



Agenda: Tillamook County Library Board

Tuesday, October 28th, 2025: 2:00 p.m. – 3:00 p.m.; *Hybrid*

<https://zoom.us/j/92947118559?pwd=CPoS1bEwBO9Zu3Dkcy0FSUcSGIzZVO.1>

Call to order: Board Chair: Sayde Walker

Public input

September 2025 Minutes and Spending: 5 minutes

- September 2025 Board Minutes
- Library Spending review and approval

Director's Report: 10 minutes

- Updates

Updates: 10 minutes

- Tillamook County Library Foundation Update: 5 minutes
- Commissioner's Update: 5 minutes

Old Business:

- none

New Business:

- Library Video Surveillance Policy
- Library Board Recruitment
- Library HVAC

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, September 25, 2025; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Jennifer Byrne, Tim Josi, Romy Carver, Madeline Olson, and Mary Faith Bell

Staff, Commissioner, and Others Present:

Don Allgeier, Jennifer Wells, Luke Kralik, and Katrina Bailey

Call to Order:

Sayde Walker called meeting to order at 12:00 p.m. on September 25th, 2025.

Public Input:

There were no community members for public input.

Approval of June and July meetings withheld until backlog of records are prepared.

- Question over retention of audio/visual recordings raised.
 - Written Meeting Minutes are held in perpetuity while audio/visual recordings are followed-up on retention length confirmation.

Library Spending Review and Approval:

- Spending is on track. Higher spending at the beginning of the fiscal year as anticipated with Summer Reading Program costs and funding access is opened.
 - Personal costs are additionally on track.
 - Capital outlay is low at this time with upcoming projects are projected for later this fiscal year.
 - Replacement of the HVAC system and acquiring the new Bookmobile are expected expenses.
- Raised request for a Comparison Summary of year-over-year budget.
 - Library Director to provide comparison summary by October Board Meeting.

Jennifer Byrne moved to approve Budget and Spending Review, the motion was seconded by Madeline Olson and passed unanimously.

Director's Report:

- The library HVAC system stopped working in early August. The system was initially assumed repairable but due to operating age and no longer permissible coolant, the system needs full replacement. A temporary HVAC system had been installed for the remainder of the summer months and will be removed 9/26/2025. Giant fans are still available to mitigate the loss of HVAC systems while replacement work is in progress.
- Environmental sensors and cameras have been installed in library campuses as safety and security measures. The cameras are located at entrances to Main and branch libraries to provide accurate people counts and aid in security. Patron counts are used in statistics

reports and are currently a work in progress. They have not been applied to statistic records as of this meeting. The environmental sensors are located in restrooms and will notify library personnel of safety concerns. Air quality (i.e. presence of vaping) and excessive sound volume are detected by these sensors. Cameras and sensors follow Oregon State policy and procedures for library patron and public space privacy. There will be posted signage about sensors and staff concerns for privacy have been heard. Currently the branch cameras are not turned on as policy is developed.

- The library Tillabook website will be changing on October 1st. It is currently open to public comment, and a press release will be going out upon official launch at the beginning of October. The new site is fully hosted on ASPEN which will enable further connection and usability of patron accounts with library services.
- The park fountain will be replaced, and new bookmobile logistics are being taken into consideration before taking to a limited pool of vendors for bids.
- Summer reading program was a success and after an earlier debrief meeting, preparations for next year will begin in October. Additionally, the Library Summer Music Series, Original Practice Shakespeare performances, and Neal Lemery's Recharging Ourselves event were well attended this summer.
- Don Allgeier will be reaching out to community groups and potential donors in the coming months to raise money towards the Tillamook County Library Foundation Education Endowment Campaign.
- In review of statistics, ILL reports were not available this past month and measuring holds data is in review. The number has given a superficial dip that is more likely caused by report analytics from the new Koha system and does not accurately reflect the measurements expected for month-over-month review.
- Library foundation updates discussed including the new fountain, the staff education endowment, website book club kits, and electronic donation tracking.

County Commissioner Mary Faith Bell Report

- Update on needed space acquisition for courthouse expansion. Past BLM building located for purchase that meets needed issue areas including location, required floor space and ADA compliance. The courthouse will remain with additional financial avenues explored to increase ADA compliance.

