



**Clackamas County Library Advisory Board
 Meeting Agenda
 April 20, 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 March Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items:			
a) Director’s Report	5:40 pm	Information	Mitzi
b) Discussion about advocacy groups and Library Board quorum	5:50 pm	Discussion	Mitzi
c) Discussion about Library budgets	6:05 pm	Information	Mitzi
d) NCPRD DAC update	6:20 pm	Information	Grover
e) Gladstone Task Force	6:30 pm	Information	Natalie
f) Concord Task Force update	6:40 pm	Information	Grover
g) Public Comment (3 minute limit)	6:50 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: May 18, 2023			

Gladstone

Statistics January 2023

Overview	January 2023	January 2022	Current YTD	Previous YTD	Percent Change
Circulation	12,848	10,737	79,560	80,557	-1%
Downloadable	1,608	1,279	10,182	9,812	4%
Total	14,456	12,016	89,742	90,369	-1%

Reference: Queries	216	200	1,421	1,150	24%
Reference: Other	431	316	2,793	1,573	78%
Door Count	3,397	2,497	20,529	18,822	9%
Internet: Hours Used	158	100	1,117	1,233	-9%
Internet: Users	324	198	2,023	1,734	17%

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	7	38	26	46%	165	708	105	574%
Juvenile Programs	1	9	0	900%	3	270	0	27000%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	2	2	0	200%	82	82	0	8200%
Off-site visits from Library	0	0	0	0%	0	0	0	0%
Adult Programs	2	13	7	86%	18	126	71	77%
Other	0	2	0	200%	0	755	0	75500%

Inter Library	January	YTD
Borrowed in County	5,635	36,438
Borrowed Out of County	10	120
Loaned In County	4,301	28,544
Loaned Out of County	1	47

Technical Services	January	YTD
Books	322	1,869
Audio	27	51
DVD	0	64
Other	0	1
Total	349	1,985

Volunteer Hours	0	0
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New Borrowers	57	379
Borrowers to Date	4,124	

Gladstone

Statistics February 2023

Overview	February 2023	February 2022	Current YTD	Previous YTD	Percent Change
Circulation	11,215	10,562	90,775	91,119	0%
Downloadable	1,415	1,257	11,597	11,069	5%
Total	12,630	11,819	102,372	102,188	0%

Reference: Queries	224	176	1,645	1,326	24%
Reference: Other	435	287	3,228	1,860	74%
Door Count	2,671	2,034	23,200	20,856	11%
Internet: Hours Used	156	104	1,273	1,337	-5%
Internet: Users	285	181	2,308	1,915	21%

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	7	45	30	50%	185	893	143	524%
Juvenile Programs	2	11	0	1100%	0	270	0	27000%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	2	4	0	400%	0	82	0	8200%
Off-site visits from Library	0	0	0	0%	0	0	0	0%
Adult Programs	2	15	8	88%	22	148	81	83%
Other	0	2	0	200%	0	755	0	75500%

Inter Library	February	YTD
Borrowed in County	5,282	41,720
Borrowed Out of County	10	130
Loaned In County	4,073	32,617
Loaned Out of County	9	55

Technical Services	February	YTD
Books	139	2,008
Audio	0	51
DVD	31	95
Other	12	13
Total	182	2,167

Volunteer Hours	0	0
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New Borrowers	72	451
Borrowers to Date	4,197	

Gladstone

Statistics March 2023

Overview	March 2023	March 2022	Current YTD	Previous YTD	Percent Change
Circulation	12,392	12,163	103,167	103,282	0%
Downloadable	1,650	1,403	13,247	12,472	6%
Total	14,042	13,566	116,414	115,754	1%

Reference: Queries	254	242	1,899	1,568	21%
Reference: Other	411	360	3,639	2,220	64%
Door Count	3,325	2,413	26,525	23,269	14%
Internet: Hours Used	194	107	1,467	1,444	2%
Internet: Users	379	205	2,687	2,120	27%

Programs	March # of Programs	March # of Programs YTD	March # of Programs Previous YTD	Percent Change	March Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	8	53	35	51%	173	1,066	173	516%
Juvenile Programs	2	13	0	1300%	0	270	0	27000%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	4	0	400%	0	82	0	8200%
Off-site visits from Library	1	1	0	100%	18	18	0	1800%
Adult Programs	4	19	9	111%	51	199	91	119%
Other	0	2	0	200%	0	755	0	75500%

Inter Library	March	YTD
Borrowed in County	5,500	47,220
Borrowed Out of County	4	134
Loaned In County	4,549	37,166
Loaned Out of County	9	64

