



Agenda: Tillamook County Library Board

Thursday, April 25th, 2024: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of March 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:

- Capital Planning

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, March 28, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Tim Josi, Romy Carver, Jennifer Byrne, Mary Faith Bell

Staff, Commissioner, and Others Present:

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

Call to Order:

The meeting was called to order by Sayde Walker at 12:01 p.m. on Thursday March 28, 2024.

Public Input:

April Bailey is present to speak on concerns regarding the direction of the children's library, stating that shelves are lean on materials in the upper-level reading area. She states that the volume of picture books looks good, but older kids have a lack of reading material, with some spots seeming to be empty. She is also concerned about picture books with theme of lynching. April is still waiting for Don to get back about the petition for removal of 'explicit' books in children's section.

Don follows up and says that in terms of children's materials, after evaluating library wide usage approximately one third of materials checked out were children's materials, however the budget did not provide an allocation of funds commensurate with that usage and the budget for children's library materials should be increased. Last year we shifted collections budgets to even that out and better reflect the usage and needs. In practice that means that lots of books over time have been kept that would not have been and so we are now purging those to make room for the new items and replenishing the collection with the new collections over the next 5-6 months.

Don has a message he will send out for the additional concerns raised.

Approval of February 2024 Minutes and Budget:

Madelyn needs a point of clarification- were minutes approved for February? Approval of last month's minutes need to be added in retroactively.

Madelyn moves that the February meeting minutes be approved, as amended. Jennifer Byrne seconds, and the motion passes unanimously.

February Budget and Spending Report:

No new spending news to share.

2024-2025 Budget Presentation: 1 FTE increase

There is projected to be a big increase in capital outlay: Front part of metal roof will need to be replaced and there are many building maintenance repairs to make. Additionally, we will need to replace the courier van and RFID gate and self-check stations.

The Board will need to review the numbers and think through the needs to inform the approval of proposed budget.

February Budget and Spending Update: Madelyn moves for the approval, JB seconds, approved unanimously.

Director's Report:

- Book Recommendation: Fire Exit by Morgan Talty which is coming out in June.
- The Systems Librarian candidate has accepted our offer, and we should be able to announce the successful recruitment in mid-April.
- The Programming Librarian recruitment had a few good candidates, and we are hoping to be able to officially announce this hire soon.
- The Library Assistant 1 recruitment closed with a high response so we will be holding many interviews in the coming weeks. It appears that the recruitments are yielding many more candidates than in previous years.
- Angela, manager at Main, is retiring on May 15, 2024.
- We have been awarded a grant for North County and South County libraries to install ADA accessible doors in both locations.
- Tremco submitted a bid for building repairs and maintenance requests with a 'not to exceed' amount.
- Jenn will be leading a series of community conversation events, the first being with Crossing Party Lines with the topic focused on taxation in America.
- Local businesses will be partnering with the library to provide summer reading prizes. Saydee advised that we used to provide a gift card for the farmers market and would like to see that come back.
- We are partnering with the County Health Department for a Health Literacy campaign. We are working on shrinking the magazine display to expand the Teen area, though temporarily we plan to use the space for displays and collaborations like this.
- Don met with interim chief Troxel about safety areas around the library. We have put a focus on issues on 2nd Avenue with extended lingering and evident drug use. Our front parking lot has had issues as well and we are working with County Council and interim chief Troxel to figure out how to be a welcoming place for everyone to visit, regardless of housing status, while at the same time having zero tolerance for problems causing safety risks to patrons and staff.
- We have been redesigning the workflow for materials processing with a focus on consolidating collection management into Courtney's work portfolio.

Data Dashboard

We have spent time over the past few months correcting our door counts, as the current system is not reliable. We are working on establishing a better data management system that has not previously been in place.

Volunteers and volunteer hours are going up steadily and we expect that program to continue to grow.

Foundation Update

Don gave an update that Foundation was awarded grant to finish the park, which is projected to be completed by the end of June.

The foundation will be providing small gifts for Library Staff Appreciation Day April 11 or 12th.

