



**Clackamas County Library Advisory Board Meeting Agenda  
 November 17, 2022  
 5:30 pm  
 Virtually Via Zoom**

<https://clackamascounty.zoom.us/j/89078898118?pwd=WXRIeHVrMTJDVTNwSWw2aVhVRkVZQT09>  
 Passcode: 323700  
 Webinar ID: 890 7889 8118

<b>Topic</b>	<b>Time</b>	<b>Information Discussion Decision</b>	<b>Lead</b>
Library Board Meeting Call to Order	5:30 pm		Debrah
Approve October Meeting Minutes	5:30 pm		Debrah
Reports/Discussion items:			
a) Director’s Report	5:35 pm	Information	Mitzi
b) NCPRD DAC update	5:45 pm	Information	Grover
c) Gladstone Task Force update	5:55 pm	Information	Natalie
d) Concord Task Force update	6:00 pm	Information	Grover
e) LDAC update	6:05 pm	Information	Natalie/Grover
f) OLA 2021 Standard Review (2.3 through 4)	6:15 pm	Discussion	Mitzi/Debrah
g) Public Comment (3 minute limit)	6:55 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: December 15, 2022			

**Clackamas County Library Advisory Board Meeting**  
**Virtually Via Zoom**  
**Minutes - Unapproved**  
**October 20, 2022**  
**5:30 pm**

**Attendance**

Voting members

<b>Members</b>	<b>Attendance</b>	<b>Notes</b>
Debrah Bokowski	present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Caitlin Gonzales	present	
Nancy Eichsteadt	not present	Non-voting alternate (Gladstone)
Anatta Blackmarr	present	Non-voting alternate (Oak Lodge)

Others present

<b>Name</b>	<b>Notes</b>
Mitzi Olson	BCS Library Manager

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

Approval of September 15, 2022 Meeting Minutes: APPROVED

**Reports**

**Director's Report: Mitzi**

- Actively planning for two Halloween events: Historic Downtown Oak Grove (HDOG) on Sunday, October 30, & City of Gladstone event on Monday, October 31. The Youth Librarians will be the face of the libraries at these events, promoting their programs. The Gladstone Library will remain open later for the event (until 8pm).
- Story times: Reviewing current offerings and making some adjustments. Planning to add another day at Gladstone, there is a survey available to solicit information about preferred days & times. At Oak Lodge, story time has been switched from Saturday to Monday & Friday to help determine the best day.
- LDAC meeting November 14 at 7pm. Will be reviewing some progress reports (2021).
- Library Board binders should be ready soon—they are in progress.
- Working closely with the Gladstone Police so that we have an understanding of how to handle any protests in the future. There was some confusion on August 24 when the Proud Boys were protesting an event at the coffee shop across the street, as to whether or not where the protesters

were standing was city or county property. We have more clarification about activities that violate our Exclusion Policy (cursing, harassing others, being disrespectful of staff, etc.).

- Given some of the things we are seeing at both libraries, staff have been reminded of how to handle challenges to library materials.
- October 10, the BCC did approve allocating \$15M for the two library projects: \$9M for Oak Lodge and \$6M for Gladstone. These funds must be spent before June 2024. There was a sign unveiling at the future Gladstone Library site on October 11.

#### **NCPRD DAC Update: Grover**

- NCPRD is waiting for permits before moving into the Concord building.
- A constituent was concerned about the use of a certain pesticide in parks. Compliance with the pesticide policy will be reviewed at the next DAC meeting and the soil will be tested.
- Because of Milwaukie conversation about leaving the District, two different system charges are being reviewed: one if they stay, one if they go.

#### **Gladstone Library Task Force: Natalie**

- Haven't had a meeting in quite some time and there isn't one scheduled.
- Sign was unveiled—a milestone!
- Spoke with Commissioners at the unveiling event about next steps, including when there might be a similar activity for Concord.
- Natalie suggested that someone from Clackamas County come to a meeting in November or December to offer information about the use of the ARPA funds and funding in general. New cost projections are not expected until April, so it may be difficult to get someone until more is known, per Mitzi. The Board decided that Debrah would invite Commissioner Shull to join a meeting in the near future.

#### **Concord Property and Library Planning Task Force: Grover**

- It is important that the Board and Task force continue to ask for monthly updates.
- Mitzi added that staff are actively working on the design, offering feedback on changes that need to be made.

