



**Clackamas County Library Advisory Board
 Meeting Agenda
 May 18, 2023
 5:30 pm
 Virtually 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 April Minutes	5:35 pm	Decision	Debrah
Member appointment recommendation (2 applicant for 2 positions) <ul style="list-style-type: none"> • Debrah Bokowski, Gladstone Unincorporated • Grover Bornefeld, Oak Lodge Service Area 	5:40 pm	Decision	Mitzi
Reports/Discussion items:			
a) Director's Report	5:55 pm	Information	Mitzi
b) Discussion about Library budgets	6:05 pm	Discussion	Mitzi
c) NCPRD DAC update	6:20 pm	Information	Grover
d) Gladstone Task Force	6:30 pm	Information	Natalie
e) Concord Task Force update	6:35 pm	Information	Grover
f) LDAC update	6:40 pm	Information	Grover
g) Public Comment (3 minute limit)	6:55 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: June 15, 2023			

Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
April 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	Non-voting 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 5:30 p.m.

Approval of March 16, 2023 Meeting Minutes: Approved.

Reports

Director's Report: Mitzi

- Checked about in-person meetings at various locations.
- Seeing an uptick in library exclusions, mainly related to mental health issues. Meeting with Community Resources Officer to see how we can work better with them in an emergency. Staff have been reviewing safety protocols to help respond to such situations.
- Recruitment is open for full time position, due to retirement. Interviews are complete and an offer has been made.
- The Library Network budget looks good, with minimal cuts. We should know more after May 17, when it is anticipated the budget will be available for the Board to see.
- Children's librarians at both locations are doing a great job!
- Statistics show that computer use is increasing.
- The series of presentations at the Gladstone Senior Centers is going well.

- Arbor Day event in Gladstone: Mitzi will have garden seeds available, give away books, and also offering a craft.
- Lots of ordering underway at the approaching end of the fiscal year.
- Fee schedule: reduction requested, but will need to be put off until next year, due to fiscal constraints.

New Library Board members: Debrah suggested a special meeting may need to be scheduled for making a decision and getting it on the BCC agenda sometime in May or June.

Discussion about advocacy groups and Library Board quorum

- Mitzi checked in with County Counsel about advocacy by Board members. His response:
 - The best practice is that if a quorum of the Library Advisory Board is present at a meeting of another body they do not deliberate towards a decision of, or a recommendation to, the Library Advisory Board. They can attend and listen to a presentation, ask questions, etc., but they cannot as a group discuss in a manner that results in polling, seeking agreement to a position on a matter before the Library Advisory Board.
- Four of the five Board members have been attending meetings with another Library Director, where budget issues are being discussed, which is putting Mitzi in an awkward position. It might be better to invite the Director to attend one of this group's meetings instead.

NCPRD DAC Update: Grover

- Recent meetings were about the planned park and its features.
- It sounds as if they are planning to break ground at Concord on October 1.

Gladstone Library Task Force: Natalie

- No meetings have occurred.
- Possible start date may still be June or July.
- Joint meeting with both task forces requested.
- Guaranteed Price Proposals are still being worked on for both projects.

Concord Property and Library Planning Task Force: Grover

- Nothing to add, but waiting for an update about the land purchase.
- Arts Subcommittee Report from Anatta:
 - First meeting. Two themes emerged: Indigenous and Multicultural Art, and art with nature motifs. Working with architects on locations for art to be placed in the library. Children's and Teen art ideas are also being considered.

Public comment: None

Next Meeting: May 18, 2023

Adjournment: 6:32 pm

Respectfully submitted,
Robin Dawson



Clackamas County Library Advisory Board Meeting
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5:30 pm

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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	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 January, 2023, Meeting Minutes: Approved

Approval of February, 2023 Meeting Minutes: Correction: Anatta was not present. Approved.

Reports

Director's Report: Mitzi

- Staffing: Staffing issues continue. One full time employee will retire in June, there is a recruitment underway to fill that position. We are planning on an overlap between the outgoing and incoming staff. We also have an on-call recruitment to bring in some additional temps.
- Programming: not much has changed. May need to add more story times at Gladstone.
- Budget: Will not have the budget for the Board until the latter part of May. May need to have a special meeting for the Board to review.
- Seed Library: Program is growing at both locations. Gardening programs are popular.

- Board: One member, Caitlin, has asked for a six-month leave of absence. The Board decided that Anatta (alternate) can take her place for the leave period, at which time Caitlin can resume her position.
- Board: Status of members—Debrah asked if it is time for a new recruitment. Oak Grove unincorporated (Grover) and Gladstone unincorporated (Debrah) positions are expiring June 30th. Both Grover and Debrah are finishing their partial terms. They are both eligible for two additional full terms.

