



Agenda: Tillamook County Library Board

Thursday, May 23rd, 2024: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of April 2024 Minutes and Budget: 5 minutes

- Minutes review and approval
- Library Spending review and approval

Director's Report: 10 minutes

- Updates
- Data Dashboard
- Summer Reading – Melanie Hetrick

Updates: 15 minutes

- Tillamook County Library Foundation Update: 5 minutes
- Commissioner's Update: 5 minutes

Old Business:

- Strategic Plan Dashboard – no update
- Capital Plan – no update

New Business:

- Meet the new librarians: Systems Librarian Danielle Meininger and Programming Librarian Joe Salsman

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, April 25, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Tim Josi, Romy Carver, Jennifer Byrne, Jon Orloff

Staff, Commissioner, and Others Present:

Don Allgeier, Mary Faith Bell, Angela Arena

Call to Order:

The meeting was called to order by Sayde Walker at 12:02 p.m. on Thursday April 25, 2024.

Public Input:

April Bailey was present to speak again about her concerns regarding children's materials in the library. She stated she visited the Pacific City Library and was disappointed to find the children's nonfiction section seemed half empty. She said her perception was that the books are being removed but not replaced.

Approval of March 2024 Minutes and Budget:

Madeline asked that minutes from March be corrected in several places where her name is misspelled.

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

March Budget and Spending Report:

We are getting close to the time of year we need to stop spending before the end of the fiscal year. Summer reading will start to eat away at the remaining funds through the end of May.

March Budget and Spending Update: JB moves for the approval, Romy seconds, approved unanimously.

Director's Report:

- Danielle Meininger began working as the new Systems Librarian on April 16th.
- Annette Johnson was hired to fill the Library Assistant 1 part-time and begins on May 1.
- Joe Salsman will join as the Spanish-speaking Programming Librarian on May 16th.
- Interviews for the Tillamook Main Manger position were done on April 24th. A candidate was chosen, an offer made and will be announced at the next meeting.
- We did some office reorganization. Danielle and Will have moved to the office occupied by Jenn and Jenn has moved to the office previously occupied by Will.

- A person-in-charge training has been developed for training Librarians and LA 3's at Main, which covers the library code of conduct and what to do in an emergency when managers are away.
- We have begun issuing tow notices to cars that stay parked in the 3rd Street parking lot for more than 24 hours.
- Don met with a representative from Clarivate about the potential move of the library ILS to Koha. The consortium group is waiting to hear about the LSTA grant that will support this move.
- The library's budget was reviewed by the budget committee and has moved forward for approval with no changes.
- Jenn hosted the first Community Conversation event on April 11th. It was attended by a small group of 6 people. We will revamp the advertising and rename the program going forward.
- We have received forms from 14 performers interested in taking part in a summer music series that will take place on the Maxwell Park stage on Friday afternoons this summer.
- We are working to schedule 2 performances with the Original Shakespeare group on August 30th and 31st.
- We have had another successful year of partnership with the AARP tax program run by Linda Bade.

Data Dashboard

See Strategic Plan Dashboard

Foundation Update

Don gave an update that work on the park stage area has begun.

The foundation was able to support library staff day with small gifts for staff and volunteers again this year and it was much appreciated.

The foundation will be sponsoring the Original Shakespeare group this summer.

Commissioners Report:

Mary Faith Bell shared that the budget process went very smoothly, and the budget committee appreciated all of Don's preparation.

Strategic Plan Dashboard

We are still finding issues with how our data has been kept and defined in the past making it hard to report out. We continue to work to tighten up the data, so it is consistent and accurate over time and all staff know how, what, and why we collect it.

Capital Planning

Reviewed the McKinstry report summary. Don states there is also an extensive spreadsheet available if anyone is interested.

Don presented the Draft Capital Projects Plan which gives a 5-year window for possible projects over time.

JB had a question about climate impact when considering things such as HVAC replacement as well as vehicles. Should we be looking at electric options vs. gas?

Tim wondered about the viability of solar. Mary Beth stated that PUD installed solar panels on their building and determined not enough power was generated to make it viable in Tillamook.

