



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

September 17, 2024

Present: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Tiffany Mach, Rick Maier, Aimee Noss, Kristi Smith, Scott Sasse (Council Liaison), Marisa Ely (Library Director).

Absent: None.

The meeting was called to order at 5:30 p.m. by Lois Brooks, Chair.

August 2024 and August 2024 Joint minutes were approved as written. Motion made by Linda, Second by Rick. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report.

There is a work session from 6-7pm tomorrow night where they will be discussing the transportation plan update. There will also be a POW/MIA proclamation, two items on the consent agenda and one resolution. Finally, there will be voting on LOC Legislative Priorities Ballot and a City attorney update.

Chair Report.

“Jennifer and I met with the Canby High School Librarian on Wednesday, September 11. I will let her update you on how it went but I think we are close to having a “process” for recruiting a student. As soon as it is confirmed Jennifer will be able to attend the Club Fair next week, I will reach out to all the students who applied to suggest that they meet with Jennifer and Cortney there. My thanks to Jennifer for all the time and attention she has spent on this.

I have not had any feedback from the Foundation, the Friends or the Kiwanis or updating the “how do I” page. I will be reaching out shortly.

I am looking forward to discussing the Strategic Plan at this meeting.”

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report. See document at the end of this report.

Teen Liaison Report. None.

Friends of the Library Report.

The Swan Island Dhalia Friends of the Library sale made \$698 in book sales, which is more than they made last year. Patti is currently working with the Beer Library about the book shelving unit where they will hopefully be selling books soon. There will be no Christmas Tour of Homes this year.

Discussion Items

Joint meeting.

The joint meeting between the Library Advisory Board, Friends of the Library board, Foundation board, and Canby Kiwanis went well for LAB members. One piece of feedback that we got was either having the meeting in a different room or not having LAB members on the dais.

Lois will reach out to the boards about completing their “How Do I...Donate” section on the library website about their individual organization.

See last page for information on what each board/organization does to support the library.

Teen Liaison process.

Jen and Lois went to the high school and met with the librarian. New applications went out and slides on the process were made for the Club Fair. They talked to several club teachers, school staff, and students. Most students were not interested. Lois sent a new email to all the students that applied at the end of last school year. Those students will have to apply again because the new application has changed and has a part for parental consent. New applications are due October 1st.

The next step is to figure out days and times to do interviews. LAB decided on October 5th and 12th. Not all members will be on the panel as that would be too overwhelming for candidates. We also need to figure out what questions to ask and send those in advance to the candidates.

CPL Strategic Plan 24-27

With two edits to make, one being to spell out what LINCC stands for on the last page of the document and the second being to define what “community” means in the document, a motion was made by Lois to approve the plan. Kristi seconded. All in favor. Opposed: None.

The new plan will be presented to City Council at the October 23, 2024 City Council meeting for review and adoption.

Action Items

- Lois will reach out to the support boards about completing their part of the “How Do I...Donate” page on the library website.
- LAB members will work on interview questions for the teen liaison interviews, and Lois will schedule interviews with the candidates after October 1, 2024.
- Marisa will work on the Strategic Plan 2024-2027 presentation to City Council and share it with Lois.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:29 p.m. The next meeting is scheduled for Tuesday, October 15, 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 OCTOBER 15, 2024.










City of Canby Bi-Monthly Report
Department: Library
For Months of: July & August 2024

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 9/10/2024

2024 Council Goals & Objectives:

NA. See Departmental Activities.

Statistics

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <p style="text-align: center;">JUL/AUG '24 SNAPSHOT</p>	
Items added to the collection - 1,352		Items checked in 43,134	
Holds filled 8,515		 New cards 225	
Digital checkouts 8,148		Room reservations 188	
Physical checkouts 41,832		 Adult events - 16 Participants - 431	
Customer interactions - 1,882		Children's events - 56 Participants - 1,497	
Visitors 18,106		 Teen events - 10 Participants - 76	


Department Activities:

- Our teen intern, Raley, completed her internship on 8/28/24. The funding for this temporary position came from 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.
- We have new art by artists [Chinh Lê](#) and Jeri Lê around the library!