Old Business

- Communication survey was approved for another year of response collections. While the survey methodology was very well received the strategy to increase number of responses will need refining for the upcoming year. Concerns submitted from public patrons were

generally similar to previous responses: hours of operation and program timing. Later hours and weekend programs are under continuing review when community interest is reflected in attendance.

- Collection development policy was reviewed and questions about the place of the Library of Things in the collection development process were cleared up. Specific points including the reconsideration 3 year “cool off” period were discussed and the county council responded with a legally sound verification.

Jennifer Byrne moved to approve the Collection Development Policy, the motion was seconded by Romy Carver and passed unanimously.

- The strategic plan was presented, accomplishments and continuing progress on key factors acknowledged.

Jennifer Byrne moved to approve the 2025-2026 Strategic Plan, the motion was seconded by Madeline Olson and passed unanimously.

New Business

- Potential rescheduling of October meeting to be further discussed.

The meeting was adjourned at 1:11 p.m.

August 2025 Budget and Spending Update

Budget Category	FY26 Budget	Actual through 9/30/2025	Over/Under	%	Notes
Total Salaries	\$ 1,636,000	\$ 360,800	\$ (1,275,200)	-78%	Low spending
Total Taxes and Benefits	\$ 1,150,023	\$ 262,634	\$ (887,389)	-77%	On track
Personnel Costs	\$ 2,786,023	\$ 623,434	\$ (2,162,589)	-78%	Low spending
Library Materials	\$ 342,000	\$ 106,314	\$ (235,686)	-69%	High spending
Library Programs	\$ 69,000	\$ 14,922	\$ (54,078)	-78%	Low spending
Materials and Services	\$ 1,284,880	\$ 409,459	\$ (875,421)	-68%	High spending
Capital Outlay	\$ 1,125,000	\$ 39,021	\$ (1,085,979)	-97%	Low Spending
Total	5,195,903	\$ 1,071,914	\$ (4,123,989)	-79%	Low spending

Library Materials Budget and Spending Through September 2025				
Periodicals	\$ 14,000.00	\$ 10,012.33	\$ (3,987.67)	-28%
Adult Fiction	\$ 49,000.00	\$ 5,762.09	\$ (43,237.91)	-88%
Adult NF	\$ 45,000.00	\$ 7,548.09	\$ (37,451.91)	-83%
Teen	\$ 5,000.00	\$ 1,190.27	\$ (3,809.73)	-76%
Childrens	\$ 51,000.00	\$ 19,462.85	\$ (31,537.15)	-62%
Non-Print Materials	\$ 40,000.00	\$ 6,016.90	\$ (33,983.10)	-85%
Digital Materials	\$ 138,000.00	\$ 56,321.87	\$ (81,678.13)	-59%
Materials Total	\$ 342,000.00	\$ 106,314.40	\$ (235,685.60)	-69%

Library Programs Budget and Spending Through September 2025				
Adult Programs	\$ 15,000.00	\$ 4,227.50	\$ (10,772.50)	-72%
Teen Programs	\$ 4,000.00	\$ 800.00	\$ (3,200.00)	-80%
Children Programs	\$ 14,000.00	\$ 3,348.86	\$ (10,651.14)	-76%
Branch Programs	\$ 20,000.00	\$ 3,830.49	\$ (16,169.51)	-81%
Program Supplies	\$ 16,000.00	\$ 2,715.48	\$ (13,284.52)	-83%
Programs Total	\$ 69,000.00	\$ 14,922.33	\$ (54,077.67)	-78%

Director's Report



**Tillamook County
Library Board
October 2025**



Library Operations

The library is recruiting a new Custodian for the Tillamook Main Library. The recruitment will end on October 31st. We are hoping to have someone hired by December 1st.

The library website launched on the Aspen platform October 1st. The library did not have any major issues with the migration. 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.

The Maxwell Library Park fountain has been installed. A dedicated water line with power will be connected in the coming month, so that the water feature is able to run regularly.

