



## **Agenda: Tillamook County Library Board**

Thursday, December 28th, 2023: 12:00 p.m. – 1:00 p.m.; *Hybrid*

**Call to order: Board Chair: Sayde Walker**

### **Public input**

**Approval of November 2023 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:**

- Oceanbooks Consortium – proposal to move forward with intent to develop new consortium and adopt a new integrated library system
- Strategic Plan Dashboard

### **New Business:**

- Request for special meeting of the board
- Library Programming Policy Proposal

### **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**  
**Wednesday, November 15, 2023; 10:00 a.m.**  
**Hybrid Meeting**

**Board Members Present:**

Sayde Walker, Madeline Olson, Tim Josi, Roamy Carver

**Staff, Commissioner, and Others Present:**

Angela Arena, Don Alegeier, Jenn Wells, Mary Faith Bell, Marisa Graham-Collier, Brian Miyagishima, Lillian (Tech Services Newport)

**Public Input:**

There were no community members present.

**Call to Order:**

The meeting was called to order by Sayde Walker at 10:00 a.m. on Wednesday November 15, 2023.

**Approval of October 2023 Minutes and Budget:**

Sayde entertains approval of the October 2023 meeting minutes: Madeline moves to approve, Roamy seconds, minutes are approved unanimously.

**November Budget and Spending Report:**

Don states spending trends remain consistent; generally, we are on track, though we will need to adjust for capital spending next year. We are overbudget on periodicals, as discussed last month, due to not having accounting for the newspapers when budgeting last year.

Non-print materials were a little lower, however the next library of things order has been placed and will show up in next month's budget.

Digital Materials is currently well underbudget, but we expect to see spending increase with upcoming purchases and some General Ledger changes to come. With increasing use of the Hoopla Flex account, we have seen savings on instant loans, so the system is working well, and we should continue to see savings in this department.

Programing expenditures are evening out as we move away from the Summer Reading Program.

Items chosen for the Library of Things come from patron suggestion as well as what other libraries are offered. We have decided to explore adding a Comfort Cat.

Motion to approve library spending by Madeline, seconded by Roamy. Spending is approved unanimously.

### **Director's Report:**

- The new custodian, Daisha (Dee) Wailehua, will be starting 11/16/2023.
- The Systems Librarian position will be posted in January: the job description has been finalized.
- Collections analytics tool CollectionHQ has been initiated in order to evaluate what and how materials are used in more detail, as well as ensuring that our collection is diverse and well rounded.
- Security and behavior issues continue on a regular basis at Main. We continue to attempt to maintain the balance between everyone feeling welcome while maintaining safety for all.
- The Halloween haunted house was a huge success. We are currently planning for December programming to get people excited about coming to the library and to be a touchstone place during the holiday season.
- Meetings with library friends' boards:
  - Manzanita Friends group will be seeing some changes in board members.
  - Rockaway Beach Friends Holiday Sale is in the planning stages and moving forward.
- Oregon Public Libraries Directors Meeting sponsored by the state of Oregon was a useful meeting to gain understanding of how libraries are doing across the state.

### **Data Dashboard**

We are continuing to see ups and downs, though there is a slight downward trend of physical items while there is an increase in digital items.

Community use of both meeting and study rooms are increasing.

Teen services programs are building as we balance consistently offered programs with new one time offers. There have been efforts to engage at the high school to see what they are looking for.

### **Foundation Update**

Don gave a small update as Jon is not present. The foundation is looking to put together a TLT application focused on funding the last pieces of the park.

There was a patron who was too rough with the umbrella on the park fountain, and we are looking to fix that soon. We are working to be more present in that space to make it welcoming without encouraging problematic behavior and improper use.

### **Commissioners Report:**

Mary Faith Bell expressed appreciation to Don for being on the AFSCME bargaining team and engaging with strategic planning. It has been very helpful to have his presence at all of those meetings.

Recently Mary Faith Bell read an article regarding libraries that have started a program that offers the option to 'check out a person.'- spend a predetermined amount of time with someone to hear life story, discuss an area of expertise, or just spend time together. It is a popular program in Europe and currently happening in over 50 countries worldwide. Mary Faith Bell would like to know if this is something we would be interested in exploring to create community building opportunities and social engagement. Perhaps we could partner with the Historical Society and digitize the interactions to keep on record.

### **Special Presentation:**

Lincoln County Library Director, Brian Miyagishima, and Lillian, tech services supervisor at Newport, joined the meeting to present a proposal to reunify Chinook Library Network and Oceanbooks Library Network.

