



Agenda: Tillamook County Library Board

Thursday, December 19th, 2024: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of October 2024 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:

- Consortium and ILS migration update
- Strategic Plan Dashboard

New Business:

- Library Board 2025 Schedule
- Library Budget 2025
- Adult Literacy program

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 24, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Romy Carver, Jon Orloff, Tim Josi, Nan Devlin, Mary Faith Bell, and Jennifer Byrne

Staff, Commissioner, and Others Present:

Don Allgeier, Luke Kralik, Marisa Graham-Collier

Call to Order:

The meeting was called to order by Sayde Walker at 12:00 p.m. on Thursday October 24, 2024.

Public Input:

There were no community members present for public comment.

Approval of September 2024 Minutes and Budget:

The last meeting was recorded, the recording is available on the library website in lieu of written meeting minutes for that meeting. Moving forward we may discuss moving to a meeting recording structure

September 2024 Budget and Spending Report:

This report reflects expenditures through the end of September. Don states we are mostly on track across the board. There is a motion and a second to approve the budget and spending report, the motion passes unanimously.

Director's Report:

- We have sent an offer for the recent recruitment of an LA2 position that will primarily work out of the Tillamook Main Branch and Pacific City Branch. We hope to have them start by November 1, 2024.
- An LA2 at Tillamook Main has resigned and we are recruiting to fill that position.
- Angela Arena is returning for special projects as a librarian who will work with our reference and archive materials to provide better access to our patrons.
- The exterior building painting at Tillamook Main is nearly complete with the roof fix and gutter replacement phases to start after county approval. County permits have been approved.
- The final element of the park project funded by a Tillamook County TLT grant begins this fall. It involves placing the remaining pavers in front of the stage and creating a labyrinth walk design in that area.

- Tillamook County began the process of reviewing job descriptions to make sure that they are comprehensive and clear. The county is working with Trupp HR on this project.
- Luke and Don have met with Envisionware in regard to replacing the self-checkout machines at Tillamook Main. The current machines are out of compliance to receive updates and are no longer covered for maintenance. Envisionware was recently purchased by another company, which has led to our having a new account manager, who will be reviewing the quote provided which was incorrect.
- The library completed an inventory of library materials in the month of October. This effort should assist the migration to Koha next spring to be an easier process as we find items that had been thought of as missing, and mark items missing that we thought were available and are not.
- Tillamook Main staff are working on increasing bilingual signage as well as providing vinyl signage to identify different areas of the library. Luke is working with staff to create signs that use a blue vinyl background so that the area is more navigable without being overbearing.
- On October 17, 2024, the library participated in the Great Shakeout event, practicing evacuating the building and gathering at the nearest meeting point for emergencies.
- On October 17, 2024, Don was appointed to the American Library Association's Core Division President-Elect. This will begin a 3-year term as President Elect, President, and Past President.
- Movie nights on Wednesdays at Main as well as 3rd Fridays at Pacific City have resumed, and we are slowly building an audience for that.
- We have a library exhibit on the history of wine upstairs at Main through October 31, 2024.
- We are providing a New York Times subscription that we are highlighting throughout the fall.
- We began planning for the 2025 Summer Reading Program and will be dividing the work differently this year. The focus will be to grow and sustain the program in a more equitable way and the project does not primarily fall to one person as it has in the past.
- We had an event on Saturday with Consejo Hispano which did not have a great attendance, but we would like to continue to build that partnership.
- Don attended a Friends of Rockaway meeting and addressed questions about materials challenges.
- Don met with the North Tillamook Library president to discuss progress on ADA door installation, completion of roof replacement, and upcoming board transitions.
- South County Library implemented their new ADA library doors.

Data Dashboard

Don would like to note that there is a dip in our overall foot traffic and circulation and community engagement statistics, and we suspect our building construction paired with the post-summer reading program interruption of program offerings are contributing factors. We do not anticipate this trend downward to continue as the construction projects come to an end.

