



Agenda: Tillamook County Library Board

Thursday, February 27th, 2025: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of January 2025 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:

- Adult Literacy program
- Strategic Plan Dashboard
- Consortium and ILS migration update
- Library Board 2025 Schedule
- Library Budget 2025

New Business:

- Bylaws Review

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, January 16, 2025; 12:00 p.m.
Hybrid Meeting

Board Members Present:

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

Staff, Commissioner, and Others Present:

Don Allgeier, Jennifer Wells, Luke Kralik, and Marisa Graham-Collier

Call to Order:

Saydee called meeting to order at 12:06 p.m. on January 16, 2025.

Public Input:

There were no community members for public input.

Approval of December 2024 Minutes and Budget:

Proposed edit to December Meeting Minutes: In the budget and spending report please change “Madeline moves...” to “Madeline moved...”. Approval of minutes with the edit as discussed is unanimously passed.

January 2025 Budget and Spending Report:

Most items that appear to be either greatly over or under budget are due to large amounts of the budget being spent at the beginning or end of the fiscal year and thus they even out over the year.

- We continue to have low spending on salaries due to vacancies, though we are now down to one vacancy.
- The renovation of the building is nearly completed and therefore our Capital Outlay budget will appear to be overspent until the end of the year.
- The Digital Materials budget is an area that we are trending toward overspending as we try to balance the physical and digital demand against the cost of digital materials being higher. In the short term we are in a good place to manage this growth but will need to be a part of the conversation each year. There are multiple models available for obtaining the rights to digital materials, all of which carry a higher cost than the physical items due to how publishing companies are charging for this access. Given public perception that these materials would be less expensive it may be important to find a way to communicate to the public the realities behind what these materials cost the library to provide.

Jennifer Byrne moved to approve the Budget and Spending Report, the motion was seconded and passed unanimously.

Director's Report:

- We are working on updating our job descriptions with the county. Don will share an overview of the process once we have more clarity around how this will work. In general, we are differentiating job descriptions for the varied librarian positions as well as support staff so that they are an accurate reflection of the work being performed.
- After the sweeps of a large local homeless camp, we have seen an increase in activity, behavior issues, and incidents requiring intervention. We were not made aware of this action before it took place and therefore were unprepared for this to happen. The Tillamook branch is the most affected by these sweeps and ongoing struggles with unhoused people. Don speaks with the Police and Sheriff departments regularly and intends to reach out to request some notice if they are planning something like this again so that we can prepare our staff and increase managerial availability.
- The exterior building work is almost completed; there are a few outstanding items with drainage and window seals, but overall, we are very happy to no longer have a leak in the bookstore and the rest of the work is done. The park area is also almost done with the grass being replaced by pavers set in a labyrinth design.
- We have been nominated as Business of the Year by the Chamber of Commerce. There will be an awards banquet next week where a small group of staff will join Jenn to represent the library.
- The AARP tax event is happening again this year. We anticipate that 300 people will receive free aid in filing their taxes.

Data Dashboard

Don notes that we have made some adjustments regarding how we measure our data over time, so we have removed some items from the Year-Over-Year Change report that would be misleading without context. We have aligned the metric used to measure the use of our Databases to consistently measure usage sessions, where before there were a variety of measures, meaning that they are not comparable. We plan to add this back to our report once we have been gathering the sessions data for all databases for one year.

Commissioner's Report:

Mary Faith Bell was not present to provide a report.

Foundation Update

The foundation received a substantial donation for the teen center, career and college center, and an educational endowment for staff members to receive their MLS. Implementation of these initiatives are planned to take place this year and we are excited to move these things forward.

Strategic Plan Dashboard

The Strategic Plan Dashboard will be presented next month.

