



**Clackamas County Library Advisory Board  
 Meeting Agenda  
 February 15, 2024  
 6:00 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

<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 December Meeting Minutes	5:30 pm		Debrah
Reports/Discussion items:			
a) Director’s Report	5:35 pm	Information	Mitzi Grover
b) NCPRD DAC update	5:45 pm	Information	Natalie Grover
c) Gladstone Task Force update	5:55 pm	Information	Mitzi/Debrah
d) Concord Task Force update	6:00 pm	Information	
e) OLA 2021 Standard Review (Section 6)	6:05 pm	Discussion	
f) Public Comment (3 minute limit)	6:55 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: March 21, 2024			



**Clackamas County Library Advisory Board Meeting**  
**Virtually Via Zoom**  
**Minutes - Unapproved**  
**November 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	Not 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
Jacque Betz	Gladstone City Administrator

**Call to Order:** The meeting was called to order at 5:35 p.m.

**Approval of Meeting Minutes:** Approval of July 20, 2023 Minutes with no changes.

**Reports**

**Director's Report: Mitzi**

- Joined the local Rotary, hoping to make more connections in the community.
- Starting to develop a new Teen group.
- New Youth Librarian, Jessica Fredrickson, has joined the libraries. Staff is being shuffled around; new programs are coming in January.
- BCC meeting November 29<sup>th</sup>.; LDAC letter to the BCC is included in the packet
- Recent changes with NCPRD management should not have any impact on the library project.
- Meeting change request: Back to monthly starting in January, will poll the members for day and time.

**LDAC Update/BCC Letter-Grover**

- Discussion of the letter to the BCC from LDAC.
- LINCC's Director's Group is also looking at some of the structural issues the District faces.

**NCPRD DAC Update-Grover**

- An IGA is in the works between NCPRD & Clackamas County that will address the purchase of the land beneath the new Oak Lodge Library.

**Public Comment: None****Other Topics:**

- Anatta shared an email exchange with Rick Peterson, LINCC Manager, asking about services for members of the deaf community.
- This led to a discussion of world language collections in the libraries, which need to be built up for the new libraries.
- Mitzi mentioned that the music CD collections at both libraries will likely be eliminated before the moves.

ADJOURNMENT: 6:33

Next Meeting: January 18, 2024

Respectfully submitted,  
Robin Dawson



**Clackamas County Library Advisory Board Meeting**  
**Hybrid: In person at Oak Lodge Library or virtually Via Zoom**  
**Minutes - Approved**  
**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	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 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

# Gladstone

Statistics November 2023

Overview	November 2023	November 2022	Current YTD	Previous YTD	Percent Change
Circulation	11,541	10,676	59,497	55,694	7%
Downloadable	1,774	1,341	8,210	7,159	15%
Total	13,315	12,017	67,707	62,853	8%

Reference: Queries	202	198	1,033	1,044	-1%
Reference: Other	413	413	2,301	1,997	15%
Door Count	2,907	2,608	14,882	14,466	3%
Internet: Hours Used	164	167	973	828	18%
Internet: Users	345	256	1,745	1,459	20%

Programs	November # of Programs	November # of Programs YTD	November # of Programs Previous YTD	Percent Change	November Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	7	43	24	79%	112	765	451	70%
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	8	0	800%	26	220	0	22000%
Adult Programs	3	16	9	78%	25	141	92	53%
Other	0	2	2	0%	0	1,453	755	92%

Inter Library	November	YTD
Borrowed in County	5,305	28,112
Borrowed Out of County	18	70
Loaned In County	4,277	21,365
Loaned Out of County	7	40

Technical Services	November	YTD
Books	127	1,363
Audio	5	61
DVD	2	119
Other	3	6
Total	137	1,549

Volunteer Hours	0	0
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New Borrowers	45	286
Borrowers to Date	4,141	

# Gladstone

## Statistics December 2023

Overview	December 2023	December 2022	Current YTD	Previous YTD	Percent Change
Circulation	11,691	11,018	71,186	66,712	7%
Downloadable	1,873	1,415	10,083	8,574	18%
<b>Total</b>	<b>13,564</b>	<b>12,433</b>	<b>81,269</b>	<b>75,286</b>	<b>8%</b>

