



## **Agenda: Tillamook County Library Board**

Thursday, September 25th, 2025: 12:00 p.m. – 1:00 p.m.; *Hybrid*

<https://zoom.us/j/93150883748?pwd=83FC47wBMx4lIuf2IoFXyEFBhZr0NQ.1>

**Call to order: Board Chair: Sayde Walker**

### **Public input**

**July 2025 Minutes and August 2025 Spending: 5 minutes**

- Previous meeting: [July Meeting](#)
- 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
- Strategic Plan 2025-26 Implementation Plan

### **New Business:**

- None

### **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.

## August 2025 Budget and Spending Update

Budget Category	FY26 Budget	Actual through 8/31/2025	Over/Under	%	Notes
Total Salaries	\$ 1,636,000	\$ 244,933	\$ (1,391,067)	-85%	On Track
Total Taxes & Benefits	\$ 1,150,023	\$ 177,766	\$ (972,257)	-85%	On Track
Personnel Costs	\$ 2,786,023	\$ 422,698	\$ (2,363,325)	-85%	On Track
Library Materials	\$ 342,000	\$ 79,655	\$ (262,345)	-77%	High spending
Library Programs	\$ 69,000	\$ 13,794	\$ (55,206)	-80%	High spending
Materials and Services	\$ 1,284,880	\$ 282,462	\$ (1,002,418)	-78%	High spending
Capital Outlay	\$ 1,125,000	\$ 38,901	\$ (1,086,099)	-97%	Low spending
Total	5,195,903	\$ 744,061	\$ (4,451,842)	-86%	Low Spending

Library Materials Budget and Spending Through August				
Periodicals	\$ 14,000.00	\$ 1,452.00	\$ (12,548.00)	-90%
Adult Fiction	\$ 49,000.00	\$ 4,457.43	\$ (44,542.57)	-91%
Adult NF	\$ 45,000.00	\$ 5,957.04	\$ (39,042.96)	-87%
Teen	\$ 5,000.00	\$ 1,032.14	\$ (3,967.86)	-79%
Childrens	\$ 51,000.00	\$ 16,779.58	\$ (34,220.42)	-67%
Non-Print Materials	\$ 40,000.00	\$ 4,149.59	\$ (35,850.41)	-90%
Digital Materials	\$ 138,000.00	\$ 45,826.84	\$ (92,173.16)	-67%
Materials Total	\$ 342,000.00	\$ 79,654.62	\$ (262,345.38)	-77%

Library Programs Budget and Spending Through August				
Adult Programs	\$ 15,000.00	\$ 3,627.50	\$ (11,372.50)	-76%
Teen Programs	\$ 4,000.00	\$ 800.00	\$ (3,200.00)	-80%
Children Programs	\$ 14,000.00	\$ 2,941.89	\$ (11,058.11)	-79%
Branch Programs	\$ 20,000.00	\$ 3,830.49	\$ (16,169.51)	-81%
Program Supplies	\$ 16,000.00	\$ 2,593.83	\$ (13,406.17)	-84%
Programs Total	\$ 69,000.00	\$ 13,793.71	\$ (55,206.29)	-80%

# Director's Report



Tillamook County  
Library Board  
September 2025



## Library Operations

The library hired Library Assistant 3 Katrina Bailey in August. Katrina will support the work of the library board and director.

The HVAC unit at Tillamook Main stopped working in August and was not repairable. The library was planning to replace the unit in this fiscal year but had hoped it would make it through one more summer. After the failure of the HVAC system, the library rented temporary HVAC units to cool the building.

Cameras and environmental sensors have been installed to provide a camera at every library for safety and security. The cameras will be positioned to capture images of people entering the libraries and will also provide a more accurate door count across all locations except the Bookmobile. The environmental sensors will alert the library to toxins in the restrooms at the Tillamook Main Library. The library is developing a new security camera policy.

The library website will change over to the Aspen platform on October 1<sup>st</sup>. The new website has been available for staff testing and public preview. This change will save money for the library and will allow the library to innovate through Aspen connecting users online experience to their library accounts. As an example of this, library card holders will be able to save events to their account to remind them of programs they want to attend.

Work began on replacing the park fountain. The new fixture will be a low profile rock bubbler fountain that will have dedicated power and water.

