

Tillamook County Library Board Minutes
Thursday, December 19, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Tim Josi, Madeline Olson, Nan Devlin, and Romy Carver

Staff, Commissioner, and Others Present:

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

Call to Order:

Board President Sayde Walker was unable to attend this meeting.

Tim Josi as acting chair called meeting to order at 12:01p.m. in order to conduct public input and see if quorum can be achieved.

Public Input:

There were multiple community members present though only one provided public comment. Steve Mintie, a resident of Tillamook, was present to discuss issues in the community regarding a few active community members that object to materials specifically in the Children's library. Steve states that after talking to many people of the community with a range of opinions and beliefs, he is looking for creative ways to support the library and create space for more community discussion rather than fueling the fire of negative attacks taking place on Facebook. Tim responded that it is the board's view that Don is the person to work with on this matter, as the board does not comment on the events and commentary found on social media.

Approval of October 2024 Minutes and Budget:

There was no board meeting in November. Motion to approve October minutes by Madeline Olson, seconded by Nan Devlin, passed unanimously.

December 2024 Budget and Spending Report:

This report reflects expenditures through the end of November 30, 2024.

Current spending is at the level we expected for this time. It looks like the capital outlay has not been spent, but we are anticipating two rather large bills that will use the majority of that budget for this fiscal year. It is suspected that a good part of the Digital Materials spending carried higher costs at the beginning of the fiscal year as annual subscriptions renew. Action is not needed now, but we will need to keep an eye on spending over the next few months to see if things even out to keep us within the budget for the year. Overall, we are in a good place with the budget. Madeline moves to approve the spending report as presented, seconded by Nan, passed unanimously.

Director's Report:

- We have conducted interviews for the vacant LA2 position and hope to have a new hire start in January.
- Construction update: the siding and painting work is completed. The work crew is currently working on gutters and front roof replacement. All work should be completed by year end.
- The library has reviewed options to replace the Courier Van. Jenn Wells has evaluated the details to identify the best option for purchase, which has been ordered. We hope to have a new van ready to be on the road in the spring of 2025 and we will maintain the current van as a backup.
- Work has begun to change our Integrated Library System (ILS) from Sierra to Koha. This is a very large project and includes the adoption of the Aspen discovery layer that improves the user experience with our catalog and account access, allowing us to move in a really good direction. The migration team is working through converting from the current system, and March 11, 2025, will be our projected go live date. Prior to that the library will need to close for a few days for staff training, which will be led by Bywater Solutions in February.
- The library is working through a proposed memorandum of understanding and bylaws to govern the consortium. We will bring this information to the board for feedback as it becomes available.
- The clock in the clock tower has been reset and lighting has been replaced.
- The outreach team has started developing the specifications of needs for a Bookmobile replacement. This will be part of the budget request for the following fiscal year. This process will be more involved than the courier replacement project.
- Our janitor has been working on steam cleaning the carpets after hours. It is nice to make the change to allow this to happen in house rather than hiring an outside vendor.
- We have a new Spanish Language law resource binder, one copy of which is housed in the law library while the other is in the new Spanish materials section. The Spanish section and Oregon/NW sections have flipped, and we are working on signage to make this change and the Spanish section more visible.
- The Large Print section has added 2 shelving bays.
- We had over 70 people attend the annual salmon release program this year.
- Don attended ALA CORE Forum in Minneapolis for the first year as president elect. The American Library Association (ALA) is the national professional association promoting libraries and library education across all libraries in the US and there are many divisions within this organization. The CORE division is focused on technology, leadership, collections, and preservation of library standards and materials with a focus on what makes a library successful in serving people. Everything that Don learns as he takes on his role as president of ALA CARE will be useful for us at the library.
- Summer Reading Prep has begun. We are rebuilding the system with a focus on accessibility and sustainability. The crafts as we have done them in the past have been hard to keep up with, so we are making changes to how the Summer Reading

Challenge game is played and craft offerings. We have a heightened focus on making the program accessible to Spanish speaking individuals and those that do not have support around visiting the library, while also, in partnership with the Foundation, looking to increase the community sourced prizes.

- We have been working towards holding a regularly scheduled story time at every branch location and come February that program will be in place.
- Don attended the Nehalem Bay Health District forum to hear about services and discuss library efforts in the community.
- On November 20th we held a new Tech Help drop-in program in supplement of our one-on-one appointments. We are going to continue to offer these drop-in events in an effort to help people with tech and software usage education and aid.
- We had our first bilingual family movie night. There were 6 in attendance, and we plan to continue these moving forward.

Data Dashboard

Don would like to note that things are where we expected to be. Patron visits are in a good place as well as check outs. We have seen a dip in the number of holds which is an area we will watch in the next few months to see if there is a pattern. We continue to have increased volunteer hours and attendance at our program events. Self-directed activities have had a dip in production while we evaluate changing the offered bake-a-longs to a subscription service rather than following the general distribution model. Digital check outs and overall database usage are strong. It is important to note that we have changed our metrics to collect individual sessions in all database statistics to fairly compare usage and value across all databases.

The by-law committee will be meeting later today, and the findings will be reviewed in February.

Foundation Update

The foundation met with a donor today who has committed to providing full funding of three of the six projects the Foundation was interested in working on once the park work is completed.

Commissioner's Report:

Mary Faith Bell was not present to provide a report.

Strategic Plan Dashboard

The next quarterly report on the strategic plan will be in January.

New Business

- Reviewed Koha development and training expectations over the next few months.
- The Library Board 2025 schedule was reviewed between Don and Sadie and outlined with general dates and topics to cover. It will be necessary in January and June to move the meeting up a week due to conflicts in the directors' schedule with ALA meetings. It was also discussed that we plan to skip having a meeting in August and November similar to how we did this year due to board member availability and busy seasons.
- Library Budget 2025-2026 Overview: More information will be presented in the coming months which will include a proposal for a continuing operations budget. We do not anticipate a change in the number of FTE staff and only expect to have largely inflation-driven increases in budget needs for the overall materials and service budgets, though our budget for digital materials may need additional analysis. There are capital costs that we will need to focus on in the coming 5-year plan, which include the Bookmobile replacement, an HVAC system replacement, resurfacing and striping the parking lots, and changes to our electronic door locks and cameras. Updating the locks and camera system will create an opportunity to improve our door count system without having to buy a new door count system, as it will be integrated into the camera system. We are anticipating some increases in overall costs with inflation but there will be some budget relief from our ILS migration. Some of these funds will need to be used for training and support as needs are identified. There will also be the one-time expenditure of a rebrand, followed by improving our signage to create a visual cohesion of all branch locations throughout the county. There will be more to discuss before doing the budget submission to the county commissioners.

The meeting was adjourned by Tim at 12:52 p.m.