- A huge thank you to Public Works for repainting the white arrows in the alleyway behind the library for safety.
- Upcoming events:
 - We have several new adult programs starting in September, including Adult Craft Night, [B.Y.O Book Club](#), and Canby Public Library writing group. We also have a [Financial](#) info series starting up on 9/18, a Beginner Watercolor Class on 9/21, and a Guide to Garlic Planting on 9/28. No sign-ups required.
 - Northwest Classical Theatre Collaborative will be performing a 75-minute production of *The Year of Magical Thinking*, with live music, directed by Patrick Walsh, at the library on 10/17 from 6:30-8pm.
 - The young teen and parent craft is moving to a new time, now starting at 5pm, on the 2nd and 4th Tuesday of each month.
- Programming:
 - The Summer Reading Program has officially ended (June 1 – August 31).
 - Kids: 1,937 sign-ups / 266 finishers
 - STEAM logs: 421 sign-ups / 64 finishers
 - Teens: 523 sign-ups / 79 finishers
 - Adults: 295 sign-ups / 91 finishers
 - BINGO sheets: 532 sign-ups / 110 finishers
 - Totals: 2,766 sign-ups / 436 finishers (reading logs)
 - 953 sign-ups / 174 finishers (STEAM logs & BINGO sheets)

Age Group	Program/Event
Children	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Dance Party
	Maker Lab & STEAM Night
	Minecraft Club
	Baby & Toddler Storytime
	Lego Masters Competition & Presentation
	SPECIAL EVENTS: Summer Reading performances
	<i>Outreach Events</i>
Totals: 56 events / 1,497 participants	
<i>Outreach Events: 2 / 109</i>	
Teen	Dungeons & Dragons
	Table Top Gaming (NEW!)
	Young Teen Crafting (<i>pictured</i>)
Totals: 10 events / 76 participants	
Adult	Book Club
	Knit & Stitch Group
	Citizenship Classes
	Art Cafe
	Maker Lab for Adults (NEW!)
	Music in the Stacks
Totals: 16 events / 431 participants	

 CANBY Public Library		FY 22-23	FY 23-24
Total Visitors		89,084	96,010
Room reservations		842	1,136
Items added to the collection		5,889	7,157
Holds filled		55,574	52,894
Digital checkouts		35,003	45,869
Items checked in		251,143	251,833
New cards		1,286	1,343
Physical checkouts		214,519	237,289
Reference questions		11,417	12,207
Programming	Children	102 events	270
		3,000 participants	7,714
	Teen	25 events	32
		123 participants	260
	Adult	28 events	80
		724 participants	1,250



Canby
Public
Library

Support Boards

Library Advisory Board

- Works to get input to the City & library on what residents want and need
- Advocates and gathers support for the library
- Approves library policies
- Help with long-range planning
- Meetings are the 3rd Tuesday of every month from 5:30 PM - 6:30 PM in Council Chambers (*Zoom available*)
- More info here: <https://www.canbyoregon.gov/bc-library>.

Library Foundation

- A 501(c)(3) partner of the Canby Public Library
- Supports the library through fundraising, advocacy, and community support
- Provides funds for specific or large-scale projects (not day-to-day operations)
- Meetings are every other month, the last Tuesday of the month, from 4:30-5:30 PM (*subject to change*)

Friends of the Library

- A 501(c)(3) partner of the Canby Public Library
- Generates income through bookstore sales, memberships, and event sales (ie. annual Tour of Homes, Dahlia Festival, Retro Revival, & Better World Books)
- Funds library programming and cultural passes
- Meetings are 2nd Wednesday of each month at 9 AM

BONUS! Kiwanis Club of Canby

Provide extra funding and volunteer assistance to support children's services in the library (ie. Dolly Parton Imagination Library program, Maker Lab programming)