



**Clackamas County Library Advisory Board
 Meeting Agenda
 April 18, 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

Topic	Time	Information Discussion Decision	Lead
Library Board meeting call to order	6:00 pm		Debrah
Approve March Minutes	6:05 pm	Decision	Debrah
Reports/Discussion items:			
a) Director's Report	6:10 pm	Information	Mitzi
b) LDAC update	6:30 pm	Information/Discussion	Natalie/Grover
c) Friends update	6:40 pm	Information	Debrah
d) Foundation update	6:50 pm	Information	Mitzi
e) Public Comment (3 minute limit)	6:55 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: May 16, 2024			



Clackamas County Library Advisory Board Meeting
Virtually Via Zoom
Minutes - Unapproved
MARCH 21, 2024
6:00 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

Call to Order: The meeting was called to order at 6:00 p.m.

Approval of Meeting Minutes: Natalie made a motion to approve the minutes. Seconded by Grover.
 APPROVED.

Reports

Director’s Report: Mitzi

- Board Member Caitlin Gonzales would like to change from regular member to the non-voting alternate, making Anatta a full member. The group discussed options about how this could be handled. Mitzi will check in with Caitlin for more information.
- Another staff person is out on leave.
- Working on a proposal to add staff for opening the new buildings: On-call Library Aides, Programming Coordinator, Librarian, limited term full-time Library Assistant.
- Training an on-call Librarian to help with ordering materials.
- Successfully moved Youth Librarians so that they are offering programs at both locations (excepting Jessica, who has two programs at Gladstone).
- Still looking at door count stats, to help guide decisions about library hours.

- Will soon start meeting with Jason every two weeks, to be kept up to date about progress and arrangements for the Gladstone Library move. Natalie asked if Jason could be updating the timeline about the project for the public. It is expected that the move will take 3-6 weeks to complete.
- Budget information is not available yet, hopefully by the next meeting.
- No update about the Dolly Parton Imagination Library.

LDAC Update: Grover

- No meetings scheduled.
- Gary Schmidt confirmed to the chair that citizens from unincorporated areas will have an opportunity to review and discuss options as part of the decision-making process.

Public Comment: None

ADJOURNMENT: 7:00 pm

Next Meeting: April 18, 2024

Respectfully submitted,
Robin Dawson



Clackamas County Library Advisory Board Meeting
Minutes - Approved
February 15, 2024
6:00 pm

Attendance

Voting members

Table with 3 columns: Members, Attendance, Notes. Rows include Debrah Bokowski (Chair), Grover J. Bornefeld (Vice Chair), Natalie Smith, Evan Griffith, Caitlin Gonzales, Nancy Eichsteadt, and Anatta Blackmarr.

Others present

Table with 2 columns: Name, Notes. Rows include Mitzi Olson (BCS Library Manager), Mindy Garlington (Gladstone City Council), and Paul Savas (Board of County Commissioners).

Call to Order: The meeting was called to order at 6:00 p.m.

Approval of Meeting Minutes: November 16, 2023. APPROVED.

Reports

Director's Report: Mitzi

- Fine reduction proposal submitted: reduce all LINCC fines to \$.10/day with a \$3 maximum.
New Youth Librarian Jessica has been busy starting programs and surveying the community.
Presentation was given to the Gladstone City Council about the library project.
Working on ordering laptops for the new Gladstone Library, for loaning to patrons to use in the building.
Book lockers are to be installed at both new libraries—outside the libraries to increase access to holds.
Dolly Parton Imagination Library: under consideration as a new program that both libraries may participate in.

- Budget time is now and is somewhat more complex because of the moves to the new libraries. Looking at statistics, hours, staffing, etc.

NCPRD DAC Update: Grover

- Projects are underway.

Gladstone Library Task Force: Natalie

- There have not been any meetings.
- Arts Committee will be meeting to finalize some ideas.
- The construction is moving right along!
- Open date was pushed back just slightly, into August.
- Mitzi: A plan to move the books is being developed. The library will be closed for 3-6 weeks for the transition.

Concord Property and Library Planning Task Force: Grover

- No updates.