Comments from Commissioner Savas (because he needs to leave the meeting early)

- Pleased with the outcome of last night’s meeting, a decision that the BCC will pursue purchase of the land on which the new Oak Lodge Library will be sited. Helped to have a lot of people in the room.
- Waiting for final design cost estimates.
- Working on the LDAC requests.
- Budget constraints are having a big impact on decision making right now.

Questions for OPSIS at presentation on March 21: Debrah

- Grover: Unless there is something egregious, the plans will be okay with him.
- Questions, Nancy & Anatta will submit in advance to Cindy Becker:
 - Anatta: still some questions about the relationship between the park and the library.
 - Anatta: People ask if there really needs to be as many parking places as there are in the plan, rather than additional park land.
 - Mindy: Now that the County will purchase the land, have details been worked out?
 - Grover: What is the specific timeline? And also for Gladstone?
 - Natalie added that both task forces and the Board should be notified when there are changes to the timeline.
 - Grover: How ‘green’ is the building?
 - Grover: Clarification about changes to the exterior.

NCPRD DAC Update: Grover

- Ramifications if Milwaukie leaves the Parks district, as regards preparation of meals in their kitchen for Meals on Wheels.
- Paying for some upgrades to the Milwaukie Center kitchen was approved.
- Many NCPRD staff may have already relocated to Concord. Mitzi commented that this may have an impact on planning for parking.
- Discussion about setting up hybrid meeting as a way of testing the togetherness of NCPRD and the Library.

Gladstone Library Task Force/Art Committee Update: Natalie

- Natalie had no updates to report.
- There may be a Gladstone Task Force meeting in April, but it has not been confirmed.

Concord Property and Library Planning Task Force: Grover

- Grover had no updates to report.
- The Art subcommittee has not met, per Anatta.

Public Comment:

- None

Next Meeting: April 20, 2023

Adjournment: 6:38 pm

Respectfully submitted,
Robin Dawson



Community Involvement Application
**Clackamas County Library
Advisory Board**

First Name

Grover Jeffrey

Last Name

Bornefeld

Under/Over Age 25

Over 25 years of age

Residential Address

4308 SE Boardman Ave

City

Jennings Lodge

State

OR

Zip

97267

Mailing Address

4308 SE Boardman Ave

City

Jennings Lodge

State

OR

Zip

97267

Home Phone

(503) 786-9279

Alternative Phone

Email

citizengjb@gmail.com

Employer

N/A

Address

City

State

Zip

Occupation

Title

N/A

Business Phone

If the board or commission to which you are applying requires a specific experience area, describe the experience area for which you are most qualified (architect, doctor, general citizen, etc.).

I have served on multiple governing and advisory boards for 40-years and am trained to design and facilitate community development activities, out-reach, and planning. Additionally, I have coached business and community teams, leaders and executives for the past 40 + years.

What are your community interests (committees, organizations, activities)?

I am currently serving or have served on: the Jennings Lodge Community Planning Organization Board of Directors; the Clackamas County Library Board of Trustees; the Library District Advisory Committee and subcommittee for revising District Libraries annual reporting methods; the Concord Property Library Planning Task Force; and the NCPRD District Advisory Board.

What experience or educational background might be significant to this Board or Commission?

I was trained and served for: 8 years as an US Air Force officer and pilot/aircraft commander; 20 years as a management, organization development, and executive coaching consultant; 25 years as a community based director with special focus on leadership development for youth and adults.

What are the reasons for your interest in this Board or Commission?

I am committed to increasing community voice and involvement in our community. I have served on the Clackamas County Advisory Board and the Clackamas County Library Board of Trustees through the evolution to the current reality of 1 library with 2 branches serving our shared library patrons. I also serve on the Concord Property Library Planning Task Force.

List other County Boards or Commissions on which you serve or have served.

I am currently serving or have served on: the Jennings Lodge Community Planning Organization Board of Directors; the Clackamas County Library Board of Trustees; the Library District Advisory Committee and subcommittee for revising District Libraries annual reporting methods; the Concord Property Library Planning Task Force; and the NCPRD District Advisory Board.

Referred by (if any)



Community Involvement Application
**Clackamas County Library
Advisory Board**

First Name

Debrah

Last Name

Bokowski

Under/Over Age 25

Over 25 years of age

Residential Address

16581 SE Catlyn Woods Dr.

City

MILWAUKIE

State

OR

Zip

97267

Mailing Address

16581 SE Catlyn Woods Dr.

City

MILWAUKIE

State

OR

Zip

97267

Home Phone

(503) 652-7041

Alternative Phone

Email

debrahbeth@gmail.com

Employer

retired from Marylhurst University, Dean of the School of Graduate Studies

Address

City

State

Zip

Occupation

N/A

Title

N/A

Business Phone

If the board or commission to which you are applying requires a specific experience area, describe the experience area for which you are most qualified (architect, doctor, general citizen, etc.).

