Clackamas County Library Advisory Board
Meeting Agenda
September 21, 2023
5:30 pm
Hybrid: In person at Oak Lodge Library or virtual 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
Approve July Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items: a) Director's Report b) LDAC update Letter to BCC c) Public Comment (3 minute limit)	5:40 pm 6:00 pm 6:30 pm	Information Information/Discussion Information	Mitzi Natalie/Grover Debrah
Adjourn	7:00 pm		Debrah
Next meeting: November 16, 2023			

Clackamas County Library Advisory Board Meeting
Oak Lodge Library and virtually Via Zoom
Minutes - Unapproved
July 20, 2023
5:30 pm

Attendance

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Evan Griffith	present	
Caitlin Gonzales	Not present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Anatta Blackmarr	present	Alternate for CG (Oak Lodge)

Others present

Name	Notes
Mitzi Olson	BCS Library Manager
Mindy Garlington	Gladstone City Council
Paul Savas	Board of County Commissioners

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

Approval of Meeting Minutes: June 15, 2023. Spelling error corrected. Evan made a motion to approve. Seconded by Grover. APPROVED.

Reports
Director's Report: Mitzi
- Fiscal year rollover complete and ordering underway again. Gladstone book budget was reduced, but the plan is to increase it again when possible.
- Staffing issues continue (retirements, staff with serious health issues), so Mitzi taking on more work. In the process of hiring an additional Youth Librarian.
- Sarah Eckman has returned to work.
- Change in meeting frequency: every other month. Next meeting September 21st, hybrid, with in-person at Oak Lodge.

- Oak Grove (Trolley) Festival was very successful. The Oak Lodge Library (Mitzi & Susannah) and Friends group had three booths altogether.
- Gladstone Community Festival coming in August. Mitzi & Heather will both represent the Gladstone Library.

Chair/Vice Chair Appointments
- Nominations: Natalie made a motion for Debrah to continue as Chair and Grover to continue as Vice Chair. Seconded by Evan. APPROVED.

NCPRD DAC Update: Grover
- Still working on details of the issue of the land under the library, but it will be a purchase, not a lease. Parking spaces will be a shared cost, to be worked out in the IGA.

Gladstone Library Task Force: Natalie
- No meetings have occurred.
- Gladstone Foundation has been approached about creating a time capsule.

Concord Property and Library Planning Task Force: Grover
- No meetings have occurred.
- Groundbreaking is set for September.

LDAC Update: Grover & Natalie
- Commissioner Savas spoke at the last meeting about re-forming the District. By doing this, no agreements will be broken and new agreements can be made.
- Draft of letter to BCC about the role of LDAC: will be attached to the next meeting packet when it's official.

Public comment (3-minute limit): None

Other:
- Mindy asked about the collection size in the new Gladstone building. It will be comparable.

ADJOURNMENT: 6:35 p.m.

Next Meeting: September 21, 2023

Respectfully submitted,

Robin Dawson

Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Approved
June 15, 2023
5:30 pm

Attendance
Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Evan Griffith	present	
Caitlin Gonzales	not present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Anatta Blackmarr	present	Alternate for CG (Oak Lodge)

Others present

Name	Notes
Mitzi Olson	DTD Library Manager
Mindy Garlington	Gladstone City Council
Jacque Betz	Gladstone City Administrator

Call to Order: The meeting was called to order at 5:31 p.m.

Approval of May 18, 2023, Meeting Minutes:
Natalie made a motion to approve. Seconded by Anatta. APPROVED

Reports
Director's Report: Mitzi
- Staffing coverage issues continue, which means increased workload.
- Renee Orr is the new full-time Library Assistant.
- Changed the open Librarian recruitment to Youth Services Librarian, as a way to build towards the future in the new libraries.
- Groundbreaking for the Gladstone Library is planned for Wednesday, June 21, at 2:00 p.m.
- Debrah asked why the newspaper dispensers in front of Oak Lodge are gone. The library does not control distribution of the Clackamas Review, but Mitzi will check into it.

Chair/Vice Chair Appointments: Debrah
- One representative from the Oak Lodge service area and one from the Gladstone service area.