Old Business

- Koha Migration: We have worked on developing policies for the consortium. Our next step is training staff for using Koha (ILS) and Aspen (Website). Danielle has been performing training one-on-ones to help staff become comfortable with the look and controls. On February 13, we will close all branches of the library to have Bywater Solutions provide a large training session with all Tillamook County staff and staff from Lincoln County. We go live with Koha and Aspen in March.
- We need to adopt a Board Meeting schedule for the year. Don has provided a proposed schedule, though we will be closed on June 19, 2025, so the June meeting will need to be moved. The board will research options that could work for all or most members and reschedule the June meeting for a different date. Motion to approve schedule with the noted change, passed unanimously.

Library Proposed Budget 2025-2026

- Library Proposed 5-year Capital Plan: this proposal has been presented to the county commissioners yet. There are some numbers that will change, as we anticipate that the bookmobile amount will end up being greater than projected here.
 - We are working on the specs with specialty manufacturers and have identified 3 vendor options.
 - HVAC will need to be replaced for this summer.
 - We need to change the company for our door locks, which have cameras which will be able to accurately get door counts and identify people accessing the building. We will reduce some of the door locks that are unnecessary, in the hope of reducing costs.
 - The parking lots need resurfacing and restriping.
 - The gallery space repurposed from the magazine display will become part of remodel aimed at increasing the teen space and adding the Career and College Center.

New Business

- Board officer elections: President and Vice President, Chair and Vice Chair. Roamy nominates Saydee Walker for Chair. Motion passes unanimously. Tim moves for Jennifer Byrne to take Vice Chair. The motion passes unanimously.

Due to time constraints, we will push additional agenda items to February.

The meeting was adjourned by Saydee at 1:03 p.m.

January Budget and Spending Update

Budget Category	FY25 Budget	Actual through 1/31/25	Over/Under	%	Notes
Total Salaries	\$ 1,536,700	\$ 773,032	\$ (763,668)	-50%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,077,000	\$ 626,874	\$ (450,126)	-42%	On Track
Personnel Costs	2,613,700	\$ 1,399,906	\$ (1,213,794)	-46%	Low spending due to vacancies
Library Materials	\$ 324,000	\$ 194,485	\$ (129,515)	-40%	On Track
Library Programs	\$ 64,000	\$ 20,099	\$ (43,901)	-69%	Low spending
Materials and Services	\$ 1,358,810	\$ 893,758	\$ (465,052)	-34%	High spending due to contracted services
Capital Outlay	\$ 865,100	\$ 503,113	\$ (361,987)	-42%	On Track
Total	4,837,610	\$ 2,796,778	\$ (2,040,832)	-42%	

Library Materials Budget and Spending Through January 2025

Periodicals	\$ 14,000.00	\$ 13,281.07	\$ (718.93)	-5%
Adult Fiction	\$ 44,000.00	\$ 26,752.06	\$ (17,247.94)	-39%
Adult NF	\$ 38,000.00	\$ 19,376.87	\$ (18,623.13)	-49%
Teen	\$ 8,000.00	\$ 3,978.00	\$ (4,022.00)	-50%
Childrens	\$ 60,000.00	\$ 33,790.14	\$ (26,209.86)	-44%
Non-Print Materials	\$ 40,000.00	\$ 13,501.45	\$ (26,498.55)	-66%
Digital Materials	\$ 120,000.00	\$ 83,805.16	\$ (36,194.84)	-30%
Materials Total	\$ 324,000.00	\$ 194,484.75	\$ (129,515.25)	-40%

Library Programs Budget and Spending Through January 2025

Adult Programs	\$ 14,000.00	\$ 2,898.75	\$ (11,101.25)	-79%
Teen Programs	\$ 4,000.00	\$ 1,368.75	\$ (2,631.25)	-66%
Children Programs	\$ 12,000.00	\$ 5,337.94	\$ (6,662.06)	-56%
Branch Programs	\$ 18,000.00	\$ 5,678.75	\$ (12,321.25)	-68%
Program Supplies	\$ 16,000.00	\$ 4,814.56	\$ (11,185.44)	-70%
Programs Total	\$ 64,000.00	\$ 20,098.75	\$ (43,901.25)	-69%

