



Agenda: Tillamook County Library Board

Thursday, March 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

Updates: 15 minutes

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

Old Business:

- Consortium and ILS migration update
- Library Budget 2025

New Business:

- Community Survey

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, February 27, 2025; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Jennifer Byrne, Madeline Olson, Jon Orloff, Nan Devlin, and Romy Carver

Staff, Commissioner, and Others Present:

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

Call to Order:

Jennifer Byrne called meeting to order at 12:02 p.m. on February 27, 2025.

Public Input:

There were no community members for public input.

Approval of January 2025 Minutes and Budget:

Madeline has made an edit, and moved to approve January 16, 2025, meeting minutes. Romy seconded and the motion passed unanimously.

February 2025 Budget and Spending Report:

This Budget and Spending Report represents 7 months of spending with 5 months remaining of the 2024-2025 fiscal year. We are generally on track, though the personnel budget is slightly under budget due to vacancy. Materials and services are a little higher now but that will level off as we progress through the year as many annual costs are renewed at the beginning of the fiscal year. The capital outlay spending focused toward fixing the building and are thrilled to report that we have weathered heavy rains and did not have any leaks now that the roof has been fixed. Don is happy to report that we have not had large, unanticipated excessive costs, and did not encounter large pitfalls for this project. Digital materials are likely to end over budget, as we have seen a larger than expected increase in digital material check out. We are not sure why this has happened and are evaluating as we go. The library programming budget appears to be underspent, but we are largely on track once accounting for upcoming summer reading programs.

Budget and spending for February was approved unanimously.

Director's Report:

- We have completed the LA2 Recruitment, promoting LA1 employee Maygen Ivey. We will open a recruitment to fill the vacant LA1 position shortly.
- The KOHA/Aspen migration is coming up in less than 2 weeks, going live on March 10, 2025. There have been a variety of trainings with more to come for library staff

in preparation for the change. The library will be closed March 8, 2025, to prepare and implement the new ILS system. We are reminding all patrons as much as possible that the accounts will port over, so their card numbers will stay the same, however there will be a new default password for every account and patrons will need to log back into our digital platforms when this change occurs.

- Staff will be doing a KOHA training online today. An Aspen training will take place tomorrow. We expect that there will be hiccups and growing pains, but we are prepared to be there to help navigate the change.
- The library budget for fiscal year 2025-2026 is due to the county on March 14, 2025, and presentations will be scheduled April 8th-10th. More information regarding this will be presented in the March meeting and shared with the board through email.
- The library opened the annual seed exchange, allowing patrons to select up to 3 packets of seeds and are encouraged to harvest and return seeds from their successful plants for next year's seed exchange.
- Don attended North Tillamook Library Friends group for the election of new president Bob Riecke.
- Don met with The Library Foundation to plan for soliciting community-based prizes for the 2025 Summer Reading Program. We had a meeting today and things are moving forward nicely.

Data Dashboard

Programming numbers are trending up, we continue to sign up new patrons for cards, and overall things are on a positive trend. January 2024 tracking for patron visits was incorrect so though it shows a 114% increase that is not accurate. Meeting rooms are continuing to see increased usage. Holds have decreased and we are unsure of the reason for that decrease at this time, but contributing factors could be success with the Lucky Day program, patrons finding things on the shelf, and the increasing use of digital materials. The year over year change information for Database usage will not be available until next year given our alignment to measure and report in sessions across all platforms.

Foundation Update

The foundation has been working on the Summer Reading 2025 Prize Plan and replacement of the fountain in the library park that was damaged last year. They have selected some options for a replacement fountain and are close to purchasing a new one. The brick work for the Library Parks walking labyrinth is almost completed.

Commissioners' Update

Mary Faith Bell was not present to provide a commissioner's update.

Old Business

- Potential Adult Literacy Program Presented by Jennifer Wells, Branch Manager. Jenn has been evaluating the need for an adult literacy program in Tillamook County.
 - Most existing adult literacy programs have two areas of focus:
 - Adult Basic Education: focuses on adults struggling to read and communicate above a 6th grade level.
 - English as a Second Language: useful for those looking to improve their English speaking, writing, and reading skills.
 - It is important to look at utilizing volunteers and paid staff to provide one-on-one tutoring and group classes.
 - It does not seem that there are any adult literacy classes available to residents of Tillamook County aside from a small selection of classes provided by TBCC (Tillamook Bay Community College).
 - We are looking at developing a partnership with TBCC and we were unable to find additional entities that might provide overlapping efforts. We currently have a group of enthusiastic volunteers to engage in developing an adult literacy program.
 - Jenn is interested in getting input from the Library Board regarding how much we would like to pursue this as a program. There are budgetary concerns to consider. Do we want to start investigating the needs in a deeper way to see what direction we would like to focus efforts toward.
 - Madeline expressed interest in evaluating how this project could affect the budget before advising on whether to go forward or not. She also noted that there is potential to seek endowment and/or grants to fund the project, suggesting that we reach out to larger employers to see if they see a need for skills development program and interest in a potential partnership to drive promotion and engagement.
 - The Friends have acquired an endowment for the new career and educational planning center, so there will likely be overlap between the two programs which will inform the budgetary impact as well.