Commissioners Report:

Mary Faith Bell shared that they are working through budgeting. The board of forestry gave an encouraging presentation that our timber revenue will be relatively stable due in part to having a lot of non-traditional forest of Alder and Needle Cast Fir, which will be managed for the next 30 years.

An offer has been made for a new parks director who has accepted the position and is hoping to start by May 1st, 2024, pending a background check.

Strategic Plan Dashboard

We are continuing to work through the data and ensuring that we are measuring effectively and accurately. We are going through what people have reported and meeting our definitions so that the data sets are accurate over time.

New Business

- Foundation Liaison- we are interested in a board member being a new Foundation Liaison as Jon is stepping down. The Foundation requires that there are two people serving on the Foundation board who were serving on the library board at the time they joined. Don can act as liaison for a time.

The meeting was adjourned at 12:56 p.m.

April Budget and Spending Update

Budget Category	FY24 Budget	Actual through 3/31/24	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 939,758	\$ (496,642)	-35%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 709,421	\$ (372,579)	-34%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 1,649,178	\$ (869,222)	-35%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 219,104	\$ (80,896)	-27%	On Track
Library Programs	\$ 53,000	\$ 30,781	\$ (22,219)	-42%	Low spending
Materials and Services	\$ 1,336,160	\$ 865,074	\$ (471,086)	-35%	Low Spending
Capital Outlay	\$ 106,000	\$ 3,707	\$ (102,293)	-97%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 2,517,959	\$ (1,442,601)	-36%	

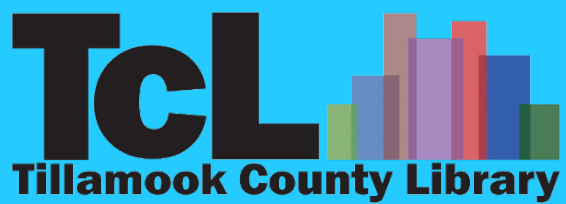
Library Materials Budget and Spending Through March 2024

Periodicals	\$ 10,000.00	\$ 14,689.62	\$ 4,689.62	47%
Adult Fiction	\$ 40,000.00	\$ 32,047.78	\$ (7,952.22)	-20%
Adult NF	\$ 34,000.00	\$ 27,464.62	\$ (6,535.38)	-19%
Teen	\$ 6,000.00	\$ 4,782.46	\$ (1,217.54)	-20%
Childrens	\$ 60,000.00	\$ 42,689.39	\$ (17,310.61)	-29%
Non-Print Materials	\$ 40,000.00	\$ 26,170.15	\$ (13,829.85)	-35%
Digital Materials	\$ 110,000.00	\$ 71,259.67	\$ (38,740.33)	-35%
Materials Total	\$ 300,000.00	\$ 219,103.69	\$ (80,896.31)	-27%

Library Programs Budget and Spending Through March 2024

Adult Programs	\$ 12,000.00	\$ 8,559.76	\$ (3,440.24)	-29%
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	\$ 7,899.78	\$ (9,100.22)	-54%
Program Supplies	\$ 15,000.00	\$ 9,013.51	\$ (5,986.49)	-40%
Programs Total	\$ 57,000.00	\$ 30,780.70	\$ (26,219.30)	-46%

Director's Report



Tillamook County
Library Board
March 2024



Library Operations

Danielle Meininger joined Tillamook County Library as the new Systems Librarian on April 16th. Annette Johnson will join the library as a Library Assistant 1 on May 1st. Joe Salsman will join the library as the Spanish-speaking Programming Librarian. We will conduct interviews for the Tillamook Main Manager position on Wednesday April 24th.

With the hiring of a systems librarian, the library made some space changes. Danielle and Will Barlow now share the office that Jenn Wells was located in, and Jenn moved to Will's previous office near the staff entrance.

I developed a person-in-charge training for Librarians and LA 3s at Main. The training covers the library code of conduct, emergencies, and library operations for staff that act as the person-in-charge when managers are away.

We began to issue tow notices to cars parked overnight in the south parking lot. This tactic has worked to move vehicles along and keep issues in that parking lot down.

