



**Clackamas County Library Advisory Board Meeting Agenda
 July 21, 2022
 5:30 pm
 Virtually Via Zoom**

<https://clackamascounty.zoom.us/j/89078898118?pwd=WXRIeHVrMTJDVTNwSWw2aVhVRkVZQT09>

Passcode: 323700

Webinar ID: 890 7889 8118

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	5:30 pm		Debrah
Approval of April Meeting Minutes	5:30 pm	Decision	Debrah
Reports/Discussion items:			
a) Director's Report	5:35 pm	Information	Mitzi
b) Chair Report	5:45 pm	Information	Debrah
c) Trolley Trail Festival	5:55 pm	Information	Debrah
d) Gladstone Task Force update	6:05 pm	Information	Natalie
e) NCPRD DAC update	6:10 pm	Information	Grover
f) Concord Task Force update	6:20 pm	Information	Grover
g) Planning discussion	6:45 pm	Information	Mitzi
h) Public Comment (3 minute limit)	6:55 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: August 18, 2022			

Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
April 22, 2022
5:30 pm

Attendance

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Doug Jones	absent	Vice Chair
Natalie Smith	present	
Grover J. Bornefeld	present	
Leslie Shirk	present	
Vacant	present	Non-voting alternate

Others present

Name	Notes
Mitzi Olson	BCS Library Manager
Mindy Garlington	Gladstone City Council

Call to Order: The meeting was called to order at 5:30 p.m.

Approval of March 17, 2022 Meeting Minutes: Grover made a motion to approve. Seconded by Natalie. APPROVED.

Advisory Board Ethics Overview: Jeffrey Munns, Office of County Counsel

- May not use position for financial gain
 - Avoid conflict of interest or potential conflict of interest.
 - If something doesn't feel right, ask.
- May not receive gifts from vendors, even if the vendor is a friend (there is a \$50 limit per year that is permissible).
- Public meetings:
 - Meeting must be open to the public, agenda must be noticed with location, etc.
 - Avoid deliberation (discussion of an issue that leads to a decision) outside of meetings, as it can give the appearance that decisions are being made ahead of time.
- Public records:

- A public records request can pertain to anything that is created in a public role, for example conducting business through personal texts, transcribed voicemails, or email.
- Public officials, including advisory board members, are also Mandatory Reporters.

FY 22/23 budget discussion/approval

- Subcommittee met to discuss; Meeting was recorded and posted; Grover expressed appreciation for the notes in the budget.
- Debrah made a motion to make a recommendation that the BCC approve the FY 22/23 budget. Natalie seconded.
 - Discussion: Grover objected to project costs being included as operational costs. Mitzi explained it is further coded to be included in capital costs.
 - Motion APPROVED.

Director's Report: Mitzi

- Craft classes resumed this month at both libraries. Attendees were surveyed—they were happy to be back and had no concerns about meeting space. Additional classes & events are coming up.
- Planning to participate in two festivals this summer: Trolley Trail & Gladstone Community Festival.
- Will be talking to Rotary at the end of May about the Gladstone Library project.
- Ordering process is coming along and should result in more consistency of new materials coming in.
- In-person story time may resume in May, depending on circumstances.
- Summer Reading planning is underway.
- New Story Walk at the Gladstone Nature Walk .

Concord Task Force update: Debrah & Grover

- Debrah & Grover attended a meeting that Debrah would describe as a “non-meeting”—they really didn’t learn much. The gist of the meeting was that costs have escalated. Debrah asked if this would affect the Gladstone Library, but did not get an answer. Mitzi added that cost estimations are being collected and it will go before the BCC in May or June. Grover thought the meeting was confusing and did not offer any guidance about moving forward. There was a discussion about whether or not library board member(s) should have been included.
- There is some question about whether or not the Task Force and/or the Library Board can reopen the plans and meet with the architects to explore a different plan. Mitzi needs permission to invite the architects to meet.
- Suggestion: It’s time to set up a joint meeting with both Task Force teams and County decision-makers. Mitzi indicated that no meeting would likely happen before BCC has cost estimations in May or June. Debrah will check in with Cindy Becker to ask for information about what’s coming next.

Library Board recruitment: Mitzi

- Still need to get information out—two applicants for each open position so far.

- May 1 is the application deadline. Library Board will meet in executive session to interview candidates.

Gladstone Task Force update: Natalie

- The last meeting was cancelled, so there is no update.

NCPRD DAC update: Debrah

- Went over the budget and talked about the need for a strategic plan before decisions can be made about some of the parks.

Public Comment (3 minute limit)

- Chips Janger reviewed some history about why the Library Board would want to be involved when some might think that it should be the Task Forces making decisions about the library projects.
- Anatta expressed concern that the Library Board seems not to have access to the architects when the Task Forces do.