LDAC Update: Grover

- Recommendation from County Counsel to ask cities about changing the IGA to include capital expenses.
- Commissioner Savas added that the decision by the BCC to discuss options only with City Managers may not be the “silver bullet” and may cause problems. It would probably be better to fully re-evaluate much of the current understandings. Much institutional knowledge has been lost.
- Grover asked if written material is available from the BCC meeting on this topic. Commissioner Savas referred him to the County Administrator.
- Natalie will contact LDAC chair to prompt a meeting, at the behest of this Library Advisory Board.

OLS 2021 Standard Review (Section 6)

- Completed previously.

Other topics

- Anatta asked Mitzi how it’s going with her membership in Rotary. It’s good for making community connections.

Public Comment: None.

ADJOURNMENT: 7:05 pm

Next Meeting: **March 21, 2024**

Respectfully submitted,
Robin Dawson

Oak Lodge Library

Statistics January 2024

Overview	January 2024	January 2023	Current YTD	Previous YTD	Percent Change
Circulation	17,131	15,711	110,441	108,302	2%
Downloadable	2,832	2,476	18,691	15,829	18%
Total	19,963	18,187	129,132	124,131	4%

Reference: Queries	253	263	1,573	1,617	-3%
Reference: Other	426	444	2,946	2,892	2%
Door Count	5,365	5,234	36,206	35,156	3%
Internet: Hours Used	273	226	2,028	1,844	10%
Internet: Users	432	427	3,388	2,969	14%

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	6	47	43	9%	75	634	238	166%
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	2	-200%	0	0	34	-3400%
Off-site visits from Library	1	3	4	-25%	14	70	500	-86%
Adult Programs	2	17	13	31%	34	258	189	37%
Other	0	3	1	200%	0	2,242	231	871%

Inter Library	January	YTD
Borrowed in County	6,844	48,992
Borrowed Out of County	29	232
Loaned In County	5,757	40,825
Loaned Out of County	22	155

Technical Services	January	YTD
Books	544	2,370
Audio	0	86
DVD	8	155
Other	0	2
Total	552	2,613

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	66	468
Borrowers to Date	5,675	

Study Rooms	January	YTD
Usage	30	312

Oak Lodge Library

Statistics February 2024

Overview	February 2024	February 2023	Current YTD	Previous YTD	Percent Change
Circulation	15,250	14,849	125,691	123,151	2%
Downloadable	2,618	2,185	21,309	18,014	18%
Total	17,868	17,034	147,000	141,165	4%

Reference: Queries	317	329	1,890	1,946	-3%
Reference: Other	489	393	3,435	3,285	5%
Door Count	5,626	4,769	41,832	39,925	5%
Internet: Hours Used	327	228	2,355	2,072	14%
Internet: Users	491	381	3,879	3,350	16%

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	54	49	10%	112	746	322	132%
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	2	-200%	0	0	34	-3400%
Off-site visits from Library	1	4	4	0%	13	83	500	-83%
Adult Programs	3	20	15	33%	44	302	230	31%
Other	0	3	1	200%	0	2,242	231	871%

Inter Library	February	YTD
Borrowed in County	6,462	55,454
Borrowed Out of County	49	281
Loaned In County	5,677	46,502
Loaned Out of County	26	181

Technical Services	February	YTD
Books	101	2,471
Audio	0	86
DVD	9	164
Other	0	2
Total	110	2,723

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	80	548
Borrowers to Date	5,761	

Study Rooms	February	YTD
Usage	47	359

Oak Lodge Library

Statistics March 2024

Overview	March 2024	March 2023	Current YTD	Previous YTD	Percent Change
Circulation	15,929	16,648	141,620	139,799	1%
Downloadable	2,873	2,465	24,182	20,479	18%
Total	18,802	19,113	165,802	160,278	3%

Reference: Queries	334	333	2,224	2,279	-2%
Reference: Other	654	420	4,089	3,705	10%
Door Count	5,937	5,885	47,769	45,810	4%
Internet: Hours Used	362	377	2,717	2,449	11%
Internet: Users	538	600	4,417	3,950	12%

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	9	63	57	11%	132	878	464	89%
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	2	-200%	0	0	34	-3400%
Off-site visits from Library	2	6	7	-14%	98	181	551	-67%
Adult Programs	3	23	20	15%	26	328	324	1%
Other	0	3	1	200%	0	2,242	231	871%

Inter Library	March	YTD
Borrowed in County	6,673	62,127
Borrowed Out of County	35	316
Loaned In County	5,715	52,217
Loaned Out of County	13	194