Technical Services	March	YTD
Books	76	2,084
Audio	1	52
DVD	0	95
Other	10	23
Total	87	2,254

Volunteer Hours	0	0
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New Borrowers	74	525
Borrowers to Date	4,282	

Oak Lodge Library

Statistics January 2023

Overview	January 2023	January 2022	Current YTD	Previous YTD	Percent Change
Circulation	15,711	15,534	108,302	109,882	-1%
Downloadable	2,476	2,277	15,829	14,758	7%
Total	18,187	17,811	124,131	124,640	0%

Reference: Queries	263	210	1,617	1,432	13%
Reference: Other	444	242	2,892	1,564	85%
Door Count	5,234	4,485	35,156	29,926	17%
Internet: Hours Used	226	218	1,844	1,427	29%
Internet: Users	427	365	2,969	2,260	31%

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	7	43	26	65%	74	238	105	127%
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	2	4	0	400%	28	500	0	50000%
Adult Programs	2	13	2	550%	33	189	10	1790%
Other	0	1	0	100%	0	231	0	23100%

Inter Library	January	YTD
Borrowed in County	7,127	50,779
Borrowed Out of County	30	312
Loaned In County	6,076	38,065
Loaned Out of County	22	151

Technical Services	January	YTD
Books	378	2,010
Audio	26	67
DVD	4	88
Other	1	1
Total	409	2,166

Volunteer Hours	0	0
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New Borrowers	69	400
Borrowers to Date	5,997	

Study Rooms	January	YTD
Usage	29	232

Oak Lodge Library

Statistics February 2023

Overview	February 2023	February 2022	Current YTD	Previous YTD	Percent Change
Circulation	14,849	14,941	123,151	124,823	-1%
Downloadable	2,185	2,141	18,014	16,899	7%
Total	17,034	17,082	141,165	141,722	0%

Reference: Queries	329	235	1,946	1,667	17%
Reference: Other	393	309	3,285	1,873	75%
Door Count	4,769	4,386	39,925	34,312	16%
Internet: Hours Used	228	153	2,072	1,580	31%
Internet: Users	381	296	3,350	2,556	31%

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	6	49	30	63%	84	322	143	125%
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	4	0	400%	0	500	0	50000%
Adult Programs	2	15	2	650%	41	230	10	2200%
Other	0	1	0	100%	0	231	0	23100%

Inter Library	February	YTD
Borrowed in County	7,046	57,825
Borrowed Out of County	28	340
Loaned In County	5,593	43,658
Loaned Out of County	27	178

Technical Services	February	YTD
Books	141	2,151
Audio	0	67
DVD	33	121
Other	1	2
Total	175	2,341

Volunteer Hours	0	0
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New Borrowers	65	465
Borrowers to Date	6,063	

Study Rooms	February	YTD
Usage	48	280

Oak Lodge Library

Statistics March 2023

Overview	March 2023	March 2022	Current YTD	Previous YTD	Percent Change
Circulation	16,648	16,619	139,799	141,442	-1%
Downloadable	2,465	2,069	20,479	18,968	8%
Total	19,113	18,688	160,278	160,410	0%

Reference: Queries	333	363	2,279	2,030	12%
Reference: Other	420	452	3,705	2,325	59%
Door Count	5,885	5,246	45,810	39,558	16%
Internet: Hours Used	377	281	2,449	1,861	32%
Internet: Users	600	451	3,950	3,007	31%

Programs	March # of Programs	March # of Programs YTD	March # of Programs Previous YTD	Percent Change	March Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	8	57	35	63%	142	464	173	168%
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	3	7	0	700%	51	551	0	55100%
Adult Programs	5	20	2	900%	94	324	10	3140%
Other	0	1	0	100%	0	231	0	23100%

Inter Library	March	YTD
Borrowed in County	7,790	65,615
Borrowed Out of County	65	405
Loaned In County	6,192	49,850
Loaned Out of County	29	207

Technical Services	March	YTD
Books	96	2,247
Audio	1	68
DVD	4	125
Other	1	3
Total	102	2,443

Volunteer Hours	0	0
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New Borrowers	87	552
Borrowers to Date	6,146	

Study Rooms	March	YTD
Usage	46	326



Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Approved
January 19 , 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	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
Jacque Betz	Gladstone City Administrator
Paul Savas	Board of County Commissioners

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

Approval of December 15, 2022 Meeting Minutes: Approved with no corrections or additions.