- Will be formally appointed at the first meeting in the new fiscal year-July.
- On a side note, the recommended appointments of Debrah and Grover to the vacant Board positions will go before the BCC on June 20 for approval.

Discussion About Library Budgets: Mitzi
- Allocations went up quite a bit, based on the County's modified allocation model.
- Grover stated that it's important to look at the budget regardless of the fact that the Board did not have a chance to review it before it was passed.
- Debrah made a comment for the record: It is the role of the Board to look at the budget and make a recommendation before it is adopted.
- The Library budgets still pay for Jason, the project manager for the new library buildings.
- Oak Lodge will not be paying rent when the new library opens; Facilities will handle more things in the new County-owned building.
- Mindy asked about the book budget for the new libraries, having noticed that Oak Lodge's stayed the same while Gladstone's decreased. Mitzi explained that the book budget for Gladstone was increased by the same amount when the County took over operation of the Gladstone Library. It was necessary to reduce it back to what it was prior with the City, due to the increase in cost allocations.

NCPRD DAC Updates: Grover
- Lease between NCPRD and the County: In the end, the library will be on land purchased and owned by the County.

Gladstone Library Task Force Updates: Natalie
- No meetings.
- Groundbreaking on June 21-hoping everyone will be there!
- Appreciation for everyone who kept the project moving forward.
- Mitzi thanked the Foundation for a donation of $5,000.00 to support children's programs in the new Gladstone Library.

Concord Property and Library Planning Task Force Updates: Grover
- No update.

LDAC Updates: Grover
- Meeting on June 26: What would it take to get all the cities on board to consider an increase in revenue? Also, review a draft of a letter to the BCC.

Public Comment: None

Next Meeting: July 20, 2023

Adjournment: 6:38 pm

Respectfully submitted,
Robin Dawson

June 27, 2023

Board of County Commissioners
2051 Kaen Road
Oregon City, OR 97045

Dear Commissioners,

As the recognized advisory board to the Clackamas County Library District Board, your Library District Advisory Committee (LDAC) meets at least annually to consider evaluation reports from District libraries. Committee members, as representatives of their individual library boards, are diligent in reviewing their respective libraries' needs, goals, and financial budgets. When Committee members come to the LDAC table, they exhibit true passion and dedication to seeing the greatest good of all our libraries.

Due to delays caused by COVID-19, LDAC has been catching up with several years of data, presented in comprehensive reporting forms developed by an LDAC subcommittee in 2019. After evaluating annual reports for FY17/18 through FY20/21, the committee has not reached consensus on how to interpret standards used in evaluating certain data in the reports.

The difference of opinion stems from uncertainty as to how District governing documents (Measure 3-310 from the Nov. 2008 election, the Master Order, and the Cooperative Intergovernmental Agreements (IGAs) between Library Cities and the District) should be interpreted:

- Some LDAC representatives have raised concerns about district funds being used for capital expenses or debt service, and how District revenue may be used for overhead and administrative costs by associated Library Cities. These positions reflect a desire to preserve as much District revenue as possible for services.

- Some others contend there is room for interpretation, and any capital spending is done in the pursuit of maintaining operations and the service levels referred to in the Master Order. Similarly, Library Cities vary on how they calculate allocated costs.

- Others are confused by the apparent inconsistency in language in various founding documents and agreements.

Original intent behind the formation of the district has also been debated. Some insist there was an oral understanding that, after the Estacada library was built, the Board of Commissioners would amend the Master Order, explicitly allowing library funds to be used for capital improvements. However, that was not included in Measure 3-310 and the Master Order has never been amended.

LDAC requests clarification from the District Board on the following, based on the District's governing documents:

- Is the use of any District revenue for building construction or debt service permitted?

- Should LDAC scrutinize Library Cities' allocated costs? If so, how can these be evaluated related to the standard in the Library District IGA, Section 2.1?

Your guidance addressing these questions will clarify whether LDAC needs to pursue any topics further.

Finally, LDAC strongly advocates pursuing the previously planned evaluation, via the objectives outlined in the Library District Task Force plan, of how to improve both the District's governing documents and its funding level. The Library Directors made clear in 2018 that the District tax rate cannot maintain current levels of service, much less, capital expenditures.

