



Agenda: Tillamook County Library Board

Wednesday, November 15th, 2023: 10:30 p.m. – 12:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of October 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
 - Guest: Bryan Miyagishima, Lincoln County Library District Director
- Strategic Plan Board Reporting

New Business:

- No new business

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, October 26, 2023; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Tim Josi, Jon Orloff, Nan Devlin, Romy Carver

Staff, Commissioner, and Others Present:

Angela Arena, Jenn Wells, Mary Faith Bell, Marisa Graham-Collier

Public Input:

There were multiple community members present.

Call to Order:

The meeting was called to order by Sayde Walker at 12:02 p.m.

Next Month's Meeting Date:

The fourth Thursday of November falls on a holiday. The next meeting will be scheduled for Wednesday November 15, 2023, at 10:00am.

Approval of September 2023 Minutes and Budget:

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

Budget and Spending Report:

Don states spending trends continue to be similar to what we have seen in previous months, though some spending is evening out as we move away from summer programming.

We are overbudget on Periodicals- the library reduced the budget for this fiscal year without having accounted for the cost of newspapers at branches.

Madeline moves for approval of the library spending review for October, JB seconds and the motion passes unanimously.

Director's Report:

- The new custodian, Holly Mathias, will be moving and has resigned. Angela is working to find a replacement for that position.
- Breeze has started the Limited Duration Librarian position focusing on collections and public services.
- We have had a lot of activity in the library park, including the fountain being broken at the handle. Our video captured a large number of people using the outlets in the park after hours, so to attempt to limit after hours damage, we have found a way to

cut off power to the sockets while maintaining the lighting which has reduced some of that traffic.

- The first month of using Hoopla Flex has gone well, with more than 50 checkouts of flex materials. With continued use the flex titles will hopefully help with reducing overall costs. The flex materials have been selected by the librarians based on being high demand items.
- We had an All-staff meeting on 10/18/2023, providing an opportunity to engage in training for those that work on the reference desk, prepare for volunteer program expansion, and connect as a team.
- Sayde asks: Over the summer the transit center bathrooms were left open for use at farmers market, though part of the way through the summer they had to close due to persistent problems centering around improper public use of the bathrooms. These issues have since trickled down to the YMCA. Are we also seeing that at the library? Don states it has been an issue for us for a long time. We have seen drug use and various improper uses of bathrooms, the lobby bathrooms being more problematic than the ones upstairs. We have created key card accessibility to the lobby bathrooms in an effort to provide awareness over people using the bathroom for extended periods of time. The upstairs bathrooms have remained unlocked. These changes have helped but we still have a high instance of problems that ebb and flow.

Data Dashboard

The utility of the Year-over-year reports is still building and will become more useful as this data averages out over the course of a longer period of time. Check outs and door counts seem to be up, the community use of meeting rooms is increasing. We will need to figure out how to balance library/county needs with community use to make sure they are equitably available to all. Angela states this jump is indicative of a return to pre-pandemic usage.

Foundation Update

Jon states that they have been watching and rebalancing finances to avoid some of the fluctuations of the stock market. The foundation is looking at applying for another TLT grant (deadline December 15, 2023) and evaluating what they would do with those funds. Jon will keep us posted as that develops.

Commissioners Report:

This week Doug Olson, of Pacific City, was appointed to take over the final year of David Yamamoto's term. There will be a few months of overlap for the two as Doug has been sworn in and David plans to continue work through the end of the year.

Mary Faith Bell was here for the Great American Shake Out Evacuation Drill and was happy to see the amount of participation with both employees and patrons. The event gave Mary Faith a

chance to talk about the risks of a Tsunami, stating that it seemed that quite a few people seemed to learn a lot. Don thanked Angela and Jenn for their organization of the drill.

Public Input:

There were multiple community members present.

Tracy Green and April Bailey spoke against specific materials being available in the children's and teen areas, stating that they would like these items to be moved to the adult section. They state that they have a petition with approximately 200 signatures on it to support their initiative.

They would also like to understand how materials are discarded and would like the public to have access to these materials.

Ahdnreah Sousa spoke to thank the library for being inclusive especially when they are receiving a lot of hate from individuals in the community.

Cerisa spoke on the importance of the public library remaining a place with opportunities for everyone to find materials that speak to their life. She feels that everyone should have access while parents can manage what their kids engage with, though that is not the library's responsibility to monitor.

Strategic Plan Board Reporting

Don shared a planned reporting tool with KPI's to put in place to be discussed in the next meeting.