Strategic Plan Dashboard

The Strategic Plan Dashboard

- For the second quarter we exceeded our goal for the number of programs but not as much for attendance.

- The homebound delivery program is growing in spite of the program pausing in December due to a personnel issue. We are working on creating backups and cross training so that we can better manage personnel absences.
- Spanish language materials engagement has been lower than we hoped but we are making changes to bring in new materials and revamp the space to increase engagement moving forward.
- We far surpassed our quarterly goal for new library cards and library attendance which is reflected in our high door counts.

KOHA Consortium Migration

- Our migration to the new ILS and joining the Chinook Consortium will go live on March 10, 2025. The largest change will be account access to our online catalog and digital materials given that passwords will be changing to a default of the last four digits of the primary phone number on file. Patrons can change that password now if they prefer.

Board Schedule 2025

- The proposed schedule generally adheres Board meetings taking place on the 4th Thursday of the month. August and November are proposed not to hold a board meeting due to holidays and conflicts. The June meeting needed to move due to a scheduling conflict and was changed to June 20th. Motion to approve schedule passed unanimously.

Library Proposed Budget 2025-2026

- The Proposal for the 2025-2026 Library budget will be submitted by 3/14/2025 and there will be a presentation to follow in April. Between now and the next meeting, Don will email more information for board members to review. Much of the budget is similar to previous years, though we will have great savings due to the migration to the new ILS. We will be budgeting for some capital expenditure in next year which will include the HVAC replacement at Main, estimated to cost around 525,000.00, and replacement of the Bookmobile. We expect the same level of library staffing next year and a similar physical materials budget with an increase in the digital materials budget as they grow in popularity. We will revisit this in March.

New Business

- Bylaws Review: Don, Madeline, and Jennifer worked on the bylaws to clean up the verbiage without making substantive changes. Madeline motions to adopt the bylaws as presented in packet. Jon seconded. Motion passed unanimously.

The meeting was adjourned at 1:00 p.m.

March Budget and Spending Update

| Budget Category | FY25 Budget | Actual through 2/28/25 | Over/Under | % | Notes |
|--------------------------|--------------|------------------------|----------------|-------|--|
| Total Salaries | \$ 1,536,700 | \$ 894,289 | \$ (642,411) | -42% | Low spending due to vacancies |
| Total Taxes and Benefits | \$ 1,077,000 | \$ 713,410 | \$ (363,590) | -34% | On Track |
| Personnel Costs | 2,613,700 | \$ 1,607,699 | \$ (1,006,001) | -38% | Low spending due to vacancies |
| Library Materials | \$ 324,000 | \$ 229,395 | \$ (94,605) | -29% | High spending - digital materials |
| Library Programs | \$ 64,000 | \$ - | \$ (64,000) | -100% | High spending, summer reading programs |
| Materials and Services | \$ 1,358,810 | \$ 986,041 | \$ (372,769) | -27% | High spending due to contracted services |
| Capital Outlay | \$ 865,100 | \$ 505,399 | \$ (359,701) | -42% | Low spending |
| Total | 4,837,610 | \$ 3,099,139 | \$ (1,738,471) | -36% | |

Library Materials Budget and Spending Through February 2025

| | | | | |
|---------------------|---------------|---------------|----------------|------|
| Periodicals | \$ 14,000.00 | \$ 13,270.00 | \$ (730.00) | -5% |
| Adult Fiction | \$ 44,000.00 | \$ 29,992.35 | \$ (14,007.65) | -32% |
| Adult NF | \$ 38,000.00 | \$ 23,410.24 | \$ (14,589.76) | -38% |
| Teen | \$ 8,000.00 | \$ 4,403.41 | \$ (3,596.59) | -45% |
| Childrens | \$ 60,000.00 | \$ 37,829.75 | \$ (22,170.25) | -37% |
| Non-Print Materials | \$ 40,000.00 | \$ 15,457.27 | \$ (24,542.73) | -61% |
| Digital Materials | \$ 120,000.00 | \$ 105,032.17 | \$ (14,967.83) | -12% |
| Materials Total | \$ 324,000.00 | \$ 229,395.19 | \$ (94,604.81) | -29% |

