



Agenda: Tillamook County Library Board

Thursday, September 26, 2024: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Approval of August 2024 Minutes 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 Board Reporting

New Business:

- Employee Engagement Survey and Plan
- South County library planning
- Spanish language outreach, programming, and collections

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

Board Members Present:

Timothy Josi, Sayde Walker, Nan Devlin, Madeline Olson, Jennifer Byrne

Staff, Commissioner, and Others Present:

Don Allgeier, Luke Kralik, Brittany Maffin, Danielle Meininger

Call to Order:

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

Public Input:

None

Approval of July 2024 Minutes and Budget:

Meeting minutes for the July 2023, Board Meeting of the Tillamook County Library were unanimously approved.

July 2024 Budget and Spending Report:

The library started a new fiscal year. We can see a little higher spending at the beginning of the year. The initial spending can be a little higher for licensing etc., but it evens out over the course of the year. Motion to approve library spending for August was approved and carried.

Director's Report:

- The library roof and exterior construction project contract was approved by the Board of County Commissioners. The work will begin by focusing on the exterior siding and gutters followed by the replacement of a section of the roof over the bookstore section of the library. There were some permit hiccups, and we are hoping to start next week.
- The water feature statue in the Maxwell Library Park has been removed for repair. It will return to the park as a statue without a fountain. The foundation will be considering new options for the fountain in the coming months.
- Reminder that there will be additional work on the park, which includes a labyrinth. This is the final piece of the park.
- Courtney Remington and I (Don Allgeier) attended the Bywater Solutions Summit at the Benton-Corvallis Public Library to learn more about the Koha Integrated Library System. We are getting excited about this change as we have heard that Koha is a much easier system to customize. We have a go live date of March 10th, 2025.
- The library gallery space began hosting Oregon's Dino-Story, an exhibit

curated by the Museum of Natural and Cultural History at the University of Oregon. We have had a robust number of visitors to this cool travelling showcase of prehistoric Oregon.

- Summer Reading 2024 finished up on August 17th with the Summer Reading Party. The library had 967 sign ups to participate this year including 587 kids aged 0-11. Nearly 400 people completed Summer Reading this year. In September the library will begin a process for evaluating and reworking the program for next year with a focus on kids with the greatest barriers to accessing the program. We will be assessing how to make it easier for kids to sign up for summer reading, especially children outside of Tillamook or those without as much home support.
- The Summer Music Series inaugural year has been great. As the summer has continued, the audience has grown. The library has learned a lot in this first year and look forward to applying what we learned to next year's series.
- The library is officially launching the CultureGrams database this month. CultureGrams is a leading reference for concise, reliable, and up-to-date cultural information on the countries of the world. It includes reports on more than 200 countries, each with information on daily life and culture, including the history, customs, and lifestyles of the world's people. This will help to provide up to date resources without having to purchase new physical materials about each country yearly.
- Let's Talk About Tourism Program – Jenn Wells moderated, and Jennifer Byrne attended. There were 10 people in attendance and the meeting went fairly well. Jennifer Byrne suggested that there be a template for managing expectations and ground rules for the meeting. The purpose of the meeting is to explore thoughts and opinions, not necessarily to come to a concrete solution. Some attendees did have frustration over a lack of resolution. We have a volunteer who will be taking on some of the moderating duties.

Data Dashboard

This is a new fiscal year for the data collection. Usage tracking is moving toward using individual sessions as a unit of measure. The number of volunteers is increasing and has been a positive change. We have three new databases we will be tracking moving forward, which are CultureGrams, New York Times, and World Book. Question regarding the jump in Kanopy usage. The increase could be due to the addition of the application to more TV platforms. We have also started promoting all of our online resources with brochures and fliers at the branches.

Foundation Update

The foundation has supported the cost of the Shakespeare program. They have also supported the transformation of the statue. They are also working on the final pieces of the park. A board member wondered what are we going to do when the park is finished? Are there plans for another project? There is always room to adjust and improve the park. We are looking forward

to using the park to its fullest capacity with the Shakespeare program. It is unclear if there is a new large project in the works.

Strategic Plan Dashboard

Old Business: Strategic Plan Implementation

- There were no major changes due to library staff feedback. The one thing of note is the discussion around Spanish language materials and adding them to the branches as well. The strategic plan was unanimously approved to move forward.

