



Agenda: Tillamook County Library Board

Thursday, May 22nd, 2025: 12:00 p.m. – 1:00 p.m.; *Hybrid*

<https://zoom.us/j/98712034507?pwd=9hzVytSBiKoBMVP69NVIULSly21a3y.1>

Call to order: Board Chair: Sayde Walker

Public input

Approval of April 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:

- Community Survey
- Collection Development Policy
- Local History Reference Collection

New Business:

- Summer Reading Preview

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, April 24, 2025; 12:00 p.m.
Hybrid Meeting

Board Members Present:

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

Staff, Commissioner, and Others Present:

Don Allgeier, Luke Kralik, Angela Arena, Marisa Graham-Collier, and Mary Faith Bell

Call to Order:

Sayde Walker called the meeting to order at 12:05 p.m. on April 24, 2025.

Public Input:

There were no community members for public input.

Approval of March 2025 Minutes and Budget:

Edit- Madeline Olson was present but not listed. Madeline moved to approve, Roamy seconded, and the motion passed unanimously.

April 2025 Budget and Spending Report:

We are underspent on programming but that will even out with planned expenditures for the Summer Reading Program. Digital materials and periodicals are on schedule to go over budget as we expected, otherwise we are on course. Motion to approve the budget passed unanimously.

Director's Report:

- We have welcomed two new staff members, LA1 at main (Robin) and LA2 (Tara) at Manzanita. Both are training at Main for 2 weeks and Tara will move to Manzanita soon.
- A fence has been installed in the southwest parking lot to address ongoing security concerns.
- Work installing the pavers and plumbing for the new fountain is being completed in the library park.
- The foundation has been working on developing an educational endowment based on the generous donation earlier this fiscal year. The board of the foundation approved setting up the endowment with the Oregon Community Foundation which means will need to raise \$15,000 to add to the \$10,000 donation to meet OCF's minimum.

- Don presented the proposed budget to committee and next step is approval which opens door to public feedback and eventual adoption.
- Programs and outreach: there is a new display fixture in the lobby of the Tillamook Main branch in order to display books from the adult, teen and children's collections.
- We launched the annual community survey after a one-year hiatus. It should be available for at least another week for data gathering. We have reached out to community organizations to share the survey to get a broader representation from the community rather than the historical representation we have seen which was heavily skewed to be from current library users.
- April 1, 2025, Don attended a meeting of leaders within the Chinook Consortium Network to set up organizational framework for the consortium and identify the user council guiding policy. Don will chair the council in the first year.
- Fox news interviewed Don at the Bay City library for a story on LSTA grant funding. Link to story in the Directors Report notes.
- Programs coming in May highlighted in report: Estate Planning, Speed Friending, Sean Gaskell with West African music, Healthy Habits to Improve Health, and Oregon Humanities Communication Project.

Data Dashboard

We are not presenting statistics this month due to needing to ensure we are reporting accurate numbers during our Koha migration. We are working with new reporting methods and need to ensure that we are using the correct ones to continue reporting consistently. We will report this month and next months numbers in the next meeting once we are confident in the accuracy between the two programs.

Foundation Update

There will be broad outreach in June or July to fundraise for the employee endowment. The park is nearly done.

Commissioners' Update

Mary Faith Bell states that Don's report to the budget committee was exceptional; it was instructive, comprehensive, and the library financials are healthy which was a positive outlook for the library. Mary Faith Bell is grateful for Don's process as it has removed the layer of tension that used to exist between the library board and the county commissioners.

Old Business

- If you have organizations or groups that you are a part of that might be happy to get the survey out into the community rather than relying on responses from people who are already in the library to do the reporting, please let Don know so that we can get the largest and most diverse response possible.

New Business

- Angela Arena was here to present her work on developing a plan for the Archives room, which previously has not had an intentional purpose. Angela assessed what we have, the state of the collection, and how we might move forward with it. We are going to move away from an archive and move toward having a collection on local history that is in the catalog that is usable for programming, displays, and is more discoverable, therefore meeting the needs of this public library. We are looking to move the Oregon NW collection into a useful and discoverable collection without redundancy. We have developed a policy, plan, and mission statement around this new collection. The physical space of the archive room does not have the physical needs (temp control, etc.) to be a real archive room, and that collection is inaccessible to the public. The policy will inform us what potential donations we might accept into our archives and/or local history section as people offer us their private collections.
- The board will review the handouts and give a vote on implementation next month.

Collection Development Policy

- We are hoping to recruit a team to work with Luke and Courtney to develop a policy that will be reviewed by Don and the board. There will likely be about three meetings to be involved in this process. Romy, Sayde and Jennifer are interested in participating in the meetings.

The meeting was adjourned at 12:46 p.m.

