



Agenda: Tillamook County Library Board

Thursday, April 24th, 2025: 12:00 p.m. – 1:00 p.m.; *Hybrid*

Call to order: Board Chair: Sayde Walker

Public input

Approval of March 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

New Business:

- Local History Reference Collection
- Collection Development Policy

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

Board Members Present:

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

Staff, Commissioner, and Others Present:

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

Call to Order:

Sayde called meeting to order at 12:01 p.m. on March 27, 2025.

Public Input:

There were no community members for public input.

Approval of February 2025 Minutes and Budget:

Tim moved to approve February 27, 2025, meeting minutes. Romy seconded and the motion passed unanimously.

March 2025 Budget and Spending Report:

We have four months left in this fiscal year. Overall, our expenditures are in a good position. We are likely to go over on our digital usage and we have requested an increase in the budget for next year given this department is continually on the rise. The remaining building project expenses from the capital outlay and the courier van will show up in next month's report and will utilize most of that budget.

Budget and spending for March was approved unanimously.

Director's Report:

- We have begun interviews to fill the vacant LA1 position and hope to have this filled by May 1, 2025.
- We have received a resignation from LA2 Breeze Duvall to go into effect in Mid-April. We have begun the process of filling that vacancy.
- Koha migration is completed. We are working through a number of issues as we progress through the transition but overall, it has gone well.
- Due to regular security concerns, we are contracting with a company to install a fence on the southwest corner of the Tillamook Main Library parking lot.
- The library held its annual seed exchange which allowed patrons to pick up to three seed packets and provided collection envelopes to harvest seeds from what they grow and return them for next year's exchange.
- The Adventure! Children's Museum of Eugene Oregon has a "Magic and Mystery" interactive exhibit involving puzzles, dragon drawing exercises, a reading nook and a

mystery to solve, in an effort to invite kids to explore magical settings in the context of a variety of fantasy novels, learning about mythical creatures, and potting mandrakes. The Exhibit will run through April 30th.

- The library has hosted the first of an ongoing quarterly meeting called Chats with the Chief, where the community can connect with the Tillamook Police Chief about critical community issues and safety. The first event was well attended, and the next will take place on June 12, 2025.
- The Main branch is continuing to host tech help drop-in appointments along with additional aid throughout the county with branches providing tech help by appointment.
- The 2025 Summer Reading program is set to run from June 9th-August 2nd. Kids can earn prizes including books, toys, and community prizes which have been donated by local businesses including: Bahama Mama's, Beaver Firearms and Grocery, Cloud and Leaf Bookstore, Denny's, Dutch Bros, Flamingo Jims, Four Paws on the Beach, Handy Creek Bakery, Left Coast Siesta, Little Apple Grocery, Manzanita News and Espresso, Marzano's Pizza, Moxie Fair Trade, Neahkanie 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. Teens and Adults who complete their game will be entered in a drawing 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 give kids an opportunity to sign up. Families are also encouraged to sign up directly with the library starting on June 9th.

Data Dashboard

Going into next month we have the challenge of data coming from both Sierra and Koha. We have added print jobs and computer usage data points to our report to give a more well-rounded understanding of computer usage in the library when paired with the existing wireless sessions. Year-over-year change has had a dip in library cards, which is not on trend. We had a dip in children's programs due to a variety of factors, so we expect that to increase again. Electronic checkouts are up with the exception of Flipster, which does not seem to get as much use as the others, which we have seen throughout other library systems as well as ours. A-Z World Food does not seem to have caught on with users. There is no year-over-year change due to the change in how we measure.

Foundation Update

The foundation is still working on the park project. The maze is in place and looks good.

Commissioners' Update

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

Old Business

- Koha migration is going well, though there is work to do to fix the notification system and our RFID system. There are other minor issues we are working through but overall, we are pleased with what has been accomplished. We are excited about the room that this change has opened up in the budget.