Library Programs Budget and Spending Through February 2025

| | | | | |
|-------------------|--------------|--------------|----------------|------|
| Adult Programs | \$ 14,000.00 | \$ 3,098.75 | \$ (10,901.25) | -78% |
| 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 | \$ 4,888.50 | \$ (11,111.50) | -69% |
| Programs Total | \$ 64,000.00 | \$ 20,372.69 | \$ (43,627.31) | -68% |

Director's Report



Tillamook County
Library Board
March 2025



Library Operations

The library will begin interviews to fill the vacant LA 1 position this week. LA 2 Breeze Duvall has announced her resignation in mid-April. She has been an amazing part of the Manzanita Library and will be missed. The library has begun the process for filling that position.

The Koha and Aspen library systems have gone live. I am happy to report that the migration was successful, and that the library has transitioned to the new system. Library staff are continuing to work through bugs and issues with the new system.

The library is contracting with a company to put up a fence in the southwest corner of the Tillamook Main Library parking lot. This area has been a site of regular security concerns.

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.

The "Magic and Mystery" exhibit from the Adventure! Children's Museum Eugene, OR is now open on the second floor of the Tillamook Main Library. The Magic and Mystery exhibit which invites kids to explore magical settings in the context of a variety of fantasy novels for young readers. There are clues to find, puzzles to solve, and a little mystery for visitors who want to go a little more in-depth. Younger kids will be able to enjoy drawing dragons, learning about mythical creatures, potting mandrakes, posing for photos, and reading books in a cozy little house. The exhibit will run from March 3rd to April 30th.

The library hosted the first Chats with the Chief meeting with Tillamook Police Chief Nick Troxel. These chats will be scheduled quarterly in the Tillamook Main Library to allow community members to connect with the Tillamook Police Chief about critical community issues and safety every

three months in the evening. The first event was well attended, and the library looks forward to the next meeting on June 12th.

The library is continuing to host tech help drop-in programs at Tillamook Main along with providing tech help by appointment throughout Tillamook County. The next two programs are April 9th and May 14th.

Summer Reading is coming! The program theme is "Level Up" focused on gaming and games. The program will run from June 9th - August 2nd. The library will have games for kids, teens, and adults. Kids can earn prizes including books, toys, and community prizes sponsored by 22 local businesses. Community prizes include generous donations from: Bahama Mama's, Beaver Firearm and Grocery, Cloud and Leaf Bookstore, Denny's, Dutch Bros, Flamingo Jim's, Four Paws on the Beach, Handy Creek Bakery, Left Coast Siesta, Little Apple Grocery, Manzanita News and Espresso, Marzano's Pizza, Moxie Fair Trade, Neahkahnie Smokehouse, Nehalem Pinball Arcade, Nestucca Bay Creamery, Sea Breeze Ice Cream, The Roost, Tillamook Coliseum Theater, Yellow Dog Espresso, YMCA, and YMCA Pastega Activity Center and more coming soon!

Teens and Adults who complete their game will be entered into to win a larger prize sponsored by the Tillamook County Library Foundation. The library outreach team will be connecting with schools before the end of the year to get kids signed up. Families can also come directly to the library starting June 9th to get signed up.

Library Data Dashboard (02/01/2025 through 02/28/2025)