May Budget and Spending Update

Budget Category	FY25 Budget	Actual through 4/30/25	Over/Under	%	Notes
Total Salaries	\$ 1,536,700	\$ 1,120,939	\$ (415,761)	-27%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,077,000	\$ 885,205	\$ (191,795)	-18%	Low spending due to vacancies
Personnel Costs	2,613,700	\$ 2,006,144	\$ (607,556)	-23%	Low spending due to vacancies
Library Materials	\$ 324,000	\$ 271,562	\$ (52,438)	-16%	On Track
Library Programs	\$ 64,000	\$ 25,368	\$ (38,632)	-60%	Low spending, summer reading programs
Materials and Services	\$ 1,358,810	\$ 1,186,595	\$ (172,215)	-13%	High spending
Capital Outlay	\$ 865,100	\$ 775,886	\$ (89,214)	-10%	High spending, building project
Total	4,837,610	\$ 3,968,625	\$ (868,985)	-18%	On Track

Library Materials Budget and Spending Through April 2025				
Periodicals	\$ 14,000.00	\$ 14,762.00	\$ 762.00	5%
Adult Fiction	\$ 44,000.00	\$ 36,678.98	\$ (7,321.02)	-17%
Adult NF	\$ 38,000.00	\$ 27,822.59	\$ (10,177.41)	-27%
Teen	\$ 8,000.00	\$ 6,362.66	\$ (1,637.34)	-20%
Childrens	\$ 60,000.00	\$ 42,503.67	\$ (17,496.33)	-29%
Non-Print Materials	\$ 40,000.00	\$ 19,172.66	\$ (20,827.34)	-52%
Digital Materials	\$ 120,000.00	\$ 124,259.42	\$ 4,259.42	4%
Materials Total	\$ 324,000.00	\$ 271,561.98	\$ (52,438.02)	-16%

Library Programs Budget and Spending Through April 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	\$ 6,378.75	\$ (11,621.25)	-65%
Program Supplies	\$ 16,000.00	\$ 9,183.78	\$ (6,816.22)	-43%
Programs Total	\$ 64,000.00	\$ 25,367.97	\$ (38,632.03)	-60%

Director's Report



**Tillamook County
Library Board
May 2025**



Library Operations

Library Assistant 2 Madison Gray stationed at the Manzanita Library resigned from the library this month. The library will be conducting interviews to fill this position this month. The recruitment closed on May 15th.

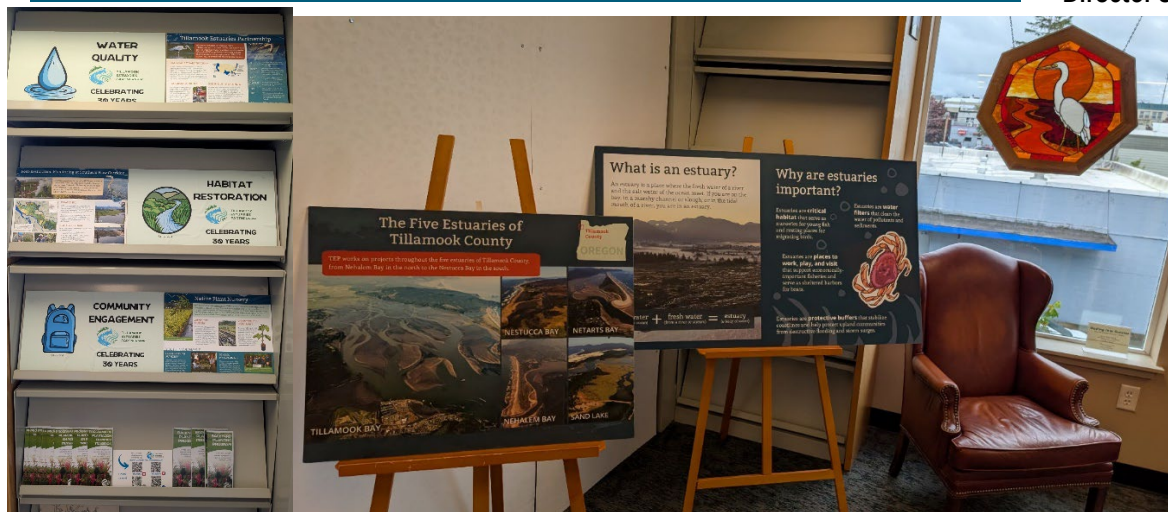
Library Programs and Outreach

The Chinook Library Consortium hosted a Koha community training at the Oregon Coast Community College on May 8th and 9th. This included time to learn more about cataloging and circulation functions as well as about newer features such as the community engagement module. Will Barlow, Courtney Remington, Danielle Meininger, and I attended for Tillamook County Library.

The park paver project is complete. The Library and Foundation are exploring options for replacing the fountain water feature. Below is an image of the type of fountain to be installed by artist Kevin Shluka.