LDAC will present a proposal to the Commissioners soon on possible ways to approach the future of the District.

Sincerely,
Your Library District Advisory Committee

Gladstone

Statistics July 2023

Overview	July 2023	July 2022	Current YTD	Previous YTD	Percent Change
Circulation	12,207	11,744	12,207	11,744	4%
Downloadable	1,652	1,552	1,652	1,552	6%
Total	13,859	13,296	13,859	13,296	4%

Reference: Queries	219	217	219	217	1%
Reference: Other	526	426	526	426	23%
Door Count	3,209	2,809	3,209	2,809	14%
Internet: Hours Used	200	141	200	141	42%
Internet: Users	336	273	336	273	23%

Programs	July # of Programs	July # of Programs YTD	July # of Programs Previous YTD	Percent Change	July Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	10	10	4	150%	174	174	75	132%
Juvenile Programs	3	3	4	-25%	144	144	200	-28%
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	4	4	0	400%	127	127	0	12700%
Adult Programs	3	3	2	50%	23	23	21	10%
Other	0	0	1	-100%	0	0	0	0%

Inter Library	July	YTD
Borrowed in County	5,784	5,784
Borrowed Out of County	14	14
Loaned In County	4,237	4,237
Loaned Out of County	3	3

Technical Services	July	YTD
Books	89	89
Audio	6	6
DVD	0	0
Other	0	0
Total	95	95

Volunteer Hours	0	0

New Borrowers	53	53
Borrowers to Date		4,491

Gladstone

Statistics August 2023

Overview	August 2023	August 2022	Current YTD	Previous YTD	Percent Change
Circulation	12,294	11,762	24,501	23,506	4%
Downloadable	1,554	1,515	3,206	3,067	5%
Total	13,848	13,277	27,707	26,573	4%

Reference: Queries	226	238	445	455	-2%
Reference: Other	577	417	1,103	843	31%
Door Count	3,531	3,060	6,740	5,869	15%
Internet: Hours Used	209	200	409	341	20%
Internet: Users	337	348	673	621	8%

Programs	August # of Programs	August # of Programs YTD	August # of Programs Previous YTD	Percent Change	August Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	8	18	9	100%	173	347	137	153%
Juvenile Programs	1	4	7	-43%	28	172	267	-36%
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	1	5	0	500%	13	140	0	14000%
Adult Programs	3	6	3	100%	21	44	33	33%
Other	2	1	1	0%	521	521	254	105%

Inter Library	August	YTD
Borrowed in County	5,747	11,531
Borrowed Out of County	9	23
Loaned In County	4,229	8,466
Loaned Out of County	14	17

Technical Services	August	YTD
Books	280	369
Audio	15	21
DVD	39	39
Other	3	3
Total	337	432

Volunteer Hours	0	0

New Borrowers	74	127
Borrowers to Date	4,564	

Oak Lodge Library
Statistics August 2023

Overview	August 2023	August 2022	Current YTD	Previous YTD	Percent Change
Circulation	15,902	16,888	32,153	32,736	-2%
Downloadable	2,545	2,307	5,191	4,643	12%
Total	18,447	19,195	37,344	37,379	0%

Reference: Queries	256	241	448	417	7%
Reference: Other	475	446	947	758	25%
Door Count	5,372	5,276	10,646	10,043	6%
Internet: Hours Used	284	256	535	440	22%
Internet: Users	479	434	904	727	24%

Programs	August # of Programs	August # of Programs YTD	August # of Programs Previous YTD	Percent Change	August Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	6	11	9	22%	60	127	26	388%
Juvenile Programs	0	8	8	0%	0	316	195	62%
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	3	5	3	67%	32	51	31	65%
Other	0	1	1	0%	0	280	231	21%

Inter Library	August	YTD
Borrowed in County	7,332	14,401
Borrowed Out of County	40	78
Loaned In County	6,158	11,884
Loaned Out of County	27	48

Technical Services	August	YTD
Books	326	436
Audio	16	22
DVD	40	43
Other	1	1
Total	383	502