January 2025 Year Over Year Change			
Count Type	Jan 2025	Jan 2024	Change
General Library Statistics			
Patron Visits (Door Counts)	12035	5621	114%
New Library Cards	131	108	21%
Wireless Sessions	782	1273	-39%
General Reference Assistance	215	506	-58%
Library Circulation			
Checkouts	12578	12162	3%
Renewals	5935	6807	-13%
Total Materials Circulated	18513	18969	-2%
Electronic Circulation	6296	5999	5%
Total Circulation	24809	24968	-1%
Database Usage	718	1117	-36%
Holds	4681	5182	-10%
ILL Circulation			
ILL Loaned	54	255	-79%
ILL Borrowed	74	40	85%
Volunteer Records			
Number of Volunteers	3	3	0%
Volunteer Hours	26	10.5	388%
Community Space Usage			
Community Use of Meeting Rooms	44	32	38%
Community Use of Study Rooms	122	99	23%
Programming			
Total Adult Services - Total Programs	18	6	200%
Total Adult Services - Total Attendance	117	21	457%
Teen Services - Total Programs	8	6	33%
Teen Services - Total Attendance	15	9	67%
Children's Services - Total Programs	80	63	27%
Children's Services - Total Attendance	785	729	8%

Electronic Materials Detailed Report		
Electronic Checkouts	January 2025 Total	Year over Year Change
Comics Plus	30	N/A
Flipster	66	12%
Kanopy	976	-14%
OverDrive	1765	-2%
Hoopla	3459	15%
Total Electronic Checkouts	6266	4%
Database Usage	January 2025 Total	Year over Year Change
A to Z World Foods	2	N/A
Chilton's	7	N/A
Consumer Reports Online	13	N/A
Gale Virtual Ref	9	N/A
Mango	74	N/A
Proquest (Heritage Quest)	25	N/A
Valueline	119	N/A
Total Database Usage	249	N/A

Director's Report



Tillamook County
Library Board
February 2025



Library Operations

We completed an LA 2 recruitment with a promotional hire of Library Assistant 1 Maygen Ivey. The library will open an LA 1 recruitment to fill that now vacant position.

The migration to the Koha and Aspen library systems is fast approaching with a go live date of March 10th. The library completed training earlier in February with more training planned in the next few weeks. The library will be closed on Saturday March 8th in preparation for the new system.

Work has been partially completed on the remaining surface of the library park. The new pavers with the labyrinth pattern are being laid and should be completed this spring.

The library budget process has started. The library's requested budget is due to the County March 14th. Budget presentations will be scheduled April 8th-10th.

Library Programs and Outreach

The library opened its seed exchange. Patrons can get up to three packets of seeds and are encouraged to harvest and return seeds to the library for next year's exchange.

I attended the annual membership meeting for the North Tillamook Library Friends. Bob Riecke was voted in as the new Board President to replace Craig Nern who was term-limited as a board member.

I met with Jean Scholtz and Tom Zelenka, the out-going and incoming Presidents of the Rockaway Beach Library Friend's Board respectively. We had a productive discussion about the transition. Jean's service to the board and the library has been excellent.

The library met with members of the Library Foundation to plan for prize solicitations from community businesses for Summer Reading 2025. The goal is to have community-based prizes from around the entire County.

