

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 moved to adopt the bylaws as presented in packet. Jon seconded. Motion passed unanimously.

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