Volunteer Hours	0	0

New Borrowers	65	136
Borrowers to Date	6,466	

Study Rooms	August	YTD
Usage	54	88

Oak Lodge Library
Statistics July 2023

Overview	July 2023	July 2022	Current YTD	Previous YTD	Percent Change
Circulation	16,251	15,848	16,251	15,848	3%
Downloadable	2,646	2,336	2,646	2,336	13%
Total	18,897	18,184	18,897	18,184	4%

Reference: Queries	192	176	192	176	9%
Reference: Other	472	312	472	312	51%
Door Count	5,274	4,767	5,274	4,767	11%
Internet: Hours Used	251	184	251	184	36%
Internet: Users	425	293	425	293	45%

Programs	July # of Programs	July # of Programs YTD	July # of Programs Previous YTD	Percent Change	July Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	5	5	5	0%	67	67	21	219%
Juvenile Programs	8	8	4	100%	316	316	75	321%
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	2	1	100%	19	19	11	73%
Other	1	1	1	0%	280	280	231	21%

Inter Library	July	YTD
Borrowed in County	7,069	7,069
Borrowed Out of County	38	38
Loaned In County	5,726	5,726
Loaned Out of County	21	21

Technical Services	July	YTD
Books	110	110
Audio	6	6
DVD	3	3
Other	0	0
Total	119	119

Volunteer Hours	0	0

New Borrowers	71	71
Borrowers to Date		6,407

Study Rooms	July	YTD
Usage	34	34

Libraries in Clackamas County (LINCC)
Strategic Direction (FY 2023-2026) Adopted

Imperatives:	Initiatives:
Our primary goals	What we will do to meet the imperative
LISTEN TO OUR COMMUNITIES: Collect and analyze data on community needs and attitudes to inform future planning for the LINCC library district	• Develop and implement a strategy and framework for LINCC-wide engagement and data collection • Utilize an appropriate mix of LINCC staff and professional consultants to develop surveys and other data collection methods, gather feedback and analyze data to identify similar customer clusters in multiple libraries
ADAPT TO COMMUNITY NEEDS: Reduce barriers to access, innovate to meet new and emerging needs, and champion inclusive services and policies for all members of our communities	• Develop and implement policies and services to widen access: ○ Eliminate overdue fines ○ Implement user-friendly notifications and renewals ○ Get out of our buildings and into our communities by providing LINCC-wide outreach to underserved populations • Provide a full range of valuable and inclusive materials and opportunities for youth: ○ Be the leaders in early literacy to support school readiness and social development ○ Strengthen services and support for elementary and middle-school children to improve educational outcomes ○ Provide fun, safe, and inviting programs for teens • Anticipate emerging needs and provide innovative solutions: ○ Help all ages access and learn new and evolving technologies ○ Develop intergenerational activities to support needs of families ○ Explore alternative ways to meet the needs of aging residents, including implementing LINCC-wide home delivery services • Support inclusive communities by providing opportunities for safe and respectful community conversations
SHARE OUR STORY: Reach our communities with compelling information about benefits of library services, value of libraries to our communities, and funding challenges facing the LINCC library district	• Develop and implement LINCC vision/mission/values statements for stakeholder education • Develop and implement a public relations strategy to frame and communicate our story • Build support for and pass a successor library district which provides both a sufficient tax rate and clarity around the roles of all district participants (city libraries, LINCC Library Services central office, the county, and district-wide advisory groups)

Tactical Plan DRAFT

Tactics: Specific actions to be implemented to move us toward achievement of our imperatives

OVERARCHING:
- In DG meetings, keep focus on strategic plan and moving it forward
- Authorize and encourage committees/staff to propose tactical plan items to DG
- Figure out which tactics belong with which committee, and which stay with DG
- Identify a path toward a new district rate

LISTEN TO OUR COMMUNITIES:

Develop and implement a strategy and framework for LINCC-wide engagement and data collection:
- Explore LINCC-wide data collection methods (i.e. survey, listening sessions, focus groups, testimonials) to find out what people want/need from LINCC
  - Step 1: Agree on LINCC wide data collection process
  - Step 2: Develop assignments, schedule and budget for ongoing LINCC-wide data collection and analysis