The library has been engaged with Michael Swendrowski to develop specifications for the new bookmobile. Michael works throughout the country with libraries that are acquiring bookmobiles. His professional knowledge will help the library to develop a strong procurement process.

---

## Library Programs and Outreach

Summer Reading 2025 ended in August. This year the library had 615 kids, 103 teens, and 122 adults participate in the Summer Reading game. This was an slight increase in participation over last year.

The library held a summer reading party at Tillamook Colisseum Theater. Over 90 people were in attendance for a showing of the Minecraft Movie and received free popcorn and drinks from the theater.

The South Tillamook County Library Club will celebrate their 30<sup>th</sup> anniversary on September 28<sup>th</sup> during the Pacific City Farmer's Market.

The library Summer Music Series completed its second year of performances. With over 109 attendees, this program series grew from the previous year with more local artists and more attendance.

The library hosted Original Practice Shakespeare performances of As You Like It and Much Ado About Nothing on August 30<sup>th</sup> and 31<sup>st</sup> in the Maxwell Library Park. The performances drew nearly 100 attendees over the course of the weekend. This program is generously supported by the Tillamook County Library Foundation.

On Srptember 12<sup>th</sup>, the library hosted a book release party for Neal Lemery's Recharging Ourselves: Strengthening Our Community Through Kindness. The event was also a benefit that raised money for the Tillamook County Library Foundation's library staff educational endowment campaign.

As part of the Tillamook County Library Foundation's library staff educational endowment campaign, I will be visiting community groups and meeting with potential donors this fall to raise money top create this endowment.



## Library Displays in September:

## Library Hispanic Heritage Month Display at Tillamook Main



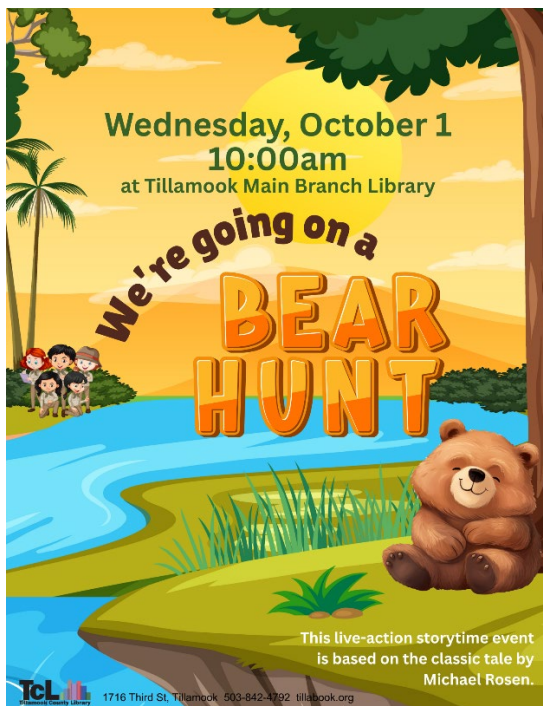
## Library Suicide Awareness Month Display at Tillamook Main



## Cryptids, Ghosts, & Monsters Display at Tillamook Main



## Upcoming programs in October:





**NOW PLAYING!**

PACIFIC CITY  
**MOVIE NIGHT**



THEY'RE HERE TO SAVE THE WORLD.

A GROUP OF UNEMPLOYED PARAPSYCHOLOGISTS GO INTO BUSINESS AS PROFESSIONAL GHOST NEUTRALIZERS. BUT WHEN NEW YORK CITY COMES UNDER ATTACK FROM A HOST OF SUPERNATURAL DEMONS, THE SELF-PROCLAIMED GHOSTBUSTERS MUST STEP UP AND SAVE THE WORLD FROM THE SINISTER 'ZUUL' (1984, PG)

Join us for movie night every third Friday at 3:30pm.

**FRIDAY, OCTOBER 17, 3:30PM**

**TCL** Tillamook County Library  
South Tillamook County Pacific City Branch Library  
6200 Camp St 503-965-6163 tillabook.org



**SPEED-FRIENDING**

**Friday,  
October 17  
3:00 pm  
at Rockaway Beach  
Branch Library**

Meet new people in a fun, low-pressure turn taking game.