I am applying to the Clackamas County Library Advisory Board. I have served on this board on and off since 1996, so have much history in the workings of the Oak Lodge library and the project to build a new Oak Lodge library. I have been part of groups which promote improved quality of library service in our community, including being President of the Friends of the Oak Lodge Library. I have also served on the taskforce of the new Gladstone library.

What are your community interests (committees, organizations, activities)?

As stated above, I have had a long interest in supporting libraries. Also, I served several terms on the county parks advisory committee.

What experience or educational background might be significant to this Board or Commission?

See above answers.

What are the reasons for your interest in this Board or Commission?

I would like to help in the completion of the building projects for Oak Lodge and Gladstone. Both communities have long needed adequate libraries for their population. Libraries need strong supporters at a time when reading freedoms have been under attack. Libraries provide important services for children and adults, no matter what their economic status. They are a vital community resource.

List other County Boards or Commissions on which you serve or have served.

Currently, Chair, Clackamas County Library Advisory Board.
Formerly, NCPRD advisory committee

Referred by (if any)

Oak Lodge Library

Statistics April 2023

Overview	April 2023	April 2022	Current YTD	Previous YTD	Percent Change
Circulation	16,138	15,863	155,937	157,305	-1%
Downloadable	2,461	2,191	22,940	21,159	8%
Total	18,599	18,054	178,877	178,464	0%

Reference: Queries	280	302	2,559	2,332	10%
Reference: Other	355	391	4,060	2,716	49%
Door Count	5,537	5,527	51,347	45,085	14%
Internet: Hours Used	329	277	2,778	2,138	30%
Internet: Users	552	478	4,502	3,485	29%

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	8	65	39	67%	118	582	215	171%
Juvenile Programs	0	8	0	800%	0	195	0	19500%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	2	0	200%	0	34	0	3400%
Off-site visits from Library	0	7	0	700%	0	551	0	55100%
Adult Programs	4	24	4	500%	70	394	50	688%
Other	0	1	0	100%	0	231	0	23100%

Inter Library	April	YTD
Borrowed in County	7,115	72,730
Borrowed Out of County	47	452
Loaned In County	5,355	55,205
Loaned Out of County	23	230

Technical Services	April	YTD
Books	195	2,442
Audio	0	68
DVD	40	165
Other	0	3
Total	235	2,678

Volunteer Hours	0	0
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New Borrowers	67	619
Borrowers to Date	6,203	

Study Rooms	April	YTD
Usage	34	360

Gladstone

Statistics April 2023

Overview	April 2023	April 2022	Current YTD	Previous YTD	Percent Change
Circulation	12,039	11,038	115,206	114,320	1%
Downloadable	1,542	1,310	14,789	13,782	7%
Total	13,581	12,348	129,995	128,102	1%

Reference: Queries	236	221	2,135	1,789	19%
Reference: Other	396	355	4,035	2,575	57%
Door Count	3,268	2,473	29,793	25,742	16%
Internet: Hours Used	176	121	1,643	1,565	5%
Internet: Users	311	267	2,998	2,387	26%

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	9	62	39	59%	159	1,225	215	470%
Juvenile Programs	0	13	0	1300%	0	270	0	27000%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	1	5	0	500%	18	100	0	10000%
Off-site visits from Library	3	4	0	400%	69	87	0	8700%
Adult Programs	4	23	11	109%	41	240	113	112%
Other	0	2	0	200%	0	755	0	75500%

Inter Library	April	YTD
Borrowed in County	5,518	52,738
Borrowed Out of County	9	143
Loaned In County	3,947	41,113
Loaned Out of County	5	69

Technical Services	April	YTD
Books	233	2,317
Audio	0	52
DVD	36	131
Other	10	23
Total	269	2,523

Volunteer Hours	0	0
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New Borrowers	53	578
Borrowers to Date	4,321	

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

5th DRAFT – 5/5/2023

Imperatives: Our primary goals	Initiatives: 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Develop and implement policies and services to widen access: <ul style="list-style-type: none"> ◦ 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: <ul style="list-style-type: none"> ◦ 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: <ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> • 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)

LINCC CORE VALUES

- ❖ We defend the right of free expression of ideas and the right to access and read information presenting all points of view on current and historical issues.
- ❖ We build and nurture vibrant communities by providing lifelong opportunities to learn, connect, share ideas, and strengthen relationships.
- ❖ We protect the right to privacy and confidentiality of library users of all ages, including information sought or received and resources consulted, borrowed, acquired, or transmitted.
- ❖ We respect the dignity of all people, celebrate the diversity of our communities, and foster a welcoming and inclusive atmosphere of belonging, where all backgrounds and needs are valued and considered.
- ❖ We build and maintain our communities' trust through transparent communication, listening and adapting to emerging needs, and ethical stewardship of public resources.