#### **OLA Standard Review (2 through 4): Mitzi/Debrah**

- Members reviewed standards 2 through 2.2 and Mitzi made notes.

**Public Comment:** None

**Next Meeting:** November 17, 2022

**Adjournment:** 7:05 pm

Respectfully submitted,  
Robin Dawson



**Clackamas County Library Advisory Board Meeting**  
**Virtually Via Zoom**  
**Minutes - Approved**  
**September 15, 2022**  
**5:30 pm**

**Attendance**

Voting members

<b>Members</b>	<b>Attendance</b>	<b>Notes</b>
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 standing in for Caitlin (Oak Lodge)

Others present

<b>Name</b>	<b>Notes</b>
Mitzi Olson	DTD Library Manager
Mindy Garlington	Gladstone City Council
Tracy Grambusch	Financial Analyst, Clackamas County

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

Approval of, 2021 Meeting Minutes: Corrections: adjournment line incorrectly listed Natalie; attendance: Anatta was standing in for Evan. With these corrections made, Grover made a motion to approve and then Debrah seconded the motion. Mitzi will make corrections and include the approved August minutes in the packet for the next meeting. Later, Grover also mentioned that he should now be listed as Vice Chair.

**Reports/Discussion items:**

**Project capital expense review:** Tracy Grambusch

- Tracy introduced herself as the Clackamas County Financial Analyst for BCS Division under DTD, responsible for budget, reconciling payroll, payments for capital expenses, monitoring revenues, making corrections, and generally supporting all divisions within her our department.
- Grover asked for a detailed explanation of various capital outlays. Tracy explained that it is broader than that (she does not break out by vendor): design right now, the next portion of expenses will be for construction documents, site prep, and then construction.
- Tracy affirmed that the intent is that once Concord design is completed, the projects should realign.
- Mitzi asked how much of the demolition cost was included; Tracy responded that none of it appears yet because demolition did not start until the current fiscal year. Mitzi confirmed for Mindy that the cost of demolition is being split between the City of Gladstone and the County. Tracy explained that the entire amount of the demolition will show up as a project expense, and that the Gladstone portion will then show up as revenue.

### **Director's Report: Mitzi**

- Mitzi mentioned that there is no recording for the last meeting—there were technical difficulties that have not been resolved.
- The library has not been able to order books for a few weeks because of a ransomware attack on the vendor, Baker & Taylor. Things are moving now.
- Binders for new members are not yet ready, but they will be soon.
- Gladstone:
  - Demolition is underway, trees have been removed. There will be a celebration on October 11.
  - There was a protest in the library parking lot on August 24. It was directed at the business across the parking lot. Proud Boys were lined up across the front of the library and staff did not feel safe, so the library closed early. Mitzi went to the library to ensure everything was okay. Police were responsive and there was no violence. A week later, tires were slashed on the Happyrock Coffee van in the parking lot across from the library. The County may add additional security cameras so that there is a more comprehensive view of activities outside the library. Afterwards, staff reviewed lockdown protocols to reiterate that staff can lock the doors if they are in an unsafe situation, following up with a phone call to Mitzi or Robin, and the police, if necessary.
  - The new Story Walk is installed at the Nature Park. The frames are looking a little weathered and we may look at other options.
  - Summer Reading: 286 kids & teens signed up / 177 finished.
- Oak Lodge:
  - New sign finally posted that makes it clear that the parking lot behind the gate is for library patrons, as well as businesses, and lets people know the gate closes at 6:30 pm.
  - The carpeting project is complete, with the exception of a few squares that need to be replaced.
  - Summer Reading: 199 kids & teens signed up / 117 finished.
  - As time went on, attendance improved at Oak Lodge for the children's programs and free lunch offering. This was attributable to Anatta's letter in the paper and Mitzi's active promotion at the Trolley Festival.

- Mitzi will be meeting with the Youth Librarians for a Summer Reading debrief. There are many things to look at, including the timing of booking performers and the timing of the programs themselves, as well as promoting summer reading in the schools before summer vacation begins. Class visits to the library have not resumed since COVID. Mindy asked if there is something the Board can do to help increase attendance at summer programs. The Board can always help get the word out into the community about the programs.
- Halloween events: planning underway to participate in both Gladstone and downtown Oak Grove celebrations.