**TCL** Tillamook County Library  
120 N Coral, Rockaway Beach 503-355-2665 tillabook.org

**TEEN  
ANIME CLUB**

**4:00pm**  
at Tillamook Main Branch Library

**REFRESHMENTS  
PROVIDED.**

Oct 2: Ancient Magus Bride  
Oct 9: Overlord  
Oct 16: Soul Eater  
Oct 23: So I'm a Spider, So What?  
Oct 30: Kaiju No. 8 (recommended 16+)

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



OCTOBER MOVIES AT MAIN

Join us for

# HALLOWEEN MOVIES

10/1 Dracula (1931)

10/8 Creature from the Black Lagoon (1954)

10/15 The Creeping Flesh (1973)

10/22 Young Frankenstein (1974)

10/29 The Innocents (1961)

**TCL**  
Tillamook County Library  
1716 Third St, Tillamook, 503-342-4792 [tillabook.org](http://tillabook.org)

## *Taste the World...*

## ...with SPICE CLUB!

Try a new spice with Garibaldi Branch Spice Club!

Each take-home spice kit will contain:

- Information about the featured spice
- 1 or 2 recipes
- Sample of the featured spice to try at home

For adults - Available while supplies last.



**TCL**  
Tillamook County Library  
107 6th St, Garibaldi 503-322-2100 [tillabook.org](http://tillabook.org)

## Library Data Dashboard (08/01/2025 through 08/31/2025)

August 2025	BC	GA	MZ	PC	RK	MAIN	BKM	OUT	TOTAL
<b>General Library Statistics</b>									
Patron Visits (Door Counts)	273	513	3618	1577	656	6782	421		13840
New Library Cards	3	3	26	21	14	60	11		138
Wireless Sessions	0	1547	330	1547	56	825			4305
Computer Useage	29	3	194	69	46	948			1289
Print Jobs	40	19	194	69	187	1671			2180
General Reference Assistance	7	69	454	19	90	288	15		942
<b>Library Circulation</b>									
Checkouts [Filled by Staff]	291	464	2221	1207	548	6345	177	545	11798
Renewals									8714
Total Materials Circulated									20512
Electronic Circulation									6707
Total Circulation									27219
Database Usage									760
Holds [Pick-Up Location]	71	190	759	413	315	813	65	64	2690
<b>ILL Circulation</b>									
ILL Loaned									n/a
ILL Borrowed									n/a
<b>Volunteer Records</b>									
Number of Volunteers	0	1	0	0	1	1	0		3
Volunteer Hours	0	15	0	0	6	4	0		25
<b>Community Space Usage</b>									
Community Use of Meeting Rooms				1		19			20
Community Use of Study Rooms						128			128
<b>Book A Librarian</b>									
Book Recommendations									
Notary Appointments		0		2	0	22			24
Tech Help Appointments						4			4
<b>Programming</b>									
Total Adult/General Services - Total Programs	0	2	0	3	4	10	0		19
Total Adult/General Services - Total Attendance	0	13	0	22	16	159	0		210
Teen Services - Total Number of Programs	0	1	1	0	0	8	0		10
Teen Services - Total Attendance	0	3	3	0	0	8	0		14
Children's Services - Total Number of Programs	4	5	0	2	3	18	8		40
Children's Services - Total Attendance	31	19	0	9	12	177	95		0 •

Electronic Materials Detailed Report	
Electronic Checkouts	#
Comics Plus	49
Hoopla	3473
Kanopy	947
Overdrive	2238
<b>Total Electronic Checkouts</b>	<b>6707</b>
Database Usage	#
A to Z Worldfood	2
Ancestry Library Edition	92
Chilton's	6
Consumer Reports Online	0
CultureGrams	7
Ethnic Diversity Source	0
Gale Virtual Ref	15
Greenfile	0
Mango	59
New York Times	67
Newsbank	372
Novelist Plus	12
Novelist Plus K-8	2
Tutor.com	1
Valueline	125
WorldBook	0
<b>Total Database Usage</b>	<b>760</b>

## **PURPOSE/OBJECTIVES:**

### Overview of Policy

The Collection Development Policy guides library staff with principles for developing and maintaining collections that meet the needs of Tillamook County communities. In the interest of transparency and good public stewardship, this policy allows for staff and the public to see the factors involved in collection development at Tillamook County Library (TCL). The criteria for selection and deselection are defined and support TCL's mission and vision statements.

