



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

May 21, 2024

Present: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Rick Maier, Aimee Noss, Kristi Smith, Tiffany Mach, Luke Viter (High School Liaison), Marisa Ely (Library Director).

Absent: Scott Sasse (Council Liaison)

The meeting was called to order at 5:31 p.m. by Lois Brooks, Chair.

April 2024 minutes were approved as written. Motion made by Linda, Second by Kristi. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report. None.

Chair Report.

“First, I would like to thank Luke for his years of service at the Library Advisory Board. Luke, you will be missed but we wish the very best for you at the University of Oregon (my alma mater).

“Second, at the Library Open House on May 2, I met two members of the Library Foundation, Jon Dragt and Therese Enderle. Both of them expressed a desire to have a meeting with their board, our board and the Friends of the Library Board. They believe, and I agree, that we need to have a better understanding of what each organization’s mission is. I hope we can do that within the next few months.

“Third, kudos to Marisa and the Library staff for the Library Open House. It was awesome and attendance was good.

“Fourth, I have revised the draft of the Donation Policy and I have copied it here below. I also discovered why we couldn’t find a copy of any such document. That’s because I was looking on the website under “Policies” and it turns out it was under the section “How Do I”? I think we should keep the policy itself short and then expand under the “how do I” section. I do think we should solidify the policy first and then update the “How Do I” section accordingly.”

Canby Public Library Donation Policy

The Canby Public Library is a community library and all donations from the community help with funding. There are two organizations that accept donations and then funnel all the donations plus proceeds from special sales or events to the Canby Public Library. These are The Friends of the Canby Public Library ([hyperlink](#)) and The Canby Public Library Foundation ([hyperlink](#)). As both of these are 501(c)3 organizations, they are able to provide receipts for tax purposes. With the exception of seeds for the Canby Seed Library, the Library does not accept any non-monetary gifts. (there should probably be a [hyperlink](#) to the Seed Library as well).

Board Member Reports.

Kristi spoke about the recent City Council meeting where she read a Pride Month proclamation. Her proclamation was met with snickering, and other Pride supporters were met with harassment and fear for their safety as they were trying to leave the building. This led to the LAB discussing the safety of community members and library staff with the upcoming Pride Month in June. LAB members decided that they want to make a statement in supporting all community members' safety during and outside of Pride Month. No one should be harassed, and everyone should be standing up for the safety of all community members.

Library District Advisory Committee (LDAC) Report.

Aimee and Marisa attended the meeting on May 20, 2024. Library directors presented their new LINCC Strategic and Tactical plan to start gathering feedback from our communities on what is wanted and needed from LINCC libraries. The end goal is to do the work needed for a library successor district to get all of the libraries the proper funding to provide the services that our communities need. We will plan a work session to go over this plan in detail and to start coordinating our efforts with other LINCC libraries and boards.

Library Director Bi-monthly Report. See attachment.

Teen Liaison Report.

The end of the school year is here, and Luke is getting ready to attend college. He thanked the Library Advisory Board for their support while he was our teen liaison and the board is so grateful to have had his help over these past years. Good luck in college, Luke!

Friends of the Library Report.

On Saturday, June 15th we will have our summer book sale in the Civic Plaza from 10am-2pm. We have need for volunteers for set up and take down, scooping ice cream, and working during the sale. This involves moving big carts of books and restocking during the sale. Please be thinking about this volunteer opportunity. I will be sending out a work schedule soon.

Another upcoming event will be the Backyard and Patio Tour Saturday, June 29th from 11am-2pm. Tickets will go on sale soon.

Discussion Items

Community Bulletin Board Policy. See attachment.

The policy, drafted by a library staff member who did extensive research, was created so the library could put up a community bulletin board in the library. The library has not had a space to do this, and this project originated from a consistently communicated need by our community. The plan is to get this up by June 1st.

The policy was approved as written. Motion made my Lois, Second by Linda. All in favor.
Opposed: None.

Teen Liaison Application Procedure.

We continued to discuss our desire to cast a wider net to get more applications. There were ideas to connect with high school students at the beginning of the school year (through the book club, student council, leadership group, FBLA & FAA advisor, librarian, counseling office, college and career center). The goal is to get more applications from other schools and students, and then to review all the applications received and start the interview process.

Action Items

- LAB members will review the library online survey results and be prepared to discuss them at the next meeting, as these results will be included in our new strategic plan.
- Lois will begin working on a statement pertaining to the safety of all community members during and outside of Pride Month.
- Marisa will work with Lois to find a date for a work session to discuss the LINCC Strategic and Tactical plan.
- Marisa will ask about what is needed to plan a meeting for the LAB, Foundation, and Friends of the Library boards to meet.
- Marisa will finish updating the Library Policy Manual and bring the edited copy to a future meeting for review and approval.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:31 p.m. The next meeting is scheduled for Tuesday, June 18, 2024, at 5:30 p.m. in the Council Chambers or via Zoom.

Respectfully submitted,

Marisa Ely

Library Director








MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON JUNE 18, 2024.