New Business: Website Analytics

- Systems Librarian Danielle Meininger explained the way that we obtain our website analytics. We use Google Analytics to give us insight into our website activity. We have seen an increase in our users, page views, and event counts over the fiscal year 22-23 to 23-24.
- The highest used pages have remained consisted from last year to this year. Our “new items” page has the highest user time length by far. The calendar is also a page with very high traffic.
- Wireless printing took a dive down, but this does not indicate that the users fell drastically. This could indicate that users are more comfortable with the service and no longer need to reference the webpage for direction.
- The notary public webpage has moved into the top 25 most used pages.
- The website does seem to be drawing in people and keeping them engaged. Danielle has made some improvements including new navigation pages for our online resources, fixing accessibility issues, applying standard display elements to the event calendar, and adding appropriately sized banners to the home screen.
- Some challenges to the coming year will be to integrate the new catalog with our website so that patrons have a seamless experience. Our catalog will have its own website, but we want to create an experience that does not make users feel disoriented.
- Don Allgeier adds that the benefits of having a systems librarian is very clear. A lot of progress has been made in a short period of time.
- A board member commented that the addition of the data tracking feels like a step in the right direction to get a stronger feel of what the patrons are using and shaping our plans from those numbers. Appreciation for the consistent analysis of our programs and procedures was expressed.

The meeting was adjourned at 12:42 p.m.

September Budget and Spending Update

Budget Category	FY25 Budget	Actual through 8/31/24	Over/Under	%	Notes
Total Salaries	\$ 1,536,700	\$ 214,984	\$ (1,321,716)	-86%	On Track
Total Taxes and Benefits	\$ 1,077,000	\$ 174,791	\$ (902,209)	-84%	On Track
Personnel Costs	2,613,700	\$ 389,774	\$ (2,223,926)	-85%	On Track
Library Materials	\$ 324,000	\$ 63,578	\$ (260,422)	-80%	High spending for the start of the year
Library Programs	\$ 64,000	\$ 14,850	\$ (49,150)	-77%	High spending, summer reading programs
Materials and Services	\$ 1,358,810	\$ 429,002	\$ (929,808)	-68%	High spending due to beginning of year costs
Capital Outlay	\$ 865,100	\$ 1,565	\$ (863,535)	-100%	Low spending - projects just started
Total	4,837,610	\$ 820,341	\$ (4,017,269)	-83%	On Track

Library Materials Budget and Spending Through July 2024

Periodicals	\$ 14,000.00	\$ 2,598.00	\$ (11,402.00)	-81%
Adult Fiction	\$ 44,000.00	\$ 4,702.20	\$ (39,297.80)	-89%
Adult NF	\$ 38,000.00	\$ 3,555.63	\$ (34,444.37)	-91%
Teen	\$ 8,000.00	\$ 1,696.61	\$ (6,303.39)	-79%
Childrens	\$ 60,000.00	\$ 8,524.97	\$ (51,475.03)	-86%
Non-Print Materials	\$ 40,000.00	\$ 3,803.56	\$ (36,196.44)	-90%
Digital Materials	\$ 120,000.00	\$ 38,697.36	\$ (81,302.64)	-68%
Materials Total	\$ 324,000.00	\$ 63,578.33	\$ (260,421.67)	-80%

Library Programs Budget and Spending Through July 2024

Adult Programs	\$ 14,000.00	\$ 1,402.50	\$ (12,597.50)	-90%
Teen Programs	\$ 4,000.00	\$ 960.00	\$ (3,040.00)	-76%
Children Programs	\$ 12,000.00	\$ 4,275.00	\$ (7,725.00)	-64%
Branch Programs	\$ 18,000.00	\$ 4,695.00	\$ (13,305.00)	-74%
Program Supplies	\$ 16,000.00	\$ 3,517.94	\$ (12,482.06)	-78%
Programs Total	\$ 64,000.00	\$ 14,850.44	\$ (49,149.56)	-77%

Director's Report



Tillamook County
Library Board
September 2024



[blob:https://teams.microsoft.com/d3d42520-1d9b-4b13-b469-fc31720208cf](https://teams.microsoft.com/d3d42520-1d9b-4b13-b469-fc31720208cf)

Library Operations

The library had 38 applicants for the Library Assistant 2 position that will be stationed at Pacific City on Saturdays and provide coverage for absences based out of Tillamook Main the rest of the week. We hope to have someone in the position by October 1st or 15th depending on logistics.

Work began on the building envelope project to fix the exterior of the building and provide more weatherproofing. The siding replacement is mostly complete and we expect the building to be complete with paint soon. After that, the project will move to replacing the section of roof over the bookstore.

This fall work will begin on the last part of the park project funded by a Tillamook County TLT grant. It will involve placing the remaining pavers in front of the stage area and creating a labyrinth walk design in that area.

Tillamook County will be reviewing job descriptions throughout the organization for updates and to make sure they are comprehensive and clear. The library will be engaged in that process which is key to both staff recruitment and compensation.

I took part in IT Director interviews for the County as part of an interview panel. This is an important partner position for the library in helping to achieve the technological goals set to meet the needs of library users.

Library Programs and Outreach

The library hosted two performances of the Original Practice Shakespeare Festival: Romeo and Juliet on August 30th and Comedie of Errors on August 31st. Nearly 150 people attended over the two performances. The Tillamook County Library Foundation and the Tillamook Association for the Performing Arts sponsored the events.

The opening night with Romeo and Juliet



The library gallery space is transitioning from dinosaurs to a new exhibit Clink! A Taste of Oregon Wine. The new exhibit from the

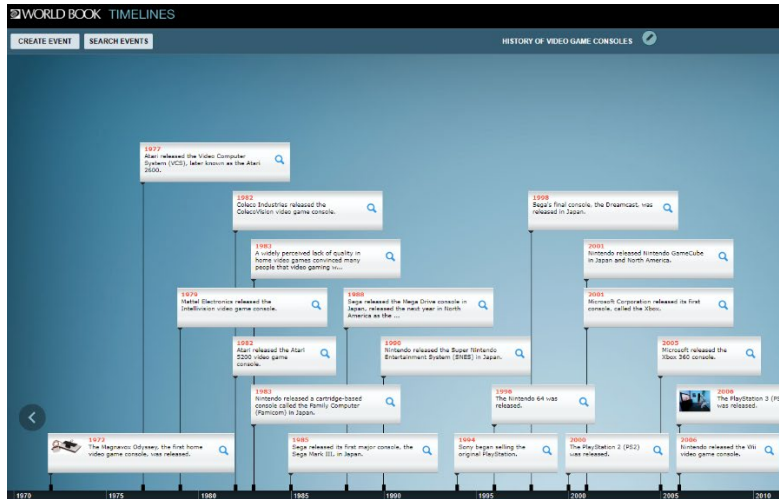
Oregon Historical Society explores the history of wine in Oregon. Below is a photo of the space in transition with the new blank walls for the gallery.



The library is pleased to announce that it has recently added World Book Online to its online resources. Students, parents and educators can access this reference database from the library or from home. All that is needed to access World Book Online from home is a library card. World Book Online is accessible 24 hours a day and 7 days a week and all pages are easily translated into more than 100 languages. Patrons can visit the library website at Tillabook.org, navigate to the E-Resources menu and click the World Book link. Young children will find engaging, age-appropriate content related to the core foundation skills of learning letters, and early math concepts. Students will find thousands of easy-to-read articles packed with stunning illustrations, videos, interactive maps, and a wealth of educational games and activities. Parents and teachers will love the pre-designed lesson plans and worksheets for

promoting student learning at home and in the classroom.

World Book Online timelines



World Book Kids front page



Luke, Courtney, Joe, and I reviewed a potential shelving change to move the Spanish language materials to a space with more visibility to people when they get to the second floor. Later in the fall we will shift those materials to trade places with the Oregon Northwest and adult graphic novel collections.

A team of library staff are meeting to review summer reading to develop goals and outcomes that will inform our strategy for next year's program. This effort will focus on developing the program from the lens of community members with barriers to accessing the program.

Banned Book Week is September 22nd – 28th. The library is marking this week with a featured display on historically banned books and information on book challenges.



Library Data Dashboard

(8/01/2023 through 8/31/2023)

August	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	257	326	411	3091	1057	777	7801	13720
New Library Cards	1	2	3	27	25	8	65	131
Wireless Sessions	87	0	52	305	267	66	792	1569
General Reference Assistance	3	42	126	613	272	156	453	1665
Library Circulation								
Checkouts	362	558	445	2496	1366	633	6,426	12286
Renewals								7091
Total Materials Circulated								19377
Electronic Circulation								8509
Total Circulation								27886
Database Usage								8509
Holds	25	221	123	628	183	77	6,902	8159
ILL Circulation								
ILL Loaned								267
ILL Borrowed								55
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				4			61	65
Community Use of Study Rooms							122	122
Programming								
Total Adult Services - Regular/ In-Person Total Num	0	0	5	6	0	0	2	13
Total Adult Services - Regular/ In-Person Total Progr	0	0	13	81	0	0	102	196
Teen Services - Total Number of Programs	0	0	0	0	1	0	5	6
Teen Services - Total Attendance	0	0	0	0	1	0	132	133
Children's Services - Total Number of Programs	4	17	3	0	3	3	7	37
Children's Services - Total Attendance	18	237	8	0	19	26	845	1153
Self-Directed Activities	0	4	0	1	0	1	0	6
Self-Directed Activities Participants	0	949	0	15	0	4	0	968