### Objective

In alignment with the principles outlined in the Oregon Revised Statutes, Chapter 357, TCL affirms that access to diverse and relevant library services is a fundamental right and a necessary public service. The library strives to meet the needs of underserved populations, address the barriers to accessing library services, and ensure that materials reflect a wide range of voices, perspectives, and lived experiences.

The right to freely access information is an important part of the intellectual freedom that is basic to democracy. TCL views intellectual freedom as the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expression of ideas through which any and all sides of a question, cause or movement may be explored.

TCL will uphold intellectual freedom as expressed in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as adopted by the American Library Association. TCL strives to present materials in a neutral, unbiased manner.

TCL is not a single library location. It is a library system, with locations throughout the county, supported by the library's main branch in downtown Tillamook. In its supportive role, the main branch manages multiple collections that are available to the public in support of the library's mission. Generally, these collections fall within the scope of most public library collections: popular materials and general interest. However, TCL also maintains the County's law library and a local history collection.

All collections are reviewed and revised on an ongoing basis to further the mission of the library, as well as to meet contemporary and future community needs.

## **APPLICABILITY:**

### Materials

This policy applies to all library materials. The word "materials" as it may occur in the policy has the widest possible meaning; hence, it is implicit in this policy that every form of permanent record is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio books, films, music, and online sources.

### Selection

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection.

### In Loco Parentis



In loco Parentis is a Latin phrase meaning “in place of a parent”. The TCL does not stand "in loco parentis." Parents and guardians have the responsibility to guide and direct the reading, listening, viewing, and other choices of their own minor child(ren).

## **POLICY:**

### Selection Responsibility

The ultimate responsibility for the selection of library materials lies with the Library Director, who operates within the framework of policies approved by the Library Board. Selection responsibilities are delegated to qualified staff who apply professional judgment, community knowledge, and the library’s selection criteria to guide decisions.

### Selection Criteria

The Tillamook County Library selects materials for all ages and in a variety of formats including print, audiovisual, and digital. Materials may be selected for their artistic merit, scholarly value, public demand, or cultural significance. Materials may also be chosen to address specific community needs or to ensure representation of the wide range of perspectives and lived experiences within Tillamook County.

The selection process is guided by the following criteria:

- **Community Interest or Demand:** Demonstrated or anticipated interest from library patrons or the local community.
- **Contemporary Significance or Timeliness:** Relevance to current events, trends, or emerging issues.
- **Professional or Critical Reviews:** Positive evaluations by reviewers in reputable publications or platforms.
- **Diversity of Viewpoints:** Representation of varied cultural, social, and lived experiences within the community.
- **Quality and Accuracy:** Clear, well-organized, and reliable content, based on sound research or expert consensus.
- **Relation to Existing Collection:** Value in complementing, enhancing, or filling gaps within the current holdings.
- **Author/Publisher Reputation:** Consideration of the author’s or creator’s qualifications, credibility, and contribution to the field.
- **Local Relevance:** Content that reflects or contributes to the understanding of local history, issues, or community identity.
- **Format and Usability:** Durability, accessibility, and ease of use of the material(s).
- **Budget and Space Considerations:** Feasibility of adding materials to the library collection within the financial and physical space constraints.

An item does not need to meet all selection criteria to be considered for inclusion in the collection. The selection of materials is not restricted by the possibility that content may be accessed by minor children. Inclusion of materials in the collection does not imply endorsement of the material’s content or viewpoints.

The Tillamook County Library may acquire self-published materials when they include unique local content or are by a local author, defined as individuals currently or formerly residing within Tillamook County. These materials are subject to the same selection criteria and collection maintenance criteria as the general collection.

### Selection Criteria for the Library of Things

The Library of Things is a special collection of functional library materials-such as tools, technology, games, educational kits, and household items-that support TCL's mission. These items are selected to meet occasional needs, allow patrons to try products before purchasing, and provide access to items that may otherwise be unaffordable or inaccessible.