The library completed identifying the specifications for a new bookmobile with consultant Michael Swendrowski. The next step will be to go out to bid for the new bookmobile. The work that staff have done with Michael will ensure that we have the best possible setup for a successful replacement vehicle that can meet the range of services the library bookmobile provides.

Hoopla was affected earlier this month by the Amazon Web Services outage. Service has since been restored.

Library Programs and Outreach

The South Tillamook County Library Club celebrated the 30th anniversary of the Winkelman Library on September 28th during the Pacific City Farmer's Market. The club did a great retrospective on the effort to develop and build the library. Members of the Winkelman family were in attendance marking the special occasion.

On October 10th, we had a popular mushroom ID workshop with 20 attendees.

A bear hunt themed preschool storytime on October 1st drew in 67 people to enjoy a fun book inspired adventure put together by Youth Librarian Melanie Hetrick.

We are preparing for the Halloween haunted meeting room. 19 community members participated in a craft program to help create halloween decorations for the event. The halloween event which is part of the downtown trick-or-treat usually marks our highest attendance day for the year.

We had a family law basics program that kicked off our Tillamook County Law Library programs that are meant to highlight the law library as a resource and provide more legal support to community members.

I was able to meet with teachers at Garibaldi Elementary School to discuss the new Tutor.com resources available for all active library cardholders. We had a good discussion about how parents and teachers might use this resource.

I met with the interim Superintendent for Nestucca Valley School District, Ken Richwine, to introduce myself, talk about the bookmobile services, and discuss Tutor.com resources.

Spring Chinook salmon eggs were delivered to both the Bay City and Garibaldi branch libraries Tuesday, September 30th. Kyle Wilson from the Oregon Department of Fish and Wildlife (ODFW) and Danielle Maillard from Tillamook Estuaries Partnership (TEP) joined us at each branch to share their expertise with attendees at the event. We'll be welcoming all ages to visit the tanks at the libraries, and joining with ODFW and TEP for a special release event in November.

The Tillamook County Library Foundation's library staff educational endowment campaign launched last month, I have been connecting with

individuals and groups about support for this on-going investment in our community.

Library Displays in October:



Children's Fall Display



Food Roots Community Display



Genealogy Display



Teen Scary Book Display



Country Music Display



Adult Horror Novel Display



Tides of Change Community Display

Upcoming programs in October:



Friday, October 31
2:00-6:00pm

Trick or treat in our not-so-scary haunted house for all ages!

HAUNTED HOUSE
at Tillamook Main Branch Library

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

JOIN US FOR A FUN TIME
MAKING BOOK PAGE VASES
& PAPER WREATHS!

Supplies are limited -
create while they last.

Crafternoons
at Tillamook Main
Branch Library



**Saturday
November 8**
1:00pm

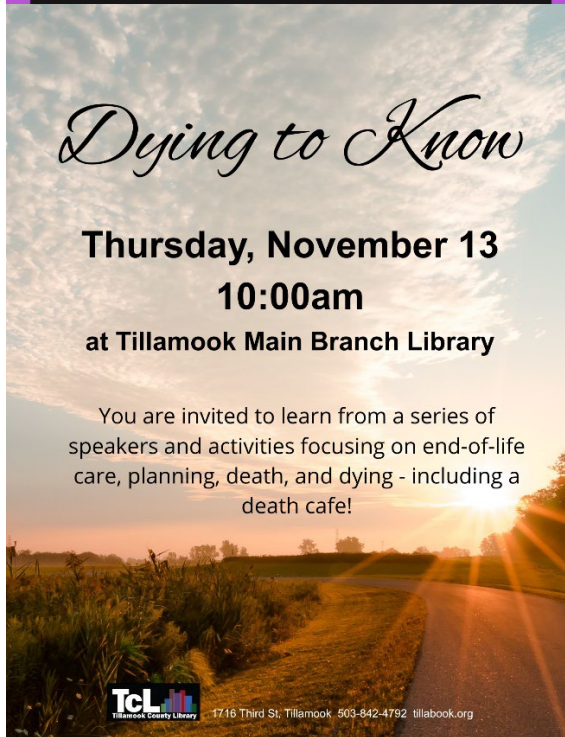


TCL Tillamook County Library
1716 Third St., Tillamook 503-842-4792 tillabook.org

Dying to Know

Thursday, November 13
10:00am
at Tillamook Main Branch Library

You are invited to learn from a series of speakers and activities focusing on end-of-life care, planning, death, and dying - including a death cafe!