Utilize an appropriate mix of LINCC staff and professional consultants to develop surveys and other data collection methods, gather feedback and analyze data to identify similar customer clusters in multiple libraries
- Implement multi-modal data collection
- Agree on data analysis methodology
- Analyze data
- Assess findings
  - Identify commonalities and trends, identify user behavior profiles for segmentation, identify service priorities

ADAPT TO COMMUNITY NEEDS:

Develop and implement policies and services to widen access:
- Eliminate overdue fines
  - Identify DG barriers to going fine-free

  - Assign a committee to gather data and present a plan for overcoming barriers to going fine-free
  - Agree on a plan to go fine-free

- Implement user-friendly notifications and renewals
  - Identify DG barriers to automatic renewals
  - Assign a committee to gather data and present a plan for overcoming barriers to automatic renewals
  - Agree on a plan to implement automatic renewals

- Get out of our buildings and into our communities by providing LINCC-wide outreach to underserved populations
  - Identify needs and opportunities
    - For event outreach opportunities:
      - Agree on number of/list of LINCC-wide supported events per year
      - Agree on our commitment to provide resources (i.e. staff, fine waivers, LINCC swag)
    - Use data analysis findings to identify underserved populations, their needs, and opportunities to meet needs
  - Implement alternative ways to meet the needs of residents, including implementing LINCC-wide home delivery services

Provide a full range of valuable and inclusive materials and opportunities for youth:
- Be the leaders in early literacy to support school readiness and social development
  - Increase collaboration & partnerships county-wide to extend our impact
  - Explore LINCC-wide 1000 Books Before Kindergarten program
  - Identify shared initiatives that would support this…
  - Identify a funding source and proposed scope of work for future Youth Services Coordinator at NT level

- Strengthen services and support for elementary and middle-school children to improve educational outcomes

- Support the recommendations of the school card subcommittee
- Beta test in Oregon City and Sandy
- Refine as needed and implement more widely
- Identify a funding source and proposed scope of work for future Youth Services Coordinator at NT level

  o Provide fun, safe, and inviting programs for teens
  - Involve teen advisory groups to envision future spaces, services, best practices for teens
  - Analyze survey responses relative to teen services and implement what they want
  - LINCC funding source for teen art contest
  - Identify a funding source and proposed scope of work for future Youth Services Coordinator at NT level

Anticipate emerging needs and provide innovative solutions:
  o Analyze and incorporate findings from data collection into service delivery and next strategic planning cycles

Support inclusive communities by providing opportunities for safe and respectful community conversations
  o Explore LINCC-wide community wide reading program
    - Identify staff (and volunteers) for a steering committee
  o Explore shared programming themes
    - Equity committee to develop a shared calendar of cultural recognitions and observances
    - Collaborate on digital platforms to widen access to all programming offerings

SHARE OUR STORY:

Develop and implement a public relations strategy to frame and communicate our story:
  o Implement LINCC wide inclusive rebranding
    - Update LINCC.com
    - Print items for each library to post
    - Purchase swag for each library staff member and for public
  o Use patron survey responses/stories/anecdotes/photos to communicate our value
    - Utilize Innovation Committee marketing plan/public relations strategy
    - Utilize outreach & partnerships to get our story out there/utilize community as advocates and allies
    - Create a PR toolkit that all libraries could utilize as needed
  o Have a "Library Day" celebration for LINCC

Build support for and pass a successor library district which provides both a sufficient tax rate and clarity around the roles of all district participants:
- Funding related:
  o Conduct a district-wide staff level assessment and determine funding to hire needed staff (i.e. Youth Services Coordinator, staffing in individual libraries)
  o Research and be able to talk about status of compression and UGB
  o Communicate capital needs:
    - Already-identified needs for sufficient and flexible programming and community meeting spaces
    - Future facility needs including ongoing sustainability and funding of facilities
    - Conduct an operational financial analysis:
      - Inflation
      - Staffing
      - E-content
      - Print materials
      - Capital
      - Utilities and contractual services
- Campaign related:
  o Talk about libraries as an essential service and necessity to civic life
  o Share funding deficits and pending impacts with goal of creating more library advocates
  o Educate and mobilize stakeholders/political bodies incl. county commissioners
  o Learn how Every Library and SLO could help us