2025 Tillamook County Library Board Meetings

Month	Date	Topics
January	January 16 th , 2025	Board officer election, budget
February	February 27 th , 2025	Budget, Koha Update, Bylaws review
March	March 27 th , 2025	Collection Management Policy, Koha Update, Library Teen Space
April	April 24 th , 2025	Bookmobile planning
May	May 22 nd , 2025	Child and Youth Safety at the library, Summer Reading
June	June 20 th , 2025	Strategic plan Year 2 review
July	July 24 th , 2025	Strategic Plan Year 3
August	No meeting	Tillamook County Fair, Original Practice Shakespeare
September	Sept 25 th , 2025	
October	October 23 rd , 2025	
November	No meeting	Board holiday event?
December	December 18 th	

Tillamook County Library Board Bylaws

BYLAWS

TILLAMOOK COUNTY LIBRARY BOARD

TILLAMOOK COUNTY LIBRARY MISSION: Pursuant to Tillamook County Ordinance #17, enacted by the Tillamook County Board of Commissioners, the Library Board exists to advise the Library Director and the Board of Commissioners on library policy and services, and provide leadership and resources to continue growing vibrant library services for patrons of our library system.

I. LIBRARY BOARD MEMBERS AND TERMS

1. There shall be seven members of the Library Board serving four-year terms per Tillamook County Ordinance #17.
2. Members shall not serve more than two full terms, in addition to a partial term to fill a vacant position, per Tillamook County Ordinance #17.

II. LIBRARY BOARD AUTHORITY - See Ordinance #17

III. LIBRARY BOARD DUTIES –

1. The Library Board shall act as an advisory board to the Board of Commissioners in the matter of the hiring of the Library Director per Tillamook County Ordinance #17.
2. The Library Board will support the development, review, and promotion of long term goals, mission, and vision based upon evidence-based principles, the work of the American Library Association, the Public Library Association, and the Oregon Library Association, professional standards and practices of the librarian profession, and the opinions and values of patrons and taxpayers of the Tillamook County Library System.
3. The Library Board advocates for our library as a fundamental and essential cultural and educational asset to our community and as an essential institution necessary to further society and improve the lives of Oregonians.
4. The Library Board advocates for the management of our library system as best conducted by professional librarians in accordance with best practices and standards of the librarian profession.
5. The Library Board solicits community opinions and suggestions, expresses its well-considered thoughts as to the direction of library services, and supports and strengthens the Library's professional staff.

IV. OFFICERS –

The officers shall be the Chair and Vice-Chair. The officers shall be elected at the January meeting by the board for a term of one year and may be reelected. The Vice Chair shall serve in the absence of the Chair. The Board may choose to elect Co-Chairs, who shall share the duties of the office.

V. DUTIES OF THE OFFICERS – See also Ordinance #17

The Chair shall call and preside at meetings, authorize calls for any special meetings, set meeting agendas, appoint committees, and carry out the duties generally pertaining to this office. The Chair shall be the board's official representative unless otherwise provided by the board. When appropriate, the Chair may appoint members to represent the board at Board of Commissioner

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meetings, county budget hearings, and legal hearings, conferences, and other meetings.

The Vice Chair, in the event of the absence or incapacity of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

The Director shall issue notice of all regular and special meetings, shall keep and distribute the minutes of the meetings of the board, and shall propose meeting agendas for the consideration of the Chair.

The Chair's designee and the Director shall provide an orientation for new board members following appointment by the Board of Commissioners.

VI. LIBRARY BOARD MEMBER DUTIES.

Duties of members of the Library Board shall include the following:

- a. Work with the Library Director to carry out the mission and strategic goals of the Tillamook County.
- b. Attend meetings of the board, enter into discussion, and participate in decision-making on items coming before the board.
- c. Study and be familiar with reports and materials sent to board members prior to meetings. Keep informed about library laws, policies, trends, and services.
- d. Serve on committees when requested to do so by the Chair.
- e. Refer problems brought to the attention of the individual board member to the Library Director for review, action, or submission to the board.
- f. Review applications for vacant seats on the Board to make recommendations to the Commissioners during their consideration of appointments to the Board. Recognize that an individual board member has no authority to act for the Library Board except at the request of the board. Decisions of the board shall be publicly supported by all board members.