#### **NCPRD DAC update: Grover**

- Most recent meeting went well, specifically, the meeting was focused on the park rather than the library.
- \$4M will be spent this year on structural mechanical upgrades to the Concord building, plus \$2.4M for design work.
- Clackamas County has initiated a process called the Clackamas County Community Engagement Framework.

#### **Concord Property and Library Planning Task Force: Grover**

- Annatta was voted in as a new member of the task force.
- Rolled out the new set of slides of both the park and the library—nothing major has changed.
- Discussion of adding a sheltered outdoor play area.
- Discussion about the size of the meeting room.
- Arts Subcommittee still moving forward—will be meeting towards the end of the year.
- Design work expected to be complete in January, with documentation and construction to follow. This means that both library projects may begin to move forward together again.
- It is unknown when the next task force meeting will be or how members of the task force will be engaged in the remaining design process.
- Mindy asked about when the discussion of financing or funding will occur. Grover expressed his opinion/understanding: APRA funding to be determined in late September/early October at a Thursday morning BCC business meeting (date not known at this time).
- Anatta added that the architects have been responsive to suggestions for changes to the exterior.

#### **OLA 2021 Standard Review (1 through 4): Mitzi**

**All policies adopted as part of the review of OLA standards will apply to both libraries, although some details may vary.**

##### **Standard 1: Governance Standards**

##### **• 1.1 Services and Leadership**

- The library meets the minimum conditions to be a public library in Oregon (page 10): Yes
- Policies (page 10): Yes, excepting for the *Minor's Bill of Rights* and *Freedom to View*. (Mitzi will check to be sure the most recent versions of all of these policies have been adopted.)

- Library Board (page 11): Yes, excepting for the development of a strategic plan, continuing education for Board members (such as attendance at an OLA conference), selection and evaluation of the library director, funding for continuing education of Board members.
- Community information (library board's actions, page 12): Yes, with the possible exception of notices to local media and the City of Gladstone website.
- Community information (role of the library/plans for the future, page 12): Yes, however, the mission statement needs to be updated, strategic plan is not complete, technology plan is not available on the website.
- **1.2 Policies & Procedures**
  - Yes, excepting business services policies,
  - Community access of library policies (page 13): Yes, excepting policies available in multiple languages.

**Other topics:**

**Johnson City vote to join Library District:**

Mindy asked what affect this would have if passed. Mitzi said it would likely increase the Gladstone service area and revenue. Up to this point, Johnson City residents have only been able to obtain library services through payment of a \$95 annual household fee. Mindy suggested outreach into the community if it passes.

**OLA Conference in Bend October 15:** Nancy mentioned that this conference is coming up and it has been enjoyable to attend in the past. It appears to be in person only this year.

**Public Comment (3 minute limit)**

- None

**Adjournment:** 7:07 pm

**Next Meeting:** October 20, 2021

Respectfully submitted,

Robin Dawson

# Gladstone

## Statistics October 2022

Overview	October 2022	October 2021	Current YTD	Previous YTD	Percent Change
Circulation	10,764	11,478	45,018	47,644	-6%
Downloadable	1,400	1,398	5,818	5,926	-2%
<b>Total</b>	<b>12,164</b>	<b>12,876</b>	<b>50,836</b>	<b>53,570</b>	<b>-5%</b>

Reference: Queries	198	182	846	623	36%
Reference: Other	334	333	1,584	774	105%
Door Count	2,328	2,433	11,858	11,282	5%
Internet: Hours Used	155	224	661	937	-29%
Internet: Users	279	289	1,203	1,140	6%

Programs	October # of Programs	October # of Programs YTD	October # of Programs Previous YTD	Percent Change	October Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	17	15	13%	113	322	36	794%
Juvenile Programs	0	7	0	700%	0	267	0	26700%
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	7	4	75%	25	70	41	71%
Other	1	2	0	200%	501	755	0	75500%

Inter Library	October	YTD
Borrowed in County	4,824	20,885
Borrowed Out of County	27	76
Loaned In County	4,083	16,287
Loaned Out of County	10	32

Technical Services	October	YTD
Books	405	1,176
Audio	2	24
DVD	19	61
Other	0	0
<b>Total</b>	<b>426</b>	<b>1,261</b>

Volunteer Hours	0	0
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New Borrowers	54	209
Borrowers to Date	3,966	