City of Canby Bi-Monthly Report
Department: Library
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 5/7/2024

Usage Metrics Overview

		<h1 style="text-align: center;">CANBY PUBLIC LIBRARY</h1> <h2 style="text-align: center;">MAR/APR '24 SNAPSHOT</h2>	
Items added to the collection - 1,292		Items checked in 42,163	
Holds filled 9,036		 New cards 210	
Digital checkouts 8,390		Room reservations 243	
Physical checkouts 41,598		 Adult events - 18 Participants - 232	
Customer interactions - 2,526		Children's events - 47 Participants - 1,223	
Visitors 16,220		 Teen events - 8 Participants - 48	

Staff

- Steven Hager started as our new Collection Development & Volunteer Coordinator on March 19th!
- Melissa Allott officially started as our new Adult Programming Coordinator on April 15th!
- Our library intern, Ember, completed her final day with us on April 29th!
- Maud Whalen, one of our on-calls, will start as our new Library Assistant II (20-hour) on May 1st!
- We began our hiring process for a new Library Assistant II (25-hour) and additional on-calls.
- The library was awarded a Teen Intern Grant through the State Library of Oregon, a project funded in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon. This grant allows for us to hire a temporary summer teen intern from June to August of this year. The job posting closed on 4/28 and we will start interviews soon.

Spaces

- The library received donations from the Friends of the Library and the Library Foundation to start outfitting the new Maker Lab with tables, stools, chairs, and some of the fun gadgets that Phillip will be making available soon.

Collections

- Our brand new Seed Library is officially available for patron use! It is located behind the library service desk, and patrons can "checkout" (although there are no due dates and nothing to return) up to 5 different seed varieties per visit. Thank you to Terri Jones, Lisa Nead, Melissa Allott, the Friends of the Library, the Canby Garden Club, and Kay Everts.



- Steven is in the process of adding to our adult graphic novels collection, so be on the lookout for many new books.
- Next year's OBOB's have arrived.

Programming

Age Group	Program/Event
Children	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Maker Lab (<i>pictured</i> →)
	Minecraft Club
	Baby & Toddler Storytime
	SPECIAL EVENT: Earth Day Celebration with Canby Kiwanis (<i>pictured</i>)
	Outreach Storytime
Totals: 47 events / 1,223 participants	
Teen	Dungeons & Dragons
	Young Teen Crafting (<i>pictured</i>)
Totals: 8 events / 48 participants	
Adult	Book Club
	Knit & Stitch Group
	Canby Reads
	OSU Master Gardener Seed Starting
	Native Bees Presentation
	Colored Wax Egg Decorating
	Music in the Stacks
	Tech Talks
	Tech Sources for Job Hunting
Totals: 18 events / 232 participants	



General News

- Phillip Yocham, Children's Librarian, and Marisa Ely, Library Director, presented at an April luncheon for the Canby Rotary to seek more support for the Maker Lab space.
- The Library Advisory Board, supported by the Library Director, presented their annual state of the library report to City Council on April 17th.
- There is a short, 10-question library survey online for the Canby community to share thoughts and feedback on library services. The survey closes on May 4th!
- The library's social media presence has gotten a fun refresh thanks to our new full-time staff members, Melissa and Steven! Their humor shines through our social media and the community has been loving it!
- The library was recently awarded a grant of \$500 for American Indian/Alaskan Native family programming in November for Native American Heritage Month!
- Our new library open hours began on March 4th!
- Carus elementary 1st graders toured the library on April 11th.
- On April 26th, artist Mary Eagle, was in the library to chat about her work.

Upcoming Events & News

- Join us on Canby's First Thursday in May (May 2nd, 5-8pm) for our Library Open House! We will be open an hour later so you can have more fun! Complete a bingo sheet with fun activities to help you learn about the library & what's coming up! The event is FREE and for all ages! We will have a Library of things petting zoo, live music, featuring The June Bugs, SRP info, a behind-the-scenes look, the official Seed Library launch, and more!
- Our new adult program, Adult Art Café, will start in May. Adults can come and be creative with supplies provided.
- The library is currently doing research to add a community bulletin board inside the library. Stay tuned!

Canby Library Community Bulletin Board Policy

The Canby Public Library provides a designated area in the lobby for the display and passive distribution of materials, such as flyers, school catalogs, publications, notices, and posters, that promote awareness of services and events of interest to the community. **All bulletin board items must be submitted to library staff for approval and posting.** Any material posted or left in the display area without prior authorization will be discarded immediately. The library accepts materials from local educational, government, and non-profit organizations. Preference will be given to organizations based in Canby or of community-wide interest. The library will not accept for display or distribution the following: partisan political or persuasive religious materials and materials advertising or promoting goods or services for personal or commercial profit. The posting or distribution of materials does not indicate the library's endorsement of the services offered, the accuracy of the information provided, or any liability relating to the events or services advertised.

Procedural Guidelines:

- Materials will be given to designated library staff for approval. Once approved, staff will initial and date the items before displaying them.
- Commercial (for profit) postings, political or religious endorsements, and personal advertisements or notices, such as a lost pet, garage sales, HOA meetings, etc. are not accepted for display.
- Materials left for posting or distribution without authorization from the library will be discarded.
- The Library reserves the right to refuse or remove any notice, flyer, or handout that does not comply with these policies and guidelines.
- All items for display or distribution are subject to the availability of space. The size of materials may be no larger than 11 x 17.
- Designated staff will check the bulletin board and the area around the board at least once daily. They will take down and dispose of postings that have expired (after 2 weeks or when the date of the event has passed) and tidy the area.