Reference: Queries	203	161	1,236	1,205	3%
Reference: Other	436	365	2,737	2,362	16%
Door Count	3,103	2,666	17,985	17,132	5%
Internet: Hours Used	164	131	1,137	959	19%
Internet: Users	321	240	2,066	1,699	22%

Programs	December # of Programs	December # of Programs YTD	December # of Programs Previous YTD	Percent Change	December Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	6	49	31	58%	105	870	543	60%
Juvenile Programs	0	4	8	-50%	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	9	0	900%	31	251	0	25100%
Adult Programs	3	19	11	73%	33	174	108	61%
Other	0	2	2	0%	0	1,453	755	92%

Inter Library	December	YTD
Borrowed in County	5,404	33,516
Borrowed Out of County	12	82
Loaned In County	3,856	25,221
Loaned Out of County	5	45

Technical Services	December	YTD
Books	184	1,547
Audio	14	75
DVD	10	129
Other	0	6
<b>Total</b>	<b>208</b>	<b>1,757</b>

Volunteer Hours	0	0
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New Borrowers	37	323
Borrowers to Date	4,177	

# Oak Lodge Library

Statistics November 2023

Overview	November 2023	November 2022	Current YTD	Previous YTD	Percent Change
Circulation	15,485	14,732	78,450	78,181	0%
Downloadable	2,681	2,162	13,291	11,041	20%
<b>Total</b>	<b>18,166</b>	<b>16,894</b>	<b>91,741</b>	<b>89,222</b>	<b>3%</b>

Reference: Queries	218	211	1,118	1,110	1%
Reference: Other	382	443	2,111	1,984	6%
Door Count	4,261	4,818	25,792	25,287	2%
Internet: Hours Used	267	244	1,493	1,357	10%
Internet: Users	436	400	2,514	2,116	19%

Programs	November # of Programs	November # of Programs YTD	November # of Programs Previous YTD	Percent Change	November Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	6	34	29	17%	101	448	116	286%
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	1	-100%	0	0	20	-2000%
Off-site visits from Library	0	2	2	0%	0	56	472	-88%
Adult Programs	2	13	9	44%	23	174	134	30%
Other	0	3	1	200%	843	2,242	231	871%

Inter Library	November	YTD
Borrowed in County	7,142	35,459
Borrowed Out of County	29	176
Loaned In County	5,862	29,766
Loaned Out of County	24	121

Technical Services	November	YTD
Books	315	1,710
Audio	5	63
DVD	0	134
Other	1	2
<b>Total</b>	<b>321</b>	<b>1,909</b>

Volunteer Hours	0	0
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New Borrowers	67	357
Borrowers to Date	5,569	

Study Rooms	November	YTD
Usage	47	251

# Oak Lodge Library

Statistics December 2023

Overview	December 2023	December 2022	Current YTD	Previous YTD	Percent Change
Circulation	14,868	14,410	93,310	92,591	1%
Downloadable	2,568	2,312	15,859	13,353	19%
<b>Total</b>	<b>17,436</b>	<b>16,722</b>	<b>109,169</b>	<b>105,944</b>	<b>3%</b>

Reference: Queries	202	244	1,320	1,354	-3%
Reference: Other	409	464	2,520	2,448	3%
Door Count	5,049	4,635	30,841	29,922	3%
Internet: Hours Used	262	261	1,755	1,618	8%
Internet: Users	442	426	2,956	2,542	16%

Programs	December # of Programs	December # of Programs YTD	December # of Programs Previous YTD	Percent Change	December Attendance	Attendance YTD	Attendance Previous YTD	Percent Change
Story Hours	7	41	36	14%	111	559	164	241%
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	1	-100%	0	0	20	-2000%
Off-site visits from Library	0	2	2	0%	0	56	472	-88%
Adult Programs	2	15	11	36%	50	224	156	44%
Other	0	3	1	200%	0	2,242	231	871%

Inter Library	December	YTD
Borrowed in County	6,689	42,148
Borrowed Out of County	27	203
Loaned In County	5,302	35,068
Loaned Out of County	12	133

Technical Services	December	YTD
Books	116	1,826
Audio	23	86
DVD	13	147
Other	0	2
<b>Total</b>	<b>152</b>	<b>2,061</b>

Volunteer Hours	0	0
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New Borrowers	45	402
Borrowers to Date	5,614	

Study Rooms	December	YTD
Usage	31	282