Decided review of the project plan should take place once per year in January as assumptions change, and unknowns occur.

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

May Budget and Spending Update

Budget Category	FY24 Budget	Actual through 4/30/24	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 1,042,469	\$ (393,931)	-27%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 788,884	\$ (293,116)	-27%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 1,831,354	\$ (687,046)	-27%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 239,153	\$ (60,847)	-20%	Low Spending
Library Programs	\$ 53,000	\$ 39,290	\$ (13,710)	-26%	Low spending
Materials and Services	\$ 1,336,160	\$ 944,715	\$ (391,445)	-29%	Low Spending
Capital Outlay	\$ 106,000	\$ 9,662	\$ (96,338)	-91%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 2,785,730	\$ (1,174,830)	-30%	

Library Materials Budget and Spending Through April 2024

Periodicals	\$ 10,000.00	\$ 14,689.62	\$ 4,689.62	47%
Adult Fiction	\$ 40,000.00	\$ 33,154.59	\$ (6,845.41)	-17%
Adult NF	\$ 34,000.00	\$ 29,766.57	\$ (4,233.43)	-12%
Teen	\$ 6,000.00	\$ 5,031.37	\$ (968.63)	-16%
Childrens	\$ 60,000.00	\$ 49,613.90	\$ (10,386.10)	-17%
Non-Print Materials	\$ 40,000.00	\$ 27,032.74	\$ (12,967.26)	-32%
Digital Materials	\$ 110,000.00	\$ 79,864.63	\$ (30,135.37)	-27%
Materials Total	\$ 300,000.00	\$ 239,153.42	\$ (60,846.58)	-20%

Library Programs Budget and Spending Through April 2024

Adult Programs	\$ 12,000.00	\$ 11,644.76	\$ (355.24)	-3%
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	\$ 8,949.78	\$ (8,050.22)	-47%
Program Supplies	\$ 15,000.00	\$ 13,387.36	\$ (1,612.64)	-11%
Programs Total	\$ 57,000.00	\$ 39,289.55	\$ (17,710.45)	-31%

Director's Report



Tillamook County
Library Board
May 2024



Library Operations

Luke Kralik accepted the Tillamook Main Library Manager position and began his new role on May 16th. The library is conducting a recruitment to fill Luke's previous position as a Bookmobile LA 3. The library is recruiting a new janitor, as well.

The Oceanbooks and Chinook Library Networks were awarded an Library Sciences and Technology Act grant to develop a unified consortium using a single integrated library system software platform. The libraries met with Koha to discuss the move to the new integrated library system with a goal of starting the migration in September and completing it in March 2024.

Tillamook County is continuing to work through the budget process. There have been no changes to the library's requested budget for the next fiscal year.

A new library virtual services team is being formed to coordinate the management of the library website, digital materials, and social media. The team will include Library Director Don Allgeier, Library Manager Jenn Wells, Collections Librarian Courtney Remington, Systems Librarian Danielle Meininger, and Programming Librarian Joe Salsman.

The library experienced some issues with the HVAC system as the weather became warmer. There appears to be some mechanical issues with the compressor and the fan. The technician is looking into a quote to replace the compressor and recommended system replacement.

The library signed a contract to complete the sidewalk extension to the the ADA ramp for the Maxwell Library Park Stage. Ted Ouska is doing the project in conjunction with the park and stage work being completed for the Tillamook County Library Foundation.

Library Programs and Outreach

The library has booked 9 acts for the Summer Music Series which will take place on the Maxwell Park Library Stage every Friday in July and August at noon.

Original Practice Shakespeare will be performing *Comedie of Errors* and *Romeo and Juliet* on August 30th and 31st on the Maxwell Library Park Stage.

The library will host a poetry reading with Portland author Matthew Dickman on June 22nd. Matthew Dickman is the author of *Husbandry*, *Wonderland*, *Mayakovsky's Revolver*, and *All-American Poem*, winner of the APR/Honickman First Book Prize. His other honors include a Guggenheim Fellowship and the Sarton Award for Poetry from the American Academy of Arts and Sciences.

