



**Clackamas County Library Advisory Board
Meeting Agenda
November 16, 2023
5:30 pm**

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

<https://clackamascounty.zoom.us/j/89078898118?pwd=WXRIeHVrMTJDVTNwSWw2aVhVRkVZQT09>

Passcode: 323700

Webinar ID: 890 7889 8118

Topic	Time	Information Discussion Decision	Lead
Library Board meeting call to order	5:30 pm		Debrah
Approve July Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items:			
a) Director’s Report	5:40 pm	Information	Mitzi
b) LDAC update Letter to BCC	6:00 pm	Information/Discussion	Natalie/Grover
c) Public Comment (3 minute limit)	6:25 pm	Information	Debrah
Adjourn	6:30 pm		Debrah
Next meeting: January 18, 2024			

Clackamas County Library Advisory Board Meeting
Oak Lodge Library and virtually Via Zoom
Minutes - Unapproved
July 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	Alternate for CG (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 Meeting Minutes: June 15, 2023. Spelling error corrected. Evan made a motion to approve. Seconded by Grover. APPROVED.

Reports

Director's Report: Mitzi

- Fiscal year rollover complete and ordering underway again. Gladstone book budget was reduced, but the plan is to increase it again when possible.
- Staffing issues continue (retirements, staff with serious health issues), so Mitzi taking on more work. In the process of hiring an additional Youth Librarian.
- Sarah Eckman has returned to work.
- Change in meeting frequency: every other month. Next meeting September 21st, hybrid, with in-person at Oak Lodge.

- Oak Grove (Trolley) Festival was very successful. The Oak Lodge Library (Mitzi & Susannah) and Friends group had three booths altogether.
- Gladstone Community Festival coming in August. Mitzi & Heather will both represent the Gladstone Library.

Chair/Vice Chair Appointments

- Nominations: Natalie made a motion for Debrah to continue as Chair and Grover to continue as Vice Chair. Seconded by Evan. APPROVED.

NCPRD DAC Update: Grover

- Still working on details of the issue of the land under the library, but it will be a purchase, not a lease. Parking spaces will be a shared cost, to be worked out in the IGA.

Gladstone Library Task Force: Natalie

- No meetings have occurred.
- Gladstone Foundation has been approached about creating a time capsule.

Concord Property and Library Planning Task Force: Grover

- No meetings have occurred.
- Groundbreaking is set for September.

LDAC Update: Grover & Natalie

- Commissioner Savas spoke at the last meeting about re-forming the District. By doing this, no agreements will be broken and new agreements can be made.
- Draft of letter to BCC about the role of LDAC: will be attached to the next meeting packet when it's official.

Public comment (3-minute limit): None

Other:

- Mindy asked about the collection size in the new Gladstone building. It will be comparable.

ADJOURNMENT: 6:35 p.m.

Next Meeting: September 21, 2023

Respectfully submitted,

Robin Dawson



Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Approved
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	Alternate for CG (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

June 27, 2023

Board of County Commissioners
2051 Kaen Road
Oregon City, OR 97045

Dear Commissioners,

As the recognized advisory board to the Clackamas County Library District Board, your Library District Advisory Committee (LDAC) meets at least annually to consider evaluation reports from District libraries. Committee members, as representatives of their individual library boards, are diligent in reviewing their respective libraries' needs, goals, and financial budgets. When Committee members come to the LDAC table, they exhibit true passion and dedication to seeing the greatest good of all our libraries.

Due to delays caused by COVID-19, LDAC has been catching up with several years of data, presented in comprehensive reporting forms developed by an LDAC subcommittee in 2019. After evaluating annual reports for FY17/18 through FY20/21, the committee has not reached consensus on how to interpret standards used in evaluating certain data in the reports.

The difference of opinion stems from uncertainty as to how District governing documents (Measure 3-310 from the Nov. 2008 election, the Master Order, and the Cooperative Intergovernmental Agreements (IGAs) between Library Cities and the District) should be interpreted:

- Some LDAC representatives have raised concerns about district funds being used for capital expenses or debt service, and how District revenue may be used for overhead and administrative costs by associated Library Cities. These positions reflect a desire to preserve as much District revenue as possible for services.
- Some others contend there is room for interpretation, and any capital spending is done in the pursuit of maintaining operations and the service levels referred to in the Master Order. Similarly, Library Cities vary on how they calculate allocated costs.
- Others are confused by the apparent inconsistency in language in various founding documents and agreements.

Original intent behind the formation of the district has also been debated. Some insist there was an oral understanding that, after the Estacada library was built, the Board of Commissioners would amend the Master Order, explicitly allowing library funds to be used for capital improvements. However, that was not included in Measure 3-310 and the Master Order has never been amended.

LDAC requests clarification from the District Board on the following, based on the District's governing documents:

- Is the use of any District revenue for building construction or debt service permitted?
- Should LDAC scrutinize Library Cities' allocated costs? If so, how can these be evaluated related to the standard in the Library District IGA, Section 2.1?

Your guidance addressing these questions will clarify whether LDAC needs to pursue any topics further.

Finally, LDAC strongly advocates pursuing the previously planned evaluation, via the objectives outlined in the Library District Task Force plan, of how to improve both the District's governing documents and its funding level. The Library Directors made clear in 2018 that the District tax rate cannot maintain current levels of service, much less, capital expenditures.

LDAC will present a proposal to the Commissioners soon on possible ways to approach the future of the District.

Sincerely,
Your Library District Advisory Committee

Gladstone

Statistics September 2023

Overview	September 2023	September 2022	Current YTD	Previous YTD	Percent Change
Circulation	11,869	10,748	36,370	34,254	6%
Downloadable	1,493	1,351	4,699	4,418	6%
Total	13,362	12,099	41,069	38,672	6%

Reference: Queries	172	193	617	648	-5%
Reference: Other	336	407	1,439	1,250	15%
Door Count	2,486	2,411	9,226	9,530	-3%
Internet: Hours Used	215	165	624	506	23%
Internet: Users	346	303	1,019	924	10%

Programs	September # of Programs	September # of Programs YTD	September # of Programs Previous YTD	Percent Change	September Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	8	26	13	100%	130	477	209	128%
Juvenile Programs	0	4	7	-43%	0	172	267	-36%
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	6	0	600%	26	166	0	16600%
Adult Programs	4	10	4	150%	48	92	45	104%
Other	0	1	1	0%	0	521	254	105%

Inter Library	September	YTD
Borrowed in County	5,876	17,407
Borrowed Out of County	14	37
Loaned In County	4,185	12,651
Loaned Out of County	10	27

Technical Services	September	YTD
Books	447	816
Audio	16	37
DVD	65	104
Other	0	3
Total	528	960

Volunteer Hours	0	0
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New Borrowers	57	184
Borrowers to Date	4,618	

Gladstone

Statistics October 2023

Overview	October 2023	October 2022	Current YTD	Previous YTD	Percent Change
Circulation	11,586	10,764	47,956	45,018	7%
Downloadable	1,737	1,400	6,436	5,818	11%
Total	13,323	12,164	54,392	50,836	7%

Reference: Queries	214	198	831	846	-2%
Reference: Other	449	334	1,888	1,584	19%
Door Count	2,749	2,328	11,975	11,858	1%
Internet: Hours Used	185	155	809	661	22%
Internet: Users	381	279	1,400	1,203	16%

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	10	36	17	112%	176	653	322	103%
Juvenile Programs	0	4	7	-43%	0	172	267	-36%
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	7	0	700%	28	194	0	19400%
Adult Programs	3	13	7	86%	24	116	70	66%
Other	1	2	2	0%	932	1,453	755	92%

Inter Library	October	YTD
Borrowed in County	5,400	22,807
Borrowed Out of County	15	52
Loaned In County	4,437	17,088
Loaned Out of County	6	33

Technical Services	October	YTD
Books	420	1,236
Audio	19	56
DVD	13	117
Other	0	3
Total	452	1,412

Volunteer Hours	0	0
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New Borrowers	57	241
Borrowers to Date	4,096	

Oak Lodge Library

Statistics September 2023

Overview	September 2023	September 2022	Current YTD	Previous YTD	Percent Change
Circulation	14,972	15,309	47,125	48,045	-2%
Downloadable	2,522	2,041	7,713	6,684	15%
Total	17,494	17,350	54,838	54,729	0%

Reference: Queries	210	238	658	655	0%
Reference: Other	359	415	1,306	1,173	11%
Door Count	5,337	5,197	15,983	15,240	5%
Internet: Hours Used	306	327	841	767	10%
Internet: Users	532	497	1,436	1,224	17%

Programs	September # of Programs	September # of Programs YTD	September # of Programs Previous YTD	Percent Change	September Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	8	19	13	46%	89	216	33	555%
Juvenile Programs	0	8	8	0%	0	316	195	62%
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	2	2	0	200%	56	56	0	5600%
Adult Programs	3	8	5	60%	56	107	76	41%
Other	1	2	1	100%	276	556	231	141%

Inter Library	September	YTD
Borrowed in County	6,824	21,225
Borrowed Out of County	38	116
Loaned In County	5,873	17,757
Loaned Out of County	26	74

Technical Services	September	YTD
Books	407	843
Audio	9	31
DVD	75	118
Other	0	1
Total	491	993

Volunteer Hours	0	0
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New Borrowers	83	219
Borrowers to Date	6,548	

Study Rooms	September	YTD
Usage	62	150

Oak Lodge Library

Statistics October 2023

Overview	October 2023	October 2022	Current YTD	Previous YTD	Percent Change
Circulation	15,840	15,404	62,965	63,449	-1%
Downloadable	2,897	2,195	10,610	8,879	19%
Total	18,737	17,599	73,575	72,328	2%

Reference: Queries	242	244	900	899	0%
Reference: Other	423	368	1,729	1,541	12%
Door Count	5,548	5,229	21,531	20,469	5%
Internet: Hours Used	385	346	1,226	1,113	10%
Internet: Users	642	492	2,078	1,716	21%

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	28	22	27%	131	347	66	426%
Juvenile Programs	0	8	8	0%	0	316	195	62%
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	2	1	200%	0	56	452	-88%
Adult Programs	3	11	7	57%	44	151	101	50%
Other	1	3	1	200%	843	1,399	231	506%

Inter Library	October	YTD
Borrowed in County	7,092	28,317
Borrowed Out of County	31	147
Loaned In County	6,147	23,904
Loaned Out of County	23	97

Technical Services	October	YTD
Books	552	1,395
Audio	27	58
DVD	16	134
Other	0	1
Total	595	1,588

Volunteer Hours	0	0
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New Borrowers	71	290
Borrowers to Date	5,505	

Study Rooms	October	YTD
Usage	54	204