Selection for the Library of Things is guided by the general selection criteria outlined above, with additional consideration given to factors unique to this type of collection:

- **Usability:** Items should be easy to use and suitable for the general public.
- **Safety:** All items must meet basic safety standards and pose minimal risk to users.
- **Quality of Construction:** Items should be well-made and able to withstand repeated use over multiple checkouts.
- **Maintenance Requirements:** Preference is given to items with low or manageable maintenance needs.
- **Storage Space and Portability:** Items should be reasonably easy to store and transport, both by the library and by patrons.
- **Cost:** Items should be of a reasonable price and provide good value.

As with all library materials, inclusion in the Library of Things does not imply endorsement of a product or its use. Items are evaluated regularly to ensure they remain in good condition and are safe for public use.

### Material Requests

The Tillamook County Library welcomes suggestions from all members of the community regarding materials to add to the collection. The Material Request form is available to all library patrons when they are logged into their library account. Community members may recommend materials by emailing library staff at [tcl-contactus@tillamookcounty.gov](mailto:tcl-contactus@tillamookcounty.gov).

Library patrons and community members may make a reasonable number of material requests per year, and in that number only a reasonable number of those requests will be fulfilled per month. This is to ensure those services remain available by keeping the costs and staff time filling requests manageable.

All requests are evaluated in accordance with the selection criteria. To supplement the collection and meet specific patron needs, TCL may fulfill material requests through interlibrary loan.

### Collection Maintenance

Maintaining a high-quality, current, and relevant collection that reflects the evolving needs, interests, and demographics of our community is a core responsibility of the Tillamook County Library. Just as

selection is a vital part of building collections, de-selection or withdrawing materials (also known as weeding) ensures that our collections remain useful and accessible.

Staff librarians regularly review and withdraw materials. De-selection decisions are content neutral and consider the following factors:

- **Physical condition:** Is this item worn, damaged, stained, or defaced?
- **Circulation statistics:** What is the date of last use and last circulation? How frequently is this item checked out?
- **Duplication:** How many copies of this item does the library have? Is there a waitlist for this item? Is there a copy in better condition?
- **Currency of content:** When was this item published? Is there a new edition or more comprehensive works on the same topic?
- **Relevance to the community:** Is there a demonstrated or anticipated demand for this topic? Does it address a local issue, history, or event? Is the author local or does the work feature a local setting or theme?
- **Relevance to the collection:** Does this item fill a gap or enhance existing subject areas?
- **Format usability:** Is this item available to patrons in an alternative format? Is the format of this item outdated? Is the format of this item accessible?
- **Availability through other resources (e.g., interlibrary loan):** Can this item still be obtained if a patron requests it?

Decisions to de-select materials are based solely on the above criteria. No item will be removed from the collection solely due to controversy, disapproval, or perceived offensiveness of its content, author, or viewpoint.

### Replacement and Withdrawal Process

The library does not automatically replace items that have been lost, damaged, or withdrawn. Replacement decisions are made on a case-by-case basis and consider:

- Ongoing demand or relevance of the material
- Availability of updated editions or alternate formats
- Cost and availability of the material for repurchase
- Presence of similar materials in the collection
- Availability through interlibrary loan

Whenever possible, withdrawn items in good condition are redistributed through the Library Foundation or our Friends of the Library groups for resale, to support library programming and initiatives; or items may be sent to organizations such as Better World Books. Items unsuitable for resale or donation are responsibly recycled.

### Reconsideration

TCL recognizes the right of an individual, residing in Tillamook County, to question materials in the library collection and has developed a process to address concerns. Groups or organizations may not submit a Request for Reconsideration of Library Materials. Limits may be placed on the number of request individual patrons may submit within a set period.

The process includes completing a written Request for Reconsideration of Library Materials form for the specific item and submitting it to the Library Director. Only one item may be requested per form.

The Library Director will reply in writing to the individual within 30 days of receiving the completed form.

The item in question, will remain in the collection pending the Library Director's written decision.

The Library considers all materials selected in alignment with this document to be constitutionally protected under the First Amendment unless the materials are determined unprotected by judicial action. Material under court consideration will remain in the active collection and not be considered for removal until the judicial determination is made and all appeals completed.

Individuals wishing to request a review of the reconsideration process to ensure the material was properly reviewed by the Library Director may express their concerns to the Library Board. They may do this via a written statement to the Library Board President.

