



**Clackamas County Library Advisory Board
 Meeting Agenda
 July 20, 2023
 5:30 pm**

Hybrid: In person at Oak Lodge Library or virtual via Zoom

<https://clackamascounty.zoom.us/j/89078898118?pwd=WXRleHVrMTJDVTNwSWw2aVhVRkVZQT09>

Passcode: 323700

Webinar ID: 890 7889 8118

Topic	Time	Information Discussion Decision	Lead
Library Board meeting call to order	5:30 pm		Debrah
Approve June Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items:			
a) Director’s Report	5:40 pm	Information	Mitzi
a. Change to meeting every other month during staffing challenges			
b. Next meeting at Gladstone City Hall			
b) Chair/Vice Chair appointments	5:55 pm	Discussion	Debrah
c) NCPRD DAC update	6:10 pm	Information	Grover
d) Gladstone Task Force	6:25 pm	Information	Natalie
e) Concord Task Force update	6:30 pm	Information	Grover
f) LDAC update	6:35 pm	Information	Grover
Letter to BCC			
g) Public Comment (3 minute limit)	6:50 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: September 21, 2023			

Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
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	Non-voting alternate (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



Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Approved
MAY 18, 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	not present	Non-voting alternate (Gladstone)
Anatta Blackmarr	present	Alternate (Oak Lodge)

Others present

Name	Notes
Mitzi Olson	BCS 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 April 20, 2023 Meeting Minutes: APPROVED

Member Appointment Recommendation: Mitzi

There were two applicants for the open Board seats:

- Debrah Bokowski, Gladstone Unincorporated
- Grover Bornefeld, Oak Lodge Service Area

Natalie made a motion to accept the applicants for the open positions, seconded by Evan. APPROVED.

Reports

Director's Report: Mitzi

- Good news: At the policy session on May 17, the BCC did approve funding for the library projects. Groundbreaking in June for Gladstone, in the fall for Oak Lodge. Some of the street parking around the Gladstone site will be used for construction trailer and materials.
- Still experiencing staffing issues, one key person, Kris Wells, has decided to retire. Currently preparing a recruitment to fill it, with some changes to the position.
- Made an offer for the full time Library Assistant position: Renee Orr accepted, starting June 10, replacing retiring Library Assistant Annie Funkhouser.

- Library Budgets: A special meeting needs to be scheduled for interested members to review the budgets, because the County's Budget Committee will be reviewing it before the next Board meeting. Meeting proposed for Thursday, May 25, at 5:30 pm, pending Dan Johnson's availability to attend. Packets will be made available for Board members to pick up at the libraries or print on their own.
- Met with history volunteers about the History Room in the new Oak Lodge Library.
- Continue to have some serious incidents at Oak Lodge. Met with Sarah McClurg of the Sheriff's Department about how to be good partners and what issues are being dealt with.
- Discussion about Narcan availability in the library. Not recommended without significant staff training, per Sarah McClurg.
- Rushing to order as much as possible before the end of the fiscal year.

NCPRD DAC Update: Grover

- Still in limbo about the intentions of Milwaukie becoming an independent district. There is a meeting about this on June 7 at 7:00 pm and the Concord building.

Gladstone Library Task Force: Natalie

- Has not met, no update.
- Talks have begun about when the groundbreaking will be (likely in the next couple of weeks, per Jacque Betz).

Concord Property and Library Planning Task Force: Grover

- Has not met, no update.

LDAC Update: Grover & Natalie

- Met on Monday, May 15.
- Recent (post-pandemic) meetings have revolved around re-energizing the meetings around issues that need to be considered.
- Need to prioritize the top issues on which to focus.

Public Comment: None

Other Topics:

- Annatta: Attended a conditional use permit hearing about the Oak Lodge Library & Community Center. The permit should be finalized on June 8.
- Mindy: Thanked folks for support of the plant sale.
- Grover: Asked if the 'new' members remain Chair and Vice-Chair, as they are now. Mitzi will let the Board know at the next meeting (it likely changes annually).

ADJOURNMENT: Natalie made a motion to adjourn the meeting at 6:34 pm. APPROVED.

Next Meeting: June 15, 2023

Respectfully submitted,

Robin Dawson

Gladstone

Statistics June 2023

Overview	June 2023	June 2022	Current YTD	Previous YTD	Percent Change
Circulation	10,541	9,800	137,606	136,270	1%
Downloadable	1,454	1,414	17,818	16,603	7%
Total	11,995	11,214	155,424	152,873	2%

Reference: Queries	254	222	2,598	2,210	18%
Reference: Other	541	379	5,049	3,304	53%
Door Count	3,274	3,108	35,443	31,383	13%
Internet: Hours Used	181	136	2,010	1,847	9%
Internet: Users	358	289	3,660	2,944	24%

Programs	June # of Programs	June # of Programs YTD	June # of Programs Previous YTD	Percent Change	June Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	7	79	48	65%	149	1,528	303	404%
Juvenile Programs	2	15	0	1500%	131	401	0	40100%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	5	0	500%	0	100	0	10000%
Off-site visits from Library	1	6	0	600%	26	113	0	11300%
Adult Programs	4	31	15	107%	41	322	154	109%
Other	0	3	1	300%	0	875	55	1491%

Inter Library	June	YTD
Borrowed in County	5,641	63,880
Borrowed Out of County	16	169
Loaned In County	4,162	49,403
Loaned Out of County	4	83

Technical Services	June	YTD
Books	349	3,505
Audio	5	93
DVD	0	131
Other	0	23
Total	354	3,752

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	70	700
Borrowers to Date	4,433	

Oak Lodge Library

Statistics June 2023

Overview	June 2023	June 2022	Current YTD	Previous YTD	Percent Change
Circulation	15,408	15,163	186,956	188,773	-1%
Downloadable	2,336	2,043	27,788	25,567	9%
Total	17,744	17,206	214,744	214,340	0%

Reference: Queries	255	207	3,059	2,775	10%
Reference: Other	463	302	5,019	3,349	50%
Door Count	5,305	5,058	61,833	54,999	12%
Internet: Hours Used	234	259	3,271	2,675	22%
Internet: Users	406	399	5,326	4,323	23%

Programs	June # of Programs	June # of Programs YTD	June # of Programs Previous YTD	Percent Change	June Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	8	81	47	72%	108	793	253	213%
Juvenile Programs	6	14	0	1400%	209	404	0	40400%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	1	4	0	400%	22	79	0	7900%
Off-site visits from Library	1	10	0	1000%	87	668	0	66800%
Adult Programs	3	28	8	250%	42	445	102	336%
Other	0	1	0	100%	0	231	0	23100%

Inter Library	June	YTD
Borrowed in County	6,927	86,821
Borrowed Out of County	54	536
Loaned In County	5,773	66,827
Loaned Out of County	23	278

Technical Services	June	YTD
Books	270	3,617
Audio	6	111
DVD	4	177
Other	2	5
Total	282	3,910

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	73	760
Borrowers to Date	6,349	

Study Rooms	June	YTD
Usage	23	432