobilizations are not covered.
4. Delineation and signs, along with traffic and pedestrian control protection, will be provided as needed.
5. Use of building electric power and water assumed during project duration.
6. Written approval of color selections by the customer are required before any materials to be ordered and before scheduling of work.
7. Prevailing wage rates have been included.
8. Budgets are good for 60 days from the date posted on page 2.

All labor, material, equipment, and incidental costs to complete the work, as outlined, including construction management, profit, and overhead, have been included.

Services requested beyond the above scope of work shall be considered as additional services. Separate or multiple cost options, if requested, shall be prepared at an additional cost.