

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