Reports

Director’s Report: Mitzi

- We are moving forward with trying to reduce some fines, which will require a proposal to the BCC about the changes. This would only affect daily overdue fees for DVDs and games, and is intended to improve consistency across library locations.
- We are working on a series of classes for the Gladstone Senior Center.
- The OBOB (Oregon Battle of the Books) club at Gladstone Library has been lightly attended, so we are working on some additional promotion.
- We are working on contracts for the Portland Early Learning agency to offer bilingual storytimes at both libraries, although it will likely start just at Gladstone.
- The yearly report for the Gladstone City Council is scheduled to be presented on February 28.
- Oak Lodge’s Youth Librarian is offering storytime at Headstart twice per month.

- The LINCC Library Services budget is still being worked out. Mitzi will provide more information when it is available.

NCPRD DAC Update: Grover

- The DAC did get a Conditional Land Use permit approved for Concord site.
- No recent updates about where the project actually is. Mitzi shared that an update is in the works.

Gladstone Library Task Force: Debrah

- Natalie requested that there be a joint task force meeting to cover updates in the spring.
- No updates at this time.
- Commissioner Savas added that his memory is that there should only be updates if something changes. Currently, everything is on track so there is nothing to report.
- Commissioner Savas expects there to be a funding decision soon.

Concord Property and Library Planning Task Force: Grover

- No updates.
- Grover asked for more information about some expenditures.

OLA Standards Review: Mitzi

- 6 through 7.3. Review complete.

Public Comment (3-minute limit)

- None

Additional Topics

- Anatta, Grover, and Commissioner Savas discussed statistics about poverty and crime levels in the vicinity of Oak Grove and Gladstone.
- Grover brought up a topic on the next LDAC agenda regarding the use of district funds. It may be time for an audit or update.
- The Board discussed inviting Commissioner Shull and Commissioner West to take a tour of both libraries. Grover will reach out to both and make arrangements.

Next Meeting: February 16, 2023

Adjournment: 7:00 pm

Respectfully submitted,

Robin Dawson



Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Approved
February 16 , 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	not present	Non-voting alternate (Oak Lodge)

Others present

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

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

Approval of Meeting Minutes: Minutes for the January meeting are not yet available (staff absence).

Reports

Director’s Report: Mitzi

- The libraries are understaffed right now, with two full-time employees out on FMLA and the recent departure of two temp employees.
- Oak Lodge: Youth librarian doing a great job with outreach.
- Gladstone: Met with Tiffany at Gladstone Senior Center about monthly class offerings.
- Gladstone City Council update is coming up on February 28th—Mitzi and Jason will be presenting.
- Budget work is underway; Mitzi has met with department heads and they are going over changes. Some internal decisions need to be made before the information can be shared with either a subcommittee or the full Board.

BCC January 26th Meeting Update

- Many library advocates showed up to the meeting on very short notice.
- The BCC voted unanimously to fill the funding gap from the general fund, between the previous projections and what the future estimated costs will be.

NCPRD DAC Update: Grover

- NCPRD is working through their special use permits to move their offices into the Concord building.
- They are also needing to do some upgrading repairs.
- In March, there should be some public updated information about the design of the park, as well as a public meeting.

Gladstone Library Task Force: Natalie

- Jacque Betz shared that updated project costs should be presented by Jason to the BCC soon; permits will be submitted to the City of Gladstone in the next couple of weeks and will take about 8-12 weeks to approve; art installation RFP is in the works. Hoping for groundbreaking by late summer.
- Natalie stated that delays will only cost the County more, so it's important to get underway.
- No Gladstone Library Task Force meetings have been scheduled.

Concord Property and Library Planning Task Force: Grover

- Debra sent out the document from Cindy Becker about leasing from NCPRD vs. buying the land on which the library will be built.
- The majority of folks commenting seemed to prefer owning the land.
- A motion was made by Debrah and seconded by Grover to send a letter in support of the library owning the land upon which the library will be built. APPROVED. Debrah will draft the letter.
- There will be a meeting on March 21, 2023 with OPSIS about the updated library design.
- Mitzi added that library staff have been meeting with OPSIS on the interior design, with a particular focus on efficiencies.

Public Comment (3-minute limit): None

Additional Topics

- Mindy let everyone know that there are three seats available on the Clackamas County Library Budget Committee. It meets once a year. Applications are due by March 1.
- Mindy shared that she was appointed as the liaison to this Board by the Gladstone City Council for another year.

Next Meeting: March 16, 2023

Adjournment: 6:40 pm

Respectfully submitted,
Robin Dawson



Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
March 16, 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
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.

N CPRD 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 N CPRD 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 N CPRD 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