| February 2025 | BC | BKM | GA | MZ | PC | RK | MAIN | Total |
|---|-----|------|-----|------|-----|-----|------|-------|
| General Library Statistics | | | | | | | | |
| Patron Visits (Door Counts) | 201 | 754 | 356 | 2436 | 827 | 423 | 5301 | 10298 |
| New Library Cards | 3 | 2 | 3 | 14 | 9 | 7 | 32 | 70 |
| Wireless Sessions | 48 | 0 | 37 | 89 | 86 | 19 | 639 | 918 |
| Computer Usage | 8 | 0 | 32 | 146 | 47 | 38 | 631 | 902 |
| Print Jobs | 14 | 0 | 58 | 652 | 403 | 228 | 2466 | 3821 |
| General Reference Assistance | 15 | 5 | 53 | 420 | 26 | 65 | 216 | 800 |
| Library Circulation | | | | | | | | |
| Checkouts | 259 | 1264 | 495 | 1731 | 983 | 414 | 5152 | 10298 |
| Renewals | | | | | | | | 5960 |
| Total Materials Circulated | | | | | | | | 16258 |
| Electronic Circulation | | | | | | | | 0 |
| Total Circulation | | | | | | | | 16258 |
| Database Usage | | | | | | | | 0 |
| Holds | 101 | 601 | 281 | 827 | 289 | 243 | 1341 | 3683 |
| ILL Circulation | | | | | | | | |
| ILL Loaned | | | | | | | | 115 |
| ILL Borrowed | | | | | | | | 51 |
| Volunteer Records | | | | | | | | |
| Number of Volunteers | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 3 |
| Volunteer Hours | 0 | 0 | 14 | 0 | 0 | 0 | 4 | 18 |
| Community Space Usage | | | | | | | | |
| Community Use of Meeting Rooms | | | | 14 | | | 27 | 41 |
| Community Use of Study Rooms | | | | | | | 97 | 97 |
| Book A Librarian | | | | | | | | |
| Book Recommendations | | | | | | | 0 | 0 |
| Notary Appointments | | | | 0 | 3 | | 17 | 20 |
| Tech Help Appointments | | | | | | | 6 | 6 |
| Programming | | | | | | | | |
| Total Adult/General Services - Total Programs | 1 | 0 | 2 | 1 | 5 | 0 | 7 | 16 |
| Total Adult/General Services - Total Attendance | 0 | 0 | 9 | 3 | 10 | 0 | 22 | 44 |
| Teen Services | | | | | | | | |
| Teen Services - Total Number of Programs | 0 | 0 | 1 | 0 | 0 | 0 | 7 | 8 |
| Teen Services - Total Attendance | 0 | 0 | 2 | 0 | 0 | 0 | 12 | 14 |
| Children's Services | | | | | | | | |
| Children's Services - Total Number of Programs | 5 | 38 | 4 | 3 | 1 | 3 | 8 | 62 |
| Children's Services - Total Attendance | 11 | 404 | 19 | 24 | 0 | 11 | 136 | 605 |
| Self-Directed Activities | | | | | | | | |
| Self-Directed Activities | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 3 |
| Self-Directed Activities Participants | 0 | 6 | 0 | 15 | 0 | 0 | 0 | 21 |

| February 2025 Year Over Year Change | | | |
|--|-----------------|-----------------|---------------|
| Count Type | May 2024 | May 2023 | Change |
| General Library Statistics | | | |
| Patron Visits (Door Counts) | 10298 | 10783 | -4% |
| New Library Cards | 70 | 148 | -53% |
| Wireless Sessions | 918 | 977 | -6% |
| General Reference Assistance | 800 | 1174 | -32% |
| Library Circulation | | | |
| Checkouts | 10298 | 12162 | -15% |
| Renewals | 5960 | 6807 | -12% |
| Total Materials Circulated | 16258 | 18969 | -14% |
| Electronic Circulation | 6233 | 5818 | 7% |
| Total Circulation | 22491 | 24787 | -9% |
| Database Usage | 1086 | 1295 | -16% |
| Holds | 3683 | 5458 | -33% |
| ILL Circulation | | | |
| ILL Loaned | 115 | 249 | -54% |
| ILL Borrowed | 51 | 34 | 50% |
| Volunteer Records | | | |
| Number of Volunteers | 3 | 4 | -25% |
| Volunteer Hours | 18 | 19 | -25% |
| Community Space Usage | | | |
| Community Use of Meeting Rooms | 41 | 53 | -23% |
| Community Use of Study Rooms | 97 | 84 | 15% |
| Programming | | | |
| Total Adult Services - Total Programs | 16 | 14 | 14% |
| Total Adult Services - Total Attendance | 44 | 84 | -48% |
| Teen Services - Total Programs | 8 | 5 | 60% |
| Teen Services - Total Attendance | 14 | 11 | 27% |
| Children's Services - Total Programs | 62 | 91 | -32% |
| Children's Services - Total Attendance | 605 | 1080 | -44% |

| Electronic Materials Detailed Report | | |
|---|--------------------------------|--------------------------------------|
| Electronic Checkouts | February 2025 Total | Year over Year Change |
| Flipster | 44 | 2% |
| Kanopy | 1114 | -11% |
| OverDrive | 1781 | 8% |
| Hoopla | 3283 | 14% |
| Total Electronic Checkouts | 6222 | 7% |
| Database Usage | February 2025 Total | Year over Year Change |
| A to Z World Foods | 0 | N/A |
| Chilton's | 6 | N/A |
| Consumer Reports Online | 15 | N/A |
| Mango | 49 | N/A |
| Novelist | 7 | N/A |
| Total Database Usage | 77 | N/A |