Don would like the board to provide some direction for user satisfaction reporting this year. Typically, we have sent out a user survey, however, we would like to move to a more scientifically valid survey method that reaches beyond current library users. Don requests that the board advise whether we move forward with current survey and process, or to pause use of the current survey as we establish the new survey questions and methodology.

Tim would like to pause.

JB states that with the revisions, the information gathered will be more useful, so she would like to pause.

Madeline is happy with pausing as long as it is only a pause, and we have the new survey in place next year.

It was decided that we will pause in order to establish a new survey and reporting tool.

Business Items

- Oceanbooks Consortium: Talks of reengaging with the consortium that used to be in place, which would connect us to Tillamook Bay Community College, are continuing. This may require changing the integrated library system we currently use to COHA, which is less expensive up front, though there are likely to be more developing costs over time because it is an open-source system. Don needs to understand how this would change the patron's experience and has asked for analysis of these items. Lincoln County Director, Bryan, would like to come discuss with us what these changes would look like and mean. We will coordinate with him for November.
- JB suggests a longer meeting in November to accommodate catch up with regular business and Bryans visit. This will be worked out and a new date/time for November's meeting will be announced at a later date.

Meeting adjourned at 1:03pm.

November Budget and Spending Update

Budget Category	FY24 Budget	Actual through 10/31/23	Over/Under	%	Notes
Total Salaries	\$ 1,436,400	\$ 409,834	\$ (1,026,566)	-71%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,082,000	\$ 312,427	\$ (769,573)	-71%	Low spending due to vacancies
Personnel Costs	2,518,400	\$ 722,261	\$ (1,796,139)	-71%	Low spending due to vacancies
Library Materials	\$ 300,000	\$ 97,504	\$ (202,496)	-67%	On Track
Library Programs	\$ 53,000	\$ 19,083	\$ (33,917)	-64%	High spending, summer reading programs
Materials and Services	\$ 1,336,160	\$ 423,635	\$ (912,525)	-68%	On Track
Capital Outlay	\$ 106,000	\$ 1,400	\$ (104,600)	-99%	Low spending - costs dispersed in budget
Total	3,960,560	\$ 1,147,296	\$ (2,813,264)	-71%	

Library Materials Budget and Spending Through October 2023

Periodicals	\$ 10,000.00	\$ 12,177.69	\$ 2,177.69	22%
Adult Fiction	\$ 40,000.00	\$ 8,391.07	\$ (31,608.93)	-79%
Adult NF	\$ 34,000.00	\$ 11,053.28	\$ (22,946.72)	-67%
Teen	\$ 6,000.00	\$ 2,926.77	\$ (3,073.23)	-51%
Childrens	\$ 60,000.00	\$ 14,823.82	\$ (45,176.18)	-75%
Non-Print Materials	\$ 40,000.00	\$ 7,647.42	\$ (32,352.58)	-81%
Digital Materials	\$ 110,000.00	\$ 40,483.74	\$ (69,516.26)	-63%
Materials Total	\$ 300,000.00	\$ 97,503.79	\$ (202,496.21)	-67%

Library Programs Budget and Spending Through October 2023

Adult Programs	\$ 12,000.00	\$ 1,925.02	\$ (10,074.98)	-84%
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	\$ 6,256.04	\$ (10,743.96)	-63%
Program Supplies	\$ 15,000.00	\$ 6,185.96	\$ (8,814.04)	-59%
Programs Total	\$ 57,000.00	\$ 19,083.02	\$ (37,916.98)	-67%

October 2023: Report of the Director

Human Resources:

- The library has hired Daisha “D” Wailehua as the new custodian at Tillamook Main. D will start on November 16th.
- The position description for the Systems Librarian has been finalized with approval from County Human Resources. We will post the position on January 1st, 2024.

Buildings and Grounds, IS Department, & safety/security:

- The library signed an agreement to acquire Collection HQ Lyte. This tool utilizes data analytics tools to help librarians develop and manage library collections including tools to ensure the library has a diverse selection of books. Here is a short promotional video about the software: <https://youtu.be/rJkb1JBZQe0>.
- The library issued an exclusion recently for a person that would not follow basic staff directions including being asked not to sleep or smoke on property. The Tillamook Police were called to help issue the exclusion.