Brian provided a brief overview of the history of the two consortiums:

2011-2012 Newport and Driftwood chose to form a consortium with Tillamook County due to shared choice for same ILS: Sierra, though the rest of the Chinook System opted to use Koha.

The downsides to this division include:

- Lincoln County residents have 2 library cards: one for the Chinook system and one for Oceanbooks.
- Chinook patrons have to utilize Inter-Library Loan services more frequently, which has higher costs to the library.
- Tillamook patrons have limited access to finding items at the local community colleges.

In 2020, Lincoln County applied for LSTA federal funds to hire a consultant to best serve all libraries in Lincoln County and Oregon Coast (Astoria-Brookings) as there is interest in creating a unified system along whole coast. The consultant advised against it at this time due to geographical issues, recommending starting with smaller steps by looking at rejoining all of Lincoln County back into same system, and hoping that Tillamook County would remain a partner.

Meetings over the last 2 years between library leaders and the consultant look to move in direction of Oceanbooks (Tillamook County, Driftwood and Newport) joining the Koha system which is used by Lincoln County now.

Features and Advantages of Koha:

- Opensource Software leads to Significant Annual Savings:  
The annual maintenance cost of Koha would be approximately \$18,150 for Tillamook County. The current system Sierra costs approximately \$180,000 annually. Some of these savings would be partially offset by needing in-house expertise to configure the system, though it is possible that in developing this job title we could share the cost and benefit of this position.

- The Koha system is hosted on site.
- Koha offers training that could be paid for by LSTA grant.
- Every public library system south of Lincoln County makes use of Koha software. Corvallis and Benton Counties have also switched over. Jackson County Libraries have been long time users.
- Cost of migration to be paid by LSTA state funds- we are in the middle of the grant cycle now to obtain those funds.
- Operation is very similar to current system; the largest difference is a larger group of contributing libraries.
- User experience will be improved; search terms do not need to be exact to find items, better integration with online databases.
- Better staff experience: managing floating collections should be improved, ideally each library and branch should be able to better shape their collections and best serve the smaller location collections with better space utilization.
- Operations with check in/check out will not be vastly different but will require a short training.

Lincoln County plans to apply for new LSTA grant funds, due in February, for year one migration costs, and to allow for travel between libraries to train and confer. They are hoping that Tillamook County will join these efforts, even if it means the process will take a longer time.

Don states that he is looking forward to maintaining the relationship between Tillamook County, Newport, and Driftwood, as well as excited to be connected to Tillamook Bay Community College. A larger consortium creates more opportunities to serve the community in more diverse and meaningful ways and allows us to be thoughtful about sharing of resources, approach, and provision of modern library services.

Brian asks the board to plan for discussions in December and January to determine if we want to move forward with building the larger consortium before the end of February. If it is decided that we should move forward together, he asks for county commissioners, library board members, and city officials, etc. to provide letters of support for the grant applications.

Don asks that board members consider this presentation and come ready to ask questions about making this decision.

TCL Board looks forward to evaluating and discussing further.

### **Strategic Plan Board Reporting**

Don has a KPI (key performance indicator) handout that he would like the board to review and advise on any additional needs for the data dashboard for reporting by the next board meeting.

Don will have a sample dashboard in December to create framework for evaluation and reporting.

**Business Items**

- Meeting back to 4<sup>th</sup> Thursday at Noon in December: 12/28/2023 at 12pm.

Meeting adjourned at 11:24pm.

## December Budget and Spending Update

Budget Category	FY24 Budget	Actual through 11/30/23	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 513,174	\$ (923,226)	-64%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 389,923	\$ (692,077)	-64%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 903,097	\$ (1,615,303)	-64%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 130,533	\$ (169,467)	-56%	On Track
Library Programs	\$ 53,000	\$ 21,308	\$ (31,692)	-60%	On Track
Materials and Services	\$ 1,336,160	\$ 541,362	\$ (794,798)	-59%	On Track
Capital Outlay	\$ 106,000	\$ 1,900	\$ (104,100)	-98%	Low spending - costs dispersed in budget
<b>Total</b>	<b>3,960,560</b>	<b>\$ 1,446,358</b>	<b>\$ (2,514,202)</b>	<b>-63%</b>	

Library Materials Budget and Spending Through November 2023				
Periodicals	\$ 10,000.00	\$ 13,062.69	\$ 3,062.69	31%
Adult Fiction	\$ 40,000.00	\$ 13,961.90	\$ (26,038.10)	-65%
Adult NF	\$ 34,000.00	\$ 16,429.41	\$ (17,570.59)	-52%
Teen	\$ 6,000.00	\$ 3,603.86	\$ (2,396.14)	-40%
Childrens	\$ 60,000.00	\$ 24,151.01	\$ (35,848.99)	-60%
Non-Print Materials	\$ 40,000.00	\$ 11,581.76	\$ (28,418.24)	-71%
Digital Materials	\$ 110,000.00	\$ 47,742.33	\$ (62,257.67)	-57%
<b>Materials Total</b>	<b>\$ 300,000.00</b>	<b>\$ 130,532.96</b>	<b>\$ (169,467.04)</b>	<b>-56%</b>