I met with the library's integrated library system account representative from Clarivate to discuss the potential for consortium changes and moving to the Koha integrated library system. The consortium group is currently waiting to hear about the LSTA grant to support this development.

The library's budget was reviewed by the Tillamook County Budget Committee. The budget moved forward as the proposed budget with no changes. The budget will now move through approval and adoption processes before the July 1st arrival of the next fiscal year.

Library Programs and Outreach

Jenn Wells hosted 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](#). The event had a small initial attendance, but the conversation went well. Starting in June, we will develop more community conversation programs with a focus on local topics. The library will revamp the advertising and rename the program moving forward. The library is still looking for qualified volunteers to support these programs.

The library began soliciting interest in a summer music series that will take place on the Maxwell Library Park Stage on Fridays at noon in July and August. The library has already received forms from 14 performers interested in taking part in this new series.

The library is working on scheduling two shows with the Original Practice Shakespeare group for August 30th and 31st on the Maxwell Library Park Stage. Per OPS's website: "the company uses the original practice techniques of Elizabethan England: limited rehearsal, scrolls in hand, audience interaction, and an onstage prompter."

The library had another successful year of partnership with the AARP tax aide program run by Linda Bates. Hundreds of community members were able to get support with tax preparation that brings money back into our community and supports individuals with their financial goals.

Library Data Dashboard

(7/01/2022 to 3/31/2023)

March 2024	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	235	705	495	2179	703	482	6753	11552
New Library Cards	4	2	3	20	15	4	54	102
Wireless Sessions	59	0	43	140	117	43	668	1070
General Reference Assistance	12	15	119	289	153	102	418	1108
Library Circulation								
Checkouts	311	1379	367	2064	1071	446	6487	12125
Renewals								6518
Total Materials Circulated								18643
Electronic Circulation								5777
Total Circulation								24420
Database Usage								3091
Holds	13	903	168	124	96	101	6633	8038
ILL Circulation								
ILL Loaned								216
ILL Borrowed								63
Volunteer Records								
Number of Volunteers	0	0	1	2	0	0	3	6
Volunteer Hours	0	0	3	3	0	0	21	27
Community Space Usage								
Community Use of Meeting Rooms						3	49	52
Community Use of Study Rooms							99	99
Programming								
Total Adult Services - Total Programs	1	0	7	5	0	0	8	21
Total Adult Services - Total Attendance	2	0	51	25	0	0	159	237
Teen Services - Total Programs	0	0	1	1	0	0	9	11
Teen Services - Total Attendance	0	0	8	0	0	0	30	38
Children's Services - Total Programs	2	44	10	1	0	2	22	81
Children's Services - Total Attendance	16	428	29	3	0	29	296	801
Self-Directed Activities	0	0	2	2	2	2	0	8
Self-Directed Activities Participants	0	0	39	19	4	2	0	64

Electronic Materials Detailed Report		
	March 2024 Total	Year over Year Change
Electronic Checkouts		
Flipster	33	-35%
Kanopy	995	7%
OverDrive	1751	-7%
Hoopla	2998	-1%
Total Electronic Checkouts	5777	-2%
	March 2024 Total	Year over Year Change
Database Usage		
A to Z World Foods	0	n/a
Chilton's	14	180%
Consumer Reports Online	9	125%
Gale Virtual Ref	84	n/a
Mango	50	-38%
Novelist	16	-45%
Novelist Select	1375	-4%
Proquest (Heritage Quest)	161	41%
Valueline	1382	21%
Total Database Usage	3091	10%

Tillamook County - Library

Facility Condition Assessment Summary

QUICK FACTS

General Information

Facility: Tillamook County-Library

Age: 17

Original Building 2006

Size (SF): 31,400

Date of Assessment:

June 28, 2023

Facility Ratings

Facility Condition Index (10-Year FCI): 0.13 - Fair to Poor

Avg Condition Score: 3.2

Asset Count: 48

Cost Information

Year 1 Asset Replacement

Cost: \$17,750

10 Year Deferred Maintenance

Cost:

\$2,062,394

Current Replacement Value:

\$16,485,000

30 Year Replacement Value of all Assets (w/ escalation):

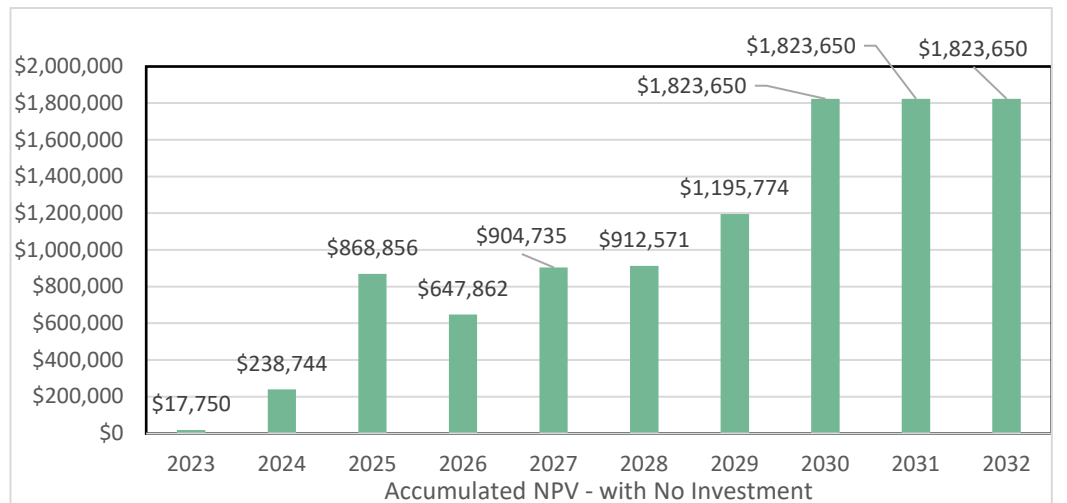
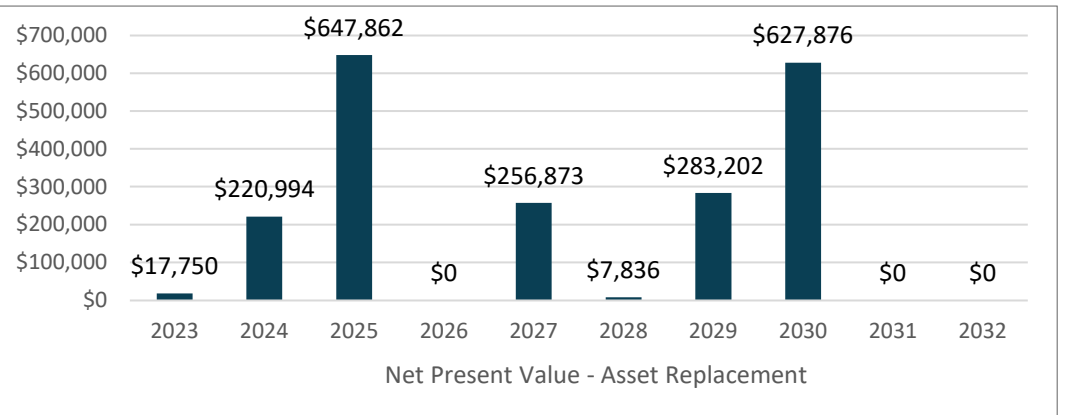
\$5,909,310

Critical Asset Infrastructure - Replacement Priority

Asset	Asset Type	Replacement Cost	Condition Score	Remaining Life (yrs)
HVAC	Air Cooled Chiller, Chilled Water Pumps	\$230,090	4	1
Electric	Interior Lighting	\$542,690	3	3
Electric	Variable Frequency Drives	\$25,320	3	3

*The information presented above displays only some of the highest priority items and is not a complete list of facility needs.

Replacement cost of all assets at or nearing the end of useful life



General Building Condition

Fire, Life, Safety

- This building has a Wet Sprinkler System and inspections are up to date.