Technical Services	March	YTD
Books	61	2,532
Audio	1	87
DVD	4	168
Other	0	2
Total	66	2,789

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	96	644
Borrowers to Date	5,852	

Study Rooms	March	YTD
Usage	53	412

Gladstone

Statistics January 2024

Overview	January 2024	January 2023	Current YTD	Previous YTD	Percent Change
Circulation	12,034	12,848	83,220	79,560	5%
Downloadable	2,091	1,608	12,174	10,182	20%
Total	14,125	14,456	95,394	89,742	6%

Reference: Queries	175	216	1,411	1,421	-1%
Reference: Other	427	431	3,164	2,793	13%
Door Count	3,411	3,397	21,396	20,529	4%
Internet: Hours Used	174	158	1,311	1,117	17%
Internet: Users	333	324	2,399	2,023	19%

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	10	59	38	55%	243	1,113	708	57%
Juvenile Programs	4	8	9	-11%	130	302	270	12%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	2	-200%	0	0	82	-8200%
Off-site visits from Library	0	9	0	900%	0	251	0	25100%
Adult Programs	3	22	13	69%	24	198	126	57%
Other	0	2	2	0%	0	1,453	755	92%

Inter Library	January	YTD
Borrowed in County	5,468	38,984
Borrowed Out of County	10	92
Loaned In County	4,100	29,321
Loaned Out of County	11	56

Technical Services	January	YTD
Books	443	1,990
Audio	0	75
DVD	2	131
Other	0	6
Total	445	2,202

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	65	388
Borrowers to Date	4,240	

Gladstone

Statistics February 2024

Overview	February 2024	February 2023	Current YTD	Previous YTD	Percent Change
Circulation	11,251	11,215	94,741	90,775	4%
Downloadable	1,950	1,415	14,124	11,597	22%
Total	13,201	12,630	108,865	102,372	6%

Reference: Queries	254	224	1,665	1,645	1%
Reference: Other	536	435	3,700	3,228	15%
Door Count	3,272	2,671	24,668	23,200	6%
Internet: Hours Used	215	156	1,526	1,273	20%
Internet: Users	388	285	2,787	2,308	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	11	70	45	56%	254	1,367	893	53%
Juvenile Programs	4	12	11	9%	180	482	270	79%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	0	0	4	-400%	0	0	82	-8200%
Off-site visits from Library	2	11	0	1100%	199	450	0	45000%
Adult Programs	4	26	15	73%	34	232	148	57%
Other	0	2	2	0%	0	1,453	755	92%

Inter Library	February	YTD
Borrowed in County	5,001	43,985
Borrowed Out of County	15	107
Loaned In County	3,976	33,297
Loaned Out of County	10	66

Technical Services	February	YTD
Books	109	2,099
Audio	0	75
DVD	8	139
Other	2	8
Total	119	2,321

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	74	462
Borrowers to Date	4,309	

Gladstone

Statistics March 2024

Overview	March 2024	March 2023	Current YTD	Previous YTD	Percent Change
Circulation	12,090	12,392	106,561	103,167	3%
Downloadable	2,010	1,650	16,134	13,247	22%
Total	14,100	14,042	122,695	116,414	5%

Reference: Queries	243	254	1,908	1,899	0%
Reference: Other	657	411	4,357	3,639	20%
Door Count	3,351	3,325	28,019	26,525	6%
Internet: Hours Used	234	194	1,760	1,467	20%
Internet: Users	401	379	3,188	2,687	19%

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	13	83	53	57%	271	1,638	1,066	54%
Juvenile Programs	4	16	13	23%	190	672	270	149%
Teen Programs	0	0	0	0%	0	0	0	0%
On-site visits to Library	2	2	4	-200%	75	75	82	-9%
Off-site visits from Library	0	11	1	1000%	0	450	18	2400%
Adult Programs	4	30	19	58%	34	266	199	34%
Other	0	2	2	0%	0	1,453	755	92%

Inter Library	March	YTD
Borrowed in County	5,623	49,608
Borrowed Out of County	13	120
Loaned In County	4,123	37,420
Loaned Out of County	4	70

Technical Services	March	YTD
Books	59	2,158
Audio	2	77
DVD	0	139
Other	5	13
Total	66	2,387

Volunteer Hours	0	0
-----------------	---	---

New Borrowers	62	524
Borrowers to Date	4,371	