Luke Kralik is taking on the magazine alcove shift project. This project will turn that area into a temporary exhibit space. The focus for June and July in that area will be the partnership with Tillamook County Health Department to promote health literacy.

The North Tillamook Library Friends are holding their annual book sale May 24th and 25th. The proceeds of the sale help benefit the Manzanita Library's facility.

The South Tillamook County Library Club and the North Tillamook Library Friends were awarded a grant to add ADA access to the front doors of their buildings. Jenn is working with the Tillamook County Library Foundation to manage the grant monies and support the projects.

Library Data Dashboard

April 2024 (Fiscal Year 07/01/2023 to 04/30/2024)

April 2024	BC	BKM	GA	MZ	PC	RK	MAIN	Total
General Library Statistics								
Patron Visits (Door Counts)	205	901	393	2596	684	553	6298	11630
New Library Cards	5	4	2	23	14	8	54	110
Wireless Sessions	71	0	34	138	115	42	625	1025
General Reference Assistance	14	46	87	308	223	110	322	1110
Library Circulation								
Checkouts	330	1736	299	2183	1044	468	5871	11931
Renewals								7489
Total Materials Circulated								19420
Electronic Circulation								5470
Total Circulation								24890
Database Usage								2821
Holds	8	677	220	390	235	41	6343	7914
ILL Circulation								
ILL Loaned								160
ILL Borrowed								49
Volunteer Records								
Number of Volunteers	0	0	1	3	0	0	2	6
Volunteer Hours	0	0	3	2	0	0	27	32
Community Space Usage								
Community Use of Meeting Rooms				2			58	60
Community Use of Study Rooms							104	104
Book A Librarian								
Book Recommendations							0	0
Notary Appointments					2		15	17
Tech Help Appointments				2			3	5
Programming								
Total Adult Services - Total Number of Programs	1	0	6	5	0	1	12	25
Total Adult Services - Total Program Attendance	1	0	21	29	0	49	125	225
Teen Services - Total Number of Programs	0	0	0	0	0	0	7	7
Teen Services - Total Attendance	0	0	0	0	0	0	22	22
Children's Services - Total Number of Programs	3	54	12	2	0	2	14	87
Children's Services - Total Attendance	12	620	46	24	0	21	208	931
Self-Directed Activities	0	0	1	1	2	0	0	4
Self-Directed Activities Participants	0	0	15	17	5	0	0	37

Electronic Materials Detailed Report		
Electronic Checkouts	April 2024 Total	Year over Year Change
Flipster	60	-21%
Kanopy	910	28%
OverDrive	1644	6%
Hoopla	2916	5%
Total Electronic Checkouts	5530	8%
Database Usage	April 2024 Total	Year over Year Change
A to Z World Foods	1	n/a
Chilton's	19	280%
Consumer Reports Online	5	-29%
Gale Virtual Ref	49	n/a
Mango	42	-91%
Novelist	9	-50%
Novelist Select	1169	-4%
Proquest (Heritage Quest)	0	-100%
Valueline	1527	4%
Total Database Usage	2821	-19%

Upcoming Library Events and Programs



Date	Event/Program
June 1 st 12:30 PM	Clase para Compradores de Casa por Primera Vez – Tillamook
June 10 th All Day	2024 Summer Reading Program Begins
June 13 th 10:30 AM	Spencer Sprocket Summer Reading Opener – Rockaway
June 13 th 2:00 PM	Spencer Sprocket Summer Reading Opener – Tillamook
June 14 th 2:00 PM	Sean Gaskell Summer Reading Performance– Tillamook
June 15 th 11:00 AM	Sean Gaskell Summer Reading Performance – Pacific City
June 20 th 10:30 AM	Alex Zerbe Summer Reading Performance – Pacific City
June 20 th 2:00 PM	Alex Zerbe Summer Reading Performance – Tillamook
June 21 st 10:30 AM	Alex Zerbe Summer Reading Performance – Garibaldi
June 27 th 2:00 PM	Heart of CARTM Summer Reading Art and Craft – Tillamook