Community Engagement, Programming, and Library Resources:

- The Tillamook Main Library took part in the Tillamook Downtown Trick or Treat. Library staff put together haunted meeting rooms and handed out candy. Over 750 people came to the library that day.
- The library had onsite training opportunities to learn about Gale database resources for kids and legal reference resources for librarians and some reference desk staff.
- I met with the North Tillamook County Library Friends Board to work on board membership strategies. Betsy Chase will be stepping down as President of the Board at the end of the year. Craig Nern will become the President of the Board on January 1st. There will be many new board members starting in 2024.
- I met with Jean from the Rockaway Beach Library Friends. We discussed the Friends holiday sales planning and building needs.
- I attended an Oregon Public Library Directors Meeting sponsored by the State Library of Oregon. Meeting topics included working with elected officials, library operational successes, and handling the increase in objections to library materials.
- I attended a County strategic planning session as part of the County leadership team. That work is intended to inform the organizational vision, mission, and values for the County.

Library Data Dashboard

(10/31/2023 through 10/31/2023)

October	Bay City	Bookmobile	Garibaldi	Manzanita	Pacific City	Rockaway	Tillamook	Total
General Library Statistics								
Patron Visits (Door Counts)	130	808	481	2723	682	533	6324	11681
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
Library Circulation								
Checkouts	264	1605	354	2207	1031	491	6,060	12012
Renewals								7239
Total Materials Circulated								19251
Electronic Circulation								5346
Total Circulation								24597
Database Usage								3001
Holds	17	692	178	499	263	69	6,768	8486
ILL Circulation								
ILL Loaned								219
ILL Borrowed								39
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				2			59	61
Community Use of Study Rooms							114	114
Programming								
Total Adult Services - Regular/ In-Person Total Numbr	0	0	5	5	0	0	3	13
Total Adult Services - Regular/ In-Person Total Progr	0	0	16	55	0	0	12	83
Teen Services - Total Number of Programs	0	0	0	0	0	0	6	6
Teen Services - Total Attendance	0	0	0	0	0	0	16	16
Children's Services - Total Number of Programs	1	45	9	1	0	3	18	77
Children's Services - Total Attendance	0	470	67	13	0	16	313	879
Self-Directed Activities	0	1	2	2	2	1	0	8
Self-Directed Activities Participants	0	27	14	14	8	1	0	64

October 2023 Year Over Year Change			
Count Type	Oct-23	Oct-22	Change
General Library Statistics			
Patron Visits (Door Counts)	11681	10651	10%
New Library Cards	137	166	-17%
Wireless Sessions	1221	1046	17%
General Reference Assistance	1341	1839	-27%
Library Circulation			
Checkouts	12012	12438	-3%
Renewals	7239	7653	-5%
Total Materials Circulated	19251	20091	-4%
Electronic Circulation	5346	5054	6%
Total Circulation	24597	25145	-2%
Database Usage	3001	3131	-4%
Holds	8486	9664	-12%
ILL Circulation			
ILL Loaned	219	214	2%
ILL Borrowed	39	40	-3%
Volunteer Records			
Number of Volunteers	1	1	0%
Volunteer Hours	4	4	0%
Community Space Usage			
Community Use of Meeting Rooms	61	52	17%
Community Use of Study Rooms	114	89	28%
Programming			
Total Adult Services Programs	13	13	0%
Total Adult Services Program Attendance	83	69	20%
Teen Services Programs	6	4	50%
Teen Services Program Attendance	16	21	-24%
Children's Services Programs	77	43	79%
Children's Services Program Attendance	879	804	9%

Electronic Materials Detailed Report		
Electronic Checkouts	October 2023 Total	Year over Year Change
Flipster	86	18%
Kanopy	917	20%
OverDrive	1687	2%
Hoopla	2656	1%
Total Electronic Checkouts	5346	4%
Database Usage	October 2023 Total	Year over Year Change
Chilton's	37	640%
Consumer Reports Online	12	100%
Gale Virtual Ref	50	16%
Mango	34	-91%
Novelist	16	-16%
Novelist Select	1189	32%
Proquest (Heritage Quest)	34	26%
Valueline	1629	-7%
Total Database Usage	3001	-4%

Upcoming Library Events and Programs



Date	Event/Program
November 18 th 1:00 PM	November Ukulele Jam – Tillamook
November 22 nd 3:30 PM	Storytime – Pacific City
November 23/24	Libraries Closed
November 25 th 2:00 PM	Lego Building Challenge – Rockaway Beach
November 25 th 3:00 PM	Teen Game Night – Tillamook
December 1st 3:00 PM	Read to a Dog - Garibaldi
December 2 nd 1:00 PM	Book Page Ornaments – Tillamook
December 5th 10:00 AM	Terrific Twos Storytime – Tillamook
December 7 nd 4:00 PM	Anime Club – Tillamook
Tuesdays – Fridays 3:00 PM	Afterschool Adventures - Tillamook