Foundation Update

The foundation is preparing for two new board member candidates to start working with the foundation in November. Things are going well for the foundation in terms of plans and finances. As the completion of the park comes closer, they are in discussions about selecting the next big project.

Commissioner's Report:

Mary Faith Bell reported that the board of county commissioners are very happy with Don's leadership and appointment to ALA Board President. They would love to have him attend a County Commissioners meeting in person so that they can express how proud and honored they are to have Don as the Tillamook County Library director as well as holding such a prestigious position on the National Level.

Strategic Plan Dashboard

Don presented a Strategic Plan Dashboard document to track our progress with meeting strategic plan goals. He also discussed how we have currently been meeting our goals along with reasons for areas where we did not meet the goals. Discussion followed regarding adjusting the goals, specifically for Spanish Language materials circulations.

New Business

- November/December Meeting Schedule: November date would fall on Thanksgiving and December would be the day after Christmas. Proposal to squeeze both meetings into one on either December 12th or 19th pending room availability and board member availability. There will be no board meeting in November.
- Don requests we go back and look at the By-laws for adjustments. Don is requesting a quick summary of board expectations and areas to address. Jennifer Byrne, Don Allgeier, and Madeline Olson will work together as a Bylaw Review Committee who will then make recommendations to the board for adjustments to be made.

The meeting was adjourned at 1:19 p.m.

December Budget and Spending Update

Budget Category	FY25 Budget	Actual through 11/30/24	Over/Under	%	Notes
Total Salaries	\$ 1,536,700	\$ 548,599	\$ (988,101)	-64%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,077,000	\$ 438,413	\$ (638,587)	-59%	On Track
Personnel Costs	2,613,700	\$ 987,012	\$ (1,626,688)	-62%	Low spending due to vacancies
Library Materials	\$ 324,000	\$ 141,892	\$ (182,108)	-56%	On Track
Library Programs	\$ 64,000	\$ 17,333	\$ (46,667)	-73%	Low Spending, Summer Reading
Materials and Services	\$ 1,358,810	\$ 738,374	\$ (620,436)	-46%	High spending due to contracted services
Capital Outlay	\$ 865,100	\$ 2,731	\$ (862,369)	-100%	Low spending - costs dispersed in budget
Total	4,837,610	\$ 1,728,117	\$ (3,109,493)	-64%	

Library Materials Budget and Spending Through November 2024				
Periodicals	\$ 14,000.00	\$ 12,441.07	\$ (1,558.93)	-11%
Adult Fiction	\$ 44,000.00	\$ 15,609.39	\$ (28,390.61)	-65%
Adult NF	\$ 38,000.00	\$ 13,789.76	\$ (24,210.24)	-64%
Teen	\$ 8,000.00	\$ 2,779.42	\$ (5,220.58)	-65%
Childrens	\$ 60,000.00	\$ 22,719.75	\$ (37,280.25)	-62%
Non-Print Materials	\$ 40,000.00	\$ 9,194.20	\$ (30,805.80)	-77%
Digital Materials	\$ 120,000.00	\$ 65,358.38	\$ (54,641.62)	-46%
Materials Total	\$ 324,000.00	\$ 141,891.97	\$ (182,108.03)	-56%

Library Programs Budget and Spending Through November 2024				
Adult Programs	\$ 14,000.00	\$ 2,365.00	\$ (11,635.00)	-83%
Teen Programs	\$ 4,000.00	\$ 1,085.00	\$ (2,915.00)	-73%
Children Programs	\$ 12,000.00	\$ 4,275.00	\$ (7,725.00)	-64%
Branch Programs	\$ 18,000.00	\$ 5,195.00	\$ (12,805.00)	-71%
Program Supplies	\$ 16,000.00	\$ 4,412.52	\$ (11,587.48)	-72%
Programs Total	\$ 64,000.00	\$ 17,332.52	\$ (46,667.48)	-73%

Director's Report



Tillamook County
Library Board
December 2024



Library Operations

The library has conducted interviews for the vacant LA 2 position. We hope to have a new hire starting in January.

