

**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 30<sup>th</sup>.

- 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 9<sup>th</sup>-August 2<sup>nd</sup>. 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 9<sup>th</sup>.

### **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.