Clackamas County Library Advisory Board Meeting Agenda
March 17, 2022
5:30 pm
Virtually Via Zoom
https://clackamascounty.zoom.us/j/86739605500

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	5:30 pm		Debrah
Approval of December and February Meeting Minutes	5:30 pm	Decision	Debrah
Reports/Discussion items:			
a) Director's Report	5:35 pm	Information	Mitzi
b) Concord Task Force update	5:45 pm	Information	Doug
c) NCPRD DAC update	5:55 pm	Information	Debrah
d) Gladstone Task Force update	6:10 pm	Information	Debrah
e) Draft FY 22/23 budget discussion/approval	6:20 pm	Discussion/Decision	Debrah
f) Library Board recruitment	6:45 pm	Discussion	Mitzi
g) Public Comment (3 minute limit)	6:55 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: April 21, 2022			

Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
December 16, 2021
5:30 pm

Attendance

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Doug Jones	present	Vice Chair
Natalie Smith	Present	
Grover J. Bornefeld	present	
Leslie Shirk	present	
Kathy Gabriel	Present?	Non-voting alternate

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 November 18, 2021 Meeting Minutes: Minutes accepted with no corrections.

Director's Report-Mitzi
- Still working on installing exterior cameras at Gladstone—they should be installed by February.
- Book sales going well at both locations with many volunteers.
- Slowly increasing traffic at computers and in the libraries. Some increase in mask issues.
- Working on a new book for the Gladstone story walk. Will be installed in February.
- Working on first round of the budget. There are several steps before the Board will review.

Question re: LDAC report, statistics, Performance Clackamas, etc.-Mitzi
- This report covers 7/1/2019-11/30/2019, while the City of Gladstone operated the Gladstone Library. Clackamas County assumed operation of the Gladstone Library December 1, 2019.
- Some journal entries had to be done recently to correct the personnel costs for the Gladstone Library fund in FY 20/21. The journal entry increased expenses on the Gladstone side.

Discussion on proposed Bylaw modification-Mitzi
- The Bylaws need to be modified to align with the IGA, regarding the appointment of a Gladstone representative on LDAC. The Bylaws state that Library Board membership will recommend, the IGA states that the City Council will recommend Moving forward, the City of Gladstone wishes to maintain their option to recommend the LDAC member. BCC makes the appointment.
- **ACTION:** Doug made a motion to adopt the recommended wording to amend the Bylaws to comply with the IGA. Natalie seconded. Grover requested clarification about whether or not BCC must approve the change. Approved.

Gladstone Foundation and Oak Lodge Friends update-Mitzi
- Mitzi has attended meetings for both, nothing of note to report.

Discussion about Library Board statement concerning the Concord Project to the BCC-Debrah
- Suggested that a sub-committee meet to draft a statement from the Board. Several members offered ideas about the what the scope of this could be, which the Board discussed. Mitzi will send out a Doodle poll to schedule a Zoom meeting to draft a letter, preferably in the next couple of weeks.

Operational Budget in the new buildings-Mitzi
- Has been working on the State report and noticed a discrepancy in how Temp employees working at Gladstone were being charged. This necessitated the late journal entries mentioned earlier for FY 20/21. The Gladstone Library fund will not be sustainable when considering the debt service that is currently planned at $150k annually. Some things will need to be figured out going forward.

Public comment (3 minutes)-None

Next Meeting: January 20, 2021

Adjournment: 6:30 pm

Respectfully submitted,

Robin Dawson

Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
February 17, 2022
5:30 pm

Attendance

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Doug Jones	present	Vice Chair
Natalie Smith	present	
Grover J. Bornefeld	present	
Leslie Shirk	present	

Others present

Name	Notes
Mitzi Olson	BCS Library Manager
Mindy Garlington	Gladstone City Councilor
Paul Savas	Board of County Commissioner
Jason Varga	Project Manager
Sarah Eckman	Interim BCS Director
Jackie Betz	Gladstone City Administrator

Call to Order: The meeting was called to order at 5:31 p.m. Chair Debrah Bokowski opened the meeting with introductions of the Library Advisory Board members and other attendees.

Approval of December 16, 2021 Meeting Minutes: deferred until all members have a chance to review.