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

GREATHOUSE
OF
MUSIC

Life is a Cabaret

**Friday
November 14**
3:00pm



A musical comedy describing Mark and Helena Greathouse's life together from 1968, when they met as foreign students in West Germany, to the present time. Through flashbacks the show highlights some avant-garde Czech songs from the 1930s between the two world wars as well as later during the cold war.

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



Children's Music & Story Hour
with North Coast Symphony
at the North Tillamook
Manzanita Branch
Library

**Monday
November 10
10:30am**

Listen to and participate
in a musical story with
skilled musicians.

TCL
571 Laneda Ave, Manzanita 503-368-6665 tillabook.org



JOIN US FOR
NOVEMBER NOIR

Join us
Wednesday
nights for
movies
and snacks
at 6:00pm!

11/6 TENSION
(2018)

11/13 LEAVE HER TO HEAVEN
(1945)

11/20 THE POSTMAN ALWAYS
RINGS TWICE
(1946)

MOVIES AT MAIN

TCL
1716 Third St, Tillamook 503-842-4782 tillabook.org



NOW PLAYING!
PACIFIC CITY
MOVIE NIGHT

A BOY NAMED MIGUEL DREAMS
OF BECOMING A FAMOUS
GUITAR PLAYER, DESPITE THE
MISGIVINGS OF HIS CLOSE-KNIT
FAMILY. WHEN HIS FORTY-
AMBITIOUS CAUSE HIM TO RUN
AWAY, HE MUST
JOURNEY INTO THE LAND OF THE
DEAD TO SEEK FORGIVENESS
FROM HIS ANCESTORS.
(2017 PG)

COCO

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

FRIDAY, NOVEMBER 21, 3:30PM

TCL
South Tillamook County Pacific City Branch Library
8500 Camp St 503-868-6883 tillabook.org



SPEED-FRIENDING

**Wednesday,
November 5
3:00 pm
at Bay City
Branch Library**

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

TCL
Tillamook County Library 5525 B St, Bay City 503-377-0231 tillabook.org

**YOU'RE INVITED TO THE
INAUGURAL PUZZLE EXCHANGE!**

**Saturday, November 15
10:00am**
at Tillamook Main Branch Library
1716 Third St, Tillamook

The Tillamook Police Department is thrilled to announce the launch of a new community initiative: the Quarterly Puzzle Exchange Program!
Join us for our very first Puzzle Exchange event, where residents of all ages are invited to donate, borrow, and exchange puzzles. Whether you're a puzzle enthusiast or simply curious, this is a great chance to discover new challenges and connect with neighbors.
This exciting collaboration aims to:

- Promote mental wellness and cognitive health through engaging activities.
- Encourage community connections between residents, library staff, and local law enforcement.
- Provide free and fun entertainment that is accessible to all.

🍷 Bring your gently used puzzles to exchange or donate
☕ Enjoy Coffee, Hot Coco, Apple Cider, Tea, puzzles, and conversation
👋 Meet library staff and Tillamook Police Department members in a relaxed, welcoming setting

Let's piece together community spirit—one puzzle at a time!

 For more information, contact the Tillamook County Library or the Tillamook Police Department. We look forward to seeing you there!



Library Data Dashboard (09/01/2025 through 09/30/2025)