The Main Library's siding and painting work is finished. The work on the building has shifted to the gutter and front roof replacement. The gutters have been replaced with larger capacity gutters and the front roof has been removed and sealed. The entire project should be completed by year end.

The library has identified several options for the replacement of the Courier Van. Jenn Wells is working through the details to identify the best option for purchase and after market specifications. We hope to have a new van ready for the road in the spring of 2025.

The outreach team has begun working on developing the specifications for a Bookmobile replacement. This will be a part of the library's budget request for the next fiscal year to replace the beloved but aging current bookmobile.

Work has begun on migrating from the Sierra integrated library system to the Koha integrated library system. This work also includes the adoption of the Aspen discovery layer that allows for better user experience with our catalog and public library account access. The migration team is working through converting from the current system and merging with another consortium. This work will result in potential closures for training and implementation in February and March.

The library is also working through a proposed memorandum of understanding between the new consortium members and bylaws that will govern the consortium.

The library clock tower clocks have been reset and the lights have been replaced.

Our custodian, Kelly, has been working on steam cleaning the carpets throughout the library during closed hours to the public.

Library Programs and Outreach

Library staff compiled a binder of Spanish legal resources in the law library, and an identical black binder in the Spanish section on the spinner.

The large print book section was expanded with two additional shelving bays to accommodate the collection.

The Spanish language section is moving to where the Oregon Northwest collection has been at Tillamook Main. This will make that collection more visible from the main stairway entrance to the second floor.

Over 70 people attended the annual salmon release program. The libraries in Bay City and Garibaldi work with the Oregon Department of Fish and Wildlife and Tillamook Estuaries Partnership in the learning program to raise the fish from eggs to release. A big thanks to June Ekborg, Dan Trescott, and Jenn Wells for making this annual program a success.

I attended the Core Forum in Minneapolis, Minnesota as the President-elect of the Core Division of the American Library Association. I attended programs on makerspace development, library self-service, community engagement, and building peer networks among other learning sessions. I was able to visit the main Minneapolis library building and saw multiple great ideas worth replicating.

We are continuing to develop the Summer Reading 2025 project. We expect to have a new engaging game board in English and Spanish, more community-sourced prizes, and revamped plans for marketing and crafts next year.

The program brochure for December through February was completed. In developing the plans for winter, we will reach a new milestone by February of having a regularly scheduled storytime at every library location in the County.

I attended a community partner meeting hosted by the Nehalem Bay Health District. It was a good chance to hear from community partners about their services and discuss the libraries efforts in the community.

On November 20th, the library debuted a new tech help drop-in program. The program will continue on a trial basis while we see what the demand is for this topic in this format. We continue to offer tech help by appointment, as well.

The library hosted a bilingual family movie night that had six people in attendance. This was the first bilingual family movie event at the library, and library staff were encouraged by the initial attendance.

Library Data Dashboard (11/01/2024 through 11/30/2024)

November	BC	BKM	GA	MZ	PC	RK	MAIN	Total
General Library Statistics								
Patron Visits (Door Counts)	222	601	485	2191	1067	382	5552	10500
New Library Cards	0	8	9	16	13	2	49	97
Wireless Sessions	56	0	56	153	122	39	730	1156
General Reference Assistance	15	23	81	335	43	44	240	781
Library Circulation								
Checkouts	282	1159	472	1866	1159	460	5699	11097
Renewals								5191
Total Materials Circulated								16288
Electronic Circulation								6407
Total Circulation								22695
Database Usage								306
Holds	161	506	210	794	486	267	1504	3928
ILL Circulation								
ILL Loaned								206
ILL Borrowed								45
Volunteer Records								
Number of Volunteers	0	0	1	0	0	0	2	3
Volunteer Hours	0	0	15	0	0	0	8	23
Community Space Usage								
Community Use of Meeting Rooms				9			22	31
Community Use of Study Rooms							86	86
Book A Librarian								
Book Recommendations							0	0
Notary Appointments				0	0		9	9
Tech Help Appointments							2	2
Programming								
Total Adult/General Services - Total Programs	1	0	2	0	2	0	8	13
Total Adult/General Services - Total Attendance	0	0	17	0	3	0	33	53
Teen Services								
Teen Services - Total Number of Programs	0	0	0	0	0	0	7	7
Teen Services - Total Attendance	0	0	0	0	0	0	10	10
Children's Services								
Children's Services - Total Number of Programs	2	41	6	0	2	1	11	63
Children's Services - Total Attendance	9	451	70	0	4	4	167	705
Self-Directed Activities								
Self-Directed Activities	0	0	0	1	0	0	0	1
Self-Directed Activities Participants	0	0	0	7	0	0	0	7