ADJOURNMENT: 7:40 pm

Next Meeting: May 19, 2022

Respectfully submitted,

Robin Dawson

Gladstone

Statistics April 2022

Overview	April 2022	April 2021	Current YTD	Previous YTD	Percent Change
Circulation	11,038	8,283	114,320	79,292	44%
Downloadable	1,310	1,356	13,782	14,779	-7%
Total	12,348	9,639	128,102	94,071	36%

Reference: Queries	221	30	1,789	334	436%
Reference: Other	355	22	2,575	328	685%
Door Count	2,473	0	25,742	0	2574200%
Internet: Hours Used	121	0	1,565	0	156500%
Internet: Users	267	0	2,387	0	238700%

Programs	April # of Programs	April # of Programs YTD	April # of Programs Previous YTD	Percent Change	April Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	39	17	129%	42	215	117	84%
Juvenile Programs	0	0	0	0%	0	0	0	0%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	0	0%	0	0	0	0%
Off-site visits from Library	0	0	0	0%	0	0	0	0%
Adult Programs	2	11	10	10%	22	113	101	12%
Other	0	0	0	0%	0	0	0	0%

Inter Library	April	YTD
Borrowed in County	5,390	53,102
Borrowed Out of County	27	203
Loaned In County	4,239	45,163
Loaned Out of County	5	74

Technical Services	April	YTD
Books	428	2,903
Audio	24	77
DVD	74	166
Other	0	12
Total	526	3,158

Volunteer Hours	0	0
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New Borrowers	38	607
Borrowers to Date	4,445	

Gladstone

Statistics May 2022

Overview	May 2022	May 2021	Current YTD	Previous YTD	Percent Change
Circulation	12,150	10,136	126,470	89,428	41%
Downloadable	1,407	1,402	15,189	16,181	-6%
Total	13,557	11,538	141,659	105,609	34%

Reference: Queries	199	29	1,988	363	448%
Reference: Other	350	21	2,925	349	738%
Door Count	2,533	0	28,275	0	2827500%
Internet: Hours Used	146	23	1,711	23	7339%
Internet: Users	268	62	2,655	62	4182%

Programs	May # of Programs	May # of Programs YTD	May # of Programs Previous YTD	Percent Change	May Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	43	21	105%	15	230	144	60%
Juvenile Programs	0	0	0	0%	0	0	0	0%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	0	0%	0	0	0	0%
Off-site visits from Library	0	0	0	0%	0	0	0	0%
Adult Programs	2	13	10	30%	19	132	111	19%
Other	0	0	0	0%	0	0	0	0%

Inter Library	May	YTD
Borrowed in County	5,286	58,388
Borrowed Out of County	19	222
Loaned In County	4,339	49,502
Loaned Out of County	10	84

Technical Services	May	YTD
Books	238	3,141
Audio	3	80
DVD	32	198
Other	0	12
Total	273	3,431

Volunteer Hours	0	0
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New Borrowers	42	649
Borrowers to Date	4,484	

Oak Lodge Library

Statistics April 2022

Overview	April 2022	April 2021	Current YTD	Previous YTD	Percent Change
Circulation	15,863	11,518	157,305	103,250	52%
Downloadable	2,191	2,505	21,159	23,056	-8%
Total	18,054	14,023	178,464	126,306	41%

Reference: Queries	302	30	2,332	283	724%
Reference: Other	391	31	2,716	296	818%
Door Count	5,527	0	45,085	0	4508500%
Internet: Hours Used	277	0	2,138	0	213800%
Internet: Users	478	0	3,485	0	348500%

Programs	April # of Programs	April # of Programs YTD	April # of Programs Previous YTD	Percent Change	April Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	39	17	129%	42	215	117	84%
Juvenile Programs	0	0	0	0%	0	0	0	0%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	0	0%	0	0	0	0%
Off-site visits from Library	0	0	0	0%	0	0	0	0%
Adult Programs	2	4	0	400%	40	50	0	5000%
Other	0	0	0	0%	0	0	0	0%

Inter Library	April	YTD
Borrowed in County	7,481	72,021
Borrowed Out of County	33	370
Loaned In County	5,487	55,383
Loaned Out of County	18	175

Technical Services	April	YTD
Books	450	3,139
Audio	23	108
DVD	76	244
Other	0	9
Total	549	3,500

Volunteer Hours	0	0
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New Borrowers	62	543
Borrowers to Date	7,094	

Study Rooms	April	YTD
Usage	50	321

Oak Lodge Library

Statistics May 2022

Overview	May 2022	May 2021	Current YTD	Previous YTD	Percent Change
Circulation	16,305	12,754	173,610	116,004	50%
Downloadable	2,365	2,662	23,524	25,718	-9%
Total	18,670	15,416	197,134	141,722	39%

Reference: Queries	236	29	2,568	312	723%
Reference: Other	331	37	3,047	333	815%
Door Count	4,856	0	49,941	0	4994100%
Internet: Hours Used	278	19	2,416	19	12616%
Internet: Users	439	62	3,924	62	6229%

Programs	May # of Programs	May # of Programs YTD	May # of Programs Previous YTD	Percent Change	May Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	43	21	105%	15	230	144	60%
Juvenile Programs	0	0	0	0%	0	0	0	0%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	0	0%	0	0	0	0%
Off-site visits from Library	0	0	0	0%	0	0	0	0%
Adult Programs	2	6	0	400%	28	78	0	7800%
Other	0	0	0	0%	0	0	0	0%

Inter Library	May	YTD
Borrowed in County	7,589	79,610
Borrowed Out of County	59	429
Loaned In County	5,437	60,820
Loaned Out of County	19	194

Technical Services	May	YTD
Books	298	3,437
Audio	2	110
DVD	34	278
Other	1	10
Total	335	3,835

Volunteer Hours	0	0
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New Borrowers	68	611
Borrowers to Date	7,159	

Study Rooms	May	YTD
Usage	41	362