Library Programs Budget and Spending Through November 2023				
Adult Programs	\$ 12,000.00	\$ 2,970.01	\$ (9,029.99)	-75%
Teen Programs	\$ 3,000.00	\$ 566.00	\$ (2,434.00)	-81%
Children Programs	\$ 10,000.00	\$ 4,150.00	\$ (5,850.00)	-59%
Branch Programs	\$ 17,000.00	\$ 6,266.03	\$ (10,733.97)	-63%
Program Supplies	\$ 15,000.00	\$ 7,355.82	\$ (7,644.18)	-51%
<b>Programs Total</b>	<b>\$ 57,000.00</b>	<b>\$ 21,307.86</b>	<b>\$ (35,692.14)</b>	<b>-63%</b>

## Library Data Dashboard

(11/01/2023 through 11/30/2023)

November	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
<b>General Library Statistics</b>								
Patron Visits (Door Counts)	166	618	488	1959	1214	441	4561	9447
New Library Cards	4	20	1	21	18	10	63	137
Wireless Sessions	57	0	63	183	167	52	699	1221
General Reference Assistance	3	76	129	420	175	111	427	1341
<b>Library Circulation</b>								
Checkouts	231	1645	367	2152	1281	628	5,853	12157
Renewals								6807
Total Materials Circulated								17233
Electronic Circulation								5076
Total Circulation								22309
Database Usage								2879
Holds	9	940	178	153	239	55	7,352	8926
<b>ILL Circulation</b>								
ILL Loaned								219
ILL Borrowed								39
<b>Volunteer Records</b>								
Number of Volunteers	0	0	0	0	0	0	1	1
Volunteer Hours	0	0	0	0	0	0	4	4
<b>Community Space Usage</b>								
Community Use of Meeting Rooms				2			56	58
Community Use of Study Rooms							101	101
<b>Programming</b>								
Total Adult Services - Total Programs	0	0	4	3	0	0	2	9
Total Adult Services - Total Attendance	0	0	14	17	0	0	31	62
Teen Services - Total Programs	0	0	0	0	0	0	3	3
Teen Services - Total Attendance	0	0	0	0	0	0	8	8
Children's Services - Total Programs	1	42	10	1	0	1	13	68
Children's Services - Total Attendance	22	568	165	6	0	21	250	1032
Self-Directed Activities	0	0	3	1	2	0	2	8
Self-Directed Activities Participants	0	0	58	25	10	0	60	153



<b>November 2023 Year Over Year Change</b>			
<b>Count Type</b>	<b>Nov-23</b>	<b>Nov-22</b>	<b>Change</b>
<b>General Library Statistics</b>			
<b>Patron Visits (Door Counts)</b>	9447	10244	-8%
<b>New Library Cards</b>	137	100	37%
<b>Wireless Sessions</b>	1221	934	31%
<b>General Reference Assistance</b>	1341	1562	-14%
<b>Library Circulation</b>			
<b>Checkouts</b>	12012	11960	0%
<b>Renewals</b>	7239	8215	-12%
<b>Total Materials Circulated</b>	19251	20175	-5%
<b>Electronic Circulation</b>	5346	4802	11%
<b>Total Circulation</b>	24597	25145	-2%
<b>Database Usage</b>	3001	3131	-4%
<b>Holds</b>	8486	9664	-12%
<b>ILL Circulation</b>			
<b>ILL Loaned</b>	219	214	2%
<b>ILL Borrowed</b>	39	40	-3%
<b>Volunteer Records</b>			
<b>Number of Volunteers</b>	1	1	0%
<b>Volunteer Hours</b>	4	4	0%
<b>Community Space Usage</b>			
<b>Community Use of Meeting Rooms</b>	61	52	17%
<b>Community Use of Study Rooms</b>	114	89	28%
<b>Programming</b>			
<b>Total Adult Services - Total Programs</b>	13	9	44%
<b>Total Adult Services - Total Attendance</b>	83	69	20%
<b>Teen Services - Total Programs</b>	6	2	200%
<b>Teen Services - Total Attendance</b>	16	9	78%
<b>Children's Services - Total Programs</b>	77	69	12%
<b>Children's Services - Total Attendance</b>	879	672	31%

<b>Electronic Materials Detailed Report</b>		
	November 2023 Total	Year over Year Change
Electronic Checkouts		
<b>Flipster</b>	99	29%
<b>Kanopy</b>	708	-5%
<b>OverDrive</b>	1609	14%
<b>Hoopla</b>	2759	4%
<b>Total Electronic Checkouts</b>	<b>5175</b>	<b>8%</b>
	November 2023 Total	Year over Year Change
Database Usage		
<b>A to Z World Foods</b>	1	n/a
<b>Chilton's</b>	15	200%
<b>Consumer Reports Online</b>	13	63%
<b>Gale Virtual Ref</b>	25	150%
<b>Mango</b>	47	194%
<b>Novelist</b>	10	-47%
<b>Novelist Select</b>	941	-16%
<b>Proquest (Heritage Quest)</b>	67	-82%
<b>Valueline</b>	1761	-11%
<b>Total Database Usage</b>	<b>2880</b>	<b>-18%</b>

# Director's Report



Tillamook County  
Library Board  
December 2023



## Library Operations

The library is preparing to post recruitments for two librarian positions. The systems librarian position will be focused on the integrated library system and other systems the library uses to serve users. The programming librarian position will be focused on developing and implementing a programming plan for the library. That position will have a Spanish language requirement.

On December 12<sup>th</sup>, Tillamook County and AFSCME Local 2734 reached a tentative agreement for a new contract to replace the one that ended June 30<sup>th</sup>.

County managers received leave law training from the County's insurance provider. This training particularly covered new elements of the law related to Paid Leave Oregon.

The backroom of the Foundation Bookstore continues to struggle when we receive large amounts of rain and wind. The leak in that area grew during the storm in early December resulting in more water damage. We have some folks looking at repairs that would need to take place in spring.

McKinstry finished a facilities condition assessment for the main library as part of a County overall assessment of buildings. The initial summary is in your board packet. In the coming months, I will present a plan for capital investments for the next 5 years based on their findings.

## Library Programs and Outreach

The library partnered with Oregon Department of Fish and Wildlife for a program to hatch and release salmon fry for the third year in a row. The salmon were hatched at the Garibaldi and Bay City Libraries and released at Al Griffin Community Park with 44 people in attendance.

I met with Rockaway Beach Library Friends President Jean Scholtz in November. We discussed the happenings in Rockaway Beach and planning for a small group of library staff and friend's board members to talk about

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future building needs in the new year. I also met with North County Library Friend's President Betsy Chase and incoming President Craig Nern to discuss the transition in their leadership in early December.

Will Chappell from the Headlight Herald interviewed me about book challenges and the library's selection process. The article can be found in the December 6<sup>th</sup> edition of the Herald or through the paper's website. My goal in that interview was to inform people in Tillamook County about how the library selects materials and responds to materials challenges.

The library is working on a project plan for the summer reading program in 2024. The project will focus on simplifying the program, making program growth sustainable, and making the program more accessible to people who primarily speak Spanish.

On December 6<sup>th</sup>, I took part in a crisis communication training for the American Library Association (ALA) as a member of the Core Division Board of Directors. That training focused on how to respond to a crisis in communication as well as how to identify if something is a crisis that needs immediate response. As a member of the ALA Core Board, I have been asked to run for president-elect. I agreed to run and will stand for election in the spring.

On December 13<sup>th</sup>, I met with JoAnn Critelli from Tillamook Bay Community College's community education department. We discussed potential for collaboration around programming/classes in the future. I hope that we can work together on bringing more learning opportunities to our community.

I met with Brian McGuirk, a broadband project coordinator for Business Oregon, on December 20<sup>th</sup>. We discussed broadband efforts in the region and the upcoming opportunities for digital equity funding of projects in the fall of next year. That may be a good opportunity for the library to build out its Wi-Fi hotspot collection and develop a program for Chromebook checkout.

The working group for the library consortia in Tillamook and Lincoln County will meet on December 21<sup>st</sup> to focus on guiding documentation and support for an LSTA grant application.



## 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):**

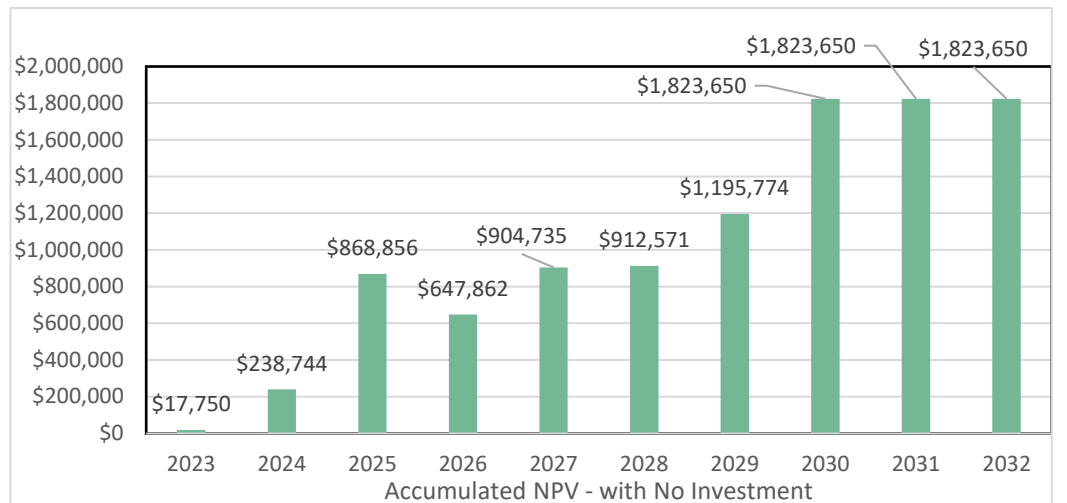
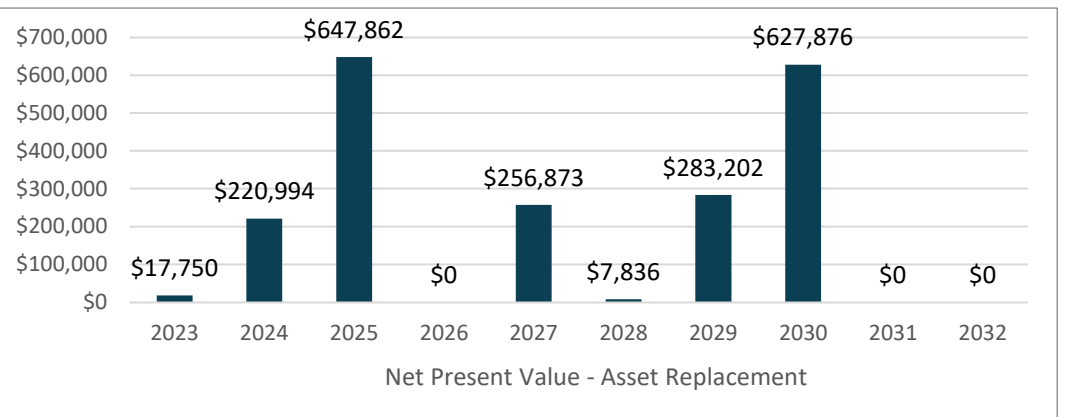
\$5,909,310

#### 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



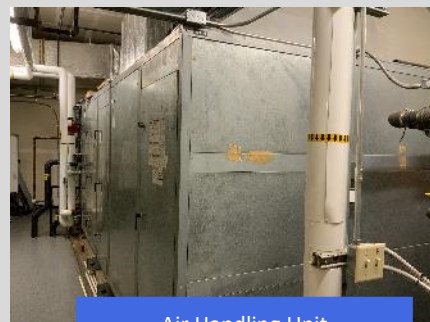
Interior Lighting (T8 fluorescent)



Chilled Water Pumps



Variable Frequency Drives



Air Handling Unit

## Tillamook County Library Programming Policy

DRAFT

The Library supports its mission of empowering residents and building a better community through learning, knowledge, and inspiration by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Creates opportunities for community members to engage with each other

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Tillamook Library Board and Tillamook Board of County Commissioners.

The Library utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.



All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library location, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library Director or a designee of the director.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, they should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

# Upcoming Library Events and Programs



Date	Event/Program
December 30 <sup>th</sup> 2:00 PM	Game Day – Garibaldi
December 30 <sup>th</sup> 4:00 PM	Teen Game Night – Tillamook
January 1 <sup>st</sup>	Libraries Closed
January 9 <sup>th</sup> 6:00 PM	Movie Night: Chronicles of Narnia – Tillamook Main
January 10 <sup>th</sup> 3:00 PM	Ukelele Jam - Manzanita
January 16 <sup>th</sup> 2:00 PM	Book Club - Garibaldi
January 19 <sup>th</sup> 10:00 AM	Mother Goose on the Loose – Tillamook
January 20 <sup>th</sup> 2:00 PM	Game Days – Garibaldi
January 22 <sup>nd</sup> 9:00 AM	Strong Women – Tillamook
January 23 <sup>rd</sup> 6:00 PM	Movie Night: Little Women – Tillamook