Reports/Discussion Items:

Director's Report: Mitzi
- Will be having new carpet installed at Oak Lodge—the County Risk department has deemed the existing carpet to be unsafe. Dates not yet known for installation, but the library will need to close for a few days. County Facilities will bear the cost.
- Still working on getting security cameras installed at Gladstone—should be installed by next month.
- LINCC is making some changes to the e-Book offerings, effective July 1st CloudLibrary will be discontinued and a special collection with Overdrive/Library2Go will be developed.

- We have seen an increase in problem behaviors in the library, with two people having been trespassed by the Sheriff's Department. Seeing evidence of drug activity in the Library as well. A new kind of smoke detector was installed in the restrooms at Oak Lodge to help mitigate the problem of people smoking and/or doing drugs in the Library restrooms.
- Seed Library at both locations booming.
- After adjustments were made to correct errors in the Gladstone FY 20/21 fund, we have been able to determine that the Gladstone fund is not sustainable moving forward, especially after paying the library portion of the revenue bond payment. Will be asking for General Fund support to help with this and anticipate learning in March if this request will be approved. Commissioner Savas has helped tremendously by identifying issues and by sharing a broader awareness of the issue.
- Without general fund support, we will likely have to reduce hours and/or staff to sustain operations. Reducing hours is not an ideal situation when moving into a new building.

Concord Options: Jason
- Review of three options under consideration:
  - Option 1: per the original master plan with attached 19,500 sf library.
  - Options 2: attached, downsized to 17,000 sf for lower cost, with community center not fully built out.
  - Option 3: physically detaching the library from the minimally built out community center, approximately 15,000 sf.
- Review of funding shortfalls, options, and possible additional sources.
- Discussion:
  - Leslie: Sustainable features are important, as stated by Clackamas County in other projects, but have largely been removed during "value engineering." Jason responded to clarify that many of the sustainability features have been retained to comply with state law. Jason will send out additional information about long-term vs. short-term costs of carbon-neutral features.
  - Commissioner Savas addressed flaws in the way the cost per square foot was originally calculated and encouraged members to present their views about funding and sustainability to the BCC directly, in three-minute increments (public comment limit at BCC meetings).
  - Grover asked questions about whether or not exterior elements can still be addressed and changed. Jason responded that some change may be possible in the next design phase, but cost implications of such a change would need to be studied.

Recommendations to BCC Concerning Concord Options: Debrah
- Natalie made a motion to approve the statement formulated by the subcommittee, Doug seconded. After some initial discussion, Natalie withdrew her motion, so the group could make revisions.
- Doug made a motion to recommend detaching the library from the school building. Natalie seconded. Grover abstained and there was more discussion about what else the statement should include.

- After public comment and additional revisions, a motion was made by Doug to approve the following recommendation to be sent to the BCC, seconded by Natalie:
  - **MOTION:** The Clackamas County Library Advisory Board, in accordance with Board Order 85-1221, is making a recommendation that the Oak Lodge Library be separated from the school building, sustainably constructed, with a park that works in concert with the library, and with the opportunity for the Board and the community to consider options in addition to Option 3. **APPROVED** by all members.

Public Comment:
- Councilor Garlington expressed her support for the Board's preference to separate the library from the building.
- Chips Janger: It would be a great error not to make a statement about getting the library built. The library needs to be detached and be as sustainable as possible.
- Anatta Blackmarr: There should be an urgency to get this statement agreed upon and offered a revised version.
- Thelma Haggenmiller: separate the library from the school, so there are three options: library, arts & culture center in the Concord school, and purchase athletic club for recreation.

Debrah thanked the members of the public who offered comment and helped revised the statement.

Next Meeting: March 17, 2022

Adjournment: 7:25 pm

Respectfully submitted,

Robin Dawson

Gladstone

Statistics January 2022

Overview	January 2022	January 2021	Current YTD	Previous YTD	Percent Change
Circulation	10,737	8,830	80,557	53,977	49%
Downloadable	1,279	1,656	9,812	10,736	-9%
Total	12,016	10,486	90,369	64,713	40%

	January 2022	January 2021	Current YTD	Previous YTD	Percent Change
Reference: Queries	200	25	1,150	250	360%
Reference: Other	316	23	1,573	255	517%
Door Count	2,497	0	18,822	0	1882200%
Internet: Hours Used	100	0	1,233	0	123300%
Internet: Users	198	0	1,734	0	173400%