The Library Board, after hearing an individual's complaint, will determine if the material has been reviewed in accordance with this document and that appropriate Library procedures have been followed. This decision is considered final.

An individual title will only be reviewed once every three years. If a title has already gone through the review process within the previous three years, patrons wishing to submit a review of that same title will receive the same response provided in the original reconsideration process.



# **TILLAMOOK COUNTY LIBRARY**

## **Implementation of Strategic Plan: 2023 – 2027**

## Lifelong Learning

- ✓ Expand services to Spanish speakers, school-age children, and seniors.
- ✓ Develop a dynamic and effective adult literacy program.
- ✓ Offer a wide variety of cultural and educational public programs.
- ✓ Offer individual appointments to support learning with technology and library resources.

TACTIC	WHO	HOW WILL WE MEASURE SUCCESS?
Participate annually in two outreach opportunities to reach Spanish speakers	Jenn	Participation in outreach activities.
Hold four Spanish language programs per year.	Joe	Number of programs held/attendance.
Create more bilingual wayfinding signage	Luke	Library signage has been updated.
Conduct annual library card drives in each school district.	Melanie and Colin	Signups
Develop a design for the teen area remodel with a design firm and Tillamook Highschool students	Luke and Colin	Design completed
Develop program policies and procedures for homebound outreach services	Jenn	Active and sustainable homebound visit schedule.
Build relationships with other educational institutions involved in adult literacy.	Jenn	Contacts tracked and established.
Design a targeted program involving adult literacy volunteers.	Jenn	Program created Volunteers recruited and trained.
Implement evaluation tool for library programs	Joe	Tool is used in all programs
Increase number of programs and annual attendance.	Joe	Number of programs and attendance.
Develop College and Career Center Advisory Panel	Jenn	Panel members identified Meetings scheduled
Expand BAL services	Colin	New services added
Develop and implement Book a Librarian promotional plan	Colin	Promotional materials created and distributed monthly
Increase the number of staff notaries to five.	Don	Five staff provide notary services.

## Access to Library Services

- ✓ Enhance outreach services, including the bookmobile.
- ✓ Explore opportunities to increase the library's presence in South County.
- ✓ Increase access to digital materials while maintaining quality physical materials.
- ✓ Explore opportunities to provide additional materials and services in partnership with other coastal libraries.

TACTIC	WHO	HOW WILL WE MEASURE SUCCESS?
Develop specs and order new Bookmobile	Jenn	New Bookmobile ordered
Develop outreach tools such as grab and go kits for outreach events, swag,	Jenn	Materials developed and distributed.
Conduct South County-focused listening session(s) in South County.	Don	Listening sessions occur
Create a plan for a potential South County library space.	Don	Plan adopted by Tillamook County Library Board
Implement Local History Reference Collection	Courtney	Reference section weeded, new collection created
Implement new Aspen Library App	Danielle	Library app has launched
Hold governance meetings for new consortium	Don	Meetings scheduled

## Inclusion and Respect

- ✓ Support intellectual freedom by offering age-appropriate collections, programming, and displays that support a wide range of viewpoints.
- ✓ Create opportunities for residents to meaningfully connect about community issues.
- ✓ Provide technology tools and resources to bridge the digital divide and increase digital literacy.
- ✓ Develop opportunities for community members to volunteer at the library.

TACTIC	WHO	HOW WILL WE MEASURE SUCCESS?
Implement library service principles	Don	Service principles adopted
Host Oregon Humanities' Conversation Project events six times a year at multiple locations.	Joe	Number of programs held Attendance
Conduct 4 "Let's Talk About..." discussions	Jenn	Number of programs held Attendance
Conduct 6 speed-friending events	Joe	Number of programs held Attendance
Increase the number of library hot spots available.	Will	The collection increases each year.
Implement Chromebook checkout	Will	Offer Chromebooks at three libraries
Add technology and software to select desktop computers.	Danielle	Technology and software added to 3 desktop computers
Increase volunteer participation	Jenn	Increased number of volunteer hours
Engage a bilingual Spanish volunteer.	Jenn	Bilingual Spanish volunteer and active
Create teen volunteer opportunities.	Don	Teen volunteers are active