VII. NONATTENDANCE OF LIBRARY BOARD MEMBER –

A member who shall be absent without prior notice for three consecutive regular library board meetings shall be contacted by the Chair to determine if the member may continue to serve on the Board. The Chair may ask the member to resign or request that the Board of Commissioners remove the member.

VIII. COMMITTEES

1. Executive Committee – The Chair and Vice-Chair as well as the most recent Past Chair, shall comprise the Executive Committee. The Executive Committee may meet as deemed necessary by the Chair, or as may be determined by majority vote of the board.
2. Other committees may be established and discontinued, at the direction of the Chair and the Board.

IX. MEETINGS

Meetings of the board shall be held in accordance with ORS 192.610-710 (Public Meetings).

The board usually meets at least once every month at a place, day, and hour determined by the board. The board may also meet at other times and places specified by the call of the Chair or of a majority of the members of the board. The Chair may cancel or postpone a meeting. The Board may cancel or postpone a meeting by majority vote at a meeting.

Tillamook County Library Board Bylaws

Quorum. A majority of the sitting members of the board shall constitute a quorum for the transaction of business. If the current membership is an even number, then the quorum is one half of the membership.

Meetings of the board may be held virtually by commonly available technology, as well as by telephone, and such shall have the same effect as a regular meeting of the board. Pursuant to Oregon's open meetings law, and the Attorney General's Public Records and Public Meetings Handbook, the public and the media shall be allowed access to virtual and telephonic meetings.

Meetings are normally recorded and, if so, the recordings shall be available to the public on the library's website.

Matters for discussion and consideration by the board shall be placed on an agenda prepared by the Library Director and approved by the Chair. Any board member may request items on the agenda.

Public hearings are formal proceedings publicized in advance through special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at regular meetings.

Board members shall obtain approval from the Chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the Chair shall allow an opportunity, by the board member who has the floor, to ask immediate follow-up questions.

All board meeting notices are publicized in accordance with public meeting laws.

The Chair may utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.

The 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), to the exclusion of the public.

The Library is accessible to persons with disabilities. If accommodation is needed for persons with hearing, visual, or manual impairments who wish to participate in the meeting, please contact (503) 842-4792 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

X. PUBLIC PARTICIPATION AT BOARD MEETINGS

"The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

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“This authority extends to control over equipment such as cameras, tape recorders and microphones, but only to the extent of reasonable regulation.” ([Oregon Attorney General's Public Records and Meetings Manual 2019](#))

Commented [DA1]: update

Public Comment:

The board will allow public comment at workshop and board meetings during a public comment period. Those intending to provide public comment for the workshop or board meeting shall email submissions to [the Library Director](#). Public comments received by 5:00 p.m. on the Tuesday prior to the meeting and will be distributed to the board and become part of the public record.

Public comments submitted via email after the deadline or during the workshop or board meeting will be presented by staff to the board during the public comment period. Unless otherwise specified, these submissions will be presented during the board meeting.

Two minutes is allowed per comment. The Chair may, at their sole discretion, further limit or expand the amount of time for individuals to speak.

XI. COMPENSATION OF BOARD MEMBERS – Board members are not normally compensated, but may be reimbursed for reasonable expenses as approved by the Library Director.

XII. ROLES AND DUTIES OF THE LIBRARY DIRECTOR are set forth in the job description of the Library Director as set forth in county personnel policies and procedures.

XIII. REVIEW AND AMENDMENTS.

These bylaws shall be reviewed by the Board at least every three years at the direction of the Chair or by majority vote of the Library Board.

These bylaws may be amended by a majority vote at a regular meeting, provided notice of the proposed amendment and of the language has been given in the notice of the meeting.

EFFECTIVE DATE. These bylaws shall be effective as of today.

ADOPTED May 16, 2019, Revised February 27, 2025.

Tillamook County Library Board

Tillamook County Library Board Bylaws

By _____
Sayde Walker, Tillamook County Library Board Chair