BRANCH LOCATIONS

Tillamook Main Branch 503-842-4792
1716 3rd Street
Tillamook, OR 97141

Bay City Branch 503-377-0231
Community Hall, 5525 B Street
Bay City, OR 97107

Garibaldi Branch 503-322-2100
City Hall, 107 6th Street
Garibaldi, OR 97118

Pacific City Branch 503-965-6163
6200 Camp Street
Pacific City, OR 97130

Manzanita Branch 503-368-6665
571 Laneda Ave.
Manzanita, OR 97130

Rockaway Beach Branch 503-355-2665
120 North Coral
Rockaway Beach, OR 97136

HOLIDAY CLOSURES

Labor Day - Mon, Sep 2

Veterans Day - Mon, Nov 11

Thanksgiving - Thu & Fri, Nov 28 & 29



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



AUTUMN AT YOUR LIBRARY

SEP/OCT/NOV EVENTS



*All library events are free unless
otherwise noted.*

Questions? Ask a librarian. We're here to help.

KIDS

STORYTIMES

Tillamook Main

**ALL TILLAMOOK MAIN
STORYTIMES WILL BE ON HIATUS
UNTIL OCTOBER 1.**

Tue (10am) - Toddlers

Wed (10am) - Preschoolers

Fri (10am) - Babies

Sat (10am) - Families

Garibaldi

Fri (11am) - All Ages

Pacific City

2nd & 4th Wed (3:30pm) -

All Ages

AFTERSCHOOL ADVENTURES

Tillamook Main

Tue through Fri (3:00pm)

CRAFTEERNOONS

Bay City

2nd & 4th Thu (3:30pm)

LEGO CHALLENGE

Rockaway Beach

Sep 21 (2:00pm) -

Theme: Farms & Fields

Oct 19 (2:00pm)

Theme: Monster's Lair

Nov 23 (2:00pm)

Theme: Harvest



SALMON EGG HATCH

Coming to Bay City & Garibaldi
in October!

TEENS

FRIDAY GAMING

Tillamook Main

Oct 11 (4:00pm) -

Luigi's Mansion

Oct 25 (4:00pm) -

Super Smash Brothers

Nov 8 (4:00pm) -

Oregon Trail

Nov 22 (4:00pm) -

Family Feud



SATURDAY GAMING

Tillamook Main

Oct 26 (3:00pm)

Nov 23 (3:00pm)

HALLOWEEN ANIME CLUB

Tillamook Main

Thursdays in October (4:00pm)



ANIME CLUB

Anime Club is on hiatus in September

Tillamook Main

1st & 3rd Thu in Nov (4:00pm)

TEEN WRITING CLUB

Tillamook Main

2nd & 4th Wed (3:30pm)

ADULTS

COMMUNITY CONVERSATION

O. Hm.

Oregon
Humanities

Tillamook Main

Oct 3 (2:00pm) -

Topic: Loneliness & Aging

Pacific City

Oct 14 (5:00pm) -

Topic: Does Nature Have a
Purpose in Our Lives?

DODGING THE HOLIDAY BLUES

Tillamook Main

Nov 14 (2:00pm)

LET'S TALK ABOUT...

Tillamook Main

Nov 20 (6:30pm)

BOOK CLUB

Garibaldi

3rd Tue (2:00pm)

BOOK CLUB FAIR

Garibaldi

Oct 15 (2:00pm)

KNITTING GROUP

Manzanita

Thu (4:00pm)

OPEN MIC POETRY

Pacific City

3rd Tue (5:00pm)

ADULT COLORING HOUR

Pacific City

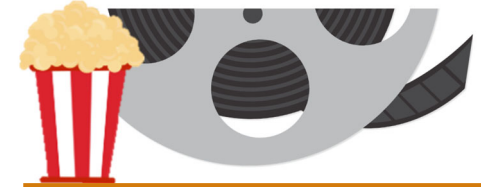
3rd Wed (5:00pm)

ALL AGES

MOVIES AT MAIN

Tillamook Main

Wed (6:00pm)



THE TRUTH ABOUT CORVIDS

Tillamook Main

Oct 18 (1:00pm)

DIORAMA WORKSHOP

Tillamook Main

Oct 24 (4:00pm)

HAUNTED HOUSE

Tillamook Main

Oct 31 (3:00pm)

FELTLAND

Series of workshops for ages 14+

Tillamook Main

Nov 8 (4:00pm)

Nov 15 (4:00pm)

Nov 22 (4:00pm)

Nov 26 (4:00pm)



DROP IN TECH HELP

Tillamook Main

Nov 20 (10:00am)

MAKER SATURDAYS

Bay City

3rd Sat (2:00pm)

REVERSE TIE DYE

Garibaldi

Sep 14 (2:00pm)

SEPTEMBER & OCTOBER at TILLAMOOK MAIN

Snacks!

?TC EP# :89 #9 %C8ETS#

Activities!

Tuesdays 3pm