November Digital Checkouts and Database Usage

Electronic Materials Detailed Report	
Electronic Checkouts	#
Comics Plus	30
Flipster	90
Hoopla	3341
Kanopy	1154
Overdrive	1792
Total Electronic Checkouts	6407
Database Sessions	#
A to Z Worldfood	9
Chilton's	3
Consumer Reports Online	9
CultureGrams	4
Ethnic Diversity Source	0
Gale Virtual Ref	13
Greenfile	0
Mango	16
New York Times	84
Novelist Plus	21
Novelist Plus K-8	0
Proquest (Heritage Quest)	21
Valueline	124
WorldBook	2
Total Database Sessions	306

2025 Tillamook County Library Board Meetings

Month	Date	Topics
January	January 16 th , 2025	Board officer election, bylaws review, budget
February	February 27 th , 2025	Collection Management Policy, budget, Koha Update
March	March 27 th , 2025	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 19 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

2025-26 Proposed Budget

Budget Overview

The library is on course to finish the year under budget for the year. The major capital costs are mostly in process with the main library exterior project nearing completion and a courier replacement van identified for purchase. In the new year, we hope to acquire Chromebook for a lending program and are working through the plan for Envisionware security gate and self-check replacement.

Tillamook County Library anticipates a current service level budget request for the next fiscal year with no change in staff FTE and only inflationary changes to the overall materials and services budget. The library expects to see significant savings from the change to the Koha integrated library system. Those savings will support on-going operations through professional services to support Koha development needs, digital materials and services, and a one-time expenditure to support a library rebrand.

Tillamook County Library plans to continue making strategic capital investments to support library services and eliminate deferred maintenance issues at the Main Library in the budget request for next year. Capital projects in the next year may include the

- Bookmobile replacement
- HVAC replacement at Tillamook Main
- resurfacing and striping the parking lots
- changes to the electronic door locks and cameras

Budget Planning

Library staff have begun to develop proposals for the next fiscal year. In January, I will share a draft update of the library 5-year capital plan and copies of the staff budget proposals to the Library Board for discussion. Once timelines for the County budget process have been finalized, I will share those dates with the board along with any library budget documents. After budget submission and prior to the library's budget presentation to the Tillamook Board of County Commissioners, I will present the library's requested budget to the Library Board.

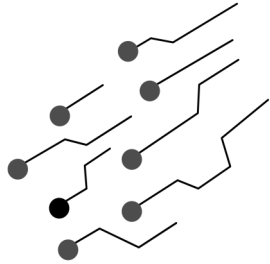
UKULELE JAMS ARE BACK!

Pacific City (with Alan)
2nd & 4th Tue (4:00pm)



SALMON RELEASE with ODFW & TILLAMOOK ESTUARIES PARTNERSHIP

at
Al Griffin Memorial Park
in Bay City
Wed, Dec 11 (3:00pm)



TECH QUESTIONS? STOP BY FOR DROP IN TECH HELP

Tillamook
Wed, Dec 18 (1:00pm)
Wed, Jan 15 (10:00am)
Wed, Feb 19 (10:00am)

HOLIDAY CLOSURES

Dec 24 - Christmas Eve
Dec 25 - Christmas Day
Jan 1 - New Year's Day
Jan 20 - Martin Luther King Jr. Day
Feb 17 - Presidents' Day

WINTER

*at Your
Library*

Dec/Jan/Feb Events

All library events are free
unless otherwise noted.

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

KIDS

STORYTIMES

Tillamook Main
 Tue (10:00am) - Toddlers
 Wed (10:00am) - Preschoolers
 Fri (10:00am) - Babies
 Sat (10:00am) - Families
Bay City
 Thu (11:00am)* - All Ages
Garibaldi
 Fri (11:00am) - All Ages
Rockaway Beach
 2nd & 4th Wed (11:00am)* - All Ages
Pacific City
 2nd & 4th Wed (3:30pm) - All Ages
 *Beginning in January

AFTERSCHOOL ADVENTURES

Tillamook Main
 Tue through Fri (3:00pm)

CRAFTERNOONS

Bay City
 2nd & 4th Thu (3:00pm)

LEGO TIME

Rockaway Beach
 3rd Sat (2:00pm)

CHILDREN'S MUSIC & STORY HOUR with NORTH OREGON COAST SYMPHONY

Manzanita
 Mon, Dec 2 (10:00am)



TEENS

ANIME CLUB

Tillamook Main
 1st & 3rd Thu (4:00pm)

TEEN WRITING CLUB
Tillamook Main
 2nd & 4th Wed (3:30pm)

FRIDAY GAMING
Tillamook Main
 2nd & 4th Fri (4:00pm)
 12/13 Mario Party Jamboree
 12/27 Crash Team Racing
 1/10 1-2-Switch
 1/24 Overcooked: All You Can Eat
 2/14 Luigi's Mansion 3
 2/28 Super Smash Bros Ultimate

SATURDAY GAMING
Tillamook Main
 Last Sat of the month (3:00pm)

TEEN BOOK CLUB
Garibaldi
 3rd Wed beginning in Jan (4:15pm)

DIY WRAPPING PAPER
Pacific City
 Tue, Dec 17 (4:00pm)

TEEN COOKIE CAFE
Tillamook Main
 Wed, Dec 18 (4:00pm)

HOLIDAY CRAFTS

Tillamook Main
 Sat, Dec 7 (1:00pm)
 This program is open to teens and adults. Limited to 28 participants.
 Call 503-842-4792 to register.



ADULTS

KNITTING

Manzanita
 Thu (4:00pm)

BOOK CLUB
Garibaldi
 3rd Tue (2:00pm)

OPEN MIC POETRY
Pacific City
 3rd Tue (5:00pm)

COLORING HOUR
Pacific City
 3rd Wed (5:00pm)

WELLBEING with HELEN BEAMAN
Tillamook Main
 Thu, Dec 12 (2:00pm) - Topic: Sleep
 Thu, Jan 9 (2:00pm) - Topic: Loss
 Thu, Feb 6 (2:00pm) - Topic: Blues

HARD CANDY HOLIDAY
Tillamook Main
 Fri, Dec 20 (3:00pm)

VALERIE SCHULTZ AUTHOR VISIT
Rockaway Beach
 Fri, Jan 10 (3:00pm)

SPEED FRIENDING
Manzanita
 Fri, Jan 17 (3:00pm)

ALL AGES

MOVIES AT MAIN

Tillamook Main
 Wed (6:00pm)

MOVIE NIGHT
Pacific City
 3rd Fri (3:30pm)

MAKER SATURDAYS
Bay City
 3rd Sat (2:00pm)

CHESS
Garibaldi
 3rd Sat (2:00pm)

BILINGUAL MOVIE
Tillamook Main
 Wed, Dec 4 (5:00pm)

TILLAMOOK H.S. CHOIR
Tillamook Main
 Fri, Dec 13 (2:00pm)

NESTUCCA H.S. CHOIR
Pacific City
 Mon, Dec 16 (2:30pm)

CAT CASTLES
Tillamook Main
 Sat, Jan 11 (1:00pm)

VARIETY SHOW with MARK & HELENA GREATHOUSE

Tillamook Main
 Wed, Jan 29 (2:00pm)

GROW SPROUTS
Tillamook Main
 Thu, Feb 20 (3:00pm)