Mechanical/HVAC

- HVAC system is comprised of gas-fired boilers, electric outdoor condensing unit and a central air handler with remote VAV units. The system is controlled by a building automation system with schedules based on occupancy, additionally there are thermostats, allowing some local control.
- The 90-Ton air cooled chiller and chilled water pumps are nearing the end of their useful life expectancy and are recommended for replacement.

Plumbing

- Three 10-gallon electric domestic water heaters, found to be well past their 10-year useful service life and should be considered for replacement.

Interior Finishes

- Interior finishes appear to be in good condition overall. Carpeting will be reaching its useful life within the 10-year capital plan and is recommended for replacement in years 5 & 7. Other minor repairs as needed.

Exterior

- The 3:12 pitched standing seam roof appears and is reported to be in good condition except for a roof leak in the SE corner that continues to be an issue.
- The exterior enclosure appears to be in good condition with routine pressure washing and painting anticipated.

Electrical

- The building is equipped with a 1,600 Amp, 3-phase main electrical service with five subpanels and appears to be adequate to serve the building's current needs.
- Lighting throughout the building is older technology and is recommended to be updated for reduced energy and maintenance costs.

Internal Air Quality (IAQ)

- The testing demonstrated no significant findings for CO2 and particulates PM2.5 or PM10 and are reported to be at safe levels, however, there was a single instance where the formaldehyde reading registered a spike above the warning line, but it doesn't seem to have repeated at any point and no apparent pattern within these readings.

Recommendations, beyond capital plan replacements

- Further investigation and repair of roof leak.



Air Cooled Chiller



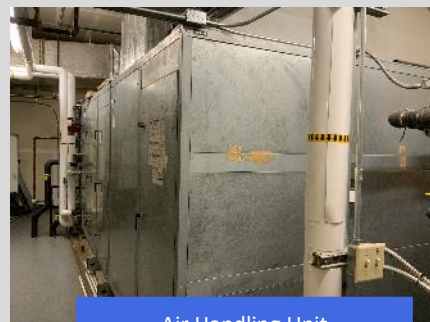
Interior Lighting (T8 fluorescent)



Chilled Water Pumps



Variable Frequency Drives



Air Handling Unit

Draft Capital Projects Plan

The draft capital project plan lays out the vision for capital projects over a five-year period at Tillamook County Library. This plan is informed by a facilities assessment by McKinstry for Tillamook County and staff knowledge of buildings and services. The plan lays out the expected expenditures for each fiscal year along with the impact to the beginning working balance of the library’s operating fund. Once the capital projects plan is completed, it should be re-evaluated on an annual basis in January to inform budgeting and long-term resource needs.

Library Capital Project Name	Year	Estimated Cost
Beginning balance	2024-25	\$ 6,025,000.00
Main Library Roof and Exterior	2024-25	\$ 755,000.00
Envisionware Self Checkouts and Gates	2024-25	\$ 21,000.00
Courier Van Replacement	2024-25	\$ 80,000.00
Beginning Balance	2025-2026	\$ 5,369,000.00
HVAC replacement	2025-26	\$ 525,000.00
Bookmobile Replacement	2025-26	\$ 200,000.00
Parking Lot improvements	2025-26	\$ 50,000.00
Beginning Balance	2026-27	\$ 4,794,000.00
Variable Frequency Drives	2026-27	\$ 26,000.00
Fire Control Panel	2026-27	\$ 434,000.00
Beginning Balance	2026-27	\$ 4,534,000.00
Carpet and flooring replacement	2027-28	\$ 400,000.00
Workroom refurbish	2027-28	\$ 100,000.00
Beginning Balance	2027-28	\$ 4,234,000.00
2nd Floor reading area refurbish	2028-29	\$ 200,000.00
Ending Balance	2028-29	\$ 4,234,000.00

BOOK-A-LIBRARIAN

We're here to help! With our Book-A-Librarian service we can notarize documents, help you find something to read, and help you learn about your devices.

Notary Public - Need something notarized? Schedule an appointment with our certified notary public staff member.