2025-2026 Budget Proposal

- The proposal is based on current expenditure and knowledge of changes coming. Don looks at the actual expenditures in monthly, biannual, and 16-month intervals to evaluate trends. Library staff are able to provide feedback as well.
- Our projected budgetary reserve is growing in spite of our expenses.
- We are expecting about a 6% increase in the personnel budget due to cost-of-living increases and wage increases.
- Our materials budget has a projected decrease of about 6%. The increases are around contracted services for a rebranding project. Computer software and licensing is set to increase around tutoring support, genealogy, job search aids, etc. Digital materials are going to increase based on expenditures from this year. Printing and Advertising will increase with the rebrand.
- Network fees will be greatly reduced due to the Koha migration.
- Our proposed Capital Budget has 1.125 million to allocate to a new bookmobile and replace the HVAC system at the Tillamook Main branch. Computer replacement is expected for next year. We are looking to increase security with new cameras and hope that this will be used to help our door count accuracy. We are also planning to add a door to the children's library to increase security.
- The five-year Capital Plan will be discussed over the next year.
- The Law Library carries \$42,000 in expenses for this next year. Some associated costs have been put into contracted services in the hope that we will have state funded legal professionals come and lead programs in the law library.
- Library Reserve account currently holds \$1.2 million which we have not touched with our expenses, and we have \$5.2 million in unappropriated balance.

New Business

- A community survey is scheduled to go out in April. We have been working with a team from PSU to send the survey out in both in English and Spanish via paper and digital means distributed through social media, all the normal channels, and additional partners to extend the reach in our survey to non-library users. It will be open for 2-3 weeks.

The meeting was adjourned at 1:02 p.m.

April Budget and Spending Update

Budget Category	FY25 Budget	Actual through 4/30/25	Over/Under	%	Notes
Total Salaries	\$ 1,536,700	\$ 1,003,211	\$ (533,489)	-35%	Low spending due to vacancies
Total Taxes and Benefits	\$ 1,077,000	\$ 798,919	\$ (278,081)	-26%	Low spending due to vacancies
Personnel Costs	2,613,700	\$ 1,802,130	\$ (811,570)	-31%	Low spending due to vacancies
Library Materials	\$ 324,000	\$ 251,515	\$ (72,485)	-22%	Low spending
Library Programs	\$ 64,000	\$ 21,550	\$ (42,450)	-66%	Low spending, summer reading programs
Materials and Services	\$ 1,358,810	\$ 1,085,790	\$ (273,020)	-20%	On Track
Capital Outlay	\$ 865,100	\$ 720,805	\$ (144,295)	-17%	On Track
Total	4,837,610	\$ 3,608,724	\$ (1,228,886)	-25%	

Library Materials Budget and Spending Through April 2025

Periodicals	\$ 14,000.00	\$ 14,762.00	\$ 762.00	5%
Adult Fiction	\$ 44,000.00	\$ 32,849.15	\$ (11,150.85)	-25%
Adult NF	\$ 38,000.00	\$ 25,428.60	\$ (12,571.40)	-33%
Teen	\$ 8,000.00	\$ 5,234.61	\$ (2,765.39)	-35%
Childrens	\$ 60,000.00	\$ 41,495.49	\$ (18,504.51)	-31%
Non-Print Materials	\$ 40,000.00	\$ 17,177.15	\$ (22,822.85)	-57%
Digital Materials	\$ 120,000.00	\$ 114,568.37	\$ (5,431.63)	-5%
Materials Total	\$ 324,000.00	\$ 251,515.37	\$ (72,484.63)	-22%

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	\$ 6,278.75	\$ (11,721.25)	-65%
Program Supplies	\$ 16,000.00	\$ 5,465.98	\$ (10,534.02)	-66%
Programs Total	\$ 64,000.00	\$ 21,550.17	\$ (42,449.83)	-66%

Director's Report



**Tillamook County
Library Board
April 2025**



Library Operations

The Library welcomed a new library assistant 1, Robin Denni, to the Tillamook Main branch. Robin began work on April 21st. The library also welcomed a new library assistant 2, Tara Shepersky, on the same day.

The library had a fence installed in the southwest corner of the Tillamook Main Library parking lot. This area has been a site of regular security concerns.

Work is being completed on the pavers in the library park. The library is setting up the plumbing work to supply water for a new fountain that the Tillamook Library Foundation will commission.



The Tillamook Library Foundation evaluated a plan to work with the Oregon Community Foundation (OCF) to set up an educational endowment based on a generous donation this fiscal year. The Board of the Library Foundation approved setting up the educational endowment through OCF which will require additional funding to meet their minimum. I will be raising funds through the end of the year to meet that goal.

I presented the FY 2025-26 proposed budget to the Tillamook County Budget Committee. The budget hearing went well, and I do not anticipate major changes to the proposed budget. The next step is for the budget to get approved which opens the door to public feedback and the adoption process.