September 2025	BC	GA	MZ	PC	RK	MAIN	BKM	OUT	TOTAL
General Library Statistics									
Patron Visits (Door Counts)	216	359	2555	1099	510	6126	781		11646
New Library Cards	5	2	32	12	4	77	61		193
Wireless Sessions	51	32	218	195	53	766			1315
Computer Usage	24	31	156	71	10	819			1111
Print Jobs	26	101	1621	287	269	3211			5515
General Reference Assistance	6	42	316	21	68	285	21		759
Library Circulation									
Checkouts	171	351	1593	852	584	5590	1129	581	10851
Renewals									8890
Total Materials Circulated									19741
Electronic Circulation									6163
Total Circulation									25904
Database Usage									744
Holds	64	115	694	295	327	755	520	127	2897
ILL Circulation									
ILL Loaned									218
ILL Borrowed									79
Volunteer Records									
Number of Volunteers	0	1	0	0	1	2	0		4
Volunteer Hours	0	15	0	0	4	47	0		66
Community Space Usage									
Community Use of Meeting Rooms			5			34			39
Community Use of Study Rooms						120			120
Book A Librarian									
Book Recommendations									
Notary Appointments				0		12			12
Tech Help Appointments						10			10
Programming									
Total Adult/General Services - Total Programs	0	2	1	4	3	14	0		24
Total Adult/General Services - Total Attendance	0	26	4	12	37	83	0		162
Teen Services - Total Number of Programs	0	1	0	0	0	6	0		7
Teen Services - Total Attendance	0	2	0	0	0	8	0		10
Children's Services - Total Number of Programs	5	4	2	3	3	18	36		71
Children's Services - Total Attendance	39	12	0	2	7	102	355		517

Electronic Materials Detailed Report	
Electronic Checkouts	#
Comics Plus	101
Hoopla	2902
Kanopy	932
Overdrive	2228
Total Electronic Checkouts	6163
Database Usage	#
A to Z Worldfood	2
Ancestry Library Edition	24
Chilton's	1
Consumer Reports Online	6
CultureGrams	6
Ethnic Diversity Source	0
Gale Virtual Ref	15
Greenfile	0
Mango	111
New York Times	83
Newsbank	335
Novelist Plus	10
Novelist Plus K-8	0
Tutor.com	2
Valueline	149
WorldBook	0
Total Database Usage	744

Library Video Surveillance Use Policy

Tillamook County Library strives to maintain facilities that are safe and secure for staff, volunteers, and patrons. To this end, selected areas of the library premises are equipped with video cameras that are recording at all times. Cameras will be placed only in areas where patrons, staff, and volunteers have no reasonable expectation of privacy. Signs informing the public of video surveillance are posted at library entrances or within the area.

Purpose and Scope:

The purpose of video surveillance at the library is to enhance the safety of the library patrons and employees. To further this goal, the cameras will be useful to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment on the library premises. The video cameras will also gather information about the number of visitors to the library which will support library safety and planning.

The library's video surveillance system shall be used only for the protection and safety of patrons, volunteers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct or violation of other library policies including the Employee Handbook.

Confidentiality:

Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by Oregon Rev. Statutes § 192.355 - Paragraphs 4 and 23 and Tillamook County Library's Privacy Policy Confidentiality Of Library Records & Third-Party Partners Privacy (LIB-5).

Access to Footage:

The system will be secure and will only be viewed by those trained and authorized to do so. Persons with authorized access to the CCTV surveillance system shall be limited to:

- a. The Library Director and their designees
- b. Contractors authorized by the Library Director, for the limited purpose of performing repair, installation, and maintenance on the system.

Disclosure of Footage:

Video records may be used by individuals authorized under this policy to identify the person or persons responsible for library policy violations, criminal activity, or violation of the Library's Code of Conduct or other library policies.

When criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime Identified.

Video records may be shared with other library employees, upon approval by the Library

Commented [JW1]: There's no mention in here about using the cameras for statistic gathering/people counters. Will that be a problem?

Commented [JW2]: This is grammatically wonky. Maybe make it into a two-item list? Or insert a comma and "and" between "designees" and "b".

Director or designee, in order to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment. Images of excluded patrons may be used to identify those persons when trespassing on library property during exclusion.

Video records shall not be used or disclosed other than as specifically authorized by this policy unless use or disclosure is determined to be appropriate by the Library Director.

All requests for video footage or still images from the security system will be referred to the Library Director or their designee.

Confidentiality concerns prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting footage will be advised to make a request through law enforcement.

Retention and Storage of Footage

Images from the library video security system are stored digitally on hardware in the library, cloud server by authorized security company or by the Tillamook County Library. Security camera footage will be kept confidential and security recording equipment is housed in a locked area. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.

Recorded video will be retained for a period of 90 days for the Tillamook County Library and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil).