Clackamas County Library Advisory Board
Meeting Agenda
January 27, 2025
5:30 pm
Hybrid: In person at the new Gladstone Library (525 Portland Avenue)
or virtual via Zoom

https://clackamascounty.zoom.us/j/89078898118?pwd=bHhCMYaCLW28WaZyUll09aM9sdiTXL.1
Passcode: 323700
Webinar ID: 890 7889 8118

Topic	Time	Information Discussion Decision	Lead
Library Board meeting call to order	5:30 pm		Debrah
Approve October Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items:			
a) Director's Report	5:40 pm	Information	Mitzi
b) Friends/Foundation update	6:00 pm	Information	Mitzi
c) LDAC update	6:10 pm	Information	Grover/Natalie
d) NCPRD update	6:20 pm	Information	Grover
e) City update	6:05 pm	Information	Mindy
f) County update	6:20 pm	Information	Paul Savas
g) Public Comment (3 minute limit)		Information	Debrah
Adjourn	6:30 pm		Debrah
Next meeting: February 24th			

Clackamas County Library Advisory Board Meeting
Hybrid: In Person and Virtually Via Zoom
Minutes - Approved
July 22, 2024
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	
Ryan Healy	present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Dan McCue	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

NOTE: The audio of the meeting recording was garbled or nonexistent and many Board members could not be heard.

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

Introductions: Potential new Board members, pending formal appointment by the BCC.

Approval of Meeting Minutes: June 20, 2024. Natalie made a motion to approve. APPROVED.

Reports
Director's Report: Mitzi
- Some things about the move into the new Gladstone Library are changing, but is still on track. An email message about the closure will go out on July 26 to Gladstone account holders with an email address on their account. The old library is closing on August 23. Planning for Friends & Family event on September 13, soft-opening the week of September 16, and Grand Opening celebration on September 28 at 10:00am.

- Working on new schedule for Youth programs, which will start in October.
- Dolly Parton Imagination Library & 1,000 Books Before Kindergarten update. Will be asking Friends and Foundation about their interest in supporting one or the other of the programs.
- The Summer Reading program has been very successful, likely because of Youth librarian outreach.

Revised Library Open Hours: Mitzi
- The libraries will have different hours beginning September 1 for Oak Lodge, and when the new Gladstone Library opens. This will bolster staffing on the remaining six days the libraries will be open.

Public Comment: None

ADJOURNMENT: 6:21 pm

Next Meeting: October 28, 2024 at the new Gladstone Library

Respectfully submitted,

Robin Dawson

Clackamas County Library Advisory Board Meeting
Hybrid: In Person and Virtually Via Zoom
Minutes - Unapproved
October 28, 2024
5:30 pm

Attendance

Voting members

Members	Attendance	Notes
Debrah Bokowski	Not present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Evan Griffith	present	
Ryan Healy	present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Dan McCue	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
Michael Milch	Gladstone Mayor

Call to Order: The meeting was called to order at 5:30 p.m. by Vice-Chair Grover Bornefeld.

Introductions were made, due to new members and others attending the meeting. Anatta Blackmarr attended as member emeritus.

Approval of Meeting Minutes: June 20 & July 22. Natalie made a motion to approve both. July correction: Ryan Healy is a voting member and Dan McCue is a non-voting member of the Board. Seconded by Evan. APPROVED

Reports
Director's Report: Mitzi
- New recruitment for Library Program Coordinator closes November 12. Key position needed to sustain programs.

- New storytime schedule started in October. Adjustments may be made in the future, depending on program attendance.
- Snack & Steam (Snacktivities) continues on Wednesdays after school at Gladstone.
- Will participate in the Gladstone Halloween event.
- Shelves at Gladstone still not complete. Postponed to December. Signage will also need to wait until shelving is complete. There are a few other small issues that need to be corrected.
- Actively working on design for Oak Lodge and meeting with the design team.
- Staff are parking in the residential area and there seems to be enough parking around the new library.
- New librarian Brian Ball has been ordering materials.
- Mayor Milch asked about social services needed by patrons. The library has been coordinating with Clackamas County resources to try and identify what is available and how to connect those in need. Additional suggestions were made about other community resources.
- Met with Gladstone School District Superintendent about some possible outreach and programs for school-age children.

Friends and Foundation Update: Mitzi
- Foundation: Some big changes coming, as several long-time members will be stepping down now that the new library is open. Will not be doing the big annual sale anymore, but will rely on the small ongoing sale inside the library. New members will need to be sought.
- Friends: Trunk or Treat had miserable weather and lower turnout. Gave away free books and storytime information.

LDAC Update: Grover/Natalie
- Natalie: Nothing to update. Will find out when another meeting will be scheduled.
- Grover: Recap of where things stand.
- Commissioner Savas: Group of key people will get together around Thanksgiving time to figure out some of the formulaic problems.

NCPRD Update: Grover
- Anatta relayed that construction progress is steady at the existing building. The staff are not onsite.
- Grover: There is a significant amount of the library structure. Grand opening for the library and community center will be in a year. Also trying to move forward with a project with the city of Milwaukie.

Public Comment: None

Other
- Mitzi asked about adding a "City Update" to the agenda for future meetings. Councilperson Garlington agreed it was a good thing. She encouraged all to come to the Halloween event and mentioned the success of the storywalk in the Nature Park. Mayor Milch added that many are probably asking about the fate of the old building. They are working on it and will be disposing of

some of the surplus. It will need to be determined how usable the building will be in its current state. Mitzi is meeting with City Administrator Jacquie Betz on November 13.

- Grover asked about adding a "County Update" to the agenda. Commissioner Savas will plan to have something about services and programs, etc. Several affordable housing units have been opened. Watching to see how the election goes.

ADJOURNMENT: 6:23 pm

Respectfully submitted,

Robin Dawson

Gladstone
Statistics June 2024

Overview	June 2024	June 2023	Current YTD	Previous YTD	Percent Change
Circulation	10,227	10,541	141,212	137,606	3%
Downloadable	1,842	1,454	21,809	17,818	22%
Total	12,069	11,995	163,021	155,424	5%

	June 2024	June 2023	Current YTD	Previous YTD	Percent Change
Reference: Queries	312	254	2,762	2,598	6%
Reference: Other	681	541	6,261	5,049	24%
Door Count	3,452	3,274	38,647	35,443	9%
Internet: Hours Used	182	181	2,362	2,010	18%
Internet: Users	342	358	4,292	3,660	17%

Programs	June # of Programs	June # of Programs YTD	June # of Programs Previous YTD	Percent Change	June Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	12	120	79	52%	241	2,375	1,528	55%
Juvenile Programs	1	26	15	73%	57	1193	401	198%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	2	5	-300%	0	75	100	-25%
Off-site visits from Library	3	16	6	167%	698	1401	113	1140%
Adult Programs	4	41	31	32%	38	376	322	17%
Other	1	5	3	67%	100	1,779	875	103%

Inter Library	June	YTD
Borrowed in County	5,514	66,401
Borrowed Out of County	9	177
Loaned In County	3,702	48,577
Loaned Out of County	7	93

Technical Services	June	YTD
Books	133	3,375
Audio	0	80
DVD	0	140
Other	4	20
Total	137	3,615

Volunteer Hours	0	0

New Borrowers	90	732
Borrowers to Date	4,570	

Gladstone

Statistics July 2024

Overview	July 2024	July 2023	Current YTD	Previous YTD	Percent Change
Circulation	12,202	12,207	12,202	12,207	0%
Downloadable	1,962	1,652	1,962	1,652	19%
Total	14,164	13,859	14,164	13,859	2%

Reference: Queries	294	219	294	219	34%
Reference: Other	616	526	616	526	17%
Door Count	3,086	3,209	3,086	3,209	-4%
Internet: Hours Used	153	200	153	200	-24%
Internet: Users	290	336	290	336	-14%

Programs	July # of Programs	July # of Programs YTD	July # of Programs Previous YTD	Percent Change	July Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	14	14	10	40%	303	303	174	74%
Juvenile Programs	6	6	3	100%	276	276	144	92%
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	4	-400%	0	0	127	-12700%
Adult Programs	2	2	3	-33%	15	15	23	-35%
Other	1	1	0	100%	100	100	0	10000%

Inter Library	July	YTD
Borrowed in County	5,420	5,420
Borrowed Out of County	6	6
Loaned In County	3,459	3,459
Loaned Out of County	5	5

Technical Services	July	YTD
Books	50	50
Audio	1	1
DVD	0	0
Other	89	89
Total	140	140

Volunteer Hours	0	0

New Borrowers	60	60
Borrowers to Date	4,627	

Gladstone

Statistics August 2024 (Closed August 23rd for move)

Overview	August 2024	August 2023	Current YTD	Previous YTD	Percent Change
Circulation	9,152	12,294	21,354	24,501	-13%
Downloadable	1,958	1,554	3,920	3,206	22%
Total	11,110	13,848	25,274	27,707	-9%

Reference: Queries	219	226	513	445	15%
Reference: Other	518	577	1,134	1,103	3%
Door Count	2,345	3,531	5,431	6,740	-19%
Internet: Hours Used	136	209	289	409	-29%
Internet: Users	266	337	556	673	-17%

Programs	August # of Programs	August # of Programs YTD	August # of Programs Previous YTD	Percent Change	August Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	6	20	18	11%	111	414	347	19%
Juvenile Programs	1	7	4	75%	27	303	172	76%
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	5	-300%	832	832	140	494%
Adult Programs	1	3	6	-50%	9	24	44	-45%
Other	0	1	1	0%	0	100	521	-81%

Inter Library	August	YTD
Borrowed in County	3,662	9,082
Borrowed Out of County	10	16
Loaned In County	2,913	6,372
Loaned Out of County	9	14

Technical Services	August	YTD
Books	875	925
Audio	0	1
DVD	0	0
Other	19	108
Total	894	1,034

Volunteer Hours	0	0

New Borrowers	38	98
Borrowers to Date	4,661	

Gladstone

Statistics September 2024 (Opened new facility September 25th)

Overview	September 2024	September 2023	Current YTD	Previous YTD	Percent Change
Circulation	7,303	11,869	28,657	36,370	-21%
Downloadable	2,014	1,493	5,934	4,699	26%
Total	9,317	13,362	34,591	41,069	-16%

	September 2024	September 2023	Current YTD	Previous YTD	Percent Change
Reference: Queries	115	172	628	617	2%
Reference: Other	211	336	1,345	1,439	-7%
Door Count	2,157	2,486	7,588	9,226	-18%
Internet: Hours Used	21	215	310	624	-50%
Internet: Users	62	346	618	1,019	-39%

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	0	20	26	-23%	0	414	477	-13%
Juvenile Programs	0	7	4	75%	0	303	172	76%
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	6	-400%	0	832	166	401%
Adult Programs	2	5	10	-50%	44	68	92	-26%
Other	1	2	1	100%	894	994	521	91%

Inter Library	September	YTD
Borrowed in County	2,665	11,747
Borrowed Out of County	9	25
Loaned In County	1,955	8,327
Loaned Out of County	1	15

Technical Services	September	YTD
Books	570	1,495
Audio	0	1
DVD	0	0
Other	1	109
Total	571	1,605

Volunteer Hours	0	0

New Borrowers	69	167
Borrowers to Date	4,723	

Gladstone
Statistics October 2024

Overview	October 2024	October 2023	Current YTD	Previous YTD	Percent Change
Circulation	14,031	11,586	42,688	47,956	-11%
Downloadable	2,102	1,737	8,036	6,436	25%
Total	16,133	13,323	50,724	54,392	-7%

Reference: Queries	143	214	771	831	-7%
Reference: Other	409	449	1,754	1,888	-7%
Door Count	6,703	2,749	14,291	11,975	19%
Internet: Hours Used	203	185	513	809	-37%
Internet: Users	391	381	1,009	1,400	-28%

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	13	33	36	-8%	147	561	653	-14%
Juvenile Programs	6	13	4	225%	749	1052	172	512%
Teen Programs	1	1	0	100%	1	1	0	100%
On-site visits to Library	1	1	0	100%	12	12	0	1200%
Off-site visits from Library	0	2	7	-500%	0	832	194	329%
Adult Programs	3	8	13	-38%	41	109	116	-6%
Other	0	2	2	0%	0	994	1,453	-32%

Inter Library	October	YTD
Borrowed in County	5,527	17,274
Borrowed Out of County	13	38
Loaned In County	3,177	11,504
Loaned Out of County	3	18

Technical Services	October	YTD
Books	272	1,767
Audio	0	1
DVD	54	54
Other	27	136
Total	353	1,958

Volunteer Hours	0	0

New Borrowers	186	353
Borrowers to Date	4,565	

Oak Lodge Library

Statistics June 2024

Overview	June 2024	June 2023	Current YTD	Previous YTD	Percent Change
Circulation	15,136	15,408	185,702	186,956	-1%
Downloadable	2,732	2,336	32,420	27,788	17%
Total	17,868	17,744	218,122	232,488	-6%

	June 2024	June 2023	Current YTD	Previous YTD	Percent Change
Reference: Queries	297	255	3,194	3,059	4%
Reference: Other	605	463	5,860	5,019	17%
Door Count	5,366	5,305	64,754	61,833	5%
Internet: Hours Used	306	234	3,774	3,271	15%
Internet: Users	448	406	5,959	5,326	12%

Programs	June # of Programs	June # of Programs YTD	June # of Programs Previous YTD	Percent Change	June Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	4	83	81	2%	80	1241	793	56%
Juvenile Programs	1	9	14	-36%	44	360	404	-11%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	4	-400%	0	0	79	-7900%
Off-site visits from Library	1	10	10	0%	297	1258	668	88%
Adult Programs	4	34	28	21%	41	502	445	13%
Other	2	7	1	600%	64	2,364	231	923%

Inter Library	June	YTD
Borrowed in County	6,429	81,333
Borrowed Out of County	32	429
Loaned In County	5,356	68,360
Loaned Out of County	26	268

Technical Services	June	YTD
Books	199	4,257
Audio	0	89
DVD	4	179
Other	0	3
Total	203	4,528

Volunteer Hours	0	0

	June	YTD
New Borrowers	61	848
Borrowers to Date	6,054	

Study Rooms	June	YTD
Usage	27	541

Oak Lodge Library
Statistics July 2024

Overview	July 2024	July 2023	Current YTD	Previous YTD	Percent Change
Circulation	15,304	16,251	15,304	16,251	-6%
Downloadable	2,794	2,646	2,794	2,646	6%
Total	18,098	18,897	18,098	18,897	-4%

Reference: Queries	295	192	295	192	54%
Reference: Other	573	472	573	472	21%
Door Count	4,975	5,274	4,975	5,274	-6%
Internet: Hours Used	294	251	294	251	17%
Internet: Users	468	425	468	425	10%

Programs	July # of Programs	July # of Programs YTD	July # of Programs Previous YTD	Percent Change	July Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	3	3	5	-40%	35	35	67	-48%
Juvenile Programs	6	6	8	-25%	278	278	316	-12%
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%	55	55	0	5500%
Adult Programs	3	3	2	50%	43	43	19	126%
Other	6	6	1	500%	171	171	280	-39%

Inter Library	July	YTD
Borrowed in County	6,405	6,405
Borrowed Out of County	40	40
Loaned In County	5,324	5,324
Loaned Out of County	28	28

Technical Services	July	YTD
Books	55	55
Audio	0	0
DVD	1	1
Other	100	100
Total	156	156

Volunteer Hours	0	0

New Borrowers	66	66
Borrowers to Date	6,117	

Study Rooms	July	YTD
Usage	28	28

Oak Lodge Library

Statistics August 2024

Overview	August 2024	August 2023	Current YTD	Previous YTD	Percent Change
Circulation	15,351	15,902	30,655	32,153	-5%
Downloadable	2,735	2,545	5,529	5,191	7%
Total	18,086	18,447	36,184	37,344	-3%

Reference: Queries	324	256	619	448	38%
Reference: Other	594	475	1,167	947	23%
Door Count	*	5,372	*	10,646	*
Internet: Hours Used	326	284	620	535	16%
Internet: Users	571	479	1,039	904	15%

*People counter inoperable

Programs	August # of Programs	August # of Programs YTD	August # of Programs Previous YTD	Percent Change	August Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	5	8	11	-27%	74	109	127	-14%
Juvenile Programs	1	7	8	-13%	23	301	316	-5%
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	4	0	400%	431	486	0	48600%
Adult Programs	3	6	5	20%	33	76	51	49%
Other	0	6	1	500%	0	171	280	-39%

Inter Library	August	YTD
Borrowed in County	6,747	13,152
Borrowed Out of County	43	83
Loaned In County	5,417	10,741
Loaned Out of County	17	45

Technical Services	August	YTD
Books	1,127	1,182
Audio	0	0
DVD	1	1
Other	0	100
Total	1,128	1,284

Volunteer Hours	0	0

New Borrowers	87	153
Borrowers to Date	6,212	

Study Rooms	August	YTD
Usage	31	59

Oak Lodge Library

Statistics September 2024

Overview	September 2024	September 2023	Current YTD	Previous YTD	Percent Change
Circulation	14,373	14,972	45,028	47,125	-4%
Downloadable	2,592	2,522	8,121	7,713	5%
Total	16,965	17,494	53,149	54,838	-3%

Reference: Queries	256	210	875	658	33%
Reference: Other	543	359	1,710	1,306	31%
Door Count	*	5,337	*	15,983	*
Internet: Hours Used	320	306	940	841	12%
Internet: Users	524	532	1,563	1,436	9%

*People counter inoperable

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	9	17	19	-11%	71	180	216	-17%
Juvenile Programs	0	7	8	-13%	0	301	316	-5%
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	5	2	150%	150	636	56	1036%
Adult Programs	3	9	8	13%	57	133	107	24%
Other	0	6	2	200%	0	171	556	-69%

Inter Library	September	YTD
Borrowed in County	6,476	19,628
Borrowed Out of County	29	112
Loaned In County	5,187	15,928
Loaned Out of County	11	56

Technical Services	September	YTD
Books	421	1,603
Audio	0	0
DVD	5	7
Other	0	100
Total	426	1,710

Volunteer Hours	0	0

New Borrowers	80	233
Borrowers to Date	6,284	

Study Rooms	September	YTD
Usage	20	79

Oak Lodge Library
Statistics October 2024

Overview	October 2024	October 2023	Current YTD	Previous YTD	Percent Change
Circulation	13,843	15,840	58,871	62,965	-7%
Downloadable	2,582	2,897	10,703	10,610	1%
Total	16,425	18,737	69,574	73,575	-5%

Reference: Queries	151	242	1,026	900	14%
Reference: Other	287	423	1,997	1,729	16%
Door Count	*	5,548	*	21,531	*
Internet: Hours Used	300	385	1,240	1,226	1%
Internet: Users	499	642	2,062	2,078	-1%

*People counter inoperable

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	27	28	-4%	78	258	347	-26%
Juvenile Programs	0	7	8	-13%	0	301	316	-5%
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	5	2	150%	0	636	56	1036%
Adult Programs	4	13	11	18%	48	181	151	20%
Other	0	6	3	100%	0	171	1399	-88%

Inter Library	October	YTD
Borrowed in County	6,526	26,154
Borrowed Out of County	29	141
Loaned In County	5,501	21,429
Loaned Out of County	22	78

Technical Services	October	YTD
Books	488	2,091
Audio	1	1
DVD	21	28
Other	2	102
Total	512	2,222

Volunteer Hours	0	0

New Borrowers	64	297
Borrowers to Date	5,934	

Study Rooms	October	YTD
Usage	16	95