Programs	January # of Programs	January # of Programs YTD	January # of Programs Previous YTD	Percent Change	January Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	26	7	271%	24	105	57	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	1	7	7	0%	10	71	71	0%
Other	0	0	0	0%	0	0	0	0%

Inter Library	January	YTD
Borrowed in County	5,113	37,250
Borrowed Out of County	24	143
Loaned In County	4,123	32,772
Loaned Out of County	6	57

Technical Services	January	YTD
Books	154	1,884
Audio	1	47
DVD	1	12
Other	1	12
Total	157	1,955

Volunteer Hours	0	0

New Borrowers	37	317
Borrowers to Date	4,267	

Gladstone

Statistics February 2022

Overview	February 2022	February 2021	Current YTD	Previous YTD	Percent Change
Circulation	10,562	8,245	91,119	62,222	46%
Downloadable	1,257	1,330	11,069	12,066	-8%
Total	11,819	9,575	102,188	74,288	38%

Reference: Queries	176	20	1,326	270	391%
Reference: Other	287	26	1,860	281	562%
Door Count	2,034	0	20,856	0	2085600%
Internet: Hours Used	104	0	1,337	0	133700%
Internet: Users	181	0	1,915	0	191500%

Programs	February # of Programs	February # of Programs YTD	February # of Programs Previous YTD	Percent Change	February Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	30	11	173%	38	143	91	57%
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	1	8	8	0%	10	81	81	0%
Other	0	0	0	0%	0	0	0	0%

Inter Library	February	YTD
Borrowed in County	4,920	42,170
Borrowed Out of County	17	160
Loaned In County	3,783	36,555
Loaned Out of County	2	59

Technical Services	Febrary	YTD
Books	155	2,039
Audio	0	47
DVD	71	83
Other	0	12
Total	226	2,181

Volunteer Hours	0	0

New Borrowers	46	363
Borrowers to Date	4,311	

Oak Lodge Library
Statistics January 2022

Overview	January 2022	January 2021	Current YTD	Previous YTD	Percent Change
Circulation	15,534	10,993	109,882	69,009	59%
Downloadable	2,277	2,389	14,758	16,131	-9%
Total	17,811	13,382	124,640	85,140	46%

Reference: Queries	210	20	1,432	191	650%
Reference: Other	242	25	1,564	212	638%
Door Count	4,485	0	29,926	0	2992600%
Internet: Hours Used	218	0	1,427	0	142700%
Internet: Users	365	0	2,260	0	226000%

Programs	January # of Programs	January # of Programs YTD	January # of Programs Previous YTD	Percent Change	January Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	26	7	271%	24	105	57	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	0	2	1	100%	0	10	19	-47%
Other	0	0	0	0%	0	0	0	0%

Inter Library	January	YTD
Borrowed in County	7,095	49,735
Borrowed Out of County	32	214
Loaned In County	5,401	39,489
Loaned Out of County	24	109

Technical Services	January	YTD
Books	183	2,027
Audio	1	63
DVD	2	38
Other	0	7
Total	188	2,135

Volunteer Hours	0	0

New Borrowers	49	357
Borrowers to Date	6,912	

Study Rooms	January	YTD
Usage	26	194

Oak Lodge Library

Statistics February 2022

Overview	February 2022	February 2021	Current YTD	Previous YTD	Percent Change
Circulation	14,941	10,291	124,823	79,300	57%
Downloadable	2,141	2,047	16,899	18,178	-7%
Total	17,082	12,338	141,722	97,478	45%

Reference: Queries	235	27	1,667	218	665%
Reference: Other	309	23	1,873	235	697%
Door Count	4,386	0	34,312	0	3431200%
Internet: Hours Used	153	0	1,580	0	158000%
Internet: Users	296	0	2,556	0	255600%

Programs	February # of Programs	February # of Programs YTD	February # of Programs Previous YTD	Percent Change	February Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	30	11	173%	38	143	91	57%
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	0	2	1	100%	0	10	19	-47%
Other	0	0	0	0%	0	0	0	0%

Inter Library	February	YTD
Borrowed in County	7,068	56,803
Borrowed Out of County	61	275
Loaned In County	4,959	44,448
Loaned Out of County	21	130

Technical Services	February	YTD
Books	170	2,197
Audio	2	65
DVD	117	155
Other	2	2
Total	291	2,416

Volunteer Hours	0	0

New Borrowers	57	414
Borrowers to Date	6,968	

Study Rooms	February	YTD
Usage	33	227