Personalized Book Picks - Having trouble finding something to read? We'll create a list of titles just for you based on your interests.

Recommended Reading Lists - Looking for some inspiration on what to read next? Check out these lists and links.

Tech Help - Need help using a computer, your tablet or smartphone? Schedule an appointment with us for help with the basics.

Tech Skills - Want to brush up on or improve your computer skills from the comfort of home? Check out these online tools!

Learn more at <https://www.tillabook.org/library/page/book-librarian> or through your local library.

MAY AT YOUR LIBRARY

EVENT SCHEDULE



All Tillamook County Library branches will be **CLOSED Monday, May 27th** in observance of Memorial Day.



1716 Third St, Tillamook 503-842-4792 tillabook.org



All library events are free unless otherwise noted.
Questions? Ask a librarian. We're here to help.

KIDS

STORYTIME FUN!

Tillamook Main

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

Storytimes at Tillamook will be on hiatus from May 21- May 28.

Garibaldi

Fri (11am) - Families

Pacific City

Second & Fourth Wed (3:30pm) Families

FAMILY FUN TIME

Garibaldi

Fri (10am-12pm)

NINJA STORYTIME

Rockaway Beach

Sat, May 18 (2pm)

CHILDREN'S HOUR
 Theme: Butterflies!
THURSDAY MAY 2 | 3PM
 We'll have stories, crafts & LOTS OF FUN!
 Recommended for Ages 2-6
 AT NORTH TILLAMOOK COUNTY MANZANITA BRANCH LIBRARY
 TCLB 571 Lanada Ave. Manzanita 503-369-6966 @tillamook.org

KIDS

AFTERSCHOOL ADVENTURES!
 Just for elementary aged students!
 BE READY FOR FUN!

TILLAMOOK MAIN BRANCH LIBRARY

Tuesdays - Fridays

3:00pm - 5:00pm

GARIBALDI BRANCH LIBRARY

Fridays

3:00pm - 5:00pm



LEGO CHALLENGE

Rockaway Beach

Sat, May 11 (2pm)

CRAFTERNOON!

Second & Fourth THURSDAYS of each month

AT THE BAY CITY LIBRARY

Join us from 3:00-5:00pm for FUN AND CRAFTS!

TEENS

ANIME CLUB

Tillamook Main

First & Third Thu (4pm)

WRITING CLUB

Tillamook Main

Second & Fourth Wed (3:30pm)

GAMING FRENZY

Tillamook Main

Second & Fourth Fri (3:30pm)

LAST SATURDAY GAMING

Tillamook Main

Sat, May 25 (3pm)

LOST MUMMY
ESCAPE ROOM
Will you escape the tomb?

ESCAPE ROOM

Pacific City

Thu, May 30 (4pm)

ALL AGES

GAME DAYS

Garibaldi

Sat (2pm)

MAKER SATURDAY

Bay City

Sat, May 18 (2pm)

ADULTS

STRONG WOMEN

Tillamook Main

Mon & Thu (9am)

BOOK CLUB

Garibaldi

Tue, May 21 (2pm)

-The Overstory

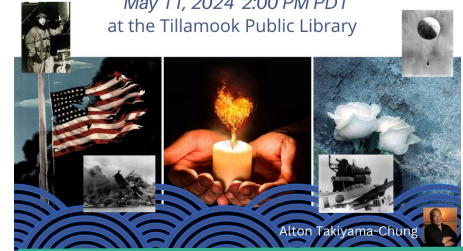
ESTATE PLANNING

Tillamook Main

Sat, May 4 (1pm)

Target Oregon:

Little Known Stories of WWII
 A Performance by Alton Takiyama-Chung
 May 11, 2024 2:00 PM PDT
 at the Tillamook Public Library



AUTHOR VISIT

Tillamook Main

Sat, May 25 (3pm)

Ukulele Jam Sessions with Mr. Bill at Tillamook and Manzanita!



Tillamook Main

Tue, May 28 (*1:30pm)

Manzanita

Wed, May 29 (*11am)

**Please come 30 minutes early if you need an introduction to ukuleles.*