# Oak Lodge Library

Statistics October 2022

Overview	October 2022	October 2021	Current YTD	Previous YTD	Percent Change
Circulation	15,404	15,146	63,449	59,713	6%
Downloadable	2,195	1,982	8,879	8,436	5%
<b>Total</b>	<b>17,599</b>	<b>17,128</b>	<b>72,328</b>	<b>68,149</b>	<b>6%</b>

Reference: Queries	244	209	899	846	6%
Reference: Other	368	263	1,541	889	73%
Door Count	5,229	4,531	20,469	16,790	22%
Internet: Hours Used	346	234	1,113	749	49%
Internet: Users	492	355	1,716	1,207	42%

Programs	October # of Programs	October # of Programs YTD	October # of Programs Previous YTD	Percent Change	October Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	9	22	15	47%	33	66	34	94%
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	0	0	0%	0	0	0	0%
Off-site visits from Library	1	1	0	100%	452	452	0	45200%
Adult Programs	2	7	2	250%	25	101	10	910%
Other	0	1	0	100%	0	231	0	23100%

Inter Library	October	YTD
Borrowed in County	7,407	30,027
Borrowed Out of County	61	193
Loaned In County	5,571	21,438
Loaned Out of County	29	89

Technical Services	October	YTD
Books	380	1,196
Audio	1	41
DVD	22	72
Other	0	0
<b>Total</b>	<b>403</b>	<b>1,309</b>

Volunteer Hours	0	0
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New Borrowers	60	219
Borrowers to Date	5,817	

Study Rooms	October	YTD
Usage	40	134

<p><b>Imperatives:</b></p> <p>Our primary goals</p>	<p><b>Initiatives:</b></p> <p>What we will do to meet the imperative</p>
<p><b>LISTEN TO OUR COMMUNITIES:</b></p> <p>Collect and analyze data on community needs and attitudes to inform future planning for the LINCC library district</p>	<ul style="list-style-type: none"> <li>● Develop and implement a strategy and framework for LINCC-wide engagement and data collection</li> <li>● Utilize LINCC professional committees to develop surveys, gather feedback, analyze data, identify similar customer clusters in multiple libraries, and create coordinated service response plans.</li> </ul>
<p><b>ADAPT TO COMMUNITY NEEDS:</b></p> <p>Reduce barriers to access, innovate to meet new and emerging needs, and champion inclusive services and policies for all members of our communities</p>	<ul style="list-style-type: none"> <li>● Develop and implement policies and services to widen access:               <ul style="list-style-type: none"> <li>○ Eliminate overdue fines</li> <li>○ Implement user-friendly notifications and renewals</li> <li>○ Get out of our buildings and into our communities by providing LINCC-wide outreach to underserved populations</li> </ul> </li> <li>● Provide a full range of valuable and inclusive materials and opportunities for youth:               <ul style="list-style-type: none"> <li>○ Be the leaders in early literacy to support school readiness and social development</li> <li>○ Strengthen services and support for elementary and middle-school children to improve educational outcomes</li> <li>○ Provide fun, safe, and inviting programs for teens</li> </ul> </li> <li>● Anticipate emerging needs and provide innovative solutions:               <ul style="list-style-type: none"> <li>○ Help all ages access and learn new and evolving technologies</li> <li>○ Develop intergenerational activities to support needs of families</li> <li>○ Explore alternative ways to meet the needs of aging residents, including implementing LINCC-wide homebound services</li> </ul> </li> <li>● Support inclusive communities by providing opportunities for safe and respectful community conversations</li> </ul>
<p><b>SHARE OUR STORY:</b></p> <p>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</p>	<ul style="list-style-type: none"> <li>● Develop and implement LINCC vision/mission/values statements for stakeholder education</li> <li>● Develop and implement a public relations strategy to frame and communicate our story</li> <li>● 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)</li> </ul>

# Starting points: Draft LINCC Vision & Mission Statements

## **Vision**

All community members within the LINCC Library District utilize the full range of library resources to create and enjoy vibrant, informed, inclusive, and sustainable communities.

## **Mission**

The LINCC Library District empowers our communities by:

- Continually listening to our communities, adapting to meet their needs, and sharing information about available library services.
- Providing access to over 1 million physical and digital items and a myriad of events countywide.
- Enhancing access and simplifying the user experience for all.