Tillamook Estuaries Partnership has an installation this month in the Tillamook Main Library's Gallery Space. The installation focuses on water habitat restoration.



May Displays at the library:

Coast Guard water safety display



Tillamook County Suicide Prevention Coalition



Oldest Circulating Library Books



Upcoming programs in June:

JOIN US

FRIDAY, JUNE 13, 5:00PM

AT TILLAMOOK MAIN BRANCH LIBRARY

AUTHOR TALK



JANE KIRKPATRICK
Is the New York Times and CBA bestselling and award-winning author of more than 40 books. Her works have won the WILLA Literary Award, the Carol Award for Historical Fiction, and five Will Rogers Gold Medallion Awards.

Learn about her newest book in the Women of Cannon Beach series.




AAUW This program is co-sponsored by the Tillamook Branch of the American Association of University Women.

TCL Tillamook County Library
1716 Third St, Tillamook 503-842-4792 tillabook.org

TCL Tillamook County Library
Summer Programming

Mo Phillips Live!





**Thursday
June 12
12:00 pm**
at
**South Tillamook
County
Pacific City
Branch Library**

Level up your fun with Mo!
Sing, dance, make up new songs, and have a great time in a terribly unsophisticated way!

6200 Camp St, Pacific City 503-965-6163 tillabook.org

TCL Tillamook County Library
Summer Programming

**Oregon's Civil Rights Years:
A Journey Toward Justice
with Oregon Black Pioneers**

We ask only for decent respect and treatment of our Black citizens.
Clyde DeBerry, President of the Eugene Chapter of CORE, 1967

Tuesday, June 10, 2:00pm
at **Tillamook Main Branch Library**

Join host Mariah Rocker and learn about Oregon during the civil rights movement.


1716 Third St, Tillamook 503-842-4792 tillabook.org

TCL Tillamook County Library
Summer Programming

**Mz. Pearl's
CIRCUS PALOOZA!**

**Thursday
June 12
2:00pm**
at
**Tillamook
Main
Branch
Library**

*She will
astound and
surprise you!*



1716 Third St, Tillamook 503-842-4792 tillabook.org

Library Data Dashboard (04/01/2025 through 04/30/2025)

April 2025	BC	BKM	GA	MZ	PC	RK	MAIN	Total	
General Library Statistics									
Patron Visits (Door Counts)	259	723	385	2499	1036	503	5022	10427	
New Library Cards	2	4	5	28	7	4	61	111	
Wireless Sessions	65	0	36	153	133	37	766	1190	
Computer Usage	9	0	22	177	46	29	875	1158	
Print Jobs	88	0	52	960	598	118	2701	4517	
General Reference Assistance	30	8	45	412	25	101	260	881	
Library Circulation									
Checkouts	247	1722	473	1654	1005	473	6205	11779	
Renewals								6331	
Total Materials Circulated								17558	
Electronic Circulation								5798	
Total Circulation								23356	
Database Usage								671	
Holds	91	457	238	701	302	282	1315	3537	
ILL Circulation									
ILL Loaned								239	
ILL Borrowed								34	
Volunteer Records									
Number of Volunteers	0	0	1	0	0	0	3	4	
Volunteer Hours	0	0	15	0	0	0	10	25	
Community Space Usage									
Community Use of Meeting Rooms				11				36	47
Community Use of Study Rooms							126	126	
Book A Librarian									
Notary Appointments				0	1			18	19
Tech Help Appointments							4	4	
Programming									
Total Adult/General Services - Total Programs	1	0	2	0	4	0	9	16	
Total Adult/General Services - Total Attendance	0	0	11	0	11	0	32	54	
Teen Services - Total Number of Programs	0	0	1	0	0	0	7	8	
Teen Services - Total Attendance	0	0	1	0	0	0	14	15	
Children's Services - Total Number of Programs	5	41	4	5	3	3	17	78	
Children's Services - Total Attendance	6	430	16	53	9	4	197	715	

Electronic Materials Detailed Report		
Electronic Checkouts	April 2025 Checkouts	Year over Year Change
Comics Plus	48	new
Flipster	64	7%
Kanopy	691	-24%
OverDrive	1676	2%
Hoopla	3319	14%
Total Electronic Checkouts	5798	5%
Database Usage	April 2025 Sessions	Year over Year Change
A to Z Worldfood	2	n/a
Chilton's	5	n/a
Consumer Reports Online	7	n/a
CultureGrams	6	n/a
Ethnic Diversity Source	1	n/a
Gale Virtual Ref	42	n/a
Greenfile	1	n/a
Mango	23	n/a
New York Times	63	n/a
Newsbank	397	n/a
Novelist Plus	15	n/a
Novelist Plus K-8	0	n/a
Proquest (Heritage Quest)	0	n/a
Valueline	107	n/a
WorldBook	2	n/a
Total Database Sessions	671	n/a