Library Programs and Outreach

The library has a new display fixture at Tillamook Main Library in the main lobby next to the stairs. This will feature materials focused on different monthly themes focused on materials found throughout the library.



The library launched the annual community survey after a one-year hiatus while the Library and Library Board retooled the approach to the survey. I anticipate the survey will be available through at least next week for data gathering.



The Library's Collection Team met to discuss the proposal for a local history reference collection developed by Angela Arena. The team was supportive of the direction of that proposal which will help to define and give direction to multiple collections that have stagnated in recent years.

On April 1st, I attended a meeting of leaders in the Chinook Library Network. In that meeting, the network began setting up the organizational structure for the consortium. We identified the user council that will guide policy for the network. I will Chair the user council for the first year as we set up practices to ensure the stability and functionality of the consortium for the long term.

I attended the CEO Symposium put on by The Center for Association Leadership in Louisville, Kentucky as part of the preparation for becoming President of the American Library Association Core Division in July. It was a great opportunity to learn from leaders in the world of professional associations about board leadership best practices.

KPTV-12 Fox News Portland interviewed me at the Bay City Library as part of a story on LSTA grant funding through the Institute for Museum and Library Science in the federal government. Here is a link to the story: [Libraries across Oregon brace for impact of federal cuts](#)

Upcoming programs in May:

Estate Planning Made Simple with Cheryl Gill Saturday on May 3, 2025 - 2:00pm to 4:00pm at Tillamook Main. Topics include: What is Estate Planning And how do you get started? Do you need a will or trust? How do you avoid probate? What are the most common mistakes people make?

Saturday, May 3
2:00 pm
at Tillamook Main
Branch Library

"Good planning is a gift both to yourself and your family, and that's particularly true for health care decision-making. Guide to the this that are easy to understand are a real help."
—Paul Malloy, President, Aging with Dignity

A Very Simple
**ESTATE
PLANNING
GUIDE**
That Goes Beyond Creating A Will

Cheryl Gill

Author Cheryl Gill will share important estate planning knowledge at this event.

Cheryl will go over everything you need to know to take the confusion out of preparing and moving forward with a plan to protect what matters to you the most.

TCL
Tillamook County Library

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

Speed Friending on Wednesday, May 7, 2025 - 2:00pm at Pacific City.



Sean Gaskell playing the West African Kora on Friday, May 9, 2025 - 4:00pm at Tillamook Main Library.



Shaping Your Life: Healthy Habits with Helen Beaman on Thursday, May 15, 2025 - 2:00pm at Tillamook Main Library.

Shaping Your Life
HEALTHY HABITS
with Helen Beaman, MSW, LCSW

Thursday
May 15
2:00pm
at
Tillamook
Main Branch
Library

We all have habits that work against us and desire to have easier ways to create beneficial changes in our lives. Whether you struggle with your dietary choices, needing to be more active, or simply want to prioritize more meaningful ways to spend your time and energy, this talk is for you. We will start with a discussion of concepts around both habit shaping and disruption. Next, we'll explore different types of motivation, and ways to maintain it. We'll close with tips and examples of how to start setting goals in a way that will work for you!

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Oregon Humanities Conversation Project: Softening Sharp Teeth: Getting Curious about Conflict with Emily Squires on Thursday, May 15, 2025 - 4:00pm at Tillamook Main Library.

Oregon Humanities

CONVERSATION PROJECT

Softening Sharp Teeth:
Getting Curious About Conflict
with Emily Squires

Thursday
May 15
4:00pm
at **Tillamook Main Branch Library**

Interpersonal conflict and disagreement are part of being in relationship with others, but many of us fear conflict. Motivated by many factors, including cultural norms, concern for social consequences, and personal safety, many of us avoid it. What might we learn and how might we grow by making more room for conflict? What skills do we need to responsibly engage in conflict? How can shifting our relationship to conflict offer us new perspectives about ourselves and the groups we belong to? This community conversation is an opportunity to reflect on our relationships to interpersonal conflict outside of where we might most often encounter it, like the heated context of an argument at the dinner table or online. Facilitator Emily Squires will lead a judgement- and jargon-free discussion of what we mean when we say conflict, considering how interpersonal conflict shapes our lives and tools to use when experiencing it.

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